

Town of Cheswold
Planning Commission Meeting Minutes
November 14, 2013
Cheswold Fire Hall Conference Room

- I. Chairperson Coker called the meeting to order at 7:10 pm**
- II. Pledge to the Flag**
- III. Observed Moment of Silence**
- IV. Confirmed Proper Meeting Notice was Posted**
- V. Roll Call**

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

Chairperson Coker welcomed new commission member, Mr. Allen Roth. Mr. Coker acknowledged the presence of Mayor Tinari and thanked Ruthann Purchases for volunteering to take meeting minutes. Charles Gibson, manager, Ray Reddinger, sales representative, and Charles Rodriquez, Property Manager – Central Delaware Business Park.

VI. Motion to Accept Agenda

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

VII. Reviewed Minutes of Previous Meeting

Commissioner Lambertson made a motion to accept the November 28, 2013 meeting minutes as presented; seconded by Commissioner Scott. Motion carried unanimously.

VIII. State Line Building Supply; Preliminary Plan Review

Chairperson Coker welcomed Mr. Charles Gibson and Mr. Ray Reddinger of State Line Building Supply and Mr. Charles Rodriguez.

Mr. Coker began this discussion stating he had not received a copy of the application for plan review from Mrs. Callender so he was not sure which level of review the applicant was requesting. Mr. Coker further stated he was prepared to conduct a preliminary plan review since our last meeting with State Line was a concept plan review. Mr. Gibson replied he was not sure of the process. Mr. Coker stated normally an application was received for a level of review and a fee is charged appropriate to that level. Mr. Gibson states he had not paid any additional fees and would do so upon request. Mr. Coker stated that any decisions made at this meeting would be pending payment of the required fees.

Mr. Coker also noted the absence of the Town's engineer at this meeting and no decision could be made without considering the engineer's comments.

Mr. Gibson had supplied the commission with a plan for review. Mr. Coker noted there was considerable information missing on the supplied plan and it could not be considered a final review. Mr. Coker began the review using the preliminary plan review checklist. The following items were discussed:

Plat Information

1. Name and address of owner and applicant; applicant information does not appear on plan
2. Signature and seal of a registered Delaware professional engineer or land surveyor are not provided
3. Name, signature, license number, seal of the engineer involved in preparation of plat are not provided
4. Title block denoting type of application, county municipality and street location lacking some information
5. Copy and/or delineation of any existing deed restrictions or covenants; if none exist please indicate
6. List of required regulatory approvals or permits; if none required please indicate.
7. List of variances requested
8. List of conditional uses required
9. Payment of application fees

Mr. Coker inquired about the area designated for outside storage of materials and if the solid line on the plan indicated a building. Mr. Gibson said a building is not planned. Mr. Coker also noted at our concept plan review it was proposed a variance request for outside storage be included in the application along with a specific list of what would be stored outside. Mr. Coker reiterated the Commission's request for specifically what metal and is it only metal which will be stored outside.

Commissioner Lambertson asked a note be placed in the outside storage area indicating the material to be stored in that area.

Setting-Environmental Information

1. Property owners and lines of all parcels within 200 ft identified on most recent tax parcel map
2. Existing streets, water courses, floodplains, wetlands or other environmentally sensitive areas on or within 200 ft of site; if none exist please indicate
3. Location of all wetlands and supporting documentation; if none exist please indicate
4. Floodplains. Location of the 100 year floodplain based on the current Flood Insurance Rate map; if this is not applicable please indicate
5. Existing and proposed contour intervals based on NGVD datum at one-foot intervals; contours must extend at least 200 feet beyond subject property
6. Existing drainage system of site and of any larger tract or basin of which it is a part.

Commissioner Lambertson asked if there would be any grading required on this site. Mr. Gibson answered there would be no disturbance of existing surfaces. Mr. Gibson said the outside storage area and the storage container area would need additional material.

Improvements and Construction Information

1. Water supply and distribution plan; please indicate

2. Sewer collection and transmission plan; please indicate

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3. Soil erosion and sediment control plan; for pervious surfaces
4. Permanent storm water management plan; nothing mentioned
5. Detailed landscape plan; nothing mentioned
6. Site identification signs, traffic control signs, and directional signs; nothing mentioned
7. Parking and loading plan showing spaces, size & type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions; nothing mentioned
8. Spot and finished elevations at all property corners; corners of all structures or dwellings, existing or proposed first floor elevations; nothing mentioned

Commissioner Lambertson asked if the mobile homes would be removed by a certain date. Mr. Gibson replied they have not settled if it will be a dual use or if State Line will have the whole property. Mr. Gibson stated they are waiting to see if they are able to comply with the zoning before they take over the property.

Mr. Coker asked about fencing changes. Mr. Gibson explained they will be reconfiguring the fence not actually changing how many feet of it there is.

Commissioner Lambertson asked about the number of metal containers in the back of the property. He asked if State Line fully intends to have what is indicated on the plan. Mr. Gibson answered they do not expect to have that many but they put them in so they don't have to come back and ask for additional units.

Mr. Gibson asked 'What is the next step in the process?'. Mr. Coker answered the Town's engineer will make comments and may require a second review of the final plan because the approved plans need to be stamped by the engineer for the Town Council. Mr. Gibson stated he is concerned about the time frame because of their budgeting process. Mr. Coker stated a public hearing would be required if a variance or conditional use is requested and additional time for approval would be needed.

Mr. Coker stated the Planning Commission would consult with the Town's engineer to judge the necessity of many of these items.

Commissioner Scott made a motion to approve the plan contingent on inclusion of the engineer's comments, completed application and paid fees; Commissioner Lambertson seconded. Motion carried unanimously.

Mr. Coker thanked Mr. Gibson, Mr. Reddinger and Mr. Rodriguez for their presentation.

IX. Review Land Use Ordinance Revision Log

Chairperson Coker began this discussion with the following items:

- a. Re-zoning Process: Actions discussed for this item included 1.) finding existing models for consideration, 2.) forward those models to commissioners and 3.) possibly plan a special meeting.
Commissioner Scott made a motion to table this discussion until the next meeting; seconded by Commissioner Roth. Motion carried unanimously.
- b. Sample Forms: Commissioner Lambertson made a motion to table this discussion until the next meeting; seconded by Commissioner Roth. Motion carried unanimously.

- c. Form Instructions: Commissioner Lambertson made a motion to table this discussion until the next meeting; seconded by Commissioner Roth. Motion carried unanimously.
- d. Article 6, Section 3, Paragraph B, Sub-Section 3; page 46: Commissioner Scott made a motion to change '2.J' at the end of the last sentence to 'J.2'; seconded by Commissioner Scott. Motion carried unanimously.
- e. Article 14, Section 14, Paragraph 2, Sub-Section A; Parking Standards-page 108: Commissioner Scott made a motion to change 'Aa' in the first paragraph to 'A' and to change 'Aa' in the second paragraph to 'A'; seconded by Commissioner Lambertson. Motion carried unanimously.

X. Pending Business

No Discussion

XI. New Business

No Discussion

XII. Motion to Adjourn

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

Respectfully submitted,

Dennis Coker, Chairperson