

**City of New Castle Delaware  
Planning Commission Public Hearing  
Community Room  
1 Municipal Blvd, Monday, March 9, 2026  
6:30 p.m.**

**PUBLIC HEARING**

**The Planning Commission will hold a Public Hearing on:**

**Ordinance 562** An Ordinance to Amend the City of New Castle Municipal Code, Chapter 230 (Zoning Code), Regarding Board of Adjustment Hearings.

**The Public Hearing is scheduled for Monday, March 9, at 6:30 p.m. at the Community Room, 1 Municipal Blvd, New Castle, DE 19720. The Public Hearing will be followed by the February Planning Commission meeting at 7:00 p.m. or immediately after the Public Hearing has ended.**

**Posted: 2/23/2026**

If you are unable to attend the Public Hearing, questions and comments will be taken via email up to 3:00 p.m. on Monday February 23, 2026 at [info@newcastlecity.delaware.gov](mailto:info@newcastlecity.delaware.gov).

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**CITY OF NEW CASTLE PLANNING COMMISSION**  
**Community Room**  
**1 Municipal Blvd.**  
**New Castle, DE 19720**  
**Monday, March 9, 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. **Discussion and Possible vote** regarding a recommendation to Council on **Ordinance 562** An Ordinance to Amend the City of New Castle Municipal Code, Chapter 230 (Zoning Code), Regarding Board of Adjustment Hearings.
5. **Discussion and Possible vote** regarding the Subdivision Plan for 1004 Gray Street.
6. **Discussion and Possible vote** regarding the Subdivision Plan for Lots 188, 189, 224, 225 and 226 - The Buttonwoods
7. **Discussion and Possible vote** regarding the Planning Commission Annual Report.
8. **Discussion and Possible vote** regarding the Election of Planning Commission Officers.
9. **Review and discussion** of the Planning Commission Rules of Procedure
10. 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 9, 2026 at [info@newcastlecity.delaware.gov](mailto:info@newcastlecity.delaware.gov).

Posted 3-2-2026

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.

New Castle City Planning Commission Meeting  
Minutes  
New Castle Senior Center  
400 South Street, New Castle, DE  
February 2, 2026 – 7:00 p.m.  
(Rescheduled from January 26, 2026)

Members Present: Margo Reign, Chair  
Brie Rivera  
Kristin Zumar  
Cynthia Batty  
Marc-Anthony Williams  
Stephen Franklin  
Tamara Stoner  
Rev. Aaron Moore  
David Majewski

Also Present: Antonina Tantillo, City Administrator  
Christopher J. Rogers, City Planner  
Lisa Hatfield, City Solicitor

Ms. Reign called the February 2, 2026, Planning Commission meeting to order at 7:00 p.m. Roll call followed and a quorum to conduct business was declared.

**Minutes**

December 15, 2025 – A motion to approve the minutes of the December 15, 2025, Planning Commission meeting as presented was made by Ms. Rivera and seconded by Ms. Batty. The motion passed with a vote of five (5) in favor and four (4) abstaining (*Ms. Stoner, Messrs. Franklin and Majewski, and Rev. Moore*).

**Public Comment**

No members of the public were present and no written comments were submitted.

**Discussion and Possible vote** regarding the Subdivision Plan of 6, 8 and 10 Arbutus Avenue.

Mr. Joseph Marvasi of Land Mark Engineering and Consulting, representing the applicant, explained that the original intent was to subdivide #12 Arbutus Avenue into three (3) lots and to construct one two-family dwellings on each lot.

The subdivision before the Commission is to further subdivide the three (3) parcels into six (6) parcels and to construct one (1) semi-detached dwelling (duplex) on each of the lots with the lot line running down the dividing party wall of each semi-detached dwelling. The applicant is requesting the re-subdivision to provide six (6) single-family dwellings instead of three (3) multi-family dwellings; which is synonymous with other developments in the area.

Mr. Rogers explained that the three (3) lots were created in 2024.

<https://youtu.be/vNXrmf8vIDY>

Rev. Moore expressed his concern with congestion and parking issues because the streets are very narrow. Mr. Marvasi explained that each semi-detached dwelling will have a driveway that will accommodate two (2) vehicles in an effort to mitigate any parking issue.

Mr. Marvasi explained that the dwellings are currently under construction.

In response to a question from Ms. Reign, Mr. Marvasi opined that there is a fire-part-wall in order to meet the building codes.

