



**Town of Townsend Public Works & Land Use
Development Committee Meeting
December 20th, 2023 @ 11:00 am
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

11:00 am Public Works & Land Use
Development Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation.
- IV. Adoption of Agenda.
- V. Discussion regarding annexation handout.
- VI. Discussion regarding possible community center.
- VII. Discussion regarding Fiscal Year (FY) 2025 Budget Requests.
- VIII. Recess Council Meeting to Convene Executive Session.
- IX. Adjourn.

Town Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

****Revised to add item VII. to the agenda. – MR 12-15-2023****



NEW CASTLE COUNTY

Estimated Building Permit Fee Form Residential and Commercial Renovation

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NCCDELU.ORG

REV. 7/01/2019

This form may be used to estimate the building permit fee for a residential addition/renovation or commercial renovation project. The Building Permit Fee includes the Permit Review Fee, Zoning Review Fee, NCC Volunteer Fire Assistance Fund Fee and the Certificate of Occupancy Fee. The minimum fee is \$142.00. **Additional fees may apply.** Please contact the Permits Section at 302-395-5420 with any questions.

The following residential permit valuation table is provided to help determine the estimated value of a project per square foot. This form is not intended to be used for construction cost estimating, nor is it required to obtain your building permit.

Residential Addition Projects			
Project Area Description <small>(project may include more than one description)</small>	Construction Cost <small>(per Sq. Ft.)</small>	Project Valuation <small>(Construction Cost x Sq. Ft. Area)</small>	
		Project Area <small>(Sq. Ft.)</small>	Valuation
Alter Existing Space (moving interior walls)	\$20 / sq. ft.		
Additional Living Area	\$40 / sq. ft.		
Finish Basement	\$20 / sq. ft.		
Garage	\$16 / sq. ft.		
Deck	\$8.50 / sq. ft.		
Enclosed Porch (no HVAC)	\$22 / sq. ft.		
Open Porch	\$14 / sq. ft.		
Carport	\$14 / sq. ft.		
Shed	\$11.50 / sq. ft.		
Total Valuation:			

The Declared Value field should be used for residential projects that involve repairs or modifications that are not able to be measured in area, as well as commercial renovation and repair projects (e.g. fit-outs, roof replacement, cell tower antenna replacement, etc.). These project fees are based on the declared value of the project as provided by the applicant. Declared valuations shall include the total value of work, including materials and labor, for which the permit is being issued.

Residential / Commercial Renovation Projects	
	Declared Value:

Permit Fee	Permit Review Fee (\$60 Minimum) <small>(\$12.00/\$1,000 of Project Valuation up to \$1 Million & \$5.25/\$1,000 over \$1 Million)</small>
	Zoning Review Fee (\$21 Minimum / \$145 Maximum) <small>(10% of Permit Review Fee)</small>
	NCC Volunteer Fire Assistance Fund Fee <small>(0.50% of Project Valuation (for the first \$1 Million valuation))</small>
	Certificate of Occupancy Fee <small>(\$60.00)</small>

Estimated Building Permit Fee:

The calculated Building Permit Fee is an estimate and may not reflect the actual permit cost.

Additional Fees:

Sewer Fees: Connection, Wastewater Treatment, and Capital Project Fees, in addition to applicable Sewer Impact or Capitol Recovery Fees

Impact Fees: Change of Use construction may be subject to service related Impact Fees

Lines and Grades Review Fee: Applicable for additions greater than 480 square feet



Town of Townsend Annexation Package

Taxes

Town of Townsend Residents	New Castle County Residents
<ul style="list-style-type: none"> Current Town Tax Rate: 0.008 	<ul style="list-style-type: none"> Current County Tax Rate: for County properties= 0.80540*100
<ul style="list-style-type: none"> Current County Tax Rate: for Town properties= 0.32570*100 	

Cost Saving Opportunities:

	Town of Townsend Residents	Non- residents
Notary Fees	\$0	\$5
Gazebo Rental (3-Hour Time Period)	\$75	\$125
Pavilion Rental (3-Hour Time Period)	\$75	\$125
Variance Hearings	\$300	\$500

