

Townsend Town Council Meeting Agenda
April 1st, 2026 @ 7:00 pm
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Recognition of Visitors:
 - E. Announcements:
- III. General Citizen Comments
- IV. Review/Adoption of Agenda
- V. Approval/ Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from March 4th, 2026, Town Council Meeting.
- VI. **ACTION ITEM:** Discussion and review with potential vote of council to approve Bond Reduction request from Wilkinson Properties, LLC as it relates to Major Subdivision "Townsend Crossings".
- VII. **ACTION ITEM:** Discussion and review with potential vote of council to approve the 5 Year Comp Plan edits as recommended by Planning Commission.
- VIII. **ACTION ITEM:** Discussion and review of Encroachment Concerns from Parcel # 25-001.00-207.
- IX. Departmental Reports:
 - A. Mayor S. Lobdell
 1. **ACTION ITEM:** Swearing in of new Planning Commission member Joseph Maher.
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 1. **ACTION ITEM:** Discussion and review of updates on hiring new members of Police Force.
 2. **ACTION ITEM:** Corporal Ryde oath of Office.
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Brian Miller
 - F. Town Manager Julie Goodyear

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=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

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.

G. Public Works Supervisor Rick Boyer

X. Committee Reports:

A. **Finance Committee:** Chair: Councilman J. Bangura, Co-Chair: Mayor S. Lobdell

1. **ACTION ITEM:** Review and possible discussion on the February 2026 Budget vs. Actual Reports.
2. **ACTION ITEM:** Discussion and review with potential vote of Council of Resolution 2026-003, a resolution amending the FY26 Budget to re-allocate funding for land acquisition.

B. **Human Resources Committee:** Chair: Councilman Sharif, Co-Chair: Mayor S. Lobdell

C. **Public Works and Land Use Development Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman S. Sharif

1. **ACTION ITEM:** Discussion and review with potential vote of Council to approve a bid opening for Road repaving of Helen Drive.
2. **ACTION ITEM:** Discussion and review with potential vote of Council to approve the "Townsend Green" project.

D. **Public Safety Committee:** Chair: Councilman D. Wiggins, Co-Chair: Councilman J. Bangura

1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approval of Change Order Requests and spending threshold for Police Building Items.
2. **ACTION ITEM:** Discussion and review with potential vote of Council to approve vehicle acquisitions for Townsend Police Department.
3. **ACTION ITEM:** Discussion and review of additional compensation for officer Peters for Military Services.
4. **ACTION ITEM:** Discussion and review of Pay Scale for Townsend Police Department.

E. **Community Engagement Committee:** Chair: Councilman D. Wiggins

F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman

XI. Discussion of future agenda items.

XII. Recess Council Meeting to Convene Executive Session.

I. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), the Town Council will consider a motion to meet in an executive session for the discussion personnel matters.

XIII. **Close Executive Session & Re-convene Council Meeting.**

A. **ACTION ITEM:** Possible vote of Council.

XIV. Adjournment.

From: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Sent: Monday, March 2, 2026 2:16 PM
To: Steve Wilkinson; Scott Lobdell
Subject: Re: Townsend Crossings Bond Waiver Request

Good afternoon Steve,

Thank you for forwarding the attached letter requesting that the initial bond be waived. We acknowledge receipt of your request.

The earliest Town Council meeting available to consider this matter is **Wednesday, April 1, 2026**. While there is a Council meeting scheduled for Wednesday, March 4th, 2026, due to FOIA notice requirements, your request is not eligible to be placed on that agenda.

We will plan to include the bond waiver request on the April 1st meeting agenda and will keep you informed as that date approaches. Please let us know if you have any questions in the meantime.

Best Regards,

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

"How beautiful a day can be when kindness touches it"
- George Elliston



P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 |
www.Townsend.Delaware.Gov

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From: Steve Wilkinson <steve@wilkinsonproperties.com>
Sent: Monday, March 02, 2026 2:00 PM
To: Scott Lobdell <slobdell@firststateengineering.com>
Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Subject: RE: Townsend Crossings

This message originated from outside the organization

Scott and Julie,

Please see the attached letter requesting that the initial bond be waived.

Thanks,
Steve
203 218 1526

Wilkinson Properties II, LLC

707 Westover Road

Wilmington, DE 19807

March 1, 2026

Townsend Mayor and Town Council

141 Main Street

Townsend, Delaware 19734

Re: Townsend Crossings

Dear Mayor and Council,

I am writing this letter to formally request a waiver from your construction bonding procedures to allow us to start construction of Townsend Crossings (lots 1-55), 55 lots

We are requesting for the town to waive the initial 120% performance bond requirement for the initial site construction. We would then proceed to develop the roads and utilities required to apply for home building permits. After this work has been completed, we would supply a bond for 120% of any site work not completed. This bond would be provided to the town prior to home building permits being issued for the 55 lots. This variation in the process would still provide the town for 120% bonding of any incomplete sitework in this phase. I have attached the site work estimate for reference.

We feel that obtaining the full initial bond amount and the cost of the associated fees in today's

financial environment could delay us from moving forward with this project. We hope that you can accommodate our request to vary this bond requirement as you have done in the past.

We are anxious to start site work once this issue is resolved.

If you have any questions, you can reach me at 302-218-1526 or email at steve@wilkinsonproperties.com

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Wilkinson", with a long horizontal flourish extending to the right.

Steve Wilkinson

Managing Member

Cirillo Bros., Inc.

761 Grantham Lane
New Castle, Delaware 19720

Paving • Concrete

(302) 326-1540
Fax 326-9794

January 15, 2026

Attn: Steve Wilkinson
Townsend Crossing

Project Reference: Townsend Crossing- Landlord Site Work.

Please review our attached proposal associated with the following work for Townsend Crossing- Landlord Site Work. Please note this site requires material import to fully balance the site and this import material cost is included in this proposal.

| | |
|---------------------------|-----------------------|
| Layout & GPS | \$72,380.00 |
| Clearing | \$16,500.00 |
| Sediment & Erosion | \$36,566.40 |
| SWM Pond | \$99,492.48 |
| Bulk Excavation | \$235,416.86 |
| Sanitary Sewer | \$252,370.43 |
| Storm Sewer | \$103,266.55 |
| Water (Labor Only) | \$120,976.10 |
| Artesian Water Material | \$160,000.00 |
| GABC & Grading Roads | \$56,016.00 |
| Type 2 Curb | \$86,296.00 |
| Flat Concrete Open Space | \$67,608.00 |
| Base Paving | \$70,470.40 |
| Final Paving | \$53,751.00 |
| Topsoil Open Space | \$42,076.80 |
| Seed & Mulch Open Space | \$17,893.80 |
| Sitework Total | \$1,491,080.82 |
| | |
| Demolition Karins Rd | \$10,880.00 |
| Karins Rd Curb & Sidewalk | \$10,704.00 |
| Karins Rd Base Paving | \$8,842.80 |
| Karins Milling | \$10,357.88 |
| Karins Final Paving | \$18,933.00 |
| Rt 71 Striping & Signs | \$20,688.50 |
| DeIDOT Total | \$80,406.18 |
| | |
| TOTAL | \$1,571,487.00 |

Cirillo Bros., Inc.

Paving • Concrete

761 Grantham Lane
New Castle, Delaware 19720

(302) 326-1540
Fax 326-9794

Site Plans List:

| SHEET INDEX TABLE | |
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| SE2 | PRE-CONSTRUCTION SITE SWM PLAN |
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| SE4 | DETAILS |
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| | |
| | |

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|------------------|------------------------------|
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| GP1 | GRADING PLAN |
| IP1 | INTERSECTION PLAN |
| SP1 | STORMWATER PROFILES & TABLES |
| W1 | WATER DISTRIBUTION PLAN |
| D1 | DETAIL SHEET |
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| S1 | SANITARY SEWER COVER |
| S2 | SANITARY SEWER PLAN |
| S3 | THATCHER WAY - SEWER |
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| S5 | SANITARY SEWER DETAILS |

| SHEET LIST TABLE | |
|------------------|------------------|
| SHEET NUMBER | SHEET TITLE |
| RP1 | COVER SHEET |
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2026 Update to the 2010



TOWN OF TOWNSEND COMPREHENSIVE PLAN

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The data from the Comprehensive Plan maps are now accessible in an online viewer for Townsend.

<https://rve.maps.arcgis.com/apps/webappviewer/index.html?id=f2958cb5a2d244bd97551c60c0be98b4>

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TOWN, COUNTY, AND STATE OFFICIALS

| | |
|---|--|
| Town of Townsend Mayor and Council | Scott Lobdell, Mayor Joseph Bangura , Council Member Matthew Chapman, Council Member Dylan K. Wiggins, Council Member Syed Sharif, Council Member |
| Town Solicitor | Lisa Hatfield, Connelly Gallagher |
| Town Engineer | Brian Miller, Pennoni |
| Building Code Official | OPEN |
| Town Staff | Julie Goodyear, Town Manager Kelsey Gallagher, Town Clerk Jennifer Helms, Financial Officer Earl McCloskey, Chief of Police Julie Abrams, Administrative Assistant Rick Boyer, Public Works Supervisor George Hargrove, Public Works Crew Member |
| Planning Commission | Troy Geiger, Chairman James C. Reyes, Vice Chairman Eschalla Clarke, Commissioner |
| New Castle County County Executive County Council | Marcus Henry David Carter, 6 th District |
| Department of Land Use | Richard E. Hall, AICP, General Manager |
| State of Delaware | |
| Governor | Matt Meyer |
| Senate | Chris Coons Lisa Blunt Rochester |
| House of Representatives | Jeffrey Spiegelman, District 11 Sarah McBride, Delaware Federal Representative |
| Office of State Planning | David Edgell, AICP, Director Coordination |

A MUNICIPAL COMPREHENSIVE DEVELOPMENT PLAN FOR TOWNSEND, DELAWARE 2026

Introduction

The 2026 Town of Townsend Comprehensive Plan serves as the official policy guide for the Town's future growth, development, and preservation efforts. Building upon the previous plan adopted in 2020, this update reflects evolving community priorities, demographic trends, infrastructure needs, and state planning requirements. The plan establishes a coordinated framework to guide public and private decision-making in a manner that promotes orderly growth, fiscal responsibility, environmental stewardship, and an enhanced quality of life for current and future residents.

Upon adoption by the Townsend Town Council, recognition by the State of Delaware, and certification by the Governor, this Comprehensive Plan shall serve as the Town's primary planning document. It provides the foundation for land use decisions, capital investments, and policy development, ensuring that growth occurs in a manner consistent with the community's long-term vision.

Implementation of the goals and objectives contained in this Plan occurs through the Town's zoning regulations, subdivision standards, and other municipal codes and ordinances. Periodic review and updates are essential to maintain responsiveness to changing conditions, emerging challenges, and new opportunities. Achieving the Plan's objectives requires a collaborative commitment among elected officials, staff, residents, businesses, and regional partners to align growth and development with the best interests of the community. Thoughtful planning and timely implementation contribute directly to maintaining Townsend's character while supporting a sustainable and resilient future.

The Comprehensive Plan also serves as an important informational resource for the public. Residents, business owners, developers, and government agencies may refer to this document to better understand the Town's policies regarding land use, housing, transportation, utilities, environmental resources, and community facilities. Prospective residents and investors can use the Plan to gain insight into Townsend's character, assets, and long-term goals. The Plan incorporates the most current available data related to population, housing, land use, infrastructure, and environmental conditions to support informed decision-making.

Finally, the Townsend Comprehensive Plan is a legally binding document. The Delaware Code requires that "any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate." Furthermore, once adopted in accordance with state law, "the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan" (Title 22, §702, Delaware Code). As such, this Plan serves not only as a vision for Townsend's future, but also as the legal basis for guiding growth and development within the Town through 2026 and beyond.

Chapter 1. Background

1-1. The Authority to Plan

Delaware law requires that municipalities engage in comprehensive planning activities for the purpose of encouraging “the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development, and infrastructure investment actions with those of other municipalities, counties and the State...” This plan was written to comply with the requirements for a municipal development strategy as described in the Delaware Code (below) for towns with population of 2,000 or more.

The municipal comprehensive plan for communities (such as Townsend) with greater than 2,000 people is to be a “document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction’s position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues.” (22 Del. C. 1953, § 702; 49 Del. Laws, c. 415, § 1.) The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgement of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction’s residents.” (22 Del. C. 1953, § 702; 49 Del. Laws, c. 415, § 1.)

In addition, the Town’s comprehensive-planning process must demonstrate coordination with other municipalities, the county, and the state during plan preparation. It represents the best judgments of the municipality and is written to promote the health, safety, and general public welfare of all residents. The plan is the basis for the development of zoning regulations, and once the plan is adopted “the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan” (22 Del. C. 1953, § 702; 49 Del. Laws, c. 415, § 1.). State law requires that planning be an ongoing process and that municipalities identify future planning activities. This document is Townsend’s Municipal Comprehensive Development Plan as required by state law. It is intended to cover a ten-year planning period and be reviewed at least every five years. In coordination with the proposal from New Castle County Planning for a Southern New Castle County Master Plan, an addition to plan to be considered is to extend the Town of Townsend Comprehensive Plan to include a 30-

year plan. The concept of long-term planning will take into consideration many of the goals and objectives that are conducive to insure qualitative future land use outcomes. The need for intergovernmental coordination and communication will assure seamless planning and coordination between the Town of Townsend, New Castle County and the State of Delaware.

The Town’s first Comprehensive Plan was adopted and certified by the state in February 2003, amended in August 2003, and amended again in September 2005, with the assistance of Institute for Public Administration (IPA). The 2010 comprehensive plan update functioned as a stand-alone document that combined the previous planning work with new planning elements, replacing the 2003 Plan as the primary planning document for Townsend.

On April 16, 2016 Ordinance No. 16-03 passed and established the Townsend Planning Commission pursuant to 22 Del. C. § 701. The Commission replaced the Zoning Committee formed in 2013. This Commission will continue to assist the Town in its update efforts and facilitate its development by working with Town Council, encouraging the participation of residents and property owners in the planning process, and reviewing and refining planning policies.

1-2. A Brief Overview of the Community

1-2a. Location

Townsend is located in the southwestern portion of New Castle County, in what has traditionally been called the Middletown- Odessa-Townsend (MOT) planning region. Figure 1 shows the location of the Town relative to several other towns in New Castle County. The Town is located about 34 miles southwest of Wilmington, 24 miles south of Newark, and 23 miles northwest of Dover.

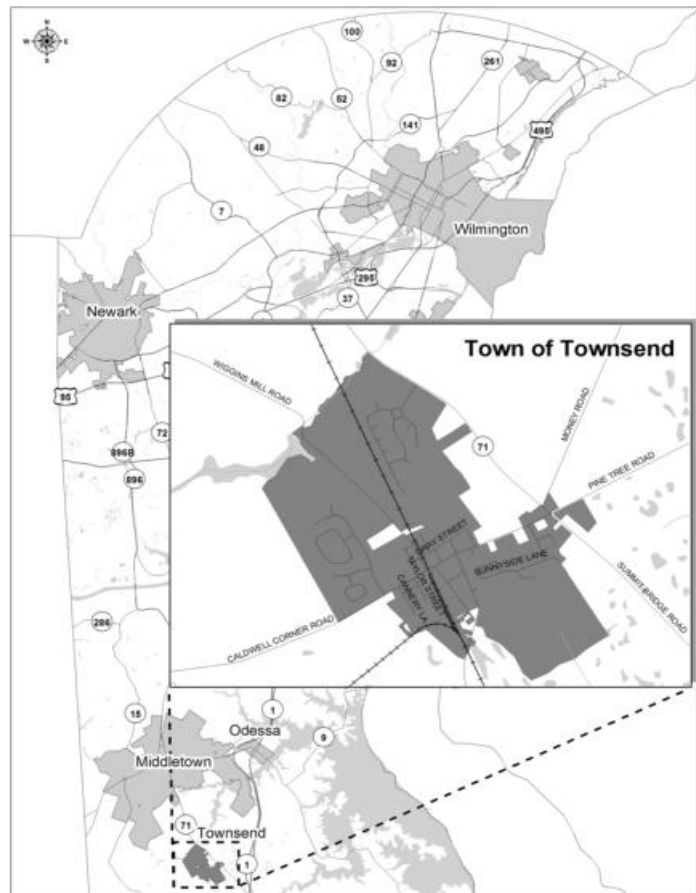


Figure 1: Location of Townsend Within Northern Delaware

1-2b. History of the Town

Before 1850, the area within the present boundaries of the town was occupied by a small African- American community called “Charley Town,” named after Charles Lloyd, one of the residents. Around 1850, Samuel Townsend bought much of the land and subsequently gave the village its present name.

In 1856 the town became a stop along the new Delaware Railroad, bringing Townsend new prosperity. During the latter half of the 19th century, large quantities of agricultural produce were shipped from Townsend, especially peaches, grain, and lumber. The town served as a shipping point and a marketplace for the scattered rural population of the area.

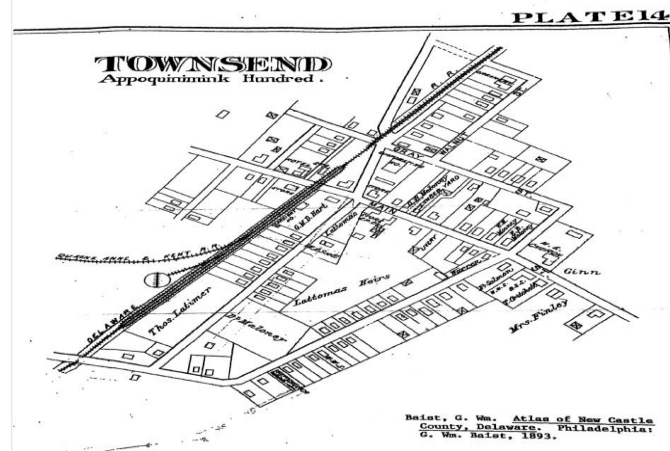
Townsend incorporated on April 3, 1885, at which time the town was platted, and the streets were laid out. By 1888, the village had a population of 350. Since that time, the railroad has lost its prominence to trucking for freight hauling in the United States. However, the railroad and agriculture are still important in shaping the character of Townsend. Today, it remains a small residential town of over 2,810 residents. (2024 Delaware Population Consortium)

Recently, the MOT region has experienced accelerated growth and development, especially in and around Middletown and areas to the north. The Townsend area has not escaped these development pressures, although New Castle County’s Unified Development Code limits the intensity of new residential uses in the immediate vicinity of the town. Through a series of recent annexations, Townsend has significantly increased the area of the town. In 1885, the original size of Townsend consisted of 111 acres. Today in 2020, the total acreage has increased to 677.12 acres.

1-2c. Historic and Cultural Resources

Townsend exemplifies the characteristics of many of the small towns in Delaware. It comprises predominantly single-family homes in a small-town, rural setting. The center of town is a relatively dense, walkable area centered on the crossing of Railroad Avenue and Main Street. The historic core is characterized by a wide variety of house sizes and styles, from Victorian homes to bungalows. The Townsend Historic District was entered into

the National Register for Historic Places in 1986.



Once an isolated crossroads in 1856, Townsend was bisected by the railroad which created a more active shipping and commercial center by 1880. Tremendous growth in population and housing stock occurred at the turn of the twentieth century until about 1910. In 2010, the population and housing inventory surged to four times its previous size. (See Table 1)

1-3. Public Participation Process

The preparation of the Town of Townsend's 2026 Comprehensive Plan Update was conducted through a transparent and inclusive public process in accordance with the Freedom of Information Act (FOIA), as amended, and all applicable state and local public notice requirements. Public engagement has remained a core component of the Town's planning efforts, ensuring that residents, stakeholders, and partner agencies had opportunities to provide input throughout the development and refinement of the Plan.

Public participation efforts for the original Comprehensive Plan update began prior to 2020 and included a community survey first published in 2018 and revised and redistributed in 2019. Members of the Townsend Planning Commission actively engaged residents through in-person outreach, including participation at the Townsend Fair on September 23, 2017, and a Town Hall meeting held on October 4, 2017. These events featured informational displays regarding the Planning Commission's role and provided opportunities for residents to review materials and complete paper surveys.

The COVID-19 pandemic significantly affected the planning process between 2020 and 2021, resulting in a transition to virtual meetings. During this period, Planning Commission meetings continued to be held and publicly advertised on the Town's website, with virtual access provided for public attendance. While public participation during this period was limited, Planning Commission members continued to advance the Plan to maintain compliance with state planning timelines and coordination requirements.

As part of the 2026 update, the Town renewed its public outreach and coordination efforts through publicly advertised Planning Commission meetings, Town Council discussions, website postings, and continued collaboration with county and state partners. The update process focused on incorporating updated demographic and land use data, addressing infrastructure and service capacity considerations, and ensuring alignment with regional and state planning initiatives that have evolved since adoption of the 2020 Plan.

Intergovernmental coordination has been a key component of the Comprehensive Plan update process. New Castle County conducted public workshops related to the New Castle County Master Plan on June 24, 2019, and October 7, 2019. The New Castle County Planning Advisory Group met on June 16, 2019, followed by a PLUS pre-review meeting on May 22, 2019. On January 24, 2020, a coordination meeting was held in Townsend involving New Castle County staff from various departments, the Townsend Town Council, and members of the Townsend Planning Commission to discuss municipal coordination, shared concerns, and implementation considerations.

In addition to these earlier efforts, New Castle County held multiple coordination meetings with the Town of Townsend in both 2024 and 2025 to ensure continued intergovernmental alignment. These meetings focused on land use compatibility, infrastructure planning, growth management, and consistency between the Town's Comprehensive Plan update and County-wide planning

objectives. This ongoing coordination reinforced a cooperative planning approach and ensured that local policies were informed by broader regional considerations.

The completion of Townsend’s Comprehensive Plan was intentionally extended to allow for meaningful coordination with the Southern New Castle County (SNCC) Regional Master Plan. This regional planning effort was originally initiated in September 2006 and formalized through a Memorandum of Agreement (MOA) executed in January 2020. The SNCC planning process includes coordination among state agencies, school districts, New Castle County, and the municipalities of Middletown, Odessa, Smyrna, and Townsend. The SNCC Master Plan study area is divided into five sub-areas, with Townsend located within the first sub-area to be evaluated. Continued coordination through this regional framework ensures consistency between local and regional planning objectives. Additional information regarding regional coordination and implementation strategies is provided in Chapter 3: Coordination and Implementation.

1-4. Town Goals

The following Town goals were originally developed in 2003 to provide general guidance for Townsend’s planning activities. These goals were informed by prior planning documents and through discussions with Town officials and residents. In 2020, the Planning Commission revisited the goals and determined that they remained relevant and reflective of the community’s values at that time.

As part of the 2026 Comprehensive Plan Update, the Town has expanded upon and refined these goals to address changing conditions, growth pressures, infrastructure demands, and regional planning considerations, while continuing to respect Townsend’s established character. The updated goals reflect both continuity and evolution—maintaining the Town’s historic priorities while providing clear direction for strategic expansion and long-term sustainability. Together, these goals represent what Townsend officials and residents seek to accomplish through the implementation of this Comprehensive Plan.

- **Strengthen and retain Townsend’s identity** by reinforcing its small-town character and sense of place while guiding strategic and well-planned expansion that supports population growth, attracts investment, and enhances the Town’s presence within the regional context.
- **Preserve and enhance social, cultural, aesthetic, and environmental amenities** by ensuring that future growth and development contribute positively to community character through deliberate planning, quality design standards, and responsible environmental stewardship.
- **Direct land use and transportation decisions** to manage existing development patterns and guide future expansion in a manner that improves connectivity, mobility, accessibility, and overall community well-being for residents, workers, and visitors.
- **Coordinate Town development and expansion with surrounding jurisdictions** by aligning local planning efforts with New Castle County and the State of Delaware to promote consistent, efficient, and sustainable growth across municipal and regional boundaries.

- **Ensure the provision of adequate, efficient, and fiscally responsible public facilities, utilities, and services** by planning, funding, and delivering infrastructure needed to support both existing neighborhoods and future growth.
- **Coordinate and manage commercial and industrial development** to support planned town expansion, diversify and strengthen the local economy, broaden the tax base, and create employment opportunities for current and future residents.

These overall Town goals are discussed in greater detail throughout this document. More specific and topic-focused goals and policies are presented within the relevant chapters of the Comprehensive Plan, providing additional guidance for implementation and decision-making.

Chapter 2. Municipal Development Strategy

2-1. Community Profile

This chapter provides details regarding Townsend’s past, estimated present, and projected future population. The data contained in this section may be useful in providing information regarding future service and facility needs, as well as information regarding anticipated changes in the social character of the Townsend community. Demographic data used in this planning document were collected from the 2010 and 2020 U.S. Census and other sources, such as the Delaware State Housing Authority, WILMAPCO, and the Delaware Population Consortium. When appropriate, comparisons have been made with New Castle County and the state of Delaware.

2-1a. Historic and Current Population

The U.S. Census indicates that from 1940 to 2015, the population and number of housing units for the state and the county steadily increased. As seen in Table 1, the town’s population peaked in 1940 at 544 and steadily declined until 1970, when it briefly rose to 505. By 2000, the population had dropped to 346. Since then, annexations and development have resulted in a large population projection surge to 2,593 for 2020 according to the October 2019 Delaware Population Consortium.

Table 1: History of Population and Housing Units for Townsend, New Castle County and Delaware

| | Population | | | Housing Units | | |
|-------------------|------------|----------------------|----------|----------------------|----------------------|------------------|
| | Delaware | New Castle County | Townsend | Delaware | New Castle County | Townsend |
| 1940 | 266,505 | 179,562 | 544 | 75,567 | 47,588 | 116 |
| 1950 | 318,085 | 218,879 | 441 | 97,013 | 62,901 | NA |
| 1960 | 446,292 | 307,446 | 434 | 143,725 | 94,688 | 130 |
| 1970 | 548,104 | 385,856 | 505 | 180,233 | 120,704 | 140 |
| 1980 | 594,338 | 398,115 | 386 | 238,611 | 148,563 | 143 |
| 1990 | 666,168 | 441,946 | 322 | 289,919 | 173,560 | 152 |
| 2000 | 783,600 | 500,265 | 346 | 343,072 | 199,521 | 157 |
| 2010 ¹ | 897,934 | 538,479 | 2,050 | 405,885 | 217,511 | 620 |
| 2020 ² | 977,780 | 564,780 | 2,593 | 364,323 | 204,441 | 930 |
| 2025 ³ | 1,045,328 | 570,719 ⁴ | 2810 | 445,104 ⁵ | 232,162 ⁵ | 840 ⁶ |

1-Source: U.S. Census 2100 Population: Delaware 2010: Population and Housing Unit Counts. Issued June 2012
 2-Delaware Population Consortium October 31, 2019

- 3-Delaware Population consortium October 14, 2024
- 4- U.S. Census Bureau, 2020 Decennial Census
- 5- US Census Bureau, 2021 American Community Survey Estimates
- 6- Figures using certificate of occupancy reported by the Town of Townsend as of 12/31/2025-1b. *Population Projections*

Population and housing projections for Townsend are difficult to develop because of the town's small demographic base. Therefore, projections have been calculated using two methods. First, the Center for Applied Demography Survey and Research (CADSR) at the University of Delaware, in conjunction with the Delaware Population Consortium (DPC), has made 25-year projections based on historic growth rates and trends. Secondly, a build-out analysis was developed using the 2010 Census and Townsend vacant parcels and new developments that were annexed into the town. The population projection of 2,593 in 2020 reported in Table 1 was obtained from the Delaware Population Consortium data from October 31, 2019. A certificate of occupancy is issued by the local government when a building has been inspected and approved for habitation. According to the Town, 310 certificates of occupancy (CO) were issued between the 2010 Census and of Townsend's CO's issued as of December 8th of 2020. The number of certificates multiplied by 3.52—the current average number of people per household in Townsend—equates to an additional 1092 residents. When added to the 2,050 residents recorded from the 2010 Census, the estimated population is 3,142 residents in 2020. Using the same information, the total number of households in 2020 is estimated at 930 (620 from the 2010 Census plus 310 additional certificates of occupancy).

Method 1: DPC Data Comparing Townsend to New Castle County Growth Trends

This method of estimating future population trends for Townsend is based upon Delaware Population Consortium projections for New Castle County. The October 31, 2019, version of the DPC Annual Population Projections was utilized for this purpose. The DPC takes into consideration actual births and deaths in the county since 2010 Census estimates, and migration patterns reported by the IRS. The DPC projected that Townsend will grow to the projected population in 2020 is 2,593. By 2030 the population will have grown to 3,021, it would be 3,538 by 2040, and it would be 4,182 by 2050. The estimated households in Townsend for 2010, was 586 per the 2010 Census. Assuming the future households grow at the same rate as New Castle County, there would be 597 in 2015, 603 in 2020, 612 in 2030. Per the COs that Townsend has currently recorded to through 12/8/2020, the number of households (930) has already exceeded the DPC Annual projections through 2050! Also, comparing the population projections using the current COs of 930 times the 3.52 multiplier shows that Townsend's population has already exceeded the DPC estimate of 3,021 for 2030! The results are summarized in Table 2.

Table 2: Delaware Population Consortium Data for New Castle County and Townsend

| | 2000 | 2015 | 2020 | 2030 | 2040 | 2050 |
|--|---------|--------------------|--------------------|--------------------|---------|---------|
| New Castle County | | | | | | |
| Population | 501,856 | 552,592 (+2.4%) | 564,780 (+2.2%) | 580,351 (+2.8%) | 583,975 | 577,814 |
| Households | 189,852 | 202,268 (+1.9%) | 204,441 (+1.1%) | 207,355 (+1.4%) | 205,534 | 199,784 |
| Townsend | | | | | | |
| Population | 346 | 2,193 | 2,593 | 3,021 | 3,583 | 4,182 |
| Population estimation on 3.52 multiplier of Certificates of Occupancy | | | 3142 | | | |
| Households | NA | 597 | 603 | 612 | 621 | 630 |
| Actual Certificate of Occupancy through 12/8/2020 | | | 930 | | | |

Source: Delaware Population Consortium, 10/31/2019

*2010 Census-Table 7 Households

Method 2: Future Build-Out Potential updates and numbers of built, lots, infill

A second method used to project future population called a build-out analysis. This method begins with the same base population estimate of 2,050 in 2010. Future population is based on a consideration of the amount of vacant land in Townsend and the towns’ future land use policy and possible annexations. Several assumptions were made in calculating the population estimates associated with the build out. First, it was assumed that all currently vacant parcels identified for future residential use would develop residentially by 2030. Per information maintained by the Town of Townsend, the amount and distribution of vacant and developable land within Town limits has continued to evolve as development and annexations progress. While earlier inventories identified a limited number of vacant lots within established neighborhoods such as Townsend Village I and the Heart of Townsend, much of the Town’s remaining development potential is now associated with larger, planned residential areas.

The Woods at Hidden Creek includes a substantial number of parcels zoned for single-family residential use (R-2), portions of which are currently under development, with remaining parcels available for future buildout. Additional parcels within Town limits are designated for industrial, commercial, or preservation purposes, supporting a balanced mix of land uses.

Based on remaining residentially zoned parcels and typical household size assumptions, future development within existing and annexed areas has the potential to accommodate a significant increase in population over the planning horizon. In addition, the Town approved the annexation of **Townsend Acres**, approximately 15.25 acres, in December 2024. This annexation has the potential to generate a moderate number of new residential units and further contribute to population growth.

Together, existing undeveloped parcels, partially developed communities, and recently annexed properties provide Townsend with meaningful opportunities for continued residential growth, economic development, and thoughtful expansion consistent with the goals and policies of this Comprehensive Plan.

Summary

Earlier build-out and population projections for Townsend were based on several assumptions using the best information available at the time. These included an average household size of 3.52, as reported by the 2010 U.S. Census, an assumption that residential development would occur at a relatively uniform rate, and generalized estimates of environmentally sensitive or otherwise undevelopable land in the absence of a full environmental impact assessment. In addition, it was assumed that *The Woods at Hidden Creek* would be developed to the maximum density permitted under existing zoning regulations. Based on these assumptions, prior analyses estimated a potential population increase of approximately 1,792 residents, resulting in a maximum projected population of 3,828 by 2030.

Since that analysis was completed, significant new information and development activity has occurred that warrants a reevaluation of these assumptions. Townsend has experienced substantial residential growth since 2010, and development patterns have demonstrated that growth rates have not followed a uniform or countywide average. In addition, *The Woods at Hidden Creek* is now partially developed, with remaining capacity to be built out over time, and newly annexed properties—such as Townsend Acres—were not included in the earlier projections.

Infrastructure capacity, particularly sanitary sewer service, remains a critical factor in future growth. The original sewer agreement executed with New Castle County in 2001, which was established for a 25-year term, is currently under negotiation for renewal. That agreement provided for service to existing customers and additional sewer capacity not to exceed 270,200 gallons per day, and contemplated potential County support for commercial development along Summit Bridge Road (SR 71). Ongoing discussions and negotiations related to the renewal of this agreement are intended to incorporate updated development trends and to ensure that future growth and economic development opportunities are not constrained by sewer capacity limitations.

Given these changing conditions, population and build-out projections should be viewed as planning-level estimates rather than fixed limits. Continued monitoring of development activity, updated demographic data, and the outcome of the sewer agreement renewal will play an important role in refining future growth projections and guiding infrastructure planning efforts throughout the planning horizon.

Table 3 Future Population Projections, 2010 to 2030

| Population Projections | 2010* | 2015 ¹ | 2020 ¹ | 2030 ¹ |
|---|-------|-------------------|-------------------|--------------------|
| Method 1: Comparison to NCC Growth Trends | 2,050 | 2,193 (+1.9%) | 2,593 (2.2%) | 3,021 (1.4%) |
| Method 2: Build-Out Analysis | 2,050 | 2,420** (+370) | 2,980** (+560) | 3,828*** (+848) |

*Census 2010

¹Source: Delaware Population Consortium, 10/31/2019

** certificates of occupancy

*** Assumed vacant lots & annexations complete

2-1c. Demographics

General Characteristics

A profile of general demographic characteristics for the year 2020 is presented in Table 4. While it is difficult to draw precise conclusions from this profile due to the relatively small demographic base of the town, certain trends can be noted. First, the median age of the town (31.3) is slightly younger than that of either the state (40.2) or the county (38.1). However, this trend could be offset in the future as development occurs in the newly annexed areas. Family households, including those with children under 18 years old, represent a significant larger portion of the town’s population (69.52%) than in either the state (27%) or the county (28.8%). The average size of a household is larger than the state and county household sizes. Townsend’s population that is 16 and over participating in the labor force is higher than state and county labor force numbers. Townsend’s population that is of two or more races high is slightly higher than the state and county.

Table 4: Profile of General Demographic Characteristics

| | Delaware | New Castle County | Townsend |
|--|----------|-------------------|----------|
| <u>Age</u> | | | |
| Population 17 and under | 20.3%% | 20.9% | 30.1% |
| Population 65 and older | 21.7 | 18% | 5.6% |
| Median age | 42.1 | 39.8 | 36.2 |
| <u>Households</u> | | | |
| Households with children under 18 | 31.9% | 20.9% | 36.4% |
| Average household size | 3.05 | 2.50 | 4.24 |
| <u>Selected Characteristics</u> | | | |
| Population 18 and over who are civilian veterans | 7.2% | 4.81% | 12% |
| Population 16 and over in labor force | 61.8% | 65.8% | 54.6% |
| Population 18 and over with an ambulatory disability | 14% | 8.8% | 9.9% |
| Population of Two or more races | 7.7% | 3.1% | 11% |

Source: Census 2020

Diversity Composition

As noted in Table 5 from U.S. Census data, Townsend’s population in the year 2010 was more diverse than that of either New Castle County or the state except when comparing the Hispanic community. Townsend still lags behind the county and state in that ethnicity.

Table 5: Ethnic Composition

| | Townsend | New Castle County | Delaware |
|---------------------------|----------|-------------------|----------|
| Racial Composition | | | |
| White | 62.7% | 65.0% | 68.9% |
| Black | 31.8% | 26.1% | 21.4% |
| Other | 5.5% | 8.9% | 9.7% |
| Ethnic Composition | | | |
| Non-Hispanic | 95.8% | 89.7% | 90.5% |
| Hispanic | 4.2% | 10.3% | 9.5% |

Source: Census 2010

Education

As summarized in Table 6 and reported by the U.S. Census, the overall educational attainment level for Townsend’s population 25 years old and above was higher than that of either the county or the state.

Table 6: Educational Attainment Level for 25 Years Old or Above

| | High School Graduate Or Higher | Bachelor’s Degree Or Higher |
|-------------------|-----------------------------------|--------------------------------|
| Townsend | 94.3% | 38.2% |
| New Castle County | 91.5% | 35.9% |
| State of Delaware | 89.8% | 31.4% |

Source: 2018 ACS 5-year Est Table DP02

2-1d. Housing

Table 7 summarizes the number of dwelling units from 1940 to 2010 in Townsend, New Castle County, and the state. Historically, Townsend has increased its housing stock at a slower rate than the county and the state. However, as mentioned previously, by using the number of certificates of occupancy issued since 2010 and adding that number to the housing stock in 2010, the estimated available housing units in 2010 was 621. The 2018 ACS housing estimate has Townsend growing at 4.2% compared to New Castle at 2.1% and 5.5% for the State.

