



**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, SEPTEMBER 10, 2020  
*Face Masks Required***

**Planning Commissioners In Attendance:**

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

**Excused:**

Mr. Barry Jones, Chairperson

**Via Zoom:**

Mr. Reginald Valentine, Commissioner  
Mr. Dave Tiberi, ERP Security  
Mr. Mark Talmo, Emory Hill Development

**Also in Attendance:**

Ms. Sam Callender, Land Use Administrator

**MEETING OPENING:**

The meeting was called to order at 5:02 p.m., by Acting Chairperson Ostafy, and a Salute to the Flag and a Moment of Silence immediately followed. Ms. Ostafy requested that the passing of the Honorable Donald F. Tinari, former Mayor be considered during the silence.

After the moment of silence, she confirmed that the meeting had been properly posted and conducted a roll call after which 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 Acting Chairperson Ostafy requested a motion that it be accepted as presented or as amended, if required.

Commissioner Schultz made the motion to accept the minutes as presented and Commissioner 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:  
**August 13, 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:**

- Welcome:
  - Mr. Dave Tiberi, ERP Security
  - Mr. Mark Talmo, Emory Hill Development

Sam Callender, Land Use Administrator introduced both gentlemen to the Commissioners and the Commissioners to them. She explained that the gentlemen and Mr. Kevin Wilson of Architectural Alliance, had participated in the October Town Council meeting and provided information, ideas and suggestions for economic development and had requested to meet with the Planning Commission.

The gentlemen explained that the Town is in a prime position for economic growth and development, but a pro-active approach is required on behalf of the Council and the Commission.

It was suggested that potential locations for commercial and industrial/manufacturing type businesses be identified along with the availability of sewer, water, gas, and electric. Ms. Callender stated that such a suggestion had been made by Mr. BJ DeCoursey in association with the development of the 2020 Comp Plan, and that she would follow through with a map development with the Town Engineer.

Ms. Ostafy requested the gentlemen to provide a list of the types of businesses that may be interested in conducting their operations in the Town of Cheswold and Mr. Talmo committed to providing a list.

It was also decided that the Planning Commission would attend the next Town Council meeting, (Monday, October 5, 2020 – 6:30 pm), to begin the creation and implementation of an Economic Development Team for the Town and the Commission will stay in touch with Mr. Tiberi and Mr. Talmo as plans for the Team progress.

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**OLD BUSINESS**

- **Comp. Plan Re-write Review**

Ms. Callender reported that the Draft of the 2020 Comprehensive Plan was complete and had been distributed for review and feedback to the following:

- Mayor and Town Council
- Planning Commissioners
- Kent County Planning
- City of Dover Planning
- BJ DeCoursey – University of Delaware, IPA
- Tom Wilkes – Town Engineer

Upon receipt of agreement from Kent County and the City of Dover, the Plan will be ready for submission to PLUS for review. In the meantime, a request for an extension of submission date for approval has been submitted and obtained from the Office of Planning Coordination of the State, through Ms. Connie Holland – Director.

**Commissioner Comments:**

*Ms. Ostafy, on behalf of the Planning Commission, expressed her thanks and appreciation to Ms. Callender for the completion of the Draft of the 2020 Comprehensive Plan.*

**Commission Chairperson Comments**

*Nothing to Report*

**Land Use Administrator Comments:**

*Ms. Callender thanked the Commissioners for their support in the completion of the Plan and the work they do that stimulates her to keep working.*

**Next Meeting Date:**

- Thursday, October 8, 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 5:53p.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 – September 21, 2020***