

*"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, July 1st, 6:30 p.m.  
City Council Chamber  
407 Clinton Street**

**CALL TO ORDER**

Commissioner Snow called the regular meeting of the Planning Commission to order at 6:30 p.m. Commissioners Snow, Smith, Wilkinson, Starrett, Dilliplane, and Saunders were present. Also attending was City Manager Metcalfe.

Land Use Technician Kathy Clifton and Sean O'Neill from the University of Delaware were also present for tonight's meeting.

**ACTION UPON THE MINUTES OF THE PREVIOUS MEETING**

A motion to accept the minutes of the June 3rd, 2019 meeting was made by Commissioner Dilliplane and seconded by Commissioner Saunders. All members were in favor and the minutes were accepted as written.

**SEAN O'NEILL FROM IPA- COMP PLAN & MAP UPDATE**

- While the commission was waiting for Sean O'Neill from the University of Delaware to arrive, City Manager Metcalfe talked with the Commission about updating the Map and coming up with goals and strategy statements and presented with them with statements from 2008. City Manager Metcalfe asked them to review the statements and decide if they want to keep those or make changes. The minimum requirement is that it must include position statements on

expansion of boundaries, general land use, redevelopment potential and development of adjacent areas. She asked them to now let her know what changes they would like made to the goals and strategy statements.

- Commissioner Dilliplane pointed out that part of the trail shown had already been developed, so that should be removed. He asked that at some point isn't the bike trail supposed to connect to Old New Castle. City Manager Metcalfe said she would look into that. Commissioner Dilliplane is unsure how they will cross the bodies of water, a bridge or coming out on Route 9.
- Sean O'Neill explained that last year the University of Delaware entered a small contract to work on the Comp Plan for the City. He said they mutually agreed with the City to hold off on completion while they waited for a permanent City Manager to make final decisions. There are a few Maps that require a lot of feedback and the Commission would need to look at those. He said early last fall he sent the basics of the Land Use Map to City Manager Carol Houck and he wanted to go over that with the Commission tonight. He would also like to go over the Existing Zoning Maps tonight as well along with the Land Use Maps. When he spoke to Carol Houck last year she suggested calling the HPR Zone "Mixed Use" and defines it in the Comp Plan as something very flexible that allows a lot of different uses. As for Ft. DuPont anything that requires a subdivision plan they have to come through our office City Manager Metcalfe said. Kathy Clifton pointed out that the last Zoning was done in 2016 and changes were made then. Sean O'Neill asked if there are any areas currently on the Zoning Map that they want to change.  
Discussion followed. No Changes were made to the Zoning Map.
- Sean O'Neill said that in November and December City Manager Carol Houck had someone go out and survey the land. The future Land Use has to be linked to the Zoning so he explained the difference between Land Use and Zoning. Land Use is describing what the use of the land is where Zoning is the legal definition of what Zoning allows you to do. Discussion followed over parts of the Map that have changed since it was created in 2008. Sean O'Neill explained that Future Land Use does not have to match the Existing Land Use Map. Sean O'Neill listed numerous properties throughout the Town that would need to be updated on the new Land Use Map. There was question over the accuracy of the 2008 Map, Mr. O'Neill explained that it is possible there were inaccurate parts on the old Map but moving forward we need to make sure we have it correct.  
Discussion Followed.
- Kathy Clifton explained that in the Downtown area, the C1 District, if a property changes from Commercial to Residential, it cannot change back to a Commercial property. This was implemented in 1996 as a way to prevent owners from making those properties anything but Commercial.

- Commissioner Saunders asked to have the Mike Castle Trail added to the new Map, along with the AHU Cemetery. City Manager Metcalfe pointed out that the building for the new church coming into Delaware City would need to be changed from Commercial to Institutional.
- Sean O'Neill said they will update the Existing Land Use Map and the Historic District Map and the Existing Zoning at this point. He will probably need to come back in the future for future Land Use and Annexation. He added that Ft. DuPont will be added to the updated Maps.
- For Annexation and future Land Use, you want to identify the same areas you did on the last Plan. City Manager Metcalf asked if anyone is interested in Annexing more land. He recommended identifying primary areas then areas of concern / interest. Sean O'Neill says the key thing is to not say you're going to Annex all this property and then not Annex that property but you also don't want to say you're not going to Annex either because then you have to wait until your next Comp Plan to Annex it.
- Kathy Clifton suggested that the opposite side of Cox Neck Road, where there is a whole side of the street not considered Delaware City be Annexed in along with Polk Place.
- Sean O'Neill said he can come back to discuss Annexation and bring an Annexation Map, today he was focused on the Land Use and Zoning. Commissioner Sanders said from his perspective the Annexations mentioned tonight needs to be kept on their radar to support the strategy of maintaining buffers because those are under the County's rules right now so they could be developed by County rules.
- City Manager Metcalfe asked Sean O'Neill if he had any suggestions as far as updating the Goals and Strategies. He said the overall idea is to work from very broad goals down to actions! Goals should be very broad based because you are covering a lot. He suggested maybe getting vision statements for the City, keeping in mind Goals then objectives then actions. He suggested adding something about growth, not all preservation, the state does look for the mention of growth. He also suggested being very careful with the language you use, such as "we will", language could lock you into something.
- Commissioner Dilliplane said there are fields that are owned by the Refinery and he doesn't think the Refinery should be able to dispose of them in a manner that is not good for Delaware City. He suggests we look into seeing if we have an agreement with them. Sean O'Neill said it is on the old map as an area of concern. City Manager Metcalfe said she does have a meeting coming up with the Refinery and she will bring it up with them.

- Commissioner Saunders said he forgot to mention the Solar Field that would need to be added as Institutional.

There was discussion on what the next meeting would consist of. City Manager Metcalfe said she was going to look into what would be the next steps and let the Commission know.

### **ADJOURNMENT**

The motion to adjourn was made by Commissioner Dilliplane and seconded by Commissioner Wilkinson. All were in favor. The Planning Commission Meeting was adjourned at 8:08 p.m.

Respectively submitted,

*Britney Loveland*

City Secretary