Table 7: Total Housing Units in Townsend, New Castle County, and the State

| Year | Townsend | New Castle County | Delaware |
|------|----------|-------------------|----------|
| 1940 | 116 | 47,588 | 75,567 |
| 1950 | NA | 62,901 | 97,013 |
| 1960 | 130 | 94,688 | 143,725 |
| 1970 | 140 | 120,704 | 180,233 |
| 1980 | 143 | 148,563 | 238,611 |
| 1990 | 152 | 173,560 | 289,919 |
| 2000 | 157 | 199,521 | 343,072 |
| 2010 | 621 | 217,511 | 405,885 |
| 2018 | 647 | 222,146 | 428,251 |

Source: Census 2010, Delaware State Housing Authority, Townsend Certificates of Occupancy

It is important to note that as of this writing there were also 11 vacant parcels pending construction in Townsend Village I. Additionally, there were approximately 8 vacant residential lots within the original town boundaries, and an additional 222 vacant parcels annexed since, for a total of 241 vacant residential lots. These lots have been zoned for single-family, residential uses at varying densities.

Age of Housing Stock

According to the 2018 ACS, 15.9% of the housing in Townsend was built before 1960. However, since the 2010 Census, Townsend has greatly increased the number of housing units by developing areas annexed in 1999 and 2010. As shown in Table 8, approximately 72.6% of the housing stock was built between 2000 and 2019. Current housing units within town is 780 homes. With the completion of Townsend Village II and Townsend Village I almost completed, this will skew the year housing is built.

Table 8: Year Housing Built

| | Townsend* (percent) | New Castle County** (percent) | Delaware** (percent) |
|-----------------|------------------------|----------------------------------|-------------------------|
| 2014 or later | 4.3% | 1.5% | 2.4% |
| 2010-2013 | 12.2% | 2.2% | 3.9% |
| 2000-2009 | 56.1% | 10.6% | 18.9% |
| 1990-1999 | 4.6% | 14% | 16% |
| 1980-1989 | 1.4% | 12.7% | 13.7% |
| 1970-1979 | 2.0% | 12.7% | 11.9% |
| 1960-1969 | 3.4% | 14.3% | 10.3% |
| 1940-1959 | 5.4% | 21.1% | 14.6% |
| 1939 or earlier | 10.5% | 10.9% | 8.3% |

Source: 2018: ACS 5-year Estimates Table DP04

Type of Housing

Table 9 shows the type of housing in Townsend in 2019. The most-up-to date information for the state and county is from 2018. Currently, 94.9% of all housing units in Townsend are single-family detached homes, an increase of 2.4% from 92.5% in 2010. This is a much higher percentage than found across the county (53.5%) or state (58.8%). This trend is expected to continue as newly annexed parcels of The Woods at Hidden Creek (Carter Farm) are all zoned R-2, residential with a minimum lot requirement of 7,000 square feet (.16 acres), allowing only single-family, detached dwelling units. In order to diversify housing types, the Town has proposed to add additional zoning codes that would allow higher densities and mix of uses.

Table 9: Housing Type

| Housing Type | Townsend | New Castle County | Delaware |
|----------------------------|----------|-------------------|----------|
| Single-Family, Detached | 94.9% | 53.5% | 58.8% |
| Single-Family, Attached | 2.5% | 21.2% | 15.3% |
| Multi-Family (2-20+ units) | 2.1% | 23.2% | 17.5% |
| Other | 0.5% | 2.1% | 8.4% |

Source: 2018 ACS 5-year Estimates Table DP04

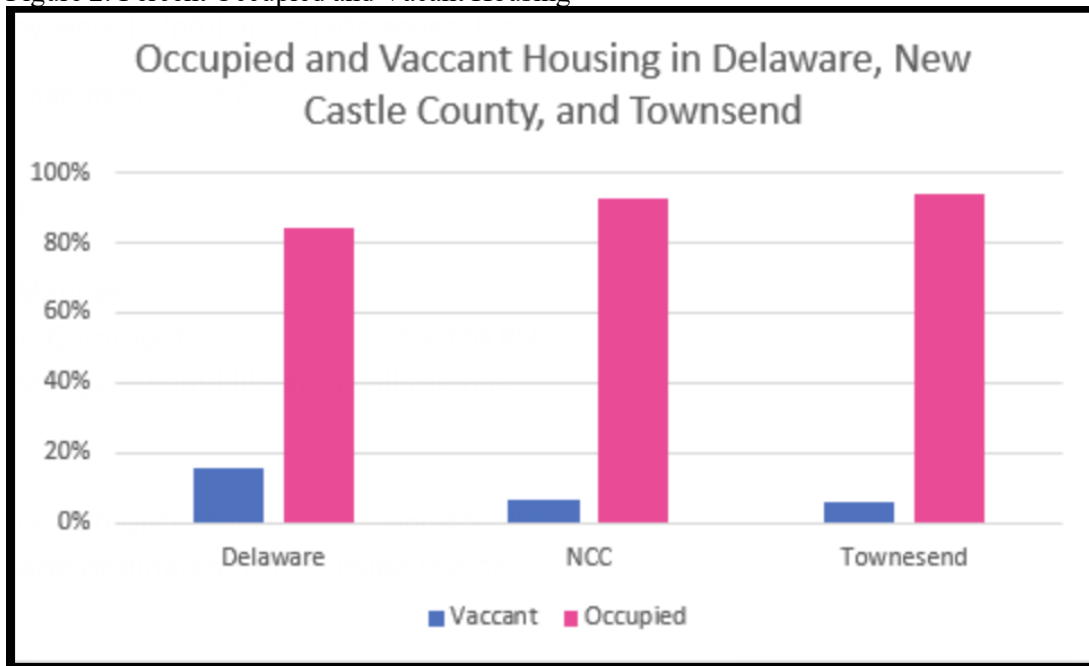
Housing Value

According to the 2010 ACS 5-Year Estimates Table DP04, the median housing values were significantly more expensive, on average, in Townsend (\$289,900) than in the county (\$252,800) or state (\$242,300). Reviewing the 2018 ACS 5-Year Estimates Table DP04 data available for Townsend, the median housing price has increased from \$289,900 to \$324,700. This reflects a 12% increasing in housing value for the Townsend. The county and state median housing value also increased but at a much-reduced level. New Castle County median house value was \$254,500 (0.6%) and overall state median price is \$244,700 (0.99%) per the 2018 ACS 5-Year Estimate

Ownership and Vacancy

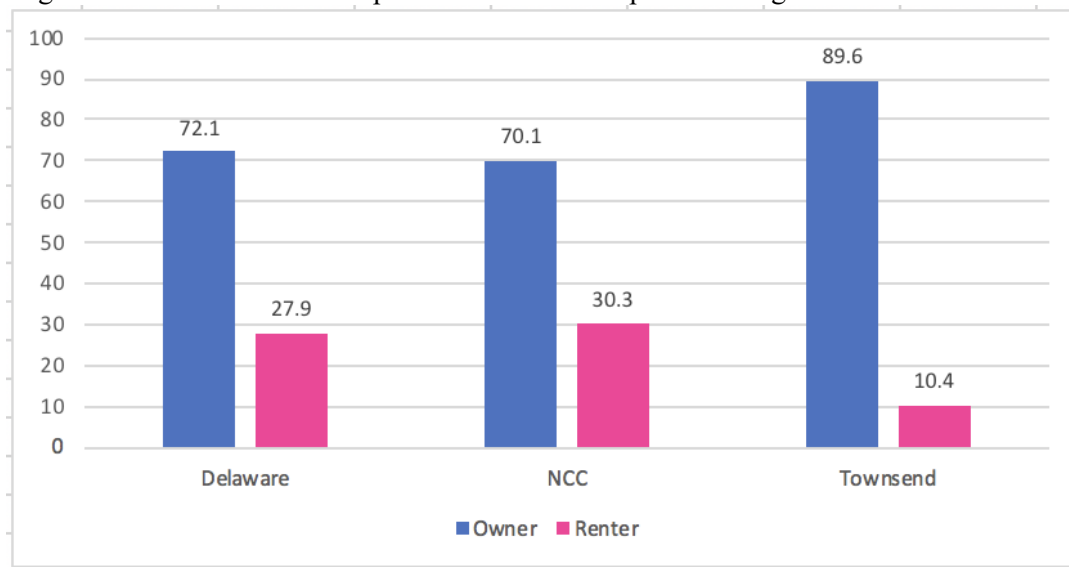
Information from the 2010 Census regarding the occupancy status of housing units in Townsend is shown in Figures 2 and 3. At that time, Townsend had a lower percentage of vacant properties than did the county or the state. The housing that is vacant (5.6%) is probably so because it is either for rent or for sale. Figure 3 shows that Townsend has a higher percentage of owners than renters than has either the county or the state. It is likely that this trend from the 2010 Census has continued, since the majority of the additional homes in town are new, larger, more expensive units built specifically for a customer.

Figure 2: Percent Occupied and Vacant Housing



Source: Census 2010

Figure 3: Percent Owner-Occupied and Renter-Occupied Housing for 2010



Source: Census 2010

2-1e. Economic Profile

Table 10 shows selected economic information for Townsend, New Castle County, and the state of Delaware. The median household income in Townsend was 66% higher than that of the rest of New Castle County, and 79.7% higher than the median income in the state. The data also shows that Townsend has a lower percentage of residents with social security and retirement income than New Castle County and of the state. This is indicative of a higher number of

working families in the community. Also, individuals in Townsend who received public assistance is significantly less than public assistance received in both the county and the state. Townsend does have a higher level of poverty among the 65+ population.

Table 10: Economic Information

| | Townsend | Middletown | New Castle County | Delaware |
|--|-----------|------------|-------------------|----------|
| Median Household Income | \$117,964 | \$89,354 | \$70,996 | \$65,627 |
| Households with Social Security | 8.7% | 33.1% | 29.2% | 34.5% |
| Households with retirement income | 16.2% | 26.2% | 20.7% | 24.5% |
| Households with public assistance income (cash, food stamps) | 4.6% | 5.8% | 11.9% | 13.8% |
| Individuals under 17 below the poverty level | 7.3% | 10.7% | 15.6% | 17.6% |
| Individuals 65 & older below the poverty level | 10.4% | 2.4% | 6.8% | 6.6% |

Source: 2018: ACS 5yr Est. Data Profiles Table DP03

Table 10a: 2020 Federal Poverty Level

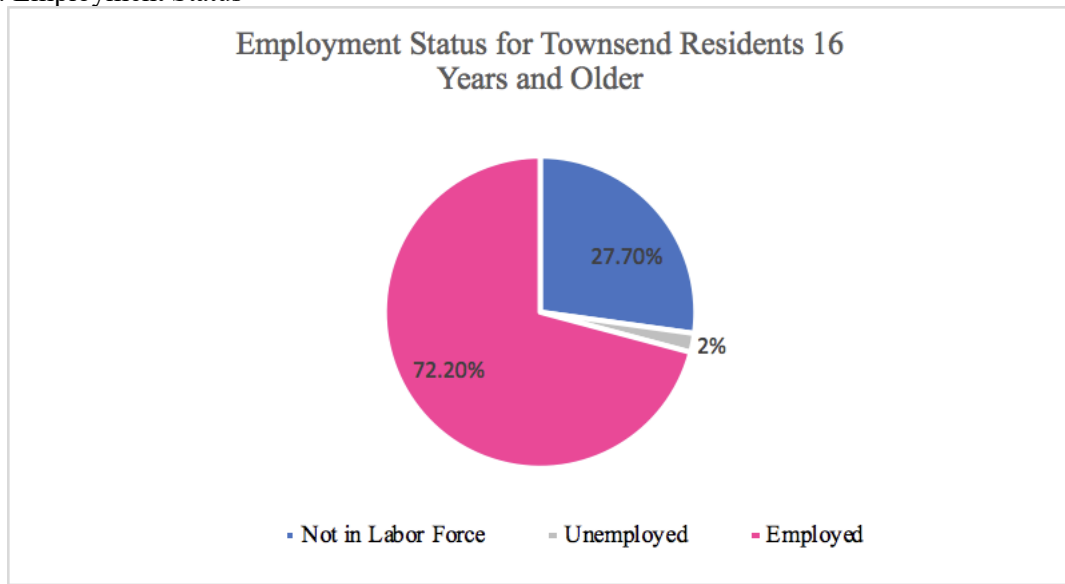
| Number of Persons in Family/Households | Poverty Guideline |
|--|---|
| 1 | \$12,760 |
| 2 | \$17,240 |
| 3 | \$21,720 |
| 4 | \$26,200 |
| 5 | \$30,680 |
| 6 | \$35,160 |
| 7 | \$39,640 |
| 8 | \$44,120 |
| 9 | Add \$4,480 for each additional person over 8 |

Source: Office of the Asst. Secretary for Planning and Evaluation-Dept. Health & Human Services January 2020

Unemployment Data

Figure 4 displays the unemployment status for residents of Townsend. Of the Townsend residents over the age of 16, about 72.2 percent were employed according to the 2018 ACS data, and 2 percent were unemployed. Residents not in the labor force was 27.8 percent of the population. which may be explained by the high number of retirees living in Townsend. Approximately 18.7 percent of the households have some sort of retirement income.

Figure 4: Employment Status



Source:-2018 ACS- 5year Est. Table DP03

2-1f. Housing Affordability

Significant changes in the housing market make an accurate assessment of housing affordability in Townsend somewhat problematic. Rapid growth in the residential construction market during the past decade severely inflated home prices. This was particularly true in the MOT region, which saw explosive, nearly unchecked growth for much of this time period. As happened elsewhere, the price of homes in Townsend's existing (2000 and earlier) housing stock rose substantially. Compounding the problem was the construction of hundreds of new homes, almost all of them larger (in square footage and lot size) than the town's typical housing size. The number of homes built in Townsend from 2000 to 2007 is roughly equal to the total number built during the previous three decades. This growth has not slowed with an additional 347 Certificate of Occupancies issued and homes built from 2008-present. Predictably, the new homes sold for a significantly higher amount. The preponderance of newer, larger, more expensive homes also served to inflate the municipality's median housing value. Since 2007, Handler Homes built 163 homes in Townsend Village and an additional 95 homes in Townsend Village II. There were multiple builders in Townsend Village II, and it is not known exactly how many of the 221 homes were built after 2007.

After the housing market correction, the entire state of Delaware saw moderate gains in housing values. The largest housing increase was seen in Townsend. This would be explained by the large homes that were being built.

The determination of affordability is a straightforward process. Estimates of median household income are compared to estimates of median home values. Housing is considered affordable if

there are opportunities for homeownership for individuals making less than the median amount—typically 80 percent.

The current data from the American Communities Survey (ACS) shown in Table 11, reflects a 45% increase in housing values in Townsend since the 2009 estimate.

Table 11: Median Housing Values

| Jurisdiction | Value in 2000 | Value in 2009 | Value in 2018 | Increase |
|-------------------|---------------|---------------|---------------|----------|
| New Castle County | \$136,000 | \$225,000 | \$254,500 | 13.1% |
| Middletown | \$119,600 | \$275,000 | \$288,400 | 4.9% |
| Townsend | \$97,500 | \$224,000* | \$324,700 | 45% |
| Kent County | \$114,100 | \$200,000 | \$213,900 | 7% |
| Sussex County | \$122,400 | \$180,000 | \$248,900 | 38.3% |

Source: 2000 Census and DSHA Real Estate Data (2nd quarter 2009)

*2000 Census value multiplied by 130%

2018 ACS: 5yr Estimated Data Profiles

While home values increased rapidly, median family incomes (MFI) increased at a more modest pace. The U.S. Department of Housing and Urban Development (HUD) released MFI estimates, accounting for inflation and other variables, based on the *American Communities Survey* (ACS), a sort of mini census done each year. The 2018 ACS median family income is shown below that compares New Castle County and Townsend.

Table 12: Median Family Income

| | 2000 | 2008 | 2018 |
|-------------------|----------|-----------|-----------|
| New Castle County | \$58,760 | \$71,647 | \$88,300 |
| Townsend | \$47,500 | \$57,918* | \$118,250 |

Source: 2018 ACS 5-year Est table DP03

Table 13 illustrates this apparent contradiction between median family income and median home value. The table shows that families in the 100-percent MFI category would still not be able to afford the median priced home in Townsend. However, it is likely that the median home value is more reflective of the larger, newer homes that are currently selling and have sold at a much higher price than older homes in the town. A quick search of listings using Zillow show the most recent home sales for April/May of 2020 resulted in several homes sold from \$65,000 to \$420,000 range. Also, a Zillow search of current homes for sale in Townsend resulted in an average list price of \$226,400. These homes are located in the “heart” of town.

Table 13: Home Affordability by Median Family Income

| | 60% MFI \$70,950 | 80% MFI \$94,600 | 100% MFI \$118,250 |
|--|---------------------|---------------------|-----------------------|
| Three-Times Rule | \$212,850 | \$283,800 | \$354,750 |
| DSHA Calculator | \$47,888 | \$63,851 | \$79,814 |
| HUD-DE | \$58,140 | \$77,520 | \$96,900 |
| Median Estimated Value of Townsend Home | | | \$324,700 |
| Average Cost of Five Most Affordable Homes Zillow-Townsend 5/12/20 | | | \$226,400 |

Source: 2018 ACS 5-year Est table DP03, HUD FY2020 MFI, Zillow.com“Townsend”

Though the analysis is not definitive, Townsend appears to have a supply of affordable housing, despite newer home values continuing to increase. The downturn in the housing market during 2007-2008 has the trend of runaway housing prices and created an opportunity for investment and rental homes in the “heart” of Townsend. Additional data review suggests that there may be a market for more rental units in town with the continued disparity in family income and new housing prices. Smaller home options, such as townhomes and ranch living, may be an option to make Townsend more affordable to families and seniors while maintaining the small town feel and community that Townsend offers.

Housing Plan Recommendations

- Coordinate with DSHA and HUD to create a resource library for current and potential residents, detailing local, state, and federal homeownership/mortgage-assistance programs.
- Encourage the development of a variety of housing types, including more-compact alternatives to the two-story single-family home, such as ranch style, townhomes, and condos.
- Consider making provisions for multi-use or accessory dwelling units in the municipal code to allow for an increase in the supply of rental properties while creating a small business district in the “heart” of town.

2-1g. Community Profile Implications, Critical Issues & Future Needs

There are a number of implications stemming from these trends, and many recommendations addressing these issues are outlined in future sections. Although the town could not possibly address all of these issues, it should be aware of possible problems and be looking for partners in meeting the needs of all of its residents.

Public Safety

As a town grows, there continues to be an increased need for police. Townsend has worked with the University of Delaware to investigate options to improve law enforcement within the town. Options include coordination with the Middletown Police Department, New Castle County Police, or Delaware State Police, and/or creating a Townsend police department. An

additional option calls for the creations of a regional police force to address public safety and security concerns that will inevitably occur with the increase in population and community density.

Although the elderly population is actually decreasing from 14.5% to 5.7%, combined with the population of disabled residents increasing slightly from 19.9% to 22.6%, it may be necessary for the town to assist the volunteer fire company in increasing the capacity of its emergency medical services to provide the best service to residents.

Transportation

There has been an increase in the percentages of children under the age of 17 (from 26.9% to 34.3%) and disabled residents (22.6%), as well as all of Townsend households now owning at least one vehicle. These people may be dependent on walking, biking, and public transit for transportation. Disabled residents do have access to paratransit through DART and the MOT Senior Service Bus. Elderly residents are eligible to apply for paratransit services, but DART encourages able-bodied elderly to use regular DART bus services. Adding a new stop for Bus Route 302 further into town where a majority the population resides would make it easier for residents to utilize public transportation.

Due to the rapid change in population, there is a need for a traffic study (Railroad Avenue, Commerce Street, Main Street, Dogtown/Blackbird Station Road/Levels Road (Route 15), South Street, Wiggins Mill Road). Townsend has made road improvements to Main Street which has resulted in the road now being used as a bypass for the 301 Toll Road.

Dogtown/Blackbird Station Road/Levels Road (Route 15) needs to be developed as a north/south throughway for the western part of the state. The NCC Master Plan desires an “employment zone” in Middletown and is denying the opportunity for this growth type in Townsend.

To ensure walkability of the downtown area, a streetscape/safe corridor project that included sidewalks compliant with Americans with Disabilities Act, as well as ample street lighting was completed in 2014 for the first phase. Phase 2 was completed in 2020. Phase 3 is pending funding. Phase 3 will go from Railroad/Commerce Street to Katlyn. (start date unknown). As the town continues to grow it is imperative to continue the sidewalk system. Currently, the local park is not safely accessible to all developments in Townsend.

Research should be completed to review the open space of newer developments and to create walkable paths to provide access to the park. Town should continue to all new development is pedestrian oriented. Additionally, children need to have a safe pathway to the assigned school bus stops throughout town. This may require coordination with the different school bus companies and the school district office. Additionally, more open spaces should be planned to include trails that enhance the interconnectivity of these open spaces.

Maintenance of Homes

The age of the existing housing stock and the percentage of rental units in the town indicate that housing maintenance may become an issue for the town in the future. Older homes have more maintenance needs, and about 19.6% of the existing homes are more than 50 years old. As seen in Table 9, the number of houses built since 2000 has dramatically increased. This creates a dichotomy of aging downtown residences surrounded by newer subdivisions. Elderly residents, disabled residents, single- parent households, those with fixed and/or limited incomes may have more problems than most in properly maintaining a home. An ordinance was implemented to inspect rental units to ensure they are in compliance with the code and also protect the tenants from properties that are not being properly maintained by the property owner.

Recreation and Childcare

Because of the high proportion of residents aged 17 and under (34.3%), there is a need for more educational and recreational facilities for children in Townsend. The Town does not track in-home businesses, but it is estimated that there are, three in-home childcare facilities, a privately owned commercial childcare center, and an early childhood development center at Townsend Elementary are located in town. An 11.5 acre municipal park provides space for recreation and summer camps, and the town should continue to form relationships with local community groups, such as the YMCA of Delaware, to provide recreational opportunities in town. A community center that will partner with the MOT Senior Center to provide programs for the elderly residents could assist in maintaining and possibly increasing the elderly population in Townsend which has dropped to 5.7%. In an effort to build a resilient and engaged community, there is a need for a community center to include youth programs, senior programs, and other town events.

Diverse Housing Types

Single-family, detached homes are the most common housing type in Townsend (97.4%). In order to provide housing for a growing population that is economically diverse, Townsend needs to diversify its housing market. In addition, the fire company has raised concerns that the volunteers are no longer able to afford to live in Townsend, which has created problems with recruiting EMTs who live close enough to respond to emergencies. Children of long-time residents in town are finding it increasingly difficult to purchase real estate in Townsend due to the dramatic increase in housing values over the past few years. The town must work on providing adequate housing for a more diverse range of income levels. Townsend understands the importance of diversifying their housing types and are entertaining the idea of townhomes, condo, apartments, and smaller homes.

2-2. Government, Community Services, and Facilities

GOAL: Provide adequate and efficient public facilities, utilities, and services to meet the needs of present and future residents.

2-2a. Town Government

The Town of Townsend is an incorporated municipality with powers granted by the State of Delaware to govern itself through elected officials and appointed staff. The Town's authority is established through its Charter, originally approved by the Delaware General Assembly in 1885 and most recently amended in 2015. Townsend operates under a Council-Manager form of government, which provides for elected policy leadership and professional administration.

The Town Manager serves as the Chief Administrative Officer and is responsible for day-to-day operations, implementation of Town Council policies, oversight of Town departments and personnel, and coordination with State and County agencies.

The elected governing body consists of a five-member Town Council, including a Mayor and four Councilmembers. Councilmembers are elected in staggered terms, with two members elected in even-numbered years and three members elected in odd-numbered years. The Mayor is selected annually by a majority vote of the newly seated Council. Town Council meetings are held regularly at Town Hall and are open to the public in accordance with Delaware's Freedom of Information Act (FOIA).

The Town has established a Planning Commission to serve as an advisory body to the Town Council on land-use and development matters. Members are appointed by Town Council, with appointments staggered between even- and odd-numbered years to ensure continuity.

The Planning Commission's primary responsibilities include:

- Reviewing subdivision and land development applications
- Interpreting and recommending revisions to the Zoning and Unified Development Code
- Assisting with updates to the Comprehensive Plan
- Conducting and facilitating public hearings related to land-use proposals

The Planning Commission plays a critical role in ensuring that new development is consistent with the goals, policies, and implementation strategies of the Comprehensive Plan.

Townsend maintains a Board of Adjustment to hear appeals and grant variances in accordance with the Town's Unified Development Code. The Board is currently composed of three members, as authorized by Chapter 24 of the Town's Municipal Code.

The Board of Adjustment is empowered to hear and decide appeals where it is alleged that an error has occurred in the enforcement or interpretation of zoning regulations or other applicable Town codes, consistent with State law and local ordinance requirements.

The Mayor, with confirmation of a majority of Town Council, appoints standing and ad hoc committees as needed to address specific issues and policy areas. Committees provide recommendations and assist Council in addressing operational, planning, and community priorities. Council committees have included, but are not limited to:

- Community Engagement
- Finance
- Human Resources
- Public Works & Land Use and Development
- Public Safety
- Code Review

Committee structure and responsibilities may evolve over time in response to changing community needs.

The Town employs several full-time staff positions, including the Town Manager, Financial Officer, Town Clerk, Administrative Assistant, and Maintenance Manager. As the Town continues to grow, staffing needs are periodically evaluated to ensure the effective delivery of municipal services.

Townsend also contracts for professional services, including:

- Code Enforcement
- Town Engineer
- Town Attorney

The Town Manager is appointed by Town Council and serves as the primary administrative officer. The Town Clerk is responsible for maintaining official records and certifying Town documents. The Town Attorney provides legal counsel to the Town Council, boards, and staff. The Town Financial Officer oversees fiscal management, including the disbursement of funds and financial reporting. The Town Engineer reviews subdivision and development plans, certifies plans for permitting, and assists with infrastructure planning.

The Town may also utilize contracted services for street maintenance, sidewalk repairs, and park maintenance as needed.

Government Critical Issues & Future Needs

Planning Commission Members

As development activity continues, the Town should actively recruit and retain qualified volunteers for the Planning Commission to assist with increasingly complex land-use and development issues.

Historic Review Criteria for Future Development

The Town should continue evaluating the establishment of historic or design review criteria to ensure that renovations and new development preserve Townsend’s historic and architectural character. Consideration may be given to forming a historic or design review board to support this effort.

Annexation Process

The sewer agreement signed between New Castle County and Townsend requires that all annexations be approved by both New Castle County Council and the New Castle County Executive. The current sewer agreement with NCC is in place until the end of 2026, at which time the Town will need to re-evaluate its relationship with the county or need to locate alternative wastewater treatment. Annexations must remain consistent with State law, the Town’s state-certified Comprehensive Plan,

and applicable agreements with New Castle County. Continued coordination with County and State agencies is necessary to ensure adequate public services, infrastructure capacity, and consistency with regional planning objectives.

Development Infill within Town Limits

Future growth should prioritize infill development and redevelopment within existing Town boundaries where feasible, prior to annexation of new land, to support efficient service delivery and infrastructure use.

Staff

As the Town continues to grow in population, development, and service demands, strategic investments in staffing and organizational capacity are necessary to ensure a high quality of life for residents and a supportive environment for businesses. Expanding municipal operations through the addition of a Code Enforcement Officer and the establishment of a Public Works Department will strengthen the Town's ability to effectively manage development, maintain public infrastructure, deliver essential services and respond efficiently to community needs.

The anticipated increase in open spaces, stormwater management facilities, and public infrastructure will require dedicated personnel to ensure proper maintenance, regulatory compliance, and long-term sustainability. In alignment with these evolving needs and community priorities, the Town has established a municipal police force to enhance public safety, improve response times, and provide local, accountable law enforcement services. Together, these strategically planned staffing and organizational initiatives position the Town to proactively manage growth while maintaining effective, responsive, and fiscally responsible governance.

In addition to permanent staffing, the Town should consider utilizing contracted professional support to assist the Planning Commission, particularly when reviewing large-scale development proposals or undertaking major updates to the comprehensive plan. Contracted planning services can provide specialized expertise, increase review capacity during periods of heightened activity, and ensure that complex planning initiatives are completed efficiently and in alignment with best practices. Together, these strategic staffing and resource investments position the Town to proactively manage growth while maintaining effective, responsive, and fiscally responsible governance.

Charter Update

The Town Charter was updated in **2023** to reflect evolving governance needs and organizational responsibilities. The update included revisions to the powers and responsibilities of the Mayor, as well as changes to provisions governing Mayor and Council disqualification and removal from office. In addition, the Charter amendments clarified

procedures related to the election process and established updated terms of office to ensure consistency and transparency in local governance.

The 2023 Charter update also introduced new provisions addressing the establishment, oversight, and operation of the Town’s municipal police force. These additions define the authority, powers, and duties of police officers, providing a clear framework for public safety operations and ensuring accountability, consistency, and alignment with state law and best practices.

Zoning and Unified Development Code (Chapter 24)

The current ordinance was updated in 2020. Updates to the Zoning and Unified Development Code is currently under review with the updating of the Comprehensive Plan. The updates to the ordinance plan included changes to the ordinance, some of which are discussed in other sections of this report. Additional zoning categories were added and an ordinance specifying the plan approval process.

Government Goal

Develop, maintain, and enforce effective administrative and regulatory processes—such as land use controls, development regulations, and review procedures—to ensure that proper governmental processes are consistently followed and that the goals, intents, and guiding principles of this Comprehensive Plan are achieved.

Government Recommendations

- Need to continue to develop a systematic written process for annexations to conform to state law and the New Castle County sewer agreement and include systematic notification to New Castle County.
- Town Council should include estimating the overall costs and timing of development in order to provide regulatory oversight of new development. This will provide better insight to the true cost in the provision of maintenance and town services and facilities, both new and expanded.
- The Town should review its charter to include addressing the current description of the town’s boundaries and updated procedures.
- The Town should consider hiring additional employees, to create a Public Works Department.
- The Town should encourage development to infill vacant and/or dilapidated properties within Town municipal boundaries.
- Coordinate with surrounding areas, Middletown, Odessa and New Castle County.
- Review past amendments to review if applicable to current town comprehensive plan.

2-2b. Community Services

Community services and facilities must be provided to meet the present and future needs of the community. Community services and facilities discussed herein include public safety (police, fire, and ambulance service), parks, recreation, and open space, as well as stormwater management, street maintenance, and trash and recycling removal. Other facilities discussed in this section include meeting space, healthcare services, and educational facilities. Other jurisdictions, private utilities, and other organizations may provide some of these needs but overall, they are critical to the quality of future development in Townsend.

Issues that will become critical with future growth are police protection, maintenance of local streets, and services such as trash and recycling collection, building inspection, and stormwater maintenance. The town may need to consider expanding municipal services that will support the needs of a town comparable to the size that Townsend will become when expected development occurs. As the town grows and new residents need and expect new or upgraded community services and facilities, the town will need enough revenue to provide the services and facilities outlined herein.

Public Safety

Public safety has become an increasing concern in the Town of Townsend as the community continues to grow. In response, the Town established a municipal police force to enhance public safety and provide direct law enforcement services to residents and businesses. The police provide a local and accountable public safety presence within the community.

Town police officers patrol throughout Townsend to deter criminal activity, respond to incidents, and build a visible and approachable presence within the community. Through regular patrols and community engagement, the police force plays a vital role in promoting safety, maintaining order, and fostering a sense of security for residents, business owners, and visitors.

Townsend Fire Company provides fire and emergency medical service (EMS) to the town.. The fire company was founded in 1927 and has a long history of activity in the town, including carnivals and the provision of banquet hall facilities in addition to fire services. A new fire station was completed on Main Street in the spring of 2002. Most responses are the responsibility of volunteers, although there are now several paid firemen who help respond to calls between the hours of 5 a.m. and 4 p.m. An additional ambulance and a quick response vehicle have been added to the fleet, creating a total of three available EMS vehicles.

In 2006 the Town established a fire company impact fee to be assessed on all new construction within the town limits and future annexation areas. This impact fee of \$750 per unit is held in an escrow fund, and a donation is made yearly to the fire company for capital improvements to better serve the residents of Townsend.

Public Safety Critical Issues & Future Needs

Crime

Residents are concerned about increasing crime as a potential impact of the expected development of areas recently annexed into town. Currently, police service is largely complaint driven, and this critical service could be inadequate as the town continues to grow. With the rapid population growth, there are concerns about an associated increase in public safety problems. Crime has escalated within the town limits and needs to be addressed immediately.

Volunteer Fire and EMS

The Townsend Volunteer Fire Company is beginning to experience recruiting problems. As older members retire and the area develops (increasing the needs), staffing the fire and ambulance services may become a critical issue for the town. Adding to this problem is the lack of workforce housing in Townsend, which is forcing volunteers to live further away from the fire station. This decreases the number of trained volunteers who live close enough to be able to respond to emergencies and creates a limited base of responders who are available nights and weekends.

Public Safety Goal

Coordinate with the Townsend Volunteer Fire Company, the Delaware State Police, Middletown Police, New Castle County Police, and DeIDOT to provide adequate police, fire, and emergency medical services to the town.

Public Safety Recommendations

- Continue to provide money and assistance to the Townsend Volunteer Fire Company as it expands to meet the needs of a growing town through impact fees on new-home construction and other sources.
- Continue to have our Police Force engage in the public to ensure they provide adequate and proactive support to our community members.
- Work with New Castle County and the State to ensure adequate emergency medical services for the community and the region.

Educational Services

Townsend is located in the Appoquinimink School District, which serves most of the area of New Castle County below the C&D Canal as well as some areas above the canal. As shown in Table 14, Townsend pre-K and kindergarten children attend the newest school in the district, the 26,000-square-foot Townsend Early Childhood Center. The school opened in the fall of 2008 and provides 15 classrooms to serve pre-K and kindergarten students. Children in grades one through five attend the Townsend Elementary School located on Main Street, grades six to

eight attend the Everett Meredith Middle School in Middletown. Grades nine to twelve students attend Odessa High School at the Fairview Campus.

Table 14: Educational Facilities

| School Name | Location | Date Built/ Renovated | Enrollment (Most Recent Available) | State Proficient Ratings 2019 ELA 52.7% Mathematics 42.1% |
|---------------------------------|------------|--------------------------------|--|---|
| Townsend Early Childhood Center | Townsend | Fall 2008 | ~180 | NA (Early Childhood programs are not subject to state ELA or Mathematics proficiency testing) |
| Townsend Elementary | Townsend | 1932/2014 | ~430 | ELA: At or above state average Mathematics: At or above state average |
| Everett Meredith Middle School | Middletown | 1928/Rebuilt and Reopened 2022 | ~925 | ELA: Below state average Mathematics: Below state average |
| Middletown High School | Middletown | 1997/2002 | ~1,230 | ELA: Near state average Mathematics: Below state average |
| Odessa High School | Townsend | 2020 | ~1,190 | NA |

Source: Delaware Department of Education (DOE) School Report Card; Appoquinimink School District Enrollment Reports; National Center for Education Statistics (NCES)

In addition to public school facilities, there is a private early childhood education center and several private day care centers in Townsend. The Town should work with YMCA of Delaware, and other youth organizations to provide summer camps and educational opportunities for children.

Post-Secondary Education

The closest post-secondary educational facilities to Townsend are in Dover, New Castle and Newark. Dover and New Castle is home to Wilmington University, Dover also hosts Delaware Technical College, and Delaware State University. Newark is home to the University of Delaware. Cecil County Community College is located nearby in Elkton, Maryland.

Library

The Town of Townsend benefits from a range of library resources that support education, literacy, and community engagement. The new Appoquinimink Library, located on East Main Street, has been completed and is now open to the public, offering residents access to books, digital resources, educational programs, and community events. This modern facility serves as a central hub for learning and collaboration within the region. In addition to the Appoquinimink Library, the Corbit Calloway Memorial Library in Odessa is a contract library to the New Castle County Department of Libraries and is available for community use.

In addition to this regional resource, the Town of Townsend has established a Little Free Library program, with multiple locations throughout Town. These small, publicly

accessible book exchanges encourage reading, community interaction, and lifelong learning by providing convenient access to books for residents of all ages. Together, the Appoquinimink Library and the Town's Little Free Libraries reflect Townsend's commitment to supporting educational resources, promoting literacy, and enhancing quality of life for the community.

Education Critical Issues and Future Needs

Educational Facilities

Residents are concerned about crowding, usage, and the condition of the community's schools as development continues in the areas recently annexed into town. The Appoquinimink School District has been under immense growth pressure because of recent development in the Bear/Glasgow and MOT regions. As Townsend continues to grow, the corresponding population of school aged children will also grow, requiring additional classroom space. Townsend Elementary was recently remodeled in 2014 to continue to meet the needs of the residents of the town. Additionally, the existing school has been a cultural and community asset that the town and a Spanish immersion program has been implemented at the Learning Center as well as the Elementary school.

Education Goal

Continue to provide adequate educational facilities to meet the needs of current and future residents while preserving the community character of Townsend Elementary. The Town should continue to work with the staff of Townsend Elementary to provide community support for parents and students to become responsible, self-disciplined, contributing community members.

Education Recommendations

- Promote the continued role of the Townsend Elementary School as a community education, recreation, and cultural resource while developing and growing the partnership between the elementary school and the early childhood center.
- Continue to encourage childcare providers to locate in Townsend.
- Continue to promote educational activities (e.g., summer camps), at the Municipal Park through partnerships with local nonprofits such as YMCA of Delaware.
- Develop safe walkways for children to cross the railroad tracks to access the Learning Center, Elementary School, and bus stops. The Town is currently participating in the Transportation Alternatives Program (TAP) to evaluate and plan improvements that will enhance pedestrian safety and connectivity along these routes.
- Continue to encourage childcare providers to locate in Townsend.

