

Townsend Town Council Meeting Agenda
May 6th, 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 April 1st, 2026, Town Council Meeting.
 - B. **ACTION ITEM:** Approval/Rejection of Town Council Executive Session Minutes from March 25th, 2026, Town Council Meeting.
- VI. **ACTION ITEM:** Girl Scout presentation for the Gaga Pit dedication.
- VII. **ACTION ITEM:** Discussion and review with potential vote of Council to approve Walnut St. Major Subdivision.
- VIII. **ACTION ITEM:** Discussion and review of updates on purchase of 0 Chestnut St.
- IX. Departmental Reports:
 - A. Mayor S. Lobdell
 - B. Town of Townsend Police Chief's Report
 - C. Town Solicitor Lisa Hatfield
 - D. Town Engineer Brian Miller
 1. **ACTION ITEM:** Discussion and review of "Townsend Cove" bond recommendation.
 2. **ACTION ITEM:** Discussion and review with potential vote of council to approve Bond Reduction request from Wilkinson Properties, LLC after review from Town Engineer as it relates to Major Subdivision "Townsend Crossings".
 - E. 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.

1. **ACTION ITEM:** Discussion and review with potential vote of Council for Resolution 2026-004 “Fee Schedule Changes”.
2. **ACTION ITEM:** Discussion and review with potential vote of Council for the purchase of park playground equipment.
3. **ACTION ITEM:** Discussion and review of PLUS response to Comp plan submission.

F. 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 March 2026 Budget vs. Actual Reports.
2. **ACTION ITEM:** Discussion and review with potential vote of Council on “Operating Reserve Policy”.

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

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

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.

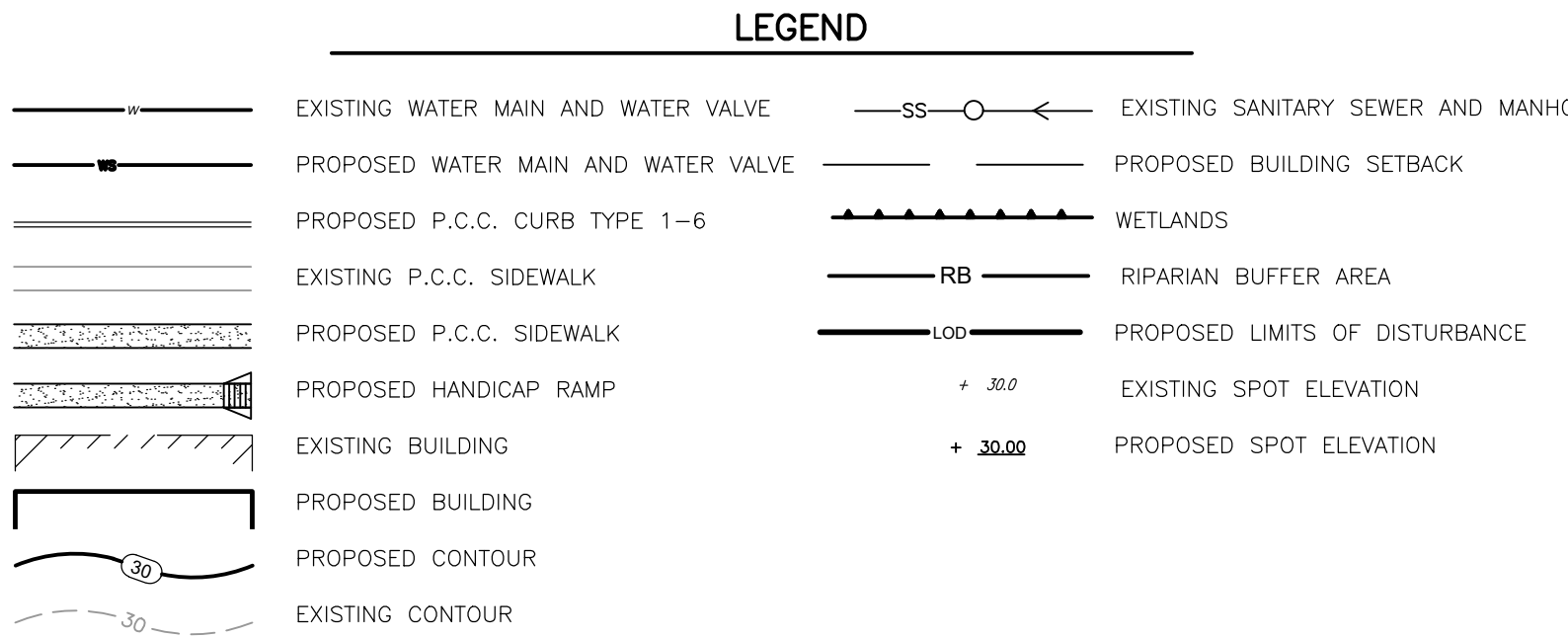
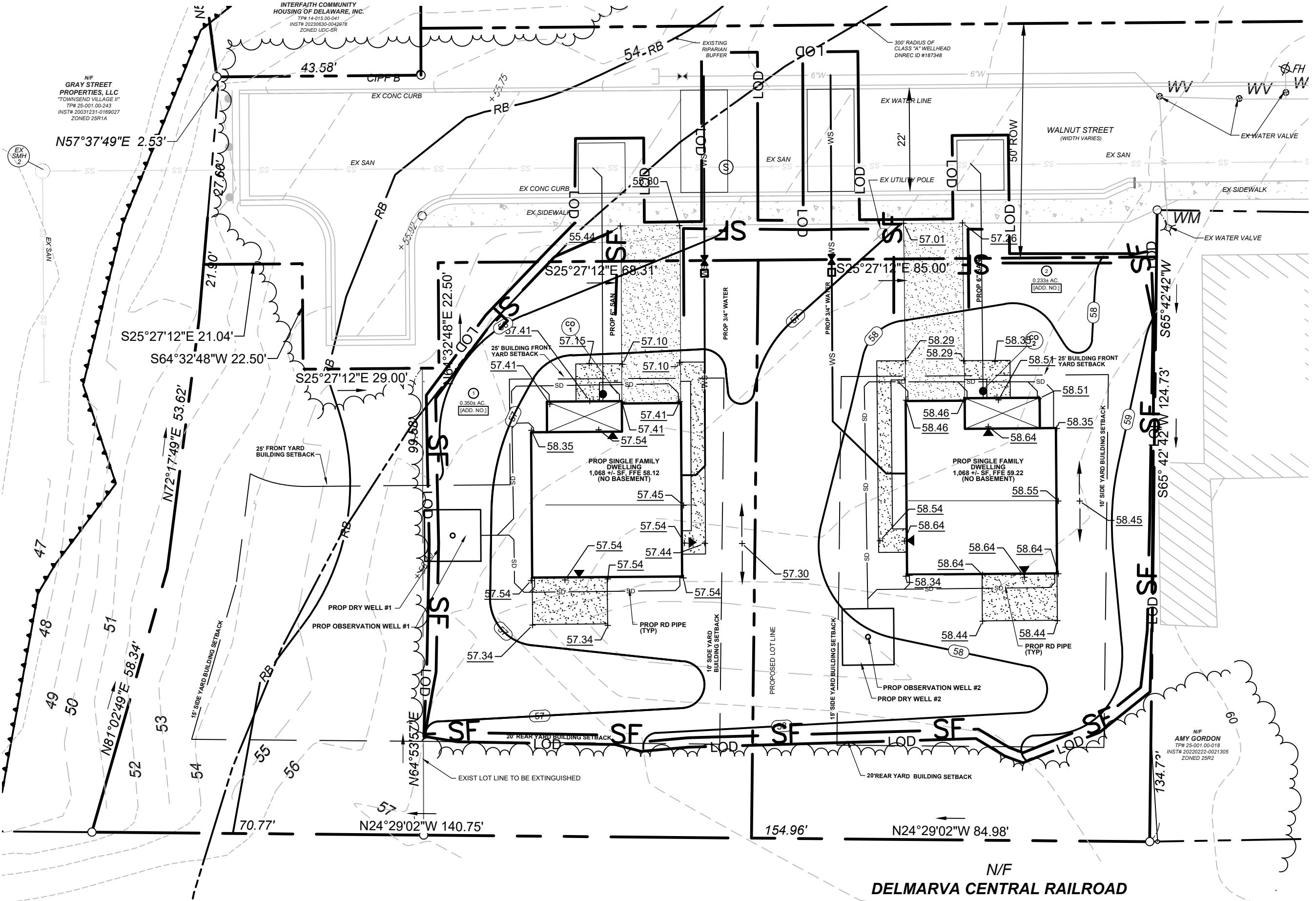
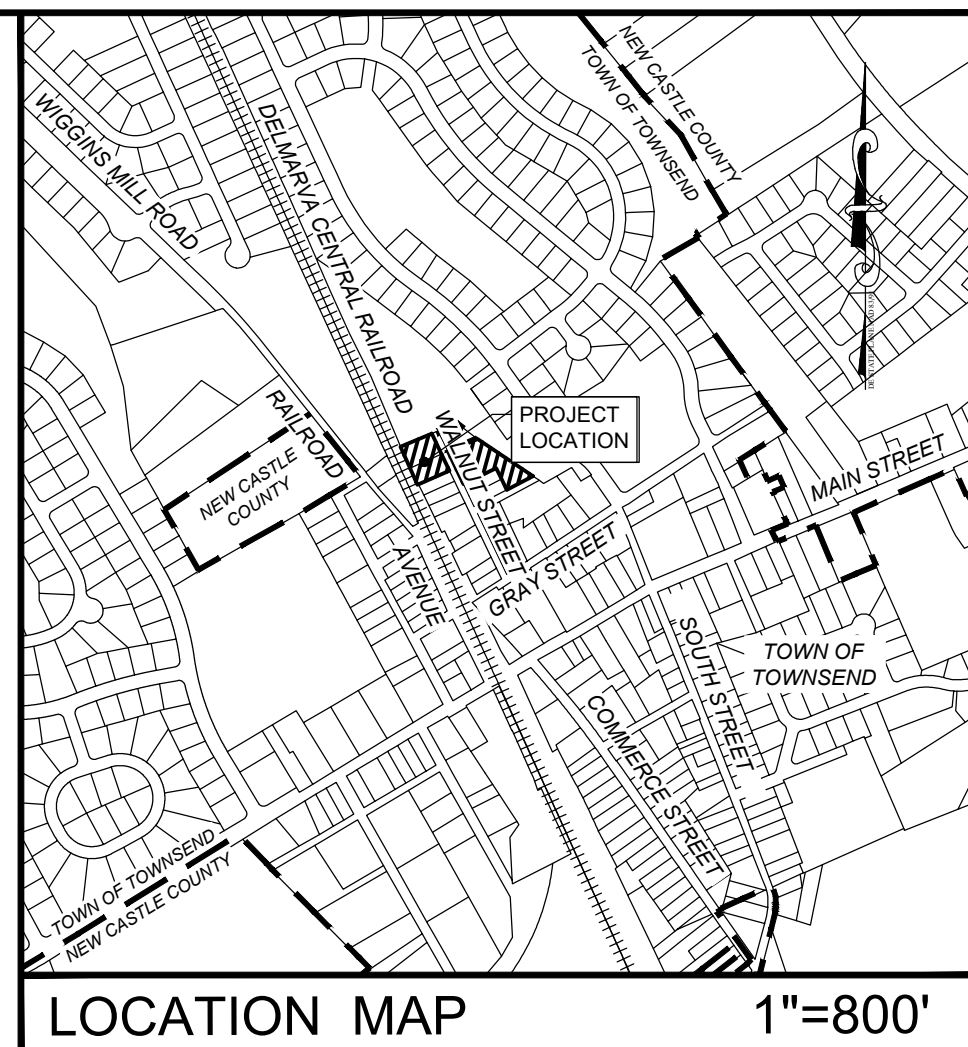
GENERAL DATA

- TAX PARCEL NUMBERS: 25-001.00-017, 25-001.00-265
- SOURCE OF TITLE: 20230630-0042978
- GROSS AREA: 0.645± ACRES
 PARCEL 25-001.00-017 0.477± ACRES
 PARCEL 25-001.00-265 0.167± ACRES
 NET AREA: 0.583± ACRES
 LOT 1 0.350± ACRES
 LOT 2 0.233± ACRES
- EXISTING ZONING: R1-A (RESIDENTIAL), TOWN OF TOWNSEND
 BULK AREA RESTRICTIONS
 STREET YARD SETBACK: 25'
 SIDE YARD: 10' (25' AGGREGATE)
 REAR YARD: 20'
 LOT AREA: 10,000 S.F. (0.230 AC.)
 BUILDING HEIGHT: 35'

- TOPOGRAPHIC SURVEY:
 - FIELD SURVEY BY LANDMARK SCIENCE & ENGINEERING, INC. IN JANUARY-JUNE 2024.
 - DATUM: HORIZONTAL: DEED PER INSTRUMENT 202306300042978 PAGE 8
 VERTICAL: NAVD 88
 BENCHMARK: EXISTING SANITARY MANHOLE RIM COVER WITHIN WALNUT STREET
 ELEVATION: 63.23
 - PERIMETER PROPERTY CORNER MARKERS:
 EXISTING (X)
 PROPOSED (X)

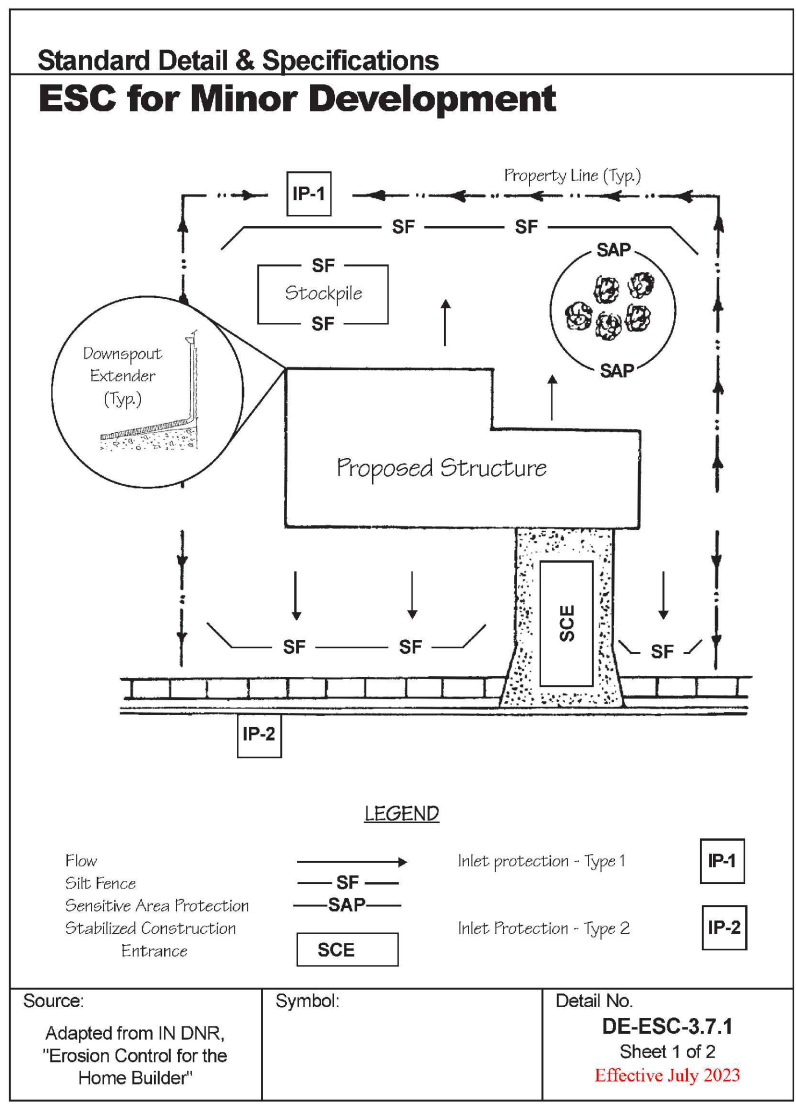
- EXISTING LOTS: 2 (R1-A RESIDENTIAL)
 PROPOSED LOTS: 2 (R1-A RESIDENTIAL)
- WATER SUPPLY: ARTESIAN WATER COMPANY
 WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, THE DELAWARE DEPARTMENT OF HEALTH, AND ARTESIAN WATER COMPANY.
- SANITARY SEWER: GRAVITY (NEW CASTLE COUNTY)
 SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS. AT THE TIME OF APPROVAL OF THIS PLAN, SEWER CAPACITY EXISTED TO ACCOMMODATE THE ANTICIPATED FLOWS GENERATED BY THIS ADDITIONAL DEVELOPMENT. NEW CASTLE COUNTY HAS COMMITTED TO PROVIDE SEWER IN ACCORDANCE WITH THE SEWER AGREEMENT FOR THIS DEVELOPMENT. THE OWNER OF THIS PROPERTY, HIS SUCCESSOR OR ASSIGNS, SHALL BE RESPONSIBLE FOR EXTENDING SEWER SERVICE TO EACH LOT SHOWN ON OR CREATED BY THIS PLAN.

- ESTIMATED SEWAGE FLOW GENERATION FOR THIS PROJECT, BASED ON TWO (2) SINGLE FAMILY DETACHED HOUSE UNITS IS (300 GPD / 1 UNIT) X 2 UNITS = 600 GPD.
- WETLANDS: THIS SITE WAS EVALUATED IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN THE 1987 CORPS OF ENGINEERS WETLAND DELINEATION MANUAL (TECHNICAL REPORT Y-87-1), AND SUBSEQUENT PUBLIC NOTICES, TO IDENTIFY THE PRESENCE OF JURISDICTIONAL WETLANDS. NO WETLANDS WERE FOUND BY OTHERS TO EXIST ON THE SITE, AS SHOWN ON THIS PLAN.
- DEBRIS DISPOSAL: NO DEBRIS WILL BE BURIED OR DISPOSED OF ON THIS SITE.
- WATER RESOURCE PROTECTION AREAS: THE ENTIRE PROPERTY IS LOCATED WITHIN AN AQUIFER RECHARGE WATER RESOURCE PROTECTION AREA (WRPA). THE SITE IS PARTIALLY LOCATED WITHIN A CLASS "A" WRPA WELLDHEAD, AS SHOWN ON THIS PLAN. SEE WRPA MAP FOR NEW CASTLE COUNTY, DE, SHEET 3 OF 3, DATED 1987, LAST REVISED MARCH 2022.
- NO 100-YEAR FLOOD PLAIN EXISTS ON THIS PARCEL, IN ACCORDANCE WITH FLOOD INSURANCE RATE MAP, 10003C0315L PANEL 315 OF 475, DATED JANUARY 22, 2020.
- DRAINAGE, EROSION AND SEDIMENT CONTROL AND STORMWATER MANAGEMENT SHALL COMPLY WITH THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL'S DELAWARE SEDIMENT AND STORMWATER REGULATIONS AND THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK.
- POSTAL ADDRESSES:
 ADDRESSES ARE AS ASSIGNED BY THE NEW CASTLE COUNTY GIS SERVICES.
 ALL ADDRESSES BELOW ARE FOR TOWNSEND, DE, 19734
 LOT 1 550 WALNUT STREET
 LOT 2 554 WALNUT STREET



- GENERAL NOTES**
- THE DNREC SEDIMENT AND STORMWATER PROGRAM (OR DELEGATED AGENCY) SHALL BE NOTIFIED IN WRITING 5 DAYS PRIOR TO COMMENCING WITH CONSTRUCTION. FAILURE TO DO SO CONSTITUTES A VIOLATION OF THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN.
 - REVIEW AND/OR APPROVAL OF THE SEDIMENT AND STORMWATER MANAGEMENT PLAN SHALL NOT RELIEVE THE CONTRACTOR FROM HIS OR HER RESPONSIBILITIES FOR COMPLIANCE WITH THE REQUIREMENTS OF THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS, NOR SHALL IT RELIEVE THE CONTRACTOR FROM ERRORS OR OMISSIONS IN THE APPROVED PLAN.
 - IF THE APPROVED PLAN NEEDS TO BE MODIFIED, ADDITIONAL SEDIMENT AND STORMWATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY DNREC OR THE DELEGATED AGENCY.
 - FOLLOWING SOIL DISTURBANCE OR REDISTURBANCE, PERMANENT OR TEMPORARY STABILIZATION SHALL BE COMPLETED FOR ALL PERMETER SEDIMENT CONTROLS, SOIL STOCKPILES, AND ALL OTHER DISTURBED OR GRADED AREAS ON THE PROJECT SITE WITHIN 14 CALENDAR DAYS UNLESS MORE RESTRICTIVE FEDERAL REQUIREMENTS APPLY.
 - ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL COMPLY WITH THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK LATEST EDITION.
 - AT ANY TIME A DEWATERING OPERATION IS USED, IT SHALL BE PREVIOUSLY APPROVED BY THE AGENCY CONSTRUCTION SITE REVIEWER FOR A NON-EROSIVE POINT OF DISCHARGE, AND A DEWATERING PERMIT SHOULD BE APPROVED BY THE DNREC WELL PERMITTING BRANCH.
 - APPROVAL OF A SEDIMENT AND STORMWATER MANAGEMENT PLAN DOES NOT GRANT OR IMPLY A RIGHT TO DISCHARGE STORMWATER RUNOFF. THE OWNER/DEVELOPER IS RESPONSIBLE FOR ACQUIRING ANY AND ALL AGREEMENTS, EASEMENTS, ETC., NECESSARY TO COMPLY WITH STATE DRAINAGE AND OTHER APPLICABLE LAWS.
 - THE CONTRACTOR SHALL AT ALL TIMES PROTECT AGAINST SEDIMENT OR DEBRIS LADEN RUNOFF OR WIND FROM LEAVING THE SITE. PERIMETER CONTROLS SHALL BE CHECKED DAILY AND ADJUSTED OR REPAIRED TO FULLY CONTAIN AND CONTROL SEDIMENT FROM LEAVING THE SITE. ACCUMULATED SEDIMENT SHALL BE REMOVED WHEN IT HAS REACHED HALF OF THE EFFECTIVE CAPACITY OF THE CONTROL. IN ADDITION, THE CONTRACTOR MAY NEED TO ADJUST OR ALTER MEASURES IN TIMES OF ADVERSE WEATHER CONDITIONS, OR AS DIRECTED BY THE AGENCY CONSTRUCTION SITE REVIEWER.
 - BEST AVAILABLE TECHNOLOGY (BAT) SHALL BE EMPLOYED TO MANAGE TURBID DISCHARGES IN ACCORDANCE WITH REQUIREMENTS OF 7. DEL. C. CH 60, REGULATIONS GOVERNING THE CONTROL OF WATER POLLUTION, SECTION 9.102, KNOWN AS SPECIAL CONDITIONS FOR STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITIES, AND DNREC POLICIES, PROCEDURES, AND GUIDANCE.

- SEQUENCE OF CONSTRUCTION**
- THE DNREC SEDIMENT AND STORMWATER PROGRAM (OR DELEGATED AGENCY) SHALL BE NOTIFIED IN WRITING 5 DAYS PRIOR TO COMMENCING WITH CONSTRUCTION. FAILURE TO DO SO CONSTITUTES A VIOLATION OF THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN.
 - INSTALL PERIMETER CONTROLS AS SHOWN ON THE EROSION AND SEDIMENT CONTROL PLAN. ONLY THOSE AREAS WHERE THESE CONTROLS ARE INITIALLY INSTALLED SHALL BE DISTURBED. THE CONTROL MEASURES ARE AS FOLLOWS:
 - MARK ALL LIMITS OF DISTURBANCE SHOWN FOR CONSTRUCTION WITH SILT FENCE OR ORANGE SAFETY FENCING, AS APPLICABLE.
 - INSTALL STABILIZED CONSTRUCTION ENTRANCE
 - INSTALL POLLUTION PREVENTION PRACTICES, INCLUDING BUT NOT LIMITED TO:
 - SPILL CONTROL
 - COMMENCE ROUGH-GRADING SITE AS REQUIRED, ENSURING THAT ALL RUNOFF IS DIRECTED TOWARD THE PROPER SEDIMENT CONTROL MEASURES PREVIOUSLY INSTALLED.
 - FINE GRADE ALL AREAS INTENDED TO RECEIVE PERMANENT STABILIZATION MEASURES, AS INDICATED IN DESCH DETAIL 3.4.3, WITH 6" COMPACTED TOPSOIL AND PROVIDE PERMANENT SEEDING AND STRAW MULCH. CONTRACTOR TO POWER RAKE TOPSOIL AND REMOVE ALL DEBRIS AND STONE. CONTRACTOR TO LIGHTLY SCARIFY SUBGRADE PRIOR TO TOPSOIL DISTRIBUTION AND FINAL GRADING. FINAL GRADE TO BE A SMOOTH, MOVABLE SURFACE FREE OF BUMPS AND RIDGES.
 - NOTIFY NCCD OF COMPLETION. EROSION AND SEDIMENT CONTROL MEASURES MAY BE REMOVED AFTER WORK IN THE AREA HAS BEEN COMPLETED, THE AREA IS PERMANENTLY STABILIZED, AND UPON WRITTEN APPROVAL FROM NCCD.



