



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, MAY 14, 2020**

Meeting Held via: ZOOM Teleconference*
Cheswold, Delaware 19936

*Required due to declaration from Governor John Carney in relation to COVID-19

Planning Commissioners In Attendance:

Mr. Barry Jones, Chairperson - Late
Ms. Colleen Ostafy, Acting Chairperson
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. Chad Warren, E.I.T., Davis, Bowen & Freidel Engineering

MEETING OPENING:

The meeting was called to order at 5:07 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 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 correct the Project name of Item 8 from Alexis Properties to Alston's Walk. Councilperson Schultz made the motion as requested and Councilperson Cooper made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance.

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MINUTES REVIEW:

The following minutes were reviewed and voted upon:

March 12, 2020

April 9, 2020 – No Minutes_COVID-19

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.

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 the review of the Final Plan, at 5:11 pm, to ensure that she is not influenced by any review or comments made by the Commissioners during their review.

At 5:55 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 2020-03-24-084 Final Plan – Alston’s Walk**

The Final Plan was reviewed by the Commissioners and the Town Engineer with Mr. Chad Warren, representing Alston’s Walk. Ms. Callender was directed to notify the Town Council that the Planning Commission recommends that the Final Plan be approved, dependent upon satisfactory responses being received to the comments from the Town Engineer in his correspondence to Mr. Warren and the Land Use Administrator on May 14, 2020. In addition, Mr. Warren is required to submit a sealed and certified landscape plan to Ms. Callender, (Land Use Administrator), prior to the Council approving the plan.

It was explained to Mr. Warren, (upon his request for information), that upon approval by the Town Council, he would be notified in writing of the approval and the Mayor would sign all the sealed plans at that time and they can be recorded in Kent County. After the recording, a copy of the signed and sealed plans must be returned to the Town of Cheswold for filing.

- **Route 42 Study Questions**

Ms. Callender asked the Commissioners if they had any comments or concerns that they would like her to pass onto the MPO concerning the traffic improvement study of Route 42. The Commissioners and Mr. Wilkes expressed quite a few items that they want passed to the MPO. Ms. Callender promised to compose them and send them for review prior to passing them to the MPO.

TOWN of CHESWOLD

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OLD BUSINESS

- **Comp. Plan Re-write Review** – Land Use Administrator Callender reported that the revisions and re-writes to the 2020 Comprehensive Plan are for the most part complete. The re-write has been delivered to the Commissioners and Town Engineer for review. It has also been delivered to B.J. DeCoursey of the IPA for completion of Chapter 10. Mr. DeCoursey requires copies of our maps before they begin working on the Chapter. If all goes as planned, the Comp Plan should be ready for PLUS review by September or October, well ahead of the December 31 due date.

Commissioner Comments:

Nothing to Report

Land Use Administrator Comments:

Nothing to Report

Town Engineer Comments:

Mr. Wilkes expressed his excitement at the possibility of resolving the issues with pedestrian traffic on Main Street and committed to working with us to find solutions.

Next Meeting Date:

- Thursday, June 11, 2020 - Monthly Meeting, Cheswold Town Hall – 5:00 pm
Commissioners agreed to being comfortable with wearing masks at the meeting

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 Cooper and a unanimous roll call vote passed the motion.

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