



Town of Townsend Code Review Committee Meeting
May 12th, 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 2:10 pm.
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, CM M. Chapman, & TM J. Goodyear, Chief R. Longo.
 - 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.*
- V. Approval/ Rejection of minutes:
 - A. **ACTION ITEM:** Approval/rejection of Code Review minutes from the April 8th, 2025, meeting.
 1. *All agreed to approve the Code Review minutes from the April 8th, 2025, meeting.*
- VI. Discussion and Review of municipal code for discrepancies and required edits.
- VII. **ACTION ITEM:** Code Sections 8 Offenses.
 - A. TM shares that in section 8.4.10, Chief Longo did not propose any changes.
 1. All agreed.
 - B. TM shares in section 8.4.20, Chief Longo would like to add from DE code Title 11, criminal mischief in front of this.
 1. TM explains she would like to just site the title referring to DE code.
 - I. All agreed.
 - C. TM shares in section 8.8.10, Chief Longo would like to add DE code Title 11,14, & 45, to this.
 1. TM explains the same as above, she would like to just site the titles.
 - I. All agreed.
 - D. TM shares in section 8.12.10, Chief Longo did not propose any changes
 1. All agreed.



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- E. TM shares in section 8.12.20, Chief Longo proposed changes per the Att. General. And to only reference the DE Code and removing Town verbiage.
 - 1. All agreed.
- F. TM shares in section 8.12.40, Chief Longo proposed adding DE code title 11.13.11 as a misdemeanor.
 - 1. All agreed.
- G. TM shares in section 8.16.10, Chief Longo did not propose any changes.
 - 1. All agreed.
- H. TM Shares in section 8.16.20, Chief Longo did not propose any changes.
 - 1. All agreed.
- I. TM Shares in section 8.16.30, Chief Longo did not propose any changes.
 - 1. CM Chapman requested more inclusive language in this section to reflect all.
 - I. TM Goodyear agrees and will make edits accordingly.
 - 2. Cm Chapman also requested that there be an alignment with the DE Code in reference to minors, such as a warning or ticket to a parent/guardian since they are responsible for the minor.
 - I. Chief Longo states there is already a procedure in place for this. The first offence is usually a verbal warning and afterwards it is at the officer's discretion.
 - a. Cm Chapman recommends giving a warning to the parents for the first offence.
 - i. Chief Longo states he does not have the authority to present a ticket to the parents. It would have to be the Town that issues a violation or letter for the offence.
 - b. TM asks if there would be an applicable fee with the violation.
 - i. Chief Longo recommended what is listed in accordance with the fee schedule.

VIII. ACTION ITEM: Code Sections 18 Rentals.

- A. CM Chapman recommends looking at a later date to cut, delete, and rewrite of a lot of these sections to simplify the code and remove unnecessary liability from the Town. He also recommends simplifying the rental license process for people with multiple rentals.



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1. TM Goodyear argues that the rental license process is already simplified for people with multiple properties.
- B. CM Chapman would also like to review the rental inspection process to protect the Town of future liabilities as responsibility lies solely on the property owner as well as cutting down on inspection costs for the Town.
 1. All agreed.
- C. CM Chapman recommended converting the rental license into a business license since it is a business transaction.
 1. Mayor Lobdell agrees with this recommendation.
- IX. Discussion regarding new business.
 - A. Next meeting will discuss tax verbiage.
- X. Discussion regarding next meeting date.
 - A. *All agreed to meet on May 29th at 2pm.*
- XI. Adjourn.
 - A. *All agreed to adjourn the meeting.*
 1. *Meeting adjourned approximately 3:01 pm.*