



**Townsend Planning Commission Meeting Agenda
August 19th, 2026 @ 7 pm
Town Hall and via Conference Call
141 Main Street Townsend, DE 19734**

7:00 pm – PC Meeting

- I. Call to Order:
- II. Opening Ceremonies:
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Visitor Acknowledgement
 - D. Additions/Changes to the Agenda
 - E. Announcements
- III. Approval/Rejection of Meeting Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Planning Commission Meeting Minutes from July 15th, 2026
- IV. Welcome new Planning Commission Member James Hollis
- V. **ACTION ITEM:** Discussion and review of filling open Board of Adjustments Seat.
- VI. **ACTION ITEM:** Discussion and Review of Annexation Request for Properties 6218, 6192, 6196 Summit Bridge Road along with zoning change request.
- VII. **ACTION ITEM:** Discussion and review of PLUS response letter. Review to include potential Code edits based on State Agencies Recommendations.
- VIII. **ACTION ITEM:** Discussion and review of Townsend Future Growth Map for potential edits for re-submission to PLUS.
- IX. **ACTION ITEM:** Discussion and review of all Townsend Maps for potential edits for re-submission to PLUS.
- X. Discussion of next meeting date and agenda:
- XI. Adjourn

Planning Commission Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial 1(301)715-8592. When directed, provide following meeting ID 827-6421-7575# and then the following password 361631# to enter the meeting. If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

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.



NOTICE OF SOLICITATION OF BOARD OF ADJUSTMENT MEMBERS

There are TWO (2) Board of Adjustment Seats open for appointment by Town Council. The appointed members shall serve for two years.

If you are interested in serving as a Member for the Board of Adjustment, please reach out by emailing Town Clerk, Kelsey Gallagher, at KGallagher@townsend.delaware.gov.

The qualifications for Board of Adjustment Members can be found below.

Qualifications for Board of Adjustment Members

Town of Townsend Municipal Code 24.08.020 Board of Adjustment

1. *Board of Adjustment.* The board of adjustment is hereby established in the manner prescribed by law. Such board shall consist of three members. At least one member shall be a resident of the town who is not a member of town council or an employee of the town. The town council shall approve all appointments for a term of two years. Initial appointment of members shall be as follows: one member for three years and one member for two years and one member for one year. Any member of the board may be removed by a three-fifths vote of the full council. Vacancies shall be filled for the unexpired term of any member whose position become vacant. If at any time a member of the board of adjustment experiences a conflict of interest on his part, that member must step down while the other members reach a decision.

Delaware Code Title 22 Municipalities, Chapter 3 Municipal Zoning Regulations § 321. Creation and powers.

§ 321. Creation and powers.

The legislative body of cities or incorporated towns shall provide for the appointment of a board to be known as the board of adjustment and in the rules and regulations adopted pursuant to the authority of this chapter shall provide that the board may, in appropriate cases and subject to appropriate conditions and safeguards, make special exceptions to the terms of the ordinance in harmony with its general purpose and intent and in accordance with general or specific rules therein contained.

Ironwood Holdings LLC.

5/5/2026

6192 Summit Bridge Road

Townsend Delaware 19734

Received
5/5/26
JS

Dear Mrs. Goodyear,

I am writing to request my properties located at 6192 Summit Bridge Road 15.47ac tax parcel number 14-016.00-045 & 6196 Summit Bridge Road .19ac tax parcel number 14-016.00-046.

To be annexed into the Town of Townsend Delaware.

Please contact me for any further information needed.

Regards,

Ironwood Holdings LLC.

 IH LLC

William Matarese

5/5/2026

Received
5/5/26
(26)

6218 Summit Bridge Road

Townsend Delaware 19734

Dear Mrs. Goodyear,

I am writing to request my property located at 6218 Summit Bridge Road 10ac tax parcel number 14-016.00-042.

To be annexed into the Town of Townsend Delaware.

Please contact me for any further information needed.

Regards,

William Matarese

A handwritten signature in blue ink, appearing to read "W. Matarese", with a long horizontal flourish extending to the right.

