

Town of Cheswold
Planning Commission Meeting Minutes
June 8, 2016
Cheswold Town Hall
691 Main Street

- I. **Acting Chairperson Barry Jones called the meeting to order at 7:07 pm**

- II. **Pledge to the Flag; followed by observation of a Moment of Silence**

- III. **Confirmed Proper Meeting Notice Posted**

- IV. **Roll Call of Commissioners to ensure a quorum**

<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Barry Jones	Albert Lambertson	Martha Scott
Colleen Ostafy		
Alan Roth		

- V. **Others in Attendance:**
 - Land Use Administrator Sam Callender
 - Mr. Justin Olear, Project Manager – Nobles Pond
 - Mr. John Price, Paterson Price Real Estate
 - Mr. Greg Scott, Scott Engineering
 - Ms. Victoria P. Price, Eastern States Development Company

- VI. **Review of Agenda; Motion to Accept as Presented or Amended**

Acting Chairperson Jones requested that the agenda be reviewed for acceptance or amendment and Commissioner Ostafy made a motion to approve the agenda as presented and Commissioner Roth provided the second. The motion passed by a unanimous vote of Commissioners in attendance.

- VII. **Review of Previous Meeting Minutes; Motion to Approve as Presented or as Amended**

A review of the minutes from the last meeting held by the Commission, was requested by Acting Chairperson Jones. The minutes reviewed were:

April 14, 2016 – Monthly Planning Commission Meeting

Commissioner Ostafy made a motion to approve the minutes with the noted correction of changing Acting Commissioner Jones to Acting Chairperson Jones and with a second to the motion by Commissioner Roth, it passed with a unanimous vote of the Commissioners in attendance.

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June 9, 2016**

NEW BUSINESS:

VIII. a. Land Use Administrator's Report

Mrs. Callender informed the Commissioners of the following:

- **33 New Street** – Scheduled for demolition, pending contractor obtaining business license and demolition permit
- **41 New Street** – The bank is attempting to obtain a contractor qualified to remove asbestos.
- **Leyland Village** – Pending response from attorney with the requests of his client.
- **DNREC Visit** – Town passed Flood-plain Review from DNREC representative with flying colors. Kudos to Michael Van Orden our Code Enforcement Officer.

b. Sentinel Storage

(1) West side of Holly Oak – Application #2016-05-06-038

(2) East side of Holly Oak – Application #2016-05-06-039 Lot 6A

Mr. Greg Scott introduced himself as the Engineer for Mr. John and Ms. Victoria Price, the owners of Sentinel Storage an existing self-storage facility on both sides of Holly Oak Lane. The map ID's are: 4-03-04600-01-0728-000, (Appl. # 038), and 4-03-04600-01-0721-000, (Appl. #039).

The facility on the west side going north toward Main Street are enclosed storage units in a gated environment. The facility on the east side going north Main Street is an open air area that currently houses mobile homes.

The application for the west side proposes to construct a three, (3), sided pole building and the east side application is for another enclosed storage area. The remainder of the gravel area will be used to accommodate the proposed pole building.

Town Engineer, Tom Wilkes, P.E., presented Mr. Scott with a written review of his concerns about the plans as they were previously presented to him.

There was discussion concerning about the possibility of providing water to the locations, but the owners explained that it is still being considered. Currently only electric service is required.

Spaces in the pole building are leased and the owners are testing the market to determine the reasonability of providing a climate controlled atmosphere.

Commissioner Roth asked if there is a clean separation between the self-storage units and the campers. It was explained that the self-storage units are in a gated facility and the campers are on the other side of the road.

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NEW BUSINESS:

b. Sentinel Storage – “continued”

With no further questions or discussion a motion was made by Commission Roth to **recommend** the Preliminary Plan associated with **Application #2016-05-06-038, contingent** upon the successful completion of concerns identified by Town Engineer Tom Wilkes in his correspondence of June 7, 2016, to the Town Council for review and approval.. A second to the motion was made by Commissioner Ostafy and the **motion was approved** with a unanimous vote of the Commissioners in attendance.

Commissioner Roth then followed with a motion to **recommend Application #2016-05-06-039, contingent** upon the successful completion of concerns identified by Town Engineer Tom Wilkes in his correspondence of June 7, 2016, to the Town Council for review and approval. A second to the motion was made by Commissioner Ostafy and the **motion was approved** with a unanimous vote of the Commissioners in attendance.

c. Nobles Pond – the presentation was completed by Mr. Justin Olear

(1) Phase 1 – Application #2016-05-06-040

This phase consists of 210 lots, which is served by Delmarva Power. An easement has already been obtained from Delaware Co-op to service Phases 3 and 4.

