

New Castle City Planning Commission Meeting  
Minutes  
March 18, 2019 -- 6:30 p.m.  
City of New Castle Town Hall

Members Present: David Baldini, Chair  
Jonathan Justice, Vice Chair  
Russ Smith  
Brenda Antonio  
William Walters  
Marco Boyce

Members Absent: Gail Seitz  
Vera Worthy  
Peter Toner

Also Present: Jeff Bergstrom, City Building Inspector

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

**Minutes**

**A Motion to approve the Minutes of the February 25, 2019, Planning Commission meeting as presented was made, seconded and approved unanimously.**

**NEW APPLICATIONS**

**108 Brylgon Avenue – Tax Parcel 21-004.00-026 - Minor Subdivision**

Mr. Bergstrom stated this is a simple subdivision to divide the existing parcel into two parcels that meets the definition of Minor Subdivision according to the City Subdivision Regulations. He added that with the exception of a variance for the lot width from 65' to 50' granted by the Board of Adjustment, it is in compliance with R-1 requirements. It was a double-wide lot with one house on it. That house will be demolished and two new single-family detached houses will be built. Mr. Baldini confirmed that all drawings are in accordance with the Code. Mr. Bergstrom stated that due to some engineering issues, the metes and bounds are not indicated for the lot lines; however, they will be added to the plat before the Application is presented to City Council. He also noted that the Board of Adjustment Notice of Decision Date of December 21, 2018, was omitted, and that will also be resolved.

**A Motion was made to recommend the Application with two notes added to the Plan: (1) the date of the approval of the Board of Adjustment will be added, and (2) the actual bearings for the boundaries of the lot will be added. The Motion was seconded and unanimously approved.**

**Proposed Development at 610 West 7<sup>th</sup> Street  
Tax Parcels 21-014.00-132 and 21-017.00-127**

Mr. Bergstrom stated this was a preliminary development plan for parcels at 610 West 7<sup>th</sup> Street between Dobbinsville and Larkin Street. He advised that the proposed development

plan came to City Council and was sent to PLUS. PLUS will review it at the April meeting and it is anticipated their comments will come back approximately 3 after the meeting date. It may come back to the Planning Commission for review at the May or June meeting. Thereafter, if it is approved by the Planning Commission, it will go to the Board of Adjustment for Special Exception.

The Plan is a multi-use project for multi-family over retail. Mr. Bergstrom stated that the City Solicitor has cautioned the Board not to discuss the Plan so no rights are prejudiced.

The purpose of the plan is to

1. Combine Tax parcels 21-014.00-132 and 21-017.99-127;
2. Demolish the existing 2,036 square foot building on Tax Parcel 21-017.00-172;
3. Convert the remaining buildings on Tax Parcel 21-017.00127 into 7,860 square feet of retail space; and
4. Construct a 4,461 square foot clubhouse building and nine apartment buildings consisting of 324 apartments and 26, 519 square feet of retail space with its associated parking and accessways.

Mr. Bergstrom confirmed the Plan complies with the density requirements of the Code, and the two buildings along Larkin Street that are proposed to stay are permitted mixed retail use and are not included in the Plan. Mr. Bergstrom added there are State issues that must be considered by DelDOT.

Mr. Walters stated that although the Plan is very preliminary, there is indication that because the environmental remediation will consist of capping, that has an impact on the storm water solution, which could extend the timeline. Mr. Bergstrom replied that the storm water on the proposed site was included in the Washington Park project that languished. Mr. Walters asked if wetlands delineation was done, and Mr. Bergstrom noted both the storm water analysis and wetlands delineation were done. Mr. Walters noted that the storm water analysis indicated that there would be capping as opposed to an excavation remediation. Mr. Bergstrom was not sure how much there is to cap, but that it is the standard heavy metals from the steel mill that had been there.

Mr. Baldini stated that the Commissioners would wait for the Plan to come back to the Planning Commission.

### **2019 COMPREHENSIVE PLAN**

Mr. Baldini noted that a meeting was held with WILMAPCO to discuss the upcoming public meetings on the Comprehensive Plan. Three meetings will be held in April at three different locations on three different dates, all with the same discussion format. Boards will be used as opposed to round-table discussions, which was the reason Mr. Baldini requested maps.

