

Town of Cheswold
1856



State of Delaware
1787

PLANNING COMMISSION
MEETING MINUTES
Thursday, October 9, 2025
691 Main Street
Cheswold, Delaware 19936

ATTENDANCE VIA ZOOM WAS AVAILABLE

Planning Commissioners in Attendance:

Mr. Stephen Williams – Chairman
Mr. Michael Callender – Vice-Chairman
Ms. Barbara Cooper Commissioner – via zoom
Ms. Kara Rosseel – Commissioner – via zoom

Also in Attendance:

Ms. Sarah Cahall, Assistant Town Land Use Administrator and Tom Wilkes, Town Engineer

Meeting Opening:

The meeting was called to order at 5:00 p.m., by Chairperson Steve Williams. The opening was followed by a Salute to the Flag and a Moment of Silence.

Meeting Properly Posted:

At the request of Chairperson Williams, Assistant Land Use Administrator Sarah Cahall acknowledged that the meeting had been properly posted.

Roll Call:

Assistant Land Use Administrator Sarah Cahall conducted a roll call, and it was acknowledged that a quorum of members was in attendance, and the meeting proceeded.

Meeting Minutes: A motion was made by Commissioner Kara Rosseel, and seconded by Vice-Chair Michael Callender, to approve Thursday, July 10, 2025, and July 24, 2025, Meeting Minutes. All in favor; None opposed.

NEW BUSINESS

Application 2025-147: Preliminary Plans-Proposed pole barn for RV storage and mini warehouse storage; Map Tax ID #4-03-04600-01-0720-000; Holly Oak Ln, Cheswold DE 19934; Applicant: Matthew McNicoll; Property Owner: Sentinel Self Storage LLC

The applicant presented the proposed additions to the existing Sentinel Self Storage site, which included:

- One storage building (approximately 10,750 sq. ft.)
- Two pole barn structures for internal RV storage
- Connection to public water only for the main storage building
- No new entrances proposed; a cross-access easement will be established to allow shared access between the applicant's adjoining parcels
- No increase in impervious coverage; the parcel is already gravel-covered
- No new stormwater facilities are proposed due to existing approvals and the regional stormwater basin serving the area

The applicant confirmed preliminary discussions with Kent Conservation District regarding stormwater compliance and stated that necessary sediment and stormwater approvals will be pursued. The pole barns will be three-sided, and the main building will be a standard exterior-access storage structure. The applicant noted an existing business presence in the area and emphasized the project's benefit to local consumers and the economy.

Town Engineer's Review

Town Engineer Thomas Wilkes summarized his review letter dated October 7, 2025, noting 13 comments, most of which were minor.

Key comments included:

1. Addition of a proper plan title identifying the project as a preliminary plan.
2. Inclusion of certification and title block language.
3. Completion of the site data table.
4. Clarification of paving surface type (impervious/asphalt).
5. Addition of missing symbols and legend details.
6. Establishment of a cross-access easement between parcels.
7. Updates to utility information and lighting plan (if applicable).
8. Administrative requirements for record plans, bonds, and guarantees at the final stage.

Mr. Wilkes stated the site plan is straightforward, involves minimal land disturbance, and can move forward contingent upon addressing the comments prior to final submission.

Commission Williams asked which items should be completed before Town Council review.

Mr. Wilkes responded that all comments were minor and could be addressed before final approval.

Commissioner Cooper and Commissioner Rosseel expressed support for the project as presented.

Vice- Chairman Callender reminded the applicant to submit the site and building plans to the State Fire Marshal's Office for review and approval.

A motion was made by Chairman Williams, and seconded by Vice-Chairman Callender, to approve Application 2025-147 (Sentinel Self Storage Preliminary Site Plan) contingent upon all comments from the Town Engineer being addressed prior to final plan submission. All in favor – Motion carried.

Application 2025-146: Final Plans- Residential Subdivision; Map Tax ID# 3-03-04615-01-5400-000; 90 School Ln. Dover, DE 19904; Applicant: Frank DiMondi; Property Owner: Robert Coleman

Doug Barry, PE- Pennoni Associates- Stated that the project is a residential subdivision adjacent to School Lane, consisting of 20 new duplex units, 1 new single-family home, and 1 existing single-family home adjacent to School Lane. The applicant previously appeared before the Planning Commission and Town Council in April and May, receiving a favorable recommendation for preliminary approval. Since then, they have secured approvals from Kent Conservation District, Tidewater, Public Works, Drinking Water, and Fire Marshal. Mr. Barry added that there will be no on street parking, however, adjacent to the road there are 13 parallel parking spaces for overflow parking. He added that the HOA agreement was submitted to the Town for consideration.

