



**Joint Meeting of the Town Council and Planning
Commission Agenda**

**October 15th, 2025 @ 7:00 pm
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734**

7:00 pm Joint Meeting

I. Call to Order:

- A. Town Council Mayor S. Lobdell
- B. Planning Commission Chair Troy Geiger

II. Opening Ceremonies

- A. Roll Call:
- B. Pledge of Allegiance
- C. Recognition of Visitors:
- D. Announcements:

III. General Citizen Comments

IV. Review/Adoption of Agenda

V. JOINT BUSINESS (Town Council & Planning Commission)

- A. **ACTION ITEM:** Discussion and Review with potential vote of approval of Major Subdivision "Interfaith Housing- Gray Street" Initial Application
- B. **ACTION ITEM:** Discussion and Review of Future Growth map of the Town as it relates to the 5 year comp plan updates.

VI. Recess Council Meeting to Convene Executive Session.

VII. Convene Executive Session: Pursuant to 29 Del. C. §§10004(b)(4)(9), the Town Council will consider a motion to meet in an executive session for the discussion of potential litigation which will include legal advice or opinions from an attorney-at-law and personnel matters.

VIII. Close Executive Session & Re-convene Council Meeting.

IX. PLANNING COMMISSION BUSINESS

- A. **ACTION ITEM:** Discussion and review with potential vote of recommendation of annexation for 6073 Summit Bridge Road.
- B. **ACTION ITEM:** Discussion and Review of Chapter 24 potential edits for lot consolidation.

X. Discussion of future agenda items.

- I. Discussion regarding next meeting date.
- II. Adjournment.

Town Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

1. Applicant

Name: Interfaith Community Housing of Delaware INC.

Address:

613 N. Washington St

Wilmington, DE 19801

Phone: (302) 652 - 3991 Fax: () -

Email: cbowers@ichde.org

2. Name of Subdivision or Development

Interfaith Community Housing - Gray Street

3. Owner

Name: Interfaith Community Housing of Delaware INC.

Address:

613 N. Washington St

Wilmington, DE 19801

Phone: (302) 652 - 3991 Fax: () -

Email: cbowers@ichde.org



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

4. **Application Type:** Minor Land Development ☐ Minor Subdivision ☒
(Use Checklist Form 1)

Major Land Development ☐ Major Subdivision ☐
(Use Checklist Form 2)

5. Property Information

- a. Property Address:
307,309,311 Gray Street and 0 Poplar Street
- b. Parcel ID: 2500100041, 2500100042, 2500100043, 2500100051
- c. Total Area (AC): 1.39 Number of Lots: 8
Existing Zoning: R2
Present Use: Vacant or SFD
Proposed Use: SFD
- d. Water: Public ☒ On-Site ☐ Sewer: Public ☒ On-Site ☐

6. Plan information:

- a. Title of Plans: Interfaith Community Housing - Gray Street
- b. Number of Sheets: 1 Date of Plans: 06 / 25 2025
- c. Name of Project Preparer: Craig M. Lynch
Preparer Address:
200 Continental Drive
Suite 400
Newark, DE 19713
Preparer Phone: 302-323-9377 Preparer Fax: _____
Preparer Email: clynch@mckimcreed.com

P.O. Box 223 · 141 Main Street · Townsend, DE 19734
Phone (302) 378-8082 · Fax: (302) 378-7099 · www.townsend.delaware.gov ·
townhall@townsend.delaware.gov



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

9. Provide Proof of Ownership in conjunction with this application. (DEED)

10. Fees to be paid per the Townsend Subdivision & Land Development Fee Schedule:

Required Fee: \$5,305 Received by Town?: No ☐ Yes ☐

Date Received: ____/____/____ Received by: _____

11. Signatures

Applicant: _____

Date: _____

Print Name: _____

Title: _____

Owner: _____

Date: _____

Print Name: _____

Title: _____

APPLICATION CHECKLIST

(For Town of Townsend Use Only)

1. This Completed Application For Subdivision and/or Land Development Form
2. Form 1 / Form 2 Checklist
3. Copy of Property Deed(s)
4. Application Fee
5. Subdivision and/or Land Development Plans (10 copies)
6. 2 Copies of studies/reports

P.O. Box 223 · 141 Main Street · Townsend, DE 19734
Phone (302) 378-8082 · Fax: (302) 378-7099 · www.townsend.delaware.gov ·
townhall@townsend.delaware.gov

Revised 2022 AMT
3 of 3



20230630-0042978

P: 1 of 8 F:\$166.00

6/30/2023 11:31:11 AM

Michael E. Kozikowski

T20230023806

New Castle Recorder

DEE

NC: \$0.00 : \$0.00

State: \$0.00

Parcel Nos. :

- 25-001.00-051

- 25-001.00-041

- 25-001.00-032

- 25-001.00-042

- 25-001.00-043

- 25-001.00-049

- 25-001.00-017

14-015.00-041

- 25-001.00-265

Prepared by:

Ward & Taylor, LLC

2710 Centerville Road, Suite 200

Wilmington, DE 19808

2023-0899

Return to:

Interfaith Community Housing of Delaware, Inc.