Health Care

Most town residents drive to Middletown to obtain health care, and even further depending on the severity of the problem. The Middletown Health Unit is located on North Broad Street in Middletown and is run by the Delaware Department of Health and Social Services' Division of Public Health. It provides dental care for Medicaid eligible children, cancer screening, a prenatal clinic, post-partum and family planning clinics, mental health, hygiene, pediatrics, and geriatric screening. The Bayhealth Outpatient Center is located on Main Street in Middletown and specializes in cardiology, cancer care, family medicine, general surgery, mental health, obstetrics/gynecology, and pediatrics. The Christiana Care Health System/Nemours operates a Family Health Care Center on Cleaver Farm Road in Middletown. On the west side of Middletown, Christiana Care Medical Center offers diagnostics such as MRI, X-ray, ultrasound, CAT-scan, as well as physical therapy and specialist doctor services. Christiana Care Primary Care is located on the east side of Middletown that serves as an emergency unit on the lower level. Encompass Health Rehab is also located on the east side of Middletown.

The closest acute care hospitals are Christiana Hospital, located about 25 miles north of Townsend near Christiana, and Kent General Hospital, a Bayhealth Medical Center, located about 25 miles south in Dover. In addition, the emergency center in Middletown has been approved for expansion and is scheduled to open in the spring of 2027, providing closer access to emergency services for Townsend residents.

Healthcare Recommendation

- Encourage professional healthcare services to locate within Townsend with the long-range planning by the state and county for adequate primary healthcare and emergency facilities to serve the MOT region.

Postal Service

There is currently a post office on Main Street that services the town Monday through Saturday and has the zip code 19734. Mail delivery is split. The old town area of Townsend is serviced by a rural route system that provides for mail delivery via postal box. While the developments of Townsend Village 1 and Townsend Village 2 as well as Townsend Station have their mail distributed via letter carriers from Middletown. Mail delivery can be requested from the original town area as long as a mailbox is present at the resident.

Solid-Waste Disposal

Trash removal and recycling is a basic service that residents expect and rely on when living in a town. Residents are required to use the town's contracted trash provider. Townsend contracts to the qualified bidder for trash removal and recyclables collection services. Commercial businesses in town are required to contract for garbage and recycling services individually.

Currently, trash and recycling needs are being met and the contracted collector has adequate capacity. The town should engage with the contractor to ensure current and future capacity is available as the town continues to grow.

Yard waste such as grass clippings, leaves, brush, and shrubs can be recycled into mulch or compost and be reused. The town has made available pick-up on a bi-weekly basis on the same weekday as trash and recycling. A yard waste bin is made available for the service. This service starts in April and runs through December. Check the Town Website for the days of collection. <https://townsend.delaware.gov/2025/01/02/2025-municipal-waste-service-guidelines/>

Beyond the services provided there are other alternative options if you needed. Pine Tree Station, located outside of Townsend on Pine Tree Road, can accept yard waste. More information can be found at <https://dnrec.alpha.delaware.gov/waste-hazardous/yard-waste/drop-off-sites/>.

Solid-Waste Recommendations

- Continue to provide trash removal and recycling service at the most affordable rate by providing the contract to the lowest qualified bidder.
- Encourage residents to participate in the recycling program and educate residents about allowable recyclables.
- Explore yard waste collection at various times throughout the year to improve upon cost effective services at Pine Tree Transfer Station.
- Encourage residents to compost their yard waste or take it to Pine Tree Transfer Station for recycling.
- Engage in regular conversations with the Pine Tree Transfer Station to ensure adequate capacity and services are available for current and future expected growth.

Electricity

At this time, Delmarva Power provides electricity throughout the town with no oversight by Townsend.

Gas

Chesapeake Utilities Corporation was granted a franchise to provide natural gas to the town with no oversight by Townsend.

Cable

Atlantic Broadband and Verizon Delaware, Inc., approved to provide cable services to the town with no oversight by Townsend.

State Service Center

The Division of State Service Centers of the Delaware Department of Health and Social Services (DHSS) operates a network of 14 state service centers across the state. These centers offer a wide range of public and not-for-profit services to help with health and human service needs. The center closest to Townsend is the Appoquinimink State Service Center located at 122 Silver Lake Road in Middletown. This center offers client services administered by DHSS divisions including the Division of State Service Centers, the Division of Social Services, and the Division of Public Health. The Delaware Department of Labor's Division of Vocational Rehabilitation also has an office at this location. For more information, go to www.dhss.delaware.gov/dhss/main/maps/dsscmap/appoquin.htm

Parks, Recreation, and Open Space

Parks, passive open spaces, natural areas, and preserved agricultural lands help define the community, provide for recreational pursuits, ensure the continued viability of agriculture, and promote the well-being of the community's residents. Townsend has indicated that preserving and enhancing the town's social, cultural, aesthetic, and environmental amenities is an important goal. Zoning codes require that at least 10 percent of all available land in a new residential development be dedicated as open space for passive or active recreation and at least 50 percent of the open space must be suitable for active recreation.

SmallerTownsend Park

The Smaller Town Park, formerly the New Castle County-Townsend Park, is located on the south end of town. The park was officially transferred to the Town in 2025 and is now administered by the Town of Townsend. This small and well-used park includes playground equipment, picnic tables, and a BBQ grill, providing recreational opportunities for residents and visitors.

New Castle County Regional Park

A New Castle County Regional Park is in the master plan for the Southern New Castle County Land Acquisition and Development Plan to be built two miles north of town adjacent to Wiggins Mill Pond. The Park was originally to be constructed in 2003, but construction has not commenced. The Town should continue to work with New Castle County to initiate construction. The Park will eventually be a district park and recreational facility that will complement the Townsend Municipal Park. There is a need for a trail network to connect this park with Townsend Municipal Park and the Charles Price Park in Middletown. Other recreation providers in the area include the Middletown Senior Center, MOT Little League, football and soccer leagues, Boys & Girls Clubs, Girl and Boy Scouts, and 4-H.

Townsend Municipal Park

The Townsend Municipal Park is an 11.5-acre, deed-restricted property that is located on Edgar Road in Townsend Village I. In early November 2007, the mayor and council held a groundbreaking ceremony on this municipal park property. The Town worked with DNREC and the Appoquinimink River Association to design the park in an environmentally responsible manner with native landscaping and a state-of-the-art stormwater-management system.

Future Use

There is a desire from the Town to work with groups, such as the YMCA of Delaware, and the MOT Senior Center to provide programs for the future center. The Park was designed to include ball fields, basketball courts, a skate park, and other multi-purpose active recreation areas. The Town should investigate the potential for constructing additional walking and jogging paths, a public swimming pool or splash pad, bicycle path, community gardens, and hiking trails in adjoining open spaces.

Greenbelt, TDR, and Agriculture-Preservation Areas

In order to preserve the rural character in and around Townsend and help reduce conflict between urban and rural uses, the Town has indicated areas to the North and East of the Town to be preserved as a greenbelt to the extent Landowners in that area are able and willing to do so..

Property owners located in the area identified, who are willing to preserve open space, should be encouraged to participate in the Delaware Agricultural Lands Preservation Foundation that partner with the Delaware Department of Agriculture and New Castle County. This program provides landowners the opportunity to enter into an Agricultural Preservation District, which provides tax relief in exchange for limits on development for ten years, or an Agricultural Conservation Easement that permanently preserves the land by purchasing the development rights. Within the greenbelt there are property owners who are currently participating in the New Castle County permanent preservation program (175 acres), Delaware Department of Agriculture easement program (122 acres), and the Delaware Department of Agriculture preservation districts (10 acres). New Castle County owns a 194-acre park in the greenbelt.

New Castle County has incorporated a Transfer of Development Rights (TDR) program into the county Unified Development Code, allowing development rights to be transferred from one area to another. Rights in a “sending” area are bought by a developer and used in a “receiving” area to intensify development. This allows the owner of the “sending” areas to be compensated and still preserve open space. Townsend’s future greenbelt will be identified as a sending area for development rights and an area of medium density along Summit Bridge Road (SR 71) in the north of town will be a receiving area. (See Map 4: Townsend Growth & Annexation & Future Land Use Map).

Connectivity

As a participant in the Safe Routes to School Program, DelDOT helped fund the streetscape project that installed sidewalk compliant with Americans with Disabilities Act requirements and ample lighting. The Town should continue to connect the system of parks, trails, and greenways through town.

As the town acquires more open spaces and parks with the development of new subdivision and annexation areas, the interconnected network of trails, walkways, and shared pathways should continue to be a priority when designating open space. Main Street, the historic section of town, the new sub-divisions, the new municipal park, and the Townsend elementary school are all priorities for walking trails that promote interconnectivity.

Parks, Recreation, and Open Space Critical Issues & Future Needs

Local Parks

Located in Townsend Village I, Townsend Municipal Park has sufficient space for open space for a community center to provide recreational activities in town. Additional parkland or open space should be secured in the old section of town as well as in the new subdivisions. The U.S. Census data show a high percentage of children living in Townsend, and residents would like to see more places and activities for children.

Connectivity and Walkability

Increased development surrounding the old town has created a disjointed town that cannot be easily maneuvered on foot. The Town needs to continue to create a network of walking trails and paths throughout town to connect the various sections. The Town should plan for funding for purchasing and maintaining these trails. In particular, the new municipal park should be connected to the original section of town through a safe path near the southeast corner of the parcel.

Regional Greenway

The northernmost boundary of the Town, currently at Townsend Village I, has the potential to serve as a link in a regional greenway, connecting Townsend Municipal Park to Wiggins Mill Pond, New Castle County Park, and beyond. The greenway would provide pedestrian and bicycle connections between open spaces in the MOT area, enhancing recreation and alternative transportation options. Much of this land is protected from development through floodplain regulations or existing parks and open space. The Town is currently conducting feasibility studies to determine where walking paths and bike trails would be most utilized and appropriate, allowing Townsend to strategically plan and take advantage of opportunities for community connectivity and active transportation.

Wildlife Preservation

Residents have expressed concern about the potential loss of wildlife as agricultural and wooded areas are developed in homes and commercial structures. The parks should use sustainable management practices such as stormwater management and the use of Delaware native species whenever possible. Concentrating development on newly developed parcels,

linking open space and preserved areas, and participation in the Community Wildlife Habitat Program will maximize the area available for wildlife.

Open-Space Preservation

The continued effort to preserve open space in town and in future annexation areas is important. The Town should continue to enforce the open-space regulations in new subdivisions, promote the use of agricultural districts and easements, streamline and promote the Transfer of Development Rights program, and allow denser development in appropriate areas.

Zoning

The Town has designated a zoning classification of “Preservation,” which can be used to identify land that might be suitable as part of a local-park system. The Town may want to revise the ordinance to allow certain public uses such as a library, or community/recreation center. Although the Townsend Municipal Park is deed-restricted, the Town might want to rezone the property to Preservation. The Town needs to amend its zoning code to allow for agricultural and/or agribusiness uses that are compatible with current or future land uses and specify uses in the future greenbelt.

Parks, Recreation, and Open Space Goal

Promote a connected system of open space to provide passive and active areas for recreation and preserve the town’s natural wildlife habitat and aesthetic resources. This goal will require coordination with New Castle County.

Parks, Recreation, and Open Space Recommendations

- Update the Unified Development Code to allow higher-density development on newly developing lands to maximize land preserved as open space.
- Review current lands zoned “Preservation” and consider rezoning other open space areas in town as “Preservation.”
- Consider updating the Zoning and Unified Development Code to include a zoning category that would designate Townsend Municipal Park as open space, but still allow structures such as a community center, or recreational equipment, bike paths, hiking trails, dog park, and splash pad.
- Have Town explore acquiring and utilizing space to allow structures such as a community center, library, or recreational equipment.
- Consider updating the Unified Development Code to include an agricultural and/or agribusiness zoning designation that allows agricultural activities, including livestock, and low-density development (about one dwelling unit/five acres) within the greenbelt in the town.

- Coordinate with Middletown to protect areas identified by both towns as greenbelt.
- Work with Delaware Agricultural Lands Preservation Foundation, Delaware Department of Agriculture, and New Castle County to encourage landowner participation in preservation districts and easements.
- Work with New Castle County to participate in the Transfer of Development Rights (TDR) program and designate sending and receiving areas in town.
- Continue to participate in the Community Wildlife Habitat Certification Project and encourage homeowners to complete the application for certification.
- Secure an easement near the southeast corner of the municipal park to provide safe access to the park from the center of town.
- Survey residents about their local park needs and interests as necessary.
- Study maintenance and liability issues, arrangements, and costs for new local parks or open space.
- Locate future parks, both active and passive, to be accessible to all town residents and linked to other parks to provide corridors for recreation and wildlife.
- Work with New Castle County, Middletown, Delaware Greenways, DNREC, and others to establish a greenway/bikeway between Noxontown Pond and Wiggins Mill Pond with a connection to Townsend.
- To address connectivity of the Townsend Municipal Park with the historic section of town, Townsend should encourage private-property owners on Chestnut Street to allow public access through private property to access the park. Private-property owners are protected from liability according to Delaware Code Title 7 Chapter 59 “Public Recreation on Private Lands.”
- Improve landscaping and add boardwalks where necessary to protect wetlands and environmentally sensitive areas along trails and greenways.
- Support New Castle County efforts to develop a regional park facility adjacent to Wiggins Mill pond as part of the Southern New Castle County Land Acquisition and Development plan.

Other Community Needs and Services

Community meeting and banquet space is an important aspect of solidifying the community. Available space is located at the Townsend Fire Hall, the Fellowship Hall of Immanuel United Methodist Church, and the Townsend Elementary School. To meet the needs of the town, it is necessary to increase the amount of meeting space in town by securing a community center

with Town and developing a commercial district along Summit Bridge Road (Route 71) for potential development.

Other Community Needs and Services Recommendation

- Continue the relationship with the MOT Senior Center to provide recreational opportunities for the elderly population in Townsend.
- Research the need and location for a community center.
- Partner with a Townsend community outreach program and local churches, non-profits and youth groups to assist with residential services for the betterment of the community.

2-3. Water and Wastewater

GOAL: Provide adequate and efficient public facilities, utilities, and services to meet the needs of present and future residents.

The provision of safe drinking water and reliable wastewater disposal services is foundational to public health, environmental stewardship, and sustainable community growth. This section of the plan evaluates the current capacity, condition, and performance of Townsend’s water and wastewater systems and identifies strategic actions to ensure these services can support existing needs while accommodating future development. By planning proactively for system enhancements, operational resilience, and long-term scalability, the Town can position its utility infrastructure to enable responsible growth, protect public health, and support economic development well into the future.

2-3a. Public Water Supply

Currently an investor-owned water supplier, the Artesian Water Company (Townsend Water), supplies drinking water to the town. Artesian provides potable water to residents and businesses to satisfy their daily needs and provides a reliable source of water to combat fires. Public water systems are highly regulated by federal and state statutes and are continually monitored for water pressure and quality. Due to significant growth in the past five years, Artesian has prepared a five-year plan to upgrade the water system in order to provide the highest quality service to the town. Once completed, the company has assured the town it will have adequate supply to meet new demands. Artesian Water Company maintains Lattamus Street pump station that utilizes an underground storage tank on Railroad Avenue. As part of the five-year plan to upgrade the town water system, Artesian has added an additional pump station to help increase water delivery. Artesian utilizes two “Class A” wells located in the original section of town that draw water from the Rancocas Group Aquifer to provide drinking water to the system. These wells are protected by the Source Water Protection Ordinance specified in the Unified Development Code. The wells are designated as “low vulnerability”

because they withdraw water from a confined aquifer that has significant clay layers between the ground surface and the well-intake screen.

Due to the geology of the confined aquifer, the wells have a low susceptibility to most contaminants which is fortunate for the town because the wells are located in a section of town that was developed before the Source Water Protection Ordinances were enacted. Townsend has adopted an ordinance that requires all new construction and annexations to be connected to the municipal water system. No additional permits for the installation of private wells will be issued. However, residences that already had private wells in use before July 2, 1991, are exempt from the mandatory connection to the municipal water supply until the wells become inoperable. Table 15 provides basic information on the town’s wells.

Table 15: Well Information for Artesian Water Company (Townsend Water)

| Well Number | Permit Number | Year Constructed | Well Capacity (gpm) | Well Diameter (inches) | Screen Interval (fbgs) | Aquifer |
|-------------------|---------------|------------------|---------------------|------------------------|------------------------|----------------|
| Townsend Water 2R | 187348 | 2002 | 200 | 8 | 95-125 | Rancocas Group |
| Townsend Water 1 | 30148 | 1973 | 225 | 8 | 86-155 | Rancocas Group |

Source: Public Water Supply Source Water Assessment for Artesian Water Company (Townsend Water), October 2003

Public Water Supply Recommendations

- Coordinate with New Castle County and Artesian Water to ensure the timely implementation of the five-year plan to upgrade to provide adequate water services for present and future residents.
- Encourage homes nearest to town to be built first.
- Discourage development within the Source Water Protection areas.

2-3b. Wastewater

New Castle County provides wastewater service to Townsend through a sewer agreement negotiated in 2001 that extends until the year 2026. The county provides sewer service through infrastructure and a sewer easement located along Wiggins Mill Road that connects to a wastewater treatment and disposal facility known as Water Farm #1, located southeast of Odessa. Wastewater is treated by a sequencing batch-reactor system, and treated effluent is either discharged to the Appoquinimink River or used for spray irrigation.

The sewer agreement between Townsend and the county covers all existing residences in town and subdivisions to include: Townsend Villages I & II, Townsend Station, and The Woods at Hidden Creek. 24 infill dwelling units, and 45,000 square feet (23,000 gallons per day) of commercial development. In return, Townsend agreed to continue the relationship with the

County for Sewer Capacity that will include all environmental protections currently in place and any new protections that DNREC deems appropriate. and give the county the right to refuse any annexation or industrial use.

As a result of the sewer agreement between Townsend and New Castle County, commercial uses within town are limited until 2025 to 45,000 square feet (23,000 gallons per day). Additionally, any new industrial use is subject to both New Castle County Council and County Executive approval. These conditions have the potential to limit otherwise appropriate development. Several commercial and institutional uses have been added since the agreement that do not count towards the sewer quota for new commercial development. A Walgreen's drug store relies on a septic system, and the Townsend Early Childhood Center adjacent to Townsend Elementary that was built by Appoquinimink School District does not count towards the quota because it is a regional community use. With The Woods at Hidden Creek currently being developed it is to the highest density allowed by current zoning, there is the potential to construct about 222 additional dwelling units.

Wastewater Critical Issues & Future Needs

Development Phasing

The town appears to have more residential building capacity than sewer capacity in the long term. As new development occurs, it will be important to develop the areas closest to the existing town infrastructure first. This will ensure that the town grows in an orderly fashion and is not stuck later waiting for sewer capacity to fill a gap in the middle of town.

Growth Potential

Townsend is well-positioned for continued growth and strategic expansion. The Town has plans to annex additional properties for residential, mixed-use, and greenbelt development, supporting both community character and economic vitality. With proactive planning and coordination on infrastructure, including sewer capacity, Townsend can maximize development potential in areas adjacent to existing neighborhoods while accommodating the growing demand in Southern New Castle County.

County Investment in Sewer Infrastructure

Under the current agreement, New Castle County is responsible for sewer infrastructure improvements that will support approximately 800 additional residences, 45,000 square feet of commercial development, and 24 infill units. The sewer agreement is set to renew at the end of 2026, and negotiations and discussions are already underway to ensure that future growth is not constrained by capacity limitations. Townsend will continue to work closely with the County to align infrastructure upgrades with ongoing development in *The Woods at Hidden Creek*, future annexations, and other growth initiatives, enabling the Town to achieve its long-term expansion and economic development goals.

Cost of Connections

Some residents are still utilizing septic systems and are required to hook up to the county sewer system when these systems fail. However, the cost incurred to the homeowner to connect to the county sewer system can be extremely high. According to the sewer agreement,

all annexed properties should be connected to the county sewer, but the high cost to the homeowner has prohibited this from occurring. In some cases, sewer lines were 150 feet short of reaching residences, and homeowner costs could reach up to \$10,000.

Wastewater Goal

Provide additional sewer capacity for Townsend for both commercial and residential use in accordance with State Investment Strategies and the Southern New Castle County Memorandum of Agreement Local Area Plan for the MOT region. The town wishes to renegotiate its current sewer agreement with the county soon, in order to allow purchase of additional sewer services from Middletown.

Wastewater Recommendations

- Continue to negotiate with New Castle County to increase the sewer capacity stated in the agreement to allow growth in areas that are in accordance with the State Investment Strategies and the SNCC Memorandum of Agreement Local Area Plan for the MOT region.
- Continue communication with New Castle County regarding the sewer agreement.
- Investigate the possibility of connecting to Middletown and Smyrna Municipal Wastewater Treatment System to increase sewer capacity.
- Investigate the possibility of Townsend building its own municipal wastewater treatment facility.
- The town should work with the county and nonprofits to secure funding to make connecting to the county sewer more affordable for residents.
- Encourage homes to be built nearest to town first.

2-3c. Stormwater

Stormwater is the water that accumulates during precipitation events and travels across impervious surfaces. As development increases, the amount of impervious surface increases, which leads to more stormwater runoff flowing across the ground surface. Runoff has the potential to transport pollution such as oil, gas, pet waste, fertilizers, sediment, and other pollutants that collect on roadways and gutters into the drainage systems and eventually into streams, ponds, and rivers. Preventing pollution from stormwater runoff is addressed through stormwater-management ordinances, environmental regulations, and smart land use decisions.

New development projects are required to submit a stormwater-management plan that addresses stormwater issues and indicates the methods of stormwater management. In addition to plan submittal, inspection during and after construction and education about stormwater best management practices is required. Methods of stormwater management include structural and

vegetative mechanisms, both of which control the quantity and quality of water that reaches waterways, such as stormwater-management ponds, rain gardens, riparian buffers and storm sewers. All stormwater-management plans shall be developed in accordance with the state of Delaware Sediment and Stormwater Regulations and be approved by the town engineer

Townsend has adopted ordinances in accordance with Source Water Assessment and Protection Plan that specifies land uses in Water Resource Protection Areas (WRPA). WRPA areas include Class A Wellhead Protection Areas and Excellent Water Recharge Areas that are shown on Map-2 in the Appendix. This ordinance is described in the natural resources section in more detail but generally restricts the amount of impervious cover allowed in WRPAs and requires all new buildings to drain stormwater from roofs into underground recharge systems. The underground recharge systems greatly reduce the velocity of runoff and opportunities for contamination.

Although Townsend is progressive in the implementation of green best management practices and stormwater retention and detention ponds in new development, stormwater quantity and quality management in the historic town core and industrial areas still need to be addressed. Currently, these areas have no stormwater-management systems, and rainwater and pollutants are free to enter streams and wetlands via runoff, creating the potential for unintended environmental impacts. Residents have indicated that standing water has collected in the streets and in basements after a rainfall. To address these issues, Townsend should begin to retrofit the historic section of town to improve stormwater management. This issue will become even more prominent if the town grows to the extent that one of the state-maintained roads needs to be widened or otherwise upgraded. If this occurs, the state will be required to upgrade the stormwater management system in that corridor, with potentially devastating effects on the town's historic and aesthetic resources if a stormwater management facility were inappropriately located. In addition to this, the Town should assess the age of the stormwater infrastructure. Old and aging pipes have the potential for catastrophic failure causing roads and sidewalks to sinkhole. Funds to assess stormwater infrastructure for old town should be state function as it is their roadways and right of way.

As the Town continues to develop with increased impervious cover, it is possible that permit coverage will be required under the Municipal Separate Storm Sewer System (MS4) program pending the outcome of the future census data. As of June 2021, Townsend lies within the minimum population threshold that allows for a waiver for the MS4 permit and associated requirements. This permit is for the discharge of stormwater from/through the municipal separate storm sewer system to surface waters of the State. The Town should plan for future permit coverage and retain staff that can administer the Phase II MS4 permit.

Stormwater Management Goal

Provide all areas of the town with adequate facilities for removal of stormwater in order to reduce pollutant and sediment loading in local streams and rivers and control excess

stormwater that collects during rain events while preserving Townsend's small-town character.

Stormwater Management Recommendations

- Work with New Castle County Conservation District and DNREC to provide assistance with stormwater issues and implementation of green technology best management practices that could be used to reduce pollutants entering the Appoquinimink River and Blackbird Creek.
- Provide homeowners with education and training about best management practices for stormwater in residential areas.
- Require the town engineer to review the town for stormwater-management issues, especially those related to industrial land uses and street upgrades. This information should be used to identify and preserve appropriate land for stormwater-management facilities in anticipation of the need.
- When new stormwater-management regulations become available, adopt those parts that are compatible with Townsend's small-town character.
- The town should review and address future budgetary and staffing needs for future MS4 permitting.
- The town should continue to locate funding to improve drainage condition by retrofitting stormwater management techniques in the historic and industrial sections of town. In the past, the town received funding for drainage projects on Taylor Street to mitigate water collecting in residents' basements.

2-4. Natural Resources

GOAL: Preserve and enhance the town's social, cultural, aesthetic, and environmental amenities.

Natural resources are an important part of Townsend. This section describes the Town's ongoing efforts to preserve, protect, and manage its natural resources. Open space and natural areas in town are vital for maintaining the town's character and protecting the drinking water supply. These resources also contribute to stormwater management, habitat protection, and climate resilience. This section provides an inventory of the environmental features present in town and describes programs and policies that address environmental protection and resource management.

2-4a. Physical Characteristics

Townsend is located in southern New Castle County, Delaware, within the interior lowlands portion of the Atlantic Coastal Plain. The topography is characterized by elevations at about 60 to 70 feet above sea level throughout most of town, decreasing to an elevation of 10 feet in the

northwest portion of town near Wiggins Mill Pond. This topography influences drainage patterns, floodplain behavior, and the location of environmentally sensitive areas.

Wetlands

Wetlands protect water quality by naturally filtering runoff, providing wildlife habitat, and providing protection from flooding. Wetlands are generally categorized by having hydrophytic vegetation (plants suited to wet soils), hydric soils (soils that are seasonally or permanently saturated), and a hydrologic connection (a connection to either groundwater or surface water). The coastal plain seasonal ponds have a high ecological value providing breeding habitat for a variety of animals and supporting a high diversity of plant and animal species including state-rare amphibians, such as the tiger salamander and the barking treefrog as well as federally endangered species of bog turtles. Protection of both non-tidal and tidal wetlands falls under the regulatory jurisdiction of Section 404 provisions of the Federal Clean Water Act. Regulatory oversight is provided by the Delaware Department of natural Resources and Environmental Control (DNREC), the U.S. Army Corps of Engineers, and the U.S. Environmental Protection Agency.

Wooded wetland areas exist along the Appoquinimink River and Wiggins Mill Pond in Townsend Village I, Townsend Village II, and on The Woods at Hidden Creek. In the northern part of Townsend Villages, there is an existing wooded area that is delineated as non-tidal wetlands. In Townsend Village II, a section of woods runs along the eastern side of the development and is also indicated as a non-tidal wetland area.

A small piece of property north of Gray Street in Townsend Village II is designated as a wetlands area. Since 1992 the Delaware Wildlife Species Conservation & Research Program, has been monitoring the area for changes in the bog turtle population. Monitoring data continues to inform land-use decisions and development review. The Woods at a Hidden Creek, located in the southwest quadrant of town, has significant non-tidal wetlands, which need to be considered before development occurs. Future development should avoid fragmenting or isolating contiguous wetland systems and should preserve functional connections between wetland areas. Additional wetlands interspersed throughout town can be identified on the Environmental Features Map 2 in the Appendix.

Forested Areas

Townsend has a significant amount of forested land within the town boundary with stands of mature forests located in Townsend Village I, Townsend Village II, and on The Woods at Hidden Creek. The town should actively promote the protection of this valuable resource by continuing to prohibit clearing of forests and require reforestation of open space with appropriate plants listed in the Zoning and Unified Development Code Section 24.36.170 of the town's municipal code. Maintaining forest cover supports groundwater recharge, stormwater management, air quality, wildlife habitat, and temperature moderation. In addition, the town can work to promote the development and maintenance of forested areas through participation in the Urban and Community Forestry Program. This program is administered by the Delaware Forest Service

within the Department of Agriculture and offers grants and technical assistance to communities for tree-planting, care and management projects on publicly owned lands, such as parks, open space and along streets. Information can be found at <https://delawaretrees.com/programs-and-services/urban-grant-program/>.

Open Space and Agricultural Preservation Areas

Open space in town is not only used to preserve rural character and provide outdoor recreation, it also provides important habitat and ecological benefits for wildlife. Townsend has been able to counteract some of the negative effects of development on wildlife habitat and natural ecosystems through zoning regulations that mandate a requirement of at least ten percent open space in new developments, programs that encourage using native plants, and reforestation requirements. The town is also making environmentally responsible choices in Townsend Municipal Park by planting Delaware native species and implementing stormwater best management practices. Open space also plays an important role in stormwater management, climate adaptation, and groundwater recharge.

The area surrounding Townsend is a proposed greenbelt and has agricultural easements and agricultural preservation districts in state and county programs. Agricultural landowners will be encouraged to participate in these programs. The Town may continue to evaluate participation in Transfer of Development Rights (TDR) programs as sending and receiving areas are identified. A future agricultural zoning category may be considered to allow agricultural activities and maintain low-density development within designated greenbelt areas. Farmland preservation is important because it not only protects food supply and open space but has the added benefit of protecting natural habitats.

Floodplains and Flooding

Floodplains occur naturally along water bodies and are the areas where increased stream flows are accommodated during storm events. While every flood event will have a unique flood plain based on the amount of rainfall received, the 100-year flood plain is accepted as the “regulatory” limit of flooding for flood insurance purposes and for zoning and development practices in Townsend. Land that is designated as a 100-year flood plain has a one percent (1/100) chance of a flood occurring each year. Occasionally the Federal Emergency Management Agency evaluates precipitation records and associated flooding events to assess the flood plain boundaries. Increased precipitation intensity associated with climate change is expected to increase flood risk. Floodplain boundaries can be viewed online:

<https://maps.dnrec.delaware.gov/FloodPlanning/default.html>.

The maintenance and protection of Townsend’s floodplain is important to minimize property damage during storm events and maintain the natural filtration of stormwater runoff on its way to water bodies. Residential development is prohibited in the 100-year flood plain in Townsend. As the construction of Townsend Village I is completed, the flood plain and riparian buffer areas are intended to be deeded to the Town for permanent protection. The site

location is in the upper tip of the Townsend Village 1 development and is preserved as park land along the Wiggins Mill Pond.

Watersheds

Wiggins Mill Pond and the Appoquinimink River serve as the municipal boundary of Townsend to the north. The Appoquinimink River continues to flow in a northeasterly direction toward Noxontown Pond and eventually into the Delaware Bay. This area in the north of town near the pond and the river is the area with the greatest change in elevation at the point where the flood plain gently slopes to converge at the water's edge. Non-tidal wetlands and wooded areas act as a riparian buffer and run along the border of Wiggins Mill Pond and the Appoquinimink River, with a few areas in the 100-year flood plain.

A watershed is all of the land that water moves across or under while flowing to a specific body of water and includes the plants, animals, and humans in this area. Townsend is in the Appoquinimink River Watershed in the north and the Blackbird Creek Watershed in the southern part of town. The Appoquinimink River watershed drains approximately 47 square miles in New Castle County and consists of three main branches, including the main branch of the Appoquinimink River (Wiggins Mill Pond and Noxontown Pond), Deep Creek (Silver Lake), and Drawyer Creek (Shallcross Lake). The ponds and lakes included in the Appoquinimink River watershed are typically shallow, man-made, and maintained by dams. The Appoquinimink watershed empties into the Delaware Bay, where expansive tidal wetlands are part of one of the largest undisturbed marsh systems in Delaware. These wetlands serve as important habitat for wildlife and waterfowl, spawning grounds for fish and other aquatic species, and passive recreation for local birdwatchers. This ecologically diverse watershed is home to many species of wildlife, including the bald eagle and bog turtle. Hawks, herons, egrets, kingfishers, osprey, swallows, otters, minks, beavers, deer, flying squirrels, meadow jumping mice, bats, and possums also inhabit the area.

A small portion of the southern part of Townsend is in the Blackbird Creek watershed. This watershed flows northeast into the Delaware Bay and is one of the most pristine watersheds in Delaware. It is primarily used for agriculture and very low-density housing. Much of this watershed is protected, including a large, forested area in Blackbird State Forest. The Delaware National Estuarine Research Reserve protects many of the salt marshes that are located where Blackbird Creek meets the Delaware Bay.

Water Resource Protection Areas

Almost the entire original town and approximately half of Townsend Village I and II are designated as excellent water-recharge areas. Designation as an excellent-recharge area means that these regions have permeable soils that allow water from the surface to easily reach the water table. Wellhead-protection areas are the 300-foot-wide buffer surrounding the two Class A wellheads that are used for drinking water. The Town has adopted a Source Water Protection Ordinance to protect these vulnerable water resource protection areas. Protection measures include restrictions on hazardous materials and limitations on impervious surface coverage.

Protecting these areas is critical because they allow for the relatively rapid transmission of potential contaminants to drinking water sources. Measures aimed at protecting excellent recharge areas include prohibiting the storage of hazardous materials within their boundaries and limiting impervious cover within these areas to best allow for the natural replenishment of aquifers.

Riparian Buffers

Riparian buffers are the vegetated lands adjacent to streams that help reduce erosion and prevent nutrient loading in streams. In Townsend, no vegetation can be removed, and existing native vegetation should be preserved in all riparian buffers. Townsend's codes 24-36-060 dictates that the riparian buffer areas. No septic systems are allowed, and any development occurring in this area should maximize drainage via natural swales, flow through grassland, or discharged from a stormwater management facility having a wetland or aquatic bench.

2-4b. Relevant Programs, Policies, and Regulations

Total Maximum Daily Load (TMDL)

The 1972 Federal Clean Water Act (CWA) was developed to maintain the health of our nation's waters. Under Section 303(d) of the CWA, states are required to identify all impaired waters and establish total maximum daily loads to restore their beneficial uses (e.g., swimming, fishing, drinking water, and shellfish harvesting). A TMDL defines the amount a given pollutant may be discharged to a water body from all point, nonpoint, and natural background sources in order for that water body to meet or attain all applicable narrative and numerical water quality criterion (e.g., nutrient/bacteria concentrations, dissolved oxygen, and temperature) in the State of Delaware's Water Quality Standards. A TMDL may also include a reasonable margin of safety to account for uncertainties regarding the relationship between mass loading and resulting water quality.

In simplistic terms, a TMDL matches the strength, location, and timing of pollution sources within a watershed with the inherent ability of the receiving water to assimilate that pollutant without adverse impact. The realization of these TMDL pollutant load reductions will be through a Pollution Control Strategy (PCS). A PCS is the regulatory directive that identifies what specific actions (e.g., best management practices) are necessary for reducing pollutants in a given water body (or watershed); thus, realizing the water quality criterion or standards set forth in the State of Delaware's Water Quality Standards ultimately leading to the restoration of a given water body's (or watershed's) designated beneficial uses. The PCS will also include voluntary or non-regulatory components.

The Town of Townsend is located within two separate watersheds the Appoquinimink River and Blackbird Creek. Both watersheds have specific assigned nutrient (nitrogen and phosphorus) and bacterial TMDL load reduction rates. In the Appoquinimink River watershed, a 60 percent reduction is required in the nitrogen and phosphorus levels. Additionally, bacteria loading must be reduced by 8 percent in freshwater portions and 71

percent in tidal regions. In the Blackbird Creek watershed, a 40 percent reduction is required in the nitrogen and phosphorus levels and an 80 percent reduction is required for bacteria.

The Pollution Control Strategies for the Appoquinimink River and Blackbird Creek watersheds have not been completed or adopted by the state to date. In 2000, DNREC did create a tributary action team, comprised of local stakeholders and residents in the watershed, to make it possible for everyone to take part in the process of determining how to improve water quality and comply with TMDLs in the Appoquinimink. In 2004, this Appoquinimink action team was incorporated as a nonprofit organization the Appoquinimink River Association (ARA) has been disbanded.

Source Water Assessment and Protection Program

The Safe Drinking Water Act Amendments of 1996 mandated that each state develop a Source Water Assessment and Protection (SWAP) program to better protect public-drinking-water sources. There are three basic components of all SWAP programs:

- Delineate the boundaries of the land area most important to public water sources.
- Identify the potential sources of contamination within those boundaries.
- Assess the susceptibility of the public-water source to these contaminants.

In Delaware, the SWAP program was coordinated mainly by DNREC, which developed the majority of the assessments for all public water systems in Delaware, including Townsend. Since Artesian Water provides water service to Townsend, the assessment can be viewed under Artesian Water System Reports at www.wr.udel.edu/swaphome/Publications/fa_artesian.html.

In 2001, the Delaware General Assembly passed legislation which required all jurisdictions with a population greater than 2,000 to implement measures to protect sources of public drinking water within its boundaries by the year 2007. In 2007, the population of Townsend was less than 2,000. However, the town voluntarily adopted environmental-protection regulations that included source water protection ordinances. The relatively quick implementation of the environmental protection regulations in Townsend received regional attention. In 2002, the EPA awarded Townsend with a source water protection award for adopting a land use ordinance to protect its drinking water sources. The Townsend Source Water Protection Ordinance is a model for consideration by other towns.

