

**The New Castle City's Planning Commission Meeting took place on January 28, 2008 at 6:30 p.m. in the City of New Castle's Town Hall.**

Members Present: Dr. Jack Norsworthy, Chair  
Jim Steele, Co-Chair  
David Bird  
George Freebery  
Joe DiAngelo  
Bill Simpson  
Elliott Tatum

Staff Present: Douglas Lloyd, City Planner

City Personnel: Mayor John Klingmeyer

Dr. Norsworthy called the meeting to order at 6:35 p.m. Roll call was taken.

Approval of Minutes – **It was moved and seconded that the minutes of the 11/26/07 meeting be approved. The motion was adopted.**

Budget Review – Dr. Norsworthy reported there have been some adjustments to the budget and they will be reviewed at our next meeting.

Planning Continuing Education Programs – Dr. Norsworthy informed there will be a Public Open House Workshop presented by WILMAPCO on 2/25/08 from 4-7 p.m. WILMAPCO is also seeking transportation planning ideas for communities. They would like for us to give them a presentation (by 2/22/08); however, the timeline they are using is an issue. The transportation element of our comprehensive plan will not be completed in time. The committee decided to contact WILMAPCO and inform that we would like to make a presentation but we are not in a position to give them details at this time and request an extension.

Comprehensive Plan Update – Chris Rogers, URS Project Manager, and Marian Hull, URS Project Manager, introduced themselves to the group. Ms. Hull will work with this committee in the preparation of our updated comprehensive plan. Copies of the URS revised proposal were distributed to Commission members. The original proposal did not include an implementation component; the newer proposal does incorporate implementation. The newer version was submitted to the City on 1/24/08. Discussion about capital improvements followed. The City will be going through their budget process in June. URS requested specific projects and they can provide estimates that would be appropriate for budgetary purposes. Capital improvement plans are not typically a part of the comprehensive plan. *(Additional discussion followed about the proposal.)*

Dr. Norsworthy expressed concern about monies budgeted for the comprehensive plan and possibly needing more funding. Councilwoman Churchill informed that budget reviews will begin soon and she will provide a response at our next meeting. Other funding sources were discussed.

**It was moved and seconded to recommend approval of the comprehensive plan update to City Council. The motion was adopted.**

General Discussion

Mr. Leon DeAscanis provided the committee with a briefing on why he is requesting a zoning change from open space recreational to residential for the Hermitage property located at Delaware and Ninth Streets. No further comments were made because the topic was not properly advertised.

Dr. Norsworthy announced that recently elected Trustee Beverly Ross has expressed interest in joining the Planning Commission. The current meeting night for this group conflicts with Ms. Ross' schedule. Discussion followed about changing the meeting night of the Planning Commission. The consensus was the fourth Tuesday of the month which conflicts with the Board of Health.

Mr. Simpson will approach that body about possibly changing their meeting date.

**It was moved and seconded to change the meeting date of the Planning Commission to the fourth Tuesday of the month pending room availability.**

Mr. Bird attended a training entitled, University of Delaware Institute for Public Administration Planning 101: Planning Your Community's Future, designed for planning commissioners. There are a series of seminars being offered and information from this session and future programs was distributed to members. Dr. Norsworthy encouraged Commission members to participate in future programs. The times of the programs (9 a.m. to noon) are inconvenient to most members.

Clarification was requested, and received, concerning the voting history of the Route 9 bypass. The concept of a bypass south of the City is still within the realm of the comprehensive plan. An attorney at the above training confirmed that if there is an amendment to the comprehensive plan, the amendment needs to be passed by City ordinance and not resolution of the Council.

Commission members were asked to resubmit applications to the American Planning Association. Registration is reimbursable.

The Municipal Services Department (MSD) is proposing changes in the charter and funding options for their capital improvements. A meeting is scheduled for 1/30/08. The Mayor provided information on what the MSD would like to do. *(Lengthy discussion followed.)*

An audio/visual set up has been requested for this room (on behalf of the Board of Adjustment) to allow the public better viewing of the various documents that are presented during hearings. It would be available for other bodies as well.

Adjournment – **It was moved and seconded to adjourn the meeting.** The meeting was adjourned at 7:45 p.m.

Next Meeting -- Our next meeting is tentatively scheduled for February 26, 2008.

Respectfully submitted,

Debbie Turner  
Stenographer

