



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 12, 2021**

ATTENDANCE VIA ZOOM ONLY

Planning Commissioners In Attendance:

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

Also in Attendance:

Mr. Thomas Wilkes, P.E., Town Engineer
Ms. Sam Callender, Land Use Administrator

Applicants:

Mr. & Mrs. Timothy & Kimberly DeShields

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 agenda as presented and Commissioner Ostafy made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance.

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MINUTES REVIEW:

At the request for a review of the minutes from the previous month, it was noted and acknowledged that Land Use Administrator Callender had failed to forward a draft copy to the Commissioners.

As a result, Chairperson Jones suggested that Ms. Callender email a copy of the draft to the Commissioners and that a review be held under Old Business. The Commissioners agreed.

NEW BUSINESS:

- **Lot Line Adjustment – Application # 2021-01-23-093**
Cohee Property

Land Use Administrator Callender re-introduced Mr. & Mrs. DeShields to the Commissioners and Town Engineer Tom Wilkes. Mr. Wilkes requested the DeShields to present their application.

Mr. DeShields explained that he and his wife were requesting the Commissioners to recommend the approval of their request to sub-divide a property on the southwest corner of Commerce and Main Streets, formerly known to the Town as the Cohee Property. The DeShields requested that they be allowed to separate the lot into two, (2), Tax Parcels known as 14—2 and 14-4 respectively. The parcels will be 5,056 sq. ft. and 5, 211 sq. ft. The associated Map ID is -03-04615-01-1400-000 and it is zoned R-1, (Old Town).

Land Use Administrator informed the DeShields that the alleys surrounding the properties are Town of Cheswold owned and that the Town does not and will not maintain them as roads, streets, avenues or conveyances of ingress or egress.

Mr. Wilkes stated that there appears to be only one, (1), existing curb cut and that it may be necessary to obtain another. The DeShields stated that there are actually two, (2), existing cuts.

There were various property development type questions asked and Mr. Wilkes reminded everyone that this was not a property development application, but lot line adjustment and only lot line questions were necessary.

A motion was eventually made by Commissioner Schultz to recommend the Application to the Town Council for approval. Commissioner Valentine provided a second to the motion as presented and a unanimous roll call vote passed the motion.

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OLD BUSINESS

a. Review of Minutes from Previous Month

Chairperson Jones requested the Commissioners to review the minutes of the following meeting and to accept as presented or as amended.

January 14, 2021 – Monthly Commission Meeting

Chairperson Ostafy made a motion to accept the minutes as presented and a second to the motion was provided by Commissioner Schultz. The motion passed with a unanimous roll call vote.

b. Review and Revision of Land Use Ordinance - Article 4. Section 4.5 to 4.9

Town Engineer Tom Wilkes led a section-by-section discussion of the sections to be reviewed. He explained that his initial concern, after further discussion with Land Use Administrator Callender, about the associated Tables proved to be unfounded and thus the changes he previously felt applicable to these sections were not.

During the review, Commissioner Cooper indicated several corrections to misspellings and were noted for correction. In addition, her question concerning the length of approved time for stays associated with Variance appeals led to a lively discussion and better understanding of the relationship between the appeal process and the Board of Adjustment.

COMMISSIONER COMMENTS:

Commissioner Ostafy - *NOTHING TO REPORT*

Commissioner Schutlz – *NOTHING TO REPORT*

Commissioner Cooper - *NOTHING TO REPORT*

Commissioner Valentine - *NOTHING TO REPORT*

Commission Chairperson Jones Comments - *NOTHING TO REPORT*

Town Engineer – *NOTHING TO REPORT*

Land Use Administrator Comments:

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Earlier in the meeting, Ms. Callender notified the Commissioners that she was would be away from Town from Tuesday, February 16, 2021 until March `6, 2021, and all the Commissioner and Mr. Wilkes wished her a safe fun vacation.

Next Meeting Date:

- Thursday, March 11, 2021 - Monthly Meeting, **via ZOOM ONLY** – 5:00 pm

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 6:14 p.m. A second to the motion was made by Commissioner Valentine and a unanimous roll call vote passed the motion.

Minutes Submitted by: Land Use Administrator Sam February 12, 2021