- Standard Detail & Specifications ESC for Minor Development**
- Construction Notes:**
- Evaluate the Site.
 - Identify Vegetation to Be Saved
 - Protect Trees and Sensitive Areas
 - Install Perimeter Erosion And Sediment Controls.
 - Protect down-slope areas with vegetative filter strips.
 - Protect down-slope areas with silt fence.
 - Restrict all site access to stabilized construction entrance to prevent vehicles from tracking mud onto roadways.
 - Install inlet protection on nearby storm drain inlets.
 - Prepare the Site for Construction.
 - Salvage and Stockpile the Topsoil/Subsoil
 - Build the Structure(s) and Install the Utilities.
 - Install Downspout Extenders
 - Maintain the Control Practices.
 - Maintain all erosion and sediment control practices until construction is completed and the lot is stabilized.
 - Inspect the control practices a minimum of twice a week and after each storm event, making any needed repairs immediately.
 - Revegetate the Building Site.
 - Redistribute the stockpiled subsoil and topsoil.
 - Seed or sod bare areas.
 - Mulch newly seeded areas.
 - Remove Remaining Temporary Control Measures.

NEW CASTLE CONSERVATION DISTRICT
Sediment and Stormwater Management
Plan Approval

Project ID: 2026-01 & 2026-02
 By: *[Signature]*
 Approval Date: 01/15/2026
 Expiration Date: 01/15/2031

PLAN SCALE 1" = 20'

TOTAL LIMIT OF DISTURBANCE = 17,785 SF (0.41 AC)

APPLICATION NO. 2024-____(S)
 STANDARD PLAN FOR
INTERFAITH COMMUNITY HOUSING
WALNUT STREET WEST
 TOWN OF TOWNSEND - NEW CASTLE COUNTY, DELAWARE

OWNER/DEVELOPER
 INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC.
 1000 W. WALNUT STREET
 WASHINGTON, DE 19801
 (302) 388-7144

DEPARTMENT OF LAND USE APPROVAL BLOCK

MCKIM & CREED
 Landmark Science & Engineering
 a McKim & Creed Company
 200 CONTINENTAL DRIVE, SUITE 400
 NEWARK, DE 19713
 NEWARK, DE 19717
 FAX: (302) 323-8461
 WWW.LANDMARK-SC.COM
 WWW.MCKIMANDCREED.COM
 INFO @ MCKIMANDCREED.COM
 http://www.mckimandcreed.com

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THIS DRAWING DOES NOT INCLUDE THE NECESSARY PERMITS FOR CONSTRUCTION SAFETY.

ALL CONSTRUCTION MUST BE DONE IN ACCORDANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT AND ALL APPLICABLE RULES AND REGULATIONS THEREUNDER.

SCALE: 1"=20'
 DATE: 01-26-2026
 SHEET: CE-01 OF 01

DRAWN BY: CML
 DESIGN BY: CML
 CHECK BY: CML

GRAPHIC SCALE
 0 10 20 40

COMMISSION: C3883-1

FILE NAME: C0883 STD PLAN - VVWEST.dwg
 © 2025 MCKIM & CREED, INC.

P:\C3883\307 GRAY STREET\C3883-1 RECORD AND SITE PLAN\PLANS\CONSTRUCTION STD PLAN - VVWEST.DWG





New Castle Conservation District

2430 Old County Road - Newark, Delaware 19702 - Phone (302) 832-3100, Ext. 3 - Fax (302) 832-5060

January 15, 2026

Carlton Bowers
Interfaith Community Housing of Delaware, Inc.
613 N. Washington Street
Wilmington, DE 19801

Re: Standard Plan Approval – Walnut Street West (2026-01 & 2026-02)

Dear Ms. Ohm:

The proposed standard plan for the Walnut Street West project in the Town of Townsend is hereby approved. Please note that approval expires on January 15, 2031.

Approval of a standard plan does not exclusively grant or imply a right to discharge stormwater runoff. This plan approval pertains only to compliance with the *Delaware Sediment and Stormwater Regulations* and the current version of the "Delaware Erosion and Sediment Control Handbook". Please understand that the approval of this plan does not relieve the owner/developer from complying with any and all additional federal, state, county, or municipal laws and regulations.

If we may be of any assistance to you regarding implementation and maintenance of this plan, please call. Please contact me at 302-365-8975 or by e-mail when work has started.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Richard Fain'.

Richard Fain, PE
Assistant Program Manager

cc: Julie Goodyear, Town of Townsend
Dwight Walters, NCCD



DEPARTMENT OF PUBLIC WORKS
187-A OLD CHURCHMAN'S ROAD
NEW CASTLE, DE 19720
(302) 395-5700

March 31, 2026

Craig Lynch, P.E.
McKim & Creed
By email

Dear Mr. Lynch:

RE: Sewer Connection Plan for Interfaith Community Housing Walnut Street West (NCC DPW WO LAT2026-034 & LAT2026-024)

The New Castle County Department of Public Works has approved the sewer connection plan for the above referenced property, attached are:

1. An electronic copy of the approved sewer plan.

Before commencing the work, a preconstruction meeting must be scheduled by the installer and conducted with this Department's designated inspection representatives. Contact Stephen Ashiara at 302-395-5752 to schedule.

The proposed sewer collection system including sewer laterals and their connections must be inspected as it is installed by the designated representative of this Department. Contact Stephen Ashiara at 302-395-5752 or at stephen.ashiara@newcastlede.gov to schedule the inspection at least two (2) full business days prior to any excavation or any activity involving installation of the proposed sanitary sewer piping and appurtenances, including the standard cleanout and cleanout protection. The Department will not release the sewer acceptance inspection associated with any building permit apart from completing the inspection and acceptance procedures as set forth in the approved plan and Article 32.03 of the New Castle County Standard Specifications for Construction. In addition, all work in the public right-of-way must be completed according to conditions contained in the DelDOT Utility Installation permit.

You are reminded that the installation of sewer service on private property cannot commence without a plumbing permit from the Department of Land use.

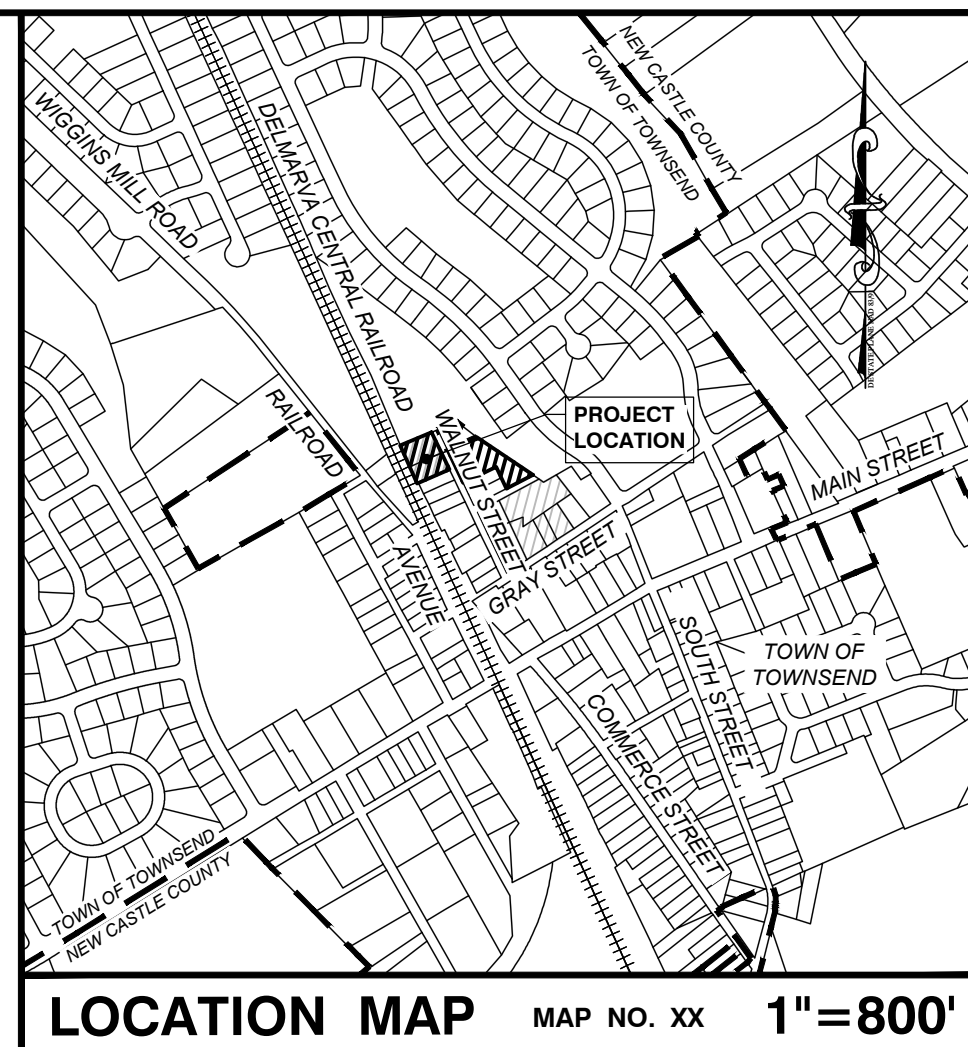
Respectfully,

A handwritten signature in black ink, appearing to read 'Eric Laramore', is written over a light blue horizontal line.

Eric Laramore
Engineering Services Manager

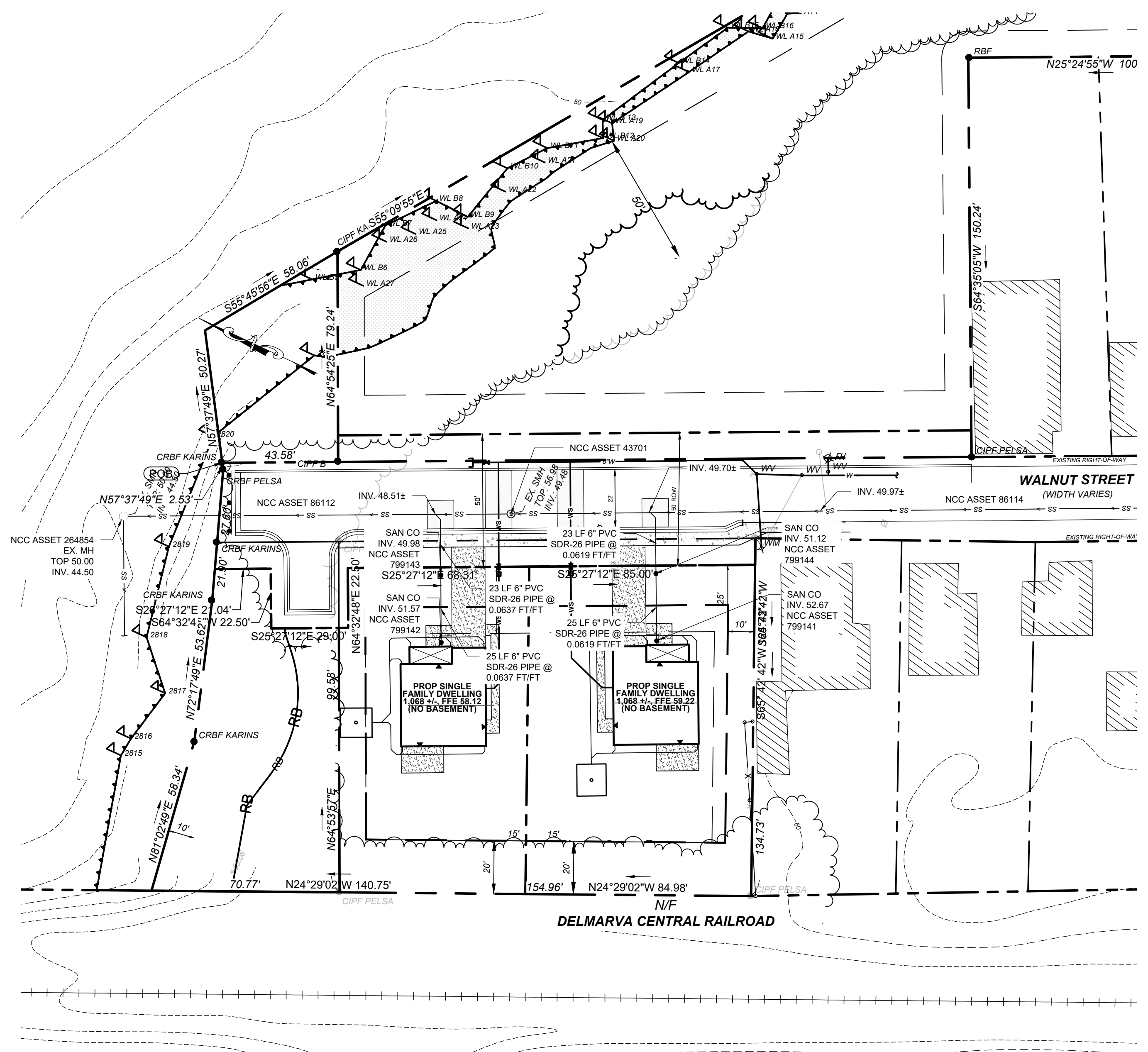
Copy to: Stephen Ashiara
Dave Lafferty

APPLICATION NO. XXXX-XXXX(S) SANITARY CONNECTION PLAN FOR INTERFAITH COMMUNITY HOUSING WALNUT STREET WEST TOWN OF TOWNSEND HUNDRED - NEW CASTLE COUNTY DELAWARE



- GENERAL NOTES**
- A CONSTRUCTION PERMIT ISSUED BY THE STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION (DELDOT) IS REQUIRED BEFORE ANY WORK IS PERFORMED WITHIN A DELDOT RIGHT-OF-WAY. ALL WORK PERFORMED WITHIN DELDOT RIGHT-OF-WAY OR PROPERTY OWNED BY THE STATE OF DELAWARE SHALL BE PERFORMED IN ACCORDANCE WITH THE MOST RECENT DELDOT STANDARD SPECIFICATIONS AND UTILITY MANUAL.
 - AS STATED IN THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT) UTILITIES MANUAL REGULATIONS, WHERE SANITARY SEWER INSTALLATION IS PROPOSED WITHIN THE EXTENTS OF RIGHT-OF-WAY(S) DESIGNATED FOR DEDICATION TO THE STATE OF DELAWARE THE OWNER OR DEVELOPER IS RESPONSIBLE TO OBTAIN THE APPROPRIATE DELDOT UTILITY INSTALLATION PERMIT PRIOR TO INSTALLING THE SANITARY SEWER.
 - AS STATED IN THE STATE OF DELAWARE, DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT CONTROL REGULATIONS GOVERNING THE CONTROL OF WATER POLLUTION, THE OWNER / DEVELOPER IS RESPONSIBLE TO OBTAIN A WASTEWATER FACILITIES CONSTRUCTION PERMIT FROM THE DNREC DIVISION OF WATER FOR PROJECTS ANTICIPATED TO GENERATE SEWAGE FLOWS MORE THAN 2,000 GALLONS PER DAY. THE DEPARTMENT WILL PROVIDE AN APPROVAL LETTER TO THE PERMITTEE FOR APPLICATION PURPOSES. COMPLIANCE WITH THE APPROVED SEWER CONSTRUCTION OR SEWER CONNECTION PLAN.
 - SANITARY SEWERS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE MOST RECENT NEW CASTLE COUNTY STANDARD SPECIFICATIONS FOR CONSTRUCTION, SPECIAL PROVISIONS, SUPPLEMENTAL SPECIFICATIONS, STANDARD DETAILS, AND THE RECOMMENDED STANDARDS FOR WASTEWATER FACILITIES OR STRICTER STANDARDS IDENTIFIED BY THE ENGINEER.
 - CONSTRUCTION SHALL NOT DEVIATE FROM THE PLANS AND SPECIFICATIONS APPROVED BY NEW CASTLE COUNTY WITHOUT WRITTEN PERMISSION FROM NEW CASTLE COUNTY'S DEPARTMENT OF PUBLIC WORKS.
 - DURING CONSTRUCTION, THE CONTRACTOR MUST HAVE IN THEIR POSSESSION ON SITE, A SET OF CONSTRUCTION PLANS BEARING NEW CASTLE COUNTY'S STAMP OF APPROVAL.
 - UPON CONNECTING TO AN EXISTING SANITARY SEWER LATERAL STUB, GRAVITY OR PRESSURIZED, THE INSTALLER SHALL BE RESPONSIBLE TO CLEAN, REPAIR AS NECESSARY AND VERIFY THAT SEWER FLOWS FROM THE NEW CONNECTION ARE ABLE TO PASS UNIMPEDED INTO THE NEW CASTLE COUNTY SYSTEM.
 - A PRECONSTRUCTION MEETING MUST BE CONDUCTED BEFORE INSTALLATION OF SANITARY SEWER COLLECTOR PIPES OR A CONNECTION TO A SEWER COLLECTOR PIPE IS MADE. THE OWNER / DEVELOPER IS RESPONSIBLE FOR SCHEDULING THE MEETING. AT A MINIMUM THE SEWER INSTALLER, THE OWNER/DEVELOPER'S REPRESENTATIVE AND A REPRESENTATIVE OF THE GENERAL CONTRACTOR OR BUILDING SHALL ATTEND THE MEETING. CONTACT THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS AT 302-395-5740 TO INITIATE SCHEDULING.
 - THE OWNER / DEVELOPER IS RESPONSIBLE FOR CONTACTING THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS DESIGNATED INSPECTOR AND ARRANGING FOR INSPECTION OF ITEMS IDENTIFIED AT THE PRECONSTRUCTION MEETING. FOR ITEMS THAT ARE BURIED AND INACCESSIBLE FOR VERIFICATION BY A SURVEYOR FOR "AS-BUILT" VERIFICATION, PHOTO DOCUMENTATION SHALL BE PROVIDED TO THE INSPECTOR. AT A MINIMUM THE FOLLOWING MANDATORY INSPECTIONS ARE REQUIRED:
 - FOR PIPES EIGHT (8) INCHES IN DIAMETER OR LARGER, A LOW-PRESSURE AIR TEST SHALL BE PERFORMED IN ACCORDANCE WITH SECTION 32.01 OF THE NEW CASTLE COUNTY STANDARD SPECIFICATIONS FOR CONSTRUCTION.
 - AT THE NCC DPW INSPECTOR'S DISCRETION VISUAL INSPECTION OF THE PIPE BY CCTV PACP INSPECTION METHOD ACCORDING TO NEW CASTLE COUNTY REQUIREMENTS MAY BE REQUIRED TO VERIFY THAT THE PIPE INSTALLATION IS FREE OF DEFECTS. THE CCTV DOCUMENTATION SHALL BE PROVIDED TO THE INSPECTOR FOR NCC DPW RECORDS.
 - FOR PIPES SIX (6) INCHES IN DIAMETER (SEWER CONNECTION LATERALS), AN INSTALLATION INSPECTION IS REQUIRED FROM THE POINT OF CONNECTION TO A SEWER COLLECTOR PIPE OR AN EXISTING LATERAL TO THE EDGE OF PUBLIC RIGHT-OF-WAY OR EASEMENT.
 - FINAL ACCEPTANCE INSPECTION:
 - ALL MANHOLES MUST BE BROUGHT TO GRADE AND HAVE CONCRETE COLLARS INSTALLED.
 - CHANNELS MUST BE COMPLETED IN ALL MANHOLES.
 - ANY INSIDE DROP PIPE AND APPURTENANCES INSTALLED.
 - ALL MANHOLES AND SEWER PIPES MUST BE CLEANED AND FLUSHED.
 - FOR MANHOLES LOCATED OUTSIDE OF A PUBLIC RIGHT-OF-WAY IN COMMUNITY OPEN SPACE WHERE A TURF TRAIL IS PROPOSED IT SHALL BE CONSTRUCTED IN ACCORDANCE WITH NCC DETAIL SS-MISC-2.
 - FOR MANHOLES LOCATED WITHIN A PROPOSED ROADWAY, STABILIZED ROADWAY ACCESS IS CONSTRUCTED FOR THE PURPOSE OF MAINTAINING THE CONSTRUCTED SANITARY SEWER SYSTEM UNTIL FINAL PAVING IS COMPLETED.
 - MANHOLE COVERS ON PRIVATELY OWNED AND MAINTAINED SEWER SYSTEMS SHALL NOT BE LABELED "NEW CASTLE COUNTY."
 - THE OWNER / DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING APPROVAL AND ACCEPTANCE OF THE SANITARY SEWER SYSTEM BY NEW CASTLE COUNTY UPON COMPLETION OF CONSTRUCTION. AS-BUILT PLANS SIGNED AND SEALED BY A PROFESSIONAL LAND SURVEYOR OR PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF DELAWARE MUST BE SUBMITTED TO NEW CASTLE COUNTY BEFORE ACCEPTANCE. NCC DPW POLICY SS-8 PROVIDES STANDARDS FOR AS-BUILT PLAN PREPARATION AND SUBMISSION.
 - THE OWNER / DEVELOPER SHALL NOT PLACE, PLANT, PUT OR SET ANY STRUCTURE WITHIN THE SANITARY SEWER EASEMENT.
 - EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS, DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK AND THE NEW CASTLE COUNTY DRAINAGE CODE, AS AMENDED.

- SUPPLEMENTAL NOTES**
- EXISTING MAIN ASSUMED TO BE 8" VCP. CONTRACTOR TO VERIFY SIZE AND TYPE OF MAIN PRIOR TO MAKING LATERAL CONNECTION.



LOCATION PLAN
SCALE: 1" = 30'

- GENERAL DATA**
- TAX PARCEL NUMBERS: 25-001.00-265 & 25-001.00-017
 - SOURCE OF TITLE: INSTRUMENT #20230630-0042978
 - SITE ACREAGE:
TP# 25-001.00-265 = 0.35+- ACRES
TP# 25-001.00-017 = 0.23+- ACRES
 - EXISTING ZONING: R1-A (RESIDENTIAL)
PROPOSED ZONING: R1-A (RESIDENTIAL)
- BULK AREA RESTRICTIONS**
- STREET YARD SETBACK: 25'
SIDE YARD: 10' (25' AGGREGATE)
REAR YARD: 20'
LOT AREA: 10,000 S.F. (0.230 AC)
BUILDING HEIGHT: 35'
- TOPOGRAPHIC SURVEY:
 - FIELD SURVEY BY LANDMARK ENGINEERING, INC. JANUARY 2024 THROUGH JUNE 2024
 - DATUM: V. NAVD 1988 H. NAD83 DE STATE PLANE
BENCHMARK: SANITARY SEWER MANHOLE LID IN WALNUT STREET
ELEVATION: 63.23
 - PERIMETER PROPERTY CORNER MARKERS:
 - EXISTING (0)
 - PROPOSED (0)
 - WATER SUPPLY: ARTESIAN WATER COMPANY
WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE DEPARTMENT OF PUBLIC HEALTH.
 - SANITARY SEWER: GRAVITY - NEW CASTLE COUNTY (PUBLIC)
SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES. AT THE TIME OF APPROVAL OF THIS PLAN, SEWER CAPACITY EXISTED TO ACCOMMODATE THE ANTICIPATED FLOWS GENERATED BY THIS ADDITIONAL DEVELOPMENT. NEW CASTLE COUNTY HAS COMMITTED TO PROVIDE SEWER IN ACCORDANCE WITH THE LAND DEVELOPMENT IMPROVEMENT AGREEMENT FOR THIS DEVELOPMENT. THE OWNER OF THIS PROPERTY, HIS SUCCESSOR OR ASSIGNS, SHALL BE RESPONSIBLE FOR EXTENDING SEWER SERVICE TO EACH LOT SHOWN ON OR CREATED BY THIS PLAN. ESTIMATED
ESTIMATED SEWAGE FLOW GENERATION FOR THIS PROJECT, BASED ON TWO (2) SINGLE FAMILY DETACHED HOUSE UNITS IS (300 GPD / 1 UNIT) X 2 UNITS = 600 GPD.