613 N. Washington Street

Wilmington, DE 19801

THIS DEED, made this 8th day of June, in the year Two Thousand Twenty-Three, (2023),

BETWEEN Miles P Jones, Jr., of New Castle County and the State of Delaware, party of the first part,

AND

Interfaith Community Housing of Delaware, Inc., a Delaware non-profit corporation, party of the second part,

WITNESSETH, that the said party of the first part, for and in consideration of the sum of TEN AND 00/100 DOLLARS (\$10.00) and other good and valuable consideration, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the said party of the second part, its successors and assigns, in fee simple:

0 Poplar St., Townsend 19734 / 25-001.00-051

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 0 Poplar Street, and being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the westerly side of lands now or formerly of Rickie Clark and Susan Clark, tax parcel 25-001.00-039, said point being a corner of the lot herein being described and lands now or formerly of Phillip J. Simmons, tax parcel 25-001.00-040 and further located the following two (2) courses and distances from the intersection of the northerly side of Gray Street and the westerly side of South Street: 1) South 56 degrees 59 minutes 03 seconds West, 93.65 feet; 2) North 42 degrees 46 minutes 18 seconds West, 129.82 feet to the point and place of Beginning; Thence, along 305 Gray Street, 307 Gray Street, 309 Gray Street and 311 Gray Street, in part, the following three (3) courses and distances: 1) South 56 degrees 59 minutes 41 seconds East, 226.46 feet; 2) North 25 degrees 02 minutes 45 seconds West, 31.54 feet; South 63 degrees 48 minutes 39 seconds West, 55.03 feet to a point at a corner of lands now or formerly County Real Estate & Business Development, LLC, tax parcel 25-001.00-046; Thence, thereby, North 27 degrees 10 minutes 21 seconds West, 101.74 feet to a point along the southerly side of Poplar Street; Thence, thereby, North 64 degrees 46 minutes 00 seconds East, 250.23 feet to a point at a corner of lands now or formerly of Rickie Clark and Susan Clark, tax parcel 25-001.00-039; Thence, thereby, South 42 degrees 57 minutes 50 seconds East, 106.75 feet to the point and place of Beginning. Containing with said metes and bounds description 0.696 acres of land, be the same more or less.

BEING the same land and premises that Earl L. Davis and Ethel F. Davis a/k/a Ethel S. Davis, by deed dated 01/10/1986 and recorded 1/16/1986 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Book 156, Page 321, did grant and convey unto Miles P. Jones, Jr, in fee.

307 Gray St., Townsend, DE 19734 / Parcel 25-001.00-041

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 307 Gray Street, and being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the northerly side of Gray Street, said point being a corner of the lot herein being described and lands now or formerly of Phillip J. Simmons, tax parcel 25-001.00-040, and further located South 56 degrees 59 minutes 03 seconds West, 181.23 feet from the intersection of the northerly side of Gray Street and the westerly side of South Street; Thence, continuing along Gray Street, South 56 degrees 59 minutes 03 seconds West, 79.94 feet to a point at a corner of 309 Gray Street, tax parcel 25-001.00-042; Thence, thereby, North 27 degrees 26 minutes 44 seconds west, 128.73 feet to a point along 0 Poplar Street, tax parcel 25-001.00-051; Thence, thereby, North 56 degrees 59 minutes 41 seconds East, 67.19 feet to a

point at a corner of lands now or formerly of Phillip J. Simmons, tax parcel 25-001.00-040; Thence, thereby, South 33 degrees 07 minutes 07 seconds West, 128.11 feet to the point and place of Beginning. Containing with said metes and bounds description 0.216 acres of land, be the same more or less.

BEING the same land and premises that Joan L. Slaughter, George D. Lawrence and Peggy Shetzler a/k/a Margaret L. Shetzler, by Frances F. Shetzler, Guardian, by deed dated 07/26/1989 and recorded 07/27/1989 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Book 903, Page 93, did grant and convey unto Miles P. Jones, Jr, in fee.

308 Gray St., Townsend, DE 19734 / Parcel 25-001.00-032

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 308 Gray Street, and being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the southerly side of Gray Street, said point being a corner of the lot herein being described and lands now or formerly of Leonard Wallace Jr. and Tina L Wallace, tax parcel 25-001.00-055; Thence, along lands now or formerly of Leonard Wallace Jr. and Tina L Wallace, tax parcel 25-001.00-055, South 33 degrees 56 minutes 13 seconds East, 146.59 feet to a point at a corner of lands now or formerly of Tracy L. and Michael J. Smulski, tax parcel 25-001.00-030; Thence, thereby, the following two (2) courses and distances: 1) South 58 degrees 47 minutes 14 seconds West, 52.51 feet; 2) North 32 degrees 58 minutes 10 seconds West, 144.92 feet to a point along the southerly side of Gray Street; Thence, thereby, North 56 degrees 58 minutes 47 seconds East, 50.00 feet to the point and place of Beginning. Containing within the said described metes and bounds 0.171 acres of land, be the same, more or less.

BEING the same land and premises that Bank of Delaware, a corporation of the State of Delaware, by deed dated 08/09/1999 and recorded 08/09/1999 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Book 1214, Page 160, did grant and convey unto Miles P. Jones, Jr, in fee.

