

"A Historic Past"



"A Bright Future"

CITY OF DELAWARE CITY

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**MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF DELAWARE CITY
Monday, April 1, 2019 6:30 p.m.
City Council Chamber
407 Clinton Street**

CALL TO ORDER

Commissioner Snow called the regular meeting of the Planning Commission (PC) to order at 6:30 p.m. Commissioners Wilkinson, Starrett, Dilliplane, and Saunders were present. Also attending was Interim City Manager Baylor and City Secretary Hanna. Ms. Danielle Metcalfe and Mr. Tim Konkus, Main Street Delaware City were also present.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

A motion to accept the minutes of the March 4, 2019 meeting was made by Commissioner Dilliplane and seconded by Commissioner Saunders. All members were in favor and the minutes were accepted as written.

Discussion:

Some points from the minutes were opened for discussion and clarification. First, the acronym CHAD means Center for Historic Architecture & Design. This department of the University of Delaware (UD) has done the historic house study of Delaware City as well as the C & D Canal Lock investigation.

The status of the Downtown Development District (DDD) was once again discussed and the timeframe to have it submitted to the State for consideration. The DDD has to go to

Mayor & Council to review the incentives they selected to determine if they should continue to be included in the final plan.

Several questions were asked regarding the submission by the deadline of May 15th: The new Council takes seat on April 15th; will there be additional cost; if so, is there funding available to cover the cost? Interim City Manager Baylor said Mr. Rogers from AECOM is to provide the document which Mayor & Council will review on April 15th.

Copies of the summary of the DDD were given to the Commissioners for their review. Commissioner Saunders inquired about the two surveys, one done for the DDD and the second done for the Comprehensive Plan, specifically how to separate the answers from residents and non-residents. Mr. Konkus provided the DDD survey and copies were made and given to the Commissioners. Ms. Metcalfe said she will send the results of the Comp Plan survey to the Commissioners.

COMPREHENSIVE PLAN, SECTIONS 4; 1.1, 1.2, 1.3, 1.4, 2.1

- Chapter 4 - Summary of Goals & Strategies

Ms. Metcalfe explains this chapter will have all the goals and strategies from the previous chapters listed.

- Chapter 1 – Background

Explains the authority of the plan, State Code and Delaware City Charter and how the Comp Plan progresses through the necessary channels for review, recommendation and ultimately to Mayor & Council before being submitted to the County.

- Chapter 1.2 – The Planning Process

Commissioner Saunders called attention to the statement in the first paragraph about the planning projects. He asked if this statement could be expanded to be more specific to identify what is active and what has been completed. Ms. Metcalfe she will make this clear. These plans were from the 2014 AECOM study and other consulting firms came in with a proposal of what could be done. The dates will be added to the section on the planning approach.

- Chapter 1.3 - An Overview of the Community

Ms. Metcalfe asked for the Commissioners to look over this section to be sure all the pertinent history of Delaware City had been added. She had used information from the previous plans, Google and Delaware Library.

- Chapter 1.4 Public Outreach

The dates of the survey and results will be entered in this section of chapter 1.

Commissioner Saunders asked once the threshold of 2,000 residents is reached do we need to address this now or wait. Ms. Metcalfe said this plan covers more than the minimum requirements. The last census was 2010 and with the annexation of the Fort and the growth there will probably have to be addressed in the next 5-year update.

Interim City Manager Baylor added it was his understanding if we go significantly over 2,000 a new plan would have to be submitted before the next 5-year update. If it's crossed after the 5-year then you wait until the 10-year.

- Chapter 1.5 Intergovernmental Coordination

There was no discussion on this section.

- Chapter 2.1 Local Government

Since Delaware City is a council-manager form of government the wording needs to be corrected in the 4th paragraph. The Mayor is the ceremonial officer and in paragraph 5, the City Manager is the executive administrative officer. Also in the 4th paragraph the Planning Commission should be added in the sentence, "the charter requires that, once adopted, the mayor and council (*and the Planning Commission*) must use the plan as a guide for making future decisions."

- Chapter 2.2 Demographics & Future Population

Commissioner Saunders asked if the projections on Chart 2 (2015 – 2030) are actual or projections. Ms. Metcalfe replied they are projections from the Delaware Population Consortium and the margin of error is greater the smaller the population.

Mr. Konkus believes a "pace of growth" should be addressed. Ms. Metcalfe said it is difficult to make numerical projections without a population growth study done but can put in how many units are projected to be developed over the years. Mr. Konkus asked if the benchmarks from the state could be used; counting houses not number of people.

The Commissioners discussed Delaware City being landlocked and some of the new houses are replacements for ones that have been demolished. It was asked if zoning permits could be used to measure growth since these documents are readily available. They also considered that the home ownership has changed to more families preferring to rent.

Ms. Metcalfe mentioned it may take another 2 months before Mr. O'Neill returns with the maps and to set a date to meet with New Castle County so a request for an extension may be necessary.

General Discussion:

Commissioner Saunders asked if the documents that are sent to the Commissioners could be done in a word document for ease in highlighting and making comments. It was agreed. Interim City Manager Baylor said that will be okay.

Interim City Manager Baylor said he will get together with the representative from AECOM to be ready for the Mayor & Council meeting and have the information sent out to the Commissioners.

Commissioners Dilliplane complimented City Secretary Hanna for the minutes being more detailed than before to which the others agreed. Commissioner Snow said it made it easier to recall what had taken place.

Commissioner Dilliplane asked when the public bathrooms at the Ferry Office open again? Interim City Manager Baylor said he will find out. Mr. Konkus said the Delaport comes in this weekend but regular schedule will begin the last weekend of April. Discussion of the pros and cons of having port-o-potties took place.

ADJOURNMENT

The motion to adjourn was made by Commissioner Dilliplane and seconded by Commissioner Saunders. All were in favor. The Planning Commission Meeting was adjourned at 7:39 p.m.

Respectively submitted,

Bonnie Lynn Hanna

City Secretary