



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 8, 2020
*Face Masks Required***

Planning Commissioners In Attendance:

Mr. Barry Jones, Chairperson
Mr. Carl Schultz, Commissioner
Ms. Barbara Cooper, Commissioner

Excused:

Ms. Colleen Ostafy, Commissioner
Mr. Reginald Valentine, Commissioner

Via Zoom:

Mr. Thomas Wilkes, P.E., Town Engineer

Also in Attendance:

Ms. Sam Callender, Land Use Administrator
Mr. Brian Turner, P.E., Mountain Consulting

MEETING OPENING:

The meeting was called to order at 5:15 p.m., by Chairperson Jones, and a Salute to the Flag and a Moment of Silence immediately followed.

After the moment of silence, he 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 Chairperson Jones 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.

MINUTES REVIEW:

The following minutes were reviewed and voted upon:

September 10, 2020

TOWN of CHESWOLD

P.O. Box 220 – Cheswold, Delaware 19936
Phone: (302) 734-6991 – Fax: (302) 734-1355

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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 voting member of the Town Council, Land Use Administrator Callender recused herself from the New Business discussion and returned to the meeting after the Commissioners voted on their recommendation of the Final Plan. The description of the actions taken there were submitted to her by Commissioner Carl Schultz and Town Engineer Wilkes.*

NEW BUSINESS:

- **Final Plan Review – Alexis Properties
Application #2020-09-28-087**

Mr. Brian Turner, Engineer Intern., of Mountain Engineering presented the Final Plan for the erection of a 6,000 square foot building at 5083 Dupont Highway, zoned C-2, (Highway Commercial),

Map ID: 4-03-04600-01-0800-001, consisting of 2, 105 acres. The lot improvement will include grading, parking, and stormwater management facilities.

Mr. Turner informed the Commissioners and Town Engineer that the Plan before them was being revised to include the placement of a dumpster and the removal of the northeast corner of the drive aisle to accommodate the space needed for stormwater management.

A landscaping and lighting plan have also been added to the project. Mr. Turner indicated that approvals have been obtained from the Office of the Fire Marshall and Kent Conservation, both of which will be provided to the Land Use Administrator, along with proof of service from Tidewater and Kent Sewer.

They then reviewed the original Town Engineer's comment letter of March 12, 2020, item by item.

It was originally decided to provide a conditional recommendation of approval, but after additional discussion of the conditions, it was decided that the Commissioners desired to review a set of plans that contained all the required revisions, including the location of the dumpster and the removal of the drive aisle.

Procedurally, Commissioner Schultz made a motion to approve the application contingent upon stipulated conditions. Commissioner Cooper motioned to table the application and it was seconded by Chairperson Jones. And the motion passed with a unanimous vote.

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The Commissioners then decided to conduct a Special Meeting, on Thursday, October 29, 2020, at 5:00 pm, at Town Hall to review and provide a recommendation of the revised plans. Commissioner Cooper made a second to the motion and it passed with a unanimous roll call vote.

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

Responses were as follows:

- Mayor and Town Council: *Pending Public Hearing Review*
- Planning Commissioners: *Reviewed and Accepted as Submitted*
- Kent County Planning: *Reviewed and Accepted as Submitted*
- Kent County Public Works: *Reviewed and Suggested an Edit to Stormwater Section/Edit made and Completed*
- City of Dover Planning – *Reviewed and Suggested Multiple Edits/Some Taken and Some Discarded*
- BJ DeCoursey – University of Delaware, IPA: *Reviewed and Accepted as Submitted*
- Tom Wilkes – Town Engineer: *Reviewed and Accepted as Submitted*

Commissioner Comments:

Nothing to Report

Commission Chairperson Comments

Chairperson Jones informed the Commissioners and Land Use Administrator that he was committing to one, (1), more year on the Commission.

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Land Use Administrator Comments:

Ms. Callender thanked the Commissioner for his change of heart and agreement to stay on the Commission for another year.

She also informed the team that the revision of the Land Use Ordinance will be the next project to be undertaken and that she would send out a copy of the current Definitions that she has been revising for review and discussion.

Next Meeting Date:

- **Thursday, November 12, 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 6:42p.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 – October 15, 2020
Draft Minutes Revised – October 21, 2020***