



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, MARCH 11, 2021**

ATTENDANCE VIA ZOOM ONLY

Planning Commissioners In Attendance:

Mr. Carl Schultz, Commissioner
Mr. Reginald Valentine, Commissioner
Ms. Barbara Cooper, Commissioner

Excused: Mr. Barry Jones, Chairperson
Ms. Colleen Ostafy, Commissioner

Also in Attendance:

Mr. Thomas Wilkes, P.E., Town Engineer
Ms. Sam Callender, Land Use Administrator
Mr. Michael Callender, Code Enforcement Officer

Applicants:

Mr. & Mrs. Timothy & Kimberly DeShields
Mr. Robert Coleman

MEETING OPENING:

The meeting was called to order at 5:07 p.m., by Acting Chairperson Schultz, 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 Acting Chairperson Schultz requested a motion that it be accepted as presented or as amended, if required.

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TOWN of CHESWOLD

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AGENDA REVIEW: *"continued"*

Commissioner Cooper made the motion to accept the agenda as presented and Commissioner Valentine 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:

February 12, 2021 – Monthly Commission Meeting

A motion was made by Commissioner Cooper 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:

- **Single Family Lot Development Application – Mr. Joe Coleman**
Application #2021-01-23-092_53 School Lane_Map ID: 3-03-04615-01-5900-000
The lot is .14 acres and meets the minimum size requirements for the placement of a single-family home in the R-1, (Old Town), Zone. Mr. Coleman presented his plan to construct a single wide manufactured home on the lot and a hand drawn site plan that appeared to indicate that a driveway will be included in the design.

Town Engineer Wilkes instructed that the application did not meet the requirements of a single-family development application as required by Table 4-1 of the Town of Cheswold Land Use Ordinance. Overall, it lacked setback distances; connections to adjacent properties; it was not drawn to scale; the title block was missing; basic information was missing and specifically Table 4-1 should be used to determine the requirements of the site plan.

Code Enforcement Officer Mike Callender volunteered to make a copy of the Table for Mr. Coleman and to discuss it with him.

Commissioner Valentine suggested that Mr. Coleman provide the appropriate information and then re-submit his application for next month's meeting.

Commissioner Cooper suggested that Mr. Coleman have a professional prepare the site plan.

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NEW BUSINESS: *"continued"*

- **Single Family Lot Development Applications** – Mr. & Mrs. Tim & Kim DeShields
Application #2021-02-24-094 Lot 14 Map ID: 3-03-04615-01-1200-000
Application #2021-02-24-095 Lot 12 Map ID: 3-03-04615-01-1200-000

These applications were scheduled to be reviewed for approval, however, due to miscommunication, copies of the application and the site plans did not reach the Town Engineer; Land Use Administrator and Planning Commissioners in time for a proper review to be conducted.

As a result, Mrs. Callender suggested and the DeShields and the Commissioners and Town Engineer agreed to participate in a Special Planning Commission Meeting, to be held on March 18, 2021 at 5:00 p.m., via ZOOM. These applications will be the only items on the agenda.

Mr. DeShields asked if they could submit the Single Lot Development Plan for Lot 14, Parcels 1 & 2 at the March 18 meeting. Mrs. Callender responded probably not because the previous associated Lot Line Adjustment Application must be recorded in Kent County and new Tax ID's must be assigned for each lot first. Town Engineer Wilkes further explained that applications should be submitted to the Town for review at least 2 to 3 weeks prior to a regular scheduled meeting.

COMMISSIONER COMMENTS:

Commissioner Ostafy - *Excused*

Acting Chairperson Commissioner Schutlz – *NOTHING TO REPORT*

Commissioner Cooper - *NOTHING TO REPORT*

Commissioner Valentine - *NOTHING TO REPORT*

Commission Chairperson Jones Comments - *Excused*

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COMMISSIONER COMMENTS: *"continued"*

Town Engineer – *NOTHING TO REPORT*

Land Use Administrator Comments: *NOTHING TO REPORT*

Next Regular Meeting Date:

Thursday, April 8, 2021 - 5:00 p.m.; 691 Main St., Cheswold Town Hall for Commissioners

- via ZOOM ONLY for all others

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Cooper at 5:35 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 Callender – March 25, 2021

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