



**PLANNING COMMISSION
MEETING MINUTES
WEDNESDAY, FEBRUARY 12, 2020**

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

Planning Commissioners In Attendance:

**Mr. Barry Jones, Chairperson
Ms. Colleen Ostafy, Commissioner
Mr. Carl Schultz, Commissioner
Mr. Reginald Valentine, Commissioner
Ms. Barbara Cooper, Commissioner**

Also in Attendance:

**Ms. Sam Callender, Land Use Administrator
Mr. Tom Wilkes, P.E. BCM Engineers – Town Engineer
Mr. Robert Coleman, Property Owner – 90 School Lane**

MEETING OPENING:

The meeting was called to order at 5:08 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. He conducted a roll call and as acknowledged that a quorum was in attendance at which time the meeting proceeded.

AGENDA REVIEW:

A call for a review of the agenda was made and Chairperson Jones requested a motion that it be accepted as presented or as amended, if required. Land Use Administrator Callender requested that a Commissioner make a motion to amend the agenda to include a Preliminary Plan review of Application 2020-02-07-080 for a sub-division on School Lane. Councilperson Schultz made the motion as requested and Councilperson Valentine made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance and added to New Business on the agenda.

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MINUTES REVIEW:

The following minutes were reviewed and voted upon:

January 9, 2020

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:

- **Application 2020-02-07-080 Preliminary Plan-90 School Lane**
Mr. Robert Coleman, the owner and trustee for 3.4 acres located at 90 School Lane, Map ID 3-03-04615-01-5400-000 submitted a Preliminary Plan, Application #2020-02-07-080, for review by the Town Engineer and Planning Commission. He requested that the review result in a recommendation to the Town Council for approval that will permit submission and potential recommendation and approval of a Final Plan for a new sub-division.

As a member of the Town Council who will be required to vote on the approval or denial of the application, Ms. Callender recused herself from this portion of the Planning Commission meeting, at 5:13 pm, to ensure that she is not influenced by any review or comments made by the Commissioners during their review.

At 5:42 pm, Ms. Callender was requested to return to the Planning Commission Meeting, and was informed, for purposes of these minutes, that Mr. Coleman had been informed that no decision was being made on his application at this meeting. And that after the professional review by Town Engineer Wilkes, the Commissioners will decide whether to recommend approval or denial to the Town Council.

OLD BUSINESS

- **Comp. Plan Re-write Review** – It was agreed to review and revise five pages of the rewritten 2020 Comprehensive Plan at every Planning Commission meeting until the rewrite is complete.

Land Use Administrator Callender expressed her personal appreciation for the assistance provided by Commissioner Cooper in revising many of the required graphs and their associated rewrites.

There was discussion concerning the selection of a Town motto and it was eventually decided to post the various choices submitted in the Town survey on Facebook and the Town website and to request votes to make a final decision. The contest time frame will be one month.

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ADDITIONAL COMMENTS

Commissioner Ostafy reminded the other Commissioners of the plans for the Town of Cheswold Heritage Day and encouraged them to become involved by providing their assistance at the event. Additionally, she suggested that they obtain some type of name tags that will identify them as members of the Planning Commission and that they should make attempts to attend Town Council meetings. There was agreement from the Commissioners.

Next Meeting Date:

- Thursday, March 13, 2020 - Monthly Meeting, Cheswold Town Hall – 5:00 pm

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Ostafy at 6:23 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 – February 13, 2020