Ms. Batty stated her approval that this will increase homeownership rather than rental units.

In response to a question from Ms. Zumar, Mr. Rogers stated that the request is not typical; adding that the resulting lots meet all setback and lot size bulk requirements for semi-detached dwellings in the R-2 Zone. He also noted that the original multi-family dwellings met all bulk requirements as well.

Mr. Marvasi explained that the new water and sewer hookups are installed for the properties and have passed the Municipal Services requirements.

Mr. Rogers recommended that an approval of the request be conditioned on meeting Comments 5 and 6 of AECOM's January 22, 2026 letter.

**A motion was made by Ms. Rivera to approve the Subdivision Plan for 6, 8, and 10 Arbutus Avenue conditioned on the applicant providing proof that Items 5 and 6 of AECOM's January 22, 2026, letter have been met. The motion was seconded by Mr. Franklin and was unanimously passed.**

**Discussion and Possible vote** regarding Revised Site Plan of The Battery, 427 West 7<sup>th</sup> Street.

Mr. Rob Snowberger of 9SDC stated that all conditions required on the Conditional Site Plan have been completed and all Agency approvals have been received; and the Site Plan before the Planning Commission (PC) is the original Site Plan with modifications that satisfy all Agency approvals.

Mr. William Wendling, P.E., of Mid Atlantic Engineering Partners, stated that two major changes to the Site Plan were done:

1. Pursuant to a requirement from the Army Corps of Engineers, one building was moved forward and one row of parking was eliminated and relocated on the site, a wall was straightened to ensure 1/10 of an acre of wetlands are not being disturbed. Mr. Wendling worked with Mr. Bergstrom and Fire Chief Majewski to ensure that the Fire Department would have the appropriate access. The wall system was changed to a stone placed wall around the entire property.
2. Mr. Wendling explained that the original wall was encroaching on the DelDOT right-of-way and in order to receive DelDOT approval, the applicant was required pull back the wall and replace it with green, one single stair, and one bench on the side. Mr. Wendling

stated that the driveway to the 18 rear parking spaces will have Yield signs on either side as well as a convex mirror. It is no anticipated that the driveway will be used very often.

In response to questions from the Commissioners, Mr. Wendling stated that:

- The project will consist of two (2) buildings.
- The rear parking will have 18 parking spaces. The original approved unit count and parking allocations are the same.
- The access-way to the rear parking is 15' wide. Chief Majewski stated that it meets the standard. Mr. Snowberger added that Mr. Bergstrom provided a letter stating the width is sufficient.
- Security cameras will be installed and active 24/7.
- Wall mounted and pole lights will be installed.
- The project is being financed by the HUD 221-D4 Program and has gone through its rigorous requirements process, that includes evacuation routes, security, and keeping 1-1/2 years of operating expenses in the bank account at all times. Mr. Snowberger added that HUD only finances projects in areas where additional housing is needed.
- The project is a market-rate program.
- The applicant worked with FEMA and Senator Coons' office regarding the Limit of Intermediate Wave Action Line, and FEMA's Flood Insurance Rate Maps were issued on November 13, 2025.
- The Army Corps of Engineers' Nationwide Permit was approved on January 28, 2026.
- The applicant agreed to Chief Majewski's request to change the proposed curbing on the 15' wide access-way from a barrier curb to a rolled curb to better facilitate fire equipment access.

Mr. Rogers stated that the parking is not an ideal situation; but in order to balance the needs of other Agencies and the fact that the City Code is not very prescriptive in dictating access-ways to parking spaces, ACEOM finds the revised Site Plan to be acceptable.

Mr. Rogers recommended that an approval of the Revised Site Plan be conditioned on the applicant addressing Items 4, 5, 6, 7, and 8 of AECOM's January 22, 2026, letter regarding the Subdivision Plan, in addition to providing rolled curb on both sides of the 15' wide access road to the 18 parking spaces.

