



Townsend Planning Commission Meeting Agenda
June 12th, 2025 @ 7:00 pm
Town Hall and via Conference Call
141 Main Street Townsend, DE 19734

7:00 pm – PC Meeting

- I.** Call to Order – The meeting was called to order by Troy Geiger at 7:10 pm.
- II.** Opening Ceremonies
 - A.** Roll Call
Present:
Troy Geiger
James Reyes
Lisa Brooks
Town Manager: Julie Goodyear

Not Present:
JJ Asongu
Eschalla Clarke
 - B.** Pledge of Allegiance – All stood for the Pledge of Allegiance.
 - C.** Visitor Acknowledgement – No visitors.
 - D.** Additions/Changes to the Agenda
 - E.** Announcements – The Town Fair will be held on Saturday June 14th 11 – 2. There's a person interested in joining the Planning Commission.
- III.** Minutes from May 12th, 2025, Planning Commission Special meeting to review and approve. James Reyes moved to review and approve April 12th, April 28th and May 12th minutes. Lisa Brooks seconded. All approved.
- IV.** Review and Complete Chapter 24 edits and draft a cover sheet for the Council presentation. According to Lisa Hatfield, it is okay if the map is not updated except consistent with zoning changes that are publicly advertised and voted on. Section 24.12.010, Section B Map Of Zoning Districts revised to state "Please see most recent Comp Plan".
- V.** **ACTION ITEM:** Review and Discuss Fence Code sections (24.04.090 and 24.20.080) for conflicting information. James moved that The Planning Commission is recommending that Section 24.04.090, letter K to be changed to state "An ornamental fence or wall not more than 4 feet in height may project into or enclose any front or side yard to a depth from the street line to the required depth of the front yard." Lisa seconded. All approved.
- VI.** The Town Manager has one question for Lisa Hatfield about the Subdivision & Land Development Flow Chart. The Town Manager will bring her recommendations to the next meeting.
- VII.** The Planning Commission has finalized the cover letter for the presentation to Town Council. James moved to forward Chapter 24 edits to Town Council, Lisa seconded. All approved.

- VIII.** Discussion of next meeting date and agenda. The next meeting was scheduled for July 30, 2025, at 7 pm.
- IX.** Adjourn – James moved to adjourn the meeting and Lisa seconded and all approved. The meeting was adjourned at 8:43pm.