



**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, DECEMBER 10, 2020**  
*Face Masks Required*  
*ATTENDANCE VIA ZOOM*

**Planning Commissioners In Attendance:**

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

**Excused:**

Ms. Colleen Ostafy, Commissioner

**Also in Attendance:**

Mr. Thomas Wilkes, P.E., Town Engineer  
Ms. Sam Callender, Land Use Administrator  
Mr. & Mrs. Timothy & Kimberly DeShields

**MEETING OPENING:**

The meeting was called to order at 5:04 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.

PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, DECEMBER 10, 2020

**MINUTES REVIEW:**

The following minutes were reviewed and voted upon:

**November 12, 2020 – Monthly Commission Meeting**

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.

**NEW BUSINESS:**

• **Concept Plan Review – Application #2020-12-01-090 Cohee Property**

Land Use Administrator Callender introduced Mr. & Mrs. DeShields as the property owners of Map ID 3-03-04615-01-1400-000, also referred to as Lot #14 and Map ID 3-03-04615-01-1200-000, also referred to as Lot #12. Both properties are commonly known as the Cohee Property.

Mr. & Mrs. DeShields expressed their desire to sub-divide the lots involved by a lot line adjustment and ultimately to place manufactured homes on the lots, with the homes on Lot #14 facing Commerce St. and the homes on Lot #12 facing Main St.

After some concerns and questions by some of the Commissioners about sidewalks; curbing; parking; driveway access, etc., Town Engineer Wilkes interjected and explained that the purpose of the review is to discuss the application with the owners and provide information about the feasibility and potential for approval of a lot line adjustment. He explained that the Town's role is to ensure that the sub-divided lots and can result in buildable lots that meet the Zoning and Land Use Ordinance requirements, and advise the applicant about these requirements. The comments provided by the Planning Commission are for information purposes only and are non-binding. Furthermore, DelDOT entrance permit approval may be required for driveway access onto State roads. And should the DeShields decide to proceed with home placements on the lots, questions about parking, driveways, etc., would be answered during the single lot development application review.

Mr. & Mrs. DeShields informed the Commissioners that the lot line adjustments will result in 5000 sq. ft. lots each and all lots will meet the required setbacks. There was a question about the porch overhang on lot 12, but the DeShields explained that they had it removed. It was ultimately agreed that Mr. & Mrs. DeShields are free to move forward with submitting a lot line adjustment application for both lots.

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, DECEMBER 10, 2020**

**OLD BUSINESS**

**Review and Revision of Land Use Ordinance**

As agreed at last month's meeting, the Commissioners, Town Engineer and Land Use Administrator continued their review of the Land Use Ordinance, specifically Article 3 – Administrative Structure and Article 4 – Administrative Procedures.

It was also quickly agreed that Article 3 required no additional revisions. It was also agreed that Article 4 will take a great deal of review and discussion to determine the final scope of the revisions and corrections.

In this meeting, the difference between a development plan and a site plan consumed the balance of the discussion and ultimately Commissioner Cooper and Town Engineer Wilkes agreed to meet offline and create a definition that will clearly define the difference between the two.

Land Use Administrator Callender promised to include the definitions in Article 2 and in Article 4 as required.

The review of Article 4 will continue at next month's meeting.

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

**COMMISSIONER COMMENTS:**

Commissioner Ostafy - *EXCUSED*

Commissioner Schutlz – *NOTHING TO REPORT*

Commissioner Cooper - *NOTHING TO REPORT*

Commissioner Valentine - *NOTHING TO REPORT*

Commission Chairperson Comments - *NOTHING TO REPORT*

Town Engineer – *NOTHING TO REPORT*

PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, DECEMBER 10, 2020

**Land Use Administrator Comments:**

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

- 1. The **Cheswold Fire Prevention Project** is scheduled to begin the second week of January 2021. It should be complete by March, 2021.*
- 2. Mr. Barry Jones, Jr. made a proposal to the Town Council to create a **Community Garden in the Town Park**.*
- 3. **Town Hall Closing** – In association with the Governor’s latest COVID-19 comments, Town Hall will be closed from Monday, December 14, 2020 to Monday, January 11, 2021.*

**Next Meeting Date:**

- **Thursday, January 14, 2021 - Monthly Meeting, via ZOOM ONLY – 5:00 pm**

**MOTION to ADJOURN:**

A motion to adjourn was made by Commissioner Schultz at 6:40p.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 December 16, 2020***