

**Townshend Planning Commission**  
**Minutes**  
**September 26, 2018**

**Present:** John Evans; Brandon Canevari and Andrew Snelling

1. **Call to Order:** Chairman Evans called the meeting to order at 7:18 p.m.
  
2. **Approval of the Minutes:** Canevari made a motion to approve the minutes of the September 12, 2018 meeting with minor changes. The motion was seconded by Evans and carried by those present.
  
3. **Additions and Deletions:** None
  
4. **Members of the Public:** None
  
5. **Correspondence:** Wastewater system and potable water supply permit #WW-2-5697 for Crozier et al, was reviewed by the Commissioners. No action was taken on the permit.
  
6. **Old Business:**  
Village Center Designation Canevari outlined the required steps for applying for Village Center Designation. He said it starts with a preliminary discussion with the Department of Housing and Community Development (DHCD) and he will endeavor to make a call before next meeting. The second step is to schedule a pre-application meeting with DHCD, at which time we should have a general idea on the district boundaries. Snelling and Canevari volunteered to begin taking photographs of the key areas in the village center.  
  
Sign Ordinances: Snelling reported on his communication with John Bennett. Bennett said that he had only provided limited assistance to Town of Jamaica regarding the update of their sign ordinance. He did provide links to information on the process of establishing ordinances.
  
7. **New Business:** none
  
8. **Other Business:** none

**9. Meeting Schedule:** Regular Meeting: October 10, 2018 @ 7:15 p.m.  
Regular Meeting: October 24, 2018 @ 7:15 p.m.

**10. Adjournment:** Evans made a motion, to adjourn at 8:55 p.m.,  
carried by those present.

Respectfully submitted,

Andrew Snelling