



**PLANNING COMMISSION
MEETING
MINUTES
Wednesday, October 23, 2019**

**Meeting Held at: Cheswold Town Hall
691 Main Street
Cheswold, Delaware 19936**

Planning Commissioners In Attendance:

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

Ms. Colleen Ostafy, Commissioner was excused.

Also in Attendance:

**Ms. Sam Callender, Land Use Administrator
Ms. Barbara Cooper, Potential Planning Commissioner
Mr. Jamie Scheler, P.E., Davis, Bowen & Friedel Engineering
Mr. Tom Wilkes, P.E. BCM Engineers – Town Engineer (via Conference Call)**

MEETING OPENING:

The meeting was called to order at 5:07 p.m., by Chairperson 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:

A call for a review of the agenda was made and a motion was eventually made by Commissioner Schultz to accept the agenda as submitted. Commissioner Valentine made a second to the motion and the motion passed with a unanimous roll call vote.

MINUTES REVIEW:

The following minutes were reviewed and voted upon:

August 9, 2019

The following meetings had no minutes available for review due to the reasons shown:

September 11, 2019 – Meeting Cancelled due to Lack of Quorum

October 10, 2019 - Meeting Cancelled due to Lack of Quorum; Re-scheduled to 23rd October

A motion was made by Commissioner Valentine to approve the minutes as presented. Commissioner Schultz made a second to the motion and it passed with a unanimous roll call vote.

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NEW BUSINESS:

• **Preliminary Plan Review: Appl. 2019-06-06-075 Alston's Walk**

Mr. Jamie Scheler, P.E., provided copies of the Alston's Walk development plan that previewed the housing and parking lot layout. He stated that this project was originally approved in 2007, but construction did not begin as a result of the housing failure of that era. The original project was processed through Kent County, but currently must meet and be processed through the Town of Cheswold Land Use requirements.

The plan is now being revised to provide for 63 overflow parking spaces. Mr. Scheler shared his request to add a 2 car parking pad to the 2 car garages for the end units of the buildings. The Commissioners and Mr. Wilkes, Town Engineer, explained that this resolution does not provide for 63 overflow spaces, it just increases parking spaces for the end units.

There are currently 53 overflow spaces on the plan and an adjustment needs to be made to provide for an additional 10 spaces. Mr. Scheler concluded that he will be able to provide those 10 additional spaces. He also provided the following information about the development:

- There will be sidewalks in the entire development
- Each unit will have its own map id
- The development is recorded as one parcel, so it is not a typical sub-division
- Roads will be privately, (HOA), owned and maintained and dedicated to public use
- The units are approximately 2400 square feet
- End units are approximately 2600 square feet

At the request of Commissioner Schultz, Mrs. Callender explained the remainder of the approval process, which includes notice to the Town Council of the recommendation for approval of the Preliminary Plan and notice to Mr. Scheler that he may proceed with the Final Plan application process. And subsequently the Final Plan will also have to be recommended for approval by the Planning Commission to the Town Council. After which a Public Hearing will be held and the Town Council will vote to approve or deny the plan.

At the request of a motion from Chairperson Jones, Commissioner Schultz made a motion to recommend approval to the Town Council of the Preliminary Plan for Application 2019-06-06-075, contingent upon the recommendation of approval of the Town Engineer, Mr. Tom Wilkes, P.E., based on the comments of his October 9, 2019 correspondence to Mr. Scheler; receipt of plans including 63 overflow parking spaces; sufficient open space; and written approvals from the State Fire Marshall; DeDOT; DNREC; Delmarva; Tidewater, Kent County Sewer and any all other applicable utility or government agencies.

Commissioner Valentine made a second to the motion and it passed with a roll call vote of the Commissioners. Mrs. Callender will prepare a memo for recommendation of approval by the Town Council, based upon the dictates of the passed motion.

TOWN of CHESWOLD

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NEW BUSINESS – “*continued*”:

- **2020 Comprehensive Plan Map Review**

Prior to this review both Mr. Scheler and Mr. Wilkes retired from the meeting. Mrs. Callender then presented the 2020 Comprehensive Plan Maps 1 – 10 prepared by Mr. Aquilino Andreas, P.E., Remington and Vernick Engineering, for review for completeness by the Planning Commissioners. After the review the following conditions were determined to exist, and Mrs. Callender was charged with presenting them to Mr. Andreas for correction as indicated:

- **MAP 1**
 - Okay as revised. **COMPLETE**
- **MAP 2**
 - Okay as revised. **COMPLETE**
- **MAP 3**
 - Change the term “Utility” in the Legend to Church
 - Change the term “ Institutional” to Government
 - Show the Town Hall as light grey = Government
 - Show Immanuel Methodist as in Town and show it as Dark Grey
 - Show the Cheswold Church as Dark Grey
 - Show the lot on the east side of the Town Hall as “Undeveloped”
- **MAP 4**
 - Change the term “Utility” in the Legend to Church
 - Show Immanuel Methodist as in Town and show it as Dark Grey
 - Show the Cheswold Church as Dark Grey
 - Change the term “ Institutional” to Government
 - Inscribe the term “POND” on the pond
 - **PENDING APPROVAL AND AGREEMENT FROM BJ Coursey**
- **MAP 5**
 - Why is 5867 North Dupont shown as Level 2 instead of Level 1 as the rest of Cheswold?
- **MAP 6A**
 - We need to ask BJ DeCoursey if we need to include this Map?
- **MAP 7**
 - We need to ask BJ DeCoursey to review before we make any changes.
- **MAP 8**
 - **Not returned to us**
- **MAP 10**
 - We need to ask BJ DeCoursey to review before we make any changes.

An email expressing the above concerns were forwarded to Mr. Andreas on Thursday, October 24, 2019.

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NEW BUSINESS – “*continued*”:

- **New Planning Commissioner** – Prior to the meeting, Ms. Barbara Cooper was introduced to the Planning Commission and meeting attendees as a possible new Planning Commissioner. Ms. Cooper resides in Nobles Pond and is recently retired as the Building Inspector for the City of Wilmington. Her knowledge and expertise will be a valuable addition to the Commission and provide for the total number of Commissioners as desperately needed.

OLD BUSINESS:

- **Comprehensive Plan Survey** – Ms. Callender reported that the final opportunity to receive completed survey was completed at the Police Department Town Hall and of the 1200 surveys forwarded to Town residents and property owners, only 35 were returned for a 0.03% return rate.
- **Comprehensive Plan Survey Results** – Ms. Callender additionally reported that she is in the process of reviewing and compiling the results of the survey and should have the results available for discussion at the next Planning Commission meeting.

Next Meeting Date:

- Thursday, November 14, 2019 - Monthly Meeting, Cheswold Town Hall – 5:00 pm

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 6:33 p.m. A second to the motion was made by Commissioner Schultz and a unanimous roll call vote passed the motion.

Minutes Submitted by: Land Use Administrator Sam Callender – October 24, 2019