

**New Castle City Planning Commission Meeting**  
**Minutes**  
**June 27, 2016 -- 6:30 p.m.**  
**City of New Castle Town Hall**

Members Present: Michael Quaranta, Chair  
David Baldini, Vice Chair\*  
David Bird  
Joseph DiAngelo  
Jonathan Justice  
Josephine Moore  
Gail Seitz

Member Absent: Florence Smith  
Vera Worthy

Also present: Jeff Bergstrom, City Building Inspector  
Debbie Turner, Stenographer

\*Joined the meeting at 7 p.m.

*(There was no meeting in May, 2016.)* The meeting was called to order at 6:35 p.m. Roll call followed.

Minutes – Corrections were made. **Upon motion made and seconded, the minutes of the 4/25/16 meeting were approved as amended.**

Public Comments – None.

Commissioners Comments

Ms. Moore – Several members of the community asked her to clarify references pertaining to the University of Delaware students who presented their parking report to the Planning Commission. The students are being referred to as “experts” in the field of parking at other meetings in town. Ms. Moore reminded those she has spoken with as well as fellow Commissioners that they were college students doing a course and who presented the information to the Planning Commission on the course they were taking. They are in no way considered experts in the field. Mr. Justice confirmed the students are all excellent students, but are not transportation experts.

As stated by Ms. Moore, the Planning Commission allowed them to give their presentation. Commissioners were not in a position to critique them. The minutes did not refer to the students as experts. Ms. Moore noted their presentation did not change the Planning Commission’s position. Mr. Bird noted the minutes indicated that the students’ findings show that “more parking is available when streets are unmarked.” He agrees with that observation.

Mr. Bird – The Detailed Custom Expenditure Report distributed tonight shows a negative balance of \$6,257.55. He asked for an explanation. Mr. Quaranta said the full amount is for expenses associated with the Downtown Development District (DDD) application. There were no monies budgeted for the application. Mr. Bergstrom indicated when there is a

subdivision the Planner may bill for their time for meetings and field work that is billed back to the applicants of the subdivision. Subdivision costs are estimated at between \$700-\$1,000 depending on the complexity of the subdivision. Those monies do not go back into the Planning Commission's budget. Mr. Bird stated that the Planning Commission's review is a revenue source for the City. Further, Mr. Bird noted the Detailed Custom Expenditure Report does not include revenue that the City receives from applicants as part of the review process, and that it also reflects unanticipated charges for the DDD consulting work the City needed in order to complete the application.

Mr. Quaranta – Moving forward he will request an update to the initial phases of the Comprehensive Plan would be more productive if we have a schedule and outline of items that the Planning Commission needs to address in 2017 followed by 2018.

Ms. Moore asked who developed the Comprehensive Plan. Mr. Bird responded the Planning Commission developed the Plan through work sessions done during regular Planning Commission meetings. Updates to the Plan are required by the State. Updates are done via mutual discussion with the Planner who develops a scope of services. Additionally, Mr. Bird stated the Plan is built on the previous plan and updates are added.

Mr. Baldini suggested using the most up-to-date information available to us. Current data is 2-3 years old. Mr. Quaranta wants to provide an updated Comprehensive Plan draft to City Council for review with time built in for any modifications that Council may request. We should have an understanding of what we need to do before 2017. A short document would be helpful for the City and the public to know the process that takes place during an update.

Mr. Baldini asked if the Planning Commission will be speaking with various City neighborhoods as part of the update. Mr. Justice said that the Planning Commission held neighborhood meetings when we were working towards a 2014 addition to the Comprehensive Plan.

Ms. Moore observed that using the City Planner will increase costs. She is concerned with the public's opinion with negative budget figures adding that the numbers do not reflect the effort put forth by the Planning Commission.

Mr. Quaranta will communicate tonight's discussion to City Administrator Bill Barthel and ask about revenue from subdivision applicants. Next year's Planning Commission budget leads up to the initial work on the Comprehensive Plan Update. Mr. Quaranta wants a schedule of key dates to maximize our budgeted funds and to help make sure the City Planner is available to assist with different parts of the update.

Mr. Bird suggested a work plan broken down into years detailing what we need to do on a yearly basis. It should be a concise one-page summary.

The Planning Commission's next meeting is 7/25/16. There being no further business the meeting was adjourned at 7:16 p.m.