



**Townsend Planning Commission Meeting Agenda
November 13th, 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
- II. Opening Ceremonies
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Visitor Acknowledgement
 - D. Additions/Changes to the Agenda
 - E. Announcements
- III. **ACTION ITEM:** Discussion and Review of Chapter 24 potential edits for lot consolidation.
- IV. **ACTION ITEM:** Discussion and Review of Future Growth Map with potential vote to approve map for PLUS Submission.
- V. Discussion of next meeting date and agenda.
- VI. Adjourn

Planning Commission 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

Lot Consolidation Application

Town Hall Use Only

Date Received. _____

Date Approved/ Rejected: _____

Section One - Homeowner Information

Property Owner(s): _____

Email: _____ | Phone No. _____

Project Location: _____ Townsend, DE 19734

Is the Owner's mailing address different from the project location? **Yes** ☐ **No** ☐

Mailing Address (if applicable): _____

Section Two - Property Information

Number of Lots Existing: _____ Number of Lots to be Established: _____

Parcel No: _____, Parcel No: _____, Parcel No: _____

Number of Dwelling Units Existing: _____ Number of Lots to be Established: _____

Total Area _____ Square Footage: _____ Acres: _____

Section Three - Acknowledgement

I (We) certify all information and attached documentation provided by me (us) in this application is correct and in accordance with the Town of Townsend Municipal Code.

Applicant Name: _____

Applicant Signature: _____ Date: _____

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734

Phone (302) 378-8082 Fax (302) 378-7099

Introduced by: Mayor S. Lobdell

Introduction on: December 3rd, 2025



ORDINANCE 2025-008

An Ordinance to Amend Chapter 24 of the Townsend Municipal Code, relating to Lot Consolidation Procedures

Mayor
Scott Lobdell

WHEREAS, the Town Council of the Town of Townsend has adopted Chapter 24 of the Townsend Municipal Code, entitled *Zoning and Unified Development Code*, which regulates land use and development within the Town; and

Councilman
Joseph Bangura,
PhD

WHEREAS, the Town recognizes that clear, consistent, and transparent development procedures are essential to maintaining the character, safety, and efficiency of land use within the Town; and

Councilman
Matthew
Chapman

WHEREAS, the Town Council finds it necessary and appropriate to establish formal procedures for the consolidation of two or more contiguous lots of record under common ownership to ensure consistency, clarity, and orderly development within the Town; and

Councilman
Dylan K. Wiggins

WHEREAS, the Planning Commission has reviewed and recommended adoption of the proposed Lot Consolidation procedures to be included in Chapter 24 of the Townsend Municipal Code;

Councilman
Syed Sharif

NOW, THEREFORE, be it ordained by the by the Town Council of the Town of Townsend, in session duly met, that Chapter 24 of the Townsend Municipal Code shall be amended as follows:

SECTION 1: Addition of Section 24.04.105- Lot Consolidation Procedures

A new section, Section 24.04.105 entitled *Lot Consolidation Procedures*, is hereby added to Chapter 24 as follows:

24.04.105 Lot Consolidation Procedures

- A. An application for consolidating three or less parcels shall be made on a form supplied by the Town, together with a plan/map, prepared by and attested to by a licenses surveyor or engineer, showing the parcels to be consolidated and showing the entire frontage of the proposed consolidated parcels, and that of the adjoining properties of the proposed consolidation. The application, plan and required fees shall be submitted to the Town for recording prior to forwarding to the Town for review. The required

fees shall be the fees established in the currently effective Town of Townsend Fee Schedule.

- B. The Planning Commission may approve consolidation applications that are found to meet all of the requirements of this chapter.
- a. No lot consolidation may be approved that creates a Town non-compliance of any other Town Ordinance.
- C. The applicant shall submit the approved plan, within 90 days from the approved date, to the office of the Recorder of Deeds, in and for New Castle County for recording. If any approved plan is not filed within that period, the approval of such partition shall expire. The Town, for good cause shown, may extend the time for filing o the plan for a period not to exceed 90 days. A record of all consolidations and one copy of the approved plan shall be kept by the Town and reflected in the records retained by the Town.
- D. If the Planning Commission disapproves of a consolidation application, a written notice shall be returned to the applicant stating the basis for such disapproval within 60 days of submission review. Reasons for disapproval shall be remedied prior to any resubmission.

SECTION 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 4: This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this XX Day of XXXX 2025.

Introduction 12/3/2025

Final Reading XX/XX/XXXX

Adoption XX/XX/XXXX

Signed By

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Mayor

Town of Townsend, Delaware

| Vote of Council | Yea | Na | Abs |
|-----------------|-----|----|-----|
| Mayor Lobdell | | | |
| CM J. Bangura | | | |
| CM M. Chapman | | | |
| CM D. Wiggins | | | |
| CM S. Sharif | | | |

Attest: _____

Town Manager