Scott Lobdell

From: Rogers, Matthew <Matthew.Rogers@newcastlede.gov>
Sent: Tuesday, November 25, 2025 8:36 AM
To: Julie Goodyear; Troy Geiger; James Reyes; Elizabeth Chapman; Lisa Hatfield; Scott Lobdell; Bulkilvish, Samantha (OMB); Edgell, David (OMB); Sekowski, Antoni; Culver, David; Thompson, Dawn
Subject: Re: [EXTERNAL] Townsend- Future Growth Map & Comp Plan review with NCC
Attachments: Townsend Sewer Service Agreement.pdf

This message originated from outside the organization

All,

As mentioned at PLUS and at yesterday's meeting, in response to DNREC's concerns, there are environmental protections that the Town is bound by the sewer agreement as well as their Zoning and Subdivision regulations. Attached is the existing sewer agreement with the environmental regulations discussed. Looking through the Town's Zoning and Subdivision Regulations, they have formally been incorporated into Section 24.36: https://townsendde.municipalcodeonline.com/book?type=ordinances#name=24.36_Environmental_Protection_Regulations

Let me know if you have any additional questions

Matthew Rogers
Planner III

New Castle County
Department of Land Use
87 Reads Way
New Castle, DE 19720
Phone: (302)395-5458
Email: Matthew.Rogers@newcastlede.gov

From: Julie Goodyear
Sent: Friday, November 14, 2025 10:07 AM
To: Julie Goodyear <jgoodyear@townsend.delaware.gov>; Troy Geiger <tgeiger@townsend.delaware.gov>; James Reyes <jreyes@townsend.delaware.gov>; Elizabeth Chapman <echapman@townsend.delaware.gov>; Lisa Hatfield <lhatfield@connollygallagher.com>; Scott Lobdell <SLobdell@townsend.delaware.gov>; Rogers, Matthew <Matthew.Rogers@newcastlede.gov>; Bulkilvish, Samantha (OMB) <Samantha.Bulkilvish@delaware.gov>; Edgell, David (OMB) <david.edgell@delaware.gov>; Sekowski, Antoni <Antoni.Sekowski@newcastlede.gov>; Culver, David <David.Culver@newcastlede.gov>; Thompson, Dawn <Dawn.Thompson@newcastlede.gov>
Subject: [EXTERNAL] Townsend- Future Growth Map & Comp Plan review with NCC
When: Monday, November 24, 2025 11:00 AM-12:00 PM.
Where: Microsoft Teams Meeting

CODE TOPIC	TOWNSEND	NEW CASTLE COUNTY	NOTES
WETLANDS	24.36.050	40.10.155	Both codes protect wetlands 100% for areas identified by the army corps of engineers as jurisdictional. Permit through ACE required for limited situations.
STEEP SLOPES	24.36.070	40.10.130	Essentially the same in intent and protection results.
DRAINAGEWAYS	24.36.080	40.10.130	Same
FORESTS	Definitions	Definition	Definition of forest types the same. Townsend defers to State level permitting for activities while NCC issues their own. Protection levels in environmental areas essentially the same.
CRITICAL NATURAL AREAS	24.36.090	40.10.145	Townsend defers to DNREC regulations. NCC does also but they essentially spell out the same regulations in their code.
WATER RESOURCE PROTECTION AREA (WRPA)	24.36.100	40.10.160	Both codes reference same state level maps for coverage areas.
BOUNDARY FOR (WRPA)	24.36.150	40.10.164	Both sections are the same
WELLHEADS CLASS 'A'	24.36.110	40.10.162	Both sections are the same
RECHARGE AREAS	24.36.120	40.10.163	NCC has lower impervious cover requirements but allows for Townsend level protections with additional calculations for stormwater analysis. This stormwater analysis is required for all projects in the state already so the Townsend code is perfectly reasonable.
ENVIRONMENTAL IMPACT ASSESMENT	24.360.150	40.10.701	Both sections are the same
CLEARING	24.36.160	40.10.230	Both sections defer to permitting through the State Department of Agriculture.
USES IN OPEN SPACE	24.36.030	40.10.200	Both sections use the same table
RIPARIAN BUFFER AREAS	Various sections	Various sections	Both codes specify 50' and 100' buffers depending on protected resource type.

From: Scott Lobdell <Slobdell@townsend.delaware.gov>
Sent: Monday, August 3, 2026 3:00 PM
To: Julie Goodyear; Lisa Hatfield
Subject: Code comparison for PLUS
Attachments: Code Comparison.pdf; Matt Rogers Letter.pdf



Internal (slobdell@townsend.delaware.gov)



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See attached. In order to help get this across the finish line, I put together a comparison chart for the major environmental code items. We are essentially the same as the County.

The biggest difference is their wooded areas protections. While we protect the areas in the environmentally sensitive sections of a site, we defer to the State for review and permits to clear anything else. The County regulates that themselves and to be frank, to an extreme level. The process we have in place has been working well and the environmentally challenged areas are protected. It's worth noting that no one else in the State has adopted the rules as strict as the County has.