309 Gray St., Townsend, DE 19734 / Parcel 25-001.00-042

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 309 Gray Street, and being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the northerly side of Gray Street, said point being a corner of the lot herein being described and 307 Gray Street, tax parcel 25-001.00-041, and further located South 56 degrees 59 minutes 03 seconds West, 261.18 feet from the intersection of the northerly side of Gray Street and the westerly side of South Street; Thence, continuing along Gray Street, South 56 degrees 59 minutes 03 seconds West, 50.00 feet to a point at a corner of 311 Gray Street, tax

parcel 25-001.00-043;Thence, thereby, North 26 degrees 41 minutes 42 seconds West, 128.91 feet to a point along 0 Poplar Street, tax parcel 25-00100-051;Thence, thereby, North 56 degrees 59 minutes 41 seconds East, 48.30 feet to a point at a corner of 307 Gray Street, tax parcel 25-001.00-041;Thence, thereby, South 27 degrees 26 minutes 44 seconds East, 128.73 feet to the point and place of Beginning. Be the contents thereof what they may.

BEING the same land and premises that Harvey G. Smith, Jr., Administrator of the Estate of Charles F. McClay, by deed dated 12/01/1989 and recorded 12/01/1989 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Book 962, Page 293, did grant and convey unto Miles P. Jones, Jr, in fee.

311 Gray St., Townsend 19734/ 25-001.00-043

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 311 Gray Street, and being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the northerly side of Gray Street, said point being a corner of the lot herein being described and 309 Gray Street, tax parcel 25-001.00-042, and further located South 56 degrees 59 minutes 03 seconds West, 311.18 feet from the intersection of the northerly side of Gray Street and the westerly side of South Street; Thence, continuing along Gray Street, South 56 degrees 59 minutes 03 seconds West, 97.98 feet to a point at a corner of lands now or formerly of Townsend Real Estate & Business Developement, tax parcel 25-001.00-044;Thence, thereby, North 27 degrees 10 minutes 21 seconds West, 166.78 feet to a point at a corner of 0 Poplar Street, tax parcel 25-001.00-051;Thence, thereby, the following three (3) courses and distances: 1) North 63 degrees 48 minutes 39 seconds East, 55.03 feet; 2) South 25 degrees 02 minutes 45 seconds East, 31.54 feet; 3) North 56 degrees 59 minutes 41 seconds East, 44.92 feet to a point at a corner of 309 Gray Street, tax parcel 25-001.00-042;Thence, thereby, South 26 degrees 41 minutes 42 seconds East, 128.91 feet to the point and place of Beginning. Containing within said metes and bounds description 0.333 acres of land, be the same, more or less.

BEING the same land and premises that Walter S. Warrington and Pauline M. Warrington, his wife, by deed dated 11/21/1978 and recorded 11/21/1978 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Record Q, Volume 103, Page 341, did grant and convey unto Miles P. Jones, Jr, in fee.

0 Walnut, Townsend/ 25-001.00-049

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 0 Walnut Street, being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the easterly side of Walnut Street, said point being a corner of the lot herein being described and lands now or formerly of Kevin M. and Kelly Ann Tobin and further located North 25 degrees 24 minutes 55 seconds West, 99.27 West, 99.27 feet from the intersection of the easterly side of Walnut Street and the northerly side of Poplar Street; Thence, along the easterly side of Walnut Street, North 25 degrees 24 minutes 55 seconds West, 238.67 feet to a point at a corner of lands now or formerly Miles P. Jones, tax parcel 14-015.00-041; Thence, thereby, North 64 degrees 53 minutes 57 seconds East, 79.24 feet to a point along Public Open Space, Townsend Village II; Thence, thereby, South 55 degrees 09 minutes 55 seconds East, 389.75 feet to a point along the northerly side of Poplar Street; Thence, along Poplar Street, South 64 degrees 46 minutes 00 seconds West, 122.29 feet to a point at a corner of lands now for formerly C & T DE Properties, LLC; Thence, along lands now for formerly C & T DE Properties, LLC, in part, and along lands now or formerly of Kevin M. and Kelly Ann Tobin, in part, North 25 degrees 24 minutes 55 seconds West, 100 feet to a point at a corner of lands now or formerly of Kevin M. and Kelly Ann Tobin; Thence, thereby, South 64 degrees 35 minutes 05 seconds West, 150.24 feet to the point and place of Beginning. Be the contents thereof what they may.

BEING a part of the same land and premises that Earl L. Davis and Ethel F. Davis a/k/a Ethel S. Davis, by deed dated 01/10/1986 and recorded 01/16/1986 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Book 329, Page 226, did grant and convey unto Miles P. Jones, Jr, in fee.

550 and 554 Walnut Street, Townsend /25-001.00-017

ALL that certain tract, piece or parcel of land with the buildings thereon erected, situate in the Town of Townsend, New Castle County and State of Delaware, known as 550 & 554 Walnut Street, being more particularly bounded and described in accordance with a recent survey by The PELSA Company, project P-4749, as follows, to wit:

Beginning at a point along the westerly side of Walnut Street, said point being further located the following two (2) courses and distances from the intersection of the northerly side of Poplar Street and the easterly side of Walnut Street: 1) North 25 degrees 24 minutes 55 seconds West, 337.93 feet; 2) crossing Walnut Street, South 64 degrees 36 minutes 19 seconds West, 30.00 feet to the point and place of Beginning; Thence, along the westerly side of Walnut Street, South 25 degrees 24 minutes 55 seconds East, 156.86 feet to a point at a corner of lands now or formerly of Amy Gordon, tax parcel 25-001.00-018; Thence, thereby, South 65 degrees 42 minutes 42 seconds West, 134.73 feet to a point; Thence, North 24 degrees 26 minutes 45 seconds West, 154.96 feet to a point; Thence, North 64 degrees 53 minutes 57 seconds East, 132.08 feet to the point and place of Beginning. Be the contents thereof what they may.

