



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, MARCH 12, 2020**

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

Planning Commissioners In Attendance:

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

Mr. Barry Jones, Chairperson - EXCUSED

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
Mr. Brian Turner, P.E. – Mountain Consulting**

MEETING OPENING:

The meeting was called to order at 5:05 p.m., by Acting Chairperson Ostafy, and a Salute to the Flag and a Moment of Silence immediately followed.

Ms. Ostafy confirmed that the meeting had been properly posted. She 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 Acting Chairperson Ostafy 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 delete the Re-Zoning Application for 199 Commerce Street and replace it with a discussion on the Cheswold Fire Project. 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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MEETING MINUTES
THURSDAY, MARCH 12, 2020**

MINUTES REVIEW:

The following minutes were reviewed and voted upon:

February 12, 2020

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.

NOTE

As a member of the Town Council who will be required to vote on the approval or denial of Planning Commission applications, Ms. Callender recused herself from the portion of the meeting dealing with reviews of Preliminary Plans, at 5:09 pm, to ensure that she is not influenced by any review or comments made by the Commissioners during their review.

At 6:15 pm, Ms. Callender was requested to return to the Planning Commission Meeting, and was provided the following information on the Application, for purposes of these minutes:

NEW BUSINESS:

- **Application 2020-02-07-080 Preliminary Plan-90 School Lane**
The Preliminary Plan was not approved, and Mr. Coleman was requested to return when he could provide clarity to the Commission. Land Use Administrator Callender was requested to forward a letter to Mr. Coleman documenting his failure to receive a recommendation to approve his Preliminary Plan.

- **Application 2020-03-02081 Preliminary Plan-Alexis Properties**
Mr. Brian Turner, P.E., of Mountain Consulting presented a Preliminary Plan for 5083 Dupont Highway, Map ID 4-03-04600-01-0800-000, consisting of 2,105 acres, and zoned C-2, (Highway Commercial), proposes to erect a 6,000 square foot building on the parcel including site grading, parking, and stormwater management facilities. The engineer of record is Mr. Troy Adams, P.E., however Mr. Turner was representing him at this meeting.

Mr. Turner was informed by the Commission that they would recommend this Preliminary Plan for approval to the Town Council contingent upon the successful completion of the Submittal Comments forwarded to them by Town Engineer Tom Wilkes, P.E., on March 12, 2020.

Land Use Administrator Callender was directed to send an official notice to Mr. Adams and a PC Memo of recommendation to approve to the Town Council.

NOTE: Subsequent to the conclusion of the meeting, Commissioner Cooper noted that the both previously obtained variances have expired. The Engineer will be notified.

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THURSDAY, MARCH 12, 2020**

NEW BUSINESS – *“continued”* :

Cheswold Fire Project

- Ms. Callender presented the Cheswold Fire Project to the Town Engineer and members of the Planning Commission and explained that a meeting had been held earlier in the day, conducted by Tidewater and attended by representatives from Tidewater; the Delaware Revolving Drinking Water Fund and the Town of Cheswold. The project was originally designed to provide fire hydrants and service lines to the property edges in the Old Town section of Cheswold.

At the meeting it was explained that the funds acquired for the completion of the project, were insufficient to complete the project as currently designed and either additional funding is required, or the scope of the project must change.

Various ideas were discussed including obtaining the funding from the State representatives or re-directing some of the current funding to different aspects of the projects. Potential scope changes including changing the layout from the railroad right-of-way to the residential side of the street and shortening the distance of the water main layout. Not installing the service lines were another considered option.

OLD BUSINESS

- **Comp. Plan Town Motto** - After some discussion, the Commissioners agreed to request the Town Council to approve the Town Motto as: **“Cheswold is For Living”**.
- **Comp. Plan Re-write Review** – Two, (2), pages of the rewritten 2020 Comprehensive Plan were reviewed by the Commissioners and Town Engineers for corrections, amendments or any necessary deletions or changes.

Land Use Administrator Callender acknowledged the changes that needed to be made on Pages 15 and 16. She also explained that future reviews will probably be more intense due to the nature of the content.

ADDITIONAL COMMENTS

Acting Chairperson Ostafy stressed the need for the Commissioners and the members of the Council to get to know one another. She and Ms. Callender pledged that sometime, in the future, to host a social event to that end. The team also queried Ms. Callender concerning the process of electing a new Mayor and re-defining the structure of the Town Council. Ms. Callender provided the information as required by Charter.

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Next Meeting Date:

- Thursday, April 9, 2020 - Monthly Meeting, Cheswold Town Hall – 5:00 pm

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 7:15 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 – March 13, 2020