Offers for Annexation

- Legal Review
- Smalltown presence while still pursuing growth to fully service residents.
- Amenities to help improve quality of life including the Townsend Municipal Park, trails, expansion of recreational activities.
- Your input is needed and wanted for input on local decisions, Town Council relations, Committees, Boards, Commissions.
- Hometown policing where the police department and community get to know each other as individuals.
- Community partnerships and respect are maintained through personal relationships community outreach such as business checks, vacation home checks, and community meetings.
- Faster response to calls for service over delayed response, thus preventing the victims of crime feeling their issues don't matter.
- Personal interaction between police and citizens, encompassing community spirit of caring and informality.
- Local police presence combined with community partnership is proven to deter crime

Town of Townsend Annexation Package

- Community policing which allows officers and citizens to get to know each other, to build a stronger trust bond. Citizens know officers as members of their community with a vested interest in each other's safety.

About the Town of Townsend

- Townsend Town Council is comprised of a Mayor and four Councilmembers who serve a two-year term.
- Elections are held in May of each year. Residents of the Town of Townsend have the opportunity to run for Townsend Town Council and the vote for Townsend Town Council.
- The Town of Townsend engages with residents to uphold long lasting traditions and maintain our connected community with events such as the Townsend Fair and Parade, the Annual Christmas Caroling and Tree Lighting Event, and a Back-to- School Night.

DRAFT - Not Final

Town of Townsend Annexation Package

Example for an R-1 Zoned Lot: (Not for the Tri-fold)

Sample tax amount=

88,755 – assessment value * .008 tax rate=

\$710 per year

Over 10 years= \$7,100

Sample Permit Fees=

Demolition Permit=

Total= \$600

New Residential Permit =

Building Fee Breakdown:

Building Size Fee= Square footage *\$150.87/1000 *\$15.00= ****

C/O Fee = \$125.00

Administrative Fee= \$125.00

Lines & Grades Review Fee= \$550.00

Public Safety Impact Fee= \$1,500.00

General Impact Fee= \$3,500.00

Fire House Impact Fee= \$750.00

Roadway Impact Fee= \$2,750.00

Sidewalk Impact Fee= \$500.00

HVAC Permit= \$100.00

Plumbing Permit - Inside= \$100.00

Plumbing Permit - Outside= \$100.00

OPTIONAL- Unfinished basement cost= \$23.20* square foot

Total= \$10,100+ building size

Optional Permits:

Fence

\$125.00

Shed- 200 Square Feet or Less

\$150.00

Permanently Installed Generator

\$150.00

Fireplace

\$175.00 Plus HVAC & Plumbing

In-Ground Pool

\$525.00

Above-Ground Pool

\$175.00

Town of Townsend Annexation Package

Hot Tub \$175.00

Flagpole (Inground) \$100.00

Residential Permit Fees per square foot (All permit fees assessed by square foot shall be subject to the fees below, as applicable)	
Administrative Fee	\$125.00
Plan Revision Fee for Previously Approved Construction Permits	\$150.00
Temporary Certificate of Occupancy	\$100.00
Certificate of Occupancy	\$125.00
Patio	\$8.00/ square foot
Sidewalk	\$8.00/ square foot
Driveway	\$8.00/ square foot
Basement	\$10.00/ square foot
Deck	\$10.00/ square foot
Addition	\$15.00 per \$1,000.00
Garage	\$15.00 per \$1,000.00
Enclosed Porch (No HVAC)	\$15.00 per \$1,000.00
Open Porch	\$15.00 per \$1,000.00
Carport	\$15.00 per \$1,000.00
Rooftop Solar Panels	\$15.00 per \$1,000.00
Ground-Mounted Solar Panels	\$15.00 per \$1,000.00
Altering of existing spaces (moving of interior walls)	\$20.00/ square foot