BEING a part of the same land and premises that Earl L. Davis and Ethel F. Davis a/k/a Ethel S. Davis, by deed dated 01/10/1986 and recorded 01/16/1986 in the Office of the Recorder of Deeds in and for New Castle County, State of Delaware in Deed Book 329, Page 226, did grant and convey unto Miles P. Jones, Jr, in fee.

Pursuant to 25 Del. C. Section 135, the grantor and the grantee hereunder do hereby acknowledge that the parcel or parcels conveyed hereunder, or a portion of the same, may be subject to a tax ditch right of way and/or assessment, or a tax lagoon right of way and/or assessment pursuant to an Order of the Superior Court of the State of Delaware, recorded in the Office of the Recorder of Deeds, New Castle County, Delaware.

SUBJECT TO ALL covenants, conditions, restrictions and easements of record.

In addition to the lands described above, Party of the First Part hereby quitclaims, remises and releases unto the Party of the Second Part all of his right, title and interest that he may have in and to those two certain parcels of land known as Tax Parcel Nos: 25-001.00-265 (formerly 14-15.00-040) and 14-015.00-041 as depicted on that certain Boundary Survey Plan prepared for Interfaith Community Housing of Delaware by the PELSA Company attached hereto as Exhibit "A" and incorporated herein by this reference. The Party of the First Part has occupied and used said parcels for over twenty (20) years and never had his claim of ownership or his use of the parcels challenged by any party.

GRANTEE'S ADDRESS

**613 N. Washington Street
Wilmington, DE 19801**

IN WITNESS WHEREOF, the Grantor has set his hand and seal the day and year first above written.

W
Witness

Miles P. Jones, Jr. (SEAL)
Miles P. Jones, Jr.

STATE OF DELAWARE)
COUNTY OF NEW CASTLE)SS.
)

The foregoing Deed was acknowledged before me this 9th day of June, 2023, by Miles P. Jones, Jr.



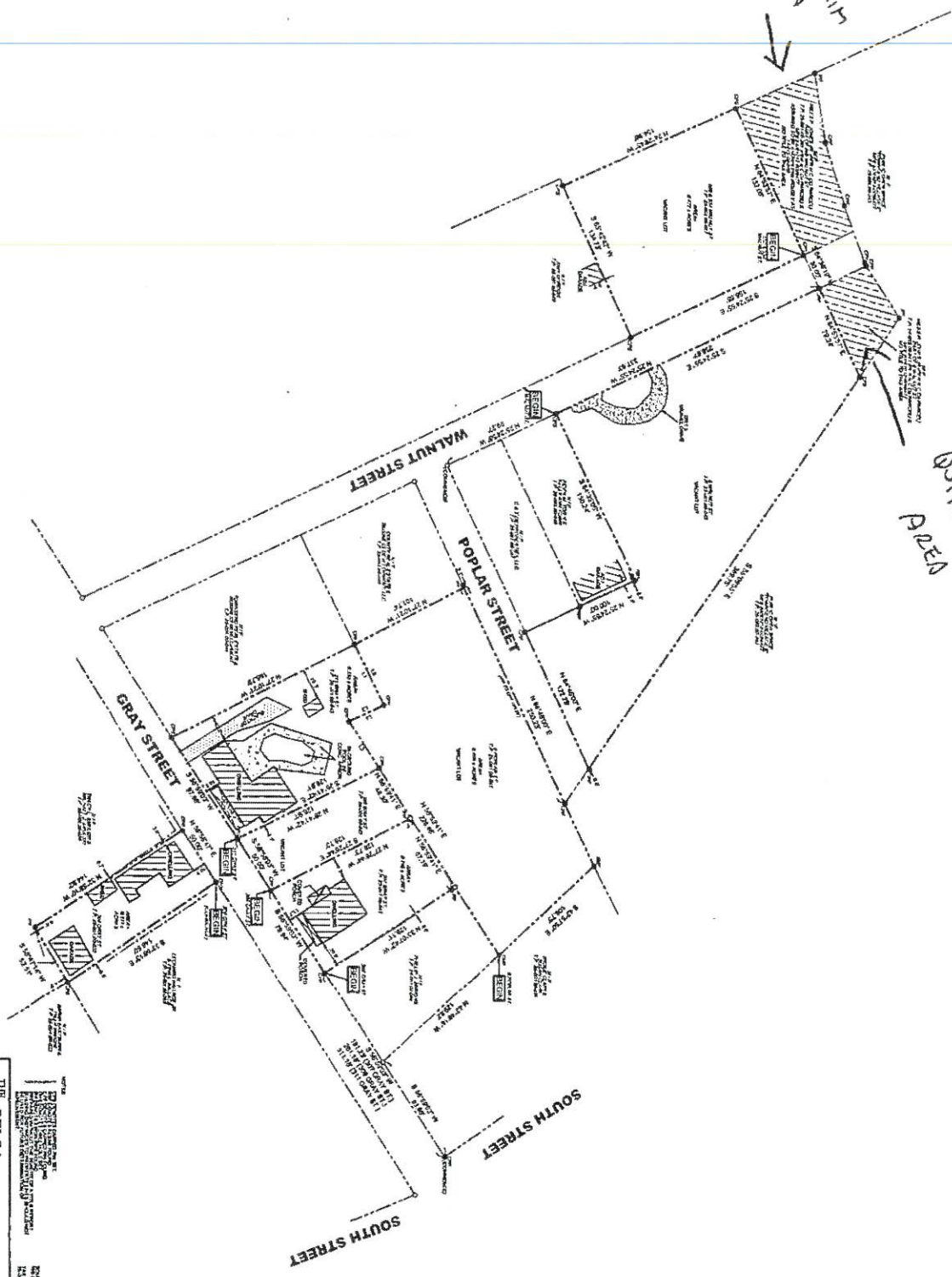
W
Notary Public
Printed Name: William E. Ward
My commission expires: N/A