Critical Natural Areas

A Critical Natural Area (CNA) is any site that is listed in the state natural areas inventory and has important or unusual natural significance. CNAs include forests, stream corridors, wetlands, nature preserves, and other natural areas. The Delaware Natural Areas Advisory Council designates which areas are CNAs, approves the mapping of these areas, and recommends areas for permanent protection through state acquisition. In New Castle County, 15 percent of the overall land area is designated as a

CNA, and 64 percent of that acreage has already been protected. As described in section 1108 of Townsend's Unified Development Code, a CNA report is required before development can occur in an area designated by DNREC as a Critical Natural Area. There are no designated CNAs within the current town limits. However, there may be Critical Natural Areas located in potential annexation areas to the northeast of town surrounding the Appoquinimink River.

The 2016 amendment to the Land Protection Act established the Open Space Program and established the Open Space Council that approves maps and recommends areas for permanent protection. CNA designation is given to parks, fish and wildlife areas, forests, nature preserves, and cultural sites. The 2016 Land Protection Act also authorizes CNAs to be utilized in the comprehensive planning process and targets areas for state land acquisition from willing sellers. The Woods at Hidden Creek, within the municipal boundaries of Townsend, has a densely wooded section that provides valuable habitat for wildlife and falling within lands of the CNA, specifically the Blackbird Creek Natural Area.

Natural resource areas, originally mapped in 1990, were updated in 2006 to include green-infrastructure target areas. The intent of the CNAs is to establish a system for identifying preservation-worthy open spaces that have not yet been preserved to guide acquisition decisions and comprehensive land use planning. At the present time, counties and municipalities are highly encouraged to protect CNAs but are not required to do so. The maps were officially adopted by DNREC and transmitted to the counties in fall of 2006.

Community Wildlife Habitat (National Wildlife Federation)

The town is a participant in the National Wildlife Federation's Community Wildlife Habitat Certification Project, which allows homeowners to apply for certification as a habitat for local animal species by adopting practices that are beneficial to wildlife. By adopting practices such as native landscaping, pesticide limitation, and limits on turf grass, residents can help mitigate the effects of development on wildlife and reduce residential nonpoint-source pollution. If 50 residents in town certify their backyards, the town would qualify for certification that would increase the availability of grants in Townsend. The Delaware Nature Society provides technical assistance to homeowners who are interested in certification, and the town has also received support from U.S. Senator Carper for its efforts.

In order to help obtain certification in the program, the town has partnered with Townsend Elementary to encourage environmental responsibility among the students. The Town has participated in two of the school's assemblies that explained ways to protect wildlife habitats. There is interest to revive the annual Main Street cleanup organized with the elementary school to pick up trash in town and along the banks of the creek.

Preservation Zoning

The Town has preserved several parcels through the use of a "Preservation" zoning classification. The town should consider zoning appropriate parts of the newly annexed lands,

including floodplains, wetlands, and dedicated open space, as “Preservation” to protect environmental resources.

Natural Resources Critical Issues and Future Needs

Climate Change

Climate change is expected to result in more frequent heavy precipitation events. This can lead to flooding, especially in areas with inadequately sized drainage infrastructure. This flooding can result in safety hazards, inaccessible roadways, travel delays, and damage to buildings or other infrastructure. Townsend’s infrastructure and its ability to handle such events plays a contributing role in how effectively the area can be evacuated and how it can prevent damage from these events. Planning for these events also contributes to how successful the Town and emergency services can respond to these events. Stormwater system capacity, floodplain management, and evacuation routes should be evaluated periodically to ensure resilience under changing climate conditions.

Another key issue surrounding climate change is a steady rise in temperature. Rising temperatures will result in a longer growing season, heat waves, and more days when it doesn’t cool at night. This has many implications for infrastructure and human health. Air conditioning systems in buildings may not be sized appropriately for increasing temperatures and shorter, milder winters can mean residents are dealing with more ticks and mosquitoes. Of particular concern are vulnerable populations who may not have access to air conditioning in the summer. Vulnerable populations, including elderly residents and those without access to adequate cooling, may be disproportionately affected by extreme heat events. Planning and development decisions should consider heat mitigation strategies such as tree canopy preservation, green infrastructure, and energy-efficient building practices.

Development Pressure

With increased development in Townsend, it is important that the town continue to monitor environmental quality and proactively enact programs that protect natural resources. Increased development typically reduces natural habitats and increases impervious surfaces. Unless mitigated with sound environmental policies, development can lead to environmental degradation and additional nonpoint-source pollutants in surface waters. Without effective mitigation, increased impervious cover can contribute to flooding, water-quality degradation, and loss of habitat. The Town should continue to apply environmental standards through zoning, subdivision review, and site-design requirements to reduce nonpoint- source pollution and environmental impacts.

Sensitive Natural Areas

Townsend has an extraordinary number of wetlands, excellent water recharge areas, and mature forest within its limits. It is essential that the town protect these important resources and continue to enforce environmental regulations in the town’s Unified Development Code. The Town should continue to protect sensitive natural resources through enforcement of environmental regulations contained in the Unified Development Code and through careful review of development proposals. Future development should avoid fragmenting or isolating

wetlands, forested areas, and riparian corridors. Maintaining connected natural-area corridors is critical to preserving habitat functionality, water quality, and ecosystem resilience. In particular, future developments should not fragment and/or isolate tracts of wetlands. Natural area corridors are critical to preserving the functionality of Townsend's natural resources.

Community Wildlife Habitat

Townsend is actively engaged with in the Community Wildlife Habitat program; however, the town needs to engaging residents within the new developments of Townsend Village I & Townsend Village II.

Additional outreach and engagement are needed to expand participation among residents in newer developments, including Townsend Village I and Townsend Village II.

Increasing resident participation supports wildlife habitat preservation, reduces nonpoint-source pollution, and strengthens community awareness of environmental stewardship.

Natural Resources Goal

Preserve and enhance the town's aesthetic and environmental amenities through continual support of various environmental programs, environmental protection ordinances, responsible land use decisions, and coordination with environmental organizations.

Natural Resources Recommendations

- Continue to enforce environmental regulations (including Source Water Protection Ordinances) and adopt additional environmental protection measures as deemed necessary to protect water supplies and the health of the Appoquinimink River.
- Become more involved with conservation measures in the Blackbird Creek watershed to reach TMDL (Total Maximum Daily Loads) goals.
- Consider the adoption of a zoning category that allows agricultural and/or agribusiness uses within the town limits and one dwelling unit per five acres.
- Encourage participation in agricultural preservation programs and TDR programs.
- Continue to promote green space by protecting forested lands and requiring that a certain percentage of new subdivision be forested. Discourage clear-cutting and enforce reforestation projects when clear-cutting is necessary.
- Actively promote the development of forested areas through participation in the Urban and Community Forestry Program. This program is administered by the Delaware Forest Service within the Department of Agriculture and offers grants and technical assistance to communities for tree planting, care and management projects on publicly owned lands.

- Coordinate stormwater-management issues with the New Castle Conservation District and DNREC to ensure implementation of the Sediment and Stormwater Program. The town should work with the New Castle Conservation District to ensure that sediment and stormwater plan review becomes part of the town’s planning process.
- Work with partners, such as DNREC’s Conservation Reserve Enhancement Program and the Institute for Public Administration’s Water Resources Agency to reduce nonpoint-source pollution through best management practices.
- Work with Mountaire Grainry about air-quality issues.
- Research the implementation of an energy conservation program in town that promotes energy efficient technology for town projects including street lighting.
- Adopt legislation that would protect identified CNAs once in town (via annexations).
- Continue to work towards community wildlife habitat certification by engaging residents within newer developments.
- Consider zoning appropriate areas in the town as Preservation to protect environmental resources.

2-5. Transportation

GOAL: Manage future land uses and transportation systems to achieve efficient functioning of the town for the convenience and well-being of its residents, workers, and visitors.

This section of the plan provides an inventory of the transportation system in Townsend, notes planned improvements to the transportation network, identifies issues that need to be addressed, and recommends actions to ensure safe and efficient mobility for all transportation modes in Townsend.

Inventory of Roads in Town

Townsend is bisected by the train tracks of the Norfolk Southern Delmarva Secondary Line, the primary freight line serving the entire Delmarva Peninsula. Typically, four to eight freight trains travel through the heart of Townsend each day, crossing Main Street at an at-grade intersection and serving some local industrial businesses. Just south of town, the main line branches off onto the Townsend Line, serving nearby Maryland’s Eastern Shore. This track is owned by the State of Maryland and operated by the Maryland Delaware Railroad, a private corporation. Approximately two trains per week use this track.

The Delaware Department of Transportation (DelDOT) maintains the four major streets through town Main Street, Commerce Street, South Street, and Railroad Avenue/Wiggins Mill Pond Road. DelDOT currently has no plans to upgrade these streets. Townsend is responsible

for sidewalks, snow removal, maintenance, and repairs of the local streets as well as the subdivision streets in the newly annexed developments. Snow removal is done by the town. Street repairs are also completed through private firms on a bid basis. The town strives to maintain and improve one street it is responsible for each year.

Traffic Counts

DelDOT collects traffic count information for most of the major roadways in the state. Traffic count information from DelDOT from 2018 was examined. Due to residential growth, traffic has increased exponentially in town. According to the Delaware State Police the average daily traffic counts decreased due to COVID-19 and school closings. Annual average daily traffic counts for Main St range from 4,142 to 4,597, and Summit Bridge Rd. range from 8,599 to 9,364. Residents have expressed concern that DelDOT data does not reflect the current traffic flow. Delaware State Police completed a speed study on June of 2020 until September 2020 to address the concerns of the residents. The average speed on Main Street was recorded as 26 miles per hour in a posted 25 mile per hour zone. Commerce Street recorded an average speed of 27 miles per hour this is also a posted 25 miles per hour zone. Volumes on Summit Bridge Road have and will continue to increase dramatically due to the new developments within the MOT area. Increased traffic volumes are a growing concern in Townsend. DelDOT should consider the creation of a Transportation Improvement District to improve traffic flow and safety. In addition, The Town will reach out to DELDOT prior to drafting 10 year plan for updated studies.

Walkable Communities and Green Infrastructure

The town's desire to improve its network of parks and open spaces led it to participate in the University of Delaware Institute for Public Administration's (IPA) Healthy/Walkable Communities Initiative in 2006. The green infrastructure of parks and trails served as the impetus for the Townsend Annual 5K Run Series, which follows local streets and greenways through town. As detailed in IPA's study, Townsend should attempt to permanently mark this course for residents to use for daily recreation. As the town acquires more open spaces and parks with the development of new subdivision and annexation areas, the interconnected network of trails, walkways, and shared pathways should continue to be a priority when designating open space. Main Street, the historic section of town, the new sub-divisions, the new municipal park, the future The Woods at Hidden Creek development, and the Townsend Elementary School are all priorities for walking trails that promote interconnectivity.

Harriet Tubman Byway

Since the 2010 comprehensive plan was adopted, Main St. and Summit Bridge Rd. north of Main St. have become part of the Harriet Tubman Underground Railroad Byway. This designation should be included for any future programming opportunities, transportation improvements or maintenance, wayfinding, economic development, ecotourism, alleviation of flooding, and/or historic preservation.

Pedestrian Network and Environment Recommendations

- Continue to offer annexation of properties on the eastern side of town fronting Main Street in order to facilitate the installment of sidewalks to provide lighting and safe corridor for pedestrians.
- Continue negotiations with the rail line to mitigate pedestrian conflicts and potentially redesign the confluence of Main Street and the railroad tracks by adding sidewalk to the left of the signals.
- Re-stripe and nominally realign the town's crosswalks to ensure they are readily visible to pedestrians and drivers and that they lead directly to curb cuts and ramps.
- Continued to revise the Unified Development Code to mandate walkability features (short setbacks, sidewalks, side parking, dedicated open space or donations in lieu of dedication) to promote future development that is walkable and compatible with the existing town core.

Opportunities for Physical Activity Recommendations

- Purchase and install signs at regular intervals to create a walking route to raise community awareness and provide pedestrians with useful information, such as distance traveled.
- Consider additional street fairs, events, and festivals to acclimate Townsend residents to walking around and socializing with their neighbors.

Sidewalk Accessibility

Sidewalks greatly facilitate walking. Townsend has been aggressively completing its sidewalk infrastructure with handicapped ramp. Townsend should study how to connect sidewalks throughout the heart of town to the newer subdivisions off Railroad Road/Wiggins Mill Road and also Caldwell Corner Road to the entrance of Townsend Village I at Edgar Road.

Townsend should address the concerns of residents about safety issues with the greenway trail system. Additionally, improvements such as paving or boardwalks, which will need to be constructed, will have to comply with floodplains and wetlands regulations stated in the Zoning and Unified Development Code. Public safety issues with trails should be addressed to ensure that parks and greenways are adequately monitored and maintained, which would help to prevent them from becoming crime-ridden areas. Trails should also be accessible by ambulance in case of an emergency or accident.

Bicycle Accessibility

Townsend is located within a bike-ride from the Michael N. Castle trail. This trail runs from Delaware City in the east to Chesapeake City, Md., in the west, and connects with Lums Pond State Park. Wiggins Mill Park is adjacent to Townsend to the north and slated to be upgraded

by New Castle County to include significant recreational opportunities. While these bike rides are relatively short in distance, safety on these routes can be an issue that the proposed greenway trail will be able to address. The town's side streets generally offer favorable cycling conditions, as will the streets have planned for the new subdivisions. Marked bike lanes would be a nice improvement on Main Street and Wiggins Mill Road, as traffic volumes and curves on both likely leave them suitable only for intermediate level or highly experienced cyclists.

Public Transportation

Delaware Authority Regional Transit (DART), a Division of DelDOT, provides daily, regional bus service for the entire state. Route 302 provides public transit services in Townsend between Dover and Newark. There are two DART stops along Summit Bridge Rd. that are both served by bus route 302. Residents can also drive to the Odessa park-and-ride; from where they can take a fare shuttle. Disabled residents are eligible to apply for paratransit services. The Middletown Senior Center runs a bus into Townsend several times a day.

In accordance with agreements among the MOT communities, outlined in the Southern New Castle County plan, Townsend will move to request direct access to public transportation. Though the majority of town residents own private automobiles, the town would like to provide mobility options for those who do not, or who would prefer not to own a primary or secondary vehicle. As the MOT region is a growing area, a feasibility study of the types of public transportation that would be appropriate for the area should be completed.

The State has developed a number of Park and Ride facilities throughout Delaware. These facilities offer a convenient place to park your car and board a bus and are most often used for commuting to work. There are three Park & Ride facilities within a short drive of Townsend—the Odessa Park & Ride at S.R.1 & Middletown Odessa Road (SR 299); the Boyd's Corner Park & Ride at S.R. 1 & Pole Bridge Road; Odessa Park & Ride at S.R. 1 and Middletown Odessa Road (SR 299). There is also a Park and Pool facility at Pine Tree Corner (U.S. Route 13 & Pine Tree Corner Road).

Transportation Critical Issues and Future Needs

Traffic on Brook Ramble Lane

Residents in Townsend Station are worried about the increase in the amount of traffic on Brook Ramble Lane in Townsend Station because of the Early Childhood Center. The residents are concerned that they can't play in their yards because of speeders on Brook Ramble Lane, and they would like to see traffic calming devices installed to combat this problem. The homeowner's association and the Early Childhood Center should work together to come up with a solution for the increased amount of traffic.

Traffic on the West Side of Town

Areas on the west side of town were indicated by residents as an issue. Increased development to the west of town has increased the amount of traffic on residential roads, as evidenced by

DelDOT's estimated traffic counts. DelDOT's construction of U.S. Rt. 301 was officially completed in 2019. The construction was anticipated to alleviate traffic. However, the opposite impact was observed. It is inferred that traffic has increased in town to avoid the toll on U.S. Rt. 301. The Amazon Fulfillment Center in Middletown has dramatically increased traffic on Main Street and Railroad Road/Wiggins Mill Road.

County Park Intersection

The former County Park, located at the intersection of South and Commerce Streets, has been officially transferred to the Town as of 2025. The intersection continues to be a safety concern, and discussions with DelDOT and other stakeholders are ongoing to determine appropriate traffic improvements that will ensure safe vehicle navigation and access to the park.

Summit Bridge Road (SR 71) and Main Street Intersection

This is an intersection that is identified as dangerous. The Public Works Committee worked with DelDOT to change the crossing near Main Street and the Walgreens. Safety remains a concern at this intersection. The Town continues to request turning lanes be added to the intersection, or variable signal timing to allow one direction of traffic to make unimpeded turns, as the left turns are felt to be challenging.

Growth

Residents have expressed concern about increasing traffic volume and congestion as the area develops. Residents are also concerned about aging infrastructure, street repairs (including repaving and snow plowing), trash in the streets, and other street maintenance issues.

The Town's road network consists of a combination of Town-owned streets, State-maintained roads, and streets yet to be turned over from developers, each maintained by the responsible party. Town-owned streets are maintained directly by the Town, State-maintained roads are maintained by DelDOT, and roads not yet accepted are the responsibility of the respective developers.

As annexed areas continue to develop, general maintenance, repairs, and street sweeping will remain important considerations. The Town should continue planning for future municipal services, including the potential expansion of street maintenance for Town-owned roads, and estimate funding needs and options to ensure safe and functional roadways throughout the community.

Walkable Access to Local Services

Currently, residents go elsewhere for most employment, education, goods, and services. Most residents work either in Middletown (4 miles), Smyrna (5 miles), Dover (15 miles), or Wilmington (25 miles). Except for elementary school, Townsend children are bused to Middletown and Odessa for middle and high school. Most residents drive to Dover for shopping and to Middletown, Glasgow, and Christiana Hospital for medical care. According to the US Census Bureau, 2014-2018 American Community Survey 5-Year Estimates the overall carpool percentage dropped to 9.0%. In Delaware approximately 21,257 residents

age 16 or older walk, or use public transportation to commute to work. Average commute time to work is 25.8 minutes.

Local Street Design, Community Character, and Safety

The Townsend Zoning & Unified Development Code design standards have been updated in Chapter 24 section 24.20.010. These sections address pedestrian safety with sidewalk design, cul-de-sac, right-of-way and cartway widths to allow room for larger emergency vehicles to maneuver in newer developments. Consider subdivision streets utilize T-intersections to discourage speeding through neighborhoods.

Non-driving Population

There are a significant percentage of children (34.3%), elderly (15.7%), and disabled residents (22.6%). Many of these people may be dependent on walking, biking, and public transit for transportation. It is especially important that all new development is pedestrian oriented. School age children should have the ability to walk safely to school. This ability will reduce current traffic backup that occurs on Main Street during school time pick-up and drop-off.

The residents who apply and qualify for paratransit service, and the disabled have access to paratransit through DART, but additional resources may be needed to support those that do not own a vehicle and do not qualify for paratransit use. The town desires additional bus stops closer to residential areas, such as the corner of Ginn Street and Main Street. The current stop at Summit Bridge Road and Main Street is not near town housing areas.

Reduction of Truck Traffic on Residential Streets

Townsend has a lot of trucks (especially grain and cement trucks) traveling on Main and Commerce Streets to access the commercial and industrial activities near the railroad track. This may become especially acute now that the grain facility at Mount Pleasant has closed, leaving the Townsend facility as the only one serving all of Southern New Castle County. Coordinating with DelDOT, Townsend should consider reserving right-of-way within the annexed, but undeveloped, parcels to the northeast and/or southeast to allow for future connector roads to Summit Bridge Road (SR 71). By so doing, trucks would be able to access the industrial areas of town without traveling through residential districts. Reserving this land expresses the town's commitment to this course of action. Note however, that current Delaware Code prohibits new at-grade railroad crossings (17 Del. C. §603). Therefore, if the town or DelDOT wanted to develop additional roads crossing the tracks, grade separation would be required.

Transportation Goal

Townsend desires to create a well-functioning system of roads, streets, sidewalks, bike paths, and public transit services that will serve the present and future development of the town and the region and furthers the logical development of town. The transportation plan should

promote the safe and economical movement of goods and people and support both non-vehicular and vehicular modes of transportation.

Transportation Recommendations

- Conduct a traffic survey in front of the new Townsend Early Childhood Center to determine how to reduce traffic on adjacent Brook Ramble Lane in the Townsend Station. Determine the need for traffic-calming devices on Brook Ramble Lane.
- Continue to coordinate with New Castle County and DelDOT to determine the feasibility of annexing the county park and creating a new intersection at South and Commerce Streets.
- Continue to coordinate with the town engineer and DelDOT to prioritize areas for repair and secure funding.
- Coordinate with DelDOT's Statewide and Regional Planning Section to discuss and initiate a Transportation Improvement District to improve traffic flow and safety.
- Create a network of nature trails, walkways, and shared pathways connecting Main Street, the historic section of town, open areas surrounding and, in the subdivisions, the new Municipal Park, the future The Woods at Hidden Creek Park, and areas near the school.
- Continue to communicate with the county and DART concerning the acquisition of additional public transportation stops and routes servicing Townsend.
- Continue with sidewalk installation on every street in town to promote walkability.
- Coordinate with Middletown to create a greenway.
- Put nature trails in the parks.
- Continue to work on Main Street revitalization projects to improve downtown walkability.
- Develop of a balanced regional transportation system to include public transportation between Townsend and regional employment opportunities in the surrounding MOT area, access to higher education via public transportation, and access to shopping areas in Middletown.

2-6. Community Character and Design

GOAL: Retain and reinforce the identity of the town and its setting within its immediate regional area. Preserve and enhance the town's social, cultural, aesthetic, and environmental amenities.

This section of the plan reviews Townsend’s unique characteristics and offers recommendations for the preservation and improvement of these distinctive features. The handbook “Better Models for Development in Delaware” was jointly produced in 2004 by the Delaware Office of State Planning Coordination and the Conservation Fund and sets forth six principles necessary for better development. This section of the plan uses these principles as a general framework to evaluate Townsend’s development and recommend steps the town can take to ensure the maintenance of its unique character.

Six Principles for Better Development

1. Conserve farmland, open space and scenic resources.
2. Maintain a clear edge between town and countryside.
3. Build livable communities.
4. Preserve historic resources.
5. Respect local character in new construction.
6. Reduce the impact of the car.

Overview of Community Character

Recent annexations and the emerging patterns of development in the MOT area have the potential to dramatically change this community’s character. As Townsend plans for the future, it must address both the historic features of the community and the implications of expected growth and development. The town is committed to preserving its character and identity through its negotiations with developers of the recently annexed properties, and any future annexation. The community’s goals and planning policies expressed in this document and its soon-to-be-revised Unified Development Code will guide how Townsend addresses these challenges.

Townsend is an historic town that for many years was a quiet community centered around the railroad and comfortable with its small-town, rural setting. It is a community of predominately single-family homes, many 60 to 120 years old, arranged in a compact design with some small commercial uses and public facilities. Except for some brick public service and commercial buildings (church, old and new firehouses, post office, interim town hall), the architecture tends toward wood-frame buildings clad in wood or wood-look siding. Homes tend to be either large Victorian homes on large lots, or smaller frame, foursquare, or bungalow homes on small, narrow lots with very small front yards. The historic core of town is characterized by a wide diversity of sizes and values. Gables, dormers, bay windows, and porches are common, although many porches have been closed in to create additional interior rooms. Although many of the smaller homes are similar in style, over time each has been personalized and changed so that no two look exactly alike. There are no large strip malls, large office buildings, or apartment complexes. The existing commercial buildings are all of a residential scale. Townsend has the only operating grain station in southern New Castle County.

Using the six principles listed above, the following are offered as recommendations the town should consider to maintain of its unique character

1. Conserve Farmland, Open Space and Scenic Resources

A very important element that contributes to the town's character is its natural resources. The historic town core area does not have a significant number of natural resources, but forests, streams, wetlands, and agricultural lands surround the town. With recent annexations, some of these resources are now within the town's boundaries and have the potential to provide significant enhancement to the town. Townsend updated its environmental regulations in its Zoning and Unified Development Code in 2000, 2003, 2004, and 2020, which mirror the DNREC protections for the County, to provide greater protection for wetlands, floodplains, and water resource protection areas within the town limits.

Although the Town has preserved a small section of town using the "Preservation" zoning classification, the town should consider zoning additional lands, including floodplains, wetlands and dedicated open space, as Preservation in order to protect environmental resources.

The Townsend Municipal Park is deed-restricted for permanent preservation as a park. Also, the town requires all new development to have at least ten percent open space. Townsend hopes to annex a significant amount of land to the west of town to be used as a greenbelt, where agricultural activities are encouraged.

Trees and landscaping in developed areas and the mature-forested sections of town add to the community character, enhance the visual appeal of the town, and add environmental benefits. They also act as natural filtration systems, helping to mitigate the environmental effects from suburbanization by improving air and water quality. Trees reduce the need for energy by naturally cooling the air, increasing real estate values, and aiding in stormwater management by stabilizing soil.

Street trees are needed in new developments and redevelopment to enhance the small-town feel of Townsend. However, the required street-tree species listed in the Townsend Zoning and Unified Development Code (Chpt. 24 Sec. 24.20.070) include several species notorious for being weak-wooded (prone to breaking limbs), dropping fruits, and heaving sidewalks. The town should continue to protect this valuable resource by revising landscaping requirements with species more appropriate for the urban environment. The town should also increase the number of trees planted in public spaces, such as the Townsend Municipal Park and along roadways.

Townsend is fortunate to have significant open spaces surrounding the town on all sides, which contributes to Townsend being a desirable place to live. Large, forested tracts are located to the south near The Woods at Hidden Creek, to the east near Summit Bridge Road (SR 71), along Wiggins Mill Pond, and in other areas scattered throughout town as seen in the aerial

view on Map 1 in the Appendix. A large county-owned park is located to the north of town, and preserved agricultural lands are located to the northeast and west of town. Townsend should continue to take steps to preserve these valuable resources.

The regulations for water resource protection areas only allow up to 30 percent of the land to have impervious cover (paving, buildings and other surfaces that prevent water from soaking into the soil). One method to improve the character of this development and protect natural resources is to cluster the development of smaller lots onto a portion of the site (close to the existing town for interconnectivity and walkability), then preserve the remainder of the site as open space. An additional benefit of this approach would be the creation of a greenbelt of open space at the northern and southern edges of town, where much of the vacant land exists. Lands to the north could connect to the county park and other protected lands to the north.

In summary, this plan recommends that Townsend continue to work to preserve lands, when applicable, through the development of open space.. The open space should be defined in the Zoning and Unified Development Code of the Town's Municipal Code, and an additional zoning category should be added to allow agricultural activities within the town limits. Landowners in the areas slated for preservation should be encouraged to participate in agricultural-preservation programs, transfer-of-development-rights programs, or other nonprofit land-conservation organizations.

2. Maintain a Clear Edge Between Town and Countryside

Surrounding geography has been somewhat helpful to Townsend in maintaining separation between the town and the surrounding area. Wiggins Mill Pond and the county park serve as the town's northern border, while open spaces and protected agricultural lands serve as its western border. Summit Bridge Road (SR 71) acts as a barrier to the east. The town's southern border is not as well defined and consists of unincorporated land surrounding The Woods at Hidden Creek. However, much of this land has significant environmental constraints identified by DNREC or considered Critical Natural Areas, which will restrict development.

Although Wiggins Mill Pond forms the border to the north, just a few miles farther north is the growing town of Middletown. While Wiggins Mill Pond effectively serves as a boundary between the two towns, it will be increasingly important for Townsend to preserve the town identity so the distinction between the two communities is not blurred. As detailed in the future land use section and seen on the Future Land Use map (Map 4 in the Appendix), Townsend has proposed the development of a medium-density residential area west of Summit Bridge Road (SR 71) and just southeast of Middletown's southernmost boundary. Currently, this land is in agricultural and low-density residential use. If developed, it will be necessary to carefully consider the design of the development to ensure distinction between the two towns. A prominent "Welcome to Townsend" sign would be useful in this area. Additionally, the property should be designed in keeping with Townsend's small-town, historic character to distinguish it from more suburban-style developments prominent in the region.

The eastern gateway into town, located near the end of Main Street and the intersection with Summit Bridge Road (SR 71) and Pine Tree Corners Road, is currently in need of some unification and aesthetic improvements. Motorists driving through on Summit Bridge Road (SR 71) have no idea that Townsend is only a few feet away, and this reality could be emphasized. Perhaps the town could initiate a gateway study through WILMAPCO, including the county, DelDOT, and the landowners to make some improvements to this critical area.

Close coordination with New Castle County will be necessary in order ensure that the unincorporated areas around Townsend do not develop in a manner or at a scale that will detract from the town's character. The town should continue to be involved with Southern New Castle County's Memorandum of Agreement with the county, Middletown, and Odessa to ensure adequate notification and commenting procedures for areas within Townsend's Areas of Concern.

3. Build Livable Communities

Townsend should continue to offer its residents a high quality of life by focusing on appropriately mixing commercial and residential uses within identified areas. Commercial uses in town should cater to the needs of residents seeking convenient access to retail and services and should be accessible to pedestrians to encourage walking while having little adverse effect on the residential community. Residents are concerned about the absence of convenience stores, and there is some concern about the how the sewer limitation imposed by New Castle County will affect proposals for commercial uses. Townsend will need to closely coordinate with the county when designing the new commercial uses on Summit Bridge Road (SR 71) to deal with the sewer limitations.

The newly constructed church on the northside of commercially zoned properties in Townsend Village II are accessible by Summit Bridge Road (SR 71) but should also be pedestrian-friendly and accessible through the residential development Townsend Village II. Downtown future commercial uses should be developed in a manner consistent with the size and character of buildings in Townsend's historic district. In the area designated as the Town Center Redevelopment (see Map 4 in the Appendix), the intent is to permit small-scale commercial uses with residential units above that are in keeping with Townsend's historic character. Particular focus should be on developing future commercial uses so pedestrian access is facilitated.

The provision of affordable housing is another necessary component of a livable community. Median housing values in Townsend have increased significantly, mostly because of the higher prices of the larger homes in the new developments of Townsend Village I and II. Townsend should strive to provide rental opportunities and affordable housing by diversifying its housing stock. The housing-affordability analysis suggests that housing is generally affordable in Townsend.

According to Certificates of Occupancy information provided by Townsend in fall 2007 and 2000 Census data, almost 95% of the housing stock in Townsend is single-family attached or detached homes. This number is significantly higher than that of the county (53%) and the state (58.8%). This indicates that the town could seek to diversify housing types and could benefit from an increased number of rental properties in order to provide a more livable community.

The provision of affordable housing also involves addressing some of the maintenance issues that arise in the historic downtown district. Older homes, such as those prevalent in the historic downtown area, can be more expensive to maintain than newer construction. There are existing programs in Delaware that provide funding for housing rehabilitation and affordable-housing development.

Town-sponsored community events enhance the town's appeal and create a sense of community. There are a number of town-sponsored events that help solidify residents' pride in Townsend --Town Fair, Movie Night, Easter Egg Hunt and Christmas Caroling all held in the Municipal Park. The Annual Town Fair includes a parade, games, rides, food, raffles, contests, a float competition, and other events. It is important that the town make a distinct effort to revitalize the social aspect of town, because residents have noticed that with growth, the community feel has diminished. By promoting social events, the town can bring together the residents in the older part of town with those from the newer developments.

4. Preserve Historic Resources

As has been noted throughout this plan, Townsend's historic resources are one of the town's greatest assets. The town should work toward enhancing Townsend's historic resources by preserving the character of the historic district and promoting appropriate redevelopment within the district and downtown redevelopment area. The historic district was entered into the National Register for Historic Places in 1986 and encompasses most of the original town. It includes buildings that date back to around 1840 and later homes that offer fine examples of Gothic Revival and Queen Anne—style buildings. In addition to the historic district, two buildings are on the National Register of Historic Places: The Brook Ramble House and the Vandyke Heath House, both dwellings of the historic rural elite. In addition, New Castle County has recognized a number of properties on Main Street just outside town with Historic Preservation zoning. One of these buildings is the Townsend Elementary School.

The historic core of town has a pedestrian orientation, both functionally and visually, which makes the town picturesque and has the added benefit of making the community easy to get around and safe for residents, including children. Streets are grid-like (so it is easy to figure out where you are) with relatively short blocks. The streets have sidewalks, and many areas are lined with large trees. Driveways are narrow (8 feet to 12 feet) with garages, when present, behind or to the rear of the house. However, there have been some complaints about trash and debris on several properties scattered around the town. This is most acute within the historic core of the town and needs to be addressed.

It is recommended that the town continue to ensure that changes to buildings within the Townsend Historic District are consistent with the neighborhood's character and uphold guidelines provided by the National Historic Registry in order to maintain the Historic District. Next, the town should promote the necessary redevelopment of properties within the historic district and give historic preservation a high priority in the downtown redevelopment plans. The town should make certain that residents are aware of the Historic Preservation Tax Credit Program that can assist property owners in preserving and rehabilitating their historic properties. Additionally, the town should work with property owners to ensure that new construction is not out of character with the historic district.

5. Respect Local Character in New Construction

The primary concern expressed by residents is that new development be part of, and fit, the character of the town not just be typical suburban larger lots. There is concern that the town's identity will be lost as new development occurs and residents want to maintain the small-town feel of the community. Residents want new development that is designed to reflect the character and small-town atmosphere of Townsend. In essence, new development should be integrated into the fabric of the existing town.

To address these concerns, the town updated the Zoning and Unified Development Code to develop and institute design guidelines for new development. The purpose of these guidelines would be to ensure consistency with the historic character of Townsend by requiring that new developments in Townsend contribute a high level of design quality to the built environment. A well-crafted standard would afford developers, architects, and designers the flexibility to meet the challenge of designing attractive new communities while compelling them to meet minimum design standards and provide for adequate variety in new construction.

Other overarching issues include the adequacy and consistency of land-management regulations, and underlying these issues was a consistent concern about the potential impacts of development of the areas annexed into town. This was coupled with a concern that future commissioners might not share the same vision as those in office now and might be less inclined to follow the current philosophy regarding the character of future growth. According to a survey of the residents, they want the town to control community design, including connectivity of streets and pathways throughout the town to promote a small-town feel. These concerns should be of utmost importance of the Town Council and the Planning Commissioners as annexations are accepted into the community.

Throughout the planning process, the retention of Townsend's small-town character and local identity has been of primary importance to residents and town officials. Significant developments that could change that character are being planned inside the community. Particularly important are issues of connectivity to the existing street network, scale and design of the residential units, and overall layout of the developments so that they reflect a more traditional community pattern. It seems that the town generally has good relationships with

developers in the area, and this relationship should be strengthened by regular discussion throughout the development process.

6. Reduce the Impact of the Cars on the Residential Communities

One reason why new development so often looks different from older development is the switch from a pedestrian to a vehicular orientation. It is possible to create new pedestrian-oriented developments without sacrificing vehicular convenience. The presence of sidewalks and street trees is one aspect of pedestrian orientation. Other elements include small lot sizes, maintaining a residential building scale, placing garages to the rear of a home or property, residential driveways which are only one vehicle wide at the curb (maximum nine to twelve feet wide), shorter block lengths (200 to 500 feet), and pedestrian cut-throughs on cul-de-sacs and long blocks.

Architectural detailing such as gables, dormers, porches, interesting entryways, and windows also enhance the pedestrian scale and character of development. Finally, large parking lots and expanses of asphalt are very uncomfortable for pedestrians. The town can mitigate these by minimizing their size, placing them to the rear or side of buildings, screening them from the sidewalk with attractive walls, fences or landscaping, and providing landscaped pedestrian walks through parking lots. These can be regulated through the Zoning and Unified Development Code. The transportation section of this plan details some of the impediments to pedestrian movement in town and recommends a focus on connectivity and coordination with the Healthy Walkable Communities Program to provide adequate sidewalks and bike paths throughout town. Additionally, completion of a greenway connecting the MOT region would significantly reduce the need for a car.

Community Character and Design Goal

Maintain the community's identity and small-town character in the design of new developments, through attention to scale, layout, connectivity and access, street and development naming, and location of community facilities. Sufficient land should be set aside for community facilities, recreational areas, and utilities to meet future needs, and the town's historic district, environmentally sensitive areas, and open spaces should be preserved.

Community Character and Design Recommendations

- As appropriate, the town should consult with the Office of State Planning Coordination and review the statewide historic preservation plan, *Partners in Preservation Planning, Delaware's Historic Preservation Plan 2018-2022* (<http://history.delaware.gov/pdfs/2018-2022DelawareSHPOPlan.pdf>) regarding the community design initiatives being undertaken by their office.
- Revise the Zoning and Unified Development Code to assure that pedestrian orientation is required in new developments.

- Revise the Zoning and Unified Development Code to minimize the impact of parking lots through placement, screening, and landscaped pedestrian walkways.
- Consider zoning appropriate portions of the newly annexed lands as “Preservation” to protect environmental and historic resources.
- Consider revising the Zoning and Unified Development Code to allow cluster-type development on lands in water resource protection areas to maximize land preserved as open space.
- Consider creating a historic overlay zone of the Historic Register District, with a Historic Review Board that oversees design standards, to provide an additional layer of oversight for development and redevelopment in this area of historic structures. The town should draft ordinances that apply specifically to the historic core of town and the Main Street Streetscape and the Downtown Revitalization Project proposal area.
- Increase the number of municipal tree-plantings in parks and open spaces along streets. The town should apply for urban-forestry grants to help offset the costs of planting and maintenance through the Urban and Community Forestry Program. The town should also work with the New Castle County Cooperative Extension Service or the State Urban Forester to identify the most appropriate species of street trees that survive in an urban environment and do not damage sidewalks.
- Initiate a gateway study of Main Street east of town to Summit Bridge Road (SR 71), through WILMAPCO, including the County, DelDOT, and the landowners to make some improvements to this critical area.
- Ensure appropriate development in the north of town to create a distinct boundary between Townsend and Middletown. This should be accomplished through design standards, adequate signage, and a greenbelt.
- Continue to fund the Main Street Streetscape efforts in the three-phase plan as funds become available.
- Research the feasibility of a downtown-revitalization project that would invest in the town center and support mixed-use development.
- Consider supporting mixed-use development in future annexation areas.
- Keep the town’s identity of the small, residential, bedroom community.
- Continue to promote cultural and social events to enhance community cohesiveness between residents in the older section of town and the recently annexed areas.

