



Town of Townsend Code Review Committee Meeting
February 26th, 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: 5:32 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: Dwain Haines and Dan Keeler.
 - D. Announcements: none.
- III. Citizens Comments & Participation.
 - A. None.
- 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 advised this ordinance may move forward to public hearing and second reading.
 - B. CM Mertz confirmed the Town will provide a list of required permits.
- 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. TM Tantillo confirmed this item will need to go to the Planning Commission (PC).
 1. CC Mertz confirmed with TS Hatfield that the Town may move forward without first hearing and PC may review after Council's vote.
 - B. CC Mertz asked if this would interfere with old town properties who have boats in their back yard. TM Tantillo provided a reading of TMC (Townsend Municipal Code) 24.12.030 Residential District (R). C Lobdell suggested adding verbiage to the ordinance to reference TMC 24.12.030 for storage.
 1. Mr. Haines noted there are people who visit and will live in their camper for three to four days at a time.
 - C. CC Mertz and TM Tantillo confirmed the definition is based on registration not licensing.
 - D. TM Tantillo to make revisions as discussed and send the drafted ordinance to Council for a new first reading. TM Tantillo noted PC will perform a first reading in March and second reading will be performed in April.



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- 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. TM Tantillo confirmed the ordinance is ready for a second reading.
- VIII. ACTION ITEM:** Discussion and possible vote for Ordinance 2024-004 An Ordinance to Amend Board of Adjustment Appeals.
- A. CC Mertz explained the ordinance is to bring the TMC in accordance with State Law.
- B. TM Tantillo to revise the ordinance with verbiage to change the newspaper notice requirement to website notice requirement like the Town's Charter.
- C. TM Tantillo noted this ordinance will need to be reviewed by the PC and may be introduced to Council in March.
- IX.** Discussion regarding Rental Properties.
- A. TM Tantillo confirmed there are no additional items to address.
- B. TM Tantillo to look at the State's Rental Codes.
- X.** Discussion regarding new business.
- A. CC Mertz provided a reading of TMC 12.04.010.
1. CC Mertz expressed concern of this section, explaining the Town is looking to install wells for the Town Park Irrigation system. Additionally, NCC (New Castle County) has approved permits for wells in Town.
 2. CC Mertz suggested allowing an exception for wells to be installed and used for landscaping only.
 3. TM Tantillo to ensure this would not conflict with the Artesian Water Agreement.
 4. TM Tantillo to draft an ordinance for first reading by Council's March meeting.
 5. The Committee expressed concern for residents whose wells or septic's fail and are not near public utilities to connect. TM Tantillo to research NCC code regarding sewer connection.
- B. CC Mertz advised TMC 16.08.40 and 16.08.50 needs to be updated to replace "President" to "the Town", or "Administration or Contractor of the Town".



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- C. CC Mertz advised the definition of an abandoned vehicle should be better defined for TMC 16.08.
 - D. CC Mertz referenced TMC 14.12 Licensing and Regulations. TM Tantillo confirmed the Town has not enforced licensure with the Town. The Committee agreed to update the TMC to defer to State Law.
 - E. CC Mertz referenced TMC 14.16.020 and advised this should be struck from the TMC.
 - F. CC Mertz referenced TMC 14.16.030 and advised this should be revised to include cat waste.
 - G. CC Mertz referenced TMC 14.16.040 and advised item D. should state "Wild animals, except for cats per State Law, are not to be kept within the Town. Additionally, a discussion on the definition of farm animals should be held.
 - H. The Committee M Tantillo to research NCC sewer connection requirement to address TMC 12.04.010.
- XI. Adjourn.**
- A. Meeting adjourned at 6:48 pm.

DRAFT