TOTAL LATERAL FEES (LF):

CODE	CALCULATION	FEES
WTRP	600 GPD @ \$12.00/GPD	\$7,200.00
TOTAL CAPITAL RECOVERY FEE (CRF):		\$7,200.00

FEES BREAKDOWN PER UNIT:

UNIT: LOT 1
FLOW RATING: 300 GPD
DESCRIPTION: SINGLE FAMILY DWELLING

CODE	CALCULATION	FEES
WTRP	300 GPD @ \$12.00/GPD	\$3,600.00
1 CONNECTION	101.00/CONNECTION	\$101.00
TOTAL FOR UNIT =		\$3,701.00

UNIT: LOT 2
FLOW RATING: 300 GPD
DESCRIPTION: SINGLE FAMILY DWELLING

CODE	CALCULATION	FEES
WTRP	300 GPD @ \$12.00/GPD	\$3,600.00
1 CONNECTION	101.00/CONNECTION	\$101.00
TOTAL FOR UNIT =		\$3,701.00

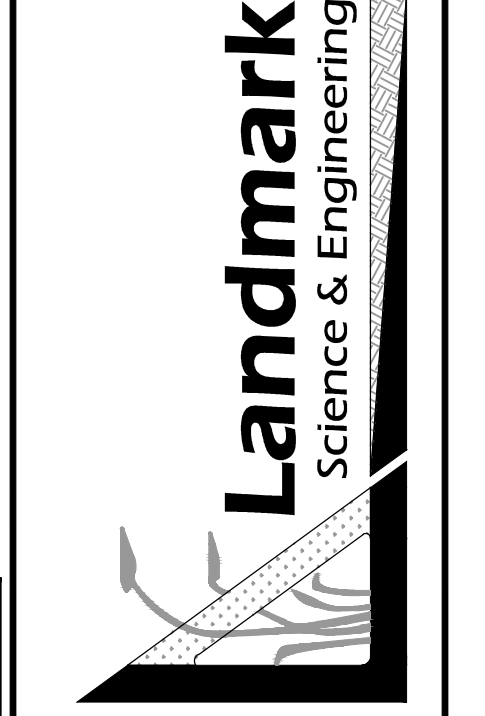
TOTAL SEWER CONNECTION CHARGE = LF + CRF =
\$ 202.00 + \$ 7,200.00 = \$7,402.00
(LF) (CRF)

APPLICATION NO. XXXX-XXXX(S)
SANITARY CONNECTION PLAN
FOR
INTERFAITH COMMUNITY HOUSING
WALNUT STREET WEST
TOWN OF TOWNSEND - NEW CASTLE COUNTY, DELAWARE
OWNER/DEVELOPER
INTERFAITH COMMUNITY HOUSING OF DELAWARE INC.
WILMINGTON, DE 19801
(302) 385-7144

DEPARTMENT OF LAND USE
APPROVAL BLOCK

200 CONTINENTAL DRIVE
NEWARK, DE 19713
PHONE (302) 333-8477
WWW.LANDMARK-SE.COM
INFO @ LANDMARK-SE.COM

P.O. BOX 299
PARRISVILLE, DE 19380
PHONE (410) 992-1144
FAX (302) 329-9461
INFO @ LANDMARK-SE.COM



APPROVED FOR SEWER CONNECTION
BY NCC DEPT. OF PUBLIC WORKS ON
3/31/2026
ERIC LARAMORE



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CERTIFICATION OF PLAN ACCURACY

I, CRAIG M. LYNCH, HERBY CERTIFY THAT I AM A PROFESSIONAL ENGINEER / LAND SURVEYOR IN THE STATE OF DELAWARE WITH A BACKGROUND IN CIVIL ENGINEERING AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, I CERTIFY THAT ALL THE INFORMATION ON THE SANITARY SEWER DRAWINGS IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING AND ENGINEERING STANDARDS AND PRACTICES AND BY THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE. ADDITIONALLY, THE SANITARY SEWER DESIGN HAS BEEN PREPARED IN ACCORDANCE WITH AND COMPLIES WITH ALL APPLICABLE REGULATIONS, CODES, STANDARDS, GUIDELINES, LAWS, AND POLICIES, INCLUDING BUT NOT LIMITED TO CHAPTER 38 OF THE NEW CASTLE COUNTY CODE, THE DEPARTMENT OF PUBLIC WORKS POLICIES #6 AND #7, THE NEW CASTLE COUNTY STANDARD SPECIFICATIONS FOR CONSTRUCTION AND AMENDMENTS AND THE RECOMMENDED STANDARDS FOR WASTEWATER FACILITIES.

CRAIG M. LYNCH
No. 23471
03/12/2026
DATE

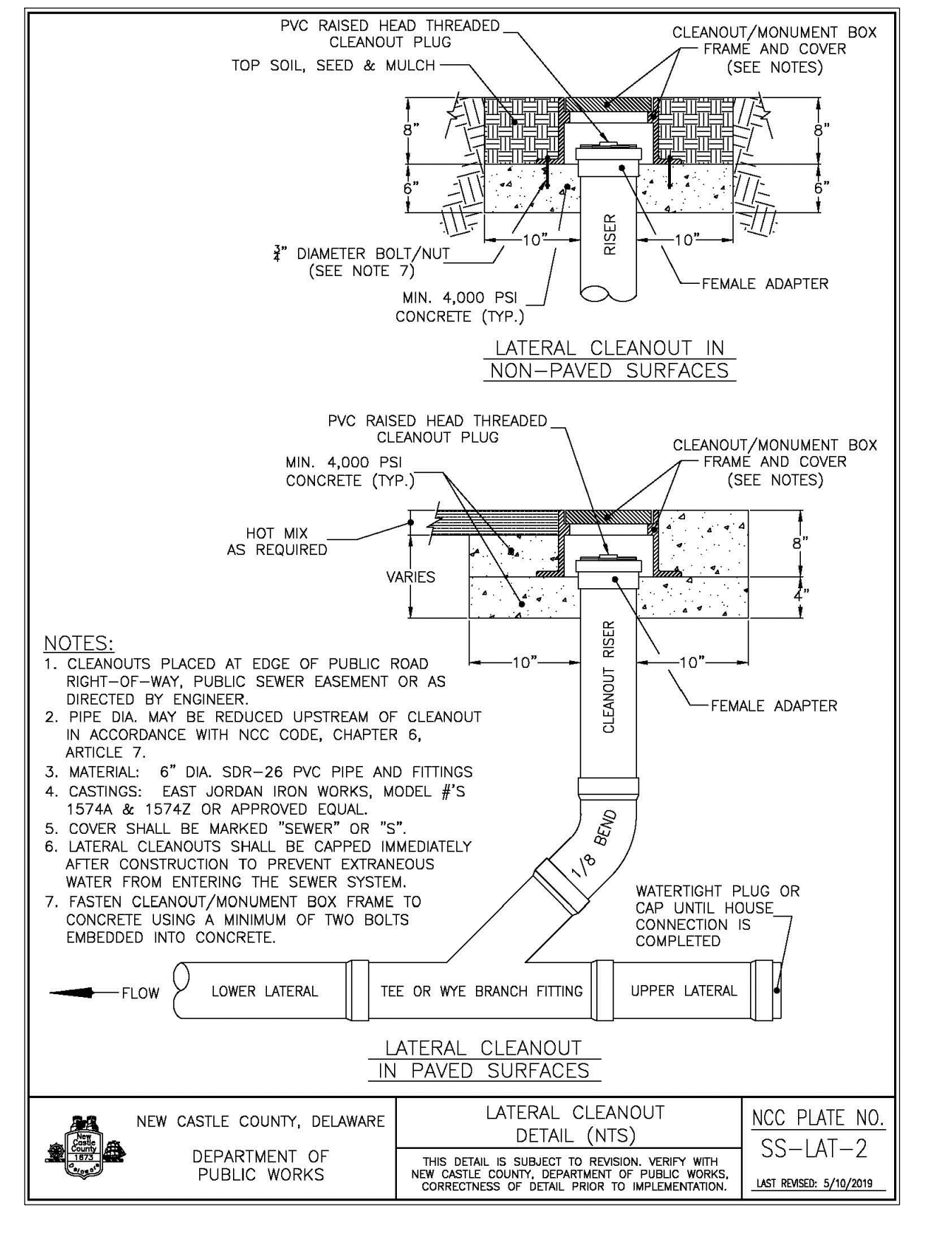
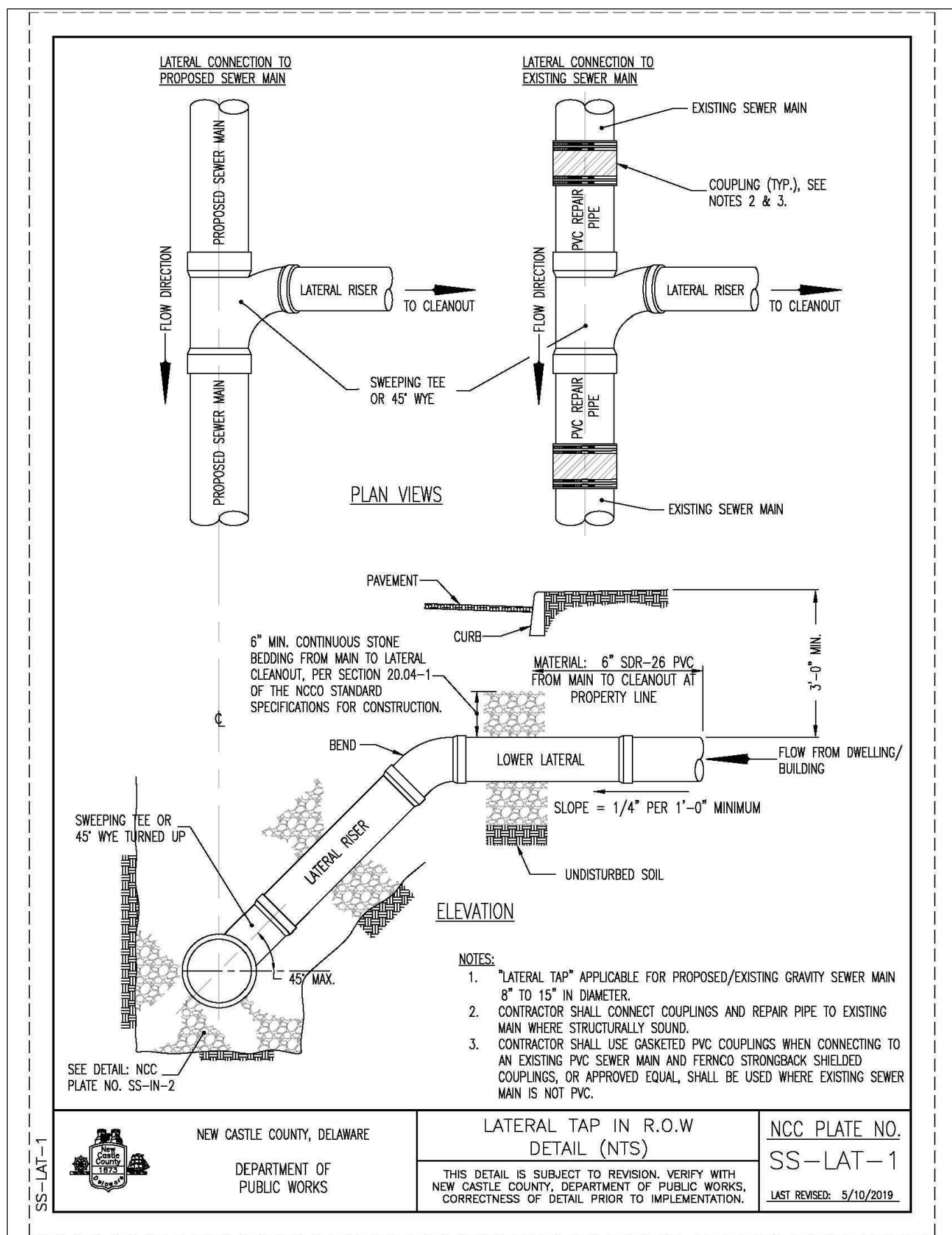
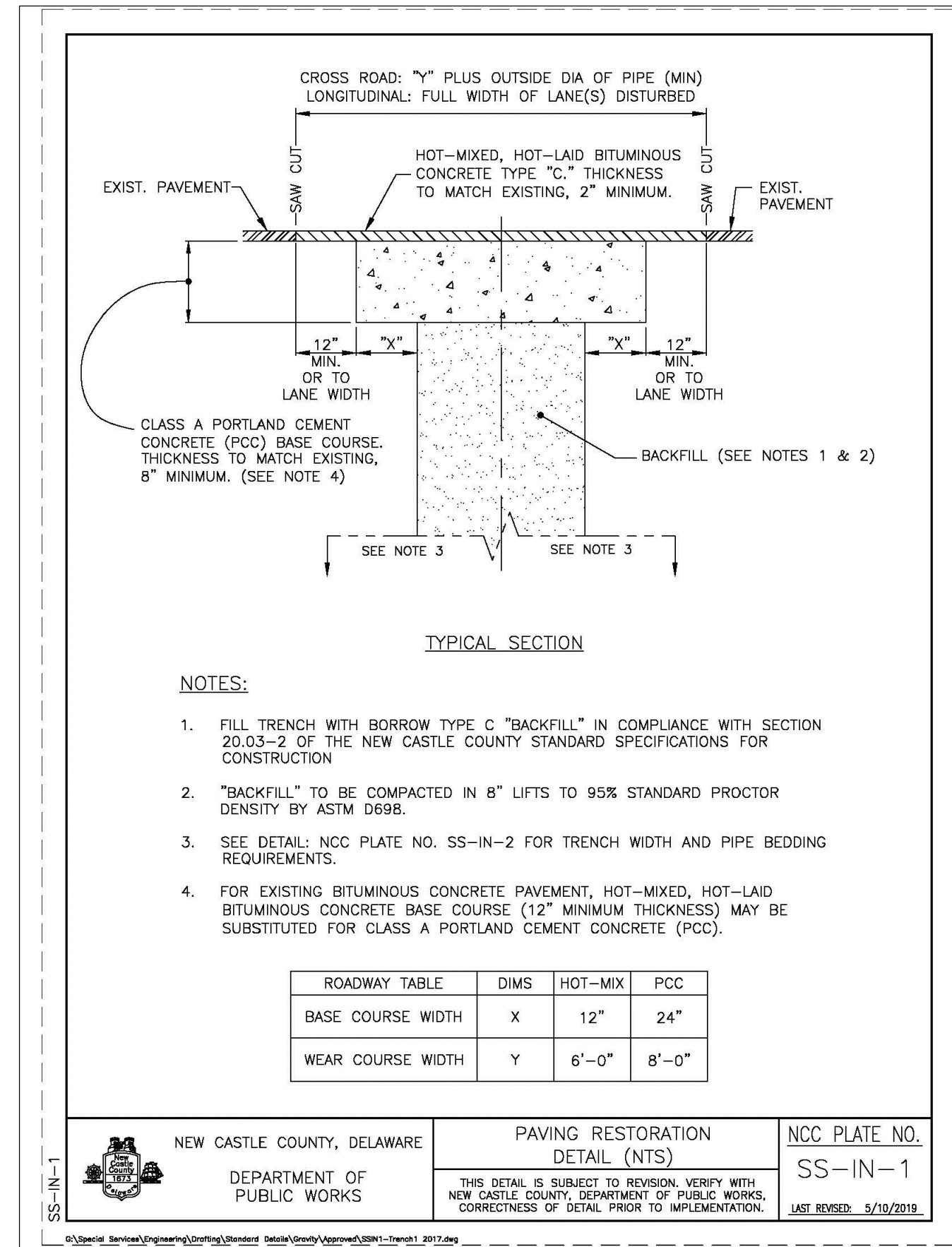
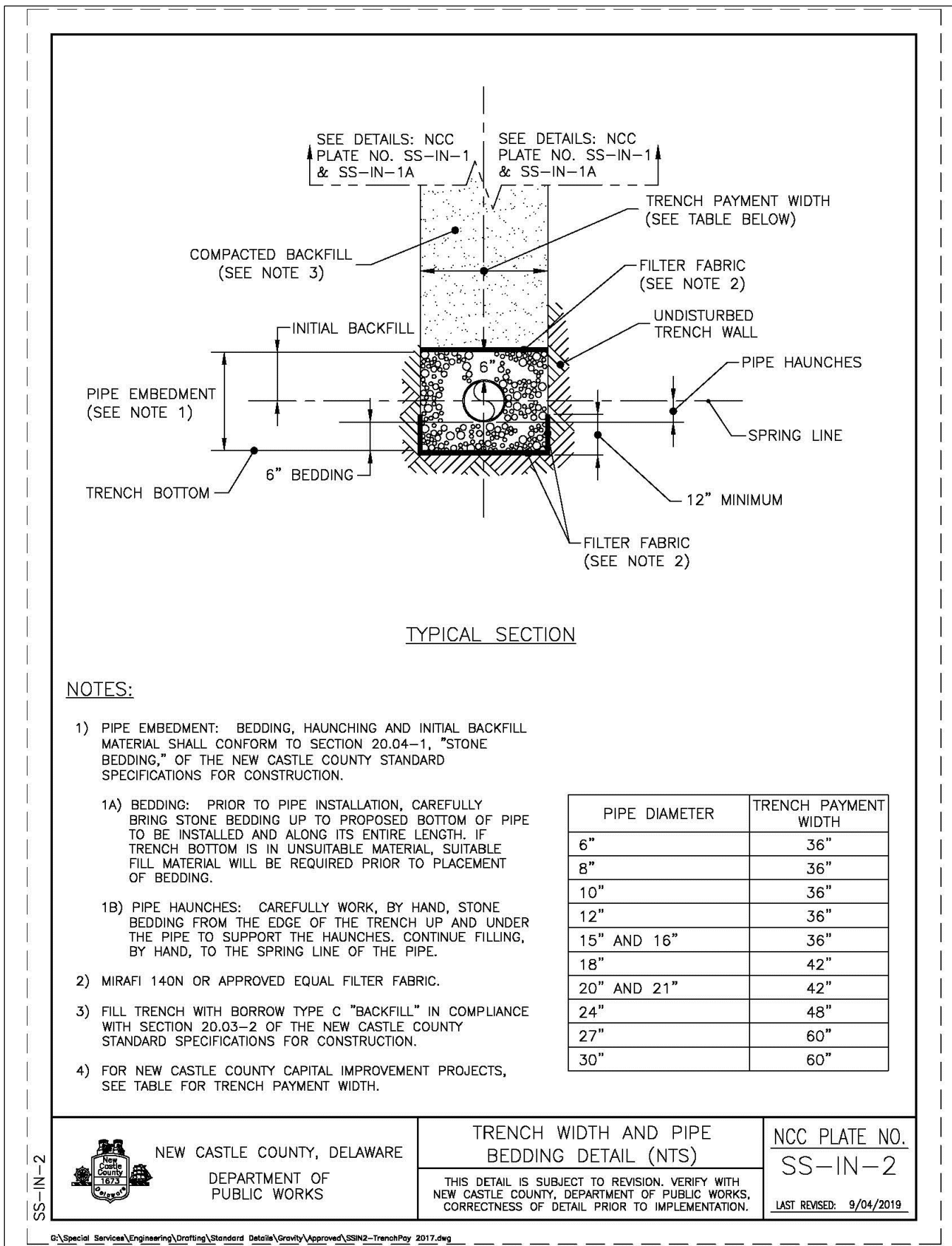
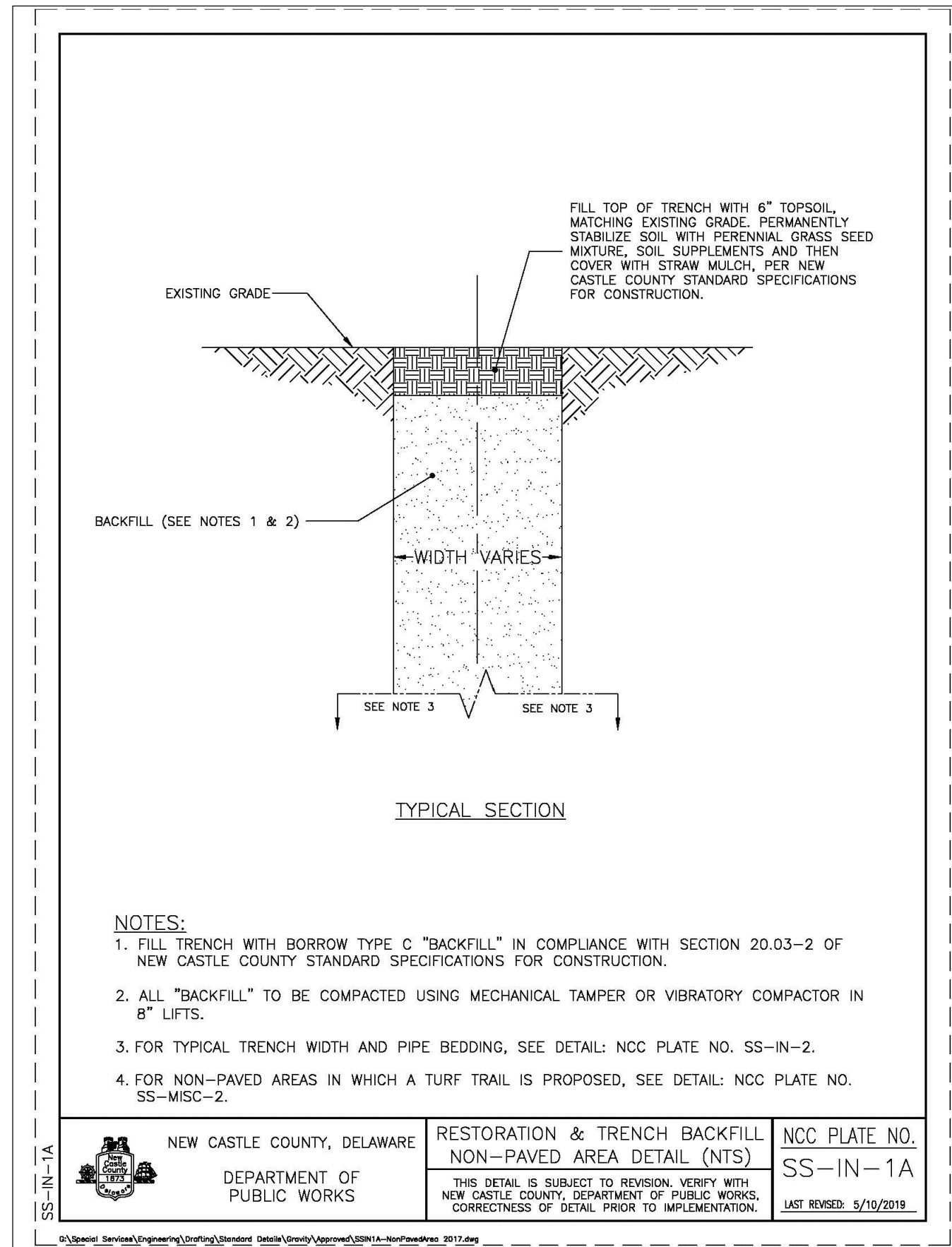
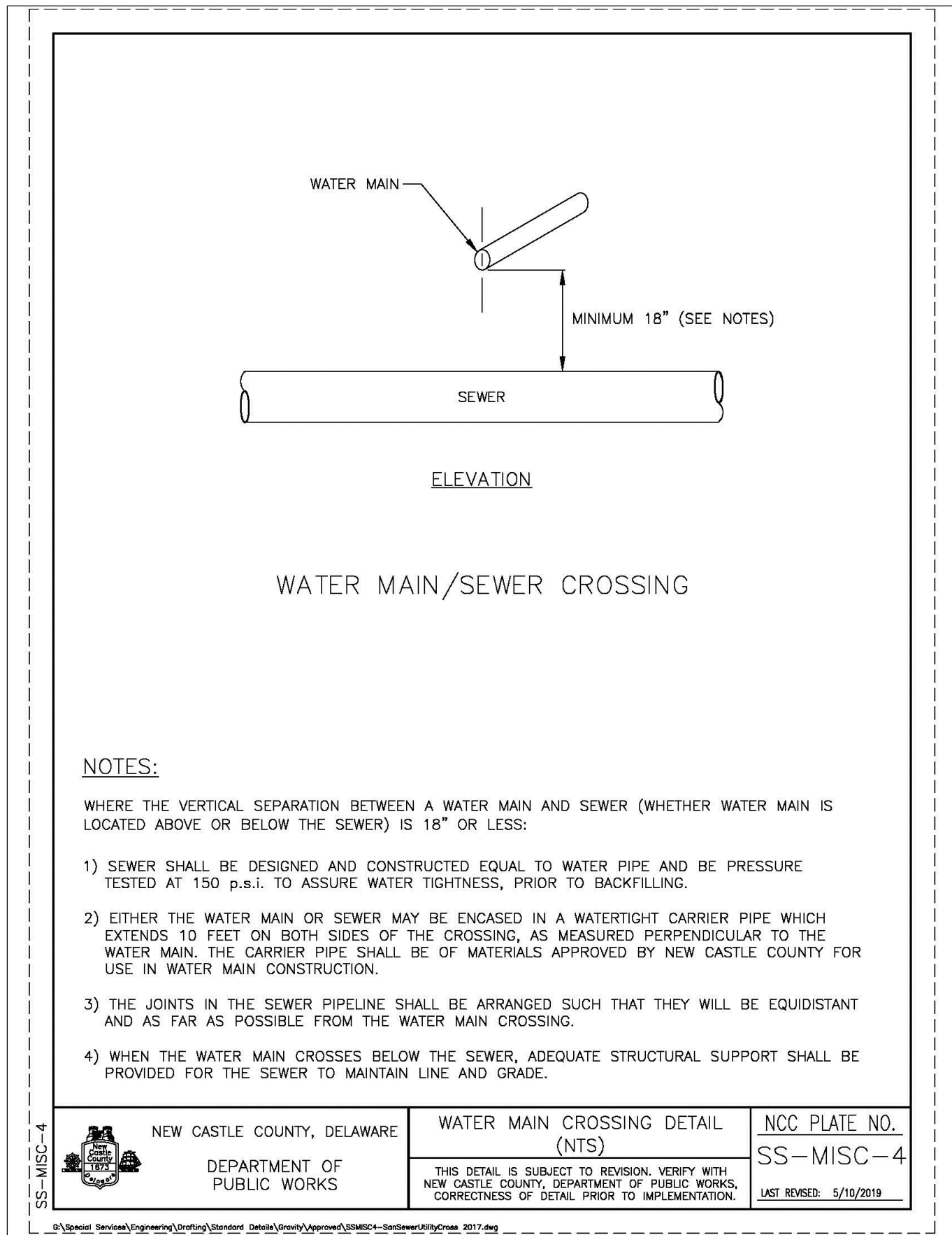
CERTIFICATION OF OWNERSHIP

I, CARLTON BOWERS, HERBY CERTIFY THAT INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC. IS THE CURRENT, LEGAL OWNER OF THE PROPERTY TO BE SEWERED AND THAT THE SANITARY SEWER WILL BE CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS, CODES, STANDARDS, GUIDELINES, LAWS AND POLICIES, INCLUDING BUT NOT LIMITED TO CHAPTER 38 OF THE NEW CASTLE COUNTY CODE, THE DEPARTMENT OF PUBLIC WORKS POLICIES #6 AND #7, THE NEW CASTLE COUNTY STANDARD SPECIFICATIONS FOR CONSTRUCTION AND AMENDMENTS AND THE RECOMMENDED STANDARDS FOR WASTEWATER FACILITIES.