- Continue discussing the feasibility of participation in a transfer-of-development-rights program.
- Continue to work with the existing owners of non-residential properties to clean up trash and debris, especially those within residential districts. Carefully regulate the location and type of any proposed non-residential uses to prevent additional problems.

2-7. Land Use, Annexation, and Areas of Concern

GOAL: Manage future land uses and transportation systems to achieve efficient functioning of the town for the convenience and well-being of its residents, workers, and visitors.

GOAL: Coordinate the development of the town with growth of the surrounding areas and with the plans of New Castle County and the state.

GOAL: Provide adequate and efficient public facilities, utilities, and services to meet the needs of present and future residents.

2-7a. Existing Land Use

Provided in the Appendix, Map 3 depicts Townsend's existing land uses. This map was developed from two windshield surveys. The first was conducted in 2001 as part of the background work for Townsend's 2003 comprehensive plan. The second was done in November 2007 for this plan document. The third was completed with the 2020 plan update. All land use information was then verified and approved by the town.

Residential

As Map 3, located in the Appendix, indicates, Townsend is predominantly a residential community. Most of the residential development in the town consists of single-family detached homes. Some residential units are located above commercial uses.

Commercial

Most of Townsend's commercial uses are concentrated in two areas. The first is around the Main Street and Railroad Avenue intersection. The uses in this area include a real estate office, pizza parlors and coffee house. The second area is located around the intersection of Main Street and Summit Bridge Road (SR 71) and includes a liquor store, Jaime's Auto Shop, General Dollar store, Colonial Auto, Walgreen's and a private daycare facility.

There are two additional commercial uses areas that are located outside of the two concentrated areas. A vacant commercial/office building is located at the south edge of town near the industrial park, and a vacant commercial building is located on Wiggins Mill Road north of its intersection with Railroad Avenue.

Community

Townsend's pattern of development was strongly influenced by the intersection of Main Street running east-west and the railroad tracks running north-south through the center of town. It is here that most of the town's community uses are located, including two churches, post office, the Townsend Volunteer Fire Company, the old firehouse (now used for storage by the Appoquinimink School District), and the Townsend Elementary School and Early Childhood Development Center. An important municipal use, the Townsend Town Hall, is located on Main Street. Utilities within the town boundary include the water supply and distribution system and a number of stormwater-management facilities. These systems were described in Section 2-3.

Parks and Recreation

As Map 3, located in the Appendix, shows only three parcels are designated park and open space within Townsend's municipal boundary. The larger of these is the 11.5-acre Townsend Municipal Park on Edgar Road in Townsend Village I. The second park is a school playground located at the Townsend Elementary School and the third being the smaller park located at the corner of South and Commerce Street (formerly a County Owned Park).

Most of Townsend's open space can be found in the new subdivisions. Typically, these spaces consist of floodplain associated with streams, stormwater-management facilities, or wetlands. Another open space area, the New Castle County Townsend Park, is located on the southside of the town.

Delaware residents desire outdoor recreation space to include walking, jogging and bike paths, hiking trails, playgrounds, community gardens and a public swimming pool.

Business and Industry

A mix of business and industrial uses are concentrated in the southwest quadrant of the town along the railroad and in the existing industrial complex. One of these is the Mountaire Grainery, which is the only grain processing facility in southern New Castle County, and another is Heritage Concrete. Casella is located along Cannery Lane. Additional industrial uses in this area include welding, fabrication, auto repair and related storage, and masonry-building-materials storage.

Vacant / Partially Developed

A portion of the Town's previously vacant land is the 97-acre The Woods at Hidden Creek property, annexed in 2000 and located south of Main Street adjacent to Townsend Elementary School. The site is currently under development, with portions of the property already constructed and other areas remaining available for future development.

Land Use Changes 2002-2020

Table 16 indicates land use changes between the 2002 and 2020. As the figure shows, significant changes occurred in land use during this time as a large amount of vacant land was developed into residential and commercial uses. The residential increase is attributed to the construction of homes in Townsend Village I and Townsend Village II, and the increase in commercial use is attributed to a new Walgreen’s pharmacy, a daycare facility, and a professional office around the intersection of Summit Bridge Road (SR 71) and Main Street. Also, the addition of Townsend Municipal Park greatly increased the amount of land for parks and recreation.

Table 16. Townsend Land Use Changes, 2002-2020

| Land Use | 2010 | | 2025 | | Change in Number of Acres |
|--|-----------------|------------------|-----------------|------------------|---------------------------|
| | Number of Acres | Percent of Total | Number of Acres | Percent of Total | |
| Residential | 141.7 | 22.1 | | | |
| Commercial | 15.3 | 2.4 | | | |
| Community Uses | 22.1 | 3.5 | | | |
| Business and Industry | 18.9 | 3.0 | | | |
| Park and Recreation | 12.4 | 1.9 | | | |
| Vacant | 348.0 | 54.4 | | | |
| Subtotal | 558.4 | 87.3 | | | |
| Roads, Railroads, and Other Unclassified Areas | 81.6 | 12.7 | | | |
| Total | 640.0 | 100.0 | | | |

Source: IPA, 2010

2-7b. Planning Environment

A jurisdiction’s planning environment encompasses not only its own goals and strategies, but also those of its surrounding area and the state. Accordingly, this plan’s policies regarding future land use, annexation, and areas of concern consider the development climate in the Middletown-Odessa-Townsend area and the state’s policy and spending strategies.

Development Climate

The Middletown-Odessa-Townsend (MOT) area has experienced rapid growth during the past two decades, and continued growth pressures are expected. The area northwest of Townsend toward Middletown has seen significant development, especially along the U.S. Rt. 301 corridor. The development known as “Westown” will continue to add to this growth pressure.

The completion of U.S. Rt. 301 has placed additional growth pressure in Townsend. Main Street, Railroad Road, and Wiggins Mill Road have seen increased vehicle usage, including the increase of large semi trucks and other construction vehicles. New housing and industrial construction along Levels Road in Middletown, and the presence of Amazon, and Walmart directly impacted the usage of these roads pre-pandemic, during the pandemic, and post-pandemic. The roadways in Townsend are used to avoid paying the 301 toll to travel into Delaware.

To address the additional growth pressures, a regional master-plan process was initiated through a memorandum of agreement (MOA). Participants in this MOA include state, county, and local governments and the school districts. The regional planning area has been divided into five sub-areas, with the first priority given to the areas surrounding the towns of Middletown, Odessa, and Townsend. A more detailed description of this planning effort is found in Chapter 3, Inter-Governmental Coordination.

Strategies for State Policy and Spending

In 1999 the Cabinet Committee on State Planning Issues approved the Strategies for State Policies and Spending, outlining needs and concerns for future state planning and growth and identifying geographic areas where the state was most prepared for growth. Updated in 2025, the State Strategies document delineates four investment levels across the state, with different types of state investments targeted for each investment level. In Levels 1 and 2 areas, the state would channel most of its intensive investments, such as new school facilities, roads, state service centers, and public safety facilities. Level 3 areas, slated for growth areas only when Level 1 and 2 areas are built up, would receive state funding only when needed to support Level 1 or 2 areas. Development is not preferred in Level 4 areas, and the state plans to make investments to address only public health or safety needs. Out of Play areas are not available for development or redevelopment, and, like Level 4 areas, state investment is limited.

The State Strategies for the Townsend region are depicted on Map 6, located in the Appendix. The majority of the areas in Townsend's municipal boundaries are designated as Level 2 with a small core area of Level 1. Level 3 areas are located on the southern and eastern boundaries of the town. The areas surrounding the town are predominantly Level 4 or Out of Play.

2-7c. Future Land Use Within Current Town Boundaries

This section describes Townsend's recommended future land uses and shows their possible relationship to the comprehensive rezoning that should follow adoption of this plan. Map 4, located in the Appendix, depicts recommended future land uses within the current town boundaries.

Residential

As Map 4 in the Appendix shows, the predominant future land use in town is residential. This residential development is a mixture of both older residential areas supplemented with recent construction during the past decade.

Commercial

This plan recommends that commercial land uses remain in the following areas.

- Around the intersection of Railroad Avenue and Main Street.
- Around the intersection of Main Street/Pine Tree Road and Summit Bridge Road (SR 71).
- At the southern end of Cannery Lane.

It also recommends additional commercial areas on the west side of Summit Bridge Road (SR 71) near Townsend Village II.

Industrial

As shown in Map 4, located in the Appendix, this plan recommends that industrial uses remain concentrated in the southwest quadrant of town formed by the Railroad Avenue and Main Street intersection.

Community/ Institutional

This plan supports the continuation of Townsend's community and institutional land uses. As Map 4, located in the Appendix, shows, most of these are concentrated around Main Street and Sunnyside Lane and include schools, libraries, government buildings, community centers, community facilities, parks, and churches.

Town-Center Redevelopment

Properties on either side of Main Street between Edgar Road and South Street are intended for town center redevelopment. This recommendation does not necessarily call for creation of a new zoning district. Rather, it identifies an area within which the town might put together a series of actions aimed at revitalizing the area.

2.7d. Zoning

Map 3, located in the Appendix in the Appendix depicts Townsend's current zoning. As noted earlier, Townsend's zoning and subdivision regulations were consolidated into a single development ordinance in April of 2020. This ordinance establishes eight zoning districts. Six of these are residential: R, R-1, R-1A, R-2, R-3 and R-AA. The other zoning districts are Preservation, Commercial, and Industrial.

Residential Zoning Districts

As Map 3, located in the Appendix, shows, most of the town is zoned residential. In addition to dwelling units, permitted uses in the residential zoning districts include community uses. R designation is for single family detached homes, and R-1 and R-1A are for single-family homes on smaller lots. R-2 is also a single-family residential district that reflects the lot sizes that exist in the original town of Townsend. The R-AA Zone permits duplexes, townhouses, condos, and single-family homes as well as assisted-living facilities for adults over 55 years of age. R-3 residential district permits the construction of townhouses.

Preservation Zoning District

The Preservation Zone is designed to protect open space, natural resources, and areas of special value. A former school site on the south side of Finley Street is the only parcel zoned Preservation. The municipal park on Edgar Road is not zoned Preservation because the construction of a community center or a town hall is not allowed in this zoning district.

Commercial Zoning District

Most of Townsend's commercial zoning is located along Main Street and Summit Bridge Road (SR71). The Commercial Zone is designed for a variety of commercial activities and targeted toward meeting the needs of the town and the surrounding area. The commercial zoning allows for apartments above the commercial building under "mixed use".

Industrial Zoning District

Industrial zoning is located in the southwest quadrant of town formed by the intersection of Main Street and Railroad Avenue. The types of uses allowed in the Industrial Zone include manufacturing, assembling, and distribution facilities as well as offices.

2.7e. Land Use and Zoning Link

Title 22, Section 702(c) of the *Delaware Code* requires that each municipality, "within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land [i.e., future land use] provided for in the comprehensive development plan." Table 17 displays how Townsend's existing zoning districts might match up with the land uses recommended on Map 4, located in the Appendix.

Table 17: Land Use and Zoning Link

| Land Use Category in Map 4 | Zoning District(s) to be Considered in Comprehensive Rezoning | Notes |
|----------------------------|---|----------|
| Residential | R Residential R-1 Residential R-1A. Residential R-A Residential R-AA Residential R-2 Residential R3 Residential SR Residential | |
| Commercial | (C) Commercial | (a) |
| Industrial | (I) Industrial | (a) |
| Community/Institutional | All Zoning Districts | (a) |
| Town Center | All Zoning Districts | (a), (b) |

Notes:

a. While the Town has designated certain areas on its future land use map (Map 4, located in the Appendix) as “Community/Institutional”, and “Town Center,” this Comprehensive Plan does not require the Town Council to zone with these specific designations when rezoning in accordance with this Comprehensive Plan. These uses may be placed in any zoning district which the Town Council designates as permissible under Townsend’s Unified Development Code or other applicable land use regulations.

b. While the Town Center Area is encouraged by this Comprehensive Plan, the Town is not required to adopt a Town Center zoning designation within its land use ordinances. Other zoning classifications (including but not limited to residential, commercial, suburban reserve and planned community designations) may be used to encourage flexible development strategies in the Town Center Area.

As noted in Table 17, the matchups between land use categories and zoning districts are intended as guidance for the Town Council and the Planning Commission to consider during the rezoning process. It is not intended to preclude either the development of new zoning districts or revisions to the Zoning and Unified Development Code and other land use regulations.

2-7f. Annexation Areas

The Future Land Use & Growth & Annexation Areas Map 4, located in the Appendix, also identifies proposed annexation areas, areas Townsend would like to include within its town boundaries. The largest portions of the proposed areas for annexation are located west and North of the current town boundary and along the west side Summit Bridge Road (SR 71). Several small enclaves (parcels in New Castle County that are completely surrounded by Townsend’s corporate limits) are also identified for possible annexation. These are located at the west side of the intersection of Wiggins Mill Road and Railroad Avenue and at the southern end of Commerce Street between South Street and the railroad, at the north end of Walnut St. and at the south-eastern end of Main St. The NCC Master Plan desires an “employment zone” in Middletown and is denying the opportunity for this growth type in Townsend.

The plan recommends that detailed master planning be considered before development in these areas would occur through annexation. Some of the questions that master planning should address include the following:

- How would development be coordinated with current and future development activities underway in Middletown?
- What transportation improvements would be required to handle increased traffic, especially as impacted by the new U.S. Rt. 301 facility/interchange located northwest of this area?
- What provisions will be made to increase connectivity between Middletown and Townsend (e.g., biking and pedestrian facilities in addition to vehicular connections)?
- What opportunities exist for promoting a livable community that would provide for:
 - Increased employment opportunities.
 - A mix of housing choices.
 - Locating commercial and institutional uses within walking distance of residential areas to promote the development of healthy lifestyles?
- What opportunities are there for this area to become the receiving area for a transfer-of-development-rights (TDR) program?

By examining these questions, the town goals to manage future land use and transportation systems and coordinate development with that of the surrounding areas can also be addressed.

2-7g. Areas of Concern

Areas of Concern are areas whose future development is of interest to Townsend. Three Areas of Concern are identified on Map 4 in the Appendix.

Area A

Area A, consisting of about 437 acres, is located on the east side of Summit Bridge Road (SR 71) and is of interest to the town since it borders the town gateway from the east. A large portion of this area contains lands that are deed-restricted and thus precluded from intensive development. Other portions of this area contain environmental constraints, which also limit development.

Area B

Area B encompasses approximately 5,112 acres and wraps around the general vicinity of the town on the south, west, and north boundaries. It is intended for consideration as a greenbelt and for the sending area for the transfer of development rights. It would also link up with the proposed greenbelt area of Middletown.

Area C

Area C is the 194-acre Wiggins Mill Park is located adjacent to the northwest corner of the town and owned by New Castle County. The county has indicated a desire to involve the town in the development of this park. Some of the topics that both the town and the county should consider include design, infrastructure capacity, and associated environmental impacts.

Land Use, Annexation, and Areas of Concern Recommendations

- In accordance with state law, bring zoning map into congruence with land use map following adoption of this plan.
- Continue efforts to coordinate future land use strategies through the Southern New Castle County Master Plan.
- Continue involvement with New Castle County in the development of Wiggins Mill Park.
- Consider revisions or additions to the Zoning and Unified Development Code that:
 - Incorporate this plan’s Community Character recommendations.
 - Ensure that future development densities are consistent with the goals and policies of this plan.
 - Examine uses allowed in each zoning district.
 - Encourage a diverse and affordable housing stock through mixed-use development, including townhomes.
 - Promote a mix of residential, commercial, office and “live-work” units in the town-center redevelopment area.

Chapter 3. Coordination and Implementation

3-1. Intergovernmental Coordination

The intergovernmental coordination element for the Townsend Comprehensive Plan Update is unique due to the multi-agency process which was utilized. This process was carried out through a Memorandum of Agreement (MOA) among the Delaware Department of Transportation, Office of State Planning Coordination, Delaware Department of Agriculture, New Castle County, Appoquinimink School District, Colonial School District, Smyrna School District, the Wilmington Area Planning Council, and the towns of Middletown, Odessa, Townsend, Clayton, and Smyrna. This MOA was executed in order to produce a comprehensive regional Master Plan to accommodate future growth in southern New Castle County.

The working group involved in this MOA has met numerous times during 2008, 2009, and 2010 to develop the regional Master Plan. In addition, individual meetings have been held with New Castle County and the Office of State Planning Coordination to discuss details of this effort. The Southern New Castle County Master Plan area has been divided into sub-areas with the Middletown, Odessa, and Townsend sub-area designated as the initial study area. Townsend has actively participated in the Southern New Castle County Master Plan, which has also helped to shape the town's comprehensive plan update; specifically, the areas of concern, annexation areas, and future land uses.

The recommendations contained in the future land use section call for further coordination, specifically between Townsend, Middletown, New Castle County, the Office of State Planning Coordination, and DelDOT through an additional MOA, which would lead to the joint development of a plan for Townsend's proposed annexation areas as well as areas of concern. Issues such as community design, infrastructure, transportation, environmental resources, and open space would need to be addressed. The Townsend 2020 Comprehensive Plan was shared with the surrounding communities of Middletown, Odessa but no feedback was received.

3-2. Plan Implementation

Implementation is one of the most important parts of the comprehensive planning process, as it provides direction to the town to accomplish the ideas discussed in its comprehensive plan. Also, it is recognized that the town of Townsend cannot implement this plan update without coordinating with other governments and agencies, in particular New Castle County and the many agencies within the state of Delaware.

The following is a summary of the main recommendations made throughout this plan update. It provides a guide to actions that will be needed following the adoption of this plan by the town and its certification by the state. It should be noted that the most immediate recommendation requiring attention is the updating and revision of the town's Zoning and Unified Development Code. An updated ordinance will provide the town with a better tool for maintaining the town's character and charm as it continues to grow.

Housing Plan Recommendations

- Coordinate with DSHA, HUD, and other relevant agencies to support current and prospective residents by providing information and access to local, state, and federal homeownership and mortgage-assistance programs.
- Encourage the development of a variety of housing types, including more-compact alternatives to the single-family home, such as townhomes and condos.
- Consider making provisions for multi-use or accessory dwelling units in the municipal code to allow for an increase in the supply of rental properties while creating a small business district in the "heart" of town.

Government Recommendations

- Maintain and periodically update the Town's established annexation process to ensure continued compliance with state law and the New Castle County sewer agreement, including consistent and systematic notification to New Castle County.
- Town Council should include estimating the overall costs and timing of development in order to provide regulatory oversight of new development. This will provide better insight to the true cost in the provision of maintenance and town services and facilities, both new and expanded.
- The town charter last updated in 2023, including addressing the current description of the town's boundaries and updated procedures. A schedule for review of the town charter should be every 5 years at a minimum.
- Consider hiring additional Town staff to support Town Hall operations and to expand the Public Works Department in order to meet increasing service demands and operational needs as the Town continues to grow.
- The Town should encourage development to infill vacant and/or dilapidated properties within Town municipal boundaries.
- Continue to support the Finance Committee's goal of increasing Town revenue through sound financial management, budgeting, and exploration of sustainable funding sources.
- Coordinate with surrounding areas, Middletown, Odessa and New Castle County.

Public Safety Recommendations

- Continue to collect impact fees and provide assistance to the Townsend Volunteer Fire Company as it expands to meet the needs of a growing town through impact fees on new-home construction and other sources.
- Work with New Castle County and the state to ensure adequate emergency medical services for the community and the region.
- Support and invest in the Townsend Police Department, established in 2021, by evaluating the Town's public safety needs, enhancing staffing, training, and operations, and advancing community-oriented policing strategies, including neighborhood-based initiatives such as a Neighborhood Watch Program and coordination with regional partners as appropriate..

Education Recommendations

- Promote the continued role of the Townsend Elementary School as a community education, recreation, and cultural resource while developing and growing the partnership between the elementary school and the early-childhood center.
- Work with developers and the school district to reserve an alternative site for a new, larger elementary school within the town's boundaries, close enough that local children can walk as well as convenient for school bus access.
- Continue to encourage childcare providers to locate in Townsend.
- Continue to promote educational activities (e.g., summer camps), at the Municipal Park through partnerships with local nonprofits such as Girls, Inc., or the Boys and Girls Club of Delaware.
- Develop safe walkways for children to cross the railroad tracks to walk to Learning Center and Elementary school and to bus stops.

Healthcare Recommendation

- Encourage professional healthcare services to locate within the town and long-range planning by the state and county for adequate primary healthcare and emergency facilities to serve the MOT region.

Solid-Waste Recommendations

- Continue to provide trash and recycling services at the most affordable rate by providing the contract to the lowest qualified bidder. The Town should consider creating a waste management department.

- Contact Recycle Bank and request more information about their recycling program. Encourage residents to participate in the recycling program and educate residents about allowable recyclables.
- Encourage residents to compost their yard waste or take it to Pine Tree Transfer Station for recycling.
- Continue providing yard waste collection service as part of the Town’s solid-waste contract, offering seasonal collection to residents and evaluating opportunities to maintain or enhance this service over time.
- Engage in regular conversations with the Pine Tree Transfer Station to ensure adequate capacity and services are available for current and future expected growth.

Parks, Recreation, and Open Space Recommendations

- Update the Unified Development Code to allow higher-density development on newly developing lands to maximize land preserved as open space.
- Review current lands zoned “Preservation” and consider rezoning other open space areas in town as “Preservation.”
- Have Town explore acquiring and utilizing space to allow structures such as a community center, library, or recreational equipment.
- Consider updating the Zoning and Unified Development Code to include a zoning category that would designate Townsend Municipal Park as open space, but still allow structures such as a community center, or recreational equipment, bike paths, hiking trails, dog park, and splash pad.
- Consider updating the Zoning and Unified Development Code to include an agricultural and/or agribusiness zoning designation that allows agricultural activities, including livestock, and low-density development (about one dwelling unit/five acres) within the greenbelt in the town.
- Coordinate with Middletown to protect areas identified by both towns as greenbelt.
- Work with Delaware Agricultural Lands Preservation Foundation, Delaware Department of Agriculture, and New Castle County to encourage landowner participation in preservation districts and easements.
- Work with New Castle County to participate in the Transfer of Development Rights (TDR) program and designate sending and receiving areas in town.
- Continue to participate in the Community Wildlife Habitat Certification Project and encourage homeowners to complete the application for certification.

- Secure an easement near the southeast corner of the municipal park to provide safe access to the park from the center of town.
- Continue to survey residents about their local park needs and interests.
- Study maintenance and liability issues, arrangements, and costs for new local parks or open space.
- Locate future parks, both active and passive, to be accessible to all town residents and linked to other parks to provide corridors for recreation and wildlife.
- Work with New Castle County, Middletown, Delaware Greenways, DNREC, and others to establish a greenway/bikeway between Noxontown Pond and Wiggins Mill Pond with a connection to Townsend.
- To address connectivity of the Townsend Municipal Park with the historic section of town, Townsend should encourage private-property owners on Chestnut Street to allow public access through private property to access the park. Private-property owners are protected from liability according to Delaware Code Title 7 Chapter 59 “Public Recreation on Private Lands.”
- Improve landscaping and add boardwalks where necessary to protect wetlands and environmentally sensitive areas along trails and greenways.
- Support New Castle County efforts to develop a regional park facility adjacent to Wiggins Mill Pond as part of the Southern New Castle County Land Acquisition and Development plan.

Other Community Needs and Services Recommendation

- Continue the relationship with the MOT Senior Center to provide recreational opportunities for the elderly population in Townsend.
- Research the need and location for a community center.
- Partner with a Townsend community outreach program and local churches, non-profits and youth groups to assist with residential services for the betterment of the community.

Public Water Supply Recommendations

- Coordinate with New Castle County and Artesian Water to ensure the timely implementation of the five-year plan to upgrade to provide adequate water services for present and future residents.
- Discourage development within the Source Water Protection areas.
- Encourage homes nearest to town to be built first.

Wastewater Recommendations

- Continue negotiating with New Castle County to increase the sewer capacity stated in the agreement to allow growth in areas that are in accordance with the State Investment Strategies and the SNCC Memorandum of Agreement Local Area Plan for the MOT region.
- Continue communication with New Castle County regarding the sewer agreement.
- Continue to investigate the possibility of connecting to Middletown Municipal Wastewater Treatment System to increase sewer capacity.
- Research the feasibility of Townsend building its own municipal wastewater-treatment facility.
- The town should work with the county and state to secure funding to make connecting to the county sewer more affordable for residents.

Stormwater Management Recommendations

- Work with New Castle County Conservation District and DNREC to provide assistance with stormwater issues and implementation of green-technology best management practices that could be used to reduce pollutants entering the Appoquinimink River and Blackbird Creek.
- Provide homeowners with education and training about best management practices for stormwater in residential areas.
- Require the town engineer to review the town for stormwater-management issues, especially those related to industrial land uses and street upgrades. This information should be used to identify and preserve appropriate land for stormwater-management facilities in anticipation of the need.
- When new stormwater-management regulations become available, adopt those parts that are compatible with Townsend's small-town character.
- The town should continue to locate funding to improve drainage condition by retrofitting stormwater management techniques in the historic and industrial sections of town. In the past, the town received funding for drainage projects on Taylor Street to mitigate water collecting in residents' basements.

Natural Resources Recommendations

- Continue to enforce environmental regulations (including Source Water Protection Ordinances) and adopt additional environmental protection measures as deemed necessary to protect water supplies and the health of the Appoquinimink River.
- Become more involved with conservation measures in the Blackbird Creek watershed to reach

TMDL (Total Maximum Daily Loads) goals.

- Consider the adoption of a zoning category that allows agricultural and/or agribusiness uses within the town limits and one dwelling unit per five acres.
- Encourage participation in agricultural preservation programs and TDR programs.
- Encourage the preservation and enhancement of green space by promoting the retention of forested areas within new development where practicable, supporting thoughtful land-clearing practices, and encouraging reforestation or landscaping measures when significant tree removal occurs.
- Actively promote the development of forested areas through participation in the Urban and Community Forestry Program. This program is administered by the Delaware Forest Service within the Department of Agriculture and offers grants and technical assistance to communities for tree-planting, care, and management projects on publicly owned lands.
- Continue to coordinate stormwater-management issues with the New Castle Conservation District, and DNREC to ensure implementation of the Sediment and Stormwater Program. The town should work with the New Castle Conservation District to ensure that sediment and stormwater plan review becomes part of the town's planning process.
- Work with partners, such as DNREC's Conservation Reserve Enhancement Program and the Institute for Public Administration's Water Resources Agency to reduce nonpoint-source pollution through best management practices.
- Work with Mountaire Grainry about air-quality issues.
- Research the implementation of an energy conservation program in town that promotes energy-efficient technology for town projects including street lighting.
- As new properties are annexed into Town, we will consider appropriate legislation that would protect identified CNAs (Critical Natural Areas) once in town (via annexations) when deemed desirable.
- Continue to work towards community wildlife habitat certification by engaging residents within newer developments.
- Consider zoning appropriate areas in the town as Preservation to protect environmental resources.

Pedestrian Network and Environment Recommendations

- Continue to offer annexation of properties on the eastern side of town fronting Main Street in order to facilitate the installment of sidewalks to provide lighting and safe corridor for pedestrians.

- Continue negotiations with the rail line to mitigate pedestrian conflicts and potentially redesign the confluence of Main Street and the railroad tracks by adding sidewalk to the left of the signals.
- Continued to revise the Unified Development Code to mandate walkability features (short setbacks, sidewalks, side parking, dedicated open space or donations in lieu of dedication) to promote future development that is walkable and compatible with the existing town core.
- Re-stripe and nominally realign the town's crosswalks to ensure they are readily visible to pedestrians and drivers and that they lead directly to curb cuts and ramps.
- Work closely with the county to assure that the proposed park is well connected to Townsend's transportation network and that pedestrians need not walk through a large parking lot to gain access. Wherever possible, any park trails should directly access the town's sidewalks.

Opportunities for Physical Activity Recommendations

- Consider additional street fairs, events, and festivals to acclimate Townsend residents to walking around and socializing with their neighbors.
- Purchase and install signs at regular intervals to create a walking route to raise community awareness and provide pedestrians with useful information, such as distance traveled.

Transportation Recommendations

- Participate in the Transportation Alternatives Program (TAP) to review and refine traffic study results related to the Townsend Early Childhood Center and evaluate traffic conditions on Brook Ramble Lane, including the potential need for traffic-calming measures.
- Continue coordination with DelDOT to implement intersection improvements at South and Commerce Streets, reflecting the transfer of the former County Park to the Town in 2025, and ensuring safe and efficient access consistent with local and state transportation standards.
- Continue to coordinate with the town engineer and DelDOT to prioritize areas for repair and secure funding.
- Coordinate with DelDOT to secure ramp access to SR 1 north at Pine Tree Corners.
- Coordinate with DelDOT's Statewide and Regional Planning Section to discuss and initiate a Transportation Improvement District to improve traffic flow and safety.
- Create a network of nature trails, walkways, and shared pathways connecting Main Street, the historic section of town, open areas surrounding and, in the subdivisions, the Municipal Park, the future The Woods at Hidden Creek park, and areas near the school.

- Continue to communicate with the county and DART concerning the acquisition of additional public transportation stops and routes servicing Townsend.
- Continue with sidewalk installation on every street in town to promote walkability.
- Continue to work on Main Street revitalization projects to improve downtown walkability.
- Develop of a balanced regional transportation system to include public transportation between Townsend and regional employment opportunities in the surrounding MOT area, access to higher education via public transportation, and access to shopping areas in Middletown

Community Character and Design Recommendations

- As appropriate, the town should consult with the Office of State Planning Coordination and review the statewide historic preservation plan, *Partners in Preservation Planning, Delaware's Historic Preservation Plan 2018-2022* (<http://history.delaware.gov/pdfs/2018-2022DelawareSHPOPlan.pdf>) regarding the community design initiatives being undertaken by their office.
- Revise the Zoning and Unified Development Code to assure that pedestrian travel is fluid orientation is required in new developments.
- Consider zoning appropriate portions of the newly annexed lands as “Preservation” to protect environmental and historic resources.
- Consider creating a historic overlay zone of the Historic Register District, with a Historic Review Board that oversees design standards, to provide an additional layer of oversight for development and redevelopment in this area of historic structures. The Town should draft ordinances that apply specifically to the historic core of town and the Main Street Streetscape and the Downtown Revitalization Project proposal area.
- Increase the number of municipal tree-plantings in parks and open spaces along streets. The Town should apply for urban-forestry grants to help offset the costs of planting and maintenance through the Urban and Community Forestry Program. The Town should also work with the New Castle County Cooperative Extension Service or the State Urban Forester to identify the most appropriate species of street trees that survive in an urban environment and do not damage sidewalks.
- Initiate a gateway study of Main Street east of town to Summit Bridge Road (SR 71), through WILMAPCO, including the County, DelDOT, and the landowners to make some improvements to this critical area.
- Ensure appropriate development in the north of town to create a distinct boundary between

Townsend and Middletown. This should be accomplished through design standards, adequate signage, and a greenbelt.

- Phase 3 is still underway.
- Continue to monitor and maintain the existing sidewalks in town and the funds become available.
- Continue to support the finance committee's goal to increase revenue through business licensing fees, commercial property re-assessments, or a new business tax.
- Continue to research the feasibility of a downtown-revitalization project that would invest in the town center and support mixed-use development.
- Maintain the Town's integrity and identity of an ever growing community that values the historical aspect while adapting to the ever growing surroundings.
- Continue to promote cultural and social events to enhance community cohesiveness between residents in the older section of town and the recently annexed areas.
- Continue discussing the feasibility of participation in a transfer-of-development-rights (TDR) program.
- Continue to work with the existing owners of non-residential properties to clean up trash and debris, especially those within residential districts. Carefully regulate the location and type of any proposed non-residential uses to prevent additional problems.

Land Use, Annexation, and Areas of Concern Recommendations

- In accordance with state law, bring zoning map into congruence with land use map following adoption of this plan.
- Continue efforts to coordinate future land use strategies through the Southern New Castle County Master Plan.
- Continue involvement with New Castle County in the development of Wiggins Mill Park.
- Continue revisions or additions to the Zoning and Unified Development Code that:
 - Incorporate this plan's Community Character recommendations.
 - Ensure that future development densities are consistent with the goals and policies of this plan.
 - Examine uses allowed in each zoning district.

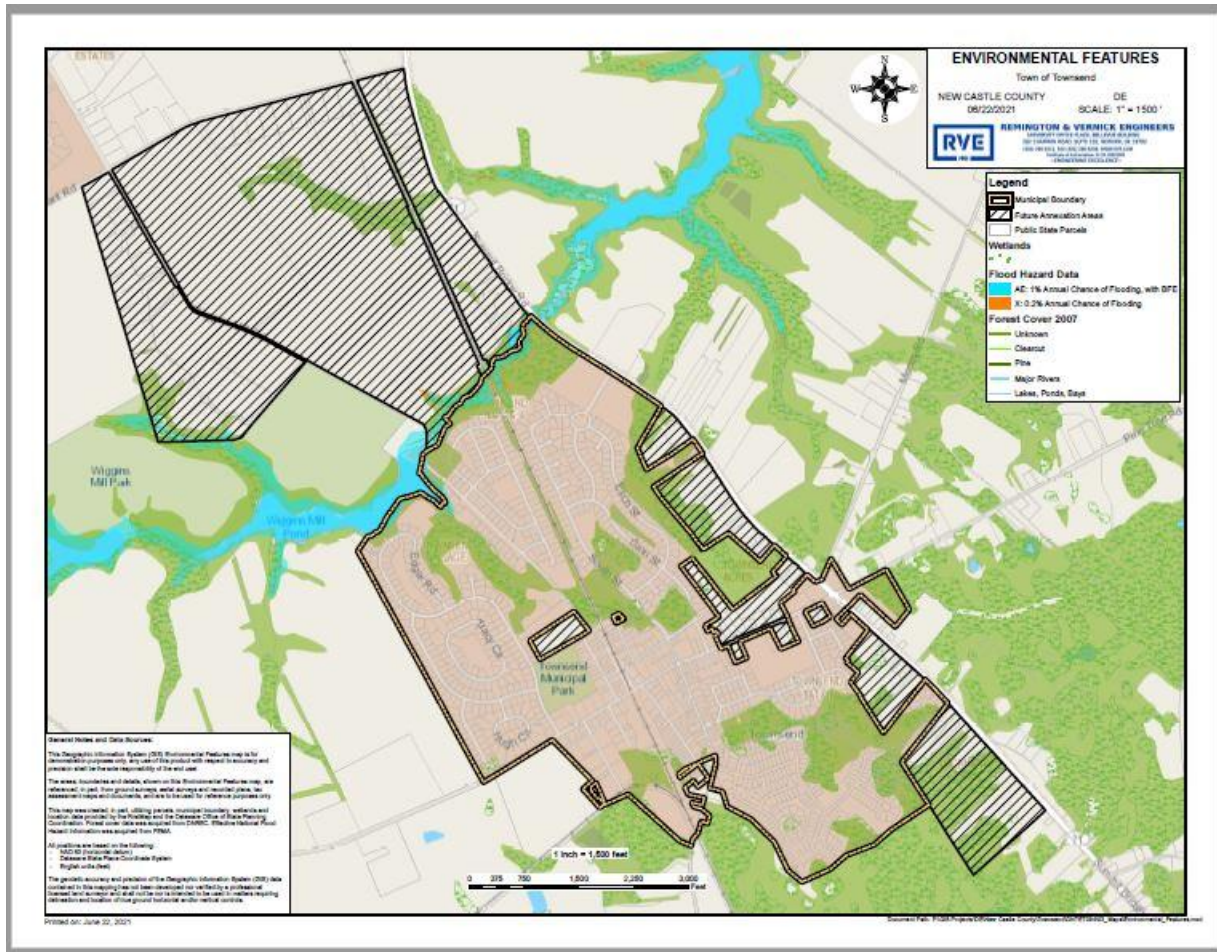
- Possibly create a new zone to implement this plan's goals concerning redevelopment in the town center redevelopment area.
- Encourage a diverse and affordable housing stock through mixed-use development, including apartments and townhomes.
- Promote a mix of residential, commercial, office and "live-work" units in the town-center redevelopment area.

