

New Castle City Planning Commission Meeting
Minutes
September 25, 2017 -- 6:30 p.m.
City of New Castle Town Hall

Members Present: David Baldini, Chair
Brenda Antonio
Marco Boyce
Jonathan Justice, Vice Chair
Gail Seitz
William Walters
Vera Worthy*

Member Absent: Joseph DiAngelo

*joined meeting at 6:35 p.m.

Mr. Baldini called the meeting to order at 6:30 p.m. Roll call followed. A quorum was declared.

Minutes – One correction was made to page 2. **A motion was made and seconded to approve the amended minutes of the 8/28/17 meeting. The motion was approved.**

2019 Comprehensive Plan (Plan) – Mr. Baldini introduced Debbie Pfeil and Lauren Good of KCI Technologies, Inc. KCI Technologies (KCI) will be working with the Planning Commission to prepare the 2019 Comprehensive Plan. Ms. Pfeil provided commissioners with a brief background of her and Ms. Good’s qualifications. In her role as City Planner, Ms. Pfeil wrote the original grant for the Downtown Development District (DDD) and attended three meetings as City Planner. She worked with former City Planner Marian Hull at the end of the 2009 Plan Update, including attending two of the community outreach meetings. She noted several changes have happened in the City since 2009 like the pier, parking, Route 9, and the DDD. Ms. Pfeil noted the importance of monitoring the budget; KCI will provide monthly reports. Ms. Pfeil distributed two documents that cover planning activity and next steps and scope of work. The Work Plan outlines data collection, scope of work, meetings, tasks, outreach, goals and strategies, public presentation, and PLUS document review. The Comprehensive Land Use Plan/Planning Activity document details activity associated with the 2009 Plan Update from 2009 to 5/24/17 and next steps. The Plan Update is due July 2019 (every ten years).

Concerning the budget, Ms. Pfeil advised commissioners to be flexible in their Plan and allow for amendments. Ms. Pfeil explained KCI’s 10-page proposal, what is and what is not covered. The scope of work covers the minimum to meet State requirements. This includes having public meetings, the Planning Commission signing off on the document, City Council being involved, collect the latest data, and redefine the scope. Ms. Pfeil said there are extra things to possibly include like City services/marketing of the City; talk about the clubs, groups, churches, and fire department in the City. She added that branding will be included in the Plan.

Ms. Pfeil informed of things not included in the work plan. They include project outreach events, the need for a survey (Ms. Pfeil wants to talk to commissioners further about the survey); and neighborhood community meetings. She suggested the Planning Commission

may want to facilitate the neighborhood community meetings with the help of KCI providing documents and maps.

Surveys (government, community, business) – One survey was done previously. KCI asked for the format electronically.

Plan Ordinance Preparation – Ms. Pfeil advised commissioners to use the last Plan from 2009.

Comparing land use categories to zoning -- She is aware of some zoning and land use category changes the City wants to make. KCI will not be looking at all parcels City wide and comparing existing land use to future land use to the zoning. That is done as an assessment and must be done by law 18 months after the Plan is adopted. She said the City has some unique land use classifications she feels need to be discussed and changed.

KCI will likely speak with Chris Rogers at AECOM about tracking changes to the existing document resulting in the document ultimately losing its identity. The current Plan is 47 pages with a lot of white space. Ms. Pfeil suggested adding pictures, pie charts and color, changing the design and sectioning out the chapters better making it more user friendly and make it flow better. It will be a joint project with all parties being acknowledged.

(Ms. Pfeil said that items not included are open for negotiation if commissioners want to include them.)

Ms. Pfeil reported that based on WILMAPCO's Unified Working Plan, Bill Swiatek, WILMAPCO Senior Transportation Planner, is willing to participate in a workshop with the Planning Commission to define what resources they will be providing for the Plan. WILMAPCO has great resources and are eager to help. *(Two WILMAPCO planners will be working on the Plan.)*

Next Steps – KCI recommends having an interactive workshop with the Planning Commission. It was decided to have the workshop on Monday, 10/16/17, 6:30 p.m. It will be open to the public. Ms. Pfeil said we need to start looking at identifying partners, talk with WILMAPCO to define tasks they will do (Ms. Pfeill will speak with Mr. Swiatek about attending), and assigned tasks for the Planning Commission. She advised focusing on data collection (maps, American Community Survey, housing statistics). Credible resources documents are required by the State.

Schedule – KCI wants to forecast the first six months.

Commissioners were asked to review the current Plan and provide individual opinions before the 10/16/17, 6:30 p.m. meeting. *(The current Plan is on the City website; maps can be obtained from the City office.)*

Ms. Pfeil has a good working relationship with WILMAPCO and Rich Hall, Manager of Land Use for New Castle County. She said that City Council and the Planning Commission will do a SWOT analysis separately to identify what each group sees as strengths and weaknesses.

This process will provide guidance on how to move forward with creating chapters in the Plan, implement and prioritize as well as invest funding and/or look for grant funding.

Commissioner's Comments

Mr. Justice – Requested a copy of the proposal from KCI. Mr. Baldini will provide to commissioners. Mr. Justice revisited his request to have an updated zoning map and a map showing parcels and streets posted in the meeting room (City Council Chambers). He suggested having a supply of printed copies that can be shared with the public. Mr. Baldini will contact Mr. Bergstrom.

Mr. Justice will be teaching two undergraduate courses in spring 2018 (February thru May) that calls for students to work in teams on practical projects. He suggested the Planning Commission could be one of their clients and assist with the Plan. The work must be general in nature that allows the students to learn and implement and Mr. Justice believes there are a number of activities suitable for the students. Additionally, there is a Master's class taking place at the same time that could also be a resource. Mr. Justice will provide course templates for each course to Mr. Baldini.

Ms. Seitz – The Resilient Community Partnership conducted a public workshop on 9/7/17. All City residents and stakeholders were invited to attend to learn about the project and provide comments. She reported the turnout was good. A survey was conducted and about 50 surveys were returned. One question asked if residents were concerned about flooding in the City and 96% of respondents said they were concerned. The goal of the group is to analyze the City's vulnerability to flooding and develop a strategy going forward. Their next meeting will be in October. They will look at next steps and, in particular, vulnerabilities in the City with critical infrastructure, etc. Results of the survey are not available online; however, Ms. Seitz will provide them to commissioners.

Public Comments

None.

The Planning Commission's next meeting is 10/23/17. There being no further business, a motion was made and seconded to adjourn the meeting at 7:25 p.m.

Debbie Turner
Stenographer