Joint Meeting of the Town Council and Planning Commission Agenda
October 15th, 2025 @ 7:00 pm
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Joint Meeting

- **I.** Call to Order: Approximately 6:14pm.
  - A. Town Council Mayor S. Lobdell
  - B. Planning Commission Chair Troy Geiger
- **II.** Opening Ceremonies
  - A. Roll Call:
    1. Planning Commission- PC Geiger, PC Reyes, PC Chapman, TM Goodyear, TS Hatfield, & PC Clark (Via Zoom)
    2. Council- Mayor Lobdell, CM Sharif, & CM Chapman.
  - B. Pledge of Allegiance: All participated in the Pledge of Allegiance.
  - C. Recognition of Visitors: R. Sutton & C. Lynch
  - D. Announcements: None.
- **III.** General Citizen Comments: None.
- **IV.** Review/Adoption of Agenda: TM Goodyear would like to move items IX & X to the beginning of the agenda as Council will be joining at 7pm.
  - A. *PC Reyes made a motion to adopt the agenda with the proposed changes from TM Goodyear. PC Chapman seconded the motion. Voice Vote of PC: All yeas.*
- **V.** **JOINT BUSINESS (Town Council & Planning Commission)**
  - A. **ACTION ITEM:** Discussion and Review with potential vote of approval of Major Subdivision "Interfaith Housing- Gray Street" Initial Application.
    1. Guest C. Lynch provided a summary of the proposed major subdivision for Gray St. He shared that 4 lots will be subdivided into 8 lots to host new construction homes.
       - a. TM Goodyear mentions that there will not be an HOA for these homes so the open space responsibility will be at the mercy of the Town and to consider that the Town does not have the manpower in their Public Works Dept to maintain open space.
    2. *PC Reyes made a motion to recommend the Major Subdivision for Interfaith Housing- Gray Street's application to Council. PC Chapman seconded the motion. Voice vote of PC: All yeas.*

3. *CM Chapman made a motion to approve the PC's recommendation for the Major Subdivision for Interfaith Housing- Gray Street's application. CM Sharif seconded the motion. Voice vote of Council: All yeas.*

B. **ACTION ITEM:** Discussion and Review of Future Growth map of the Town as it relates to the 5-year comp plan updates.

1. TM Goodyear provided a sample of the Future Growth Map of the Town for 5-year comp plan updates.
   a. Mayor Lobdell provided a brief history of the maps. He wanted to point out that there are pending annexation requests currently that have been placed on the map in red. He also stated that there is a large area on Wiggins Mill Rd. Due to Middletown taking a large section of the southern half. The state then established a line for Middletown and Townsend to refer to as their annexation limits. Mayor Lobdell and the Town Manager of Middletown came to an agreement on the limits. He suggests that the lower portion closer to rt 13 be taken off since it will take a long time to get those homes annexed.
      i. TM Goodyear states that she would like to prioritize the annexations.
         a) Cm Chapman agreed with prioritizing annexations.
         b) Mayor Lobdell states a lot of blue preservation areas will be expiring soon.
            1. Cm Chapman stated that it can still be listed as potential annexation since this is a 5-year plan.
            2. TS Hatfield mentioned that any changes would require an amendment.
      ii. CM Chapman would like to address the area A section listed on the map.
         a) PC Reyes stated that they have asked Plus multiple questions on the area and they have still not received an answer.
            1. TM Goodyear confirms that she has not received a response either.

VI. Recess Council Meeting to Convene Executive Session.

A. *CM Chapman made a motion to adjourn the public Council meeting and Convene an Executive Session. CM Sharif seconded the motion*.

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

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

A. *CM Chapman made a motion to close the executive meeting and re-convene the Council Meeting.*

IX. PLANNING COMMISSION BUSINESS

A. **ACTION ITEM:** Discussion and review with potential vote of recommendation of annexation for 6073 Summit Bridge Road.

1. Guest R. Sutton gave a brief presentation on behalf of his client for the annexation proposal of 6073 Summit Bridge Rd. They would like to include retail space and a restaurant.
    a. Tm Goodyear asks if the property is currently Residential.
        i. Mr. Sutton confirmed yes, the property is Residential and they would like to have it changed over to Commercial.
    b. TM Goodyear would like to clarify for the PC that annexation and zoning are two different topics to be reviewed. She does state that the property checks all the boxes for annexation.
    c. PC Chapman asks if the retail space will be complimentary to the development across the street?
        i. Mr. Sutton says yes, it will be smaller retail stores that will complement the area.
    d. TM Goodyear asked if a roadway study was going to be performed.
        i. Mr. Sutton stated that they are too early in the process to request one.
2. *PC Chapman made a motion to approve the continuation of the annexation request for 6073 Summit Bridge Road including a zoning change. PC Reyes seconded the motion. Voice vote of PC: All yeas.*

B. **ACTION ITEM:** Discussion and Review of Chapter 24 potential edits for lot consolidation.

1. TM Goodyear provided a brief review of the Chapter 24 potential edits for lot consolidation. She suggested that the PC comes up with an application or list of items that should be submitted with the request. She provided a few examples from other municipalities as a guide.

a. TS Hatfield suggested having the documents reviewed by an Engineer. If there is a survey being conducted, then an engineer will have already gave their ok.

b. TM Goodyear stated she would like to keep the application simple and only require one fee without creating an issue with code. She asks if the PC would be ok with allowing multiple properties to consolidate.

i. PC Reyes stated that it would be a rare occurrence.

ii. PC Chapman stated that there is a risk with bigger companies coming in and buying up connecting properties to consolidate.

X. Discussion of future agenda items.

A. Discussion of 5-year comp plan.

I. Discussion regarding next meeting date.

a. *All agreed to meet on October 27th at 7pm*.

II. Adjournment.

a. PC Geiger made a motion to adjourn the Planning Commission meeting. PC Reyes seconded the motion.

i. Planning Commission meeting adjourned approximately 8:38pm

b. CM Chapman made a motion to adjourn the Council Meeting. CM Sharif seconded the motion.

i. Council Meeting adjourned approximately 10:00pm