



**PLANNING COMMISSION  
MEETING  
MINUTES  
Thursday, November 14, 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  
Ms. Barbara Cooper, Commissioner**

**Ms. Colleen Ostafy, Commissioner - Excused**

**Mr. Reggie Valentine, Commissioner - Absent**

**Also in Attendance:**

**Ms. Sam Callender, Land Use Administrator  
Mr. Jamie Scheler, P.E., Davis, Bowen & Friedel Engineering  
Mr. Tom Wilkes, P.E. BCM Engineers – Town Engineer**

**MEETING OPENING:**

The meeting was called to order at 5:15 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 Cooper 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:

**October 23, 2019**

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

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 14, 2019**

**NEW BUSINESS:**

- **Introduction of Newest Planning Commissioner – Ms. Barbara Cooper**

Land Use Administrator Sam Callender officially introduced Ms. Barbara Cooper as the newly Town Council and Mayor approved Commissioner to the Town of Cheswold Planning Commission.

Ms. Cooper was welcomed by those in attendance and provided that she is also a new resident to Cheswold and resides in Nobles Pond. She recently retired from the City of Wilmington and is one of the two Master Code Professionals in the State of Delaware. She has a strong background in construction and her professional education and experience is destined to serve Cheswold and the Planning Commission well.

- **Preliminary Plan Review: Appl. 2019-10-07-076 Stonington Sub-Division**

Mr. Jamie Scheler, P.E., presented the Preliminary Plan review in lieu of the scheduled Mr. Ring Lardner, P.E., due to a conflict in meeting dates and times. Mr. Scheler provided copies of the Stonington sub-division development plan, which had been originally submitted to the Town of Cheswold in 2004.

At that time 388 single family homes were planned for construction. The housing market crash may have delayed and changed the plans and a subsequent annexation agreement was approved in 2008. At least four, (4), “McMansions” were built in that time period followed by approximately five (5) lower costs single family homes. All construction then ceased until a new Preliminary Plan and Final Plan, along with a revised annexation agreement were approved in 2015. This plan was designed to construct a combination of 688 town houses and condominiums. However, no new construction occurred.

Now, another annexation agreement and a Preliminary Plan for the construction of the originally approved 388 single family residential units is being requested for approval. Some of the elements of the annexation agreement associated with the original and subsequent plan are being requested in this plan including the construction of 22’ wide streets which do not allow for on street parking.

Town Engineer Tom Wilkes interjected and explained that the 22’ wide streets do not meet the requirements of the Land Use Ordinance, but the Commissioners should be aware that the Town had previously agreed to that width in the original and subsequent annexation agreements.

***NOTE: At this point in the presentation Ms. Callender excused herself, by explaining that as a member of the Town Council she did not want to present a conflict of interest by participating in a discussion about a plan that she would later be required to vote upon. She left the meeting.***

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 14, 2019**

**Preliminary Plan Review: Appl. 2019-10-07-076 Stonington Sub-Division-  
*continued***

***After the conclusion of the presentation and discussion of the Preliminary Plan by the Planning Commissioners and Town Engineer Tom Wilkes, P.E., Ms. Callender was requested to re-join the meeting by Mr. Wilkes.***

Planning Commissioner Jones requested the Commissioners to make a motion to approve or reject the submitted Preliminary Plan and Commissioner Schultz made the following motion:

The Planning Commission recommends the approval of Preliminary Plan Application # 2019-10-07-076 for the development of the Stonington Sub-division on the contingent that the following items be completed and documented as such:

1. Mr. Lardner and Ms. Sam Callender, Land Use Administrator-Town of Cheswold must receive written confirmation that the October 29, 2019 comments received from, the Town of Cheswold Engineer, Mr. Tom Wilkes, P.E., have been satisfied.
2. Metamorphic Road – Garnet Drive to Shell Road must be widened
3. Must add .25 spaces per unit to accommodate overflow parking
4. Must receive copies of revised plot plans that include required revisions/additions/changes
5. Must provide evidence of project approval; written ability and/or willingness to serve from the State Fire Marshall, DelDOT, DNREC, Delmarva Power, Tidewater, Kent County Sewer and any or all other applicable utility or governmental agencies.