Ms. Cahall noted that the Town Solicitor has reviewed the HOA agreement and was satisfied with the agreement.

Tom Wilkes-Town Engineer-Carroll Engineering- referenced two review letters:

1. September 26th Letter – previously circulated to Planning Commission and the applicant.
2. October 9th Letter (today) – addressing the most recent plan revisions.

Tom stated:

- The applicant's latest revisions were primarily housekeeping items.
- There were no major outstanding issues.
- All prior comments have now been addressed.

- Today's letter is essentially a clean letter with no remaining concerns.
- A revised record plan extending an easement requested by the Kent Conservation District.
- A resolution to the Town Council for public use for Sterban Court.

Mr. Wilkes was stated the applicant has been responsive and timely with their submittals. He added that all comments have been addressed and there are no outstanding comments that need to go before Town Council.

Commissioner Cooper requested to go over the list of comments she would like to discuss because this was a final plan and revisions were made. She questioned concerned whether the applicant discussed piping the full length of the eastern storm ditch with KCD. Mr. Barry confirmed KCD advised maintaining the open channel except where driveways cross, and that the approach was approved. She referenced DelDOT standard figure (561-A) was not shown on Sheet CS6001. Mr. Barry went over in detail Del-Dots Development for pavement design charts for subdivision streets. Mr. Barry explained that the design followed DelDOT's trip-based roadway section standards but agreed to add the figure to the plan for clarity. Commissioner Cooper emphasized the importance of including Del-Dot standards details directly on the plan sets. Commissioner Cooper requested confirmation that the required "No On-Street Parking" note was added to the cover sheet.

Mr. Barry confirmed the note appears as Note 19 on Sheet CS0001. Commission Cooper acknowledged the correction.

Commissioner Rosseel stated that she was satisfied with the landscaping and supported the parallel parking spots.

Chairman Williams asked Mr. Wilkes if he is satisfied with the applicants plans.

Mr. Wilkes stated yes, and comments are satisfied and recommends approval moving forward.

A motion was made by Chairman Williams, and seconded by Commissioner Rosseel, to approve Application 2025-146: Final Plans- Residential Subdivision; Map Tax ID# 3-03-04615-01-5400-000; 90 School Ln. Dover, DE 19904; Applicant: Frank DiMondi; Property Owner: Robert Coleman. All in favor – Motion carried.

OLD BUSINESS

None.

ATTENDEE COMMENTS: None.

TOWN ENGINEER COMMENTS: Mr. Wilkes stated that he was impressed with the meeting, he praised the Commissioners for asking detailed questions and being engaged with the applicant and the plans.

LAND USE ADMINISTRATOR COMMENTS: Thanked everyone for their continued support and dedication. She informed everyone there has been discussion of a Dunkin Donuts & Baskin Robins that would potentially be coming within Town limits.

COMMISSIONERS COMMENTS:

Commissioner Cooper noted to make sure the applicants submittals are received in the 15-day deadline. She emphasized the importance of reviewing plans carefully to ensure that all details are addressed and communicated to future homeowners. She noted that homeowners need to be aware of regulations and restrictions in the HOA documents, particularly regarding parking and property use, as these directly affect residents' experience and obligations.

Commissioner Rosseel praised Commissioner Cooper for being detail oriented when it comes to the plans.

Vice-Chairman Callender thanked Commissioner Cooper for her due diligence in thoroughly reviewing the plans and for raising detailed questions to ensure the applicant addressed all necessary items.

Chairman Williams thanked everyone.

NEXT MEETING DATE:
Thursday, November 13, 2025

MOTION to ADJOURN:

At 6:06 p.m. a motion was made by Chairperson Steve Williams, seconded by Commissioner Barbara Cooper, to adjourn the regular meeting. All in favor; none opposed.

Respectfully submitted,
Sarah Cahall, Assistant Land Use Administrator