

New Castle City Planning Commission Meeting  
Minutes  
1 Municipal Boulevard, New Castle, DE  
April 22, 2024 – 7:00 p.m.

Members Present: Margo Reign, Chair  
Brie Rivera  
Cynthia Batty  
Kristin Zumar  
David Majewski  
Tamara Stoner

Absent: Keaira Faña-Ruiz  
Very Worthy  
Timothy Gibbs

Also Present: Christopher J. Rogers, City Planner

Ms. Reign called the Planning Commission meeting to order at 7:00 p.m. Roll call followed and a quorum to conduct business was declared.

**Minutes**

A motion to approve the minutes of the March 25, 2024, regular meeting as presented was made by Ms. Batty, seconded by Ms. Zumar and unanimously carried. Ms. Stoner and Mr. Majewski abstained from the vote.

**Public Comment**

There were no comments from the public.

**Subdivision Plan – 427 West 7<sup>th</sup> Street; Multi-Family Apartment Development**

William Wendling, Civil Engineer with MidAtlantic Engineering Partners was present representing the applicant. Mr. Wendling stated that the purpose of the subdivision is to remove the wetlands from the main portion of the land and to provide a blanket easement for access to the pump station.

Mr. Rogers stated that the intent for the subdivision was known from the beginning of the project, and this is the first official submittal of the subdivision plan. As conditions of the site plan approval, several items were addressed and approved by City Council at the April 9<sup>th</sup> City Council meeting:

- Elimination of a cross-access utility easement;
- Approval of an easement across City property to the pump station, and
- Approval of a blanket access easement across Lot 1A to Lot 1B. Physical access will be built to gain access to the wetlands parcel (Lot 1B) as required by Mr. Bergstrom.

The subdivision plan will create three lots:

- Lot 1A is the parcel where the apartments will be constructed.
- Lot 1B is the wetlands parcel.
- Lot 1C is the parcel being created around the county sewage pump station.

There is no development inherent with the subdivision plan itself.

The role of the Planning Commission is to approve subdivision plans and recommend to City Council. Mr. Rogers recommended that if the Planning Commission approves the subdivision plan, it should be conditioned on compliance with comments in the AECOM letter dated April 18, 2024. Mr. Rogers reviewed the comments in AEOCM's letter.

In response to a question from Mr. Majewski, Mr. Wendling stated that the emergency access road will be paved.

A motion to approve the subdivision plan conditioned on the items in AECOM's April 18, 2024 letter being addressed prior to the Planning Commission Chair signing the subdivision plan was made by Ms. Batty, seconded by Mr. Majewski and unanimously passed.

#### **Discussion of Planning Commission By-Laws**

Ms. Reign stated that she is developing Policies and Procedures for the Planning Commission that will be reviewed by the City Solicitor. Ms. Reign will be soliciting input from City Council and asked that Commissioners contact her via email with any items they feel should be included. Ms. Batty recommended that the Policies and Procedures be shared with the Board of Adjustment and Historic Area Commission.

In response to a comment from Ms. Reign regarding a way to streamline submissions to the Planning Commission, Mr. Rogers explained the process according to the Code. He noted that having all applicable documentation submitted to him a minimum of 30 days prior to the scheduled Planning Commission meeting would be beneficial. Ms. Zumar recommended that the Commissioners be provided with documentation for items on the Agenda at least one week prior to the scheduled Planning Commission meeting. A discussion of the process and how, or if, it can be more streamlined ensued during which Mr. Rogers noted that a way to address plans that are not ready to be brought before the Planning Commission has been Codified.

#### **Miscellaneous**

Ms. Reign stated that she will follow-up on training from the City Solicitor to ensure that the Commissioners do not say or require anything that would violate anyone's constitutional rights.

#### **Next Meeting**

The next Planning Commission meeting will be held on Monday, May 20, 2024 at 7:00 p.m. Mr. Majewski noted that he would be unable to attend that meeting.

There being no further business to discuss, Ms. Reign called for a motion to adjourn.

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A motion to adjourn was made by Mr. Majewski, seconded by Ms. Zumar and unanimously carried, and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kathleen R. Weirich  
City Stenographer