Commissioner Cooper made a second to the motion and it passed with a unanimous roll vote. Ms. Callender was requested to notify the Town Council of the recommendation to approve the Preliminary Plan.

**OLD BUSINESS**

• **2020 Comprehensive Plan Map Review**

Mrs. Callender then presented the 2020 Comprehensive Plan Maps 1 – 10 revised by Mr. Aquilino Andreas, P.E., Remington and Vernick Engineering, for review of the changes requested as a result of the review of the maps at last months' Planning Commission meeting.

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 14, 2019**

**OLD BUSINESS** – “continued”:

As a result of the review additional corrections are required as indicated below. The yellow and red comments are from Mr. Andreas and the bold comments are the current Commission requests or approvals as indicated.

- **MAP 1**
  - Okay as revised. **COMPLETE – AGREED 11/19/2019 Sam**
- **MAP 2**
  - Okay as revised. **COMPLETE – AGREED 11/19/2019 Sam**
  -
- **MAP 3**
  - Change the term “Utility” in the Legend to Church - **AGREED 11/19/2019 Sam**
  - Change the term “ Institutional” to Government - **AGREED 11/19/2019 Sam**
  - Show the Town Hall as light grey = Government - **AGREED 11/19/2019 Sam**
  - Show Immanuel Methodist as in Town and show it as Dark Grey – **Church was not shown within Town borders and shown be shown as such on all maps, please.**
  - Show the Cheswold Church as Dark Grey - - **AGREED 11/19/2019 Sam**
  - Show the lot on the east side of the Town Hall as “Undeveloped” - **AGREED 11/19/2019 Sam**
- **MAP 4 - NO CHANGES WERE MADE TO THIS MAP AND SHOULD NOT BE UNTIL REQUESTED**
  - 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 DeCOURSEY**
- **MAP 5 - COMPLETE – AGREED 11/19/2019 Sam**
  - Why is 5867 North Dupont shown as Level 2 instead of Level 1 as the rest of Cheswold? **The info (labels, color schemes) was provided by Sarah Keifer’s office as directed by IPA. Please see attached document with yellow highlight you provided back in March.** – **Accepting Level as shown on returned map.**  
**Thanks – 11/19/2019 Sam**
- **MAP 6A - COMPLETE – AGREED 11/19/2019 Sam**
  - We need to ask BJ DeCoursey if we need to include this Map? – **Eliminating this map. Not needed. 11/19/2019 Sam**

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 14, 2019**

**OLD BUSINESS** – “*continued*”:

- **MAP 7 – MAKE NO CHANGES TO THIS MAP UNTIL NOTIFIED - 11/19/2019 Sam**
  - We need to ask BJ DeCoursey to review before we make any changes.
  
- **MAP 8**
  - Not returned to us. **This map was never revised. I will send you a hardcopy of the original Map 8 created by DBF that you can mark-up.**
  - Map Received – Following change required: **In the Legend, please show Long Range Planning Area to be Re-evaluated after 5-10 years – 11/19/2019 Sam**
  
- **MAP 9 - COMPLETE – AGREED 11/19/2019 Sam**
  - **CORRECT as RETURNED to us – 11/19/2019 Sam**
  
- **MAP 10 - MAKE NO CHANGES TO THIS MAP UNTIL NOTIFIED - 11/19/2019 Sam**
  - We need to ask BJ DeCoursey to review before we make any changes.

**IMMANUEL CHURCH NEEDS TO BE ADDED WITHIN TOWN LIMITS – 11/19/2019**

- **Comprehensive Plan Survey –**
- **Comprehensive Plan Survey Results –**

Due to having surpassed the normal 2 hour time limit of the meetings a motion was made by Commissioner Schultz to table the review of the Survey and its Results until the next meeting of the Planning Commission. Commissioner Cooper made a second to the motion and it passed with a unanimous roll call vote.

**Next Meeting Date:**

- Thursday, December 12, 2019 - Monthly Meeting, Cheswold Town Hall – 5:00 pm

**MOTION to ADJOURN:**

A motion to adjourn was made by Commissioner Schultz at 7:30 p.m. A second to the motion was made by Commissioner Cooper and a unanimous roll call vote passed the motion.

**Minutes Submitted by: Land Use Administrator Sam Callender – November 21, 2019**

**TOWN of CHESWOLD**

P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355