

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, JULY 13, 2023  
691 Main Street  
Cheswold, Delaware 19936**

***ATTENDANCE VIA ZOOM WAS AVAILABLE***

**Planning Commissioners In Attendance:**

**Mr. Carl Schultz, Chairperson  
Mr. Stephen Williams – Vice Chairperson  
Ms. Barbara Cooper Commissioner - via ZOOM  
Mr. Dave Naples - Commissioner - via ZOOM**

**Excused:**

**Mr. Michael Callender – Commissioner**

**Also in Attendance:**

**Ms. Sam Callender, Town Land Use Administrator  
Ms. Kara Naples, Town of Cheswold Resident**

**MEETING OPENING:**

The meeting was called to order at 5:05 p.m., by Chairperson Schultz, followed by a Salute to the Flag and a Moment of Silence.

**MEETING PROPERLY POSTED**

Chairperson Schultz acknowledged that the meeting had been properly posted.

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, July 13, 2023**

**ROLL CALL:**

Chairperson Schultz 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 by Chairperson Schultz.

A motion was made by Commissioner Dave Naples with a second from Vice-Chair Williams to approve the agenda as presented. The motion passed with a unanimous roll call vote of the Commissioners.

**MINUTES REVIEW:**

Chairperson Schultz requested the Commissioners to review the minutes of the meeting of the previous month and to make a motion to accept as presented or provide notice of items requiring revisions.

A motion was made Commissioner Dave Naples to accept the minutes as presented and Commissioner Cooper provided a second to the motion. The following minutes passed with a unanimous roll call vote of the Commissioners:

Planning Commission Meeting  
May 11, 2023 Minutes  
June 8, 2023 NO Minutes – Meeting was Cancelled

**NEW BUSINESS –**

**1. NEW BUSINESS –**

**a. Review of Land Use Ordinance**

- Article 8. Dimensional and Density Standards
  - Table 8-4. Dimensional and Density Standards for Accessory Buildings and Structures
  - Table 8-5. Permitted Projections into Required Yards

PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, July 13, 2023

**NEW BUSINESS** – *“continued”*

Mrs. Callender stated that her interpretation of various elements of Table 8-4 and Table 8-5 prohibit the construction of decks from projecting more than 6’ in some rear yards and disallow projections into other rear yards depending upon the Zoning Code.

Commissioner Naples and Cooper explained that the Tables refer to the distance a structure may extend into the set-back limits of the property based on the Zoning Code. Therefore no revision is required to the distances shown in the Tables.

However, it was agreed that the following revisions should be added to the types of projections that are permitted under Table 8-5:

- Add “Gazebos or Similar Appliances” to Air Conditioners; Heat Pumps; either free standing or wall mounted
- Add “Pool” to Decks; Platforms; or Similar Raised Structures

Mrs. Callender committed to authoring an Ordinance to make the revision to Table 8-5 to the Land Use Ordinance.

**NOTE: UPON POST REFLECTION, MRS. CALLENDER HAS DECIDED TO WAIT UNTIL ADDITIONAL REVISIONS ARE READY TO BE CONSIDERED FOR TOWN COUNCIL APPROVAL TO THE LAND USE ORDINANCE PRIOR TO ADDING THESE TWO, (2), REVISIONS. THE ADDITION OF ADDITIONAL REVISIONS WILL BE MORE EFFECTIVE AND FINANCIALLY RESPONSIBLE.**

**OLD BUSINESS:**

a. Review of Revisions to Article 4. Administrative Procedures - Pages 8 – 14  
Land Use Administrator Callender asked that discussion and review of this section be tabled until the next meeting.

It was unanimously agreed to do so.

PLANNING COMMISSION  
MEETING MINUTES

**TOWN of CHESWOLD**

P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355

THURSDAY, July 13, 2023

**COMMENTS:**

Chairperson Schultz then moved on to comments from the attendees:

- **TOWN ENGINEER' S COMMENTS:** NO COMMENTS
  
- **LAND USE ADMINISTRATOR COMMENTS:** Introduced Ms. Kara Naples as a new resident to the Town with the possibility of being interested in volunteering to serve on the Planning Commission. She was also welcomed to the Town.
  
- **VICE-CHAIR STEPHEN WILLIAMS:** - NO COMMENTS
  
- **COMMISSIONER BARBARA COOPER:** – NO COMMENTS
  
- **COMMISSIONER DAVE NAPLES:** - NO COMMENTS
  
- **COMMISSIONER MIKE CALLENDER:** - EXCUSED
  
- **CHAIRPERSON CARL SCHULTZ:** – Shared his plans to resign from the Commission based on the current addition of a granddaughter to his life and his feelings of not feeling qualified to hold the position of Chairperson. He was assured by all those present that he does an excellent job as Chairperson and it is not necessary to know it all to serve. He expressed his desire not to miss meetings, but agreed to stay on until such time as a replacement can be found.

**PLANNING COMMISSION  
MEETING MINUTES  
THURSDAY, July 13, 2023**

**TOWN of CHESWOLD**  
P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355  
Page 4 of 5

**NEXT MEETING DATE:**

**Thursday – August 10, 2023; 5:00 p.m.  
Regularly Scheduled Planning Commission Meeting**

**Meeting to be Held at:**

**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 Chair Williams at 6:00 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 26, 2023***

**TOWN of CHESWOLD**

P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355  
Page 5 of 5