



**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, JULY 14, 2022  
691 Main Street  
Cheswold, Delaware 19936**

***ATTENDANCE VIA ZOOM WAS AVAILABLE***

**Planning Commissioners In Attendance:**

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

**Absent:** Mr. Dave Naples - Commissioner

**Also in Attendance:** Mr. Thomas Wilkes, P.E., Town Engineer – via ZOOM  
Ms. Sam Callender, Town Land Use Administrator

**Applicants in Attendance:** Mr. Jonathan Richard – Becker Morgan Group – via ZOOM  
Mr. Rich Julian – Eastern State Development – via ZOOM

**MEETING OPENING:**

The meeting was called to order at 5:02 p.m., by Chairperson Carl Schultz and a Salute to the Flag and a Moment of Silence immediately followed.

After the moment of silence, Mr. Schultz confirmed that the meeting had been properly posted and conducted a roll call, and it was acknowledged that a quorum of members were in attendance, and the meeting proceeded.

**AGENDA REVIEW:**

A call for a review of the agenda was made and a motion was made by Commissioner Ostafy to accept the agenda as presented. Commissioner Cooper provided a second to the motion and it passed with a unanimous roll call vote of the Commissioners.

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**MINUTES REVIEW:**

The following minutes were reviewed and voted upon and/or not required:

**June 9, 2022 – Monthly Commission Meeting**

A motion to approve the June 9, 2022 minutes as presented was made by Commissioner Cooper. Commissioner Ostafy made a second to the motion and it passed with a unanimous roll call vote.

The meeting continued with a review of the items posted under New Business.

**NEW BUSINESS –**

- **Lot Line Application 2022-06-06-111**
  - Request to Combine Adjacent Lots
  - Central Delaware Business Park
  - **Map ID:** 4-03-04600-01-0717-000
  - 4-03-04600-01-0729-000
  - **Acres** = 4.01
  - **Currently Zoned** = M-1 (Manufacturing)
  - **Post Application Zoning** = M-1 (Manufacturing)
  - **Utilities** = Well; Delmarva Power; Kent County Sewer
  - **Represented by:** Mr. Rich Julian (302-999-9700)

Mr. Julian informed the Commissioners that he wished to eliminate the parcel lines that divides the map id's specified above. It is his long-term desire to construct a parking lot and several contractor shop buildings on the combined lots.

Town Engineer Wilkes had no conflicts or issues with the application as presented and advised the Commissioners he saw no reason not to recommend the application for approval to the Town Council. He additionally, for the sake of information only, informed Mr. Richard that there is a groundwater re-charge area at the south end of the combined property that needs to be considered in the preliminary plan application.

Commissioner Ostafy made a motion to recommend the Lot Line Application in a PC Memo, prepared by the Land Use Administrator to the Town Council, to approve the application as presented. Commissioner Cooper made a second to the motion and with no questions or comments, the motion passed as an unanimous roll call vote of the Planning Commission.

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**OLD BUSINESS:**

**Review of Article 7. Use Regulation Table**

As agreed at last month's meeting the Commissioners, Land Use Administrator and Town Engineer continued a discussion of the types of uses that are commonly used and documented in the Land Use Ordinances of other municipalities, which are not included in the Town of Cheswold Use Table.

Administrator Callender reported that after reviewing the lists again, she decided that it would be expeditious to add a Section 7.6 to Article 7 of the Land Use Ordinance and to employ the additional types of uses under the headings already available in Table 7-2. Section 7-6 can then be used as a guide and example to decide which types of new businesses will be applicable under which use types.

The Town Engineer, Planning Commissioners and Administrator reviewed the suggestion of Section 7.6 and moved some business uses from one Use Type to another. It was eventually agreed that a reference to Section 7.6 would be made on Table 7-2 for various Use Types. They also reviewed and revised some of the document requirements per zone, with the intent to complete the review at the next meeting.

Chairperson Schultz then asked for comments from the following:

**TOWN ENGINEER COMMENTS:** *We made great progress tonight, but we didn't include a discussion of the appropriate zones or requirements for cell towers.*

**LAND USE ADMINISTRATOR COMMENTS:** *Agreed with Town Engineer and suggested we can begin to focus on Article 4 again.*

**COMMISSIONER COMMENTS:**

Vice -Chairperson Valentine – *NO COMMENTS*

Commissioner Ostafy - *NO COMMENTS*

Commissioner Cooper – *NO COMMENTS*

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COMMENTS – *“continued”*

Commissioner Naples - *ABSENT*

CHAIRPERSON SCHULTZ – *NO COMMENTS*

Next Meeting Date: Thursday, August 11, 2022; 5:00 p.m.,  
@ Cheswold Town Hall - Commissioners and Applicants only

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

**MOTION to ADJOURN:**

A motion to adjourn was made by Vice Chairperson Valentine at 6:25 p.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 – July 21, 2022***  
***Minutes Revised & Re-Submitted – July 26, 2022***