**A motion was made by Ms. Batty to approve the Revised Site Plan for 427 West 7<sup>th</sup> Street with the condition that the applicant addresses Items 4, 5, 6, 7, and 8 of AECOM's January 22, 2026, letter regarding the Subdivision Plan, and that the curbs on the 15' wide access-way be changed from a barrier curb to a rolled curb. The motion was seconded by Ms. Zumar and was unanimously passed.**

**Discussion and Possible vote** regarding Revised Subdivision Plan of the Battery, 427 West 7<sup>th</sup> Street

Mr. Snowberger stated there are two items to discuss:

1. The Pump Station – Mr. Snowberger explained the access agreements for the Pump Station, indicating the current status of the area and how access will be achieved after the construction. The applicant created an access-way and agreed to pave the back. The City agreed to a blanket easement with the County so the County can drive across the City’s small parcel. The applicant also agrees to do landscaping. The County has agreed to maintain the road. In response to a question from Ms. Reign, Mr. Snowberger stated that he will maintain the landscaping. Ms. Tantillo stated that City Council will review re-approval of the easement. Mr. Rogers explained that the easement across the parcels is a City Council issue.
2. Moving the subdivision line of Parcel B to be along the face of the wall – Mr. Rogers stated that the subdivision is subservient to the Site Plan and the Site Plan is driving the subdivision.

In response to questions from the Commissioners, Mr. Snowberger stated that:

- The wetlands area will be deeded it to Wetlands Conservation.
- The project will have 152 units.
- There is no limit on cars, but every unit will have at least one (1) and sometimes two (2) parking spaces. A variance for a reduction of parking spaces was approved early in the process.

Mr. Rogers recommended that an approval of the subdivision be conditioned on the applicant addressing Items 4, 6, 8, and 9 of AECOM’s letter dated January 22, 2026, regarding the Revised Subdivision Plan.

**A motion was made by Ms. Batty to approve the Revised Subdivision Plan for 427 West 7<sup>th</sup> Street with the conditions identified in the January 22, 2026, letter from AECOM which is specifically about the Revised Subdivision Plan and ensure that Items 4, 6, 8, and 9 are addressed. The motion was seconded by Ms. Zumar and a roll-call vote was taken:**

- Ms. Reign – Yes**
- Ms. Zumar – Yes**
- Mr. Franklin – Yes**
- Mr. Majewski – Yes**
- Rev. Moore – Yes**
- Mr. Williams – Yes**
- Ms. Batty – Yes**
- Ms. Stoner – Yes**
- Ms. Rivera – Yes**

**The motion passed unanimously.**

**Discussion** with the City Solicitor regarding topics for future agenda items including, but not limited to, community input regarding development of the next 10-year Comprehensive Plan, the Commissions’ role and ability to suggest community growth development and initiatives, and other topics the Commission may wish to add to future agendas.

Ms. Hatfield noted future Agenda item topics that are within the purview of the PC during a public meeting:

- Having community input on the 10-year Comprehensive Plan Review.
- Information can be shared with Commissioners regarding affordable housing.
- The PC can develop reports and complete investigations to assist in making recommendations to City Council.
- Updates on approved projects.

In response to questions from the Commissioners, Ms. Tantillo stated that:

- The Delaware Street Railroad Crossing project is expected to be completed this summer.
- Railroad crossing arms in other areas of the city is an ongoing conversation that the City is having with DelDOT.
- Once a project is approved, it is up to the applicant to move the project forward.
- A list of approved projects is on the City Website.
- Currently, there is no time limit to complete an approved project. With regard to approved projects being required to comply with new regulations, Mr. Rogers stated that he was unable to say definitively if the new regulations for sprinklers would be retroactive for approved projects. He added that the issue of approved projects not moving forward would be addressed in a Sunsetting Ordinance, and if the P C feels the Code should be revised, it can recommend a change to the Code to City Council. Ms. Tantillo stated that they are looking into a Sunsetting Ordinance. This will be added to a future Agenda.
- The PC could discuss ADUs. During discussion it was unclear if the PC recommended that an Ordinance be drafted for ADUs and it was noted that a recommendation to have an Ordinance drafted for ADUs could be submitted to City Council. In response to a suggestion from Ms. Batty, Mr. Rogers did not recommend holding a workshop on ADUs because the Zoning Code is very prescriptive and is the law. Ms. Hatfield concurred. Ms. Tantillo recommended that the PC go back to the presentation that was made and research how other municipalities address ADUs. She added that the PC can request that City Council adopt an Ordinance. Ms. Hatfield recommended that if the PC intends to submit multiple recommendations to City Council that they prioritize them and submit them individually over time. She added that all recommendations can be included in the Comprehensive Plan at one time.
- With regard to the Downtown Gateway, the PC can discuss the matter and make recommendations for improvement to City Council.
- Drafting Ordinances and Resolutions is not within the purview of the PC; however the PC can recommend that City Council draft those documents and it can make recommendations to City Council for development and growth in the City as well as Zoning and Land Use decisions in the City.