Town of Townsend
Date 6/24/2023
Amount \$1000.00
Paid in full
Town Official JDewers

EXHIBIT "A"

QUITCLAY
AREA

QUITCLAY
AREA



THE PELSA COMPANY
Engineering, Surveying, Environmental Sciences
610 PEOPLES PLAZA, NEWARK, DE 19702
PHONE: (302) 834-3771 FAX: (302) 834-2282

BOUNDARY SURVEY PLAN
INTERFAITH COMMUNITY HOUSING OF DELAWARE
307, 308, 309 & 311 GRAY STREET,
0 POPULAR STREET,
0 WALNUT STREET & 550 & 554 WALNUT STREET
TOWN OF TOWNSEND
NEWCASTLE COUNTY - STATE OF DELAWARE

THE PELSA COMPANY
ENGINEERING, SURVEYING, ENVIRONMENTAL SCIENCES
610 PEOPLES PLAZA, NEWARK, DE 19702
PHONE: (302) 834-3771 FAX: (302) 834-2282

INTERFAITH COMMUNITY HOUSING GRAY STREET

LOCATION MAP

MAP NO. XX 1"=800'

	EXISTING WATER MAIN AND WATER VALVE
	PROPOSED WATER MAIN AND WATER VALVE
	EXISTING VERTICAL P.C. CURB
	PROPOSED VERTICAL P.C. CURB TYPE 1 & 2
	EXISTING P.C.C. SIDEWALK
	PROPOSED P.C.C. SIDEWALK
	EXISTING HANDICAP RAMP
	PROPOSED HANDICAP RAMP
	EXISTING BUILDING
	PROPOSED BUILDING
	EXISTING CUTOUT
	PROPOSED CUT ELEVATION
	PROPOSED SPOT ELEVATION
	EXISTING SANITARY SEWER AND MANHOLE
	PROPOSED SANITARY SEWER AND MANHOLE
	EXISTING BUILDING SET BACK
	PROPOSED STORMWATER MANAGEMENT AREA
	EXISTING RIPARIAN BUFFER AREA
	EXISTING STORM DRAIN AND CATCH BASIN
	PROPOSED STORM DRAIN AND CATCH BASIN
	EXISTING FIRE HYDRANT
	PROPOSED FIRE HYDRANT
	EXISTING FENCE
	PROPOSED FENCE
	EXISTING UTILITY OR POST MARKER
	PROPOSED UTILITY OR POST MARKER

WES, JR. HEREBY CERTIFY THAT INTERFAITH COMMUNITY HOUSING IS THE OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS

**Know what's below.
Call before you dig.**

WORKING DAYS NOTICE

Herminio TR Cisneros
553 Money Road
Townsend, DE 19734
P: 302-242-3305

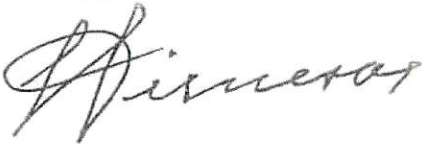
September 12, 2025

Julie M. Goodyear
Town Manager
Town of Townsend
P.O. Box 223
141 Main Street
Townsend, DE 19734

Dear Town Council,

I, Herminio TR Cisneros, wish to have my property annexed into the Town limits of Townsend Delaware and be zoned as C-Commercial. The Property is located at 6073 Summit Bridge Road Townsend, DE 19734, tax parcel number 140160006.

Sincerely,

A handwritten signature in dark ink, appearing to read 'H. Cisneros', written in a cursive style.

Herminio TR Cisneros

Kelsey Gallagher

From: Renee K. Bensley <RBensley@Newark.de.us>
Sent: Friday, September 5, 2025 9:12 AM
To: Julie Goodyear
Cc: Thomas Coleman
Subject: RE: CMAD All-call request

This message originated from outside the organization

Hi Julie – the City of Newark uses an administrative subdivision process to consolidate lots, move lot lines, etc. It cannot be used to create new buildable lots. Details can be found in Section 27-19 of our City Code linked here:

https://library.municode.com/de/newark/codes/code_of_ordinances?nodeId=CD_ORD_CH27SU_S27-19SUPRAPPRDMSU.

I hope this is helpful. If you have any questions, please feel free to reach out.