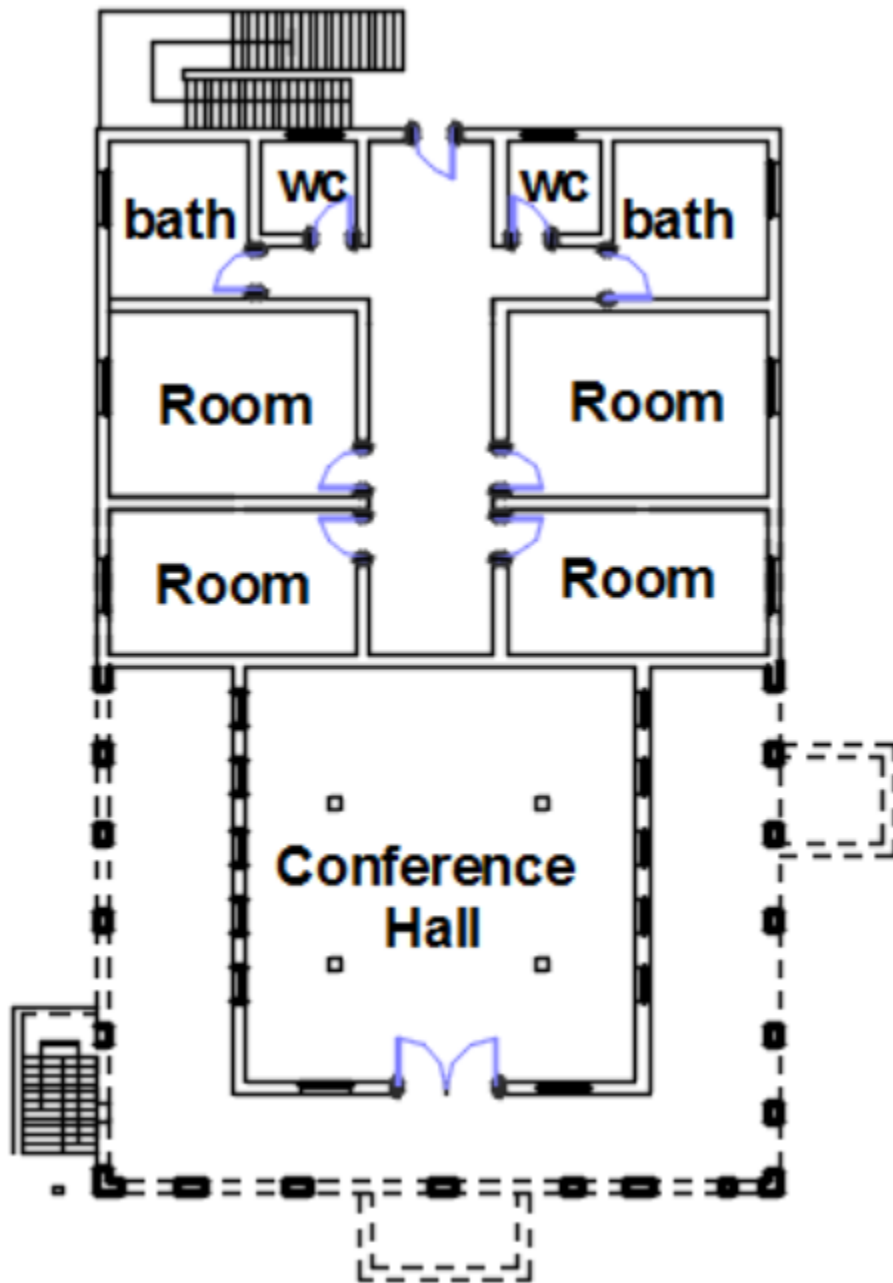
******Add administrative fees and CO fees as applicable**