Mr. Franklin expressed his concern that the intersection of Ferry Cut Off to Delaware Street is a safety issue. Ms. Tantillo explained that DelDOT is improving that area. She added that the Commissioners can reach out to her for information on any issues of concern. With regard to the Delaware Street Railroad Crossing project, Ms. Hatfield stated that it must first be determined if the issue is with DelDOT. She also noted that Commissioners can reach out to Ms. Tantillo or attend City Council meetings as citizens to gain information on matters that do not pertain to the PC.

In response to a request from Ms. Batty, Ms. Hatfield stated that typically the Agenda would not include an Agenda Item for a “round robin” to bring up topics for future Agenda Items; adding that typically items that Commissioners wish to be added to the Agenda are sent to the Chair prior to publication of the Agenda. During discussion, Ms. Reign explained the process of drafting the Agenda. Ms. Hatfield stated that she would review the PC Procedures and speak to this matter at a future meeting. Ms. Rivera proposed that suggested topics to be added to the Agenda be submitted first to Ms. Tantillo to ensure that they are within the purview of the PC.

Ms. Batty suggested that the Commissioners discuss ADUs during the next meeting and research how other municipalities in Delaware handle them. Ms. Reign stated that the Agenda for the March meeting has been partially drafted and adding a discussion of ADUs can be a suggested topic; but she could not guarantee that a discussion of ADUs would be on the March Agenda. In response to a question from Ms. Reign, the Commissioners concurred that a discussion of ADUs would be a discussion topic as the Agendas allow.

With respect to the Comprehensive Plan, Ms. Reign noted that the next Review is in 2030, and she recommended that the Commissioners begin that process in 2027.

In response to a question from Ms. Zumar, Ms. Tantillo stated that she, the City Solicitors, and Messes. Rogers and Bergstrom have begun working on a draft Sunsetting Ordinance.

#### HAC Report

Mr. Franklin reported that:

December Meeting (*Mr. Franklin was not present*):

- There were no Old/Tabled Applications
- There were two (2) New Applications:
  - 108 East 4<sup>th</sup> Street (new windows) – The application was unanimously approved.
  - 900 Washington Street (privacy fence) – The original application was denied and a revised application was unanimously approved.

January Meeting:

- There were no Old/Tabled Applications
- There were four (4) New Applications:
  - 110 East 3<sup>rd</sup> Street (garden shed) – The application was unanimously approved

Planning Commission Meeting  
February 2, 2026

- 1 Battery Park (new front deck/expand rear deck – A motion to partially approve the application for footprint and use of the site, with a Tier 1 review for materials and design was unanimously approved.
- 42 The Strand (Read House Conservation Project) – The application was unanimously approved.
- 110 East 3<sup>rd</sup> Street (demo existing deck/ replace with 2-story deck) – The 2-story deck was not approved. A revised plan was unanimously approved.
- A document was presented pertaining to the Application Review Process for commercial signage in the Historic Commercial District. It will be added to the March Agenda.

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

**A motion was made by Mr. Majewski to adjourn and seconded by Mr. Williams. The motion was unanimously passed and the meeting adjourned 8:30 p.m.**

Respectfully submitted,

Kathleen R. Weirich  
City Stenographer

**Ordinance No. 562**

**AN ORDINANCE TO AMEND THE CITY OF NEW CASTLE MUNICIPAL CODE, CHAPTER 230 (ZONING CODE), REGARDING BOARD OF ADJUSTMENT HEARINGS**

**Whereas**, the Council of The City of New Castle (“City Council”) possesses the authority to adopt, amend, modify, or repeal The City of New Castle Municipal Code (“City Code”); and

**Whereas**, Title 22, Section 326 of the Delaware Code obligates municipal Boards of Adjustment to schedule hearings within a “reasonable time” but does not specify a specific deadline by which a hearing must be held; and

**Whereas**, the City Code’s thirty (30) day timeframe within which to schedule a Board of Adjustment hearing is not required under Delaware law and is inherently unreasonable given the required minimum public posting; and

**Whereas**, The City Council has determined that it is in the best interests of the City and its residents to amend the City Code to mirror the expectations in the Delaware Code concerning the timeframe to schedule Board of Adjustment hearings and to issue a decision following said hearings.

