



CITY OF DELAWARE CITY

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**CITY OF DELAWARE CITY
PLANNING COMMISSION
June 4, 2012**

CALL TO ORDER

Commissioner Schofield called to order the regular meeting of the Planning Commission at 7:00 p.m. Those present included Commission Members Snow, Stewart, Dilliplane, Carden, Schofield and Wyatt. City Manager Cathcart was also in attendance.

ACTION ON THE PREVIOUS MINUTES

Commissioner Dilliplane made a motion to accept the minutes of the May 7, 2012 Planning Commission Meeting as written. Commissioner Wyatt seconded the motion. A vote was taken, all ayes, motion carried.

REVIEW OF THE SIGN & OUTDOOR ADVERTISING REGULATIONS

City Manager Cathcart gave a brief review of the changes that had been made to date. He informed the attendees that the definitions from the Town of Lewes were added. Page 56-53 contains the change that was recommended at the last meeting, changing the maximum size of church signs from 12 square feet to 24 square feet. Discussion followed. Commissioner Schofield reminded the attendees that several changes were made at the February 6, 2012 meeting. They were as follows:

- Added section C1M (Marina) Zoning – changed verbiage to make this a separate section.
- Event banners would be allowed 30 days prior to an event and must be removed one week after the event. Must be in compliance with the sign size for the applicable district.

- Business start-up banners would be permitted for 90 days with an extension for due cause. Must be in compliance with the sign size for the applicable district.
- Enlarging the maximum sign size for churches from 12 square feet to 24 square feet.
- Regarding banners, once the ordinance has been amended, the Mayor and Council and City Manager will send a certified letter to all businesses in town giving 90 days to comply with the ordinance and informing them of a \$25 fine, per day, after the original 90 days. At the end of the 90 days, a second warning will be sent giving them an additional 10 days to comply. If the business is still non-compliant after the 10 days extension, the daily fine is retro-active to the end of the original 90 days.

Discussion followed regarding next steps. Commissioner Schofield said she would attend the next Mayor and Council meeting to inform them of the Planning Commission's recommendation.

Discussion followed regarding placing signs in the right of way, such as the signs at the gift shop on Route 9 and the sign downtown listing the daily specials at the sandwich shop. City Manager Cathcart pointed out that these are referred to as "portable signs" in the definition section. He added that there is nothing in the current sign ordinance that prohibits this. Sign size and placement was discussed. Commissioner Carden said he would address the portable sign issue with his tenant on Clinton Street. *Commissioner Dilliplane made a motion to add a section for portable signs that reads, "Portable signs are to be no larger than 24" x 36" and not blocking a sidewalk or placed in a public street or alley." Commissioner Carden seconded the motion. A vote was taken, all ayes, motion carried.* City Manager Cathcart said he would combine the revisions made at this meeting and at the February 6, 2012 meeting and email it to the Planning Commission for review. He then summarized the steps that would need to be taken to change law.

Commissioner Schofield stated that the term "customary signs" is mentioned in the Delaware City sign ordinance, but not referenced in the definitions. Discussion followed. *Commissioner Dilliplane made a motion to change Line K from "customary signs" to "identification signs", and line L from "customary directional signs" to "directional signs" in order to be congruent with the Town of Lewes' definitions that are being adopted. Commissioner Snow seconded the motion. A vote was taken, all ayes, motion carried.*

It was determined that Commissioner Schofield would submit a report of the recommended changes to the Mayor and Council at their June meeting. They would have sufficient time to make comments and then it could be addressed at the July Mayor and Council meeting.

SALE OF SURPLUS PROPERTY - JEFFERSON STREET (PAPER STREET)

City Manager Cathcart informed the Planning Commission that the Mayor and Council discussed the sale of this surplus property at the May 2012 meeting. He distributed the section of the City Code that addresses this, as it would need to come before the Planning Commission at some time. He explained that it is a very complicated process to get this approved. He summarized the required procedures. Discussion followed regarding prior plans for Jefferson Street and other paper streets that had been sold previously as surplus property.

COMMISSIONER COMMENTS

Commissioner Snow questioned the Comprehensive Plan as a working tool. She was informed that it was updated every five years and that the Code Book is also a tool that is used by the Planning Commission.

Commissioner Dilliplane asked if the Commission was going to get a seventh member. He was reminded that Madonna Malinowski is the seventh member. Discussion followed regarding her attendance. City Manager Cathcart said he would review her attendance.

ADJOURNMENT

Commissioner Dilliplane made a motion to adjourn the meeting. Commissioner Stewart seconded the motion. A vote was taken, all ayes, meeting adjourned at 7:58 pm.

Respectfully submitted,
Dawn K. Gwynn
City Secretary