Renee

Renee K. Bensley
Director of Planning and Development, City of Newark
302.366.7000 x2045 | 220 South Main Street | Newark, DE 19711
www.newarkde.gov | @CityofNewarkDE

If you are receiving this outside of normal business hours, please do not feel obligated to respond until your regular workday.

From: Thomas Coleman <TColeman@Newark.de.us>
Sent: Friday, September 5, 2025 9:07 AM
To: Renee K. Bensley <RBensley@Newark.de.us>
Subject: FW: CMAD All-call request

Renee, see below from CMAD. I am assuming this would be our administrative subdivision process? Can you share our information with them?

Thanks

Tom Coleman, PE, ICMA-CM
City Manager, City of Newark
302-366-7000 | 220 S. Main Street | Newark, DE 19711
www.newarkde.gov

From: Jamie Burk <jamieb@millsboro.org>
Sent: Friday, August 29, 2025 10:27 AM
Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Subject: FW: CMAD All-call request

Kelsey Gallagher

From: Kristy Rogers <KRogers@ci.milton.de.us>
Sent: Friday, August 29, 2025 1:44 PM
To: Jamie Burk
Cc: Julie Goodyear
Subject: RE: CMAD All-call request

This message originated from outside the organization

Hi Julie:

To follow is Milton's Code on consolidation: <https://ecode360.com/print/MI2821?guid=37313596>

Kindly,

Kristy

Kristy L. Rogers, MPA, ICMA-CM
Town Manager



Town of Milton
115 Federal Street
Milton, DE 19968
P: 302-684-4110
F: 302-684-8999

NOTE: The information contained in this email message is privileged and confidential intended only for the use of this individual named above. If the reader of this message is not the intended recipient, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately.

From: Jamie Burk <jamieb@millsboro.org>
Sent: Friday, August 29, 2025 10:27 AM
Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Subject: FW: CMAD All-call request

Good morning,

Please see the below All Call from Townsend.

Thanks,

Jamie Burk
Town Manager
Town of Millsboro

Kelsey Gallagher

From: Charles Anderson <CAnderson@seafordde.com>
Sent: Friday, August 29, 2025 11:15 AM
To: Jamie Burk
Cc: Julie Goodyear
Subject: Re: CMAD All-call request
Attachments: BP-50C55_20250829_100740.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

This message originated from outside the organization
Julie,

Good morning.

Seaford's zoning ordinance addresses this as "reverse subdivisions" and the Building Official is permitted to handle this administratively (it is exempt from the subdivision procedures). The property owner would just bring in the survey with the lot line to be expunged and the Building Official would review it for conformance and stamp the plans approved if acceptable. Then the property owner would have the survey recorded at the Sussex County Recorder of Deeds.

See the attached code section - Article 6, Section 15.6.1 c (3) for the specific language.

Hope that helps.

Charles Anderson, City Manager

From: Jamie Burk <jamieb@millsboro.org>
Sent: Friday, August 29, 2025 10:26 AM
Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Subject: FW: CMAD All-call request

Good morning,

Please see the below All Call from Townsend.

Thanks,

Jamie Burk
Town Manager
Town of Millsboro
322 Wilson Highway
Millsboro, Delaware 19966
(302)934-8171
(302)934-7682
jamieb@millsboro.org

Kelsey Gallagher

From: Joseph Hinks <inspector@southbethany.org>
Sent: Wednesday, September 3, 2025 10:32 AM
To: Julie Goodyear
Subject: Lot Combination South Bethany

Wagamon Technology Group LLC

Warning: Sender inspector@southbethany.org has never sent any emails to your organization. Please be careful before replying or clicking on the URLs.

[Report Phishing](#) [Remove Banner](#)

powered by Graphus®

This message originated from outside the organization

Julie,

This is the relevant code for lot combinations for South Bethany. It's a straightforward process, and as long as no new non-conformities are created, then it's easily approved.

Lot combination Form:

<https://southbethany.delaware.gov/files/2024/06/Land-Combining-Application.pdf>

Town Code:

[§ 116-6Combining of lots.](#)

Combining of lots shall follow the procedure for approval by the Commission as outlined within this chapter.

[§ 116-7Property line.](#)

No existing property line shall be moved, relocated, extended or erased nor shall a new property line be created without first obtaining approval of the Commission by the procedures outlined within this chapter.

[§ 116-8Recording.](#)

Subdivisions of land shall be recorded in the office of the Recorder of Deeds, Sussex County, Delaware.

[§ 116-9Plat filed in Town office.](#)

An unredacted copy of the approved, recorded plat of all subdivisions shall be filed in the office of the Town of South Bethany.

Kelsey Gallagher

From: Sheldon Hudson <shudson@frankford.delaware.gov>
Sent: Thursday, September 4, 2025 2:40 PM
To: Julie Goodyear
Subject: FW: Code
Attachments: Code Original.PDF

Importance: High

Wagamon Technology Group LLC

Warning: Sender shudson@frankford.delaware.gov has never sent any emails to your organization. Please be careful before replying or clicking/downloading the attachment and URLs.

[Report Phishing](#) [Remove Banner](#)

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This message originated from outside the organization
Per your request

Sheldon P. Hudson, ICMA-CM

Town Manager

Town of Frankford

9 Main Street, PO Box 550, Frankford, Delaware 19945

(302) 841-0189

shudson@frankford.delaware.gov



Note my email address has changed. Please update your records.