The additional issue about the zoning of the parcels in the County and what we are proposing on our maps shouldn't really be an issue. The protections on those sites (Preservation for example) still remain regardless of the zoning we are proposing. For example, a preserved site can't be designed for residential developments unless the State agrees to remove the protections. Essentially these issues are not issues in regard to the Comp plan update.

I have also attached the email from Matt Rogers where he confirms County acceptance of our environmental code sections.

At the end of the day, what the PLUS comments are asking for are "recommendations". They can't force us to comply with neighboring jurisdictions. In addition to that, the town code already defers to State code on most of the highest priority regulations.

Scott Lobdell, P.E.
Mayor

P:302.378.8082 | C:302-824-5942 |
Fax: 302.378.7099
slobdell@townsend.delaware.gov



Town of Townsend

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

www.townsend.delaware.gov

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From: Chase Barnes <cebarnes@udel.edu>
Sent: Tuesday, August 4, 2026 9:39 AM
To: Julie Goodyear
Subject: Re: SB23- potential education topic



External (cebarnes@udel.edu)



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This message originated from outside the organization

Hi Julie,

Very timely email! Yes, we are organizing a training on the impacts of SB23 & HB450.

I am working on an event registration page, but you can tentatively hold Tuesday, September 22 from 1:00pm - 4:00pm at the Kent Co Levy Court. The cost is \$25. There will be in person / Zoom option available. Be on the lookout for official communications from IPA. I'll try to forward the event flyer to you as well just in case.

As we prepare the content for this training, do you all have any specific questions or concerns that I can forward to Max for his research? Please let me know by 8/21/26.

Best,

Chase E. Barnes

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

On Tue, Aug 4, 2026 at 9:21 AM Julie Goodyear
<jgoodyear@townsend.delaware.gov> wrote:

Hey Chase,

Hope all is well in your neck of the woods!

As SB23 recently passed through legislation and directly impacts municipalities, I was curious to see if you guys have in the works any education or seminars surrounding this topic to support the municipalities.

I know Townsend is currently going through our 10 year update for our Comp Plan and its a large topic of conversation.

Best Regards,

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

"Ah coffee. The sweet balm by which we shall accomplish today's tasks." - Holly Black



