



Townsend Special Planning Commission Meeting Agenda
March 18th, 2026 @ 7 pm
Town Hall and via Conference Call
141 Main Street Townsend, DE 19734

7:00 pm – Special 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:** Continued discussion and Review of Future Growth Map with potential vote to approve map for PLUS Submission.
- IV. **ACTION ITEM:** Discussion and review with potential vote of Planning Commission to approve Comp Plan edits for submission to PLUS.
- V. **ACTION ITEM:** Discussion and Review with potential vote of recommendation for annexation request from 6147 summit Bridge Road.
- VI. Discussion of next meeting date and agenda.
- VII. 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=aHI4RDhTZ0xjME1HV0Z0cHRxSHZ3QT09>

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.

Kelsey Gallagher

From: Bulkilvish, Samantha (OMB) <Samantha.Bulkilvish@delaware.gov>
Sent: Monday, March 2, 2026 10:31 AM
To: Julie Goodyear
Subject: Townsend Comprehensive Plan 5-year Review

Follow Up Flag: Flag for follow up
Flag Status: Flagged

This message originated from outside the organization

Good morning Julie,

According to my records the Town of Townsend will be due for the 5-year review of your comprehensive plan on or before **February 16, 2027**. While I know that seems like a long time from now, I just like to send a reminder about a year out so the town has plenty of time to determine how they want to handle the review since it can have several different outcomes.

1. Planning staff, planning commission, and/or similar committee(s) reviews the comp plan to determine if any changes are needed or anticipated. It is recommended this review happens during a public meeting to allow public comment.
 - a. **3 potential outcomes:**
 - i. It is determined that the goals and objectives of the plan are still relevant, and no changes are needed.
 - ii. It is determined that minor changes are needed, and a plan amendment should be processed through a Preliminary Land Use Service (PLUS) review.
 - iii. It is determined that the goals and objectives of the plan are no longer relevant, and a full update should be completed through a PLUS review(s).
 - b. If applicable, a recommendation is forwarded to your Council (governing body).
2. Council reviews the comp plan and any recommendation(s) from Step 1 and makes a final determination on the outcome of the review and future actions (if necessary). Again, it is recommended this review happens during a public meeting to allow public comment.
3. Send OSPC a letter documenting the process and **outcome** of your review and attach any meeting minutes, resolutions, and/or ordinances. If the review process is satisfactory, OSPC will send a confirmation letter and notify you of the due date for the next update and recertification of your comp plan.

If you have any questions, please let me know. If you would like me to come and speak to Planning & Zoning or Council regarding these options, please let me know and we can arrange a day and time.

Have a great day,
Samantha



Samantha Bulkilvish, AICP

Principal Planner

Office of State Planning Coordination

Office: (302) 672-5137 **Email:** Samantha.Bulkilvish@delaware.gov

stateplanning.delaware.gov 122 Martin Luther King Jr. Blvd. South, Dover, DE 19901



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Kelsey Gallagher

From: Jennifer Reitz <jreitz@udel.edu>
Sent: Wednesday, March 4, 2026 12:37 PM
To: Julie Goodyear
Cc: Troy Geiger; James Reyes
Subject: Re: Request for IPA Support – Comprehensive Plan Draft Review

Follow Up Flag: Flag for follow up
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This message originated from outside the organization

Hi Julie,

Thanks for your patience on this. IPA would be happy to review the town's draft comprehensive plan and present comments to the Planning Commission members. Our estimate for these services is \$1,700. This includes:

- Thorough review of the draft comprehensive plan and any related input on the draft such as minutes from conversations with adjoining municipalities, OSPC, PLUS, etc.
- written comments, questions, suggestions within the document for your consideration; and
- presentation to the Planning Commission regarding the comments.

Unfortunately, even this amount would require a formal contract to proceed, but we can move that along relatively quickly.

Please let me know if you have any questions and if you would like to proceed.

All the best,
Jen

Jen Leister Reitz, AICP, LEED AP

Planning Services Coordinator

Technical Assistance to Brownfields, EPA Region 3

Institute for Public Administration

Joseph R. Biden, Jr. School of Public Policy & Administration

University of Delaware

(mobile) 610-608-2723

www.ipa.udel.edu

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On Tue, Feb 10, 2026 at 12:39 PM Julie Goodyear <jgoodyear@townsend.delaware.gov> wrote:
Sounds great!