Kelsey Gallagher

From: Brian Olszak <bolszak@georgetowndel.com>
Sent: Friday, August 29, 2025 1:46 PM
To: Julie Goodyear
Cc: Eugene Dvornick; Jamie Donaway
Subject: Re: CMAD All-call request

Wagamon Technology Group LLC

Warning: Sender bolszak@georgetowndel.com has never sent any emails to your organization. Please be careful before replying or clicking on the URLs.

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Hi Julie,

This is Brian Olszak, responding to your inquiry re: lot consolidations on behalf of the Town of Georgetown.

What we do here in the Town is utilize an administrative approval for all "minor subdivisions": lot line adjustments, lot consolidations, or subdivisions resulting in three lots or fewer. The site plan requirements are fewer than a full-blown plan and do not require a Planning (and Zoning) Commission review/approval, though there is a staff/reviewing engineer review. You can find our provisions for that here: <https://ecode360.com/6478078#6478090>

Let me know if you'd like to chat more about it!

Thanks,
Brian

Brian J. Olszak
Community Development Director
Town of Georgetown
Phone: (302) 856-7391
Fax: (302) 856-6348



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Kelsey Gallagher

From: Stacey Long <townmanager@townofselbyville.org>
Sent: Friday, August 29, 2025 3:27 PM
To: Jamie Burk
Cc: Julie Goodyear
Subject: RE: EXTERNALFW: CMAD All-call request

This message originated from outside the organization

Good afternoon,

I have provided the following link to our code that addresses lot combining . Enjoy the holiday weekend.

Town of Selbyville, DE Code

Chapter 160: Subdivision of Land
§ 160-5: Partitioning; combining.
<https://ecode360.com/6174770>

Stacey Long

Town Administrator

Town of Selbyville
1 W Church Street
PO Box 106
Selbyville, DE 19975
302-436-8314
<https://selbyville.delaware.gov/>



NOTE: The information contained in this email message is privileged and confidential intended only for the use of this individual named above. If the reader of this message is not the intended recipient, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately.

Kelsey Gallagher

From: James Reyes <jreyes@townsend.delaware.gov>
Sent: Tuesday, October 14, 2025 9:50 AM
To: Julie Goodyear
Subject: Reversing parcels

Hi Julie,
I've been reading and experimenting with Chat GBT. Yes I know me of all people. Can you take a look at this...

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF TOWNSEND, DELAWARE TO ESTABLISH STANDARDS, PROCEDURES, AND REQUIREMENTS FOR REVERSE CONSOLIDATION (RECOMBINATION) OF RESIDENTIAL PARCELS

Section 1. Purpose and Authority

1.1. Purpose. The purpose of this Ordinance is to provide a clear, efficient and safe procedure for the reverse consolidation (recombination) of residential lots and parcels within the Town of Townsend. The ordinance is intended to: (a) allow the re-combination of lots previously divided or recorded while protecting public health, safety and welfare; (b) preserve orderly development and conformance with zoning and subdivision standards; and (c) ensure accurate public records of land ownership and lot boundaries.

1.2. Authority. This Ordinance is adopted pursuant to the Town Charter and the authority granted to the Town Council by the State of Delaware to regulate subdivision and development of land.

(Modeled on standard municipal subdivision authority and statements used in Middletown and Odessa ordinances.)

Section 2. Definitions

For this ordinance the following definitions apply:

- Consolidation / Recombination / Reverse Consolidation. The combining or re-combining of two (2) or more previously subdivided and recorded lots or parcels into one (1) or more resultant lots, provided the total number of lots is not increased by the action and the action does not create additional building lots beyond what the zoning and code permit. (Synonymous with “lot consolidation” or “lot merger”.)
- Administrative Subdivision. Transfer of property between two adjacent lots not creating a new building lot and not requiring new public improvements.
- Minor Subdivision. A subdivision or adjustment that meets the Town’s minor subdivision criteria (small number of lots, no new streets or public improvements required).
- Applicant. Owner of record or authorized agent submitting a recombination application.
- Zoning Administrator. Town official with responsibility for processing subdivision and recombination applications and endorsing approvals.

(Definitions adapted from Odessa and Middletown model language and common municipal codes.)

Section 3. Applicability / Scope

3.1. Applicability. This Ordinance applies to all lots or parcels wholly or partially within the corporate limits of Townsend that:

- a. Are part of a subdivision created by recorded plat; or

b. Were previously separated or re-subdivided by recorded instrument and are now proposed to be recombined.

3.2. Exemptions. The following are not subject to the recombination process under this Section:

a. Consolidations that result in a net increase in the number of building lots;

b. Divisions or consolidations that require new streets, rights-of-way dedication, or construction of public improvements; or

c. Any action that would violate state law or recorded covenants that expressly prohibit recombination.

(Scope and exemptions mirror local practice allowing administrative transfers where no new lots or public improvements are required.)

Section 4. General Standards and Requirements

4.1. No Increase in Lot Count. A recombination shall not increase the total number of independently buildable lots resulting from the affected parent parcels.

4.2. Compliance with Zoning. Resultant lot(s) after recombination must comply with all applicable Townsend zoning district dimensional and use standards, or the applicant must secure any variance/rezoning required prior to final endorsement.

