

CITY OF NEW CASTLE PLANNING COMMISSION

Community Room

1 Municipal Blvd.

New Castle, DE 19720

Monday, March 23, 2026

7:00 p.m.

Agenda

1. Roll Call
2. Approval of Minutes
3. Public Comments as related to agenda items. Three minutes per person with a maximum of one hour of public comment.
4. **Review** of Accessory Dwelling Units and discussion of information needed to move forward.
5. **Discussion and possible vote** of the Planning Commission Rules of Procedure
6. **Review of Approved City Council Resolution 2025-51 A Resolution Addressing Remote Participation in City Meetings.**
7. HAC Report

If you are unable to attend questions and comments will be taken via email up to 3:00 p.m. on Monday, March 23, 2026 at info@newcastlecity.delaware.gov.

Posted 3-16-2026

Join Zoom Meeting

<https://us02web.zoom.us/j/83248529644?pwd=NE9LY0VFaS9vMVEyMU9JS0NIV24wUT09>

Meeting ID: 832 4852 9644

Passcode: 033173

Items on the agenda may be discussed out of sequence.

**City New Castle
Planning Commission
Rules of Procedure**

Preamble

The authority of the New Castle Planning Commission is established by Title 22, Chapter 7 of the Delaware Code and Chapter 58 of the Municipal Code for the City of New Castle. In the event of any inconsistency between these Rules of Procedure and the provisions of the Delaware Code and City of New Castle Code, the provisions of the Delaware Code and City of New Castle Code will govern.

Article I. Attendance

- A. A quorum is required for a Planning Commission meeting and is a majority of the voting members currently appointed to the Commission.

- B. Each member of the Planning Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Planning Commission should notify the Chair at the earliest opportunity and in any event, prior to 4:00 p.m. on the day of the meeting.

- C. A member's failure to attend three (3) consecutive meetings or a total of four (4) meetings within a six (6) month timeframe may constitute cause for removal.

Article II. Officers

- A. The officers of the Planning Commission consist of a Chair and Vice Chair.

- B. Duties of Planning Commission Officers:
 - 1. Chair
 - a. Preside over Planning Commission meetings and hearings and decide points of order or procedure.
 - b. Develop and set the agenda for the meeting.
 - c. Call special meetings in accordance with these Rules of Procedure.
 - d. Verify that actions of the Commission are implemented.
 - e. Sign documents as required.
 - f. Perform such other duties as may be authorized by the City Code.

2. Vice Chair

- a. Act for the Chair in his or her absence, disability, or disqualification.

Article III. Election of Officers

- A. An annual organizational meeting will be held during the first regularly scheduled Planning Commission meeting in January to nominate and elect the Chair and Vice Chair. In the event elections are delayed for any reason, the then sitting Chair and Vice-Chair shall remain in that position until the next regularly scheduled meeting, at which time elections shall occur.
- B. The candidate receiving a majority vote of the Planning Commission members then-present will be declared elected and serve for one (1) year. In the event that elections shall be delayed for any reason, once held the Chair and Vice-Chair elected shall be elected to serve until the next annual organization meeting to be held in January.
- C. The Vice-Chair will automatically succeed the Chair if he or she vacates that office before the completion of the term of office. A new Vice Chair will then be elected at the next regularly scheduled meeting of the Planning Commission. If the Vice-Chair vacates office prior to the end of their term, a new Vice Chair shall be elected at the next regularly scheduled meeting.
- D. Any election held mid-term shall serve only until the next election at which time they may be re-elected for another term if desired and if so voted into office.

Article IV. Meetings

Meetings will be held on the fourth Monday of the month at 7:00 p.m., or at a day/time to be determined by the Chair, in the Community Room at the New Castle City Police Station, 1 Municipal Blvd., New Castle, or another location designated by the Chair. Public notice will be posted consistent with City Code and the Delaware Freedom of Information Act.

- A. Special meetings may be called by the Chair, but the Chair must call a special meeting when requested by a majority of the Commission then-appointed.
- B. Applications requiring Planning Commission review must be submitted to the City Building Official at least fifteen (15) calendar days before a regularly scheduled meeting of the Planning Commission to be eligible for

placement on said agenda.