**NOW, THEREFORE**, making the express finding that the provisions of this Ordinance enhance and promote the health, safety, and welfare of the City of New Castle, be it ordained by the Council of the City of New Castle Council as follows:

**SECTION 1:** City Code Chapter 230, Zoning Code, Section 230-55.B, Hearings; appeals; notice, is hereby amended as follows (with deleted text identified by bold, strikethrough and new language identified by bold, underlined text):

- B. The Board of Adjustment shall fix a reasonable time for the hearing of appeal, giving public notice as required by § 230-62 of this chapter, ~~and hold the public hearing within 30 days~~

~~from the date of filing of the notice of appeal.~~ At the hearing, any party may appear in person or by agent or attorney. The Board shall then decide the appeal within **a reasonable time 45 days from the time of the hearing.**

**SECTION 2:** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3:** In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

**SECTION 4:** This Ordinance shall become effective immediately upon its adoption by City Council.

First Reading

Second Reading

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
\_\_\_\_\_, President of City Council

Attest: \_\_\_\_\_  
\_\_\_\_\_, City Clerk

Approved: \_\_\_\_\_  
\_\_\_\_\_, Mayor

February 19, 2026

Antonina Tantillo, MPA, City Administrator  
City of New Castle  
220 Delaware Street  
New Castle, Delaware 19720

**RE: 1004 Gray Street Subdivision**

Dear Ms. Tantillo:

AECOM is in receipt of the above-mentioned subdivision plan, entitled *Subdivision Plan for Project Known as 1004 Gray Street*, prepared by Woodin+Associates, dated October 23, 2025. As noted in Note 5. under Plan Data and General Notes, the purpose of the plan is to combine two existing lots of record into one parcel, and subdivide said parcel into six lots to construct six semi-detached dwellings. In review of the subdivision plan, we have the following comments:

**Procedural/Administrative**

1. The Preliminary Plat was approved by the Planning Commission on November 24, 2025 conditioned on the items in AECOM's review letter dated November 18, 2025 being addressed. Any outstanding items from said previous review will be addressed herein.
2. The plan should be labelled as a Final Plat per the City's Subdivision Regulations.
3. If approved by the Planning Commission, the Final Plat should be forwarded to the City Council for their approval by ordinance. Once approved by the City Council, the Final Plat shall be recorded with the Recorder of Deeds upon satisfactory completion of any conditions imposed by the City Council. Approval by ordinance is necessary per Section 213-7.C.(3) of the Subdivision Regulations since the Final Plat is establishing new *public facilities* by way of the new sidewalks, curbing and pavement restoration.
4. Prior to seeking Final Plat approval from the City Council, the applicant should demonstrate that approval has been granted for the following plans from the following agencies:
  - Sediment and Stormwater Plan - County Conservation District
  - Sanitary Sewer Plans - New Castle County Public Works
  - Water Service Plans - Municipal Services Commission
  - Sidewalk and Road Restoration Plans - City of New Castle
5. Per the City Building Official, the sidewalk and road restoration plans must be completed to the City's satisfaction prior to the issuance of Occupancy Permits for any of the proposed dwellings. As such, note 17 can be removed.

## Planning/Technical

1. Note 16 should be revised to state, *The City of New Castle Board of Adjustment approved the following variances on September 23, 2025*. AECOM recommends that the list of variances be reformatted for ease of understanding.
2. The 20-foot building restriction lines on Lots 1 and 6 should be removed as they were reduced by the Board of Adjustment. The same is true for the 7.5-foot side yard setback on Lot 2 and the *Building Restriction Line* label in the rear of Lots 3 and 4.
3. The Building Restriction Line(s) as indicated in the legend should be graphically indicated on the plan as approved by the Board of Adjustment or otherwise.
4. The Final Plat is intended to be a record of the subdivision of land. The references to the public improvements such as the sidewalk, curbing, stop sign, etc., need not be shown on the final/record plan. The applicant should coordinate with AECOM regarding items that can be removed from the Final Plat.
5. Appropriate signature blocks for City approval should be provided on the Final Plat. These can be provided by AECOM.

If you have any questions or need additional information, please let me know.