First Level

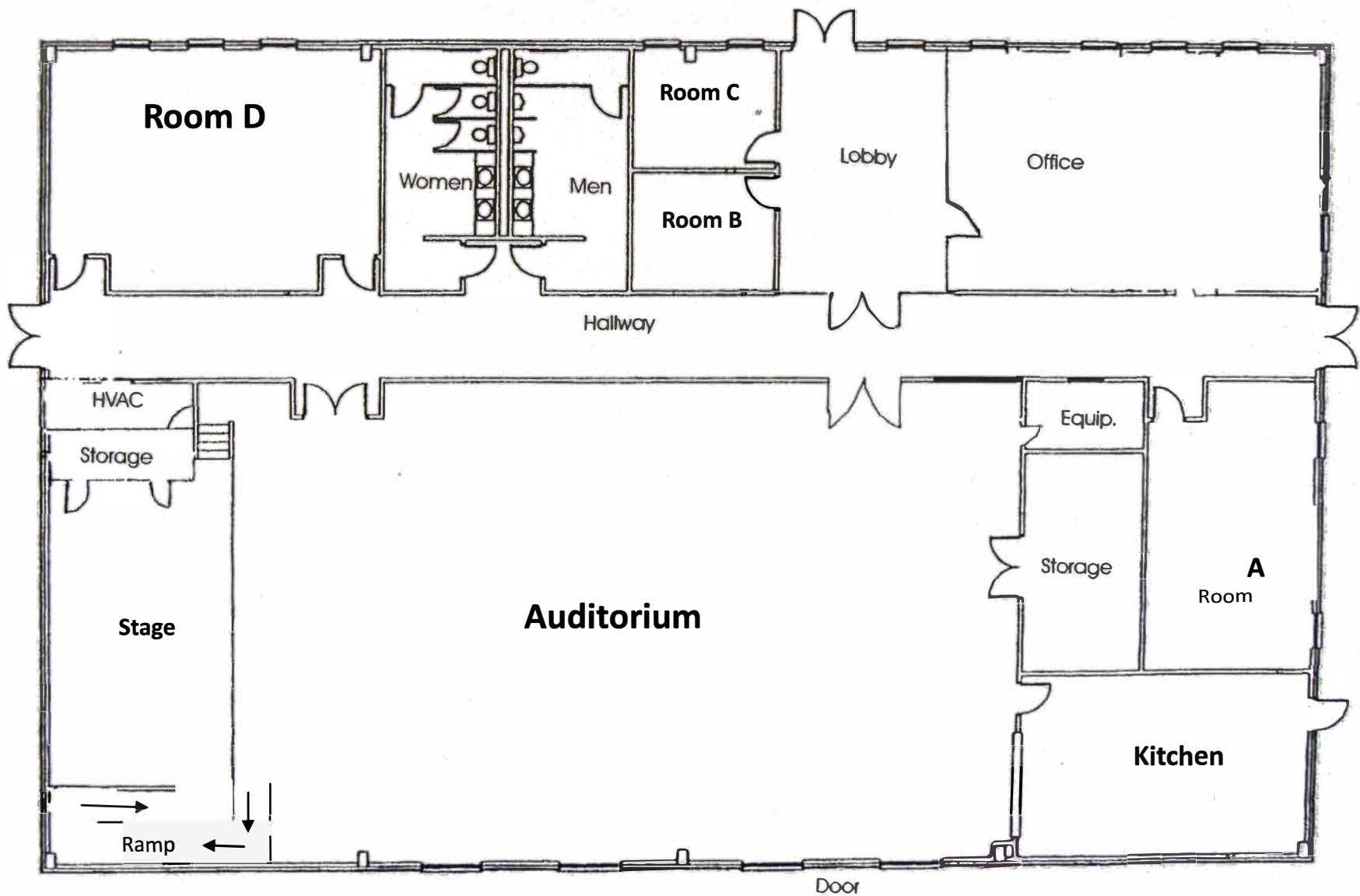


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Second Level



