

Town of Cheswold
Planning Commission Meeting Minutes
October 9, 2014
Cheswold Fire Department
Second Floor Conference 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**

<u>Present</u>	<u>Absent</u>
Dennis Coker	Martha Scott
Alan Roth	Barry Jones
Albert Lambertson	

Chairperson Coker confirmed a quorum has been established. Mr. Coker acknowledged the presence of Mayor Tinari.

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

Commissioner Lambertson made a motion to accept agenda as presented; Commissioner Roth 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 September 11, 2014 meeting minutes as presented; Commissioner Roth seconded. Motion unanimously carried.

VIII. Cheswold Town Hall Improvements; Final Plan Review

Mr. Coker welcomed Tom Wilkes of Remington, Vernick & Beach Engineers representing the Town of Cheswold and presenting the Cheswold Town Hall Improvements Final Plan for review.

Mr. Wilkes explained the bulk of the additional information is the storm water modeling calculations submitted to the Kent Conservation District and the addition of the Cheswold Police building which caused an impervious surface increase changing the storm water modeling calculations. Mr. Wilkes informed the Commissioners Kent Conservation District had not approved the submission to date. Additionally, Mr. Wilkes informed the Commissioners DelDot Entrance Permit has not been approved because DelDot needs the Kent Conservation District approval before they will issue an entrance permit approval.

Mr. Wilkes stated the addition of the Cheswold Police building will require a variance due to encroachment in the rear yard setback.

Mr. Wilkes also stated the lighting standards have been selected but the selected lighting standard details are different than the lighting standard details included in the final plans.

Commissioner Lambertson asked Mr. Wilkes when the Kent Conservation District approval is expected.

Mr. Wilkes answered the Conservation District approval is expected within the next 30 days.

Commissioner Roth asked Mr. Wilkes whether the Conservation District process is interactive meaning will there be discussions. Mr. Wilkes answered the Conservation District will issue a comment letter.

Mr. Coker asked Mr. Wilkes when will the DelDot entrance application be submitted. Mr. Wilkes answered the submission of the DelDot entrance application will be within the next 30 days.

With no further questions, Commissioner Roth made a motion to recommend approval of the Cheswold Town Hall Improvements Final Plan to the Cheswold Town Council with the following contingencies:

- 1.) Kent Conservation District approval
- 2.) DeIDot entrance approval
- 3.) rear setback variance approval
- 4.) inclusion of the correct lighting standard details.

IX. Land Use ordinance Revision Log

a. Re-zoning process; update

Mr. Coker shared comments received from Sam Callender, Cheswold Land Use Administrator, with Commissioners. Recommendations suggested by Mrs. Callender were generally well received with the exception of the use of 'Administrator' vs. 'Administrative Staff'. Mr. Coker stated he would meet with Mrs. Callender to come up with a workable solution and a final draft.

b. Land Use Ordinance Article 13: Signs; Update

Mr. Coker briefly discussed the progress of reviewing the 'Sign' ordinance draft. It was mutually agreed more time was needed before comments could be considered.

X. Old Business

XI. Motion to Adjourn

Commissioner Lambertson made a motion to adjourn at 9:08 pm; Commissioner Roth seconded. Motion unanimously carried.

Respectfully Submitted,

Dennis Coker, Chairperson
Cheswold Planning Commission