



Townsend Planning Commission Meeting Agenda
July 30th, 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 at 7:14 pm.

II. Opening Ceremonies

A. Roll Call

Present:

James Reyes

Lisa Brooks

JJ Asongu

Eschalla Clarke

Town Manager: Julie Goodyear

Not Present:

Troy Geiger

B. Pledge of Allegiance – All stood for the Pledge of Allegiance.

C. Visitor Acknowledgement – No visitors in person or online.

D. Additions/Changes to the Agenda – Item #6 will move to the August meeting.

E. Announcements – The terms for Lisa Brooks and JJ Asongu will end with the August meeting. JJ Asongu will extend his term. Lisa will roll off but will be interim until her seat is filled. Elizabeth Chapman expressed interest in joining the Planning Commission.

III. Minutes from June 12th, 2025, Planning Commission Special meeting to review and approve. James moved to approve the minutes. Lisa seconded. All approved.

IV. **ACTION ITEM:** Discussion and Review with potential recommendation of annexation request of Parcel's (14-016.05-019, 14-016.05-023 & 14-016.05-018) with a zoning request. James moved to annex the newly Town-owned Park parcels currently located in the unincorporated New Castle County into the municipal boundaries of the Town of Townsend assigned with a residential zoning designation upon incorporation into the Town limits. Lisa seconded. All approved.

V. **ACTION ITEM:** Discussion and Review of PLUS response letter dated June 30th, 2025 – Julie read the letter for the meeting. James moved that we invite Lisa, the Town Solicitor, to our next meeting to ask for clarity and to have her draft the next letter. Lisa seconded the motion. All approved.

~~**VI.** **ACTION ITEM:** Discussion and Review of Initial Concept Plan for Major Subdivision “Blackbird Crossing” with potential recommendations. Moved to the August meeting.~~

- VII. ACTION ITEM:** Discussion and Review of Subdivision Flow Chart revisions. Julie suggested that the flow chart can be simplified and read better. There should be a final check for Council after required changes. There should be an additional step between the initial concept plan and the initial application from the final. Julie will conceptualize this into a flow chart for next meeting.
- VIII.** Discussion of next meeting date and agenda. - The next meeting is scheduled for August 13, 2025, at 7 pm.
- IX.** Adjourn – James moved to adjourn the meeting and Lisa seconded and all approved. The meeting was adjourned at 7:53pm.