Carlton Bowers
CARLTON E. BOWERS, JR.
03-03-2026
DATE

SEWER LATERAL TABLE

BUILDING NUMBER	SEWER LATERAL NO.	LATERAL INVERT AT CONNECTION POINT TO SANITARY SEWER MAIN	MINIMUM PLUMBING FIXTURE ELEVATION	ELEVATION OF LOWEST FLOOR SEWERED BY GRAVITY	UPSTREAM MH NUMBER AND RIM ELEVATION	DOWNSTREAM MH NUMBER	DISTANCE OF LATERAL CONNECTION FROM DOWNSTREAM MANHOLE	BACKWATER VALVE REQUIRED
1	1	48.51	53.51	58.12	43701 EL. 56.98	XXXX	1+17	NO
2	2	49.70	54.70	59.22	43703 EL. 63.23	43701	0+52	YES



REVISIONS

NO.	DATE	DESCRIPTION

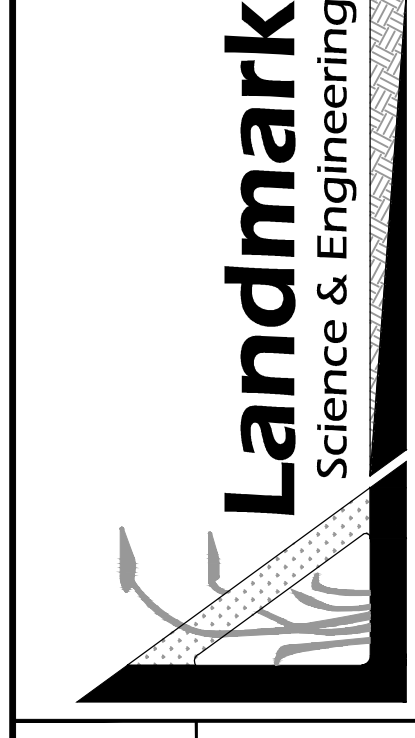
APPLICATION NO. XXXX-XXXX(S)
SANITARY CONNECTION PLAN
FOR
SANITARY CONNECTION PLAN

TOWN OF TOWNSEND - NEW CASTLE COUNTY, DELAWARE
OWNER/DEVELOPER
INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC.
WILMINGTON, DE 19801
(302) 385-7144

DEPARTMENT OF LAND USE
APPROVAL BLOCK

200 CONTINENTAL DRIVE
NEWARK, DE 19713
PHONE (410) 393-9400
FAX (410) 393-9401
WWW.LANDMARK-SE.COM
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NEWARK, DE 19713
PHONE (410) 393-9444
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THIS DRAWING DOES NOT INCLUDE CONSTRUCTION SAFETY. THE CONTRACTOR MUST BE DONE WITH THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS AND THE RULES AND REGULATIONS OF THE STATE OF DELAWARE. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES.

COMMISSION: C2008-1
SHEET: CY-02 OF XX
SCALE: GRAPHIC SCALE

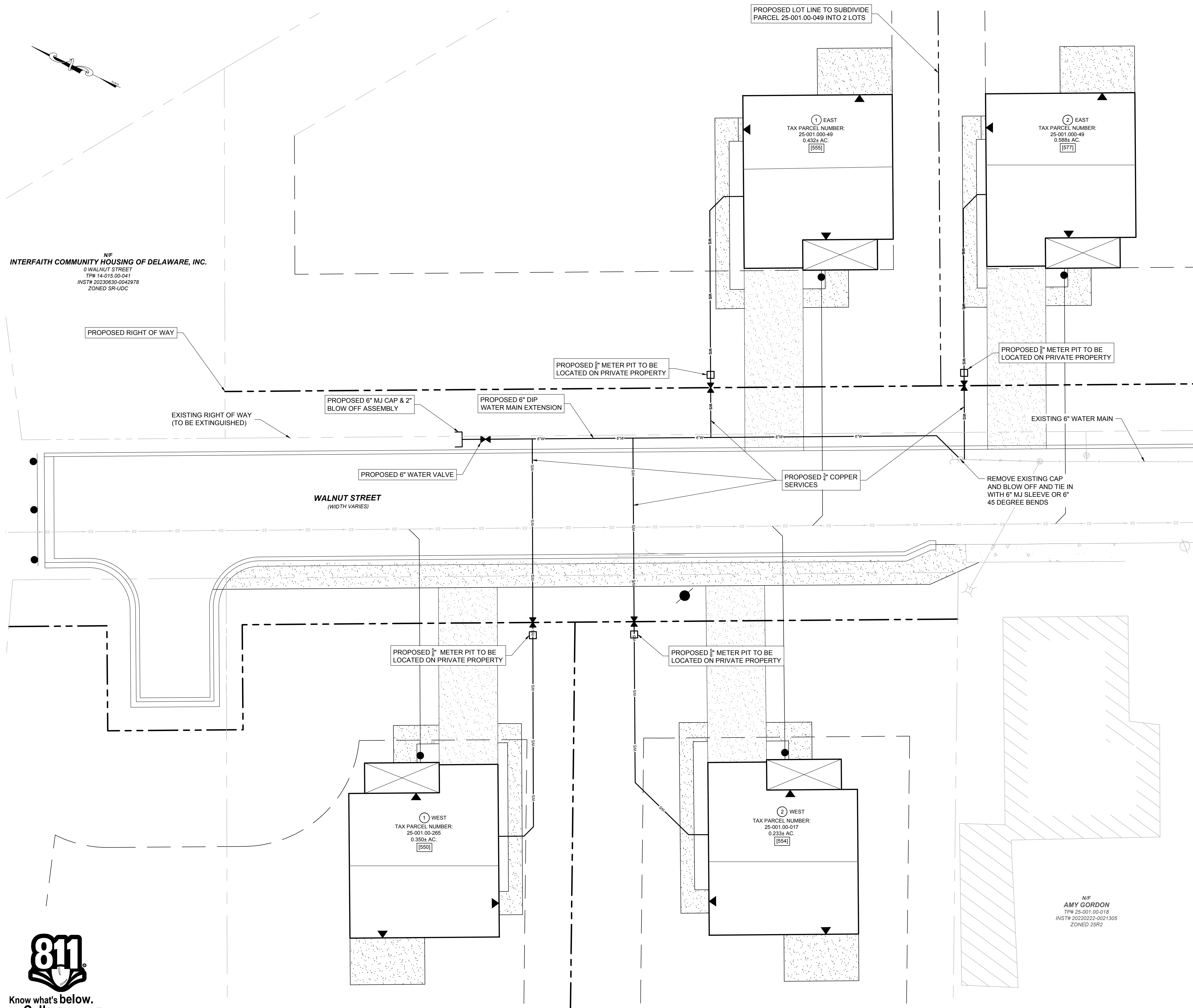
FILE NAME: C0083 SAN-SET - WWEST DWG
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P:\C3083-307 GRAY STREET\C3083-1 RECORD AND SITE PLAN\PLANS\CONSTRUCTION\C3083-1 WATER

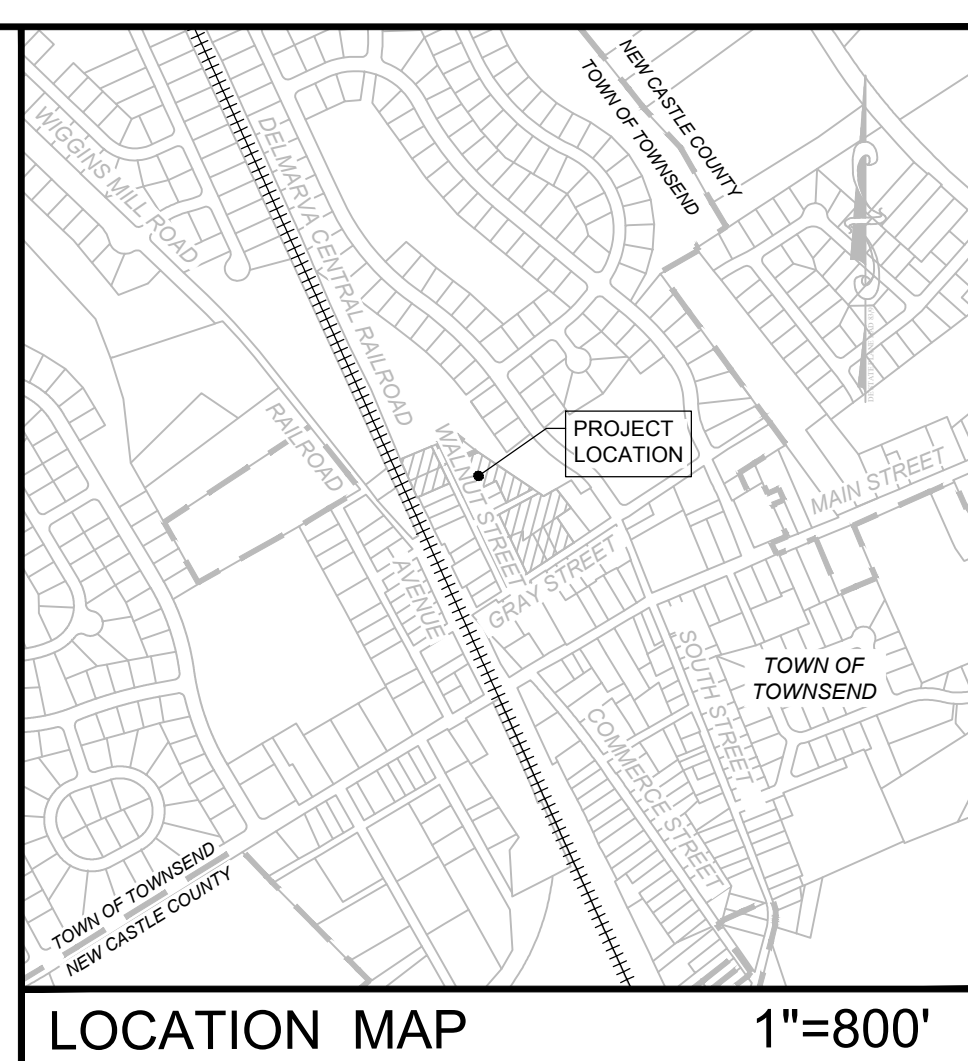


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- GENERAL DATA**
- TAX PARCEL NUMBER: LOT 1 (EAST) - 25-001.00-049
LOT 2 (EAST) - 25-001.00-049
LOT 1 (WEST) - 25-001.00-265
LOT 2 (WEST) - 25-001.00-017
 - SOURCE OF TITLE: 20230630-0042978
 - GROSS AREA: 1.020± ACRES
NET AREA: 0.965± ACRES
 - EXISTING ZONING: R1-A (RESIDENTIAL), TOWN OF TOWNSEND
- BULK AREA RESTRICTIONS**
STREET YARD SETBACK: 25'
SIDE YARD: 10' (25' AGGREGATE)
REAR YARD: 20'
LOT AREA: 10,000 S.F. (0.230 AC.)
BUILDING HEIGHT: 35'
- TOPOGRAPHIC SURVEY:**
- FIELD SURVEY BY LANDMARK SCIENCE & ENGINEERING, INC. IN JANUARY-JUNE 2024.
 - DATUM: VERTICAL - NAVD 88
HORIZONTAL - BASED ON A BOUNDARY SURVEY PLAN PREPARED BY THE FELSA COMPANY DATED 4/24/2023.
BENCHMARK: EXISTING SANITARY MANHOLE COVER WITHIN WALNUT STREET
ELEVATION: 83.23
 - PERIMETER PROPERTY CORNER MARKERS:
○ EXISTING (6)
□ PROPOSED (2)
- EXISTING LOTS:** 1 (R1-A RESIDENTIAL)
PROPOSED LOTS: 2 (R1-A RESIDENTIAL)
- WATER SUPPLY:** ARTESIAN WATER COMPANY, INC.
WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, THE DELAWARE DEPARTMENT OF HEALTH, AND ARTESIAN WATER COMPANY.

- LEGEND**
- 12" — 6" — EXISTING WATER MAIN AND WATER VALVE
 - 8" W — PROPOSED WATER MAIN AND WATER VALVE
 - — — — — EXISTING VERTICAL P.C.C. CURB
 - — — — — PROPOSED P.C.C. CURB TYPE 1-6
 - — — — — EXISTING P.C.C. SIDEWALK
 - — — — — PROPOSED P.C.C. SIDEWALK
 - — — — — EXISTING BUILDING
 - — — — — PROPOSED BUILDING
 - ○ — — — — EXISTING SANITARY SEWER AND MANHOLE
 - ● — — — — PROPOSED SANITARY LATERAL



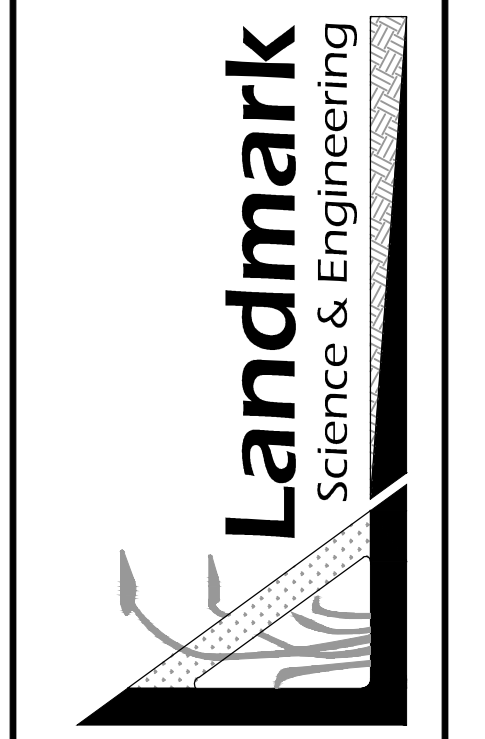
REVISIONS	DATE	DESCRIPTION
10/19/25 - AWC REVISIONS		
01/20/26		

APPLICATION NO. 2024-____(S)
WATER DISTRIBUTION PLAN
FOR
WALNUT STREET
TOWN OF TOWNSEND - NEW CASTLE COUNTY, DELAWARE

OWNER/DEVELOPER
INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC.
WILMINGTON, DE 19801
CARLTON BOWERS
CROWERS@CHIDE.ORG

200 CONTINENTAL DRIVE
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NEWARK, DE 19713
PHONE (302) 322-9467
FAX (302) 322-9467
WWW.LANDMARK-SE.COM
INFO@LANDMARK-SE.COM

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PHONE (410) 892-2144
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THIS DRAWING DOES NOT INCLUDE CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN ACCORDANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS AND THE RULES AND REGULATIONS OF THE DELAWARE DEPARTMENT OF LABOR AND INDUSTRY.