Sincerely,

**AECOM Technical Services, Inc.**



Christopher J. Rogers, AICP  
Principal Planner

Cc: Lisa R. Hatfield  
Jeff Bergstrom, Building Official  
Jayme Baer, P.E., Woodin+Associates



## WOODIN + ASSOCIATES

Civil + Geotechnical Engineers  
Land Planners + Land Surveyors

February 4, 2026

Jeffrey A. Bergstrom  
Building Official & Fire Marshal  
City of New Castle  
220 Delaware Street  
New Castle, DE 19720

RE: City Planning Commission Meeting  
Final Subdivision Plat  
Zoned: R-3; 0.25 acres  
1004 Gray Street  
Tax Parcel #: 21-014.00-190

Dear Mr. Bergstrom:

As the Engineering Consultant for the owners of the above referenced property, we hereby request that the project be placed on the agenda for February 23, 2026, meeting for approval of the **Final Subdivision Plat**. Attached are 12 paper copies and 1 mylar of the Final Subdivision Plat. Electronic copies have been forwarded via email.

The property contains a gross acreage of 0.25 +/- acres of land and is located at the corner of Tenth Street, Gray Street, and School Street. The project proposes to combine the lots identified as No. 1 and No. 2 into one parcel and subdivide into 6 lots for construction of 6 semi-detached dwelling units.

Furthermore, this project was presented to Board of Adjustment on September 23, 2025, for review and approval of the variances listed on the plan. The Preliminary Subdivision Plat was reviewed by Planning Commission on November 24, 2025.

Should you have any questions please do not hesitate to contact me at 302-494-0082.

Very truly yours,  
*Woodin + Associates, L.L.C.*

Jayme Baer, P.E.  
Vice-President



APPLICANT: John Steele  
1216 Bayview Road  
Middletown, DE 19709

OWNER: N&C LLC  
846 Bayview Road  
Middletown, DE 19709

TELEPHONE: 302-376-7200

TAX PARCEL #: 21-014.00-190

APPLICANT IS:

- REAL OWNER
- AGENT OF OWNER
- DEVELOPER
- EQUITABLE OWNER

EXISTING ZONING IS: R-3

PROPOSED ZONING IS: R-3

NAME OF SUBDIVISION (IF APPROPRIATE):

1004 Gray Street

TYPE OF SUBDIVISION:

MAJOR  MINOR

SUBDIVISION ACREAGE

Lots 0.25 +/-  
Streets \_\_\_\_\_  
Parkland \_\_\_\_\_  
Other \_\_\_\_\_  
Total Gross \_\_\_\_\_

LAND DEVELOPMENT ACREAGE

Building Cover 0.09 +/-  
Streets \_\_\_\_\_  
Parking/Loading \_\_\_\_\_

UTILITY EASEMENT OR RT OF WAY

Linear Ft/Miles \_\_\_\_\_ Width \_\_\_\_\_  
Type of Utility \_\_\_\_\_

Acreeage of Adjoining Land in Same Ownership (if any) \_\_\_\_\_

Purpose of Plan: To subdivide the property into 6 parcels for development of 6 semi-detached dwelling units

[Signature] owner N&C LLC

4 Feb 2026  
Date

Signature of Owner or Applicant

For City Use Only:

Pre-application checklist:

- Location Map  Additional description (if needed)
- \_\_\_\_\_ Sent to Planning Commission
- \_\_\_\_\_ Reply to Applicant

Conditional Approval Checklist:

- Preliminary Plat  Construction plans
- \_\_\_\_\_ Received by Building Official
- \_\_\_\_\_ Scheduled date for Planning Commission
- \_\_\_\_\_ Conditional approval by Planning

Final Approval Checklist:

- Final Plat
- \_\_\_\_\_ Extension issued by Building Official Performance Bond:
- Company: \_\_\_\_\_
- Amount: \_\_\_\_\_

Historic Area Commission Approval

- Approved Date \_\_\_\_\_
- Not Approved

Major Subdivision:

\_\_\_\_\_ Passed by City Council  
\_\_\_\_\_ Ordinance Number

Minor Subdivision:

\_\_\_\_\_ Approved by City Council  
\_\_\_\_\_ Resolution Number  
\_\_\_\_\_ Final Plats filed with County

Fees: Filing Review Appeal

Amount \_\_\_\_\_  
Date Paid \_\_\_\_\_  
Check Number \_\_\_\_\_

# SUBDIVISION PLAN 1004 GRAY STREET



LOCATION MAP      SCALE: 1" = 800'



