

Town of Cheswold
Planning Commission Meeting Minutes
May 8, 2014
Fire Hall Board Room

- I. Chairperson Coker called the meeting to order at 7:05 pm**
- II. Pledge to the flag**
- III. Observed moment of silence**
- IV. Confirmed proper meeting notice was posted**
- V. Roll Call of Commissioners to ensure a quorum**

Present

Martha Scott

Albert Lambertson

Barry Jones

Alan Roth

Dennis Coker

Chairperson Coker confirmed a quorum has been established. Mr. Coker acknowledged the presence of Land Use Administrator Theon Callender. Additionally, Mr. Coker thanked Ruthann Purchase for volunteering to take meeting minutes.

VI. Review of Agenda; motion to accept as presented or as amended

Commissioner Lambertson made a motion to accept agenda as presented; Commissioner Scott seconded. Motion unanimously carried.

VII. Review of previous meeting minutes; motion to accept as presented or as amended

Commissioner Lambertson made a motion to accept the April 23, 2014 meeting minutes, a meeting re-scheduled from April 10, 2014, as presented; Commissioner Roth seconded. Motion unanimously carried.

VIII. Atlantic Concrete Final Plan Review

Chairperson Coker welcomed Mr. Troy Adams of Mountain Consulting, Inc. and Mr. Peter Ksenich of Kent Construction Company both of whom are representing the applicant for the requested final plan review of the 'Lot 16 Central Delaware Business Park'. Mr. Coker asked Mr. Adams and Mr. Ksenich if they had received the engineering comments provided by Mr. Tom Wilkes of Remington, Vernick & Beach Engineers, the Town's engineers, dated May 7, 2014. Mr. Adams and Mr. Ksenich responded they had received the referenced comments.

Mr. Adams began his presentation by addressing Mr. Wilkes comments, those in need of additional action, in the order in which they appear. The following will summarize the additional action to be taken by the applicant:

a. Section II, Land Use Comments

- 1. Mr. Adams confirmed the final plans will be signed and sealed by a professional engineer and surveyor licensed by the State of Delaware.
- 2. Mr. Adams stated 'Letters of No Objection' are forthcoming from the Delaware State Fire Marshal and Kent Conservation District. Mr. Adams was reminded by Mr. Coker that final approval would be conditional on receiving comments from these agencies.
- 9. Mr. Adams expressed a desire to modify this comment in his letter dated May 6, 2014. Instead of twelve (12) buffer trees planted along Twin Oak Drive he would like to place eight (8) Green Spice Linden trees as outlined in the supplied 'Declaration of Restrictions'.

b. Section III, General Comments

1. Mr. Adams stated a note has been added to the 'General Notes' of the cover sheet, specifically Note 16, addressing this comment.
2. Mr. Adams stated 'all runoff from the proposed subdivision will be treated by the filter strip shown on the plan'. Mr. Adams further acknowledged 'All stormwater management systems shall be approved by the Kent Conservation District'.
3. Mr. Adams stated he will provide a narrative of the site work that is planned for Lot 15.

c. Section IV, New Comments-Final Plan Submittal

1. Mr. Adams stated he will add two Iron Pipe Sets (IPS) to Sheet No. 2; property markers.
2. Mr. Adams provided a copy of the 'Declaration of Restrictions' dated July 15, 1994 and notarized July 20, 1994 which govern the development of the Central Delaware Business Park
3. Mr. Adams provided 'Willing & Able Letter' from Tidewater Utilities, Inc. dated May 8, 2014.

Mr. Coker thanked Mr. Adams and Mr. Ksenich for their presentation.

Mr. Coker asked the Commissioners if there were any additional questions or clarifications needed. The Commissioners requested no additional information.

Commissioner Scott made a motion to recommend approval of the 'Lot 16 Central Delaware Business Park' Final Plan dated March 24, 2014 revised May 2, 2014 inclusive of the engineers comment letter dated May 7, 2014 and additional information provided by applicant at this meeting to the Cheswold Town Council; seconded by Commissioner Lambertson. Motion unanimously carried.

IX. Fulton Street; Lot Redesign Preliminary Plan Review

In the absence of a presentation by the applicant, the Commissioners reviewed the comments supplied by Tom Wilkes of Remington, Vernick & Beach Engineers. There were several important issues identified in Mr. Wilkes comments which would need to be addressed by the applicant.

Commissioner Lambertson made a motion to table this discussion until the applicant has responded to the engineer's comments; seconded by Commissioner Scott. Motion unanimously carried.

X. Cheswold Town Hall Parking Lot; Preliminary Plan Review; update

No discussion of this item

XI. Review Land Use Ordinance Revision Log

a. Re-zoning process; update

Mr. Coker provided a revised draft of the proposed ordinance including remarks submitted by Mrs. Callender. A discussion ensued concerning the complexity of a rezoning process and the time required for proper notification to affected parties.

b. Land Use Ordinance Article 13: Signs; update

Mr. Coker informed Commissioners he had referred to the Harrington sign ordinance and found it to be inadequate. Mr. Coker stated he believes an acceptable model would be the City of Dover's sign ordinance which he obtained in word document format making it easier to modify to fit our needs.

XII. Pending Business

Updates on the following projects were supplied by Mrs. Callender:

- a. State Line has decided to re-zone the Atlantis Homes property
- b. Family Dollar has provided construction plans and they are currently under review by Doug Burns, Building Inspector. Sign variances have been approved.

XIII. New Business

None

XIV. Motion to Adjourn

Commissioner Jones made a motion to adjourn at 9:00 pm; Commissioner Scott seconded. Motion unanimously carried.

Respectfully Submitted

Dennis Coker, Chairperson
Cheswold Planning Commission