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Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Julie Abrams, Administrative Assistant
Erik Gruenes, Town Engineer
Lisa Hatfield, Town Solicitor

July 8th, 2025

Town of Townsend Planning Commission

141 Main Street
Townsend, DE 19734

Subject: Request for Annexation and Zoning Classification – Smaller Park Parcels

Dear Members of the Planning Commission,

On behalf of the Town of Townsend, I am writing to formally request the annexation of newly Town-owned park parcels currently located in unincorporated New Castle County into the municipal boundaries of the Town of Townsend.

As the legal property owner, the Town seeks to initiate this annexation to facilitate proper parcel identification, ensure consistent planning and land use, and support the Town's long-term goals for parkland preservation and community development.

In conjunction with this annexation request, the Town respectfully requests that the parcels be assigned a **residential zoning designation** upon incorporation into the Town limits. This designation is consistent with the surrounding land use patterns and would preserve the flexibility of use while protecting the existing public space.

The parcel(s) in question include:

- **NCC Parcel Number(s):** 14-016.05-019, 14-016.05-023, 14-016.05-018
- **General Location:** Corner of South and Commerce Street

We appreciate the Commission's consideration of this request and stand ready to provide any documentation or attend any meetings necessary to support the process. Please let us know the next steps in placing this request on an upcoming Planning Commission agenda.

Sincerely,

Julie M. Goodyear

Julie Goodyear
Town Manager
Town of Townsend