

*"A Historic Past"*



*"A Bright Future"*

CITY OF DELAWARE CITY  
407 Clinton Street - P.O. Box 4159  
Delaware City, Delaware 19706  
302-834-4573

**MINUTES  
REGULAR MEETING OF THE PLANNING COMMISSION  
CITY OF DELAWARE CITY  
Monday, October 7, 2019 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, Renoll, Wilkinson, Dilliplane, and Saunders were present. Also attending was Acting City Manager Baylor.

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

A motion to accept the minutes of the September 9, 2019 meeting was made by Commissioner Dilliplane and seconded by Commissioner Saunders. *All members were in favor and the minutes were accepted as written.*

**COMPREHENSIVE PLAN**

*Sean O'Neill from the University of Delaware IPA was present to go over the maps and finalize the last few maps tonight.*

The First was the Existing Land Use Inset Map to highlight the Historic area of Clinton and Washington Street and the park. There were a few questions, one was relating to a few parcels and whether they were in or out of the City, the one South West of the park is showing in the City but it is *not*. Another one was the parcel along the river that is not it's own parcel, it's part of a larger parcel, so that was corrected. Everything else on the Existing Land Use should be correct.

- Commissioner Saunders asked if the boundaries are all correct. Sean O'Neill said the boundaries don't exactly match the parcels in a few areas but that's something they can easily correct.

The next map is Future Land Use. This map includes Future Land Use and Potential Annexation areas. The parcel that is not located in the City that we had originally in the City will be included in this Map. There is a group of parcels a crossed from Ft. DuPont that will be included in this Map. The one thing they were not sure on, were parcels A & C in the Canal. Sean O'Neill said his understanding is that this does not need to be on the Annexation Map because it's already in the City Limits. There is a small parcel along the Canal there is question on so that is added to this map. He also added that the Future Land Use Map has to relate to zoning updates.

- Commissioner Dilliplane pointed out an area marked for Annexation that is State Park Land and he said we cannot Annex that. Sean O'Neill said he thought at the last meeting they said it could stay in but he will take it out.

Sean O'Neill said they did identify on this map the Manufactured Home area that was a topic brought up at the last meeting.

He also informed them that Institutional Zoning doesn't necessarily matter its intended for intuitional use but the underlying zoning can be a number of different things, it doesn't have to have Institutional Zoning.

The Annexation Map was the next one addressed; the main purpose of this is to show areas of concern. There would still be question on one parcel but other than that this map is pretty final.

Sean O'Neill said he can check on the one Map but asked if everything else looked good. He said there are a few things related to the Plan that are not related the Maps he wanted to go over. The only other questions relating to the Map was that the document references the Historic District Map; it will just need some new formatting. He said there was reference to the Ft. DuPont Historic District, which was the first time he heard of that. He showed them the closest Map he could find relating to the Ft. DuPont Historic District and asked if this map is what the document is referencing.

- Commissioner Saunders said Section 2-4 mentioned a goal and strategy which said to support the development of an HPC Commission. He was not sure exactly what this meant.
- Lyn Dilliplane, Prediesent of the HPC commented that they had their guidelines approved initially and now will act as a self-monitoring Commission. Delaware City has approved of their rules and regulations, any new changes once the houses are sold will go back to the Delaware City HPC.
- Commissioner Saunders asked if the document needs to say that they want to phase in or has this already been completed. City Manager Baylor said we will need to word it that

the current Ft. DuPont HPC plans have been approved but any changes to those plans need to come before Delaware City HPC.

Sean O'Neill said he will contact Ft. DuPont about the maps.

- Lyn Dilliplane asked can Institutional ever be used as Residential. Sean O'Neill said yes, it would depend on the underlying Zoning.

Sean O'Neill said he needs guidance on the Land Use and Economic Development section. He asked them if they wanted to submit this to PLUS Review before the end of the month, the Committee agreed. He said it is possible but there wouldn't be time for another meeting to view any changes that are made after tonight. He's ok with making the changes to the map and sending it but he's not really comfortable sending the Land Use and Economic Development without the Commission viewing it first.

