

New Castle City Planning Commission Meeting
Minutes
September 22, 2014 -- 6:30 p.m.
City of New Castle's Town Hall

Members Present: David Bird, Chair
David Baldini
Joe DiAngelo
Jonathan Justice
Mike Quaranta
Florence Smith

Members Absent: Daniel Bungy
Josephine Moore
Vera Worthy

Also present: Debbie Turner, Stenographer

The meeting was called to order at 6:32 p.m.

Minutes – A motion was made and seconded to approve the 5/29/14 minutes. Motion approved.

A motion was made and seconded to approve the 8/25/14 minutes. Motion approved.

Budget Status – Copies of the budget was distributed and reviewed by Mr. Bird. Fees associated with applications for sub-divisions and land development (Section 213, New Castle City Code) will be taken from a different fund than the Planning Commission's budget. When the planning consultant advises this body on sub-divisions her time will be billed against the respective project. The Planning Commission will be billed for the planning consultant's attendance at these meetings and advises us. Billable time taken by the planning consultant to review applications to confirm they meet code and the Comprehensive Plan will not be taken from this group's budget. If the Planning Commission wants to ask for additional review beyond what the City conducts we could request and pay for a consultant to perform that work.

Other Business – Mr. Bird informed the New Castle City Code, Chapter 58, addresses the Planning Commission, its creation, powers and duties, appointments, and Comprehensive Plan development.

Commissioners Comments – Mr. Bird reminded of a conference sponsored by the joint Delaware-Maryland Planning Association in Newark, Delaware on October 28-29, 2014. Planning Commission members receive a reduced rate through their APA membership. There are monies in the budget to pay for commissioners who want to attend.

Mr. Bird is the City's representative on WILMAPCO and if any commissioner of this body would like to volunteer to be his alternate they are asked to contact him.

Mr. DiAngelo has spoken to a council person about the traffic lights around the city, particularly on Route 9 near the police station and at Routes 273 and 141. They need to be regulated to allow more traffic flow in between cycles. He reported the problem to the City

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several weeks ago. Mr. Bird will follow up to determine who is responsible to reset the lights in question.

Mr. Justice – He wants clarification of the Planning Commission’s role in approving sub-divisions. And, under what circumstances is this body reviewing development proposals that comply with the zoning, but do not involve sub-divisions.

Ms. Pfeil and Mr. Bergstrom were to get a definition of “grade” is as it relates to the Downtown Gateway District and report back to us.

Mr. Quaranta – It would be helpful to have on our agenda each month different neighborhoods throughout the City, their planning goals and look at those goals. We could communicate with residents to keep current with long-term plans for those neighborhoods. Get notice to the neighborhoods as they appear on the agenda to maximize input.

He suggested a calendar of planning deadlines that the planning consultant advises on. There are a number of major projects that have been through the planning process and it would be helpful to get a status update on those projects via the planning consultant and/or a City official. Mr. Baldini suggested using the matrix at the back of the Comprehensive Plan, but it does need to be updated.

Mr. Bird – Annual report is due in January 2015 reporting on what the Planning Commission did this calendar year and will be doing in 2015. Each year this body is supposed to vote on a chair for the Planning Commission. That will occur in December.

The next Planning Commission meeting is 10/27/14. The meeting was adjourned at 7:25 p.m.