

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**PLANNING COMMISSION  
MEETING  
MINUTES  
THURSDAY, JANUARY 10, 2019**

**Meeting Held at: Nobles Pond  
13 Nobles Crossing  
Cheswold, Delaware 19936**

**Planning Commissioners In Attendance:**

**Mr. Barry Jones, Chairperson  
Mr. Carl Schultz, Commissioner  
Mr. Reggie Valentine, Commissioner**

**Excused: Ms. Colleen Ostafy, Secretary**

**Also in Attendance:**

**Ms. Sam Callender, Land Use Administrator  
Mr. BJ DeCoursey, University of DE-IPA**

**MEETING OPENING:**

The meeting was called to order at 6:12 p.m., by Chairperson Barry Jones, and a Salute to the Flag and a Moment of Silence immediately followed.

Mr. Jones confirmed that the meeting had been properly posted and conducted a roll call. It was acknowledged that a quorum was in attendance and the meeting proceeded.

**AGENDA REVIEW:**

The Chair called for a review of the agenda and a motion to accept as presented or amended and Commissioner Schultz made a motion to accept the agenda as presented. Commissioner Valentine made a second to the motion and the motion passed with a unanimous roll call vote.

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**MINUTES REVIEW:**

The following minutes were reviewed and voted upon:

January 11, 2018  
February 7, 2018  
March 8, 2018  
June 14, 2018  
July 12, 2018  
August 9, 2018  
September 13, 2018  
October 11, 2018  
November 8, 2018  
December 13, 2018

A motion was made by Commissioner Schultz to approve the minutes as presented, with a correction to a typo in the October 11, 2018 minutes. Commissioner Valentine made a second to the motion and it passed with a unanimous roll call vote.

**NEW BUSINESS:**

NOTHING TO REPORT

**OLD BUSINESS:**

**Development of 2020 Comprehensive Plan** – Mr. DeCoursey continued his review of the 2010 Comprehensive Plan as it compares to what is required for the 2020 Plan. For the most part the Chapter 1 can remain the same, but he provided a copy of a new format for the Town of Houston and suggested that Cheswold may consider the format, as it recently passed review by the Office of State Planning Coordination.

Additionally, he informed the Committee that before further meetings are held with him, that maps need to be updated to reflect current land uses, annexations and current Town boundaries.

He also suggested that the following be discussed and determined:

Map Series Review  
Planning Format  
Existing & Future Land Use Categories  
Annexation and Growth Plans  
Water Problems  
Airpark Association  
Business Park Status

**TOWN of CHESWOLD**

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**Development of 2020 Comprehensive Plan – “continued”**

**Map Updates:** Ms. Callender informed the Commissioners that she would be meeting with the Town Engineer on January 11, 2019 to discuss the required map updates. If mapping information or guidance is required Mr. DeCoursey volunteered to be a contact. The following suggestions were also made about the maps:

- Eliminate Map 6A
- *Transition* category be removed from Map 3
- Add a Zoning Map
- Obtain a copy of the proposed Future Land Use Map of Kent County – the Town Engineer will be requested to obtain this map

**2020 Comprehensive Plan – Houston, DE:** As reported on Page 2, Mr. DeCoursey provided a review of the State approved Houston, DE 2020 Comprehensive Plan and suggested it as a guide for our Plan. He also offered to have one of his techs prepare a template for our use based on the Houston plan. Receipt is pending.

1. **Next Meeting Dates:**

- Monday, January 28, 2019 – Questionnaire, Nobles Pond
- Wednesday, February 20, 2019 – Map Review, Town Hall
- Monday, February 25, 2019 – Plan Review, Nobles Pond
- Thursday, March 14, 2019 – Monthly Meeting, Nobles Pond

It was also decided that Mr. DeCoursey would not attend future meetings until after the maps updates were complete.

**MOTION to ADJOURN:**

A motion to adjourn was made by Commissioner Schultz at 7:57 p.m. A second to the motion was made by Commissioner Valentine and a unanimous roll call vote passed the motion.

Minutes Taken by: Ms. Sam Callender – January 10, 2019

Minutes Submitted by: Ms. Sam Callender – February 22, 2019