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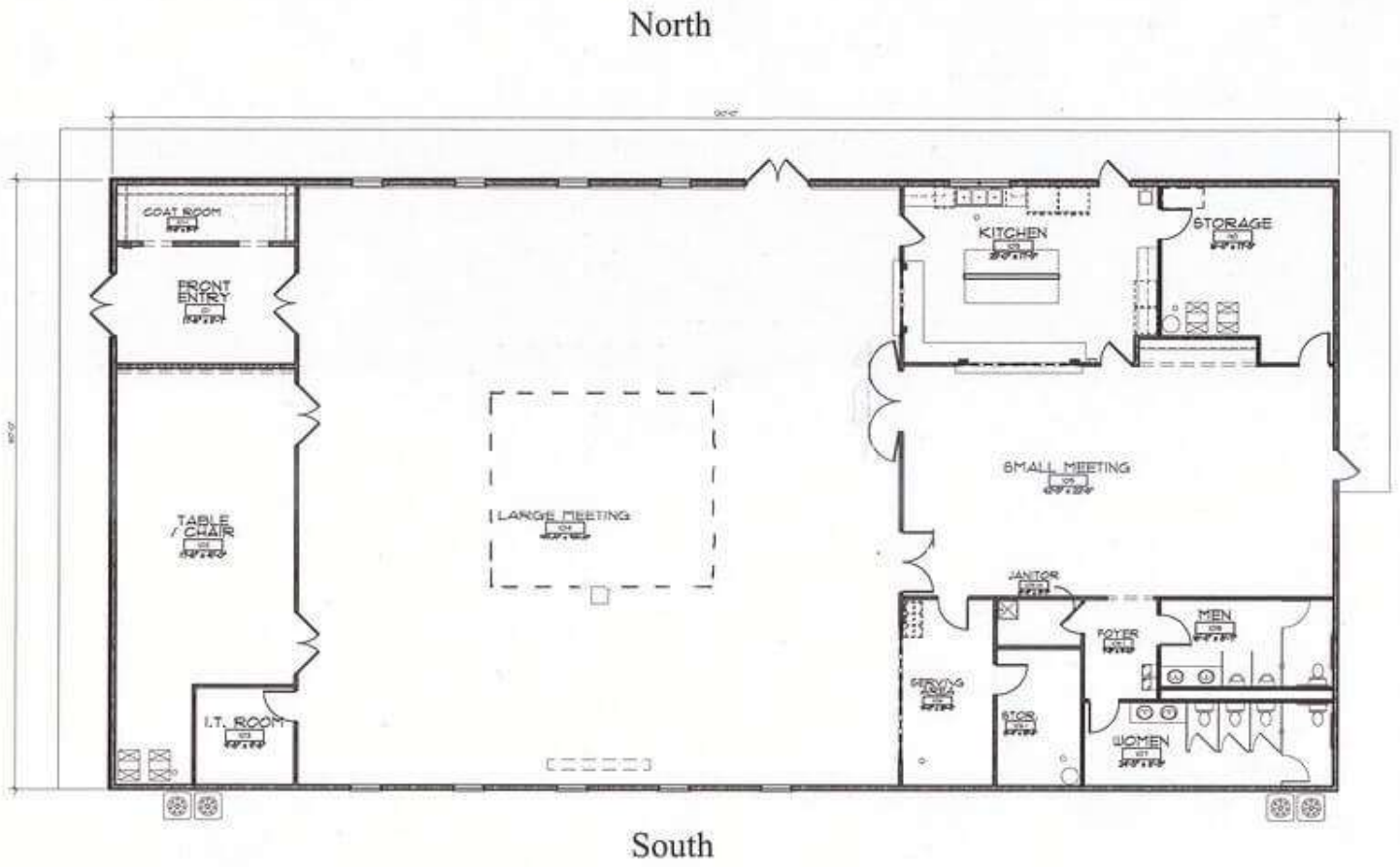
Tillman's Corner Community Center

