



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 9, 2020**

**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. Reginald Valentine, Commissioner
Ms. Barbara Cooper, Commissioner**

Ms. Colleen Ostafy, Commissioner - Excused

Also in Attendance:

**Ms. Sam Callender, Land Use Administrator
Mr. Tom Wilkes, P.E. BCM Engineers – Town Engineer**

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 that it included a reason why it was posted late, after which he 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 amended with the following items under Preliminary Plan Review:

- Item 2 – changed “widen” to “widened”
- Item 5 – added “Power” to reflect Delmarva as “Delmarva Power”

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:

November 4, 2019

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

NEW BUSINESS:

- **Town Initiated Re-Zoning Application 2019-11-14-077 SARATOGA**

Ms. Callender presented an application for re-zoning of the property located on the south west corner of McKee and Lynnburry Woods Roads. She explained that the location was previously known as Saratoga when it was scheduled for development as a sub-division. It is now owned by the grandson of the prior owner and he desires to have it zoned agricultural which has already been done in Kent County. She requested the Commissioners to make a recommendation to the Town Council to approve the re-zoning to agricultural, as this will provide alignment with the County and will provide the opportunity for the correct posting of the Zoning Map.

A motion to recommend approval of the Re-Zoning Application 2019-11-14-077, was made by Commissioner Valentine and a second was provided by Commissioner Schultz. The motion was passed with a unanimous vote of the Commissioners and Ms. Callender was requested to forward a recommendation memo to the Town Council.

- **Review – Draft City of Dover 2019 Comprehensive Plan**

The receipt of the draft of the City of Dover’s 2019 Comprehensive Plan was acknowledged by the Planning Commission. The members of the Commission plus the Town Engineer reviewed the previously agreed upon projected annexation property limits between the Town of Cheswold and the City of Dover. The agreement was reached between Mr. Dave Hugg, the Director of Planning and Inspections for Dover and Ms. Callender, the Land Use Administrator for the Town of Cheswold.

As the Town Council had also reviewed and voiced no dissention to the projected annexation property limits, Ms. Callender was given permission by the Commissioners, to forward correspondence to Mr. Hugg acknowledging the receipt of the draft of the 2019 Dover Comprehensive Plan and their review and agreement to its contents as they relate to the Town of Cheswold.

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OLD BUSINESS

- **2020 Comprehensive Plan Survey Results**

The results of the 2020 Comp Plan Survey were reviewed. There were minor discussions about the various questions and responses. It was agreed that another review of the suggestions for a Town Motto needs to be completed and that the Commission will select two, (2), or three, (3), suggestions to forward to the Town Council for a permanent selection. A summary of the surveys was as follows:

of Surveys Sent: 1200 # of Responses: 35 % Cooperation: 3%

Although the number of responses was disappointing, the Town Council and the Planning Commission is extremely grateful to those who did respond and who seek to improve the status of our Town.

The detailed responses of the survey were forwarded to the Commissioners on January 10, 2020.

- **Comp. Plan Re-write Review** – It was agreed to continue the re-write at the next meeting.

Next Meeting Date:

- Wednesday, February 12, 2020 - Monthly Meeting, Cheswold Town Hall – 5:00 pm

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 6:51 p.m. A second to the motion was made by Commissioner Valentine and a unanimous roll call vote passed the motion.

Minutes Submitted by: Land Use Administrator Sam Callender – January 15, 2020