



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 12, 2020
*Face Masks Required***

Planning Commissioners In Attendance:

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

Absent::

Mr. Reginald Valentine, Commissioner

Excused:

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

Also in Attendance:

Ms. Sam Callender, Land Use Administrator

Via Zoom:

Mr. Rodney Callender, Resident – Parkers Run

MEETING OPENING:

The meeting was called to order at 5:05 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 Ostafy made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance.

PLANNING COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 12, 2020

MINUTES REVIEW:

The following minutes were reviewed and voted upon:

October 8, 2020 – Monthly Commission Meeting

October 29, 2020 – Special Commission Meeting

A motion was made by Commissioner Ostafy to approve the minutes as presented. Commissioner Schultz made a second to the motion and it passed with a unanimous roll call vote.

NEW BUSINESS:

Review and Revision of Land Use Ordinance

Land Use Administrator Callender informed the Commission that the Land Use Ordinance continued to be in dire need of review and revision to meet the current conditions of the Town and building standards.

It was agreed to review the document in total. Article 1 – GENERAL PROVISIONS had been previously revised and approved.

Article 2 – DEFINITIONS was reviewed and discussed at this meeting. Ms. Callender indicated that the definitions or portions shown in red had been previously revised, but the Commission should review and provide comment again. The revisions shown in blue were the results of comments already made in relation to the review.

There was detailed comment and discussion concerning perimeter foundations and mobile, manufactured and modular homes.

The following revisions were agreed upon:

1. A minimum depth of foundation perimeters for the Town will be 24 inches.
2. All references to Kent County Building Code will be replaced by “the currently adopted Town of Cheswold ICC Building Code”.

Commissioner Ostafy strongly suggested that the Town include a reference to the Federal and State standards for modular, mobile and manufactured homes.

Commissioner Cooper promised to locate the reference title for the situation.

The discussion closed with a promise from Administrator Callender to forward a copy of Article 3 to the Commissioners for the December meeting.

PLANNING COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 12, 2020

OLD BUSINESS

NOTHING TO REPORT

COMMISSIONER COMMENTS:

Commissioner Ostafy - reported that she asked Mr. Spenser at Nobles Pond about soliciting residents to volunteer as a Secretary for the Planning Commission. She promised to keep everyone informed.

Commissioner Schutlz – NOTHING TO REPORT

Commissioner Cooper - reminded Ms. Callender that the Town should post the notice of the Kent County Board of Adjustment is holding a Public Hearing about the Bendover Adult Entertainment Business on Thursday, November 19, 2020 at 6:30 pm.

Commission Chairperson Comments

Chairperson Jones expressed his strong desire that other residents will agree to volunteer on the Planning Commission.

Land Use Administrator Comments:

Ms. Callender provided the following updated information from the November Town Council meeting:

- 1. The Fire Hydrant project for "Old Town:" is now called the "Cheswold Fire Prevention Project" and that door knob flyers have been left at all properties in the area, notifying them of a Public Information Meeting, to be held on Wednesday, November 18, 2020 at 6:00 pm at the Cheswold Fire Hall, 371 Main Street. Letters were also sent via the U.S. Mail to all associated property owners.*
- 2. A **Small Business Day Proclamation** was approved by the Town Council under the suggestion of Councilperson Michael Wysong. The day has been designated as Saturday, November 28, 2020 and flyers of the Proclamation have been hand delivered to all the retail businesses within the corporate limits of the Town.*
- 3. Math Tutoring** – The Town is offering Math Tutoring for Kindergarten through Algebra-2 and GED classes for free.

PLANNING COMMISSION
MEETING MINUTES
THURSDAY, NOVEMBER 12, 2020

Next Meeting Date:

- **Thursday, December 10, 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 6:14p.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 – November 16, 2020