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www.Townsend.Delaware.Gov

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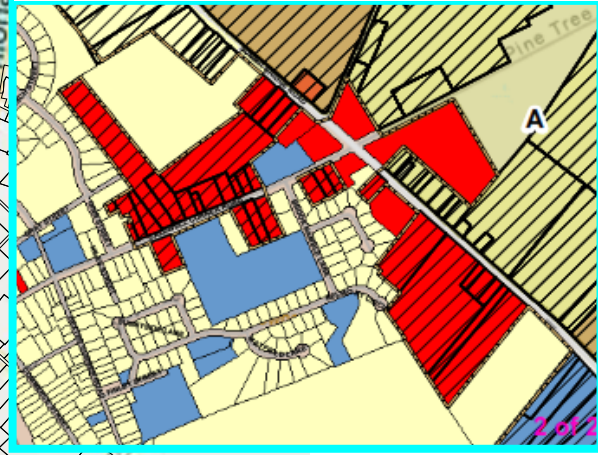
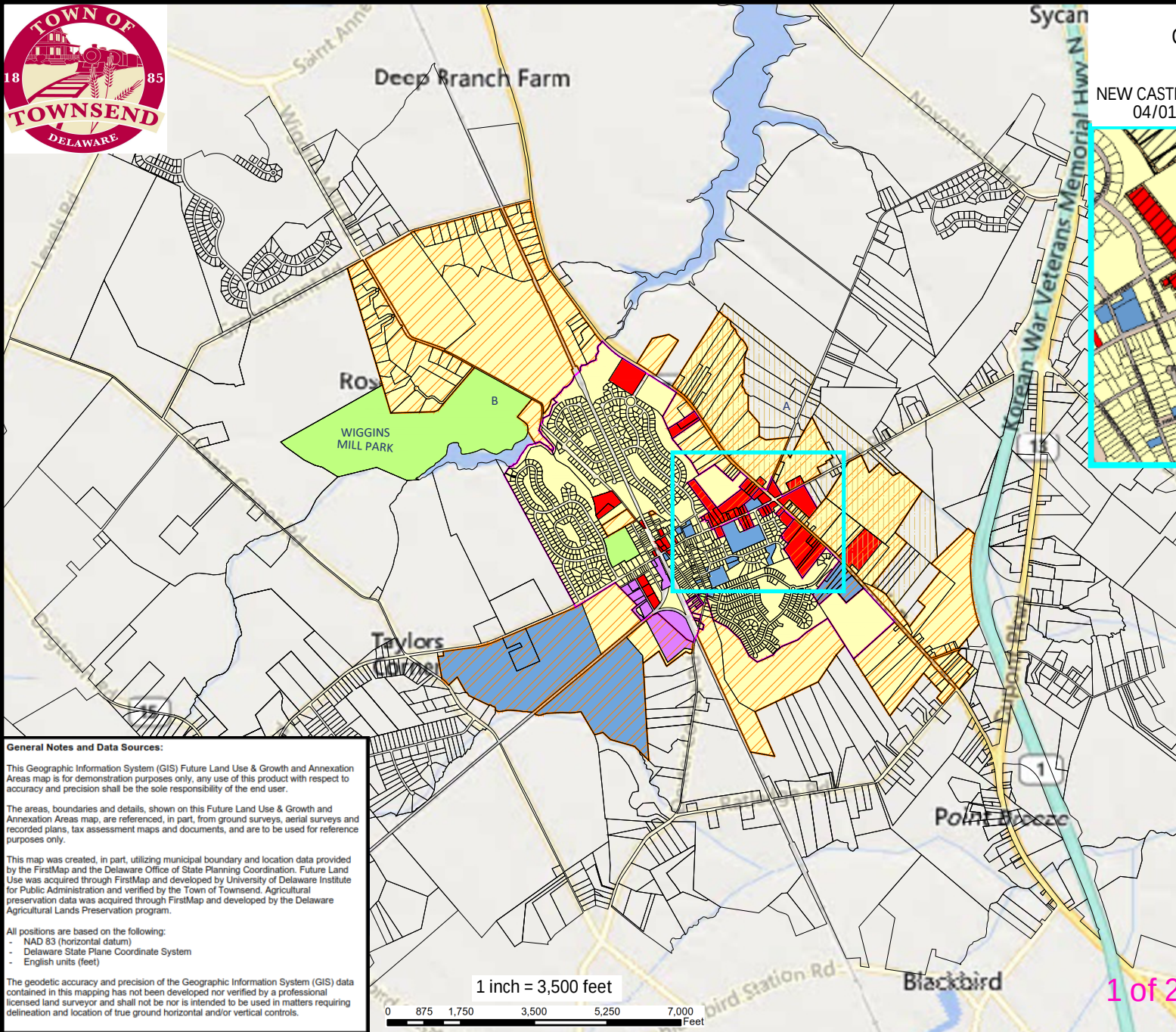


FUTURE LAND USE & GROWTH & ANNEXATION AREAS

Town of Townsend

NEW CASTLE COUNTY
04/01/2026

DE
SCALE: 1" = 3500'



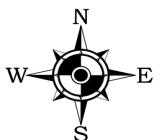
LEGEND

- Municipal Boundary
- Future Annexation Areas (2026)
- Areas of Concern
 - Area A - Partially Deed Restricted
 - Area B - Public Protected Lands
- Future / Existing Land Use
 - Residential
 - Commercial
 - Industrial
 - Farmland
 - Institutional / Community

Major Rivers

Streams

- Canal Ditch
- Stream



General Notes and Data Sources:

This Geographic Information System (GIS) Future Land Use & Growth and Annexation Areas map is for demonstration purposes only, any use of this product with respect to accuracy and precision shall be the sole responsibility of the end user.

The areas, boundaries and details, shown on this Future Land Use & Growth and Annexation Areas map, are referenced, in part, from ground surveys, aerial surveys and recorded plans, tax assessment maps and documents, and are to be used for reference purposes only.

This map was created, in part, utilizing municipal boundary and location data provided by the FirstMap and the Delaware Office of State Planning Coordination. Future Land Use was acquired through FirstMap and developed by University of Delaware Institute for Public Administration and verified by the Town of Townsend. Agricultural preservation data was acquired through FirstMap and developed by the Delaware Agricultural Lands Preservation program.

All positions are based on the following:

- NAD 83 (horizontal datum)
- Delaware State Plane Coordinate System
- English units (feet)

The geodetic accuracy and precision of the Geographic Information System (GIS) data contained in this mapping has not been developed nor verified by a professional licensed land surveyor and shall not be nor is intended to be used in matters requiring delineation and location of true ground horizontal and/or vertical controls.

1 inch = 3,500 feet



1 of 2