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: Approximately 7:00pm.

II. Opening Ceremonies:

A. Roll Call: PC Reyes, PC Holmes, PC Maher, PC Hollis, & TM Goodyear.

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

C. Visitor Acknowledgement: C. Rowe (Via Zoom)

D. Additions/Changes to the Agenda: None.

E. Announcements: TM Goodyear shared that PC Clarke will not be renewing her seat on the PC.

III. Approval/Rejection of Meeting Minutes:

A. ACTION ITEM: Approval/Rejection of Planning Commission Meeting Minutes from July 15th, 2026

1. *PC Holmes made a motion to approve the July 15th, 2026 meeting minutes. PC Maher seconded the motion. Voice vote of PC: All yeas.*

IV. Welcome new Planning Commission Member James Hollis

A. The Planning Commission introduced themselves and welcomed new PC Member James Hollis.

V. ACTION ITEM: Discussion and review of filling open Board of Adjustments Seat.

A. TM Goodyear shared that there are currently 3 open seats on the BOA explaining that 1 of the 3 seats must be filled by a PC member.

1. PC Reyes & PC Holmes both expressed their interest.

VI. ACTION ITEM: Discussion and Review of Annexation Request for Properties 6218, 6192, 6196 Summit Bridge Road along with zoning change request.

A. TM Goodyear re-visited the annexation requests for the listed properties above along with their zoning change requests and shared that Town Council tabled the decision and referred back to the Planning Commission for additional consideration.

1. The Planning Commission discussed the possible use of a possible JOP Court location and associated commercial usage of the properties. They discussed the property's comp plan history and prior recommendations as their concerns are that there are potential impacts to the Blackbird Forest area, traffic concerns, and environmental protections. They determined that any annexation support should remain consistent with the currently adopted and certified Comp Plan.
    a. *PC Holmes made a motion to recommend support for the annexation of the property contingent upon compliance with the current Comp Plan. PC Maher seconded the motion. Voice vote of PC: All yeas.*

VII. **ACTION ITEM:** Discussion and review of PLUS response letter. Review to include potential Code edits based on State Agencies Recommendations.

A. TM Goodyear reviewed the PLUS response letter to the PC and updates regarding comments received through the state PLUS review process for the Town's Comp Plan.

1. The Planning Commission reviewed the revisions made to the future growth and annexation maps following discussion with State agencies and the Dept. of Agriculture.
    a. TM Goodyear advised the PC of the importance of advancing the plan update in a timely manner due to upcoming State requirements that may affect future plan adoption procedures.
2. The Planning Commission reviewed the comments from the state review letter and identified several areas requiring revisions and updates such as the demographic and census info, the population growth data, housing statistics, mapping consistency, and coordination with neighboring jurisdictions.
3. *Planning Commission Members were tasked with updating various sections of the Comp Plan prior to the next meeting.*

VIII. **ACTION ITEM:** Discussion and review of Townsend Future Growth Map for potential edits for re-submission to PLUS.

A. The Planning Commission conducted and extensive discussion regarding Future Growth Map edits for re-submission to PLUS regarding the Town's existing environmental standards, development pressures, natural resource preservation, and finding a balance between growth and conservation. The PC noted recurring environmental recommendations from state agencies and discussed whether additional protections should be considered as a part of the update process.

1. *The Planning Commission agreed that such decisions would benefit from direct input from Town Council members before being finalized.*

IX. **ACTION ITEM:** Discussion and review of all Townsend Maps for potential edits for re-submission to PLUS.

A. No action taken.

X. Discussion of next meeting date and agenda:

A. All agreed to meet on September 1st, 2026, in a joint meeting with Council.

B. All agreed to meet on September 9th, 2026, for a regular meeting.

XI. Adjourn:

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

1. *Meeting adjourned at approximately 8:43pm.*