Townsend Planning Commission Meeting Minutes
December 11th, 2024 @ 7:00 pm
Town Hall and via Conference Call

7:00 pm – PC Meeting

I. Call to Order: The meeting was called to order by James Reyes at 7:06 PM.

II. Opening Ceremonies

A. Roll Call

Present:
James Reyes
Lisa Brooks
Eschalla Clarke
JJ Asongu
Town Manager: Julie Goodyear

B. Pledge of Allegiance – All stood for the Pledge of Allegiance.

C. Visitor Acknowledgement – Visitors from Becker Morgan Group to discuss Townsend Acres – Bob Taylor, Ryan Musacchio, Chris Duke.

D. Additions/Changes to the Agenda – No changes to the Agenda.

E. Announcements **–** Mariaelena Riviera has given noticed and will be leaving the Town of Townsend at the end of the year. The current admin will fill in until the position is filled.

III. Minutes from the October 12th, 2024, Planning Commission meeting to review and approve. Lisa moved to approve the minutes from October 12th, Eschalla seconded. All approved.

IV. Discussion, review and possible vote of recommendation of "Townsend Acres" Major Sub-Division Application and supporting documentation. Plan is similar to the previous presentation, except for changes to meet code. 46 Duplexes. Twice as much land and open space as the Code required. Looking at Fall 2025. Price range is low $400k. Yardage is about 1/10 of acre. (NOTE to Counsel – non invasive trees and open space (possibly. Lisa moved that this moves to Town Council, Eschalla seconded). James will type up a letter to send to Town Council.

V. Review of PLUS (Preliminary Land Use Service) comment letter for Comprehensive (Comp) Plan Maps Amendment. – The Town Manager talked about conversation with Samantha, Head of PLUS in New Castle. The focus should be on getting Middletown in agreement with our Chapter 24, the Town Manager will

casually reach out to the Town Manager of Middletown; PLUS recommendations were just recommendations. There was a turnover in employees which may have caused additional questions. James will follow up with Troy about the draft.

VI. Discussion and review of edits to chapter 24 Zoning and unified development Code. Next meeting the Planning Commission will review the edits and divide the review.

A. **ACTION ITEM:** Discussion on adding "mini-storage" as an acceptable conditional use in commercial zones. The Town Manager will follow up with the minutes from the Board of Adjustments meeting that discussed this topic and welcome to discuss with the Planning Commission.

VII. Discussion of January meeting date and agenda. The next meeting is scheduled for Thursday January16th at 7pm.

VIII. Adjourn- Lisa moved to adjourn the meeting and Eschalla seconded. All approved. The meeting was adjourned at 8:27pm.