



**PLANNING COMMISSION  
MINUTES  
MEETING – THURSDAY, OCTOBER 11, 2018**

**Meeting Held at: Nobles Pond; 13 Nobles Crossing, 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**

**MEETING OPENING:**

The meeting was called to order at 6:10 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 Ostafy and the motion passed with a second from Commissioner Schultz and a unanimous roll call vote.

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**NEW BUSINESS:**

**1. Annexation Application 2018-08-01-069 5867 North Dupont Highway**

Ms. Callender, Land Use Administrator submitted the annexation application, named above, to the Commissioners for review and consideration of providing a memo of recommendation to the Town Council for approval.

After review, the Commission expressed their concern of the potential chance for the Town to be responsible for any ground water damage that may occur on this property.

A motion was made by Commissioner Schultz for Ms. Callender to verify the Town's responsibility with the Town Attorney and if there is none, she is then directed to forward a memo of recommendation for annexation to the Town Council. Commissioner Valentine made a second to the motion and a roll call vote resulted in its passage.

**OLD BUSINESS:**

The meeting proceeded with an update on the following plan application and the 2020 Comprehensive Plan:

**1. Preliminary Plan Appl. 2018-05-29-065 School Lane**

Mr. Joe Coleman, Property Owner received a detailed review of his Concept Plan from the office of our Town Engineer, on June 13, 2018. To-date he has not submitted an updated and complete Preliminary Plan for review.

**2. Pre-Plus Review 2020 Comprehensive Plan – Office of State Planning Coordination**

Land Use Administrator Callender reported that the Office of State Planning Coordination had completed its Pre-Plus Review of the Town's 2020 Comprehensive Plan and the Town could not go forward with the development of the plan.

She also informed them that the contract with the University of Delaware to assist them with the development of the 2020 Plan, had been approved and signed. She requested to know if the 15<sup>th</sup> of November was an acceptable date for the University representatives to meet with them instead of November 8 and the Commissioners agreed.

**3. Questionnaire – 2020 Comprehensive Plan**

The decision was made to halt development of the questionnaire until after receiving training from the University of Delaware representatives.

**4. Sign Table Review**

The review was put on hold.

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**MOTION to ADJOURN:**

A motion to adjourn was made by Commissioner Schultz at 6:58 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 – October 11, 2018

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