Town Engineer Wilkes requested Mr. Olear to explain the phases, which he did. Mr. Olear also explained that that the roads and curbs are in and that McCrone Engineering will address the comments received from Mr. Wilkes, especially those comparing the roadways against the requirements of the Land Use Ordinance.

Commissioner Roth asked if there any confusion in identifying which lots have been annexed. Mr. Olear responded that there had been, but there are now plans which specifically define which lots are in Kent County and which lots are in the Town of Cheswold.

This application is to obtain approval for the Re-Recordation of the Record Plan to include impervious cover tracking procedures; floodplain delineation; the addition of carriage house lots; addition of a utility easement, and displaying the lots and areas annexed into the corporate limits of the Town of Cheswold.

A motion to **recommend** the approval the **application** to the Town Council **contingent** upon the satisfaction of comments requested by the Town Engineer was made by Commissioner Roth. A second to the motion was made by Commissioner Ostafy and the **motion was approved** with a unanimous vote of the Commissioners in attendance.

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NEW BUSINESS:

c. Nobles Pond

(2) Phase II – Application #2016-05-06-041

This Phase is currently under development, with the grading and storm-water already complete. A fishing pier and walking trail are currently under construction, and a pump station is also complete.

The purpose of this application to request a recommendation to the Town Council to approve the revisions to the original Plan, previously approved by Kent County, to re-record revisions to the Record Plan to relocate Lot 211 and the pump station parcel; impervious cover tracking procedures; a revision to the flood-plain delineation; to add a drainage easement and to include the annexation of Phase 2A into the corporate limits of the Town of Cheswold.

A motion to **recommend** the approval the **application** to the Town Council **contingent** upon the satisfaction of comments requested by the Town Engineer was made by Commissioner Roth. A second to the motion was made by Commissioner Ostafy and the **motion was approved** with a unanimous vote of the Commissioners in attendance.

(3) Lot Line Adjustment, (Lot 422A), - Application #2016-05-06-042

This application is to request a recommendation from the Planning Commission to the Town Council to approve the re-recording of flood-plain changes that provided the opportunity for this lot to be added to the plan. The area is currently recorded as open space.

The Town Engineer will provide a review of the plan to the applicant. A motion to **recommend** the approval the **application** to the Town Council **contingent** upon the satisfaction of comments requested by the Town Engineer was made by Commissioner Roth. A second to the motion was made by Commissioner Ostafy and the **motion was approved** with a unanimous vote of the Commissioners in attendance.

OLD BUSINESS:

IX. a. Land Use Article 13 – Sign Revision Review

Due to the volume of applications reviewed at this meeting, the Commissioners agreed to continue the Review of the Sign Revision at their next meeting.

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IX. Commissioners Comments

Acting Chairperson Barry Jones – *Nothing to Report*

Commissioner Colleen Ostafy – *asked Town Engineer Wilkes if he would be writing up a report on the night's application and would the Commission receive a copy.*

Mr. Wilkes explained that his reports are forwarded to the applicant, the Mayor and the Land Use Administrator. He also explained that applicant's that the applicants have the opportunity to respond to his comments and either re-submit to the Commission or to the Town Council dependent upon the decision made by the Commission at tonight's meeting.

Commissioners may obtain a copy of his reports from the Land Use Administrator if they desire to have a copy.

Ms. Ostafy then asked if there was some particular reason why the Town Council met from 6-8 pm and the Planning Commission meets from 7-9 pm.

Ms. Callender responded that the Town Council also previously met from 7-9 pm, but then made a majority vote decision to change the meeting time to 6-8 pm.

Ms. Ostafy asked if the Planning Commission could do the same. The overwhelming response was yes, at which time she made a motion to revise the Planning Commission start to finish time from 7-9 pm to 6-8 pm. A second to the motion was made by Commissioner Roth. The motion was approved with a unanimous vote of the Commissioners in attendance.

Commissioner Alan Roth – *Nothing to Report*

X. Motion to Adjourn

Commissioner Ostafy made a motion to adjourn at 8:54 pm; Commissioner Roth seconded. The votes to approve the motion was unanimous by the Commissioners in attendance.

Respectfully submitted,
Theon E. Callender
Land Use Administrator