Townsend Planning Commission Meeting Agenda
November 13th, 2025 @ 7:00 pm
Town Hall and via Conference Call
141 Main Street Townsend, DE 19734

7:00 pm – PC Meeting

I. Call to Order: Approximately 7:07pm.

II. Opening Ceremonies:

A. Roll Call: PC Geiger, PC Reyes, PC Chapman, TM Goodyear, PC Clarke (Via Zoom)

B. Pledge of Allegiance: All participated in the Pledge of Allegiance.

C. Visitor Acknowledgement: None

D. Additions/Changes to the Agenda: TM Goodyear shared that NCC has given dates for a virtual meeting and recommends the PC make an action item to schedule the meeting.

1. *PC Geiger made a motion to add the scheduling of a virtual meeting with NCC. PC Chapman seconded the motion. Voice vote of PC: All yeas.*

E. Announcements: None.

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

A. TM Goodyear provided a sample of the ordinance and application for lot consolidation.

1. PC Geiger asked if a cost for the application submission was ever agreed upon.

a. TM Goodyear stated no, PC can recommend a cost, but the decision is ultimately Council's. She provided examples of other Delaware municipalities' process and fees for their lot consolidation process. She also shares that the property owner is responsible for the items requested and the Town would have minimal cost for the process.

i. PC Chapman asks if a checklist could be added to the application process to assist people with providing exactly what they need and it will also reduce the property owner's need to contact the Town.

ii. PC Reyes asks if both area and square footage need to be on the application since they are the same thing.

    i. TM Goodyear states she can take one of them off of the application.

iii. TM Goodyear also shares that she took out the need for a notary on the application and asks if a resubmission fee should be charged after the 90-day deadline.

    i. PC Chapman suggested adding verbiage regarding a "Submit By" date so it can reflect on taxes accordingly.

    ii. TM Goodyear suggested just changing the verbiage to "must be submitted to recorder of deeds before next tax year" to reflect the changes.

2. *PC Chapman made a motion to approve the Ordinance for Lot Consolidation and application to move forward to Council. PC Geiger seconded the motion. Voice vote of PC: All yeas.*

3. *PC Reyes made a motion to recommend the price of $200.00 for the fee of the lot consolidation process to Council. PC Chapman seconded the motion. Voice vote of PC: All yeas.*

IV. ACTION ITEM: Discussion and Review of Future Growth Map with potential vote to approve map for PLUS Submission.

A. TM Goodyear shared at the last joint meeting; it seemed to be agreed upon that the Growth map was going to be kept status quo. She stated there may be some push back from the State and require the Town to downsize their map.

1. PC members discussed the Growth map and expressed differing views, resulting in a split decision. The item was continued to a future meeting to allow for further consideration.

V. **ACTION ITEM:** Discussion and scheduling of a virtual meeting with NCC.

A. TM Goodyear provided the potential meeting dates provided by NCC.

1. All agreed to the virtual meeting on November 24^{th} at 11am.

VI. Discussion of next meeting date and agenda.

A. All agreed to meet November 25^{th}, at 3pm.

VII. Adjourn

A. *PC Geiger made a motion to adjourn the meeting. PC Reyes seconded the motion. Voice vote of PC: All yeas.*

1. *Meeting adjourned approximately 8:33pm.*