- C. Matters referred to the Planning Commission by City Council, or any committee appointed by the City Council, will, when possible, be placed on the Planning Commission's next regularly scheduled meeting agenda for consideration, subject to compliance with the Delaware Freedom of Information Act.
- D. ~~The Planning Commission will not consider an agenda item unless discussion has commenced on that agenda item within two hours from the start of a meeting, excluding adjournment. However, a majority of the Planning Commission then-present may choose to extend any meeting. Meetings of the Planning Commission shall not exceed 2 ½ hours in length, exclusive of an executive session. Items unable to be addressed within the 150 minute time frame shall be moved/tabled to the next available meeting time. Notwithstanding the foregoing, the Planning Commission may extend the time of the meeting by a 2/3 or greater vote of the Commissioners in attendance. If, following the vote, a quorum is broken for any reason, the extension shall be invalid and the continued meeting shall be cancelled.~~

Article V. Order of Business

The order of an agenda may be revised by an affirmative vote of the majority of Planning Commission members then-present.

- A. Call to Order
- B. Roll Call
- C. Approval of the minutes of previous Planning Commission meeting(s).
- D. New Business Item(s):
 - 1. Introduction of agenda item, including reports/comments by City Staff, if applicable.
 - 2. Presentation/comments by Applicant or Representative, if applicable.
 - 3. Questions from Planning Commission members.
 - 4. Public comment. Each speaker is limited to three minutes and no person may yield time to another speaker. Duplicative comments are discouraged
 - 5. Additional questions from Planning Commission members.
 - 6. Planning Commission discussion and, where appropriate action.

E. HAC Report

F. Adjournment.

Article VI. Consideration of Agenda Items

- A. The Planning Commission may defer consideration of an agenda item where the applicant or applicable representative is not present.
- B. Planning Commission action will be taken via motion and vote. Any motion must receive a second to proceed to deliberation and vote. If, after a reasonable time, a motion does not receive a second, the motion will be declared dead for lack of a second.
- C. After a motion has been made and seconded, the Planning Commission members will discuss the motion. All discussion must be limited to the motion on the floor. A motion may be withdrawn by the Commissioner who made the motion at any time prior to being voted upon.
- D. Following discussion, the Chair will call for a roll-call-voice vote on the motion. All votes may be taken by voice vote requesting ayes, nays and any abstains. Any one member may request a vote by roll call were desired. If a vote is taken by roll call, the Chair, Vice-Chair or Clerk, will select the voting order and the Chair will vote last. When by roll call, each Commissioner must state the reasons for their vote for the record. A Commissioner's vote cannot be changed after it is recorded.

Article VII. Planning Commission Operation

- A. Any Planning Commission member may request an item be placed on the Agenda for the next meeting by (i) requesting such addition while in attendance at a current meeting, or (ii) sending an email or other written request to the Chair at least ten (10) days prior to any meeting. The Chair shall not be required to add any items for discussion which fall outside the purview of the Commission. The Chair shall not be required to add any requests to any particular agenda but shall make reasonable efforts to accommodate all requests where three or more Commissions desire such addition.
- B. Planning Commission members may not discuss matters pending before the Planning Commission among themselves or with others outside of properly noticed public meetings.
- C. Any member of the Planning Commission who feels that he or she has a conflict of interest on any matter that is before the Planning Commission

should voluntarily recuse himself or herself from discussing and voting on said item and leave the room while the Planning Commission considers said matter. A recused Commission member will not be counted for the purpose of establishing a quorum for the agenda item from which the Commission member recused.

Article VIII. Amendments to the Rules of Procedure

- A. These Rules of Procedure may be amended at any meeting of the Planning Commission by a majority of the Planning Commission members then-appointed if notice of said proposed changes, amendments, or additions is given to each member in writing at least ten (10) days prior to said meeting and appropriate public notice is made. No changes, amendments, or additions to the Rules of Procedure will be effective until subsequently approved by the City Council.

- B. The Rules of Procedure for the New Castle Planning Commission shall be reviewed annually at the next regularly scheduled meeting following the annual organizational meeting.

The undersigned acknowledges that these Rules of Procedure were adopted by a majority vote of the New Castle Planning Commission members then-appointed at its regularly scheduled meeting on [DATE], and were thereafter approved by City Council on [DATE].