- City Manager Baylor informed the Commission that he had spoken to the City Solicitor and the Solicitor has applied for a 6 month extension with the State. He said we don't want to go to that 6 month period but that will allow time to view a final product then send it to PLUS and the Mayor and Council. He would like to have it on the agenda for the January Mayor and Council Meeting.

Sean O'Neill explained the PLUS process to everyone. He explained you will have their written comments in One month and they will need to be responded to in a document.

- Commissioner Saunders asked if we should have another meeting before sending it.
- Commissioner Dilliplane is concerned with why Sean is uncomfortable; he feels the Commission was pretty thorough. Sean O'Neill said there are no goals and strategy's outlined, he said he can draft them up but there would be no time to review them.
- Commissioner Saunders is concerned about things that have been completed since this was drafted.
- City Manager Baylor suggested they vote to submit the document with some changes being made by Sean O'Neill.
- Commissioner Snow said she wants to vote to submit with some changes being made by Sean O'Neill or she would like to have another meeting.
- Commissioner Renoll said he feels they don't need another meeting, he said they have spent 2 years giving serious thought to this topic, they have done enough. They are just trying to show the state they have given a lot of thought to the future of Delaware City.
- City Manager Baylor said his recommendation is for them to vote on this document with the ability for him to make some minor edits that will be shared with the Commission before PLUS.

Sean O'Neill pointed out that he is only talking about the Goals and Strategies.

Sean O'Neill asked the Commission to give him a few ideas for Goals and Strategies. He said one thing he thinks would be good to mention from an Economic Development stand point is Ft. DuPont.

- City Manager Baylor said he wants to see that Ft. DuPont does benefit the entire town. He doesn't want them to just market Ft. DuPont; any Economic plans should incorporate the entire town. He's hoping that as it develops over there, it going to transfer into interest over here.
- Commissioner Dilliplane said people who want to live in Delaware City that can't afford to live in the Fort can buy the older inventory over on this side.
- Commissioner Dilliplane also said with the warehouses going up more people will come here for gas and food.
- Commissioner Saunders said we are trying to balance the growth without losing the small town characteristic, so a goal and strategy is to maintain that balance.

Sean O'Neill asked about Clinton Street and Washington Street.

- Commissioner Saunders said we want to attract business to that area and the Ft. DuPont area, going back to that balance.
- Commissioner Saunders said as far as Fifth Street, he wants to make sure the roads can accommodate the growth, along with water and sewer.

Sean O'Neill said for Land Use, where would you focus on development.

- City Manager Baylor suggested as things unfold and develop, we want to make sure the Residential area of traditional Delaware City doesn't lose its character, like some beach towns. Discussion Followed.

There was discussion on the Boundaries on the Historic District and the guild lines of Historic buildings. They agreed they might need to look further into expanding their Historic District to avoid losing the Towns characteristics.

- Commissioner Snow said the other concern for Land Use is parking. The Town is in desperate need to expand parking.

Sean O'Neill said he thinks they have covered a couple important points. He will update the Plan from what he got tonight and will send it to the City Manager to circulate it.

- City Manager Baylor expressed that despite there not being much time, he would like this update done before the 20<sup>th</sup> so it can be sent to plus next month.
- Commissioner Dilliplane made a motion to forward the Plan to PLUS after review and editing by the City Manager, Sean O'Neill and the City Solicitor, it was seconded by Commissioner Wilkinson. *All were in favor, the motion was passed.*

Sean O'Neill again briefed the council on some of the PLUS Review process.

### **ADJOURNMENT**

The motion to adjourn was made by Commissioner Renoll and seconded by Commissioner Wilkinson. All were in favor. The Planning Commission Meeting was adjourned at 7:37 p.m.

Respectively submitted,

*Britney Loveland*

City Secretary