4.3. Access and Utilities. Each resulting lot must have legal access meeting Town standards and acceptable water, sewer and stormwater arrangements as required by the Town and any relevant county or utility authority.

4.4. No Landlocking. Recombination shall not create a landlocked parcel; reasonable access must be preserved.

4.5. Environmental and Historic Resources. Recombination must not adversely affect identified wetlands, floodplains, or designated historic resources. Where impacts are possible, the Town may require studies or mitigation measures.

(These standards are consistent with the objective and design standard approach used by Middletown and Smyrna for minor/administrative changes and Odessa's subdivision provisions.)

Section 5. Application, Review, and Approval

5.1. Application Required. The owner or authorized agent must submit a Recombination Application to the Zoning Administrator on a form provided by the Town, together with:

- a. A current deed for each affected parcel;
- b. A tax map identification for each parcel;
- c. A metes-and-bounds legal description and sketch or surveyed plat showing proposed new boundaries (a licensed surveyor's plat is required where survey monuments are affected);
- d. Any necessary approvals from Artesian/other utilities, county sewer authority, or state agencies (if applicable); and
- e. Application fee as established by the Town Council.

5.2. Completeness Review. The Zoning Administrator shall review the application for completeness. Incomplete submissions will be returned with a notes list of required corrections. (Process parallels Middletown and Smyrna checklists that list required plan content before acceptance.)

5.3. Administrative vs. Planning Commission Review.

a. Administrative Recombination. Minor lot consolidations/recombinations that meet all of the following shall be handled administratively by the Zoning Administrator and recorded after approval: (i) no increase in lot count; (ii) no requirement for new public improvements; (iii) resulting lots meet zoning dimensional standards; and (iv) no variances are required.

b. Planning Commission Approval. If the recombination does not meet the administrative criteria (e.g., requires a variance, impacts public improvements, or raises policy issues), the Planning Commission shall review and recommend action; Town Council shall be the final approval authority where the Town's code requires.

(This two-track approach is commonly used in nearby towns to expedite simple recombinations while keeping complex matters before the Commission/Council.)

5.4. Review Timeframe. The Zoning Administrator shall act on a complete administrative recombination application within thirty (30) calendar days of acceptance, or longer if the applicant and Town agree in writing. (Where Planning Commission review is required, the application will follow the Commission's meeting schedule and public notice requirements.)

5.5. Conditional Approvals; Recordation. Approved recombinations shall be endorsed on the submitted plat or survey by the Zoning Administrator (or Chair of the Planning Commission/Town Council as required), and the applicant shall record the endorsed plat at the Recorder of Deeds. No building permit shall be issued on the recombined parcel until the recombination is recorded. (Odessa and other Delaware towns require endorsement and recording of recombination plats and prohibit building until recordation.)

Section 6. Plat and Survey Requirements

6.1. Plat content: The recombination plat must include: lot lines and dimensions, bearings and distances, total lot areas (square feet and acres), existing and proposed easements, location of buildings (if any), block and lot references to prior recorded plats, stamp and signature of a licensed surveyor, and appropriate certification language for approval and endorsement by the Town.

6.2. Monumentation: The Town may require monumentation or setting of boundary markers as a condition of recording.

(Checklist items follow Middletown and Smyrna plan/plat checklists.)

Section 7. Fees and Escrow

7.1. Fees. The Town Council shall adopt by resolution a fee schedule for recombination applications, recording fees, municipal review costs, and any escrow deposits required for outside technical review (engineers, attorneys) that may be necessary. The Applicant

shall reimburse the Town for costs incurred beyond standard review. (Consistent with Odessa and Middletown practices.)

Section 8. Violations and Penalties

8.1. Prohibited Recording. It shall be unlawful to record any instrument that purports to divide, merge, or otherwise alter lot boundaries in the Town without compliance with this Ordinance. Any unapproved recorded plan is subject to nullification by court order on application by the Town, and the person recording may be fined in accordance with Town code. (Odessa makes recording unapproved plans unlawful and provides for fines.)

Section 9. Effective Date and Severability

9.1. Effective Date. This Ordinance shall become effective upon adoption by the Town Council and publication as required.

9.2. Severability. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision.

Sent from my iPhone

Kelsey Gallagher

From: James Reyes <jreyes@townsend.delaware.gov>
Sent: Tuesday, October 14, 2025 11:18 AM
To: Julie Goodyear
Subject: Townsend Ordinance for recombination

obviously not me 🤖

But looking at surrounding areas. These are just thoughts with an info plugged into compoodur box 🤖. It was neat

I modeled the structure and key provisions on how nearby Delaware towns handle recombination, minor/administrative subdivisions, and recording (Middletown, Smyrna and Odessa) so the draft fits local practice and typical legal expectations. I cite the local examples I used so your town attorney / planner can compare language and adapt as needed.

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Next steps and tailoring

1. I intentionally kept the language modular so Townsend can: (a) set its own review fees and timeframes, (b) decide which recombinations the Zoning Administrator may process administratively, and (c) add any local historic, stormwater, or conservation conditions specific to Townsend.
2. I recommend the Town Attorney review the ordinance for statutory compliance (Town Charter, 22 Del. C., Recorder of Deeds procedures) and that the Planning Commission see a draft with a redline showing how the proposed administrative thresholds (e.g., “no new public improvements”) compare with existing Townsend practice.

Sent from my iPhone