DRAWN BY: MES SCALE: 1"=10'
DESIGN BY: MES DATE: 09/22/2025
CHECK BY: TCW SHEET: CW-01 OF 3

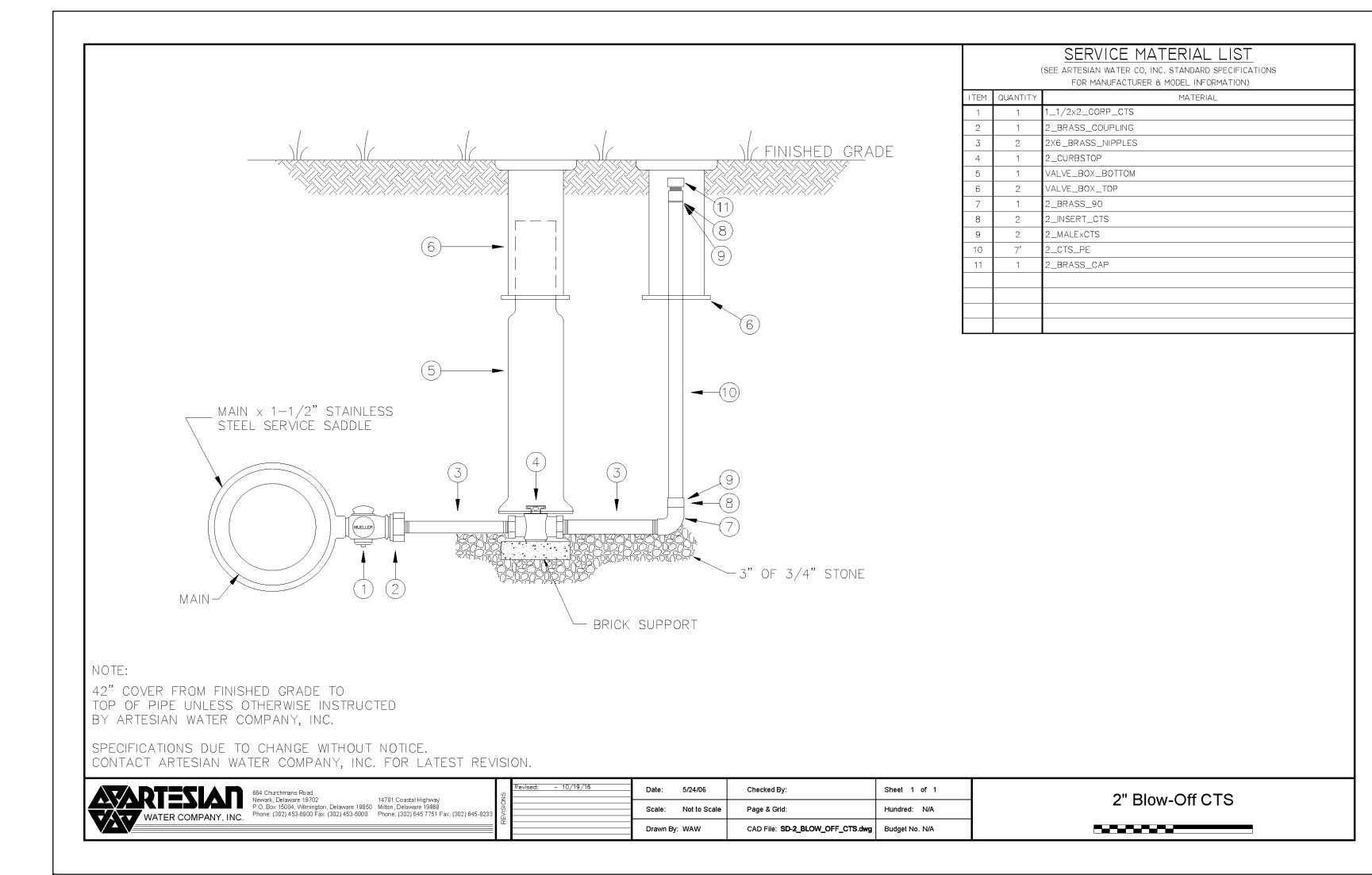
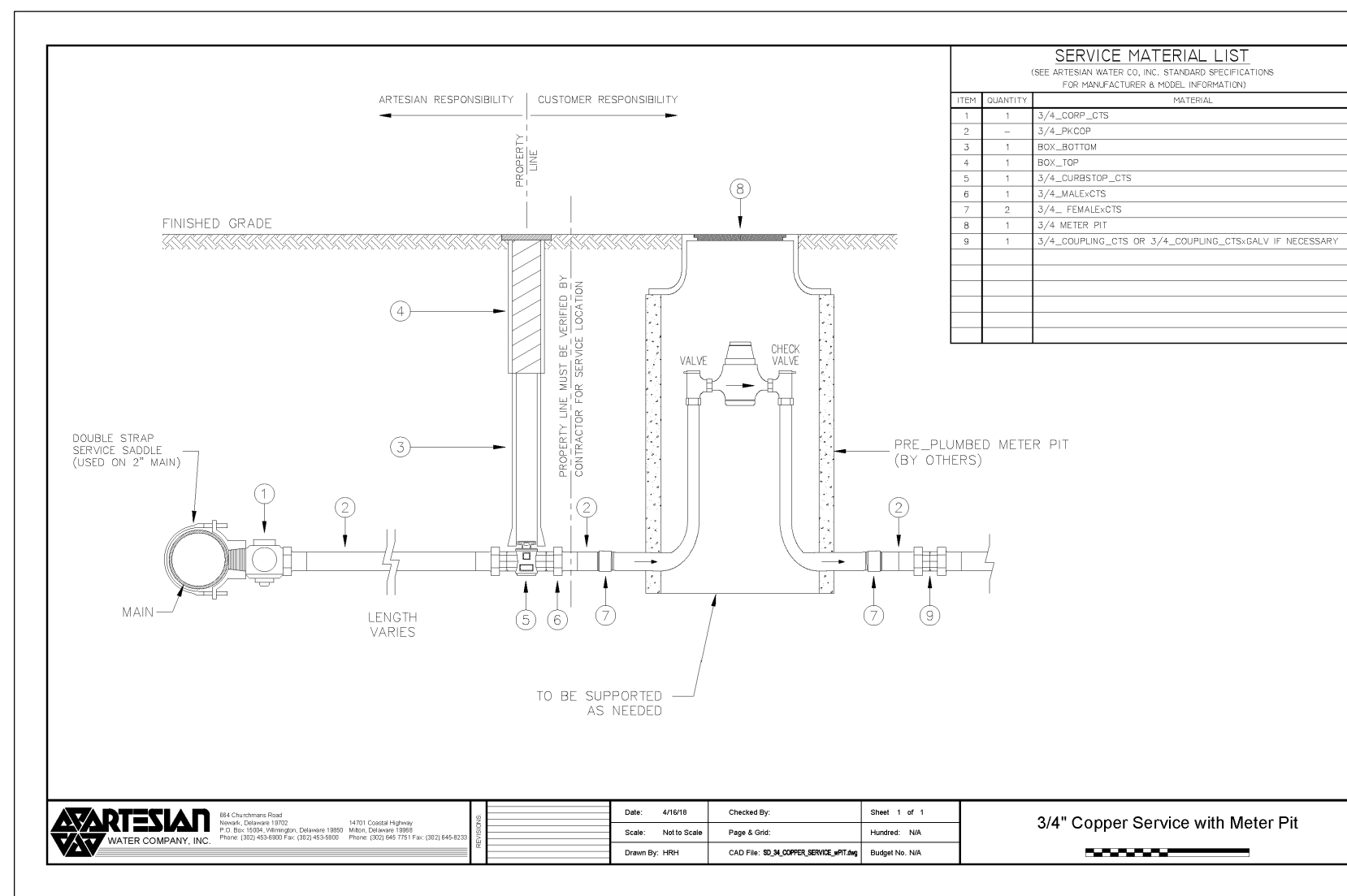
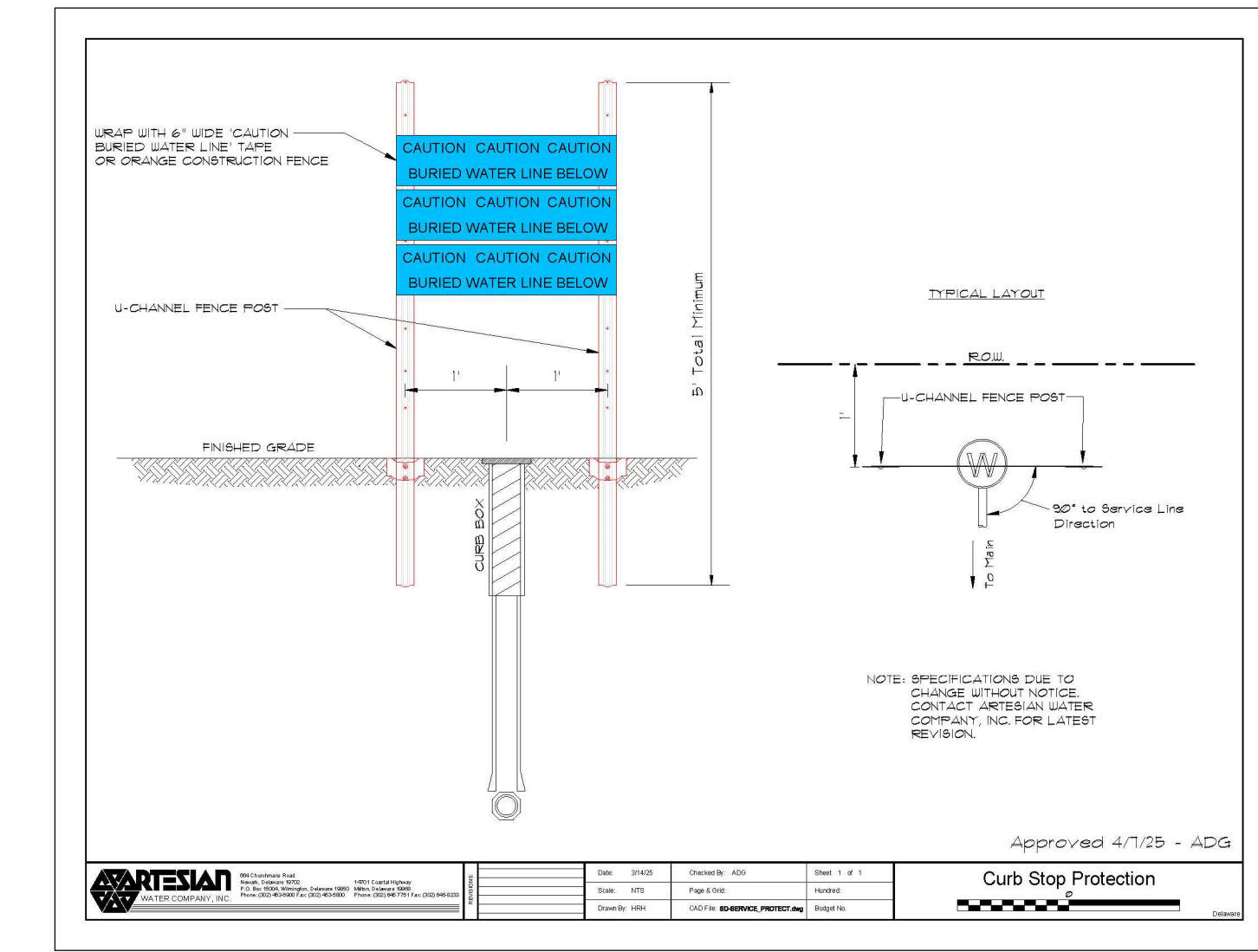
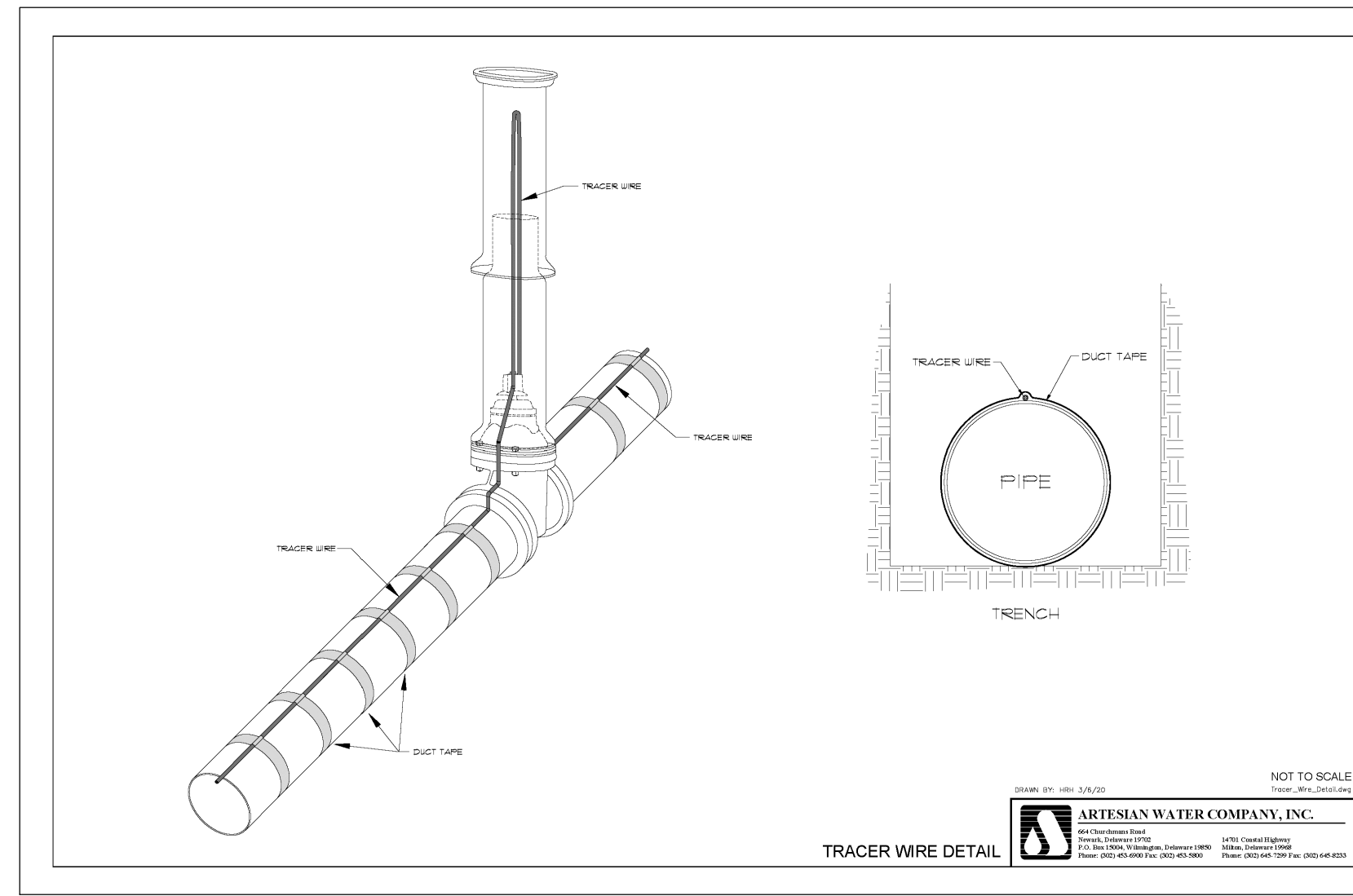
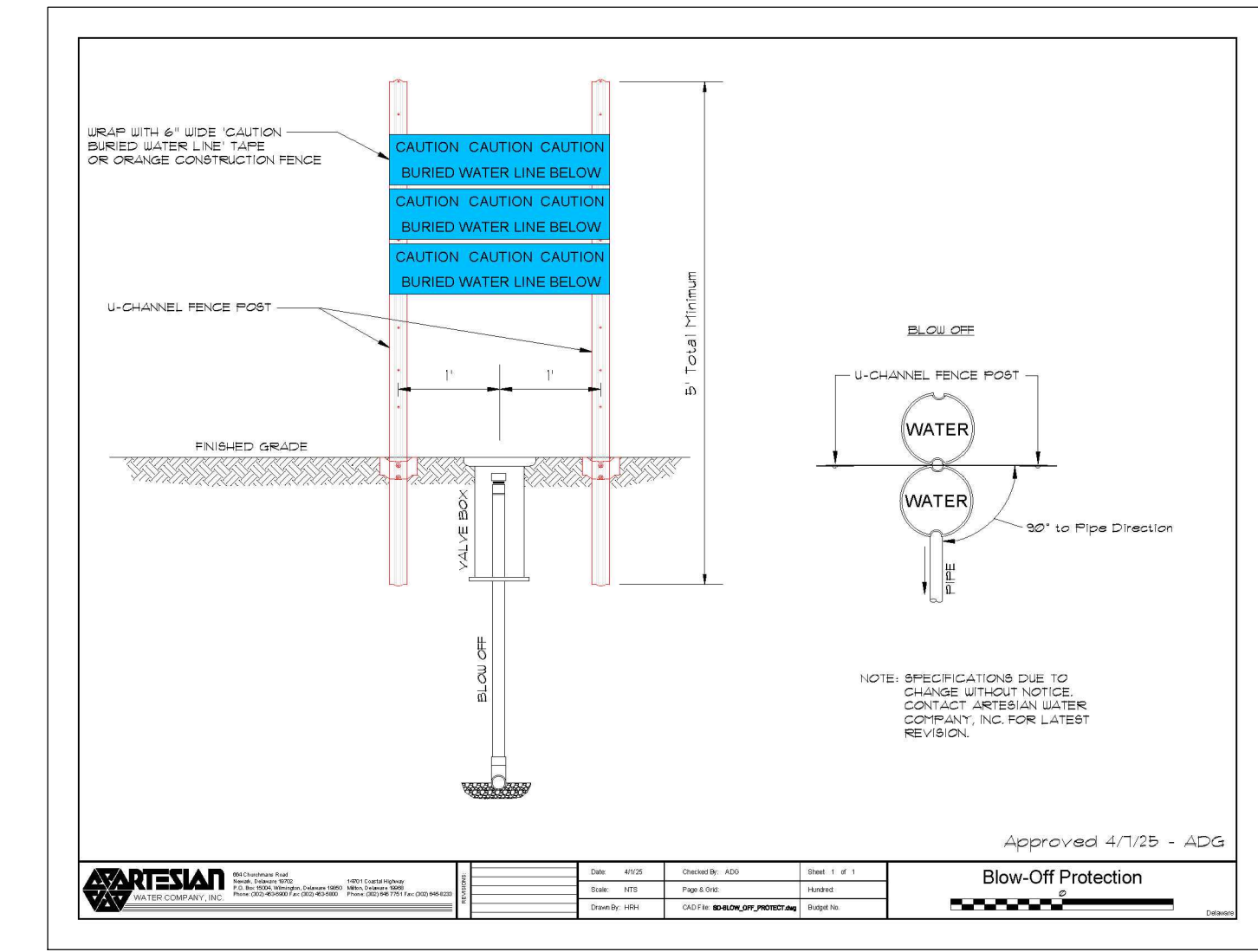
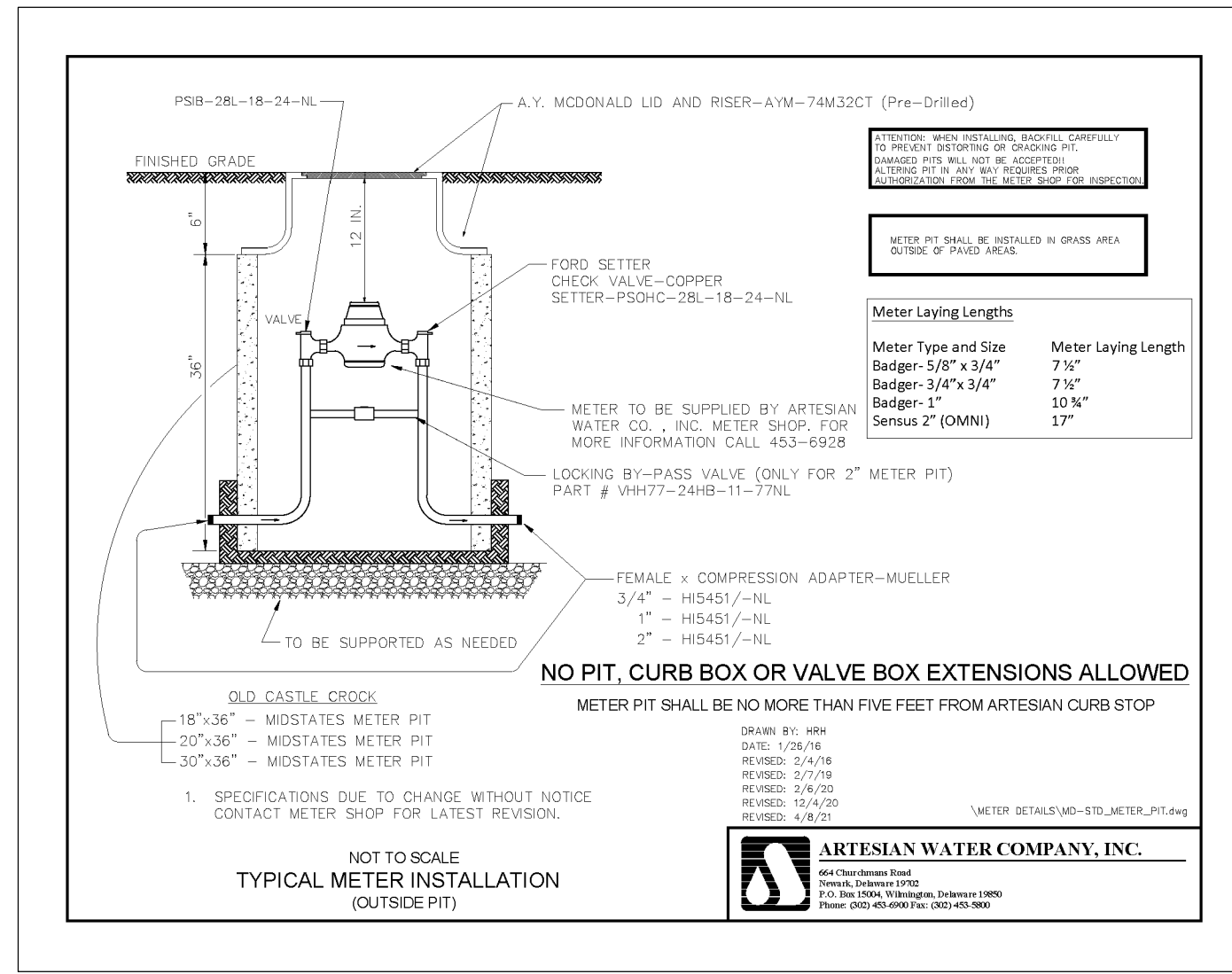
GRAPHIC SCALE
0 10 20 40

COMMISSION:
C3083-1

FILE NAME: C3083-1 Water Plan.dwg
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GENERAL NOTES

1. WATER SUPPLY BY ARTESIAN WATER COMPANY. ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH ARTESIAN WATER COMPANY STANDARDS AND SPECIFICATIONS.
2. ALL WATER MAINS SHALL BE LOCATED AT LEAST 10 FEET HORIZONTALLY FROM SANITARY SEWER AND SHALL HAVE A MINIMUM VERTICAL SEPARATION OF 18 INCHES.
3. THE ENTIRE WATER DISTRIBUTION SYSTEM MUST BE IN COMPLIANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE STATE DIVISION OF PUBLIC HEALTH.
4. FIXTURE LOCATIONS SHALL BE IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF ARTESIAN WATER COMPANY.
5. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND ALLOW FOR UTILITY LOCATION.
6. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE. ANY DAMAGE DONE TO EXISTING UTILITIES DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY REPAIRED AT HIS/HER EXPENSE.
7. PLAN LOCATIONS AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE SPECIFIED BY THE ENGINEER. THE CONTRACTOR SHALL ADJUST WATERLINE LOCATIONS AS REQUIRED TO AVOID CONFLICTS WITH OTHER UTILITIES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR DESTROYED LANDSCAPE.
9. THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE PERFORMED IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
10. DISINFECTION REQUIREMENTS SHALL MEET THE STANDARDS AND SPECIFICATIONS OF THE STATE ENVIRONMENTAL PROTECTION AGENCY OR EQUIVALENT TO THE AMERICAN WATER WORKS ASSOCIATION STANDARD C60-08.
11. ALL PIPES SHALL HAVE A MINIMUM COVER OF 3.5 FEET.
12. THE CONTRACTOR SHALL PROVIDE PRESSURE REDUCING VALVES IN UNITS, IF NECESSARY.
13. THE CONTRACTOR SHALL PROVIDE BUTTRESSES FOR ALL HORIZONTAL AND VERTICAL BENDS AS REQUIRED PER STANDARDS AND SPECIFICATIONS OF THE ARTESIAN WATER COMPANY.
14. EROSION CONTROL FOR WORK RELATED TO THE INSTALLATION OF WATERLINE IS THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE PERFORMED IN ACCORDANCE WITH THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK OF 1989. SEE DETAIL SHEET 2 OF 2
15. THE CONTRACTOR SHALL INSTALL AIR RELEASE VALVES AS SPECIFIED IN FIELD.
16. ALL CUL-DE-SACS TO HAVE MINIMUM 38 FOOT CLEAR PAVED RADIUS.
17. ALL DWELLINGS ARE REQUIRED TO HAVE METER PITS WHICH ARE TO BE PURCHASED FROM ARTESIAN WATER CO. AND INSTALLED BY THE DEVELOPER AT HIS COST.



P:\C3083-307 GRAY STREET\C3083-1 RECORD AND SITE PLAN\PLANS\CONSTRUCTION\C3083-1 WATER



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APPLICATION NO. 2024-____(S)
WATER DISTRIBUTION PLAN
FOR
WALNUT STREET
TOWN OF TOWNSEND - NEW CASTLE COUNTY, DELAWARE
OWNER/DEVELOPER
INTERPATH COMMUNITY HOUSING OF DELAWARE, INC.
1000 W. WASHINGTON ST.
WILMINGTON, DE 19801
CARLTON BOWERS
CROWERS@CHCE.ORG

REVISIONS	DATE	DESCRIPTION
10/19/25 - AWC		REVISIONS
		CAJ

DRAWN BY: MES SCALE: AS SHOWN
DESIGN BY: MES DATE: 08/22/2025
CHECK BY: TCW SHEET: CW-02 OF 03
GRAPHIC SCALE: 0 10 20 40
COMMISSION: C3083-1
FILE NAME: C3083-1 Water Plan.dwg
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Craig M. Lynch

From: Katherine Garrison <kgarrison@artesianwater.com>
Sent: Thursday, October 23, 2025 3:02 PM
To: Craig M. Lynch
Cc: Ted Williams
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Follow Up Flag: Follow up
Flag Status: Flagged

Hello again, I have not additional comments on these most recent plans and they are approved. You are now free to submit plans to ODW, Fire marshal and the Town. Please send us copies of all approvals. I noticed that one parcel is in NCC, is that parcel going to be annexed to the Town? Does NCC need a water certificate? Please send us cad files for use in our GIS system. I will sign a release if needed. Let me know if you have any questions, thanks.

Katherine E. Garrison
Supervisor of Survey/Senior Planning Designer/CCR
Office phone: (302) 453-2508
Cell phone: (302) 275-2368



From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Wednesday, October 22, 2025 2:38 PM
To: Katherine Garrison <kgarrison@artesianwater.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

See plans attached.

Thanks.

Craig M. Lynch, PE
Project Manager

☎ 302.323.9377 x127 | 📠 302.607.7521 | 📠 302.588.1428
CLynch@mckimcreed.com | www.mckimcreed.com
200 Continental Drive, Suite 400, Newark, DE 19713



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From: Katherine Garrison <kgarrison@artesianwater.com>
Sent: Friday, October 17, 2025 2:27 PM
To: Craig M. Lynch <CLynch@mckimcreed.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Hi again. minor comments attached. Let me know if you have any questions, thanks.

Katherine E. Garrison
Supervisor of Survey/Senior Planning Designer/CCR
Office phone: (302) 453-2508
Cell phone: (302) 275-2368



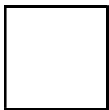
From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Tuesday, October 14, 2025 9:21 AM
To: Katherine Garrison <kgarrison@artesianwater.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Kathy,

Please find the revised plans attached.

Craig
Craig M. Lynch, PE
Project Manager

O 302.323.9377 x127 | **D** 302.607.7521 | **M** 302.588.1428
CLynch@mckimcreed.com | www.mckimcreed.com
200 Continental Drive, Suite 400, Newark, DE 19713



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From: Katherine Garrison <kgarrison@artesianwater.com>
Sent: Monday, October 13, 2025 9:31 AM
To: Craig M. Lynch <CLynch@mckimcreed.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Thank you. here are my comments. let me know if you have any questions.

Katherine E. Garrison
Supervisor of Survey/Senior Planning Designer/CCR
Office phone: (302) 453-2508
Cell phone: (302) 275-2368



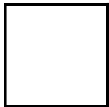
From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Monday, October 13, 2025 9:16 AM
To: Katherine Garrison <kgarrison@artesianwater.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Please see attached.

Thank you.

Craig M. Lynch, PE
Project Manager

📞 302.323.9377 x127 | 📠 302.607.7521 | 📠 302.588.1428
CLynch@mckimcreed.com | www.mckimcreed.com
200 Continental Drive, Suite 400, Newark, DE 19713



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From: Katherine Garrison <kgarrison@artesianwater.com>
Sent: Friday, October 10, 2025 9:15 AM
To: Craig M. Lynch <CLynch@mckimcreed.com>

Cc: Ted Williams <TWilliams@mckimcreed.com>

Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Thanks, I have comments and will hold them until I get the form back.

Katherine E. Garrison
Supervisor of Survey/Senior Planning Designer/CCR
Office phone: (302) 453-2508
Cell phone: (302) 275-2368



From: Craig M. Lynch <CLynch@mckimcreed.com>

Sent: Thursday, October 9, 2025 6:39 PM

To: Katherine Garrison <kgarrison@artesianwater.com>

Cc: Ted Williams <TWilliams@mckimcreed.com>

Subject: Re: EXTERNAL: Water Service Walnut Street - Townsend

I will send it first thing Monday. Apologies for sending a blank.

Craig

Craig M. Lynch, PE
Project Engineer
Mckim & Creed

200 Continental Drive, Suite 400, Newark, DE 19713

Direct 302.607.7521
Office 302.323.9377 x127

clynch@mckimcreed.com
www.mckimcreed.com

From: Katherine Garrison <kgarrison@artesianwater.com>

Sent: Wednesday, October 8, 2025 12:58

To: Craig M. Lynch

Cc: Ted Williams

Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Hello, the SCE form was blank. Can you please fill it out? thanks.

Katherine E. Garrison
Supervisor of Survey/Senior Planning Designer/CCR

Office phone: (302) 453-2508

Cell phone: (302) 275-2368



From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Monday, October 6, 2025 2:26 PM
To: Katherine Garrison <kgarrison@artesianwater.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Sounds like it. Thank you for asking.

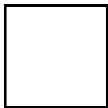
Craig M. Lynch, PE

Project Manager

O 302.323.9377 x127 | **D** 302.607.7521 | **M** 302.588.1428

CLynch@mckimcreed.com | www.mckimcreed.com

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From: Katherine Garrison <kgarrison@artesianwater.com>
Sent: Monday, October 6, 2025 2:23 PM
To: Craig M. Lynch <CLynch@mckimcreed.com>
Cc: Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Thank you, I got two emails. I assume the deldot utility permit is for something else and sent by mistake?