Appendix

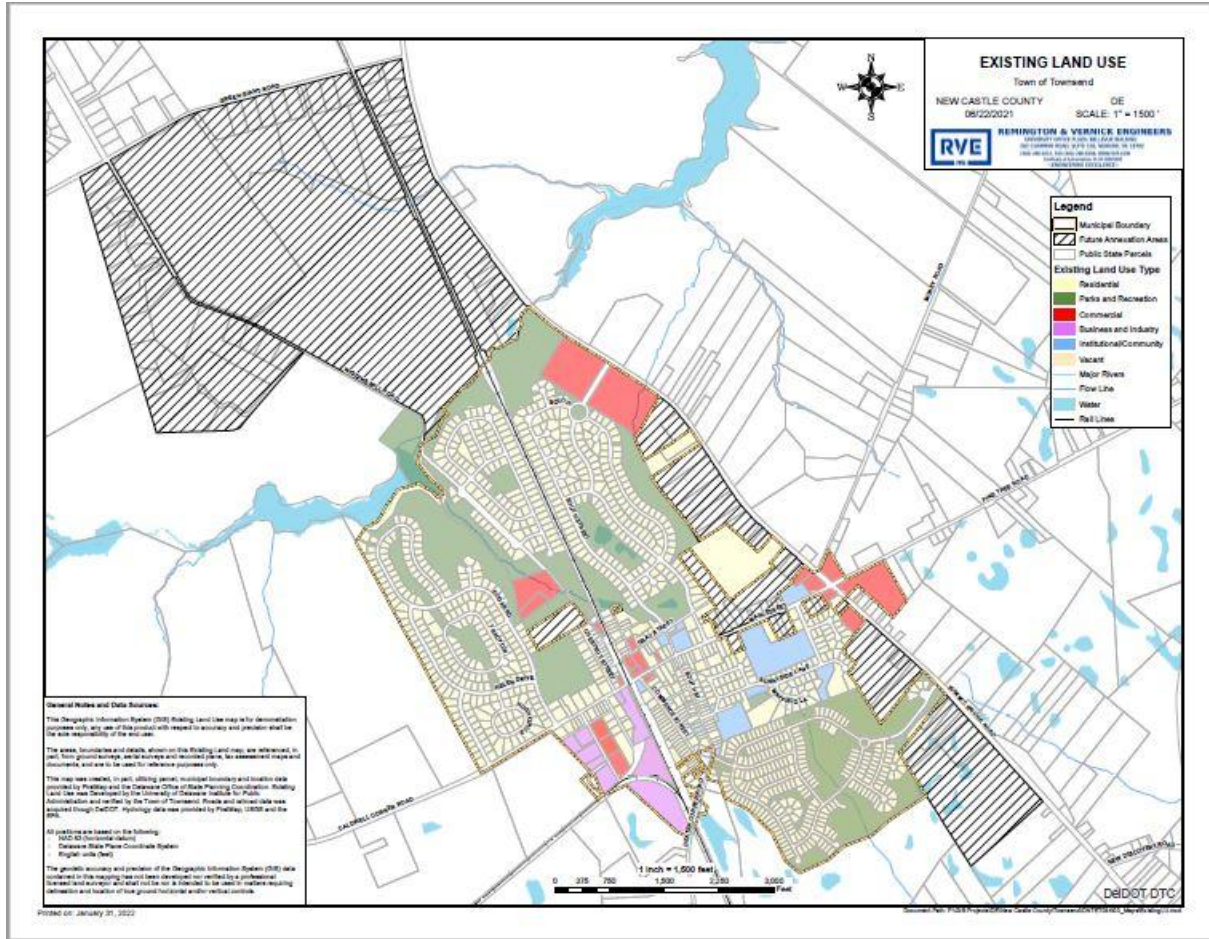
The data from the Comprehensive Plan maps are now accessible in an online viewer for Townsend.
<https://rve.maps.arcgis.com/apps/webappviewer/index.html?id=f2958cb5a2d244bd97551c60c0be98b4>

All maps are enclosed and can be found in the following pages.

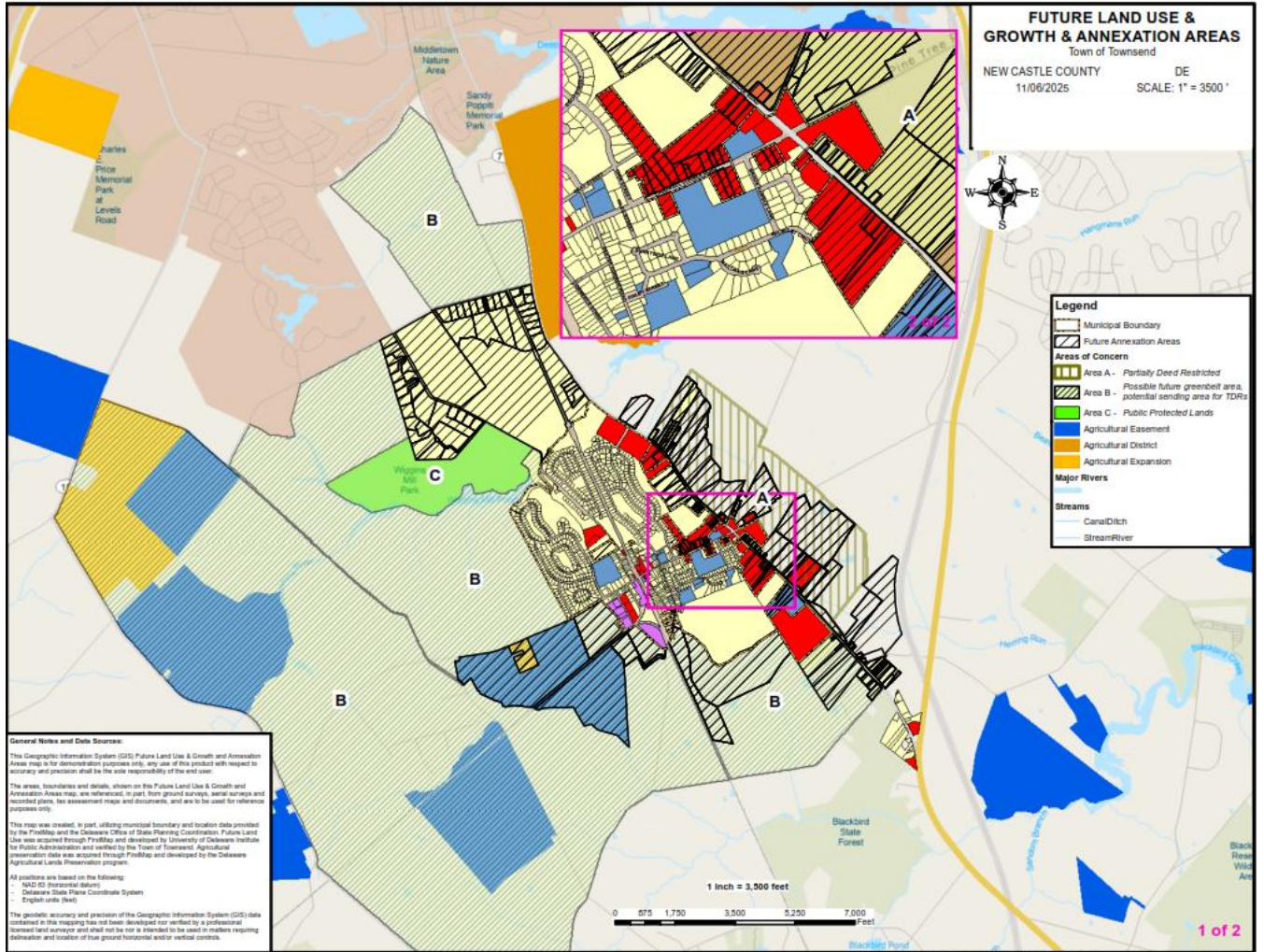
Map 2- Townsend Environmental Features



Map 3- Townsend Existing Land Use



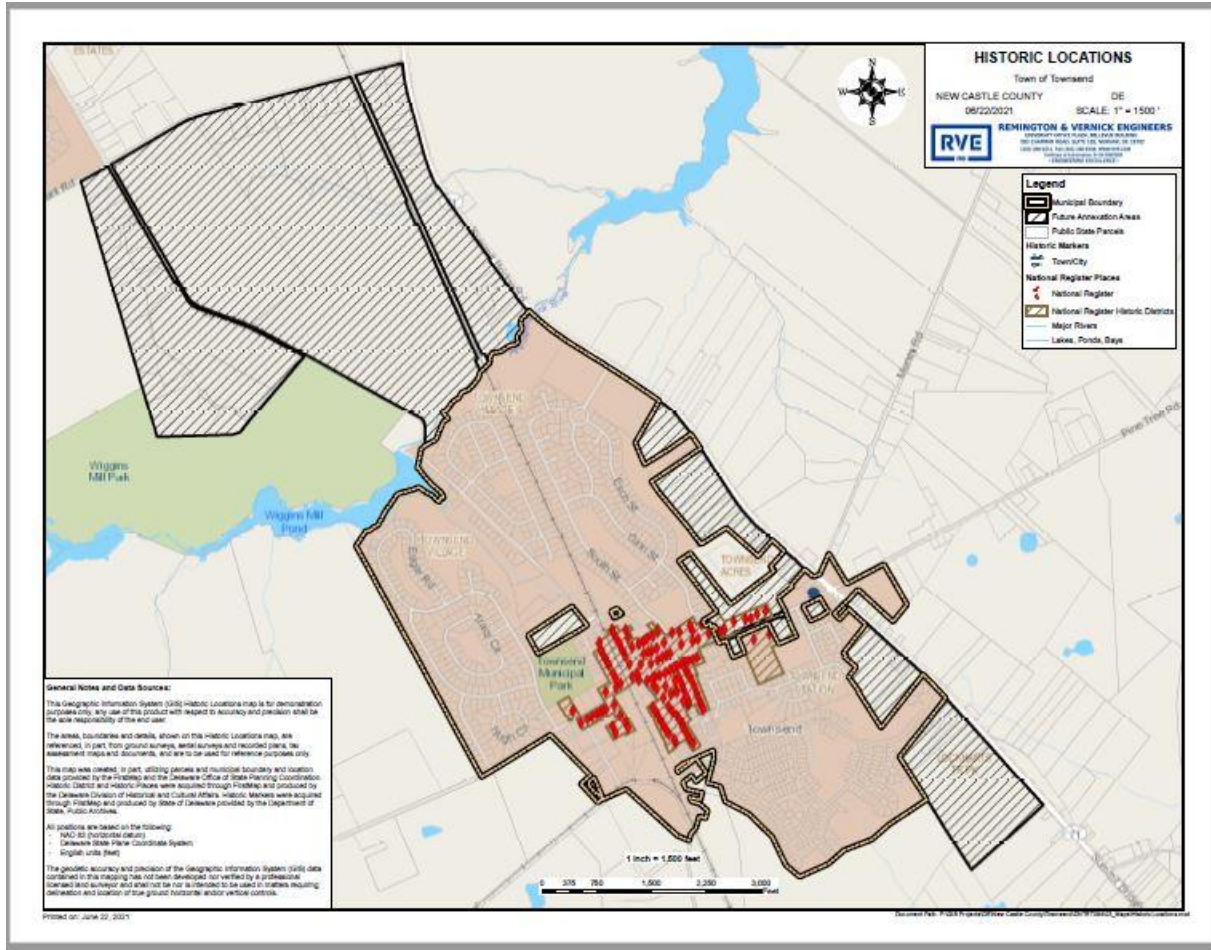
Map 4- Townsend Future Land Use & Growth, & Annexation



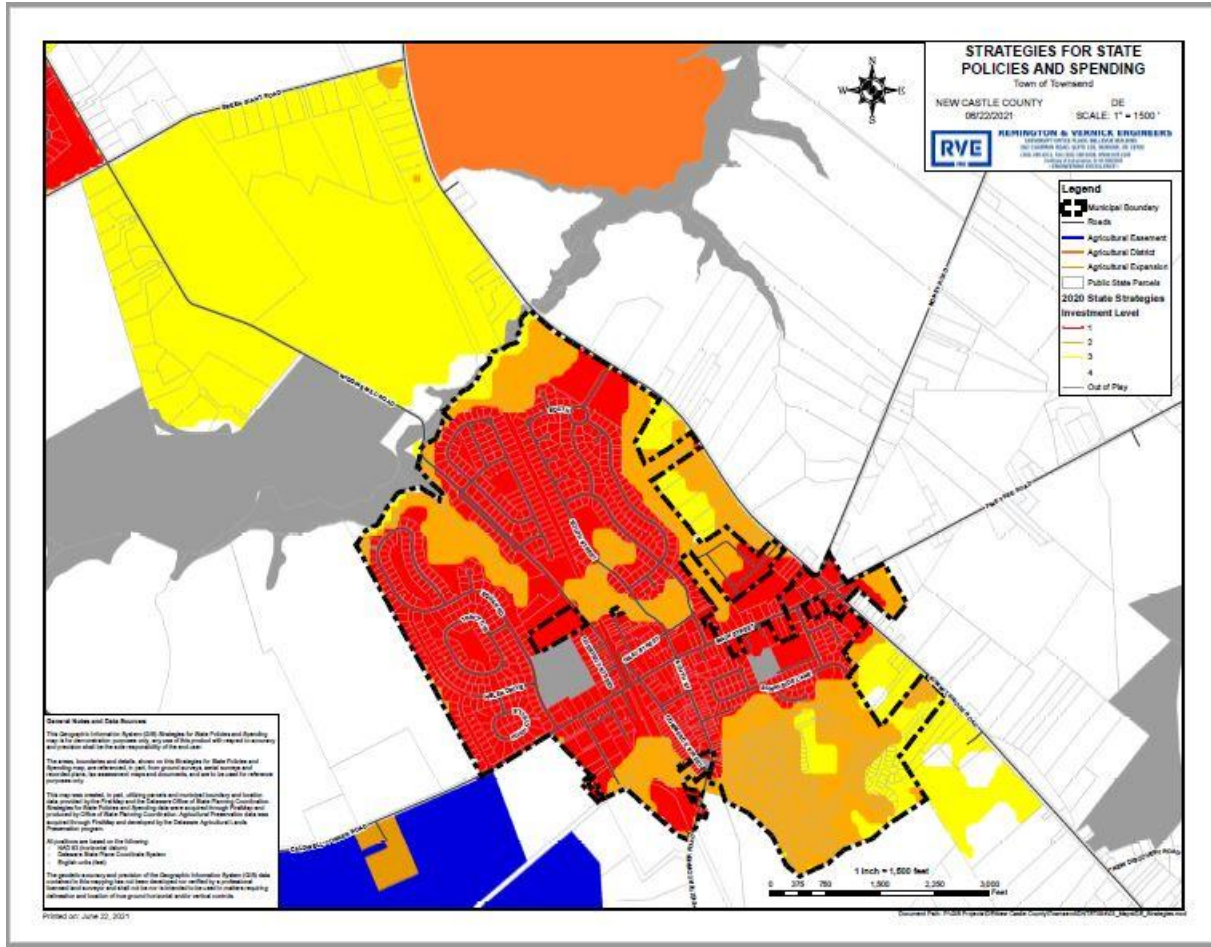
Printed on: December 12, 2023

Document Path: P:\GIS Projects\DE New Castle County\Townsend\GIS\TC110763_Map\Future_LU_GrowthAreas_1223_Report

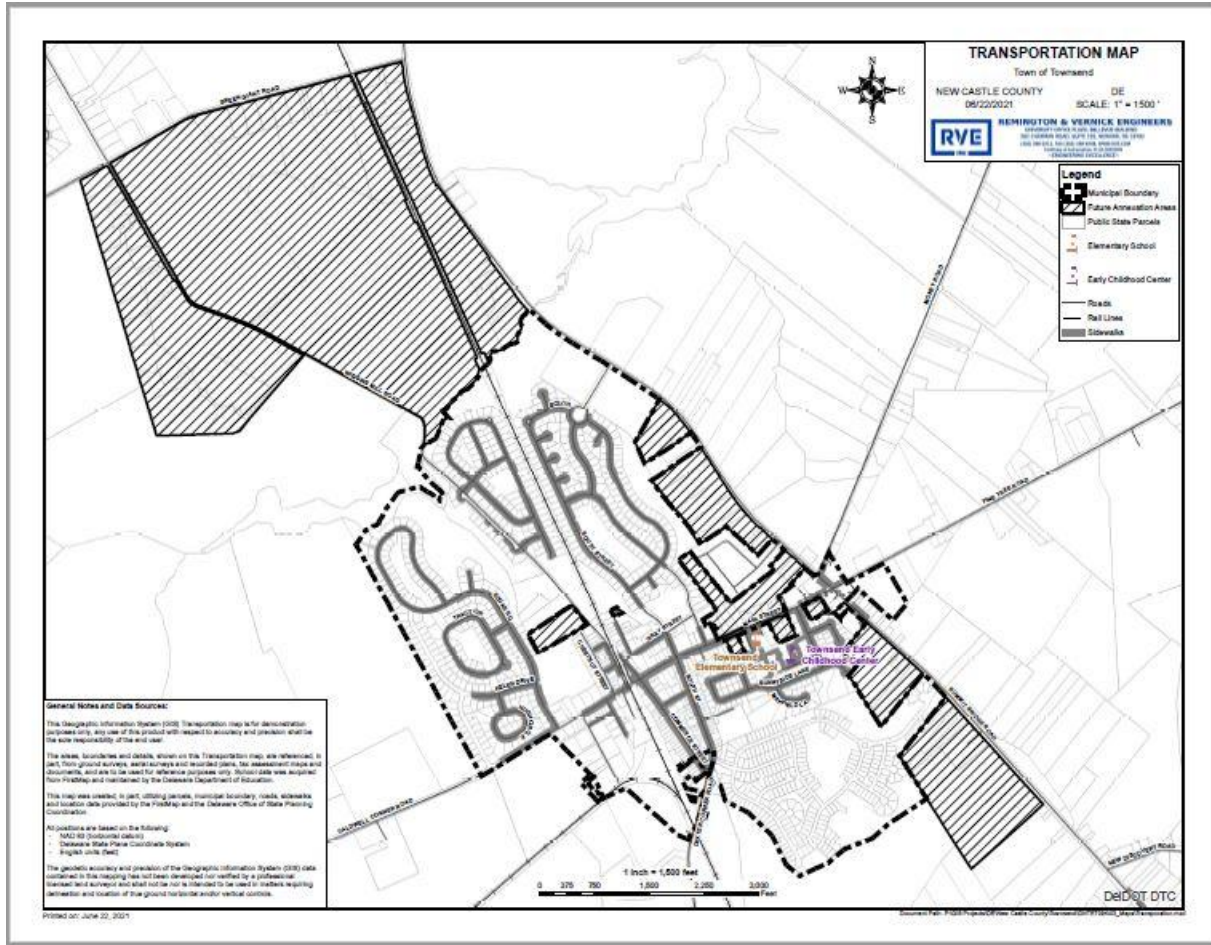
Map 5- Townsend Historic Locations



Map 6- Strategies for State Policies and Spending



Map 7- Townsend Transportation Map



Encroachment 6 Barcus Court

5 messages

Erin Lane <erinlane@automotivefinancialservices.com>

Mon, Mar 20, 2023 at 12:18 PM

To: tpdelaware@sudomail.com, Erin Lane <erinlane@automotivefinancialservices.com>, mils.lane@yahoo.com

Hi-

I am writing in response to the letter I received concerning a possible encroachment of my property. When deciding to go forward with a fence we followed all proper channels before installation, so I am very disappointed to receive this notification. In response to this letter, I have attached a copy of our approved, and finalized, permit with the town of Townsend. In doing so the property was measured, and the location of the fence was approved by the town, so not sure why there is an issue now.

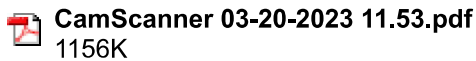
Furthermore, that property sat unattended for years, as a drainage easement, causing standing water, and water buildup on the far end of my property. We reached out to Handler homes to have the issue addressed.

I feel any further issue should be addressed with the town.

Sincerely,

--

Erin Lane*Dealer Account Manager* **AFS logo-small****Phone: 302.530.3700****Email: erinlane@automotivefinancialservices.com**

2 attachments

592-6203 <tpdelaware@sudomail.com>

Mon, Mar 20, 2023 at 3:45 PM

To: Erin Lane <erinlane@automotivefinancialservices.com>

Cc: mils.lane@yahoo.com

Hi Erin,

Thanks for responding. It seems that the town issued many people a permit and signed off, but didn't check to see if you had a surveyor install survey stakes to ensure you were keeping the fence on your property. The town is requiring the encroachments to be removed before they will let me turn the open space of the community over to them. You would need them to grant you an easement to allow the fence to stay on what will be their property. This will also be an issue to get clean title for a new buyer if you ever sell and try to transfer your property. I have posed this question to the town engineer and manager and am waiting an answer about whether they will reconsider granting easements for encroachments where they had permits and inspections. They would not allow another homeowner an easement but that one had not gotten a permit or final inspection. I will get back to you when I have that answer.

Rob Allen

On Mon, Mar 20, 2023 at 1:44 PM, Erin Lane <erinlane@automotivefinancialservices.com> wrote:

Hi-
I am writing in response to the letter I received concerning a possible encroachment of my property. When deciding to go forward with a fence we followed all proper channels before installation, so I am very disappointed to receive this notification. In response to this letter, I have attached a copy of our approved, and finalized, permit with the town of Townsend. In doing so the property was measured, and the location of the fence was approved by the town, so not sure why there is an issue now.

Furthermore, that property sat unattended for years, as a drainage easement, causing standing water, and water buildup on the far end of my property. We reached out to Handler homes to have the issue addressed.

I feel any further issue should be addressed with the town.

Sincerely,

--
Erin Lane
Dealer Account Manager

-IMAGE REMOVED-

Phone: 302.530.3700
Email: erinlane@automotivefinancialservices.com

Erin Lane <erinlane@automotivefinancialservices.com>
To: 592-6203 <tpdelaware@sudomail.com>

Mon, Mar 20, 2023 at 4:26 PM

Hi Rob-
I appreciate you getting back to me, and for the information. I thought I had paid for a surveyor when we finished building because there was some confusion, which was made worse by the fact we had to wait several months to have our yard graded. I will have to double-check. It's extremely frustrating to follow the proper steps and still have issues so far down the line. Should I wait for the town to get back to you, or should I start the process with the town for the exception?

Thanks for your help

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



592-6203 <tpdelaware@sudomail.com>
To: Erin Lane <erinlane@automotivefinancialservices.com>

Mon, Mar 20, 2023 at 5:26 PM

You are welcome to contact them but you are one of a bunch with a similar issue so they may be hesitant to respond individually.

I spoke to the town engineer over the phone about it on Friday, so I expect to hear back soon. I'll let you know when I do.

From: Erin Lane
Date: 03/20/2023, 4:26 PM
Subject: Re: Encroachment 6 Barcus Court
[Quoted text hidden]

Erin Lane <erinlane@automotivefinancialservices.com>
To: 592-6203 <tpdelaware@sudomail.com>

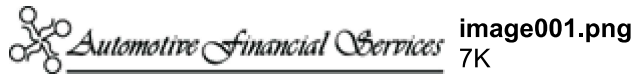
Mon, Mar 20, 2023 at 5:36 PM

I appreciate your help. Thank you!

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



Gray Street Properties, LLC
5169 W Woodmill Dr.
Wilmington, DE 19808

March 1, 2023

VIA U.S. MAIL

Homeowner / Resident

6 BARCUS CT
Townsend, DE 19734

Re: Property Encroachments

Dear

As the developer of Townsend Village 2, I am writing in regard to surveyed property line encroachments installed at the rear of your property. My company owns the open space property adjacent to your property and is required by the Town of Townsend to confirm there are no encroachments to this property prior to deeding it to the Town.

Attached is a survey of the property adjacent to your property. Encroachments could be fences, sheds, swing sets, yard waste piles, firewood, trampolines, etc. The encroachments need to be removed from our parcel as soon as possible to avoid any delays and related legal issues. Please remove all encroachments within 30 days of receipt of this letter and notify us once removed.

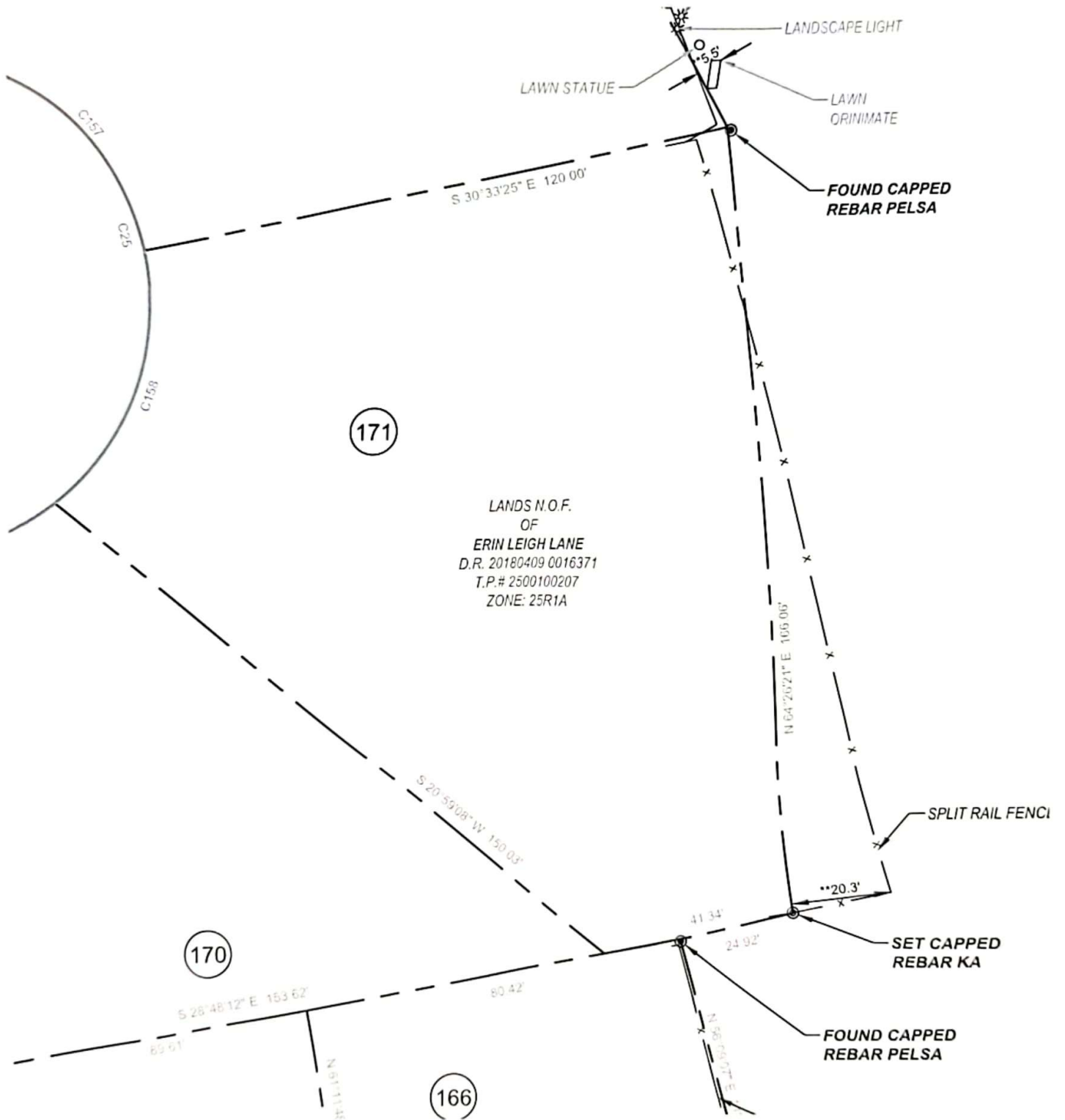
Please contact me with any questions.

Sincerely,

Robert Allen
Gray Street Properties, LLC
Call or Text: 302-592-6203
Email: TPDelaware@sudomail.com

cc. Donald L. Gouge Esquire

JUG DE



6 Bartus

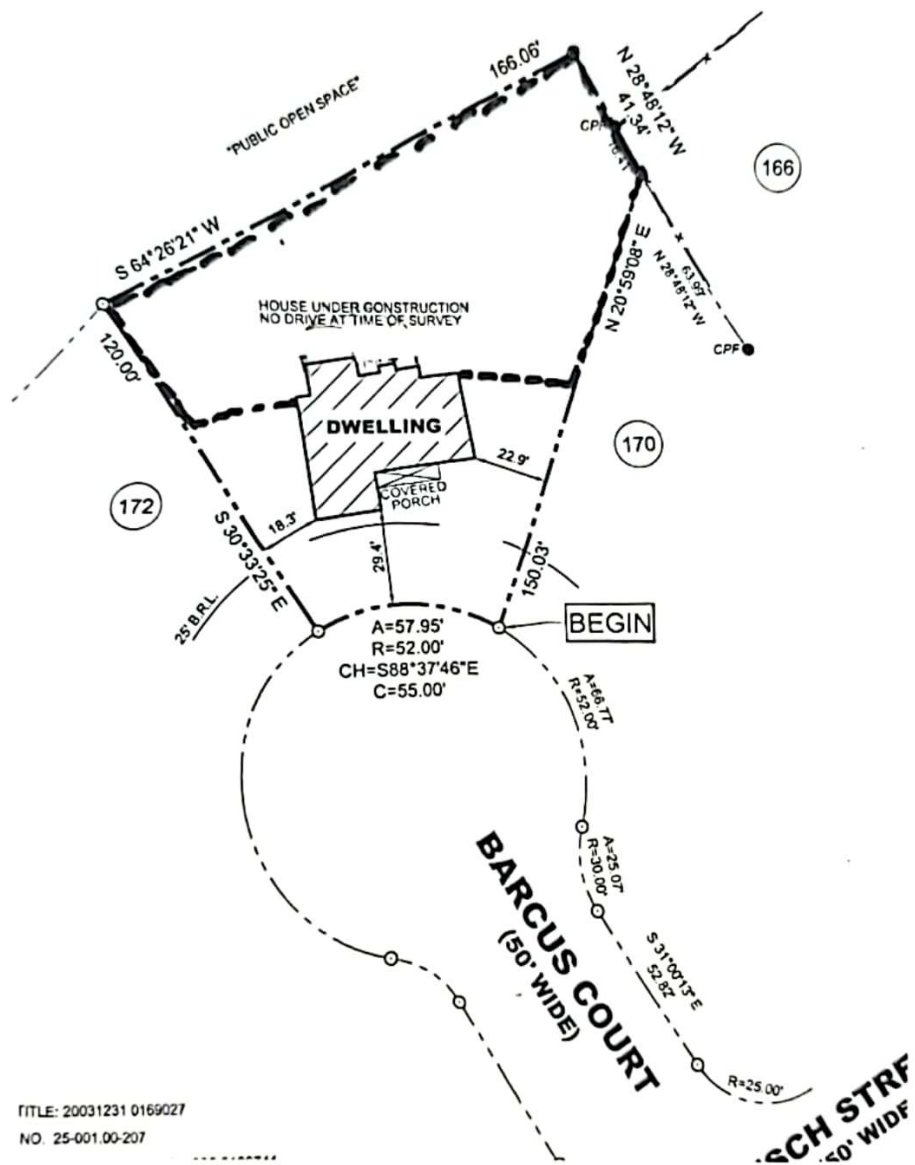
Rudy Sutton, Mayor
 Lorraine Gorman, Councilwoman
 Cindy Cook, Councilwoman
 Steve High, Councilman
 Ed Dugan, Councilman



Cathy Beaver, Town Clerk
 Dawn Loboza, Finance Clerk
 Ed Van-Otoo, Town Engineer
 Fred Townsend, III, Town Attorney

| CONSTRUCTION PERMIT NOTICE | | | |
|--|----------------------|-----------------------|-------------------------|
| Name Requesting: | | Chris Lane | |
| Tax Parcel Number: | 25-001.00-207 | Date Issued: | 10-Oct-18 |
| Work Site Location: | 6 Barcus Court | Permit Number: | BP-18-10-1509 |
| RE: Building Permit Application Submitted: 10/5/18 | | | |
| BUILDING INSPECTIONS NEEDED | | | |
| | Footing / Foundation | | Plumbing / Mechanical |
| | Framing / Roofing | | Electrical |
| | Insulation | | Fire Protection |
| X | Final | | C.O. Inspection / Other |
| PERMIT GOOD FOR 6 MONTHS FROM DATE OF ISSUANCE! | | | |
| Description of Work: | | | |
| <p>Permit to install 3 rail/post & rail fence around rear yard</p> <p>All work to be done per the submitted building permit application</p> <p>****All contractors must have a CONTRACTORS LICENSE from the Town before doing business within the Town limits****</p> | | | |
| Please Post Permit in a Visible Location at Job Site | | | |

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



TITLE: 20031231 0169027
 NO. 25-001.00-207

Scanned by CamScanner

Remington, Vernick & Beach Engineers reviewed this document for compliance with the applicable portions of the Building Code.

(This stamp is not valid unless in red ink)

(Lane)

Date: 10/5/18 *A. Staples*

- Conditions:
- NO RAZOR OR BARBED WIRE PERMITTED
 - MAY NOT CROSS ANY LOT LINES
 - NOT REVIEWED FOR SWIMMING POOL CODE COMPLIANCE

6 BARBONS CR.
(FENCE)



661 South Street, Townsend, DE 19734, 302-378-8082

Required Inspections Checklist

To schedule inspections, please call: [302-378-8082]
 Inspector is available *(circled)* - M W R E ALL
 Please call at least 24 hours in advance to schedule.

Last updated [1/12/12]

| Required | Inspection Name | Description | Approved By (Initials) | Date |
|----------|----------------------------|--|------------------------|------|
| | Footing | This inspection is made, prior to pouring concrete, after footings are excavated, formed and any required reinforcement placed. Property corners are to be identified to verify zoning setbacks if applicable. | | |
| | Foundation Re-bar | Foundation wall reinforcing in place and secured prior to placement of concrete | | |
| | Foundation | Performed when foundation walls are up, girders are in place and sill plate fasteners are installed. Foundation drainage systems and damp/water proofing material must also be in place at this time. | | |
| | Water/Sewer Lateral | All piping installed completely and code approved materials used. Bedding material properly supporting piping. Foundation penetrations properly sleeved. Piping properly sloped. Clean-out fittings installed per code. | | |
| | Pre-slab | Vapor barriers, any required reinforcement, and the appropriate bedding material (such as stone) is to be in place for this inspection. Inspection is required prior to the placing of concrete. | | |
| | Framing | All framing in place and complete. Inspection required prior to concealment. | | |
| | Close-in | For this inspection, all mechanical, electrical, and plumbing rough-ins are to be complete, the roofing roof vents and roof collars installed, windows and doors installed, all framing is completed and all fire blocking material has been installed. This also includes the water-resistive barrier inspection of all exterior walls. | | |
| | Rough HVAC | HVAC system returns and supplies installed in all areas to be concealed. Other applicable system components must be in place as well; such as make-up air, combustion air, etc. | | |
| | Rough Plumbing | Plumbing system, including DWV and supply, completely installed in all areas to be concealed. Appropriate pressure test in place for witnessing or certification form provided if applicable. | | |
| | Rough Electrical | All electrical system components roughed-in including service, IT, low-voltage and fire alarm wiring. <u>Townsend does not conduct this inspection; installation must be approved by a State of DE approved underwriter who will leave an approval sticker on site.</u> | | |
| | Gas piping | All system piping installed and under pressure test conditions. | | |
| | Exterior framing/sheathing | Exterior wall framing/sheathing installed but not concealed. | | |
| | Exterior Weather Barrier | Weather barrier installed and complete. (ex. House wrap, felt paper, etc.) | | |
| | Lathe | All lathe and accessories installed including stop beads, weep screeds, flashing, expansion joints, casing beads, corner reinforcement, etc. | | |
| | Wallboard/drywall | All interior wall board installed but not taped or spackled. Fastener pattern is to be inspected. | | |
| | Insulation/Energy | Occurs after close-in/framing inspection approved. All insulating materials installed, thermal envelope complete, venting materials installed such as baffles and Rescheck or Comcheck, if applicable, available on site for inspection. | | |
| | Final HVAC | HVAC system complete and operational. | | |
| | Final Plumbing | Plumbing system, complete and operational including hot water if applicable. | | |
| | Final Electrical | Electrical system complete. <u>Townsend does not conduct this inspection; installation must be approved by a State of DE approved underwriter who will leave an approval sticker on site.</u> | | |
| | Sidewalk | Sidewalk area excavated, aggregate installed and compacted properly, and all form work in place. Inspection conducted prior to placement of concrete. | | |
| | Final Grading | All applicable site work complete including landscaping, walkways, stabilization, final contouring etc. | | |
| | Final Building | All permitted work complete. Structure is ready for occupancy. | | |

Rudy Sutton, Mayor
 Lorraine Gorman, Councilwoman
 Cindy Cook, Councilwoman
 Steve High, Councilman
 Ed Dugan, Councilman

Cathy Beaver, Town Clerk
 Dawn Loboizzo, Finance Clerk
 Ed Van-Otoo, Town Engineer
 Fred Townsend, III, Town Attorney

*\$10000
 permit fee*

| CONSTRUCTION PERMIT NOTICE | | | |
|---|----------------------|-----------------------|-------------------------|
| Name Requesting: | | Chris Lane | |
| Tax Parcel Number: | 25-001.00-207 | Date Issued: | 10-Oct-18 |
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| BUILDING INSPECTIONS NEEDED | | | |
| | Footing / Foundation | | Plumbing / Mechanical |
| | Framing / Roofing | | Electrical |
| | Insulation | | Fire Protection |
| X | Final | | C.O. Inspection / Other |
| PERMIT GOOD FOR 6 MONTHS FROM DATE OF ISSUANCE! | | | |
| Description of Work: | | | |
| <p style="text-align: center;">Permit to install 3 rail/post & rail fence around rear yard</p> <p style="text-align: center;">All work to be done per the submitted building permit application</p> <p style="text-align: center;">All contractors must have a CONTRACTORS LICENSE from the Town before doing business within the Town limits****</p> | | | |
| Please Post Permit in a Visible Location at Job Site | | | |

From: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Sent: Wednesday, March 25, 2026 12:17 PM
To: Erin Lane
Cc: Christopher Lane; Scott Lobdell; Lisa Hatfield
Subject: Re: Townsend Village 2, Lot 171

Good Afternoon Erin,

Thank you for your response and for providing the additional documentation and background regarding your fence installation. I appreciate you taking the time to outline the history of the permit, inspection, and your prior efforts to address this matter.