COMMUNITY CENTER PLAN



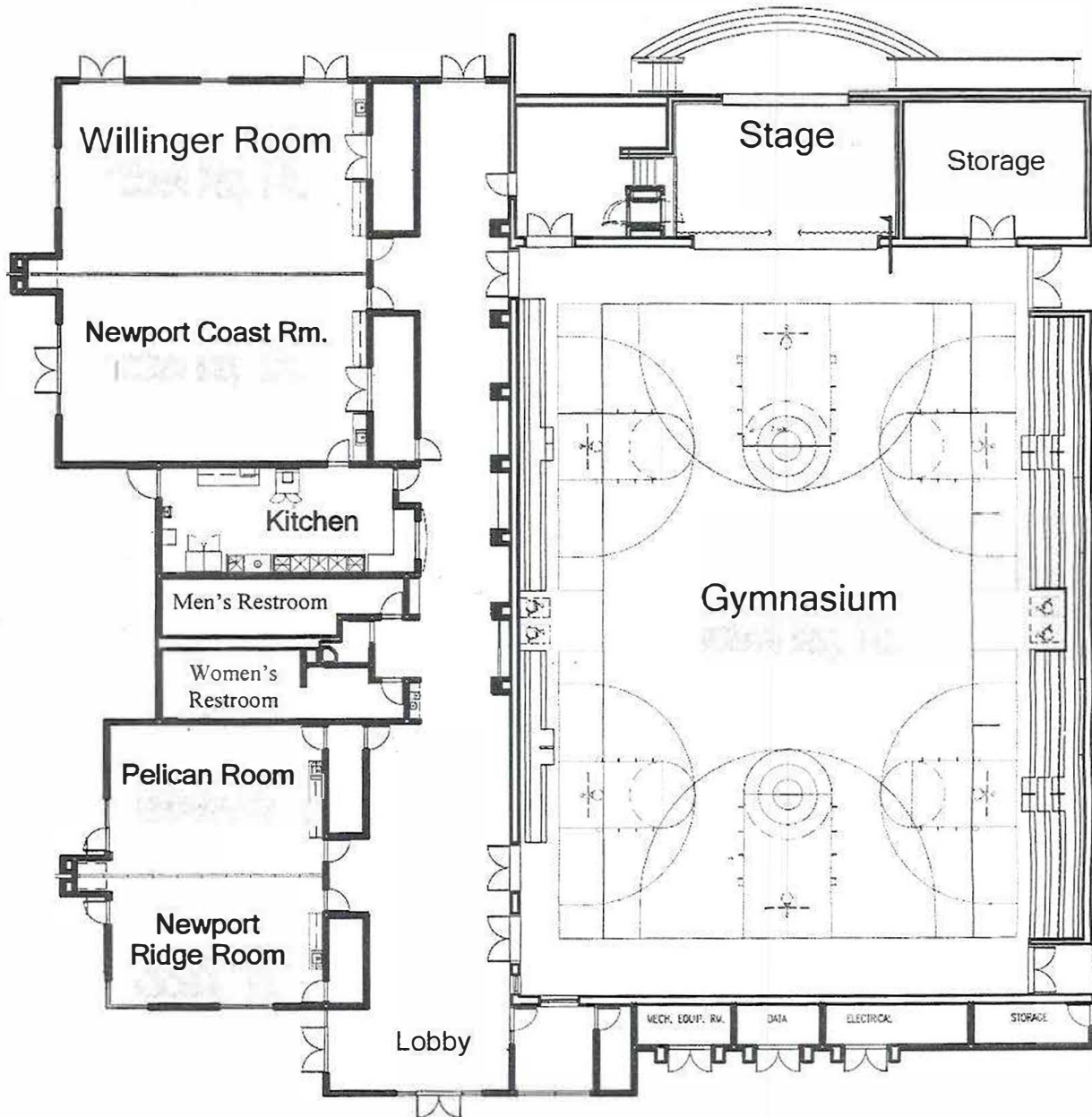
PUBLIC MEETING - MARCH 6, 2019
 COMMUNITY CENTER & POOL DESIGN



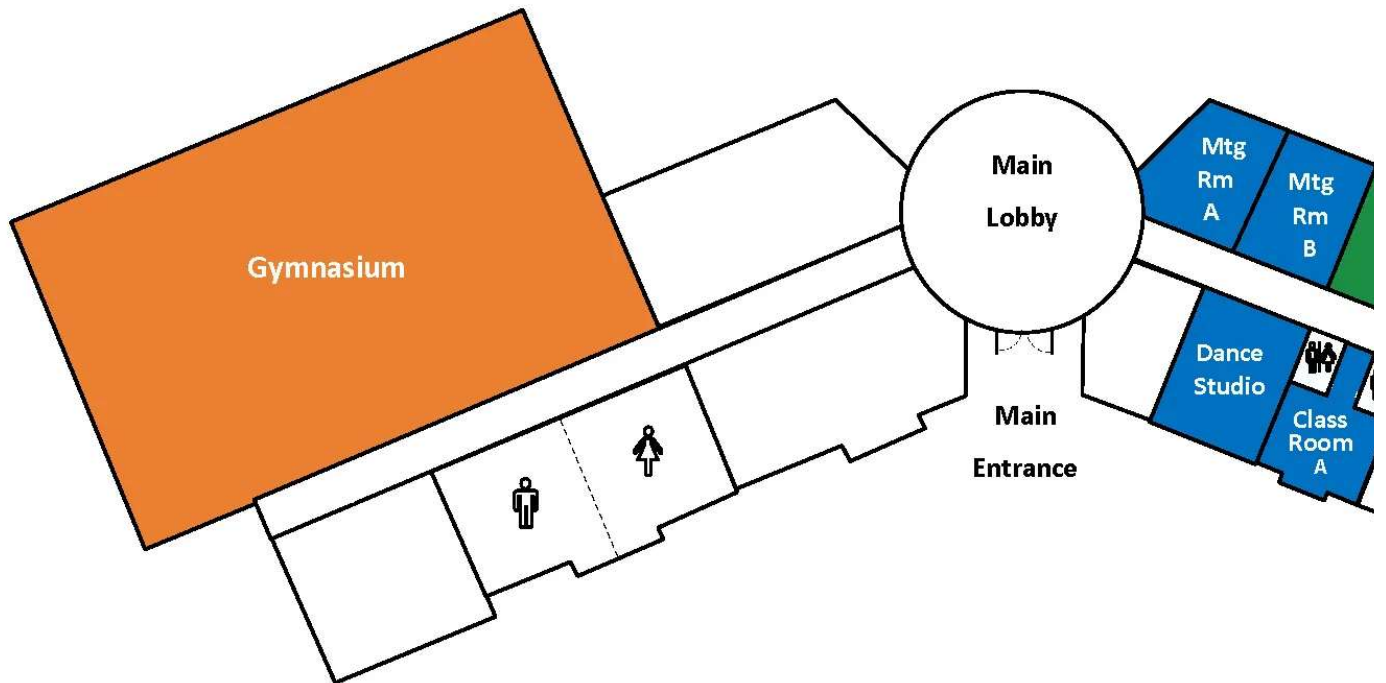




Newport Coast Community Center Floor Plan



Tukwila Community Cer





1901
REMINGTON & VERNICK ENGINEERS
 UNIVERSITY OFFICE PLAZA
 BELLEVUE BUILDING