Katherine E. Garrison
Supervisor of Survey/Senior Planning Designer/CCR
Office phone: (302) 453-2508
Cell phone: (302) 275-2368



From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Friday, October 3, 2025 8:27 AM
To: Katherine Garrison <kgarrison@artesianwater.com>
Cc: Edward Homa <EHoma@artesianwater.com>; Andrew Weyant <aweyant@artesianwater.com>; Adam Gould <AGould@artesianwater.com>; Thomas Burton Jr. <TBurtonJr@artesianwater.com>; Ted Williams <TWilliams@mckimcreed.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Good morning Kathy,

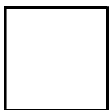
Please find the form and plans attached. Reach out with any questions.

Thank you,

Craig

Craig M. Lynch, PE
Project Manager

📞 302.323.9377 x127 | 📠 302.607.7521 | 📠 302.588.1428
CLynch@mckimcreed.com | www.mckimcreed.com
200 Continental Drive, Suite 400, Newark, DE 19713



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From: Kim Morris <KMorris@artesianwater.com>
Sent: Wednesday, October 1, 2025 4:19 PM
To: Craig M. Lynch <CLynch@mckimcreed.com>
Cc: Edward Homa <EHoma@artesianwater.com>; Katherine Garrison <kgarrison@artesianwater.com>; Andrew Weyant <aweyant@artesianwater.com>; Adam Gould <AGould@artesianwater.com>; Thomas Burton Jr. <TBurtonJr@artesianwater.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Good afternoon Craig,

I have attached some of our standard details as requested, for the proposed main extension and water services, on Walnut Street, in Townsend.

This project will be managed by Kathy Garrison, here in the Planning Department (copied). Kathy manages our residential subdivision projects.

Please complete the attached Artesian Supply Capacity Evaluation (SCE) form for the project and send it and the plans to Kathy, to continue coordination.

Let us know if you have any questions or if you need any additional information.

Kindest regards,

Kimberley A. Morris

Planning Coordinator

(302) 453-6966

kmorris@artesianwater.com



From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Tuesday, September 23, 2025 10:02 AM
To: Kim Morris <KMorris@artesianwater.com>
Cc: Edward Homa <EHoma@artesianwater.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Kim,

I am preparing a plan to submit to you to extend the main and provide a new blow off and four 3/4" domestic services. Can you forward the latest Artesian details for the valves/meters and blowoff etc?

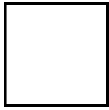
Thank you,

Craig

Craig M. Lynch, PE

Project Manager

📞 302.323.9377 x127 | 📠 302.607.7521 | 📠 302.588.1428
CLynch@mckimcreed.com | www.mckimcreed.com
200 Continental Drive, Suite 400, Newark, DE 19713



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From: Kim Morris <KMorris@artesianwater.com>
Sent: Thursday, August 28, 2025 3:32 PM
To: Craig M. Lynch <CLynch@mckimcreed.com>
Cc: Edward Homa <EHoma@artesianwater.com>
Subject: RE: EXTERNAL: Water Service Walnut Street - Townsend

Good afternoon Craig,

Looking at the attached detail in red (circled in red cloud) the water main appears to end about 29' past the fire hydrant.

It reads as 9'-6" from hydrant to WV, then 17'-6" from WV to blow off, then an additional 2' to the end cap. The water valve and blow off are found as 6" diameter, valve boxes in the field.

Let me know if you have any questions or if you need any additional information.

Kind regards,

Kimberley A. Morris

Planning Coordinator
(302) 453-6966
kmorris@artesianwater.com



From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Tuesday, August 26, 2025 11:23 AM
To: Kim Morris <KMorris@artesianwater.com>
Subject: EXTERNAL: Water Service Walnut Street - Townsend

Caution: This email originated from outside the organization
Use caution when opening attachments or following links

Hello Kim,

I am hoping to understand how far North Artesian's service line runs along Walnut Street in Townsend. We have surveyed some valves in the area but I do not want to assume that they are or are not terminal nodes. Any information you have would be greatly appreciated.

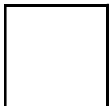


Thank you for your time,

Craig

Craig M. Lynch, PE
Project Manager

📞 302.323.9377 x127 | 📠 302.607.7521 | 📠 302.588.1428
CLynch@mckimcreed.com | www.mckimcreed.com
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Craig M. Lynch

From: Greybill, Robert (DelDOT) <Robert.Greybill@delaware.gov>
Sent: Wednesday, January 7, 2026 9:22 AM
To: jgoodyear@townsend.delaware.gov
Cc: Craig M. Lynch; Draper, Nathan (DelDOT); Sharma, Randhir (DelDOT); Andrews, Amy-Joy (DelDOT)
Subject: Walnut Street, Townsend, Parcel 2500100265 and 2500100017
Attachments: C3083-1 West-Rec-Set-CR-01.pdf

Julie,

DelDOT has no objection to recordation of attached Record Plan submitted by property owner.

- * Subject street is maintained by Town of Townsend
- * Entrance is located on road not State maintained. Entrance access to subject road does not fall under DelDOT jurisdiction.
- * Property owner is proposing to construct two single family dwellings (One dwelling on each of the two subject parcels).

Rob Greybill, PE
Delaware Department of Transportation
Public Works Section
302-326-4694

[T:\Canal District Public Works\Walnut St-Townsend-Dec2025](#)

From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Wednesday, January 7, 2026 9:09 AM
To: Greybill, Robert (DelDOT) <Robert.Greybill@delaware.gov>
Cc: Draper, Nathan (DelDOT) <Nathan.Draper@delaware.gov>; Sharma, Randhir (DelDOT) <Randhir.Sharma@delaware.gov>; Andrews, Amy-Joy (DelDOT) <Amy-Joy.Andrews@delaware.gov>
Subject: RE: Walnut Street, Townsend, Parcel 2500100265 and 2500100017

Rob,

The parcels are as follows:

Lot 1: 2500100265 – 1100 sf SFD
Lot 2: 2500100017 – 1100 sf SFD

No connections to a state maintained roadway will be made.

Thanks,

Craig

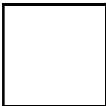
Craig M. Lynch, PE

Project Manager

O 302.323.9377 x127 | **D** 302.607.7521 | **M** 302.588.1428

CLynch@mckimcreed.com | www.mckimcreed.com

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From: Craig M. Lynch

Sent: Tuesday, January 6, 2026 2:56 PM

To: Greybill, Robert (DelDOT) <robert.greybill@delaware.gov>

Cc: Draper, Nathan (DelDOT) <Nathan.Draper@delaware.gov>; Sharma, Randhir (DelDOT) <Randhir.Sharma@delaware.gov>; Andrews, Amy-Joy (DelDOT) <Amy-Joy.Andrews@delaware.gov>

Subject: RE: Walnut Street, Townsend, Parcel 2500100049

Good afternoon Rob,

I am writing to seek a LONOR for two new homes on the opposite side of Walnut Street where two lots currently exist. The reason for the subdivision plan is that the common lot line needs to be shifted south in order for the proposed home on the northerly lot to be clear of the protected Riparian Buffer Area.

I have attached plans for reference. Please let me know if I can be of further assistance and thank you for your help.

Craig

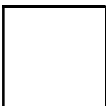
Craig M. Lynch, PE

Project Manager

O 302.323.9377 x127 | **D** 302.607.7521 | **M** 302.588.1428

CLynch@mckimcreed.com | www.mckimcreed.com

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From: Greybill, Robert (DelDOT) <Robert.Greybill@delaware.gov>

Sent: Thursday, December 18, 2025 1:51 PM

To: jgoodyear@townsend.delaware.gov

Cc: Craig M. Lynch <CLynch@mckimcreed.com>; Draper, Nathan (DelDOT) <Nathan.Draper@delaware.gov>; Sharma, Randhir (DelDOT) <Randhir.Sharma@delaware.gov>; Andrews, Amy-Joy (DelDOT) <Amy-Joy.Andrews@delaware.gov>

Subject: Walnut Street, Townsend, Parcel 2500100049

Julie,

DelDOT has no objection to recordation of attached Record Plan submitted by property owner.

- * Property owner is proposing to subdivide subject parcel
- * Subject street is maintained by Town of Townsend
- * Entrance is located on road not State maintained. Entrance access to subject road does not fall under DelDOT jurisdiction.
- * Property owner is proposing to construct two single family dwellings (One dwelling on each of the two newly created parcels).

I have consulted with Randy Sharma in DelDOT Development Coordination office. Mr. Sharma has no objection to recordation.

Rob Greybill, PE
Delaware Department of Transportation
Public Works Section
302-326-4694

[T:\Canal District Public Works\Walnut St-Townsend-Dec2025](#)

From: Craig M. Lynch <CLynch@mckimcreed.com>
Sent: Thursday, December 18, 2025 11:38 AM
To: Greybill, Robert (DelDOT) <Robert.Greybill@delaware.gov>
Subject: LONOR Parcel 2500100049

Rob,

We are proposing a subdivision in the Town of Townsend that will create two parcels from one larger parcel (2500100049) for the development of two SFDs. I have attached a copy of the Record Plan and Grading Plan for your reference.

Please provide comment as to the Department's approval of the plan.

Thank you,

Craig

Craig M. Lynch, PE
Project Manager

📞 302.323.9377 x127 | 📠 302.607.7521 | 📠 302.588.1428
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Town of Townsend Engineer's Report

TO: Julie Goodyear, Town Manager

FROM: Brian Miller, PE

DATE: May 1, 2026

General Engineering

Date	Description
4/30/2026	Communication with Town for code clarification regarding mobile/manufactured homes in the Town.

Permit Reviews

TWNSD25001

Date	Description
4/1/2026	Returned permit review for 26-00073
4/1/2026	Returned permit review for 26-00076
4/3/2026	Returned review notations for 613 Taylor Street.
4/8/2026	Returned permit review for 26-00078
4/14/2026	Returned permit review for 26-00079
4/15/2026	Returned permit review for 26-00077
4/17/2026	Returned updated permit review for 26-00077
4/21/2026	Returned permit review for 26-00083 and 26-00084.
4/23/2026	Returned updated permit review for 26-00081.
4/30/2026	Coordinated with Town staff regarding manufactured home interpretation for permit review.

Capital Projects

TWNSD25009 661 South Street

Date	Description
3/31/2026	OSFM submission.
4/9/2026	Received OSFM comments
4/30/2026	Contacted OSFM regarding review comments. Additional coordination and information is required with building design and service.

Development Projects

TWNSD25003 Woods at Hidden Creek

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

TWNSD25004 Townsend Cove (Acres)

Date	Description
4/9/2026	Provided bonding recommendation letter via email.

TWNSD25005 Townsend Crossing

Date	Description
4/2026	Coordination with developer via email regarding bonding requirements.



April 9, 2026

TWNSD25003

Town of Townsend
Attn: Julie Goodyear, Town Manager
141 Main Street
Townsend, DE 197340

RE: Townsend Cove
Performance Bond Recommendation

Dear Ms. Goodyear:

We reviewed the bond estimate submitted by JS Homes for Townsend Cove subdivision located along Summit Bridge Road. We reviewed submitted estimate and the plans titled "Townsend Cove Subdivision", last revised June 12,2025 prepared by Becker Morgan Group. The recommended estimated cost of improvements is \$1,342,570.00.

Per Section "24.32.020 Performance Guaranty" of the Town of Townsend Municipal Code, the developer shall provide financial security in the amount of 120% of the estimated cost of completion. Therefore, we recommend financial security in the amount of \$1,611,084.00 be established for performance guaranty.

Per Section "24.32.010 Inspection Fee Escrow" of the Town of Townsend Municipal Code, the developer shall provide escrow for professional services with a minimum amount of 5% of the estimated cost of required improvements. Therefore, we recommend financial security of \$67,128.50 be established for professional services.

The breakdown with the adjusted costs and Town requirements for contingency and professional services is:

Townsend Cove

Table with 2 columns: Description and Amount. Rows include Developer Total Estimate (\$1,297,170.00), Pennoni Suggested Construction Estimate (\$1,342,570.00), 20% Contingency (\$268,514.00), Total Suggested Bond Amount (120%) (\$1,342,570.00), and Professional Services Escrow (5%) (\$67,128.00).

If there are any questions, please contact me at 302-351-5266 or via email at bmill@pennoni.com.

Sincerely,
PENNONI ASSOCIATES INC.

Brian W. Miller signature
Brian W. Miller, PE, ENV SP, CDT
Senior Engineer

Enclosures: Performance Bond Estimate

c: Earl Pearce - JS Homes
Lisa Hatfield - Connolly Gallagher LLP



Construction Cost Breakdown
Townsend Cove
Town of Townsend
Performance Bond Estimate
Thursday, April 9, 2026

	<i>Quantity</i>	<i>Units</i>	<i>Unit Price</i>	<i>Amount</i>
Mobilization	1	LS	\$5,000.00	\$5,000.00
Maintenance of Traffic	1	LS	\$9,500.00	\$9,500.00
ESPC Measures - Silt Fence	6,800	LF	\$3.60	\$24,480.00
15" HDPE	434	LF	\$67.00	\$29,078.00
18" HDPE	923	LF	\$69.00	\$63,687.00
24" HDPE	461	LF	\$89.00	\$41,029.00
Catch Basins	29	EA	\$4,654.00	\$134,966.00
Roadway Excavation	5,329	CY	\$18.00	\$95,922.00
Roadway Aggregate Subbase	3,610	TN	\$46.00	\$166,060.00
Roadway Base Course	745	TN	\$133.00	\$99,085.00
Wearing Course	497	TN	\$210.00	\$104,370.00
Manhole, Valve & Structure Adjustments	1	LS	\$8,000.00	\$8,000.00
Butt-Joints/Tie-ins	1	LS	\$1,500.00	\$1,500.00
Sawcutting	1	LS	\$1,500.00	\$1,500.00
Joint Sealing	1	LS	\$3,000.00	\$3,000.00
Trail	3,000	SF	\$6.00	\$18,000.00
Signage	1	LS	\$5,310.00	\$5,310.00
Curb	4,133	LF	\$23.00	\$95,059.00
Sidewalk	21,528	SF	\$8.00	\$172,224.00
Drive Apron	4,140	SF	\$10.00	\$41,400.00
Trees & Landscaping	1	LS	\$85,000.00	\$85,000.00
Wetland Pond Planting	1	LS	\$38,400.00	\$38,400.00
Open Space Grading	1	LS	\$96,000.00	\$96,000.00
As-Builts	1	LS	\$4,000.00	\$4,000.00
			Subtotal	\$1,342,570.00

Construction Subtotal	\$1,342,570.00
20% Contingency	\$268,514.00
Total Suggested Performance Guaranty	\$1,611,084.00

5% Professional Services Escrow	\$67,128.50
Total Suggested Performance Guaranty Including Contingency and Inspection Fee	\$1,678,212.50

Note: Improvements including stormwater management, sanitary sewer and water distribution are handled separately with the agencies having jurisdiction for the improvements and final acceptance for the improvements.



RE: Townsend Cove

From Earl Pearce <ejpearce2@outlook.com>

Date Wed 4/1/2026 9:25 AM

To Brian Miller <BMiller@Pennoni.com>; Julie Goodyear <jgoodyear@townsend.delaware.gov>

Cc Bob Taylor <btaylor@jshomesde.com>; Jennifer Helms <JHelms@townsend.delaware.gov>; Claire Walter <cwalter@jshomesde.com>

Brian,

We are submitting the following revised cost breakdown for approval of the bonded amounts required for Townsend Cove.

Item Description	Qty	Unit	Unit Price	Subtotal	Notes
ROADWAY & STREET IMPROVEMENTS					
Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00	
Maintenance of Traffic	1	LS	\$ 9,500.00	\$ 9,500.00	
ESPC Measures	6,800	LF	\$ 3.60	\$ 24,480.00	
Curb	4,133	LF	\$ 23.00	\$ 95,059.00	
Sidewalk	21,528	SQFT	\$ 8.00	\$ 172,224.00	
Storm Drain - Catch Basin	29	EA	\$ 4,654.00	\$ 134,966.00	
Storm Drain - 15" RCP	434	LF	\$ 67.00	\$ 29,078.00	
Storm Drain - 18" RCP	923	LF	\$ 69.00	\$ 63,687.00	
Storm Drain - 24" RCP	461	LF	\$ 89.00	\$ 41,029.00	
Roadway - Excavation	5,329	CY	\$ 18.00	\$ 95,922.00	
Roadway - CR6	3,610	TON	\$ 46.00	\$ 166,060.00	
Roadway - Base	745	TON	\$ 133.00	\$ 99,085.00	
Trail	3,000	SQFT	\$ 6.00	\$ 18,000.00	
Signage	1	LS	\$ 5,310.00	\$ 5,310.00	
Finished Paving (Type C Hot-Mix)	497	TONS	\$ 140.00	\$ 104,370.00	Bond at 150% per DelDOT
Manhole, Valve & Structure Lid Adjustments	1	LS	\$ 8,000.00	\$ 8,000.00	
Butt-joints and Tie-ins	1	LS	\$ 1,500.00	\$ 1,500.00	
Sawcutting	1	LS	\$ 1,500.00	\$ 1,500.00	
Joint Sealing	1	LS	\$ 3,000.00	\$ 3,000.00	
Driveway Aprons	N/A	LS	N/A	\$ -	
Pavement Markings	N/A	LS	N/A	\$ -	
			Bonded Total	\$ 1,077,770.00	
OPEN SPACE					
Trees & Landscaping	1	LS	\$ 85,000.00	\$ 85,000.00	
Wetland Pond Plantings	1	LS	\$ 38,400.00	\$ 38,400.00	
Open Space Grading	1	LS	\$ 96,000.00	\$ 96,000.00	
			Bonded Total	\$ 219,400.00	

Please let me know if you have any questions.

Thank you,

April 27, 2026

Townsend Mayor and Town Council
141 Main Street
Townsend, Delaware 19734

Re: Townsend Cove
Bonding Reduction Request

Dear Mayor and Council,

We're formally requesting a waiver of the Town's construction bonding procedure to allow us to proceed with construction of the Townsend Cove Subdivision.

Specifically, we request that the Town waive the initial 120% performance bond requirement for the initial site construction activities. The bond amount approved by the Town Engineer, as reflected in the attached correspondence, is \$1,342,570.00. We would then complete the roads and infrastructure necessary to apply for homebuilding permits. Upon completion of that work, we would provide a performance bond equal to 120% of any remaining uncompleted site work. We estimate this subsequent bond to be approximately \$499,176.00 per attached breakdown, and it would be posted prior to the issuance of the building permit for the 1st home to be constructed.

Securing a bond in the amount of \$1,342,570.00—together with the associated fees—could affect the affordability of this project. We respectfully request your consideration of this variance, consistent with similar accommodations the Town has granted for other developments in the past. We are prepared to commence site work promptly once this matter is resolved.

If you have any questions or would like to discuss this request, please contact me at 302-420-0674 or via email at btaylor@jshomesde.com.

Sincerely,



Bob Taylor
Vice President
TAC, LLC



April 9, 2026

TWNSD25003

Town of Townsend
Attn: Julie Goodyear, Town Manager
141 Main Street
Townsend, DE 197340

RE: Townsend Cove
Performance Bond Recommendation

Dear Ms. Goodyear:

We reviewed the bond estimate submitted by JS Homes for Townsend Cove subdivision located along Summit Bridge Road. We reviewed submitted estimate and the plans titled "Townsend Cove Subdivision", last revised June 12,2025 prepared by Becker Morgan Group. The recommended estimated cost of improvements is \$1,342,570.00.

Per Section "24.32.020 Performance Guaranty" of the Town of Townsend Municipal Code, the developer shall provide financial security in the amount of 120% of the estimated cost of completion. Therefore, we recommend financial security in the amount of \$1,611,084.00 be established for performance guaranty.

Per Section "24.32.010 Inspection Fee Escrow" of the Town of Townsend Municipal Code, the developer shall provide escrow for professional services with a minimum amount of 5% of the estimated cost of required improvements. Therefore, we recommend financial security of \$67,128.50 be established for professional services.

The breakdown with the adjusted costs and Town requirements for contingency and professional services is:

Townsend Cove

Table with 2 columns: Description and Amount. Rows include Developer Total Estimate (\$1,297,170.00), Pennoni Suggested Construction Estimate (\$1,342,570.00), 20% Contingency (\$268,514.00), Total Suggested Bond Amount (120%) (\$1,342,570.00), and Professional Services Escrow (5%) (\$67,128.00).

If there are any questions, please contact me at 302-351-5266 or via email at bmillier@pennoni.com.

Sincerely,

PENNONI ASSOCIATES INC.

Brian W. Miller signature
Brian W. Miller, PE, ENV SP, CDT
Senior Engineer

Enclosures: Performance Bond Estimate

c: Earl Pearce - JS Homes
Lisa Hatfield - Connolly Gallagher LLP



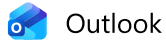
Construction Cost Breakdown
Townsend Cove
Town of Townsend
Performance Bond Estimate
Thursday, April 9, 2026

	Quantity	Units	Unit Price	Amount
Mobilization	1	LS	\$5,000.00	\$5,000.00
Maintenance of Traffic	1	LS	\$9,500.00	\$9,500.00
ESPC Measures - Silt Fence	6,800	LF	\$3.60	\$24,480.00
15" HDPE	434	LF	\$67.00	\$29,078.00
18" HDPE	923	LF	\$69.00	\$63,687.00
24" HDPE	461	LF	\$89.00	\$41,029.00
Catch Basins	29	EA	\$4,654.00	\$134,966.00
Roadway Excavation	5,329	CY	\$18.00	\$95,922.00
Roadway Aggregate Subbase	3,610	TN	\$46.00	\$166,060.00
Roadway Base Course	745	TN	\$133.00	\$99,085.00
Wearing Course	497	TN	\$210.00	\$104,370.00
Manhole, Valve & Structure Adjustments	1	LS	\$8,000.00	\$8,000.00
Butt-Joints/Tie-ins	1	LS	\$1,500.00	\$1,500.00
Sawcutting	1	LS	\$1,500.00	\$1,500.00
Joint Sealing	1	LS	\$3,000.00	\$3,000.00
Trail	3,000	SF	\$6.00	\$18,000.00
Signage	1	LS	\$5,310.00	\$5,310.00
Curb	4,133	LF	\$23.00	\$95,059.00
Sidewalk	21,528	SF	\$8.00	\$172,224.00
Drive Apron	4,140	SF	\$10.00	\$41,400.00
Trees & Landscaping	1	LS	\$85,000.00	\$85,000.00
Wetland Pond Planting	1	LS	\$38,400.00	\$38,400.00
Open Space Grading	1	LS	\$96,000.00	\$96,000.00
As-Builts	1	LS	\$4,000.00	\$4,000.00
			Subtotal	\$1,342,570.00

Construction Subtotal	\$1,342,570.00
20% Contingency	\$268,514.00
Total Suggested Performance Guaranty	\$1,611,084.00

5% Professional Services Escrow	\$67,128.50
Total Suggested Performance Guaranty Including Contingency and Inspection Fee	\$1,678,212.50

Note: Improvements including stormwater management, sanitary sewer and water distribution are handled separately with the agencies having jurisdiction for the improvements and final acceptance for the improvements.



RE: Townsend Cove

From Earl Pearce <ejpearce2@outlook.com>

Date Wed 4/1/2026 9:25 AM

To Brian Miller <BMiller@Pennoni.com>; Julie Goodyear <jgoodyear@townsend.delaware.gov>

Cc Bob Taylor <btaylor@jshomesde.com>; Jennifer Helms <JHelms@townsend.delaware.gov>; Claire Walter <cwalter@jshomesde.com>

Brian,

We are submitting the following revised cost breakdown for approval of the bonded amounts required for Townsend Cove.

Item Description	Qty	Unit	Unit Price	Subtotal	Notes
ROADWAY & STREET IMPROVEMENTS					
Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00	
Maintenance of Traffic	1	LS	\$ 9,500.00	\$ 9,500.00	
ESPC Measures	6,800	LF	\$ 3.60	\$ 24,480.00	
Curb	4,133	LF	\$ 23.00	\$ 95,059.00	
Sidewalk	21,528	SQFT	\$ 8.00	\$ 172,224.00	
Storm Drain - Catch Basin	29	EA	\$ 4,654.00	\$ 134,966.00	
Storm Drain - 15" RCP	434	LF	\$ 67.00	\$ 29,078.00	
Storm Drain - 18" RCP	923	LF	\$ 69.00	\$ 63,687.00	
Storm Drain - 24" RCP	461	LF	\$ 89.00	\$ 41,029.00	
Roadway - Excavation	5,329	CY	\$ 18.00	\$ 95,922.00	
Roadway - CR6	3,610	TON	\$ 46.00	\$ 166,060.00	
Roadway - Base	745	TON	\$ 133.00	\$ 99,085.00	
Trail	3,000	SQFT	\$ 6.00	\$ 18,000.00	
Signage	1	LS	\$ 5,310.00	\$ 5,310.00	
Finished Paving (Type C Hot-Mix)	497	TONS	\$ 140.00	\$ 104,370.00	Bond at 150% per DelDOT
Manhole, Valve & Structure Lid Adjustments	1	LS	\$ 8,000.00	\$ 8,000.00	
Butt-joints and Tie-ins	1	LS	\$ 1,500.00	\$ 1,500.00	
Sawcutting	1	LS	\$ 1,500.00	\$ 1,500.00	
Joint Sealing	1	LS	\$ 3,000.00	\$ 3,000.00	
Driveway Aprons	N/A	LS	N/A	\$ -	
Pavement Markings	N/A	LS	N/A	\$ -	
			Bonded Total	\$ 1,077,770.00	
OPEN SPACE					
Trees & Landscaping	1	LS	\$ 85,000.00	\$ 85,000.00	
Wetland Pond Plantings	1	LS	\$ 38,400.00	\$ 38,400.00	
Open Space Grading	1	LS	\$ 96,000.00	\$ 96,000.00	
			Bonded Total	\$ 219,400.00	

Please let me know if you have any questions.