I understand your concerns and your request to meet with both Council and myself. The next opportunity for Council to meet as a full body will be at their regularly scheduled monthly meeting on Wednesday, April 1, 2026 at 7:00 PM at Town Hall. You are welcome to attend and speak directly with Council regarding this matter.

Please be aware that the Town Solicitor is typically present at these meetings. If you wish, you are welcome to have your attorney attend as well.

If you would like to be included on the agenda to ensure dedicated time for discussion, I would be happy to add you for Council's consideration. Please let me know if you would like me to do so.

Thank you again for your communication, and I look forward to working toward a resolution.

Best Regards,

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

**I will be on leave for the month of April with limited access to email. For immediate assistance during this time, please contact Jennifer Helms at jhelms@townsend.delaware.gov



P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 |
www.Townsend.Delaware.Gov

Confidentiality Notice: The information contained in this e-mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure and is intended only for the use of the designated recipient(s). It is not intended for transmission to, or receipt by, any unauthorized person. The use, distribution, transmittal or re-transmittal by an unintended recipient of this communication is strictly prohibited without express approval in writing or by e-mail. If you are not the intended recipient of this e-mail, please delete it from your system without copying it and notify the above sender so that the e-mail address may be corrected.

From: Erin Lane <erinlane@automotivefinancialservices.com>
Sent: Monday, March 23, 2026 9:19 PM
To: Townhall <townhall@townsend.delaware.gov>; Julie Goodyear <jgoodyear@townsend.delaware.gov>
Cc: Christopher Lane <chriscuts302@gmail.com>; Erin Lane <erinlane@automotivefinancialservices.com>
Subject: Townsend Village 2, Lot 171

Wagamon Technology Group LLC

Warning: Sender @erinlane@automotivefinancialservices.com is not yet trusted by your organization.

Please be careful before replying or clicking/downloading the attachment.

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

powered by Graphus®

This message originated from outside the organization

Hi Julie,

I am formally responding to the letter I received on Monday, March 23, 2026, regarding our fence. Attached to this email you will find documentation pertaining to our permit and inspection, as well as two separate email threads that demonstrate my repeated attempts to resolve this matter. The company installed the fence strictly according to the procedures established by both the Town of Townsend and our HOA. The company completed all measurements based on the lot specifications provided to us by the builder Handler, and the town fully approved, inspected, and finalized the project.

It is abundantly clear that any alleged issue is the town's responsibility, not mine. If a variance exceeding 20 feet truly existed, the town should have identified and addressed it during the inspection process before closing the permit. The oversight is not my liability.

If the town insists on relocating the fence, it may do so at its own expense. I have made multiple attempts to communicate and resolve this situation, yet the town has failed to respond, but considers sending a letter 3 years after the last correspondence acceptable. I request a formal meeting with you and the town council, I will include my attorney if needed. Please let me know your available days and times. I expect this can be completed before the April threat of fines to my property.

Regards,
Erin Lane

----- Forwarded message -----

From: **Erin Lane** <erinlane@automotivefinancialservices.com>

Date: Mon, Oct 16, 2023 at 5:47 PM

Subject: Lot 171

To: <lhatfield@connollygallagher.com>, Antonina Tantillo

<ATantillo@townsend.delaware.gov>,

slobdell@townsend.delaware.gov <slobdell@townsend.delaware.gov>

Cc: <chriscuts302@gmail.com>, Erin Lane

<erinlane@automotivefinancialservices.com>

Hi-

I am writing this email in response to the letter we received on 10/16/2023, in regard to our fence.

Upon receipt of the first correspondence on this matter, on July 6, we reached out to the town manager requesting a meeting to hopefully resolve this issue, but we heard nothing back.

When we had our fence installed in 2018, we followed the proper protocol set by the town and HOA of Townsend Village 2. We first received approval from the HOA, hired a licensed, professional company, provided them with our deed for measurements, and obtained a permit with those measurements. The work was then completed, and upon completion, it was inspected by the town manager at the time. The inspection found no error and the permit was closed. Any miscalculations should have been addressed at this time, especially if you are saying it is off by 20.3', not 5 years later. I would like to think that an error of that magnitude would have been caught at the final inspection. If the parameters of the approved permit are not acceptable now, then what is the point of obtaining a permit for any work to be done?

Due to the fact that the work was permitted, inspected, and approved, I do not feel as though we should have to move our fence, especially at our own expense.

I would like to work with the town and get this issue resolved as quickly as possible. I have attached an application for a variance to this email for your review. Please let me know what the application fee is, and I will get it taken care of.

Thank you for your assistance with this matter.

--

Erin Lane

Dealer Account Manager

 AFS logo-small

Phone: 302.530.3700

Email: erinlane@automotivefinancialservices.com

--

Erin Lane

Dealer Account Manager

 *Automotive Financial Services*

Phone: 302.530.3700

Email: erinlane@automotivefinancialservices.com

The Mayor and Council of the Town of Townsend



Certificate of Appointment

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Delaware, and that I will faithfully discharge the duties as a member of the Planning Commission for the Town of Townsend by studying, researching, planning and making advisory recommendations regarding matters relating to the Town of Townsend's Zoning and Unified Development Code and Comprehensive Plan.

**Mayor
Scott Lobdell**

**Councilman
Dylan Wiggins**

**Councilman
Joseph Bangura**

**Councilman
Matthew Chapman**

**Councilman
Syed Sharif**

**Town Manager
Julie Goodyear**

Townsend Planning Commission

Sworn before me _____, 2026

Kelsey Gallagher
Town Clerk



Town of Townsend Engineer's Report

TO: Julie Goodyear, Town Manager

FROM: Brian Miller, PE

DATE: March 27, 2026

General Engineering

| Date | Description |
|--------|---|
| 3/2026 | Coordination regarding potential DeIDOT TAP funding and proposal. |

Permit Reviews

TWNSD25001

| Date | Description |
|-----------|---|
| 3/20/2026 | Returned review for permits 26-00068, 26-00070, and 26-00066. |

Capital Projects

TWNSD25009 661 South Street

| Date | Description |
|-----------|--|
| 1/30/2026 | Coordination for OSFM submission. Pending confirmation of fire hydrant test by Artesian Water |

Development Projects

TWNSD25003 Woods at Hidden Creek

| Date | Description |
|-----------|---|
| 2/19/2026 | Facilitated the preconstruction meeting for Phases 7 & 9 via Teams. |

TWNSD25004 Townsend Acres

| Date | Description |
|-----------|---|
| 3/26/2026 | Communication with Twon Manager regarding developer agreement, bonding, and pre-construction meeting. |

Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Dylan Wiggins, Councilman
Syed Sharif, Councilman



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

Town Manager- Monthly Report

March 2026 Recap

Townhall/TM:

- All Staff attended Bi-Monthly Staff MTG- 3/3
- TM attended webinar detailing the CDS funding opportunity- 3/3
- TM attended Community Engagement MTG- 3/4
- TM attended Town Council MTG- 3/4
- TM attended ICMA Learning Lab "SheLeads Virtual Summit"- 3/5
 - Great advocacy webinar of woman leaders in the industry, providing helpful tips and tricks to ensure woman lead projects receive the same treatment and advocacy as their counterparts.
- TM along with Engineering partners met to review the GIS Site build and progress.- 3/5
 - All moving swiftly, should be able to go "LIVE" within 60 days. Awaiting on Vialytics partners to release public information.
- All Staff attended "First Friday's" Celebration in support of Employee appreciation day. Mayor S. Lobdell also was in attendance to show support to all Staff.- 3/6
- TM attended Public Safety MTG- 3/9
- TM and TH staff attended a "lunch and learn" with Vialytics partners showcasing a new feature "LOOP" for our vialytics software. -3/10
 - LOOP is an AI software that would integrate with our Town website allowing a public presence to report maintenance concerns through the work order system.
- TM attended ICMA Learning lab "8 weaknesses holding back your grant management process"- 3/10
- TM met with Engineer partners to review TAP grant program and what they are able to assist us with. Sent in proposal for their services (pending approval)- 3/10
- TM and FO attended Finance Committee MTG- 3/13
- TM sat in on meeting with local developers and partners for growth potential.- 3/13
- TM attended ICMA Learning Lab "How do we remain politically non-partisan and ethically relevant"- 3/18
- TM attended Planning Commission MTG- 3/18
- TM attended Webinar "Real Time threat detection in large public environments"- 3/20
- TM and PWS attended PWLUD Committee MTG- 3/20
- TM attended webinar "From Data to Decision making- leveraging AI"- 3/26
- TM and FO attended Finance Committee MTG- 3/27/2026
- TM attended Community Engagement MTG- 3/30

Permits: 11 permits issued in March

- Hot Tub (1)
- Mechanical (1)
- New Construction (4)
- Plumbing (1)
- Pool (1)
- Porch (1)
- Roof (1)
- Shed (1)

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

Licensing:

- 17 Contractor License issued/ renewed in March
 - 145 Active Contractor Licenses
- 24 Business Licenses renewed for 2026
- 18 Rental Licenses renewed for 2026

Grants:

- CRF grant applications for the following projects:
 - Town Tree Replacement- **DENIED**
 - Smaller Park Revamp
 - Pate Gate & Fence
 - Inter-abled Playground
 - PW Facility
 - Townsend Green
 - Park Restrooms
 - Community Center
- SECC Grant Application: Park Improvements
 - Requesting \$20,000 to support larger park improvements
- UCF Grant- Tree Planting at Park
 - STATUS: Application PENDING.
 - Requesting funding to remove invasive trees and replace with Delaware approved trees.

Rentals: 0 Park, Pavillion or gazebo Rentals in March

Slims Chance Bulldogs- Have rented the baseball fields for the season. Daily rental from 4:30pm to 8:00pm.

Code Enforcement: 2 Violation(s) Issued

- Roof Replacement without permit being issued (2)

Property Information Requests: 10 (Generating \$100.00 in revenue)

- 25-009.00-025
- 25-001.00-137
- 25-002.00-095
- 25-008.00-084
- 25-003.00-003
- 25-003.00-073
- 25-003.00-137
- 25-003.00-137
- 25-001.00-166
- 25-004.00-277

FOIA Requests: 5 Requests

- Records of Permits issued for timeframe 2/1/26 to 2/28/26
- Records Request for parcel # 25-002.00-078
- Property Survey request for Parcel # 25-004.00-278
- Records request for payments to vendors from time period 1/1/22 to 2/28/26
- Records request for parcel # 25-003.00-017

Owner Complaints: 0 Complaints received

Respectfully Submitted,

Julie Goodyear
Town Manager

Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilwoman
Dylan K. Wiggins, Councilman
Syed Sharif, Councilman



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Julie Abrams, Administrative Assistant
Brian Miller, P.E., Town Engineer
Lisa Hatfield, Town Attorney

Public Works Supervisor – Monthly Report

January 2026

*****Important Update*****

- Gaga Ball Pit was installed at the Municipal Park on 3/21/2026
 - Excavation and base was completed by Casey Battles as a donation
 - Build process was done by local Girl Scout Troop and families
 - The Town also assisted by receiving materials and delivering the evening prior
- Presented Townsend Green project idea to PWLUD Committee – to be discussed

Public Works March Completed Tasks / Projects:

- Completed Vialytics Tasks
- Began Spring Clean-up
 - Edging of sidewalks and walkways at parks, Town Hall, and adjacent property across Ginn St
 - Trimming of trees, hedges, bushes, etc
 - Cleaning up of all sticks, branches, debris, and trash at parks and properties
- Old chain link fence removed from South St park and new fence being installed EOM
- All equipment has been prepped and is ready for mowing season
- Replaced spindle on John Deere mower
- Replaced deck belt on John Deere Mower
- Removed chain link fence along road at Wiggins Property
- Road Assessment completed
- Evening light inspection completed
 - ___ issues reported
- Helen drive pothole issue discussed with PWLUD – to be discussed
- Mulch ordered for April delivery
- Estimates for TH parking lot crack fill and seal

Upcoming April Tasks / Projects:

- Mulch at parks
- Mowing

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

- Irrigation system at baseball field to be repaired – joints have separated at shutoff valve – out of warranty – PW to perform the work
- Irrigation start up toward EOM
- Merle Ln pothole repair
- Split tree / fallen limb at 0 chestnut to be removed
- Weed spray
- F250 oil change
- Hometown Hero Banners go up EOM
- Monthly light Inspection
- Monthly road assessment
- Spring Cleanup continues
- Fair materials to be assessed

Animal / Wildlife interactions:

- 2 dogs returned home

Meetings / Events / Education:

- Attended Excavation Safety Training 3/4/2026
- Attended DelDOT TAP Meeting 3/12/2026
- Attended Finance Committee meeting to present PW budget request
- Attended APWA board meeting 3/20/2026
- Held PW Staff Meeting – 3/27/2026
 - PW new hire Colin Sebastian attended



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
February 28, 2026

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|--|---------------------|---------------------|---------------------|----------------------------|
| Fire House Impact Fees | 15,000.00 | 9,750.00 | (5,250.00) | 65% |
| Franchise Fees | 18,000.00 | 18,829.98 | 829.98 | 105% |
| Interest Income | 153,500.00 | 114,063.96 | (39,436.04) | 74% |
| Miscellaneous Income | 60,650.00 | 3,044.22 | (57,605.78) | 5% |
| Property Transfer Taxes | 300,000.00 | 183,719.62 | (116,280.38) | 61% |
| Real Estate Property Tax | 834,200.00 | 848,190.72 | 13,990.72 | 102% |
| Violations, Fines & Penalties | 2,500.00 | 1,100.00 | (1,400.00) | 44% |
| Rental Registration Fee | 1,700.00 | 1,060.00 | (640.00) | 62% |
| Total Administrative Revenues | 1,385,550.00 | 1,179,758.50 | (205,791.50) | 85% |
| Impact Fees | 135,000.00 | 87,750.00 | (47,250.00) | 65% |
| Licenses & Fees | 73,600.00 | 45,336.26 | (28,263.74) | 62% |
| Town Permits | 103,700.00 | 119,456.40 | 15,756.40 | 115% |
| Total Permits & Licenses Revenues | 312,300.00 | 252,542.66 | (59,757.34) | 81% |
| Miscellaneous Income PW | - | 227.00 | 227.00 | |
| Total Public Works Revenues | - | 227.00 | 227.00 | |
| Park rental | 2,000.00 | 775.00 | (1,225.00) | 39% |
| Total Park & Recreation Revenues | 2,000.00 | 775.00 | (1,225.00) | 39% |
| Grants Revenue | 119,100.00 | 31,023.62 | (88,076.38) | 26% |
| Municipal Street Aid Grant | 59,800.00 | 57,602.36 | (2,197.64) | 96% |
| Total Grant Revenues | 178,900.00 | 88,625.98 | (90,274.02) | 50% |
| Community Events: Donations | - | 480.00 | 480.00 | |

| | | | | |
|--|------------------|-----------------|-------------------|------------|
| Town Fair Donation | 5,000.00 | 220.00 | (4,780.00) | 4% |
| Veterans & Social Services Donations | - | 134.00 | 134.00 | |
| Community Events: Town Fair | 5,500.00 | 2,450.00 | (3,050.00) | 45% |
| Total Community Events Revenues | 10,500.00 | 3,284.00 | (7,216.00) | 31% |

| | | | | |
|------------------------------------|---------------------|---------------------|---------------------|------------|
| General Fund Revenue Totals | 1,889,250.00 | 1,525,213.14 | (364,036.86) | 81% |
|------------------------------------|---------------------|---------------------|---------------------|------------|

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|--|-------------------|-------------------|---------------------|-----------------------------|
| Fire House Impact Fees | 15,000.00 | 9,750.00 | (5,250.00) | 65% |
| Accounting Audit | 25,000.00 | 25,000.00 | - | 100% |
| Investments Fees | 27,000.00 | 17,758.19 | (9,241.81) | 66% |
| Computer/Software Support | 89,200.00 | 90,958.53 | 1,758.53 | 102% |
| Copier Maintenance Agreement | 1,300.00 | 858.40 | (441.60) | 66% |
| Town Insurance | 33,800.00 | 34,964.20 | 1,164.20 | 103% |
| Town Hall Cleaning/Pest Ctrl | 1,350.00 | 1,650.00 | 300.00 | 122% |
| Membership Fees | 1,800.00 | 577.00 | (1,223.00) | 32% |
| General Town Hall Expenses | 7,200.00 | 815.56 | (6,384.44) | 11% |
| Security System @ 141 Main Street | 1,000.00 | 623.00 | (377.00) | 62% |
| Office Supplies | 2,000.00 | 838.31 | (1,161.69) | 42% |
| Postage & Delivery | 4,000.00 | 800.77 | (3,199.23) | 20% |
| General Legal | 35,000.00 | 31,690.85 | (3,309.15) | 91% |
| Trash Collection Service | 256,600.00 | 169,092.70 | (87,507.30) | 66% |
| Utilities - Town Hall | 16,300.00 | 10,295.27 | (6,004.73) | 63% |
| Miscellaneous Expense | 10,700.00 | 4,732.30 | (5,967.70) | 44% |
| Total Administrative Expenditures | 527,250.00 | 400,405.08 | (126,844.92) | 76% |
| Payroll & Benefits | 499,900.00 | 319,266.70 | (180,633.30) | 64% |
| Total Payroll Expenditures | 499,900.00 | 319,266.70 | (180,633.30) | 64% |
| Street Lights | 106,070.00 | 74,055.27 | (32,014.73) | 70% |
| Total Street Lights Expenditures | 106,070.00 | 74,055.27 | (32,014.73) | 70% |
| General Engineering Studies | 50,400.00 | 11,837.50 | (38,562.50) | 23% |
| | - | 23,471.20 | 23,471.20 | |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|--|---------------------|-------------------|---------------------|-------------------------|
| Code Enf/Inspections | 55,000.00 | 24,978.72 | (30,021.28) | 45% |
| Lot Grading Reviews | 11,000.00 | - | (11,000.00) | 0% |
| Charter/Comp Plan Fees | 1,000.00 | - | (1,000.00) | 0% |
| Total Code & Planning Expenditures | 117,400.00 | 60,287.42 | (57,112.58) | 51% |
| Town Equipment Fuel | 4,000.00 | 1,927.87 | (2,072.13) | 48% |
| Park Maintenance Expense | 36,000.00 | 21,886.51 | (14,113.49) | 61% |
| Vehicle/Equipment Maintenance | 4,450.00 | 7,180.12 | 2,730.12 | 161% |
| Public Works Equipment | 500.00 | 508.70 | 8.70 | 102% |
| Public Works Uniforms | 1,800.00 | 513.41 | (1,286.59) | 29% |
| Street, Sidewalk & Curb Maintenance | 30,500.00 | 14,012.96 | (16,487.04) | 46% |
| Snow Removal | 12,900.00 | 23,107.80 | 10,207.80 | 179% |
| Total Public Works Expenditures | 90,150.00 | 69,137.37 | (21,012.63) | 77% |
| Community Relations | 1,150.00 | 500.00 | (650.00) | 43% |
| Community Events Expense | 11,800.00 | 3,351.01 | (8,448.99) | 28% |
| National Wildlife Foundation/Habitats | 600.00 | - | (600.00) | 0% |
| Total Community Events Expenditures | 13,550.00 | 3,851.01 | (9,698.99) | 28% |
| General Fund Operating Expenditure Totals | 1,354,320.00 | 927,002.85 | (427,317.15) | 68% |
| Public Works Capital Expense | 124,800.00 | 13,248.00 | (111,552.00) | 11% |
| Capital Expenses | 210,000.00 | 102,811.00 | (107,189.00) | 49% |
| Total Capital Expenses | 334,800.00 | 116,059.00 | (218,741.00) | 35% |
| General Fund Capital Expenditure Totals | 334,800.00 | 116,059.00 | (218,741.00) | 35% |



TOWN OF TOWNSEND
POLICE INCOME STATEMENT
 February 28, 2026

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|------------------------------------|-------------------|-------------------|---------------------|----------------------------|
| Impact Fees: Public Safety | 30,000.00 | 19,500.00 | (10,500.00) | 65% |
| Fines - Police | 12,000.00 | 4,317.36 | (7,682.64) | 36% |
| Grant Revenue | 673,300.00 | 300,000.00 | (373,300.00) | 45% |
| Miscellaneous Income | 4,800.00 | 2,000.00 | (2,800.00) | 42% |
| Transfers In | 199,970.00 | - | (199,970.00) | 0% |
| General Fund Revenue Totals | 920,070.00 | 325,817.36 | (594,252.64) | 35% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|---|-------------------|-------------------|---------------------|----------------------------|
| Repairs & Maint - Vehicles/Equipment | 9,400.00 | 716.37 | (8,683.63) | 8% |
| Security System - 661 South St | 4,100.00 | - | (4,100.00) | 0% |
| Computer/Software Expense | 900.00 | 847.50 | (52.50) | 94% |
| PD Equipment/Office Equipment | 5,500.00 | 1,808.66 | (3,691.34) | 33% |
| Training Classes | 5,700.00 | 2,482.15 | (3,217.85) | 44% |
| Fuel | 10,100.00 | 3,327.31 | (6,772.69) | 33% |
| Insurance | 11,200.00 | 11,949.29 | 749.29 | 107% |
| Uniforms: PD | 3,400.00 | 2,113.54 | (1,286.46) | 62% |
| General Engineering | 1,000.00 | - | (1,000.00) | 0% |
| Legal Services | 2,000.00 | 197.50 | (1,802.50) | 10% |
| Utilities - PD | 19,000.00 | 9,888.48 | (9,111.52) | 52% |
| Miscellaneous Expense | 5,000.00 | 4,514.28 | (485.72) | 90% |
| Total Administrative Expenditures | 77,300.00 | 37,845.08 | (39,454.92) | 49% |
| Payroll & Benefits | 369,600.00 | 212,545.63 | (157,054.37) | 58% |
| Total Payroll Expenditures | 369,600.00 | 212,545.63 | (157,054.37) | 58% |
| Police Fund Operating Expenditure Totals | 446,900.00 | 250,390.71 | (196,509.29) | 56% |
| Capital Expense - PD | 673,300.00 | 468,859.62 | (204,440.38) | 70% |
| Police Fund Capital Expenditure Totals | 673,300.00 | 468,859.62 | (204,440.38) | 70% |



TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
 February 28, 2026

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|--|------------------|---------------|---------------------|-------------------------------------|
| Grants Revenue | 50,900.00 | - | (50,900.00) | 0% |
| Special Revenue Fund Revenue Totals | 50,900.00 | - | (50,900.00) | 0% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|--|------------------|---------------|---------------------|-------------------------------------|
| Capital Expenses - ARPA | 50,900.00 | 450.00 | (50,450.00) | 1% |
| Special Revenue Fund Expenditure Totals | 50,900.00 | 450.00 | (50,450.00) | 1% |



TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
 February 28, 2026

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|--|------------------|------------------|---------------------|-------------------------------------|
| Police Grants Revenue | 34,000.00 | 27,680.40 | (6,319.60) | 81% |
| Police Grants Fund Revenue Totals | 34,000.00 | 27,680.40 | (6,319.60) | 81% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for Feb 67% |
|---|------------------|------------------|---------------------|-------------------------------------|
| Overtime | 19,100.00 | 8,033.31 | (11,066.69) | 42% |
| Misc Expense | 9,400.00 | 2,796.04 | (6,603.96) | 30% |
| Police Grants Fund Expenditure Totals | 28,500.00 | 10,829.35 | (17,670.65) | 38% |
| Misc Expense | 5,500.00 | 5,487.70 | (12.30) | 100% |
| Police Grants Capital Expenditure Totals | 5,500.00 | 5,487.70 | (12.30) | 100% |



Sponsor:
Mayor S. Lobdell

RESOLUTION
2026-003

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 BUDGET TO REALLOCATE FUNDS FROM THE PUBLIC WORKS FACILITY PROJECT TO THE LAND ACQUISITION OF 0 CHESTNUT STREET

WHEREAS, the Town Council of the Town of Townsend adopted the Fiscal Year 2026 Budget to provide funding for municipal operations, capital projects, and improvements within the Town; and

WHEREAS, the approved Fiscal Year 2026 Budget included funding allocated for the Public Works Facility project; and

WHEREAS, the Town has identified the opportunity to acquire the property located at 0 Chestnut Street for municipal purposes; and

WHEREAS, the Town Council finds it to be in the best interest of the Town to reallocate a portion of the funds originally budgeted for the Public Works Facility project to support the acquisition of the property located at 0 Chestnut Street; and

WHEREAS, the Town Council may amend the adopted budget to reflect adjustments in funding priorities when necessary to support municipal needs.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Townsend, Delaware, that the Fiscal Year 2026 Budget is hereby amended to transfer **Thirty-One Thousand Six Hundred Fifty Dollars (\$31,650.00)** from the **Public Works Facility Project budget line** to the **Land Acquisition budget line for the purchase of 0 Chestnut Street**.

BE IT FURTHER RESOLVED THAT that the Town Manager and Finance Officer are hereby authorized to make the necessary adjustments in the Town's financial records to reflect this budget amendment.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 1st day of April 2026.

Passed and Approved this 1st day of April 2026.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Julie Goodyear, Town Manager

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

Sent by Madison Meloni on Mar 5, 2026

Sent



Pole Buildings Unlimited Inc

575 N Dupont Hwy • Dover, DE 19901-3960 • Phone: 302-399-4420 • Fax: 3024504009

Julie Goodyear
Phone: 302-378-8082

Job Address:
657 South Street
Townsend, DE 19734

Print Date: 3-5-2026

Plumbing Additions

Change Order ID: **CO-0017**

| Description |
|---|
| 1. Supply and install 20' of 6" trench drain in garage 2. Supply and install oil separator/sand trap combination unit per code 3. Supply and install venting per manufacture instructions 4. Supply and install drainage to sewer outside 5. Backfill and tamp disturbed area 6. Specifications included with quote - Does not include installing concrete around trench drain or oil separator |

Total price: \$14,685.60

Changes to Original Scope of Work

Please review the terms and conditions of the contract

Any alteration or deviation from listed material specifications set forth in this agreement (i.e., all pages above terms and conditions) involving an extra cost shall be completed only upon a written and signed change order (no verbal agreements) and shall become an extra charge over and above the quoted Project Price. All change orders will be billed once accepted and must be paid for before any service is rendered.

Payment for the change order is due upon acceptance. Change orders accepted prior to the job start date will be due at the time of the first bank draw, and will be billed separately.

I confirm that my action here represents my electronic signature and is binding.

Payment for the change order is due upon acceptance. Change orders accepted prior to the job start date will be due at the time of the first bank draw, and will be billed separately.

I confirm that my action here represents my electronic signature and is binding.

Required clients

| |
|-----------------------------|
| <p>Julie Goodyear</p> <hr/> |
|-----------------------------|

Police Building Budget

Last Updated: 1/16/2026

Funding Amounts:

| | |
|------------------------|---------------------|
| 1st Grant: | \$373,260.00 |
| 2nd Grant: | \$300,000.00 |
| Townsend Funds Support | \$80,000.00 |
| Total: | \$753,260.00 |

Approved Expenses:

| | | |
|---|---------------------|---|
| Building Contract- Pole Buildings unlimited | \$449,506.00 | Signed Contract on 10/20/25 |
| RVE- Project Manager | \$44,683.00 | |
| Engineering Support- Survey & Field Study | \$9,500.00 | Estimate- waiting on invoice |
| Storage (10 months), waived \$15 set up fee | \$1,425.00 | |
| Change Order- Stone 3ft 6" on front of building | \$ 11,640.00 | PS committee selected this option on 11/5/2025 |
| Change Order 12x8 A-Frame finished Porch (metal liner ceiling, headers wrapped, and white vinyl sleeves on posts, 8/12 pitch) | \$ 8,458.00 | PS committee selected this option on 11/5/2025 |
| Stone Bases (front porch) for two | \$ 1,440.00 | PS committee selected this option on 11/5/2025 |
| Change Order- add additional 16X7 Overhead Door, Electric Opener, and Low-Headroom Track | \$ 4,260.00 | PS committee selected this option on 11/5/2025 |
| Change Order- Ballistic Receptionist Window | \$ 9,828.24 | PS committee selected this option on 11/5/2025 |
| Change Order- Change front door to double door | \$ 2,302.28 | PS committee selected this option on 11/5/2025 |
| Change Order- Change Seven (7) interior doors to Steel and the rest solid core | \$ 2,904.00 | PS committee selected this option on 11/5/2025 |
| Change Order- 9' wide x 10' long ADA Handicap Ramp | \$ 750.00 | PS committee selected this option on 11/5/2025 |
| Change Order- Increase Overhead Door width to 16' (from 12') | \$ 300.00 | PS committee selected this option on 11/5/2025 |
| Change Order- Fill Dirt | \$ 7,014.00 | Per contract- fill dirt is separate charge |
| Change Order- Structured Cabling | \$20,300.00 | Council approved on 1/7/6 |
| Change Order- Access Control | \$24,600.00 | Council approved on 1/7/6 Monthly costs of \$120.00 |
| Change Order- intrusion Detection | \$6,100.00 | Council approved on 1/7/6 Monthly costs of \$42.95 |
| Change Order- Video Surveillance | \$21,920.00 | Council approved on 1/7/6 Monthly costs of \$212.50 |
| Change Order- Generator | 60,852.00 | PS committee selected this option on 11/5/2025 |
| Total Costs: | \$687,782.52 | |
| Remaining Balance: | \$65,477.48 | |

Change Order Requests- Not yet approved

| | | |
|--|--------------|--|
| Change Order- Install Townsend PD Signage on front of building | \$ 2,398.00 | Estimate received on 11/10/25 by Signarama monthly costs of \$59.95 (fire alarm system monitoring) & |
| Change Order- Code Compliant Fire Alarm | \$23,000.00 | \$45.00 annual system inspection |
| Change Order- Move Service & Charging Station to Building Rear | \$ 9,534.00 | Leave the service on the right side of the old building and electric company will run conduit from new 400 amp service underground to the pole on the street corner for power hook up. J&B would relocate the EV chargers on the back side of the building. Price includes pipe, wire, labor, and mounting and relocating the existing chargers and cord holder. This would be the best location to install the generator as well for maintenance purposes, and it would be out of the way. Price also includes disposing of the existing EV service out by the road and coordination with the power company for the disconnecting of the service. |
| Change Order- perimeter Site Lighting | \$ 5,616.00 | Site lighting added around the perimeter of the building. (6) wall pack lights labor and wire in price. |
| Change Order- (3) quad outlets in officer stations | \$ 1,584.00 | |
| Change Order- (3) quads added in utility room | \$ 1,584.00 | |
| Change Order- floor outlets with data in officer room | \$ 2,022.00 | |
| Change Order- up high TV outlets added to (5) rooms | \$ 990.00 | |
| Change Order- Fire Alarm Rough-In for Advantech | \$ 14,515.20 | Perform the fire alarm rough-in for Advantech. Conduit, boxes, pul strings, and 120 Volt power for the fire alarm and security panel. |
| Change Order- Plumbing Changes | \$ 14,685.60 | |

Earl notes- there is some duplication here... should get some savings

| | |
|-------------------------|---------------------|
| Remaining Change | |
| Orders Total: | \$ 75,928.80 |



2025 Ford PIU Patrol Slick Top Vehicle Upfit

Quote #071478 v1

Prepared by:

Island Tech Services

Alexander Nardone
49 Brenda Lane
Unit E
Camden, DE 19934

P: (302) 233-7521
E: ANardone@itsg.us.com

Bill to:

**Townsend Police Department
(DE)**

Earl McCloskey
661 South St
Townsend, DE 19734

P: +13026031789
E: Earl.McCloskey@cj.state.de.us

Ship to:

**Townsend Police Department
(DE)**

Earl McCloskey
661 South St
Townsend, DE 19734

P: +13026031789
E: Earl.McCloskey@cj.state.de.us

Date Issued:

02.27.2026

Expires:

04.28.2026

Contract #:

| Lighting - Sirens | | Price | Qty | Ext. Price |
|-------------------|--|----------|-----|------------|
| MPSC2X-RW | Federal Signal MPS C SERIES, X, DUAL, RED/WHT Grille Light | \$123.00 | 1 | \$123.00 |
| MPSC2X-BW | Federal Signal MPS C SERIES, X, DUAL, BLU/WHT Grille Light | \$123.00 | 1 | \$123.00 |
| MPSMW9-FPIU25MIR | Federal Signal MPSW9 MIRROR BRACKETS Mirror Light Brackets | \$25.00 | 1 | \$25.00 |
| MPS63U-RBW | Federal Signal TRI COLOR,18-LED,RED/BLUE/WHIT Mirror Lights | \$140.00 | 2 | \$280.00 |
| MPS122U-RB | Federal Signal DUAL COLOR,24-LED,RED/BLUE Rear Cargo Window Lights | \$146.00 | 2 | \$292.00 |
| EXPMOD24 | Federal Signal PATHFINDER 24-CHANNEL EXPANSIO Electronics *PROMO PRICING* | \$246.00 | 1 | \$246.00 |
| OBDKABLE20-6 | Federal Signal OBDKABLE,'23+ VEHICLE MODELS Electronics *PROMO PRICING* | \$128.00 | 1 | \$128.00 |
| FHL-TAIL | Federal Signal FLASHER,REAR,ALTERNATING Tail Light Flasher | \$86.00 | 1 | \$86.00 |
| SIFMJS-FPIU25-P3 | Federal Signal SIFMJS, STOCKED Front ILS Visor RED BLUE WHITE *PROMO PRICING* | \$936.00 | 1 | \$936.00 |
| SIFMJH-FPIU20-P3 | Federal Signal SIFMJH,STOCKED REAR ILS VISOR RED BLUE AMBER *PROMO PRICING* | \$936.00 | 1 | \$936.00 |
| MPSM12-LB | Federal Signal KIT,L-BRACKET,SINGLE HD Rear Cargo Window Light Bracket | \$12.00 | 2 | \$24.00 |



| Lighting - Sirens | | Price | Qty | Ext. Price |
|--|--|------------|-----------|-------------------|
| PF200 | Federal Signal PATHFINDER,100/200W,SELF-CONT *PROMO PRICING* | \$1,000.00 | 1 | \$1,000.00 |
| ESB-FPIU20NDB | Federal Signal ES100-AS124 SNGL.SPKR BRKT FRONT SPEAKER MOUNT *PROMO PRICING* | \$0.00 | 1 | \$0.00 |
| ES100C | Federal Signal SPKR,EMERG, 100W,PLASTIC, FRONT SPEAKER *PROMO PRICING* | \$0.00 | 1 | \$0.00 |
| MPS31U-R | Federal Signal SNGL COLOR,3-LED,RED REAR HATCH WARNING RED ONLY | \$74.00 | 1 | \$74.00 |
| MPS31U-B | Federal Signal SNGL COLOR,3-LED,BLUE REAR HATCH WARNING BLUE ONLY | \$74.00 | 1 | \$74.00 |
| Customer will supply Cradlepoint, printer, printer power cable, radios, Blac-Rac Gunlock, and Axon Camera System for install | | | | |
| | | | Subtotal: | \$4,347.00 |

| Console / Transport / Electronics | | Price | Qty | Ext. Price |
|-----------------------------------|---|------------|-----|------------|
| 7170-0982-02 | Gamber Johnson 2020+ Ford PIU Single Cell Passenger Partition with Steel Mesh Rear Cargo Partition Single Cell Cage | \$1,842.00 | 1 | \$1,842.00 |
| 7160-1411 | Gamber Johnson 2020+ Ford PIU Window Bars Window Bars | \$302.00 | 1 | \$302.00 |
| 7160-1863 | Gamber Johnson Gun Mounting Bracket for 2020+ Ford PIU Single Cell Passenger Partitions Gunlock Mount | \$56.00 | 1 | \$56.00 |
| 7170-0822-04 | KIT - 2020+ FORD UTILITY DEEP CONSOLE KIT WITH PRNTR MOUNT, CUP HOLDER, REAR ARM Center Console | \$1,185.00 | 1 | \$1,185.00 |
| 7300-0599 | Gamber Johnson Kussmaul Dual USB-C & USB-A Port Module for Switch Knock-outs Console Accessory | \$161.00 | 1 | \$161.00 |
| 19740 | Gamber Johnson 1-1/2" Filler Panel w/ (2) 12V Knockouts + 2 Rocker Switch Knockouts Console Accessory | \$8.00 | 1 | \$8.00 |
| 7160-0063 | Gamber Johnson Cigarette lighter adapter kit (includes RoHS compliant 12 volt receptacle and wire kit) Console Accessory | \$28.00 | 2 | \$56.00 |
| 7160-0253 | Gamber-Johnson Vehicle Mount for Notebook Console Accessory | \$48.00 | 1 | \$48.00 |
| 7160-0250-02 | Gamber-Johnson NotePad Vehicle Mount for Notebook - Anodized Aluminum - Aluminum, Polycarbonate - 1 Console Accessory | \$327.00 | 1 | \$327.00 |



| Console / Transport / Electronics | | Price | Qty | Ext. Price |
|-----------------------------------|---|---------|-----------|-------------------|
| PP-MMSU-1 | Plastix Plus "Magnetic Mic" adapter kit | \$39.95 | 2 | \$79.90 |
| | | | Subtotal: | \$4,064.90 |

| ITS Shipping / Labor | | Price | Qty | Ext. Price |
|--------------------------|--|----------|-----------|-------------------|
| Vehicle-Upfit-Labor Rate | Hourly Labor Rate For Vehicle Upfit | \$115.00 | 39.5 | \$4,542.50 |
| Vehicle-Upfit-Supplies | Misc. Material to include connectors, wire, and hardware | \$350.00 | 1 | \$350.00 |
| Shipping | Shipping | \$620.00 | 1 | \$620.00 |
| | | | Subtotal: | \$5,512.50 |

| Future Options - * Contains Optional Items | | Price | Qty | Ext. Price |
|--|--|----------|----------------------|-----------------|
| BR-PJ883C90D12V | POCKETJET8 PJ883 PRINTER KIT, USB CABLE TYPE A TO TYPE C (90 DEG DOWN) 6FT, 12 V | \$846.00 | 1* | \$846.00 |
| LB3692-003 | Brother Auto Adapter - 14 ft Cable - 12 V DC Input - Black, Red - 1 | \$30.00 | 1* | \$30.00 |
| | | | * Optional Subtotal: | \$876.00 |

| Quote Summary | | Amount |
|-----------------------------------|--|--------------------|
| Lighting - Sirens | | \$4,347.00 |
| Console / Transport / Electronics | | \$4,064.90 |
| | | Subtotal: |
| | | \$8,411.90 |
| | | Shipping: |
| | | \$5,512.50 |
| | | Total: |
| | | \$13,924.40 |

| *Optional Expenses | | One-Time |
|--------------------|--|--------------------|
| Future Options | | \$876.00 |
| | | Optional Subtotal: |
| | | \$876.00 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. PANASONIC & GETAC PRODUCTS ARE BUILT TO ORDER AND NOT RETURNABLE.