 262 CHAPMAN ROAD, SUITE 105
 NEWARK, DE 19702
 (302) 266-0212, FAX (302) 266-6208
 WEB ADDRESS : RVE.COM
Excellence • Innovation • Service

DATE: _____
CHRISTOPHER J FAZIO
 PROFESSIONAL ENGINEER LIC. No. 12175

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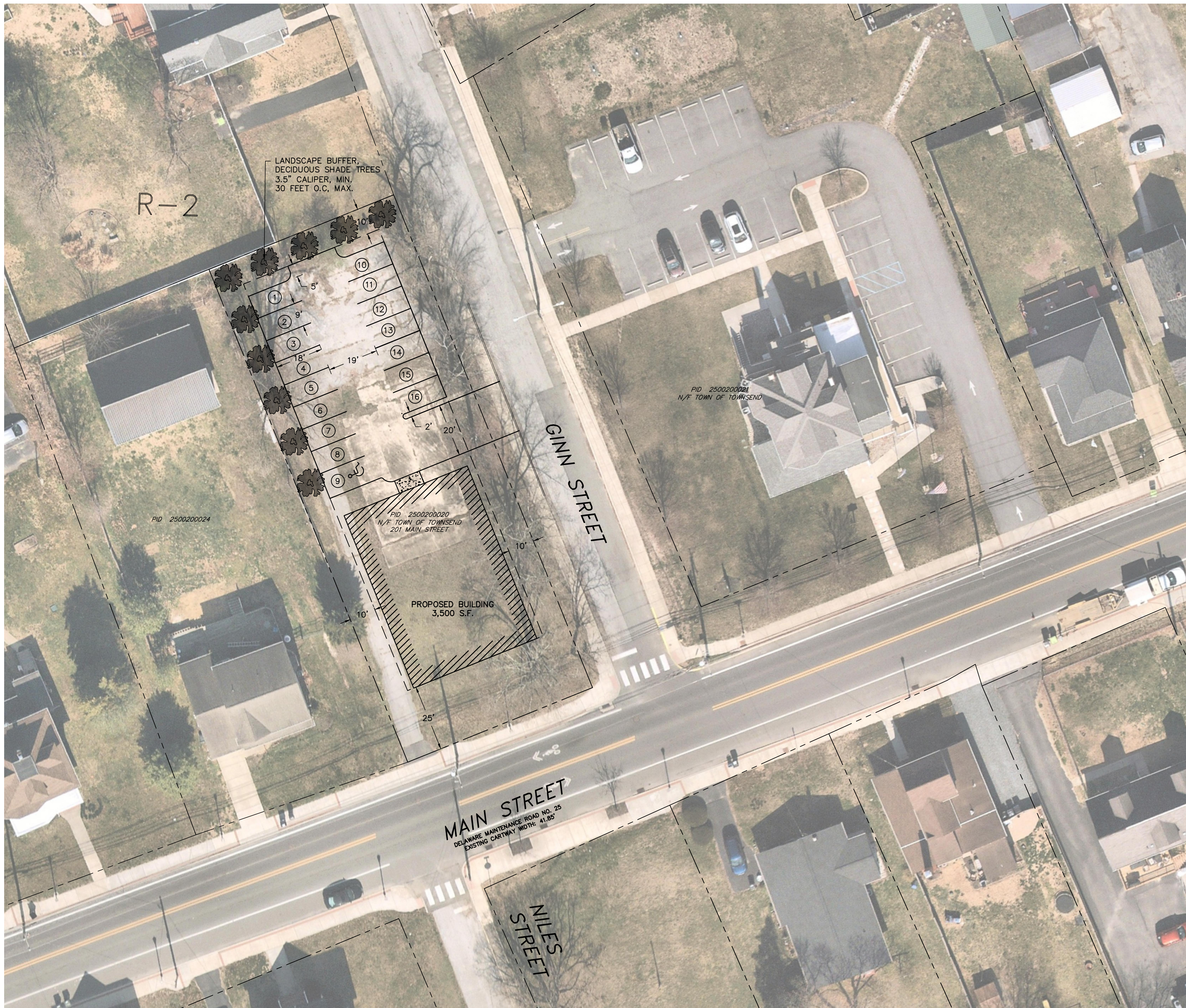
NO.	REVISION	DATE	BY/CHK