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov

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• George Elliston



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From: Jennifer Reitz <jreitz@udel.edu>
Sent: Tuesday, February 10, 2026 12:33 PM
To: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Cc: Troy Geiger <tgeiger@townsend.delaware.gov>; Chase Barnes <cebarnes@udel.edu>; James Reyes <jreyes@townsend.delaware.gov>
Subject: Re: Request for IPA Support – Comprehensive Plan Draft Review

This message originated from outside the organization

Hi Julie,

Yes, next Tuesday at 10 works for me. I'll send you a calendar invite and link now.

All the best,
Jen

Jen Leister Reitz, AICP, LEED AP

Planning Services Coordinator
Technical Assistance to Brownfields, EPA Region 3
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University of Delaware
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On Tue, Feb 10, 2026 at 11:14 AM Julie Goodyear <jgoodyear@townsend.delaware.gov> wrote:
Good Morning,

I apologize for the delay in my reply.

Are you available anytime early next week for a virtual meeting? Does Tuesday at 10am work for you?

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov

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From: Jennifer Reitz <jreitz@udel.edu>
Sent: Wednesday, February 4, 2026 4:40 PM
To: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Cc: Troy Geiger <tgeiger@townsend.delaware.gov>; Chase Barnes <cebarnes@udel.edu>; James Reyes <jreyes@townsend.delaware.gov>
Subject: Re: Request for IPA Support – Comprehensive Plan Draft Review

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This message originated from outside the organization

Hi Julie,

I don't think we've met yet, but I'm looking forward to hearing more about the town's comp plan and how we can assist. Would you be available tomorrow for a quick call between 11:30 and 1:30, or at 2PM? If not, please let me know some times next week that work for you and I can send an invite.

All the best,
Jen

Jen Leister Reitz, AICP, LEED AP

Planning Services Coordinator
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On Fri, Jan 30, 2026 at 3:22 PM Chase Barnes <cebarnes@udel.edu> wrote:

Hi Julie,

Thanks for your email! I am looping in my colleague, Jen Reitz. We will discuss as a team and get back to you next week.

Best regards,

Chase E. Barnes

Associate Policy Scientist
Institute for Public Administration
Biden School of Public Policy & Administration
University of Delaware
cebarnes@udel.edu

On Fri, Jan 30, 2026 at 2:11 PM Julie Goodyear <jgoodyear@townsend.delaware.gov> wrote:

Good Afternoon Chase,

I am reaching out on behalf of the Town of Townsend to inquire whether the Institute for Public Administration may be able to assist us with reviewing our drafted edits to the Town's Comprehensive Plan and providing feedback or suggestions. Historically, IPA has been an invaluable resource to the Town, and we are hopeful to continue that partnership as we move through this phase of the Comprehensive Plan update.

We would welcome your guidance on what IPA's support could look like for this effort. Would it be most helpful for us to forward our drafted edits to you for review and comment, or would IPA be able to attend one of our Planning Commission meetings to discuss the proposed changes and provide input directly? We are open to whichever approach you feel would be most effective.

Please let us know your availability and any preferences you may have, as well as any additional information you may need from us at this time.

Thank you, as always, for your continued support of the Town of Townsend. We truly value IPA's expertise and collaboration.

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov

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Kelsey Gallagher

From: Paul Magee <pauljoymagee@gmail.com>
Sent: Thursday, February 26, 2026 12:05 PM
To: Julie Goodyear
Subject: Wish to be annexed. Annexation

This message originated from outside the organization

Hi Julie. I enjoyed our conversation yesterday with you. 6147 Summit Bridge Road Townsend (.2 miles away is Handler corporation which is building 250 houses). I am the owner of the property and am requesting annexation into the city of Townsend so we can pay for sewage and water. Please advise and respond to this email today that you received this. I couldn't find the email you sent me yesterday.

Thanks for your attention to this matter. Paul S. Magee 302-463-1662 6147 Summit Bridge Road Townsend Delaware 19734.