Thank you,

TOWNSEND COVE REDUCED BOND AMOUNT

Mobilization	Completed				
Maintenance of Traffic	1	LS	\$ 9,500.00	\$ 9,500.00	
ESPC Measures	Completed				
Curb	Completed				
Sidewalk	Completed				
Storm Drain - Catch Basin	Completed				
Storm Drain - 15" RCP	Completed				
Storm Drain - 18" RCP	Completed				
Storm Drain - 24" RCP	Completed				
Roadway - Excavation	Completed				
Roadway - CR6	Completed				
Roadway - Base	Completed				
Trail	3,000	SQFT	\$ 6.00	\$ 18,000.00	
Signage	1	LS	\$ 5,310.00	\$ 5,310.00	
Finished Paving (Type C Hot-Mix)	497	TONS	\$ 210.00	\$ 104,370.00	Bond at 150% per DeIDOT
Manhole, Valve & Structure Lid Adjustments	1	LS	\$ 8,000.00	\$ 8,000.00	
Butt-joints and Tie-ins	1	LS	\$ 1,500.00	\$ 1,500.00	
Sawcutting	1	LS	\$ 1,500.00	\$ 1,500.00	
Joint Sealing	1	LS	\$ 3,000.00	\$ 3,000.00	
Driveway Aprons	4,140	SF	\$ 10.00	\$ 41,400.00	
Trees & Landscaping	1	LS	\$ 85,000.00	\$ 85,000.00	
Wetland Pond Plantings	1	LS	\$ 38,400.00	\$ 38,400.00	
Open Space Grading	1	LS	\$ 96,000.00	\$ 96,000.00	
Asbuilts	1	LS	\$ 4,000.00	\$ 4,000.00	
			Bonded Total	\$ 415,980.00	
			20% Contingency	\$ 83,196.00	
			Total Bond	\$ 499,176.00	



Sponsor:
Mayor S. Lobdell

RESOLUTION
2026-004

A RESOLUTION TO ADOPT THE NEW FEE SCHEDULE FOR THE TOWN OF TOWNSEND

WHEREAS, the Town of Townsend periodically reviews its fees and charges to ensure they reflect the costs of providing services and comply with applicable laws; and

WHEREAS, the Town Council has reviewed the proposed updates to the Town's Fee Schedule, including but not limited to permit fees, inspection fees, and other service charges; and

WHEREAS, the Town Council finds that adopting the updated Fee Schedule is in the best interest of the Town and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Townsend, Delaware, as follows:

1. **Adoption of Fee Schedule**

The Town Council hereby adopts the Fee Schedule attached hereto as **Exhibit A** and incorporated herein by reference.

2. **Effective Date**

This Fee Schedule shall take effect on **May 6th, 2026** and shall remain in effect until amended or superseded by subsequent resolution.

3. **Authority to Implement**

The Town Administrator and appropriate Town staff are authorized and directed to implement and enforce the fees as set forth in the adopted Fee Schedule.

4. **Repealer**

All prior resolutions or ordinances, or parts thereof, inconsistent with this resolution are hereby repealed to the extent of such inconsistency.

5. **Severability**

If any section, paragraph, sentence, clause, or phrase of this Resolution is declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED THAT this policy becomes effective immediately upon approval and a copy of said Fee Schedule will be located at Town Hall at all times.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 6th day of May 2026.

Passed and Approved this 6th day of May 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. Sharif			

Fee Schedule

		Suggested New:				New Charges
		Flat Rate Increase	2% Increase	5% Increase	10% Increase	Remove charges
Contractors Fee	\$125.00	\$130	\$128	\$131	\$138	
Board of Adjustment						
Application for variance hearing	\$500.00	\$505	\$510	\$525	\$550	
Application for variance hearing- Residential District	\$300.00	\$305	\$306	\$315	\$330	
Application for variance hearing- Non-Residential District	\$500.00	\$505	\$510	\$525	\$550	
Application for special exception hearing	\$350.00	\$355	\$357	\$368	\$385	
Application for waiver hearing	\$350.00	\$355	\$357	\$368	\$385	
Land Development						
Lot Consolidation Fee	\$200.00					
Minor Subdivision or Land Development Plan						
Residential Filing Fee	\$300.00	\$305	\$306	\$315	\$330	
Initial Engineering and Plan Review	\$2000.00 (Plus \$115.00 per dwelling unit or acre, whichever is greater)	\$2,010	\$2,040	\$2,100	\$2,200	
Non Residential Filing Fee	\$500.00	\$505	\$510	\$525	\$550	
Initial Engineering & Plan Review- less than 5 acres	\$3,000.00	\$3,050	\$3,060	\$3,150	\$3,300	
Initial Engineering & Plan Review- 5 acres and above	\$4,000.00	\$4,050	\$4,080	\$4,200	\$4,400	
Major Subdivision or Land Development Plan						
Residential Filing Fee	\$500.00	\$505	\$510	\$525	\$550	
Initial Engineering & Plan Review Fee Escrow	\$4,000.00 (plus \$115.00 per dwelling unit or acre, whichever is greater)	\$4,050	\$4,080	\$4,200	\$4,400	
Non Residential Filing Fee	\$600.00	\$605	\$612	\$630	\$660	
Initial Engineering & Plan Review- less than 5 acres	\$4,000.00	\$4,050	\$4,080	\$4,200	\$4,400	
Initial Engineering & Plan Review- 5 acres and above	\$5,000.00	\$5,050	\$5,100	\$5,250	\$5,500	
Land & Development Inspection Escrow Account/Guaranty Requirements						
Inspection Fee Escrow- 5% of the total cost estimate (for both on-site and off-site improvements)	5% of the total cost estimate (for both on-site and off-site improvements), \$500.00 minimum escrow deposit					
Performance Guarantee	120% of the total cost estimate in the form of cash, irrevocable letter of credit, certified check, or performance bond					
Maintenance Bond	15% of the total cost estimate					
Administrative Fees and Fines						
Administrative Fee	\$125.00	\$130	\$128	\$131	\$138	
Plan Revision for Previously approved construction permits	\$150.00	\$155	\$153	\$158	\$165	
Temporary Certificate of Occupancy	\$100.00	\$105	\$102	\$105	\$110	
Certificate of Occupancy	\$125.00	\$130	\$128	\$131	\$138	
Returned Check- 1st occurrence	\$60.00	\$65	\$61	\$63	\$66	
Returned Check- 2nd offense	\$75.00	\$80	\$77	\$79	\$83	
Light pollution Violation (Each Offense)	\$50.00	\$55	\$51	\$53	\$55	
Unlawful burning in Town Limits (each offense)	\$25.00 - \$100.00					
Unlawful use of Orchard Lane- 1st offense	5hrs Community Service + \$50.00 fine	\$55	\$51	\$53	\$55	
Unlawful use of Orchard Lane- 2nd offense	10hrs Community Service + \$100.00 fine	\$105	\$102	\$105	\$110	
Unlawful use of Orchard lane- Subsequent Offense	\$200.00	\$205	\$204	\$210	\$220	
Town Mowing of non-compliant properties	\$90/hr, minimum of 2hrs		\$90/hr, minimum of 2hrs			
General Office Fees						
Copies up to 10 pages	.10 per copy		.10 per copy			
Copies after 10 pages	.25 per copy after the first 10 pages		.25 per copy after the first 10 pages			
Fax	\$1.00 first 10 pages, \$1.00 per page after the fist		\$1.00 first 10 pages, \$1.00 per page after the fist 10			
Notary Services- Resident of Incorporated Townsend	10					
Notary Services- Non Resident	FREE		\$5			
Property Information Requests/Settlements / Refinance	\$10.00 per parcel/ per request (including updated information)		\$10.00 per parcel/ per request (including updated information)			
Permit Fees						
Building Fee (One & Two Family Dwellings)	\$15.00 per \$1,000.00 valuation based on current ICC Building Valuation Data Table applying a Local Factor of 0.75					
Building Fee (Other than One & Two Family dwellings)	\$15.00 per \$1,000.00 valuation based on current ICC Building Valuation Data Table applying a Local Factor of 0.75 \$8.00 per \$1,000.00 for anything exceeding \$1,000,000.00 based on the most current ICC Building Valuation Data Table					
Impact Fees- Public Works	\$3,550.00					
Impact Fees- Community Services	\$2,250.00					
Impact Fees- Community Investment	\$3,800.00					
Impact Fees- Roadway	\$2,750.00					
Impact Fees- General	\$3,500.00					
Impact Fees- Sidewalk	\$500.00					
Impact Fees- Public safety	\$1,500.00					
Impact Fees- Townsend Volunteer Fire Assistance	\$750.00					
Permit Extension (valid for 180 days)- 1st occurrence	\$50.00					
Permit Extension (valid for 180 days)- 2nd occurrence	\$75.00					
Permit Extension (valid for 180 days)- 3rd occurrence	\$100.00					

Lines and Grades (each review)	\$550.00				
Review of New Home Construction Drawings (each review)	\$650.00				
Gas Line Pressure Test- when required	\$75.00				
Re-inspection fee (due prior to re-inspection)	\$70.00		\$75		
Trade Permit Fees					
Mechanical Permit	\$100.00	\$105	\$102	\$105	\$110
Plumbing Permit	\$100.00	\$105	\$102	\$105	\$110
Dumpster Permit	\$0.00				
Dumpster Permit Extension Fee	\$50.00		\$50		
Residential Permit Flat Fees					
Fence	\$125.00	\$130	\$128	\$131	\$138
Shed- 200 sqft or less	\$150.00	\$155	\$153	\$158	\$165
	\$15.00 per \$1,000.00 valuation based on current ICC Building Valuation Data Table applying a Local Factor of 0.75				
Shed- 200sqft or above					
Permanently Installed Generator	\$150.00	\$155	\$153	\$158	\$165
Fireplace	175.00 Plus HVAC & Plumbing	\$180	\$179	\$184	\$193
In-Ground Pool	\$525.00	\$530	\$536	\$551	\$578
Above-Ground Pool	\$175.00	\$180	\$179	\$184	\$193
Hot Tub	\$175.00	\$180	\$179	\$184	\$193
Flagpole (Inground)	\$100.00	\$105	\$102	\$105	\$110
Residential Permit Fees per square foot (all permit fees assessed by square foot shall be subject to the fees above, as applicable)					
Administrative Fee	\$125.00	\$130	\$128	\$131	\$138
Plan Revision Fee for Previously Approved Construction Permits	\$150.00	\$155	\$153	\$158	\$165
Temporary Certificate of Occupancy	\$100.00	\$105	\$102	\$105	\$110
Certificate of Occupancy	\$125.00	\$130	\$128	\$131	\$138
Patio	\$8.00/ square foot		\$8.00/ square foot	\$8.00/ square foot	\$9.00/ square foot
Sidewalk	\$8.00/ square foot		\$8.00/ square foot	\$8.00/ square foot	\$9.00/ square foot
Driveway	\$8.00/ square foot		\$8.00/ square foot	\$8.00/ square foot	\$9.00/ square foot
Basement	\$10.00/ square foot		\$10.00/ square foot	\$11.00/ square foot	\$11.00/ square foot
Deck	\$10.00/ square foot		\$10.00/ square foot	\$11.00/ square foot	\$11.00/ square foot
Addition	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Garage	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Enclosed Porch (No HVAC)	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Open Porch	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Carport	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Rooftop Solar Panels	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Ground-Mounted Solar Panels	\$15.00/ per \$1,000.00		\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Altering of existing spaces (moving of interior walls)	\$20.00/ square foot		\$20.00/ square foot	\$21.00/ square foot	\$22.00/ square foot
Non- Residential Fees					
Impact Fees- Commercial	\$2.00 per sq. ft. of building area		\$2.00 per sq. ft. of building area		
Impact Fees- Industrial	\$2.00 per sq. ft. of building area		\$2.00 per sq. ft. of building area		
	\$0.009 for each dollar of value with a minimum of				
Plan review Fees (Commercial/Industrial)	\$300.00		\$0.009 for each dollar of value with a minimum of \$300.00		
Inspection Fees (Commercial/Industrial)					
Valuation <\$1,000.00	\$100.00	\$105	\$102	\$105	\$110
Valuation >\$1,000.00 < \$1,000,000.00 Per \$1,000.00 or fraction thereof	\$20.00	\$25	\$20	\$21	\$22
Valuation > \$1,000,000.00 for each \$1,000.00 or fraction thereof	\$5.00	\$5	\$5	\$5	\$6
Fence	\$250.00	\$255	\$255	\$263	\$275
Fence (Replacement Only)	\$150.00	\$155	\$153	\$158	\$165
Signs (Permanent)	\$10.00 per/sq. ft	\$10.00 per/sq. ft	\$10.00 per/sq. ft	\$11.00 per/sq. ft	\$11.00 per/sq. ft
Signs (Temporary less than 30 days)	\$50.00	\$55	\$51	\$53	\$55
Signs (Temporary 30-90 days)	\$100.00	\$105	\$102	\$105	\$110
Temporary Office Trailers (< 180 days)	\$60.00	\$65	\$61	\$63	\$66
Demolition Permit	\$600.00	\$610	\$612	\$630	\$660
Sketch Plan- Filing Fee	\$800.00	\$810	\$816	\$840	\$880
Grading Permit- Filing Fee	\$150.00	\$155	\$153	\$158	\$165
Initial Engineering and Plan Review Escrow	\$550.00	\$555	\$561	\$578	\$605
First Violation Penalty	not less than \$100				
Each Subsequent violation penalty	not less than \$200				
Permit App- Resubmittal Fee	\$25.00				
Rental Ordinance Fees					
License fee per building	\$60.00	\$65	\$61	\$63	\$66
additional fee for each rental unit (above 1) within building	\$10.00	\$15	\$10	\$11	\$11
Inspection Fee- Single Family Home	\$90.00		\$92	\$95	\$99
Inspection Fee- each residential unit with building	\$50.00		\$51	\$53	\$55
Re-inspection fee	\$110.00		\$112	\$116	\$121
Municipal Park Rentals					
	\$75.00 Townsend Resident/ 3hr block		\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block		\$130.00 Non-Townsend Resident/ 3hr block		
Gazebo Rental	\$75.00 Non-Profit/ 3hr block		\$80.00 Non-Profit/ 3hr block		
	\$25.00/additional hour		\$30.00/additional hour		
	\$75.00 Townsend Resident/ 3hr block		\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block		\$130.00 Non-Townsend Resident/ 3hr block		
Pavilion Rental	\$75.00 Non-Profit/ 3hr block		\$80.00 Non-Profit/ 3hr block		
	\$25.00/additional hour		\$30.00/additional hour		
	\$75.00 Townsend Resident/ 3hr block		\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block		\$130.00 Non-Townsend Resident/ 3hr block		
Baseball/Multi-purpose Field	\$75.00 Non-Profit/ 3hr block		\$80.00 Non-Profit/ 3hr block		
	\$25.00/additional hour		\$30.00/additional hour		

	\$75.00 Townsend Resident/ 3hr block	\$80.00 Townsend Resident/ 3hr block
	\$125.00 Non-Townsend Resident/ 3hr block	\$130.00 Non-Townsend Resident/ 3hr block
	\$75.00 Non-Profit/ 3hr block	\$80.00 Non-Profit/ 3hr block
	\$25.00/additional hour	\$30.00/additional hour

Basketball Court
All Park Amenity Rentals require a \$100.00 refundable deposit pending satisfactory post inspection

Business Licenses

Licenses shall be required for the following trades, businesses and occupations and the license fee shall be set forth as reflected herein. The remaining provisions of the TMC 6.04, not conflicting herewith, remain in full force and effect.

Advertising Agency	\$125.00	\$130.00	\$128	\$137	\$140
Amusement Operator	\$125.00	\$130	\$128	\$137	\$140
Architect (Per Architect)	\$250.00	\$255	\$255	\$268	\$281
Attorney- At-Law (Per Attorney)	\$250.00	\$255	\$255	\$268	\$281
Auctioneer	\$125.00	\$130	\$128	\$137	\$140
Bank, trust, Loan * Credit Union	\$250.00	\$255	\$255	\$268	\$281
Barber- First 2	\$125.00	\$130	\$128	\$137	\$140
Barber- 3 or more	\$250.00	\$255	\$255	\$268	\$281
Beautician- First 2	\$125.00	\$130	\$128	\$137	\$140
Beautification- 3 or More	\$250.00	\$255	\$255	\$268	\$281
Bowling Alley	\$125.00	\$130	\$128	\$137	\$140
Broadcasting Station	\$125.00	\$130	\$128	\$137	\$140
Broker (Per Broker)	\$125.00	\$130	\$128	\$137	\$140
Car Wash	\$125.00	\$130	\$128	\$137	\$140
Certified Public Accountant (Per Accountant)	\$250.00	\$255	\$255	\$268	\$281
Cesspool Cleaner	\$125.00	\$130	\$128	\$137	\$140
Chiropractor (Per Chiropractor)	\$250.00	\$255	\$255	\$268	\$281
Coin Operated Amusement Machine Owner	\$125.00	\$130	\$128	\$137	\$140
Coin Operated Electronic Video Machine	\$125.00	\$130	\$128	\$137	\$140
Coin Operated Vending Machine Owner	\$125.00	\$130	\$128	\$137	\$140
Commercial Sign Business	\$125.00	\$130	\$128	\$137	\$140
Computer related Services	\$125.00	\$130	\$128	\$137	\$140
Day Care Operator- 6 Children and under	\$125.00	\$130	\$128	\$137	\$140
Day Care Operator- 7 Children and above	\$250.00	\$255	\$255	\$268	\$281
Dental Lab	\$125.00	\$130	\$128	\$137	\$140
Dentist (Per Dentist)	\$250.00	\$255	\$255	\$268	\$281
Distributor	\$125.00	\$130	\$128	\$137	\$140
Drayman or Mover	\$125.00	\$130	\$128	\$137	\$140
Eating Establishment	\$125.00	\$130	\$128	\$137	\$140
Employment Agent	\$125.00	\$130	\$128	\$137	\$140
Entertainers	\$125.00	\$130	\$128	\$137	\$140
Entertainment Agent or Operator	\$125.00	\$130	\$128	\$137	\$140
Finance or Small Loan Agency	\$250.00	\$255	\$255	\$268	\$281
Gas, Light, Power, Cable TV and Television Company	\$825.00	\$830	\$842	\$872	\$926
General Repairman	\$125.00	\$130	\$128	\$137	\$140
Health Spa or Health Club	\$125.00	\$130	\$128	\$137	\$140
Income Tax Consultant	\$250.00	\$255	\$255	\$268	\$281
Incorporator	\$125.00	\$130	\$128	\$137	\$140
Insurance Adjustor Office	\$125.00	\$130	\$128	\$137	\$140
Insurance Agent	\$125.00	\$130	\$128	\$137	\$140
Janitorial & Cleaning Service	\$125.00	\$130	\$128	\$137	\$140
Laundry Service Operator	\$125.00	\$130	\$128	\$137	\$140
Linen Supplier	\$125.00	\$130	\$128	\$137	\$140
Manicurist	\$125.00	\$130	\$128	\$137	\$140
Manufactured Home Park (Per Space)	\$6.00	\$11	\$6	\$12	\$7
Manufacturer's Agent or Representative	\$125.00	\$130	\$128	\$137	\$140
Mercantile Agency or Collection Agency	\$125.00	\$130	\$128	\$137	\$140
Merchant	See below	See below	See below	See below	See below
Motel/Hotel (5 rooms - \$5.00/Room)	\$125.00	\$130	\$128	\$137	\$140
Motion Picture Theater	\$125.00	\$130	\$128	\$137	\$140
Motor Vehicle Serviceman	\$125.00	\$130	\$128	\$137	\$140
Nursing, Rest or Convalescent Home	\$125.00	\$130	\$128	\$137	\$140
Open Market Operator	\$125.00	\$130	\$128	\$137	\$140
Optometrist (Per Optometrist)	\$250.00	\$255	\$255	\$268	\$281
Outdoor Music Festival Promoter	\$250.00	\$255	\$255	\$268	\$281
Parking Lot or Garage Operator	\$125.00	\$130	\$128	\$137	\$140
Pawnbroker	\$125.00	\$130	\$128	\$137	\$140
Pest Control Services	\$125.00	\$130	\$128	\$137	\$140
Pharmacist	\$250.00	\$255	\$255	\$268	\$281
Photographer	\$125.00	\$130	\$128	\$137	\$140
Physical Therapist (Per Therapist)	\$250.00	\$255	\$255	\$268	\$281
Physician and/or Surgeon (Per Doctor)	\$250.00	\$255	\$255	\$268	\$281
Plant Nursery and/or Florist	\$125.00	\$130	\$128	\$137	\$140
Podiatrist (Per Podiatrist)	\$250.00	\$255	\$255	\$268	\$281
Pool Table Operator	\$125.00	\$130	\$128	\$137	\$140
Printer	\$125.00	\$130	\$128	\$137	\$140
Private Detective Agency	\$125.00	\$130	\$128	\$137	\$140
Professional Engineer (Per Engineer)	\$250.00	\$255	\$255	\$268	\$281
Professional Land Surveyor (Per License)	\$250.00	\$255	\$255	\$268	\$281
Psychologist (Per Psychologist)	\$250.00	\$255	\$255	\$268	\$281
Public Accountant (Per Accountant)	\$250.00	\$255	\$255	\$268	\$281
Public Stenographer	\$125.00	\$130	\$128	\$137	\$140
Publishers	\$125.00	\$130	\$128	\$137	\$140
Real Estate Brokers, Appraisers & Managers	\$125.00	\$130	\$128	\$137	\$140
Real Estate Property Manager	\$125.00	\$130	\$128	\$137	\$140
Real Estate Salesperson or Associate Broker	\$125.00	\$130	\$128	\$137	\$140
Refuse Haulers	\$300.00 + \$75/truck	\$310.00 + \$75/truck			
Rental Services	\$125.00	\$130	\$128	\$137	\$140
Sales Representative	\$125.00	\$130	\$128	\$137	\$140
Schools & Education Services	\$125.00	\$130	\$128	\$137	\$140
Scientific Laboratory	\$125.00	\$130	\$128	\$137	\$140
Scrap & Waste Material Services	\$125.00	\$130	\$128	\$137	\$140
Secondhand Dealer of Precious Metals	\$125.00	\$130	\$128	\$137	\$140
Security Services	\$125.00	\$130	\$128	\$137	\$140

Shoe Repairman	\$125.00	\$130	\$128	\$137	\$140
Tailor & Garment Services	\$125.00	\$130	\$128	\$137	\$140
Taxicab or Bus Operator	\$125.00	\$130	\$128	\$137	\$140
Taxidermist	\$125.00	\$130	\$128	\$137	\$140
Telephone Answering Service	\$125.00	\$130	\$128	\$137	\$140
Television Repairman	\$125.00	\$130	\$128	\$137	\$140
Tourist Home	\$125.00	\$130	\$128	\$137	\$140
Travel Agency	\$125.00	\$130	\$128	\$137	\$140
Undertaker	\$125.00	\$130	\$128	\$137	\$140
Veterinarian	\$250.00	\$255	\$255	\$268	\$281
Warehouseman	\$125.00	\$130	\$128	\$137	\$140
Wholesale News Agency	\$125.00	\$130	\$128	\$137	\$140
All Businesses Not Listed	\$125.00	\$130	\$128	\$137	\$140

Manufacturers shall pay a license fee at the rate of .00046 of the aggregate gross receipts over \$400,000; provided, however, that the minimum license fee shall be seven hundred and fifty dollars (\$750.00)

Updated rate of .0005

Merchants and bottlers shall pay a license fee at the rate of .0046 of the aggregate gross purchases for resale over \$400,000; provided, however that the minimum license fee shall be seven hundred and fifty dollars (\$750.00). Businesses will sign an affidavit stating their aggregate gross receipts or aggregate gross purchases for resale

Updated rate of .0005

Exemption: Any manufacturer that has aggregate gross receipts or any merchant or bottler that has aggregate gross purchases for resale under \$100,000 will pay a license fee of one hundred twenty five dollars (\$125.00). However, the licensing office must receive a letter stating this by January 31 of the subject year.