A 3% PROCESSING FEE WILL BE ADDED TO ALL INVOICES PAID BY CREDIT CARD.

| Acceptance | |
|---------------------------|--|
| DE - Camden | Townsend Police Department (DE) |
| Alexander Nardone | |
| _____ Signature / Name | _____ Signature / Name |
| 03/04/2026 | _____ Initials |
| _____ Date | _____ Date |



TOWNSEND POLICE DEPARTMENT

2025 FORD PIU SLICKTOP

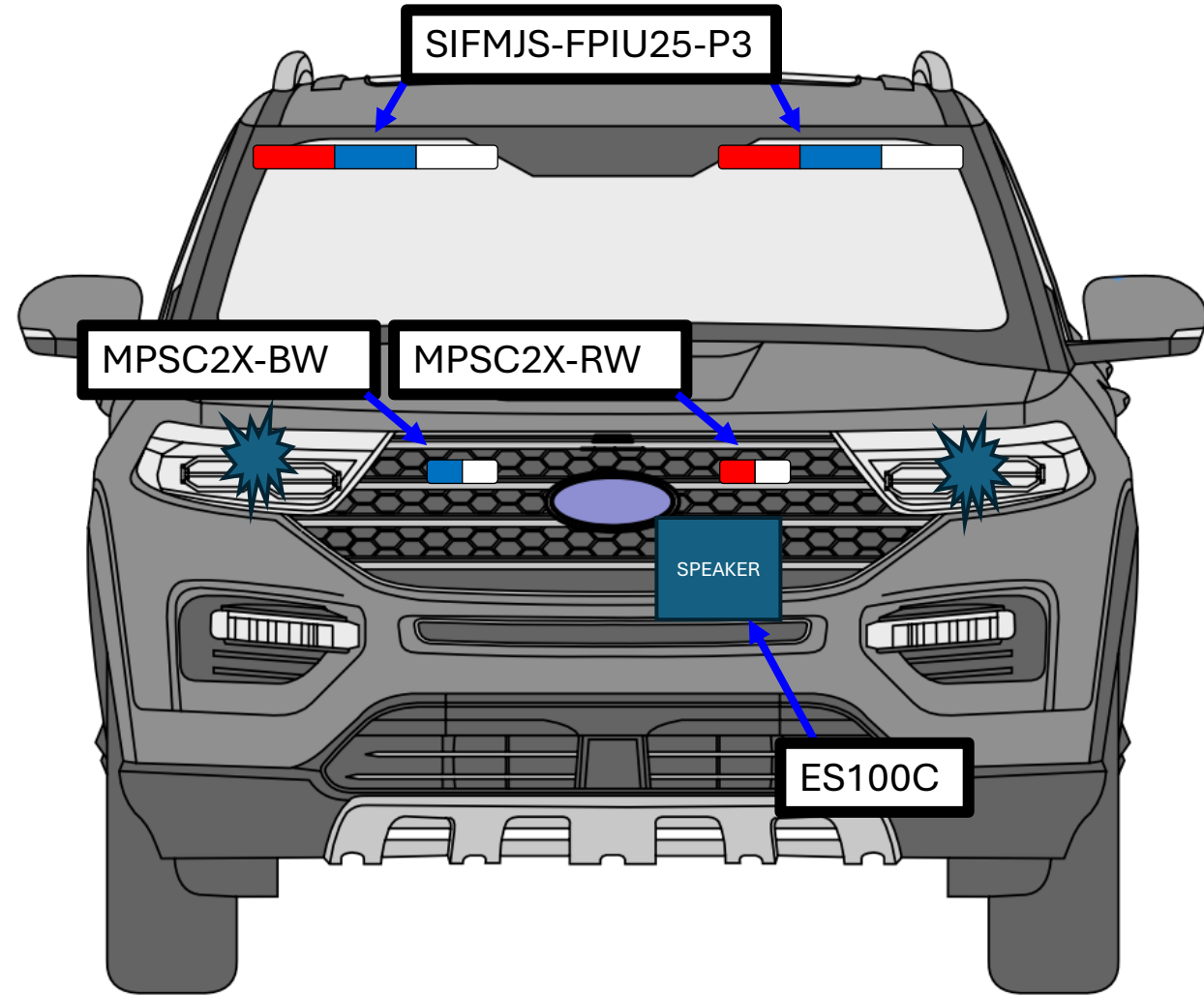
Prepared for Chief Earl McCloskey

Prepared by Alex Nardone



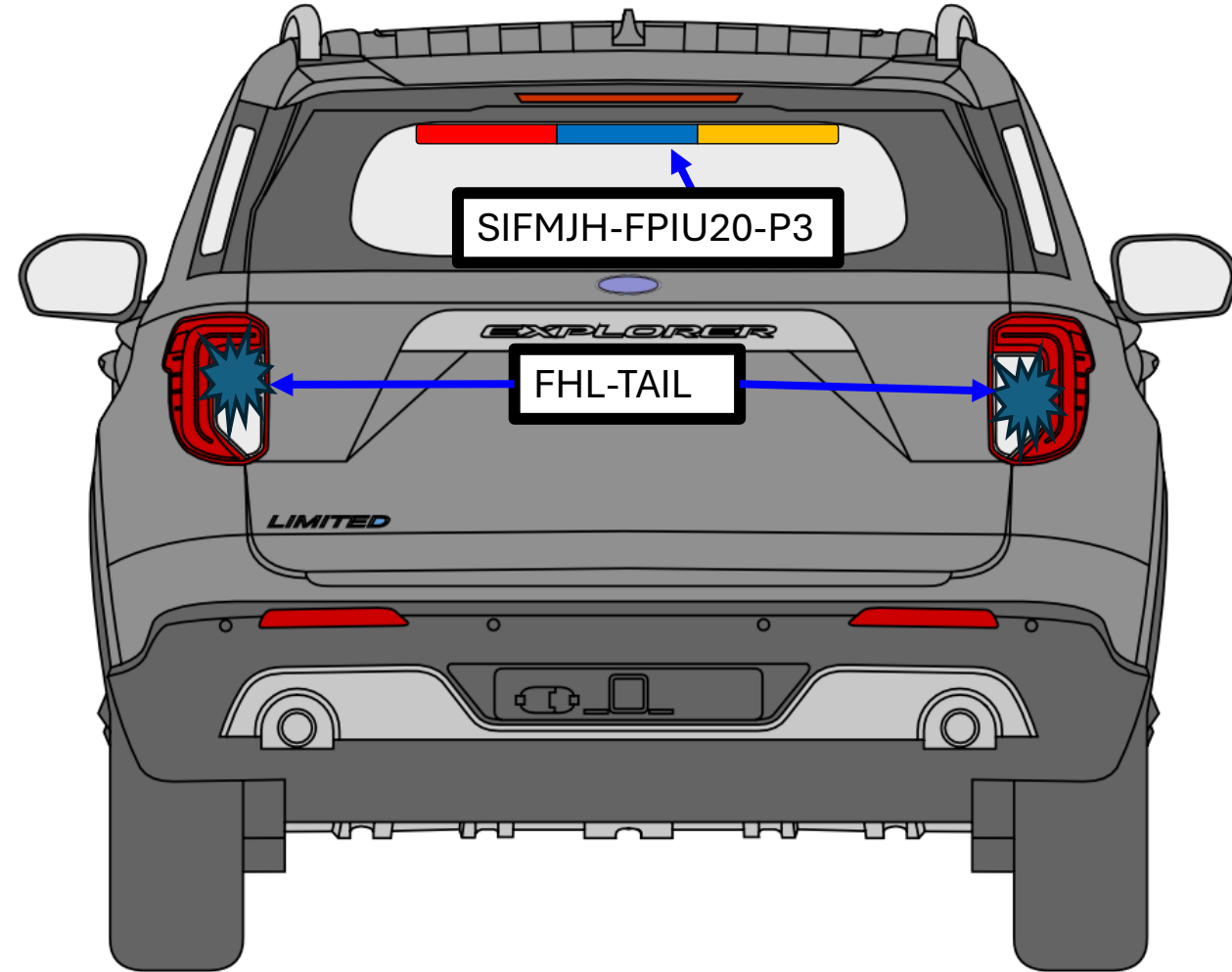
POLICE INTERCEPTOR UTILITY – FRONT VIEW

Notes

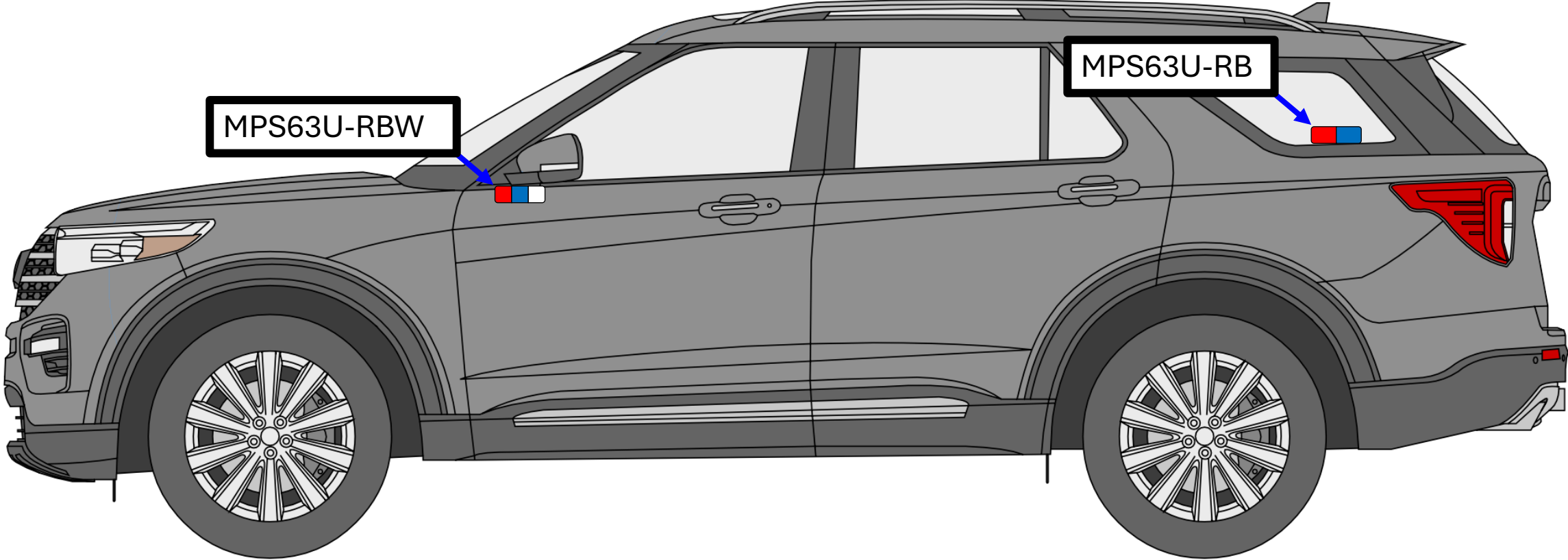


POLICE INTERCEPTOR UTILITY – REAR VIEW

Notes

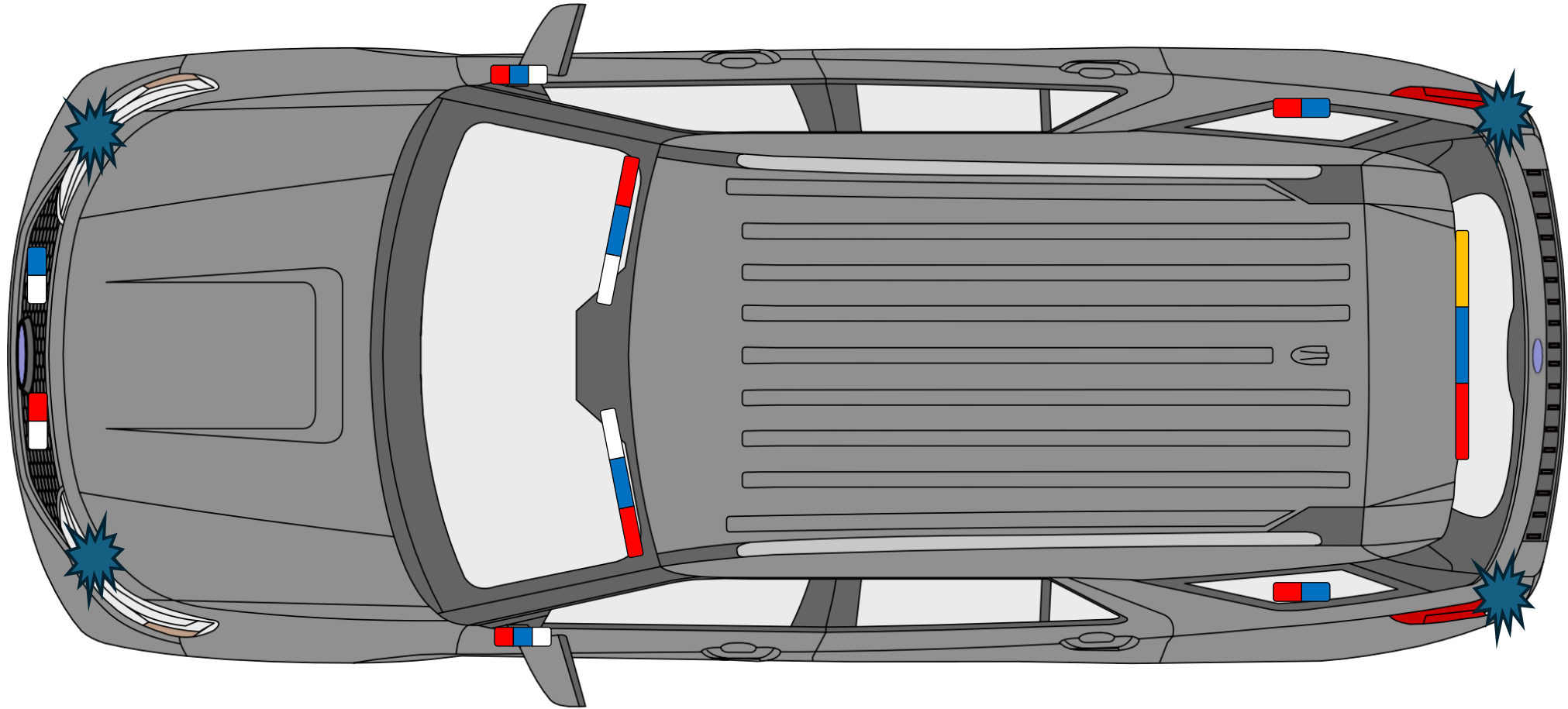


POLICE INTERCEPTOR UTILITY – SIDE VIEW



Notes

POLICE INTERCEPTOR UTILITY – TOP VIEW



Notes





2025 Ford F150 K9 Upfit

Quote #071497 v1

Prepared by:
Island Tech Services

Alexander Nardone
49 Brenda Lane
Unit E
Camden, DE 19934
P: (302) 233-7521
E: ANardone@itsg.us.com

Bill to:
Townsend Police Department (DE)

Earl McCloskey
661 South St
Townsend, DE 19734
P: +13026031789
E: Earl.McCloskey@cj.state.de.us

Ship to:
Townsend Police Department (DE)

Earl McCloskey
661 South St
Townsend, DE 19734
P: +13026031789
E: Earl.McCloskey@cj.state.de.us

Date Issued:
02.27.2026

Expires:
04.28.2026

Contract #:

| Lighting - Sirens | | Price | Qty | Ext. Price |
|-------------------|--|------------|-----|------------|
| PF200 | Federal Signal PATHFINDER,100/200W,SELF-CONT *PROMO PRICING* | \$1,000.00 | 1 | \$1,000.00 |
| ESB2-FRD15ND | Federal Signal BRKT KIT,DUAL ES100,15F-150 FRONT SPEAKER BRACKET *PROMO PRICING* | \$0.00 | 1 | \$0.00 |
| ES100C | Federal Signal SPKR,EMERG, 100W,PLASTIC, FRONT SPEAKER *PROMO PRICING* | \$0.00 | 1 | \$0.00 |
| SIFMJS-FD15-P3 | Federal Signal SIFMJS,STOCKED FRONT VISOR *PROMO PRICING* | \$936.00 | 1 | \$936.00 |
| MPS122U-RW | Federal Signal DUAL COLOR,24-LED,RED/WHITE GRILLE LIGHTS RED/WHITE | \$146.00 | 1 | \$146.00 |
| MPS122U-BW | Federal Signal DUAL COLOR,24-LED,BLUE/WHITE GRILLE LIGHTS BLUE/WHITE | \$146.00 | 1 | \$146.00 |
| MPS123U-RBW | Federal Signal TRI COLOR,36-LED,RED/BLUE/WHIT DRIVER AND PASSENGER SIDE FACING LIGHTS RED/BLUE/WHITE REAR FACING LIGHT | \$167.00 | 4 | \$668.00 |
| MPS62U-RB | Federal Signal DUAL COLOR,12-LED,RED/BLUE UNDER TAILGATE LIGHTS RED/BLUE ONLY | \$124.00 | 2 | \$248.00 |
| MPS122U-RB | Federal Signal DUAL COLOR,24-LED,RED/BLUE REAR WINDOW LIGHTS | \$146.00 | 4 | \$584.00 |



| Lighting - Sirens | | Price | Qty | Ext. Price |
|--|---|----------|-----------|-------------------|
| MPSM12-LB | Federal Signal KIT,L-BRACKET,SINGLE HD GRILLE LIGHT BRACKETS | \$12.00 | 2 | \$24.00 |
| MPSM12U-WIN | Federal Signal BEZEL & SHROUD KIT,MPSM12U REAR WINDOW LIGHT MOUNTS | \$49.00 | 4 | \$196.00 |
| FHL-TAIL | Federal Signal FLASHER,REAR,ALTERNATING Tail light Flasher | \$86.00 | 1 | \$86.00 |
| MPSM12U-FRD25DTL2 | Federal Signal KIT, 25 F-150, MPSM12U, DTL Tailgate Mounting bracket for Rear and Side Facing Light | \$55.00 | 1 | \$55.00 |
| EXPMOD24 | Federal Signal PATHFINDER 24-CHANNEL EXPANSIO Electronics | \$246.00 | 1 | \$246.00 |
| Customer will supply Cradlepoint, printer, printer power cable, radios, and Axon Camera System for install | | | | |
| | | | Subtotal: | \$4,335.00 |

| Console - Mounts | | Price | Qty | Ext. Price |
|------------------|--|----------|-----------|-------------------|
| 7170-0883-02 | Gamber Johnson KIT - 2021+ Ford F-150 Wide Body Console Box with Printer Mount, Cup Holder, and Side Armrest | \$965.00 | 1 | \$965.00 |
| 7160-0063 | Gamber-Johnson Cigarette Lighter Adapter Kit - 12 V DC Input - 1 | \$28.00 | 2 | \$56.00 |
| 7300-0599 | Gamber Johnson Kussmaul Dual USB-C & USB-A Port Module for Switch Knock-outs | \$161.00 | 1 | \$161.00 |
| 7300-0410 | LIND VoltVault Pro Shut Down Timer | \$62.00 | 1 | \$62.00 |
| 7300-0713 | Gamber-Johnson Lind Power Adapter - 120 W - 11 V DC, 16 V DC Input - 20 V DC Output | \$160.00 | 1 | \$160.00 |
| 7160-0250-02 | Gamber-Johnson NotePad Vehicle Mount for Notebook - Anodized Aluminum - Aluminum, Polycarbonate - 1 | \$327.00 | 1 | \$327.00 |
| 7160-0253 | Gamber-Johnson Vehicle Mount for Notebook | \$48.00 | 1 | \$48.00 |
| 7160-0220 | Gamber-Johnson Vehicle Mount - Black - Black | \$292.00 | 1 | \$292.00 |
| | | | Subtotal: | \$2,071.00 |

| Transport Systems | | Price | Qty | Ext. Price |
|-------------------|---|------------|-----|------------|
| K9-F23-PT-B | Havis K9 Prisoner Transport System For 2017-2025 Ford F-Series - Black | \$4,828.00 | 1 | \$4,828.00 |
| HA-2520 | ACE K9 - HEAT ALARM PRO Temperature Alarm System Includes Horn Activation, Siren Activation, Light Activation and Dual Window Drop. | \$1,232.00 | 1 | \$1,232.00 |
| HA-FWG-10 | ACE K9 - Heavy-Duty Fan Guard *does not fit Dodge Charger or Havis Inserts* | \$107.00 | 1 | \$107.00 |



| Transport Systems | | Price | Qty | Ext. Price |
|-------------------|---|----------|-----------|-------------------|
| HA-FKT10-P | 10" Fan, Activation Module, Manual Switch & Materials | \$298.00 | 1 | \$298.00 |
| | | | Subtotal: | \$6,465.00 |

| Shipping And Labor | | Price | Qty | Ext. Price |
|------------------------|--|----------|-----------|-------------------|
| SHIPPING | Shipping | \$400.00 | 1 | \$400.00 |
| LABOR | Labor | \$115.00 | 55 | \$6,325.00 |
| Vehicle-Upfit-Supplies | Misc. Material to include connectors, wire, and hardware | \$400.00 | 1 | \$400.00 |
| | | | Subtotal: | \$7,125.00 |

| Quote Summary | Amount |
|-------------------|------------------------------|
| Lighting - Sirens | \$4,335.00 |
| Console - Mounts | \$2,071.00 |
| Transport Systems | \$6,465.00 |
| | Subtotal: \$12,871.00 |
| | Shipping: \$7,125.00 |
| | Total: \$19,996.00 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. PANASONIC & GETAC PRODUCTS ARE BUILT TO ORDER AND NOT RETURNABLE.

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| Acceptance | |
|---------------------------|--|
| DE - Camden | Townsend Police Department (DE) |
| | |
| Alexander Nardone | |
| _____ Signature / Name | _____ Signature / Name |
| 03/04/2026 | |
| _____ Date | _____ Date |
| | Initials |



TOWNSEND POLICE DEPARTMENT

2025 FORD F150

K9 UNIT

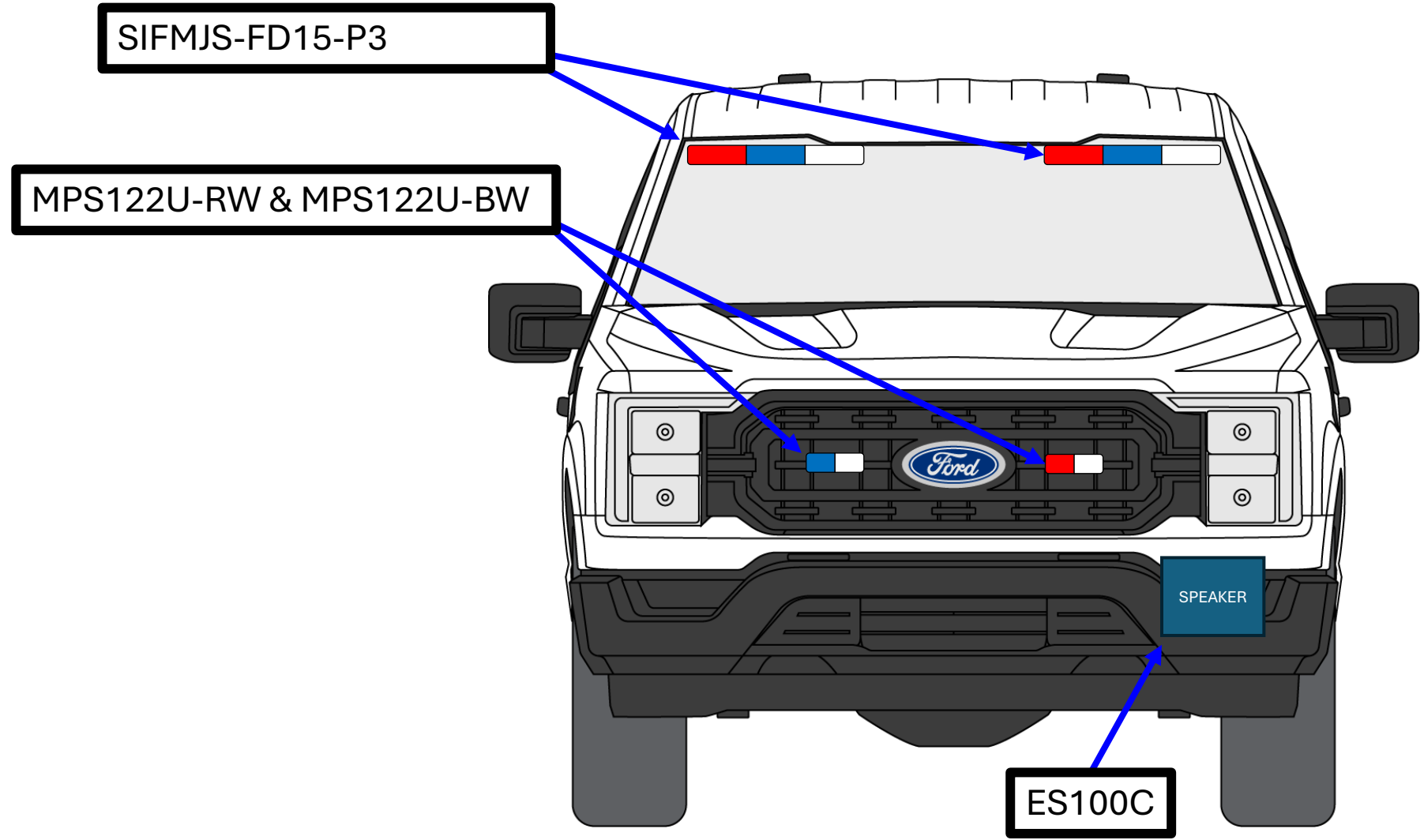
Prepared for Chief Earl McCloskey

Prepared by Alex Nardone



FORD F-150 – FRONT VIEW

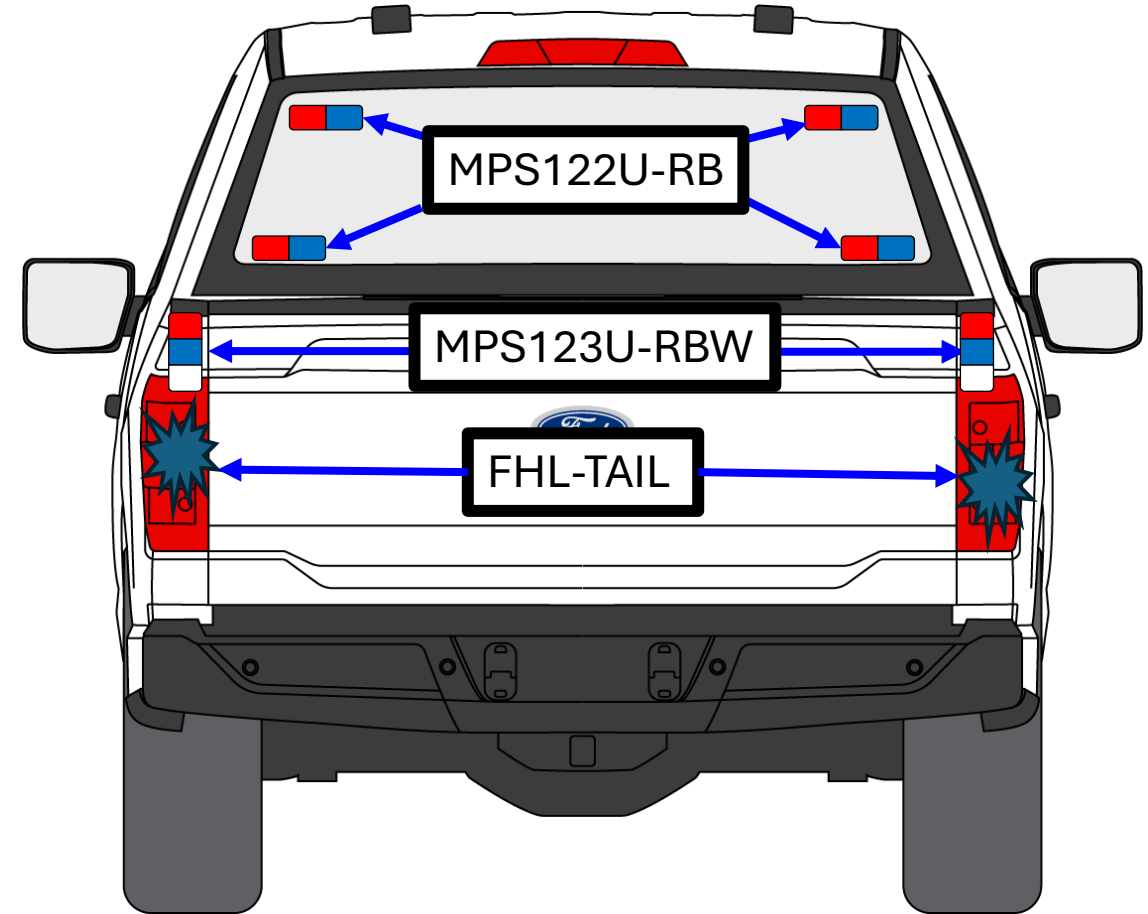
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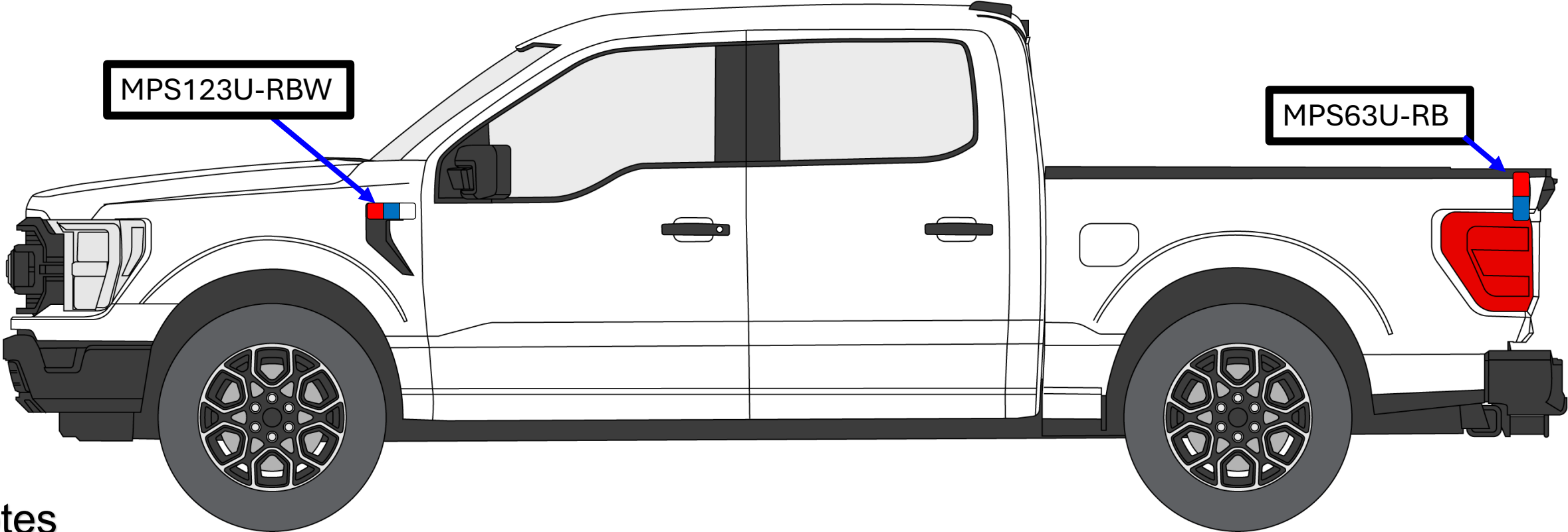
FORD F-150 – REAR VIEW

Notes

14 outputs with whites tied together for reverse and rear scene



FORD F-150 – SIDE VIEW



Notes



From: Lisa Hatfield <lhatfield@connollygallagher.com>
Sent: Monday, March 9, 2026 1:25 PM
To: Julie Goodyear
Subject: RE: Question Regarding Military Leave Pay Requirements

This message originated from outside the organization

Good afternoon Julie,

I did research and my apologies, I updated the Mayor while on a phone call about another topic and forgot to email you as well. You do not need to make up the difference. The State of Delaware chooses to do so for their employees, but there is no requirement for municipalities. You must allow him to maintain health insurance however, although I understand he is not on the Town plan. Just letting you know for future reference or in case that information is incorrect.

Thank you,
Lisa

Lisa R. Hatfield
PARTNER
lhatfield@connollygallagher.com



www.connollygallagher.com

O: (302) 757-7300
D: (302) 757-7317

267 E. Main Street
Newark, DE 19711

This message may contain confidential attorney-client communications or other protected information. If you believe you are not an intended recipient (even if this message was sent to your e-mail address), you may not use, copy, or retransmit it. If you believe you received this message by mistake, please notify us by return e-mail, and then delete this message. Thank you for your cooperation.

From: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Sent: Monday, March 9, 2026 1:17 PM
To: Lisa Hatfield <lhatfield@connollygallagher.com>
Subject: Question Regarding Military Leave Pay Requirements

Hey Lisa,

I wanted to follow up to see if you were able to do any research regarding whether the Town is required to compensate Brendin for the difference in his pay while he is on active duty with the military.

Specifically, could you please confirm whether there is any legal obligation under federal or Delaware law that requires the Town to make up the difference between his military pay and his regular Town salary while he is deployed?

If the Town is required to provide differential pay, could you also advise what documentation or information we should request from Brendin in order to remain compliant? For example,

should we be requesting copies of his military orders, LES statements, or any other documentation to verify pay and service status?

We want to ensure we are handling this appropriately and in compliance with all applicable regulations.

Thank you for your guidance on this matter, and please let me know if you need any additional information from me.

Best Regards,

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

"How beautiful a day can be when kindness touches it"
- George Elliston



P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 | www.Townsend.Delaware.Gov

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Townsend Police Department

Proposed Annual Pay Scale

| Rank | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 12 | Year 14 | Year 16 | Year 18 | Year 20 | Year 22 | Year 24 | Year 26 | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|-------------|-------------|---------|-------------|---------|---------|---------|---------|---------|--|
| Recruit | \$60,000.00 | | | | | | | | | | | | | | | | | | |
| Patrolman | \$62,100.00 | \$62,100.00 | \$64,894.50 | | | | | | | | | | | | | | | | |
| Patrolman FC <i>all subsequent years 3.5%</i> | | | | \$68,139.23 | | | | | | | | | | | | | | | |
| Corporal <i>Non-competitive promotion based on job performance. Must have 5 year's experience and meet professional standards</i> | | | | | \$70,524.10 | \$72,992.44 | \$75,547.18 | | | | | | | | | | | | |
| Master Corporal <i>Must have 7 year's experience**, competitive promotion</i> | | | | | | | | \$78,191.22 | n/a | \$80,927.91 | \$83,760.39 | | | | | | | | |
| Sergeant <i>Competitive promotion, must have at least 8 years experience**</i> | | | | | | | | | | \$87,948.41 | | | | | | | | | |
| Lieutenant <i>Competitive promotion or appointment by Chief, must have 12 years experience**</i> | | | | | | | | | | | | | \$92,345.83 | | | | | | |
| Chief <i>appointment by Town Council, COLA review every 3 years</i> | | | | | | | | | | | | | \$98,810.03 | | | | | | |

** If candidate does not meet the year benchmark for the rank, Chief must receive approval from Council before promotion.