Mr. Bergstrom asked that Messrs. Justice and Boyce review the neighborhood delineations to ensure they are a useful cartographic tool for the Commission to use. Mr. Justice

reminded Mr. Bergstrom the Commission also wants an accurate Zoning Map. Mr. Bergstrom noted that the Zoning Map is finished and has been adopted by City Council. Mr. Bergstrom and AECIM are discussing how to illustrate an overlay document showing water resource areas and telecommunication districts as a pdf file on the City website. Mr. Justice requested that the Zoning Map be emailed to him, and that the Commission receive a printed copy as well. Mr. Bergstrom will provide a 3' x 6' printed copy of the Zoning Map to the Commission.

Mr. Smith noted that after WILMAPCO broke down responses by neighborhood, it was shown that answers to meeting topics were not that different throughout the various neighborhoods. Therefore, it was decided to use the same discussion format for all three meetings. Ms. Antonio added that seven discussion topics will be presented at the meetings.

Mr. Baldini noted that securing the meeting locations is a priority.

#### **COMMENTS FROM COMMISSIONERS**

Mr. Baldini sent the Commissioners a copy of a Grant for Smart and Connected Communities that would allow blending smart technologies into the social fabric of the City. He asked Mr. Justice to review it and give him feedback and input. If the Commissioners feel it is a worthwhile opportunity, they will discuss how to promote it with the City. Mr. Baldini is in favor of pursuing the grant funding.

Mr. Baldini advised that he also has a grant for preservation projects. After he reviews it, he will forward it to the Commissioners for their review.

Mr. Baldini distributed the March 12, 2019, City Council Regular Meeting Minutes noted that there was a First Reading of Ordinance 518 for a nine-month Moratorium on the issuance of building permits and other land use approvals associated with the construction of new, multi-family development projects involving more than ten dwelling units in all zoning districts of the City. Mr. Baldini anticipates the Planning Commission will do public comments on the Ordinance at the April meeting. He added that the proposed development plan at 610 West 7<sup>th</sup> Street came in prior to the Ordinance being approved and adopted. Mr. Smith asked if the Commission is being asked to review the Ordinance, and Mr. Baldini explained that the Commission will oversee the Public Comment on the Ordinance, after which it will return to City Council for a Second Reading. Mr. Boyce asked if the Commission would opine on the Ordinance, and Mr. Baldini explained the Commission would gather the data over the next month. Mr. Walters asked if this was a reaction to the Garrison complex, and Mr. Baldini stated that it was a combination of the Comprehensive Plan updates and the impact of all the building going on in the City. During the Moratorium the City will be conducting impact studies.

Mr. Baldini noted that KCI will attend the April meeting to review deliverables of the 2019 Comprehensive Plan.

Mr. Boyce asked Mr. Bergstrom if there are any form-based standards in the City Code regarding setbacks for multi-story buildings. Mr. Bergstrom noted that the zoning regulations can be viewed online; however with limited exceptions, there are no form-based standards. He added that the multi-story buildings themselves have to be brought closer to the roadways.

### **ELECTION OF CHAIR**

Mr. Baldini turned the meeting over to Ms. Antonio. Ms. Antonio stated that election of the Chair and Vice Chair was discussed at the February meeting. Mr. David Baldini was nominated for Chairman, and Mr. William Walters was nominated for Vice-Chairman.

There being no additional nominations from the Commissioners, Ms. Antonio called for a Motion to elect the Chairman.

**A Motion to elect David Baldini as Chairman of the Planning Commission was made and seconded. On vote:**

- **William Walters – aye**
- **Brenda Antonio – aye**
- **Russ Smith – aye**
- **Marco Boyce – aye**
- **Jonathan Justice – aye**

**The Motion was approved unanimously.**

Ms. Antonio noted that Ms. Worthy and Ms. Seitz submitted their vote for Mr. Baldini as Chairman via email.

Ms. Antonio called for a Motion to elect the Vice-Chairman.

**A Motion to elect William Walters as Vice-Chairman of the Planning Commission was made and seconded. On vote:**

- **Brenda Antonio – aye**
- **David Baldini – aye**
- **Russ Smith – aye**
- **Marco Boyce – aye**
- **Jonathan Justice – aye**

**The Motion was approved unanimously.**

Mr. Smith clarified that voting for the Chairman and Vice-Chairman is required annually.

Ms. Antonio turned the meeting over to Mr. Baldini.

Mr. Baldini opened the floor for Public Comment. There being no public comment, Mr. Baldini called for a Motion to adjourn the meeting.

Planning Commission Meeting Minutes  
March 18, 2019

**A Motion to adjourn the meeting at 7:05 pm was made, seconded, and unanimously approved.**

Kathy Weirich  
Stenographer