



**Town of Townsend Code Review Committee Meeting
Minutes**

**February 15th, 2024 @ 5:30 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

5:30 pm Code Review Committee Meeting

- I. Call to Order: 5:44 pm
- II. Opening Ceremonies
 - A. Roll Call: Chairman S. Lobdell, Co-Chairman J. Mertz, Town Manager A. Tantillo, and Town Clerk M. Rivera.
 - B. Pledge of Allegiance: all present recited the Pledge of Allegiance.
 - C. Recognition of Visitors: none.
 - D. Announcements: None
- III. Citizens Comments & Participation.
 - A. No one present.
- IV. Adoption of Agenda.
 - A. Agenda adopted.
- V. **ACTION ITEM:** Discussion and possible vote for Ordinance 2024-001 An Ordinance to Amend Section 18.04.010 of the Town Code to Further Clarify Permitting Requirements.
 - A. TM Tantillo provided a reading of the changes proposed to amend the TMC 18.04.010.
 - B. TM Tantillo advised she will prepare a list of the required permits for the first reading.
 - C. The Committee discussed additional changes to the ordinance and TM Tantillo performed live changes to revise the drafted ordinance.
- VI. **ACTION ITEM:** Discussion and possible vote for Ordinance 2024-002 An Ordinance to Amend Section 24.04.060 of the Town Code to Add the Definition of Commercial Vehicle.
 - A. The Committee discussed the most recent updates to the drafted ordinance and TM Tantillo performed live changes to the drafted ordinance.
 - B. TM Tantillo confirmed this ordinance will go to the PC for review.
- VII. **ACTION ITEM:** Discussion and possible vote for Ordinance 2024-003 An Ordinance to Amend Chapter 12 of the Townsend Municipal Code as Related to Trash and Recycling Collection and Chapter 4 of the Townsend Municipal Code as Related to the Fee Schedule.
 - A. The Committee reviewed and discussed the drafted ordinance.
 - B. TM Tantillo to draft an application for a dumpster permit.
 - C. TM Tantillo advised a first reading is needed.



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VIII. ACTION ITEM: Discussion and possible vote for Ordinance regarding Board of Adjustment appeals.

- A. TM Tantillo provided a reading of the drafted ordinance.
- B. TM Tantillo noted this will bring the Town's code in line with the State's Code, explaining that appeals must go to the Superior Court.
- C. TM Tantillo confirmed this ordinance will go to the PC for review as a first hearing.

IX. Discussion regarding Rental Properties.

- A. TM Tantillo advised comparisons are needed to Rental Codes.
- B. The Committee reviewed the letter submitted by Alan C. Emsley.
- C. The Committee reviewed the Tenant Information Form:
 - 1. TM Tantillo confirmed Homeowners are not required to provide their contact information.
 - 2. TC Rivera clarified tenants are not required to provide their contact information; however, for safety we should have their names for the property records.
 - 3. TC Rivera noted having the tenant information has been helpful with contacting landlords to bring them into compliance with the Town's Rental License.
 - 4. TC Rivera advised if tenant information is not required the Town should consider requiring some form of insurance like other municipalities for safety.
 - 5. The Committee agreed to update the Tenant Information form with asterisks to determine which items are required fields such as adult name and phone number.

D. The Committee reviewed the entirety of TMC 18.28.

- 1. TM Tantillo confirmed the Town does not have authority to evict tenants and explained the TMC 18.28.130 is a provision to assist Landlords.
- 2. TM Tantillo to look into 18.28.110 appeals.

X. Discussion regarding new business.

- A. No discussion was held for this agenda item.

XI. Adjourn.

- A. Meeting adjourned at 7:05 pm.
 - 1. The Committee agreed to meet on February 26th at 5:30 pm.