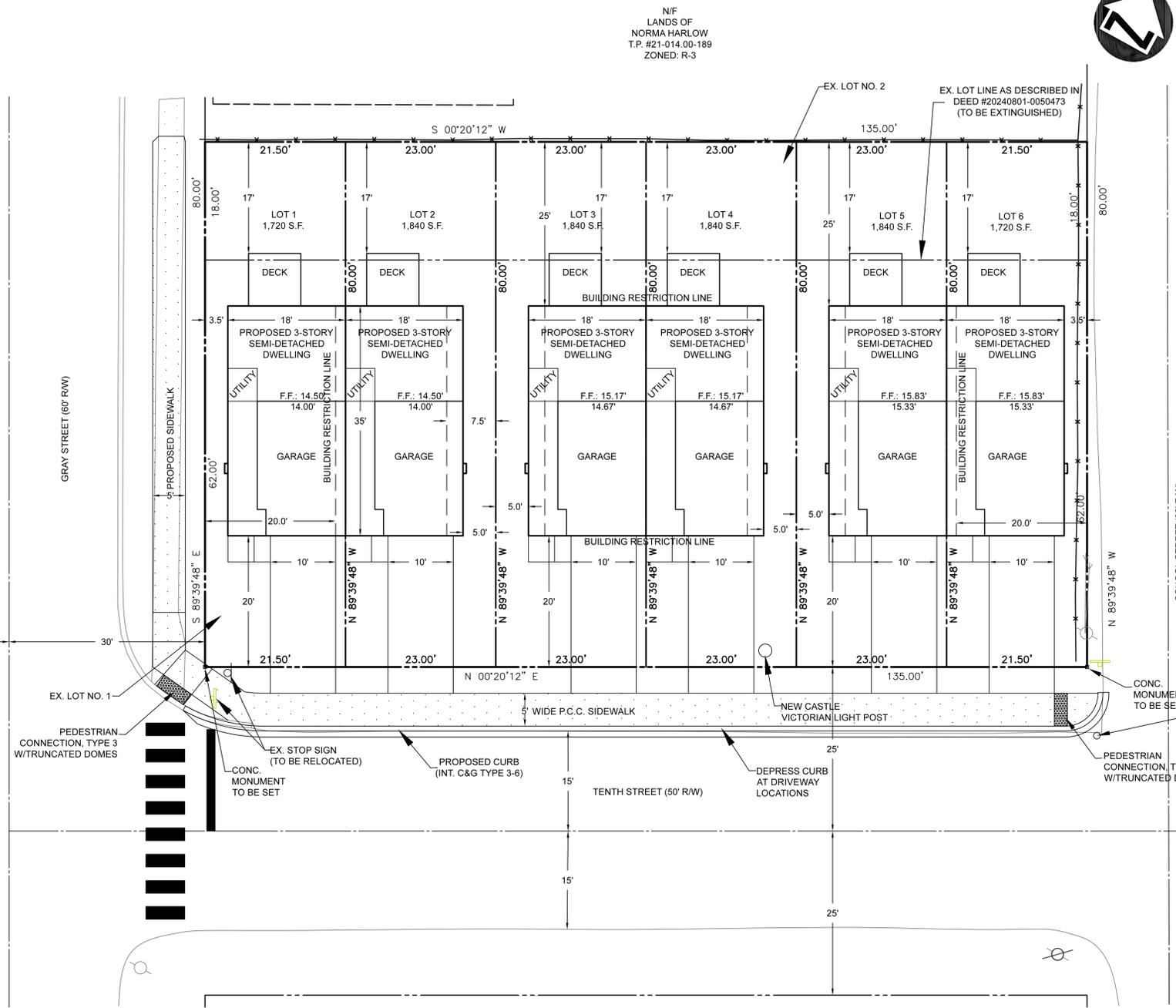
**WOODIN + ASSOCIATES**  
Civil & Geotechnical Engineers  
Land Planners & Land Surveyors  
Layle Business Park  
111 Percival Drive  
Suite D  
Middletown, DE 19709  
Tel: 302-378-7300  
Fax: 302-378-1134

