



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, AUGUST 12, 2021
691 Main Street
Cheswold, Delaware 19936**

ATTENDANCE VIA ZOOM AVAILABLE

Planning Commissioners In Attendance:

Mr. Carl Schultz, Acting Chairperson
Ms. Colleen Ostafy, Commissioner
Ms. Barbara Cooper, Commissioner – via ZOOM
Mr. Reginald Valentine, Commissioner

EXCUSED:

Mr. Barry Jones, Chairperson
Mr. Thomas Wilkes, P.E., Town Engineer

Also in Attendance:

Ms. Sam Callender, Land Use Administrator

MEETING OPENING:

The meeting was called to order at 5:12 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 a motion to amend the agenda to include the review of the May 20, 2021 phone vote meeting, was made by Commissioner Ostafy. A second to the motion was made by Commissioner Valentine and an unanimous roll call vote, passed the motion.

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MINUTES REVIEW:

The following minutes were reviewed and voted upon:

**May 20, 2021 – Monthly Commission Meeting
June 10, 2021 – Monthly Commission Meeting**

A motion was made by Commissioner Valentine to approve the May 20, 2021 minutes as presented. Commissioner Cooper made a second to the motion and it passed with a unanimous roll call vote.

A motion was made by Commissioner Ostafy to approve the June 10, 2021 minutes as presented. Commissioner Cooper made a second to the motion and it passed with a unanimous roll call vote.

OLD BUSINESS:

- **Application #2021-03-03-096
Lot Line Adjustment
262/278 Main Street
Map ID 4-03-04611-01-1000-00001
Owner: Partners Real Estate, LLC
Applicant: Mr. Kale English
Zoned: C-1 (Neighborhood Commercial)
Requested Zoning: C-1 & R-2 (Single/2 Family Residential)
Lot Size: .47 acres**

Mr. English presented the plot plan associated with the Lot Line Adjustment. He provided satisfactory answers to all the questions previously posed by the Town Engineer, Mr. Tom Wilkes, P.E.

Commissioner Cooper asked if the plan reflected the changes as requested and it was confirmed that the plan is dated July 1, 2020 and does reflect those changes. As she did not have a copy of the plan, she asked if the plan reflects the driveway that was proposed and it was confirmed that it does.

The Land Use Administrator additionally confirmed that the plan meets the requirements of the Cheswold Land Use Ordinance.

A motion was made by Commissioner Valentine and seconded by Commissioner Ostafy to recommend the approval of the Lot Line Application to the Town Council.

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- **Review of Section 4-4, Total Revision** – *Land Use Administrator*
- **Table 4-1; 4-2; 4-3; 4-4** - *Town Engineer*

Land Use Administrator Callender presented a copy of Section 4-4 of the areas totally revised by her. They included General Information; Definitions; Guidelines; and Concept Plan instructions. She also presented a copy of the Tables revised by Town Engineer Tom Wilkes and a copy of the revised Preliminary Plan application.

It was agreed that everyone would review the instructions for the Preliminary Plan and ensure that the application matches the instructions as well as the request for information on Table 4-1.

The review will be continued at next month's meeting.

NEW BUSINESS:

Ms. Callender provided information and/or status reports on the following proposed Council projects:

- Water Extension – Old Town
 - ARPA Funding
- Capital Infrastructure Award

COMMISSIONER COMMENTS:

Commissioner Ostafy - *NOTHING TO REPORT*

Acting Chairperson Commissioner Schutlz – *NOTHING TO REPORT*

Commissioner Cooper – *NOTHING TO REPORT*

Commissioner Valentine – is glad to see things are moving forward in the Town.

Land Use Administrator Comments: *NOTHING TO REPORT*

Next Meeting Date: Thursday, September 9, 2021; 5:00 p.m., Cheswold Town Hall
Commissioners and Applicants only

- **ZOOM** will be available for all others

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MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Valentine at 6:10p.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 August 17, 2021