Administrative penalties for failure to obtain a permit and noncompliance with conditions or permit approval and zoning requirements. Hereof.

For the following violations the penalty shall be that set forth in paragraph H,2.

- | | |
|--|---|
| -Failure to obtain a building permit | For the first violation a monetary penalty shall be assessed of not less than \$100 nor more than \$500. Each subsequent violation shall incur a penalty of not less than \$200 nor more than \$1,000 |
| - Failure to schedule inspections | |
| -Failure to obtain a certificate of Occupancy | |
| -Violations of permitting conditions or requirements | |

Smaller Park Revamp

New Features presentation

Presented by: Julie Goodyear, TM

3/25/2026

Existing Park Features

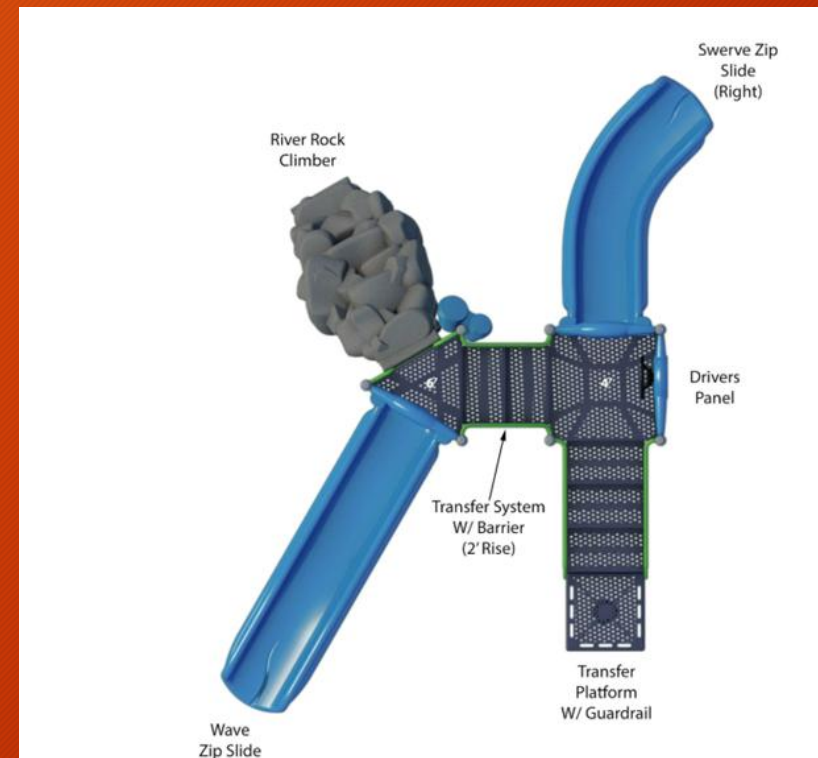
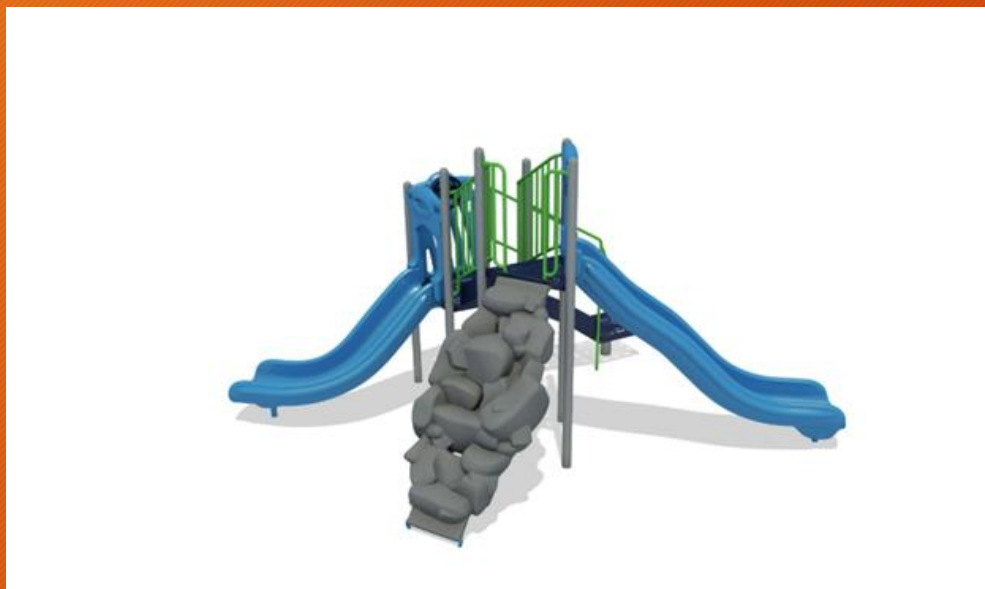
- 4 swings
- 2 spring riders
- Climbing structure with 2 slides
- Open play space



Proposed New Features

- New Play Structure (rock Climber & Slides)
- New Swing frame and 2 swings
- Balance Beam
- Arch Climber
- Train Spring Rider
- Space Arch
- Buck about seat

Play structure- Redmond Model # 11924



Price: \$12,579.00

Swing Frame- Model #5301



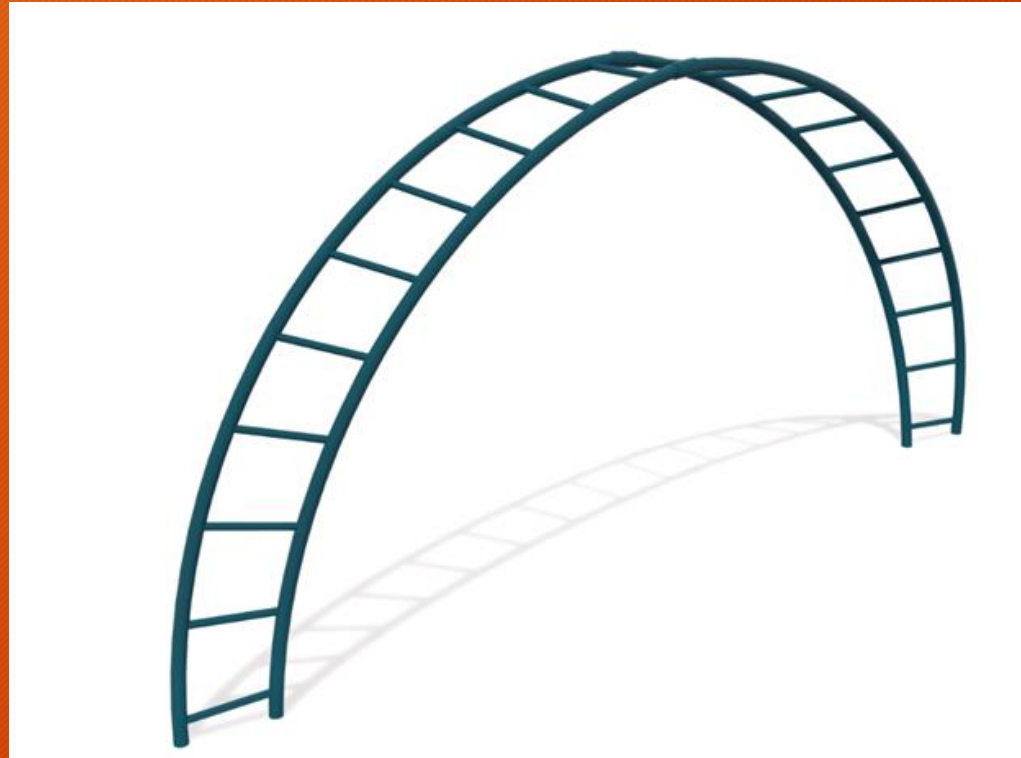
Price: \$758.00

Swings(2)- Model #5287



Price: \$286.00 each

Space Arch- Model #6510



Price: \$2,071.00

Buck about Seat- Model #243



Price: \$2,129.00

Train Spring Rider- Model #62831



Price: \$1,554.00

Balance Beam- Model #4625



Price: \$685.00

Total Costs for Replacement

- All new features selected cost: \$20,348.00
- Total Grant Funding **\$27,000.00**
- Expenses incurred so far in revamp:
 - New Fence Installation \$4,307.62
 - Auger Rental \$150.00
 - Cement \$30.00
 - Fence material \$4127.62
 - New Mulch in beds \$1265.00
- Remaining Grant Funds Available: \$1,079.38

From: Jennifer Helms <JHelms@townsend.delaware.gov>
Sent: Friday, May 1, 2026 3:52 PM
To: Kelsey Gallagher
Subject: Fw: Submission: Town of Townsend Comprehensive Plan 5-Year Review & Updated Future Growth Maps

Internal (jhelms@townsend.delaware.gov)

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From: Bulkilvish, Samantha (OMB) <Samantha.Bulkilvish@delaware.gov>
Sent: Thursday, April 2, 2026 3:58 PM
To: Jennifer Helms <JHelms@townsend.delaware.gov>
Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Subject: RE: Submission: Town of Townsend Comprehensive Plan 5-Year Review & Updated Future Growth Maps

This message originated from outside the organization

Thank you both for the submission. I have been reading through the documents you sent earlier today and I am trying to determine the extent of your proposed changes. Can you clarify what the changes to the text were? Have you added any brand new sections? I found some updated tables and recommendations, but if you could give me some more details on what you have updated that would be great. If you could also send me some documentation on how the review was part of a public process that would also be helpful. This can be in the form of a planning commission agenda or meeting minutes. Lastly, there are some things that are missing from the map you sent. The legend should be updated with the future land use classifications and the future land use should be classified for all proposed annexation areas. Once we work through these details I can help you apply for PLUS using our online application located here: <https://plus.stateplanning.delaware.gov/pages/plus-project-application-form>

I will be off tomorrow, but will be in the office on Monday next week if you want to talk in more detail then.

Thanks and have a great weekend!
Samantha

Samantha Bulkilvish, AICP, Principal Planner
Delaware Office of State Planning Coordination
(302) 672-5137 | <https://stateplanning.delaware.gov>

From: Jennifer Helms <JHelms@townsend.delaware.gov>
Sent: Thursday, April 2, 2026 9:56 AM
To: Bulkilvish, Samantha (OMB) <Samantha.Bulkilvish@delaware.gov>
Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>

Subject: Submission: Town of Townsend Comprehensive Plan 5-Year Review & Updated Future Growth Maps

Dear PLUS Review Committee,

On behalf of the Town of Townsend, please find attached our Comprehensive Plan 5-Year Review along with the updated Future Growth Maps for your review and consideration.

As outlined in the enclosed letter, the Town has carefully evaluated all comments and recommendations provided by State agencies during prior PLUS reviews. We believe the submitted revisions reflect appropriate updates and safeguards that address those comments while supporting responsible growth and planning within the Town.

We respectfully request your review and approval of this submission and acknowledgment of completion of the Town's 5-Year Comprehensive Plan Review.

Should you have any questions or need additional information, please do not hesitate to contact us at 302-378-8082.

Thank you for your time and consideration.

Jennifer Helms, Financial Officer

Town of Townsend
P:302.378.8082 | Fax: 302.378.7099
jhelms@townsend.delaware.gov



Town of Townsend
P.O. Box 223 | 141 Main Street
Townsend, Delaware 19734
www.townsend.delaware.gov

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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.

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 May 2026

Public Works April Completed Tasks / Projects:

- Irrigation at baseball field repaired – Completed by public works
- Completed 111 Vialytics Tasks
- Conitnued 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
- Post and rail fence at small park partially completed. – Bobcat requires repair
- Road Assessment completed
- Evening light inspection completed
 - 5 issues reported
- Helen drive pothole repaired
- Mulch laid at small park
- Mulch beds at both parks sprayed for weeds
- Irrigation system at baseball field repaired – joints have separated at shutoff valve – out of warranty – PW to perform the work – issues remain with 8 stations not responding
- TH Irrigation started
- PW Vehicle – Dodge repaired
- John Deere Spindle repaired
- Helen Drive patch repaired

Upcoming May Tasks / Projects:

- Reprogram transponders for irrigation at baseball field
- F250 oil change
- Hometown Hero Banners go up mid-month – Coordinating with Middletown PW
- Monthly light Inspection
- Monthly road assessment
- Park walking trails cut back

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

- Skate park repair
- RFP for Helen and Merle
- Community Dumpster Day May, 18
- Prep for Town Fair
- Town Fair

Animal / Wildlife interactions:

- None

Meetings / Events / Education:

- Attended T2/LAP UofD Asphalt Best Practices 4/22/2026
- Attended DFIT in Dover 4/21/2026



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
March 31, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
Fire House Impact Fees	15,000.00	10,500.00	(4,500.00)	70%
Franchise Fees	18,000.00	18,829.98	829.98	105%
Interest Income	153,500.00	130,229.54	(23,270.46)	85%
Miscellaneous Income	63,150.00	4,850.19	(58,299.81)	8%
Property Transfer Taxes	300,000.00	216,378.47	(83,621.53)	72%
Real Estate Property Tax	834,200.00	848,190.72	13,990.72	102%
Rental Registration Fee	1,700.00	1,060.00	(640.00)	62%
Total Administrative Revenues	1,385,550.00	1,230,038.90	(155,511.10)	89%
Impact Fees	135,000.00	94,500.00	(40,500.00)	70%
Licenses & Fees	73,600.00	48,721.26	(24,878.74)	66%
Town Permits	103,700.00	129,610.29	25,910.29	125%
Total Permits & Licenses Revenues	312,300.00	272,831.55	(39,468.45)	87%
Miscellaneous Income PW	-	1,227.00	1,227.00	-
Total Public Works Revenues	-	1,227.00	1,227.00	-
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	1,520.00	(3,480.00)	30%
Veterans & Social Services Donations	-	134.00	134.00	
Community Events: Town Fair	5,500.00	3,750.00	(1,750.00)	68%
Total Community Events Revenues	10,500.00	5,884.00	(4,616.00)	56%
General Fund Revenue Totals	1,889,250.00	1,599,382.43	(289,867.57)	85%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
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	20,078.52	(6,921.48)	74%
Computer/Software Support	89,200.00	92,341.29	3,141.29	104%
Copier Maintenance Agreement	1,300.00	1,073.00	(227.00)	83%
Town Insurance	33,800.00	34,964.20	1,164.20	103%
Town Hall Cleaning/Pest Ctrl	1,350.00	1,800.00	450.00	133%
Membership Fees	1,800.00	577.00	(1,223.00)	32%
General Town Hall Expenses	7,200.00	888.42	(6,311.58)	12%
Security System @ 141 Main Street	1,000.00	623.00	(377.00)	62%
Office Supplies	2,000.00	1,012.36	(987.64)	51%
Postage & Delivery	4,000.00	828.45	(3,171.55)	21%
General Legal	35,000.00	40,613.05	5,613.05	116%
Trash Collection Service	256,600.00	190,309.98	(66,290.02)	74%
Utilities - Town Hall	16,300.00	11,976.81	(4,323.19)	73%
Miscellaneous Expense	10,700.00	5,255.60	(5,444.40)	49%
Total Administrative Expenditures	527,250.00	437,091.68	(90,158.32)	83%
Payroll & Benefits	499,900.00	356,420.81	(143,479.19)	71%
Total Payroll Expenditures	499,900.00	356,420.81	(143,479.19)	71%

Street Lights	106,070.00	83,418.71	(22,651.29)	79%
Total Street Lights Expenditures	106,070.00	83,418.71	(22,651.29)	79%
General Engineering	50,400.00	14,267.50	(36,132.50)	28%
Studies	-	24,369.40	24,369.40	
Code Enf/Inspections	55,000.00	28,773.72	(26,226.28)	52%
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	67,410.62	(49,989.38)	57%
Town Equipment Fuel	4,000.00	1,927.87	(2,072.13)	48%
Park Maintenance Expense	36,000.00	27,565.78	(8,434.22)	77%
Vehicle/Equipment Maintenance	4,450.00	7,224.91	2,774.91	162%
Public Works Equipment	500.00	508.70	8.70	102%
Public Works Uniforms	1,800.00	927.55	(872.45)	52%
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	75,275.57	(14,874.43)	84%
Community Relations	1,150.00	500.00	(650.00)	43%
Community Events Expense	11,800.00	6,782.55	(5,017.45)	57%
National Wildlife Foundation/Habitats	600.00	-	(600.00)	0%
Total Community Events Expenditures	13,550.00	7,282.55	(6,267.45)	54%
Gain/Loss on Sale of Asset	-	(2,000.00)	(2,000.00)	
Total Gain/Loss on Sale	-	(2,000.00)	(2,000.00)	
General Fund Operating Expenditure Totals	1,354,320.00	1,024,899.94	(329,420.06)	76%
Public Works Capital Expense	84,800.00	13,248.00	(71,552.00)	16%
Capital Expenses	250,000.00	102,811.00	(147,189.00)	41%
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
March 31, 2026**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
Impact Fees: Public Safety	30,000.00	21,000.00	(9,000.00)	70%
Fines - Police	12,000.00	4,512.36	(7,487.64)	38%
Grant Revenue	673,300.00	300,000.00	(373,300.00)	45%
Miscellaneous Income	4,800.00	2,065.00	(2,735.00)	43%
Transfers In	199,970.00	-	(199,970.00)	0%
General Fund Revenue Totals	920,070.00	327,577.36	(592,492.64)	36%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
Repairs & Maint - Vehicles/Equipment	9,400.00	993.09	(8,406.91)	11%
Security System - 661 South St	4,100.00	-	(4,100.00)	0%
Computer/Software Expense	900.00	860.00	(40.00)	96%
PD Equipment/Office Equipment	5,500.00	1,953.01	(3,546.99)	36%
Training Classes	5,700.00	2,895.11	(2,804.89)	51%
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	2,648.50	(751.50)	78%
General Engineering	1,000.00	-	(1,000.00)	0%
Legal Services	2,000.00	395.00	(1,605.00)	20%
Utilities - PD	19,000.00	12,493.31	(6,506.69)	66%
Miscellaneous Expense	5,000.00	4,614.28	(385.72)	92%
Total Administrative Expenditures	77,300.00	42,128.90	(35,171.10)	55%
Payroll & Benefits	369,600.00	223,884.36	(145,715.64)	61%
Total Payroll Expenditures	369,600.00	223,884.36	(145,715.64)	61%
Police Fund Operating Expenditure Totals	446,900.00	266,013.26	(180,886.74)	60%
Capital Expense - PD	673,300.00	471,829.32	(201,470.68)	70%
Police Fund Capital Expenditure Totals	673,300.00	471,829.32	(201,470.68)	70%



**TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
March 31, 2026**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
Grants Revenue	50,900.00	-	(50,900.00)	
Special Revenue Fund Revenue Totals	50,900.00	-	(50,900.00)	

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
Capital Expenses - ARPA	50,900.00	1,961.80	(48,938.20)	4%
Special Revenue Fund Expenditure Totals	50,900.00	1,961.80	(48,938.20)	4%



**TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
March 31, 2026**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Mar 75%
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 Mar 75%
Overtime	19,100.00	8,313.31	(10,786.69)	44%
Misc Expense	9,400.00	2,796.64	(6,603.36)	30%
Police Grants Fund Expenditure Totals	28,500.00	11,109.95	(17,390.05)	39%
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%

Town of Townsend

Operating Reserve Policy

Section 1. Purpose and Intent

The purpose of this Operating Reserve Policy is to establish a framework for the prudent accumulation, maintenance, and use of operating reserves for the Town of Townsend (the "Town"), consistent with the Town's Municipal Code and adopted financial management practices. Operating reserves are essential to ensure financial stability, mitigate the impact of revenue shortfalls or unanticipated expenditures, maintain essential services, and promote sound fiscal management in accordance with best practices for municipal governments.

This policy supports the Mayor and Town Council's responsibility to safeguard public funds and to ensure the Town's ability to respond to economic uncertainty, emergencies, and unforeseen operational needs without undue reliance on short-term borrowing or abrupt service reductions.

Section 2. Definition of Operating Reserve

The Operating Reserve is a portion of the Town's General Fund balance that is formally designated by action of Mayor and Town Council and set aside for specific financial stabilization purposes as outlined in this policy. The Operating Reserve is separate from:

- Capital reserves or capital improvement funds;
- Grant funds or restricted funds;
- Legally required reserves or trust funds; and
- Undesignated or unassigned fund balance.

Section 3. Policy Objectives

The objectives of the Operating Reserve Policy are to:

1. Maintain adequate liquidity to address unforeseen expenditures or revenue interruptions;
2. Provide a financial buffer during economic downturns or emergencies;
3. Support the Town's creditworthiness and long-term financial health;
4. Reduce the need for emergency tax increases, service reductions, or short-term debt issuance; and
5. Promote transparency and accountability in the use of public funds.

Section 4. Target Reserve Level

The Town shall maintain an Operating Reserve equal to **no less than 15 percent and no more than 25 percent** of annual General Fund operating expenditures, consistent with recommendations of the Government Finance Officers Association (GFOA).

- The minimum target (15 percent) represents the threshold necessary to ensure short-term fiscal stability.
- The maximum target (25 percent) reflects a balance between prudent savings and the responsible use of taxpayer resources.

The target range may be reviewed periodically by Town Council and adjusted by resolution based on changes in financial conditions, risk exposure, or best practices.

Section 5. Funding the Operating Reserve

The Operating Reserve may be funded through the following means, consistent with GFOA best practices:

- Annual operating surpluses at year-end;
- One-time or non-recurring revenues, when appropriate;
- Budgeted transfers approved by Town Council; and
- Other lawful sources as determined by Town Council.

Ongoing operating revenues should not be routinely relied upon to fund the Operating Reserve unless explicitly approved as part of the annual budget process.

Section 6. Authorized Uses of the Operating Reserve

The Operating Reserve may be used only for the following purposes:

1. Unanticipated or emergency expenditures that could not reasonably have been foreseen during the budget process;
2. Temporary revenue shortfalls caused by economic downturns, delays in revenue collection, or other external factors;
3. Cash flow stabilization to ensure continuity of essential Town services;
4. One-time expenditures that do not create ongoing operating obligations; and
5. Other uses deemed necessary to protect the financial integrity of the Town, as approved by Town Council.

Operating Reserve funds shall not be used to support recurring operating expenditures on an ongoing basis.

Section 7. Authorization and Use Procedures

- Use of the Operating Reserve requires formal approval by Mayor and Town Council.
- Any proposed use shall be accompanied by a written justification prepared by the Town Manager, detailing the purpose, amount, and anticipated impact on the reserve balance.
- The Town Manager, or designee as authorized by the Municipal Code, shall report all approved uses of the Operating Reserve to Mayor and Town Council in a timely manner.

Section 8. Replenishment of the Operating Reserve

If the Operating Reserve falls below the minimum target level, the Town shall develop and implement a replenishment plan.

The replenishment plan may include:

- Allocating future operating surpluses to the reserve;
- Budgeted transfers over multiple fiscal years; and/or
- Other fiscally responsible measures approved by Town Council.

The goal shall be to restore the Operating Reserve to at least the minimum target level within a reasonable timeframe, generally not to exceed three to five fiscal years, unless otherwise approved by Town Council.

Section 9. Reporting and Transparency

- The balance of the Operating Reserve shall be reported annually as part of the Town's budget and audited financial statements.
- Any changes to the reserve balance, including funding or authorized use, shall be clearly disclosed to Town Council and the public.

Section 10. Review and Amendments

This Operating Reserve Policy shall be reviewed periodically, but no less than every five (5) years, by the Town Manager and Mayor and Town Council to ensure consistency with the Town's financial condition, risk profile, Municipal Code, and recognized best practices.

Amendments to this policy require approval by Mayor and Town Council.

Section 11. Effective Date

This Operating Reserve Policy shall take effect upon adoption by the Mayor and Town Council of the Town of Townsend and shall remain in effect until amended or repealed.

Section 12. Best Practice References

This policy is intended to be consistent with the Government Finance Officers Association (GFOA) Best Practices, including but not limited to:

- *Appropriate Level of Unrestricted Fund Balance in the General Fund;*
- *Fund Balance Guidelines for the General Fund;* and
- *Financial Stabilization Policies.*

These best practices recommend that local governments maintain a formal policy establishing target reserve levels, clearly define appropriate uses, and include a strategy for replenishment following use.

Adopted by the Mayor and Town Council of the Town of Townsend on _____.