CONCEPT PLAN - 1

TOWN OF TOWNSEND
 201 MAIN STREET

NEW CASTLE COUNTY
 DELAWARE

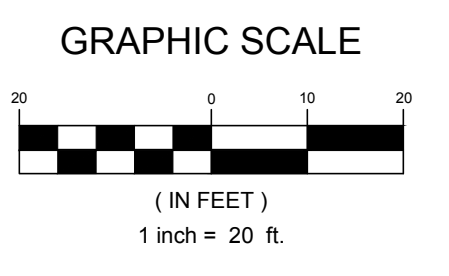
DRAWN BY:	DESIGN BY:	CHECKED BY:	SCALE:
JMB	EVO	CJF	AS NOTED
DATE:	8-2023		SHEET No.:
JOB No.:	1		of 4
DN1ET107			



ZONING CLASSIFICATION – RESIDENTIAL R-2			
	PARCEL NUMBER	2500200020	2500200020
	REQUIRED/ALLOW	EXISTING	PROPOSED
LOT WIDTH	50 FEET	75 FEET	75 FEET
LOT AREA	7,000 SF	15,000 SF	15,000 SF
BUILDING COVERAGE	MAX. 40% TOTAL LOT AREA	-	56%
BLDG. SET BACK	NONE	-	-
SIDE YARD	MIN. 10 FEET (25 FEET AGGREGATE WIDTH)	25 FEET	25 FEET
FRONT YARD	25 FEET	25 FEET	25 FEET
REAR YARD	10 FEET	10 FEET	10 FEET
BLDG. HEIGHT	35 FEET	35 FEET	< 35 FEET

OWNER
 TOWN OF TOWNSEND
 141 MAIN STREET
 TOWNSEND, DE. 19734

PROPERTY INFORMATION
 LOT AREA: 15,000 S.F.
 IMPERVIOUS AREA: 8,422 S.F.



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DATE:
CHRISTOPHER J FAZIO
 PROFESSIONAL ENGINEER LIC. No. 12175

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NO.	REVISION	DATE	BY / CHK

CONCEPT PLAN - 2
 TOWN OF TOWNSEND
 201 MAIN STREET
 NEW CASTLE COUNTY
 DELAWARE

DRAWN BY	DESIGN BY	CHECKED BY	SCALE
JMB	EVO	CJF	AS NOTED
DATE:	8-2023	SHEET No.:	2 of 4
JOB No.:			



ZONING CLASSIFICATION – RESIDENTIAL | R-2

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REAR YARD	10 FEET	10 FEET	10 FEET
BLDG. HEIGHT	35 FEET	35 FEET	< 35 FEET

OWNER
 TOWN OF TOWNSEND
 141 MAIN STREET
 TOWNSEND, DE. 19734
PROPERTY INFORMATION
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 IMPERVIOUS AREA: 8,422 S.F.

