



Town of Townsend Code Review Committee Meeting

April 8th, 2025, @ 2:00pm

VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

2:00 pm Code Review Committee Meeting

- I. Call to Order: Approximately 2:05pm.
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, TM J. Goodyear, CM M. Chapman (Via Zoom), & Chief R. Longo (Via Zoom).
 - B. Pledge of Allegiance: None.
 - C. Recognition of Visitors: None.
 - D. Announcements: None.
- III. Citizens Comments & Participation.
 - A. None.
- IV. Adoption of Agenda.
 - A. *All agreed to adopt the agenda as written.*
- V. Approval/ Rejection of minutes:
 - A. **ACTION ITEM:** Approval/rejection of Code Review minutes from the March 10th, 2025, meeting.
 1. *All agreed to approve the code review minutes from March 10th, 2025, meeting.*
- VI. Discussion and Review of municipal code for discrepancies and required edits.
 - A. TM Goodyear presented answers from TS Hatfield that were asked at the previous code review meeting.
 - B. TM Goodyear shares that the State Code has changed regarding accessory dwelling units and states that the Town code should also reflect this change.
 1. CM Chapman shares his opinion that a dwelling is still a dwelling on a property and should not be treated differently. The requirements should be the same as a residential building.
 - I. TM Goodyear states the Town should add a definition of what an ADU is in our code and that the Town should add conditional use verbiage for each zoning in the code.
 - a. Mayor Lobdell states a general statement in the code would be fine regarding ADUs.
 2. CM Chapman also states the possibility of eliminating short-term rentals from the Town code, with the smallest length of rental being 90 days.



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- I. TM Goodyear agrees with this and states that it will eliminate the excessive exchange of people at the proposed property.
- C. TM Goodyear shares that Chief Longo had recommendations regarding section 16.12.10. 'Operation of off-road vehicles.
 1. He states the Town's current code should reflect the equivalent to JOP court fines.
 - I. TM Goodyear stated at the last meeting that all agreed to cite the DE State Code for a fee schedule so all can be in accordance.
 - a. CM Chapman agrees with this and recalls the discussion.
 - II. TM Goodyear suggests that the CR committee should have a meeting to discuss the fee schedule.
- VII. Discussion regarding new business.
 - A. TM Goodyear states the next item to be discussed would be code sections 18, rentals. As well as code sections 8, offenses.
 - B. The Committee requested the ADU discussion notes and house bill be presented to Planning Commission to see their thoughts as well.
- VIII. Discussion regarding next meeting date.
 - A. *All agreed to Monday, May 12th, 2025, at 2pm.*
- IX. Adjourn.
 - A. *All agreed to adjourn the meeting.*
 1. Meeting adjourned approximately 2:54 pm.