



**PLANNING COMMISSION
MINUTES
MEETING – THURSDAY, JUNE 14, 2018**

Meeting Held at: Cheswold Town Hall; 691 Main St., Cheswold, Delaware 19936
Meeting Scheduled for: 6:00 p.m. to 8:00 p.m.

Planning Commissioners In Attendance:

Mr. Barry Jones, Chairperson
Ms. Colleen Ostafy, Secretary
Mr. Carl Schultz, Commissioner
Mr. Reggie Valentine, Commissioner

Also in Attendance:

Ms. Sam Callender, Land Use Administrator
Mr. Larence Kirby, Vice-Mayor
Mr. Joe Coleman, Property Owner
Mr. Troy Adams, P.E. Mountain Consulting
Mr. Derrick Kennedy, P.E. Remington Vernick – Town Engineer
Mr. Mike Callender, Code Enforcement

MEETING OPENING:

The meeting was called to order at 6:00 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 requested Ms. Ostafy to conduct a roll call. Ms. Ostafy did so and presented a quorum to the Chairperson.

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.

MINUTES REVIEW:

As there were no minutes of the previous meeting available for review a motion to table reviewing them was made by Commissioner Valentine and the motion passed with a second from Commissioner Schultz and a unanimous roll call vote.

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NEW BUSINESS:

The meeting proceeded with a review of the following plan applications:

1. Concept Plan Appl. 2018-05-23-064 Alexis Properties

Mr. Troy Adams, P.E., of Mountain Consulting presented a concept plan of 5093 N. Dupont Highway on behalf of Alexis Properties. The property owner desires to re-structure the property to accommodate small commercial businesses. The Commissioners expressed concern for the type of businesses that may be located there but acknowledged the right of the owner to use the property for commercial use. There were concerns expressed by the Town Engineer on some of the buildings not meeting the set-back requirements and the probability of insufficient parking spaces. Mr. Adams accepted the comments and promised to review and probably revised the plans and re-submit them as a preliminary plan.

2. Preliminary Plan Appl. 2018-05-29-065 School Lane

Mr. Joe Coleman, Property Owner of lots located on the north side of School Lane, just west of Fulton St., submitted a plan to construct a sub-division on the premises. Mrs. Callender pointed out that the submitted plan does not meet all the requirements of a Preliminary Plan for a sub-division and that the Planning Commission and Town Engineer cannot provide adequate feedback until the necessary requirements for submission have been met. Mr. Derrick Kennedy, Town Engineer, (in the absence of Mr. June Aquilo), promised to provide Mr. Coleman with a detailed explanation of the requirements. Mr. Coleman opted to present this plan as a Concept Plan and promised to return with a correctly completed Preliminary Plan for which he paid.

3. Lot Line Adjustment Plan Appl. 2018-05-29-066 Nobles Pond

Mr. Justin Olear, Property Manager, submitted an application for a Lot Line Adjustment to increase lot sized to fit larger homes on Lots 382 thru 392; Lots 333 thru 346; Lot 362 thru 349 and Lots 309 thru 320. After review of the application, a motion to approve it was made by Commissioner Valentine. Commissioner Schultz made a second to the motion and it passed with a unanimous roll call vote.

Ms. Callender was directed to send a memo of recommendation for approval to the Town Council.

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OLD BUSINESS:

A motion was made by Commissioner Ostafy to carry over the following Old Business to the July 12, 2018, meeting:

- 1. Land Use Administrator's Report**
 - a. Pre-Plus Review 2020 Comprehensive Plan – Office of State Planning Coordination
 - b. Questionnaire – 2020 Comprehensive Plan

2. Sign Table Review

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 7:32 p.m. A second to the motion was made by Commissioner Osafy and a unanimous roll call vote passed the motion.

Minutes Taken by: Ms. Sam Callender – June 14, 2018

Minutes Submitted by: Ms. Sam Callender – January 7, 2019