EXISTING LEGEND	PROPOSED LEGEND
-20-	MAJOR CONTOUR (60)
-19-	MINOR CONTOUR (59)
	TREELINE
	LARGE TREE
	MEDIUM TREE
	SMALL TREE
	BOUNDARY
	RIGHT-OF-WAY
	LOT LINE
	TIE-LINE
	EASEMENT
	BUILDING RESTRICTION LINE
	BUILDING
	CENTERLINE
	EDGE OF PAVEMENT/DRIVEWAY
	REBAR
	CONCRETE
	PIN
	UTILITY POLE
	WELL
	SIGN
	FIRE HYDRANT
	WATERLINE
	FENCE
	GAS MAIN
	UNDERGROUND ELECTRIC
	OVERHEAD ELECTRIC
	COMMUNICATION LINE
	STORM SEWER
	SANITARY SEWER
	CONCRETE SIDEWALK/PATIO
	CONCRETE RETAINING WALL
	STONE/RIPRAP
	WETLANDS
	WRPA
	STREAM
	RIPARIAN BUFFER
	100 YR FLOODLINE
	DRAINAGWAY CENTERLINE
	STEEP SLOPE
	SOILS LINE
	SOILS DESCRIPTION
	SUBAREA
	FLOWPATH
	BEARING/DISTANCE
	LABELS

AREA AND SETBACK REQUIREMENTS:		
Zoning: R-3 Residential		
One-family semidetached dwelling		
Regulation	Required	Provided
Minimum lot area:	3,000 S.F.	1,720 S.F. *
Minimum lot width:	25 FT.	21.5 FT. *
Minimum lot depth:	100 FT.	80 FT. *
Maximum building height:	2.5 stories or 35 FT.	3 stories/30 FT. *
Maximum building bulk:	40%	37%
Minimum front yard building setback:	20 FT.	3.5 FT. *
Minimum side yard setback (one side):	7.5 FT.	5 FT. *
Minimum side yard setback (both sides):	n/a	n/a
Minimum rear yard setback:	25 FT.	25 FT(17 FT-DECK) *

\* See Plan Data and General Notes, for list of approved variances.

- PLAN DATA AND GENERAL NOTES:**
- Tax Parcel No.: 21-014-00-190
  - Existing/Proposed Zoning: R-3
  - Source of Title: Deed 20240801-0050473
  - Date: NAVD88 (Vertical)  
NAD83 (Horizontal)
  - Purpose: To combine the lots identified as No. 1 and No. 2 into one parcel and subdivide into 6 lots for construction of 6 semi-detached dwelling units
  - Owner Information: N&C LLC  
846 Bayview Road  
Middletown, DE 19709
  - Gross Acreage: 0.2479± Acres
  - Existing site data: 1,966 S.F. (0.045 AC.) impervious  
8,834 S.F. (0.203 AC.) pervious
  - Proposed site data: 5,364 S.F. (0.123 AC.) impervious  
5,436 S.F. (0.125 AC.) pervious
  - Existing/Proposed Land Use: Residential
  - Off-street parking spaces: 2 per unit required/provided
  - This property is not located within a 100-yr floodplain.
  - NRCS soils are listed as MuB.
  - Water meters shall be located inside each dwelling unit.
  - All water service construction shall be in compliance with MSC Technical Water Specifications and approved by the Municipal Services Commission.
  - A Board of Adjustment hearing was held on September 23, 2025 to review the following variance requests:
    - Lots 1 and 6: Variance from the minimum lot size of 3,000 SF to 1,720 SF. Variance from the minimum lot width of 25' to 21.5'. Variance from the minimum lot depth of 100' to 80'. Variance from the minimum street yard setback for a corner lot of 20' to 3.5'. Variance from the minimum rear yard setback of 25' to 17' to construct a deck. Variance from the maximum permitted height of 2.5 stories (while maintaining compliance with the 35' maximum height).
    - Lots 2, 3, 4, and 5: Variance from the minimum lot size of 3,000 SF to 1,840 SF. Variance from the minimum lot width of 25' to 23'. Variance from the minimum lot depth of 100' to 80'. Variance from the minimum side yard setback of 7.5' to 5'. Variance from the minimum rear yard setback of 25' to 17' to construct a deck. Variance from the maximum permitted height of 2.5 stories (while maintaining compliance with the 35' maximum height).
  - Sidewalks and street restoration shall be guaranteed in accordance with Section 213-14 of the Subdivision Regulations.
  - Survey monuments shall be provided in accordance with Section 213-9 of the Subdivision Regulations.



**APPROVAL FOR RECORDATION:**

THE MAYOR AND COUNCIL OF NEW CASTLE  
RETURN TO CITY OF NEW CASTLE, CITY ADMINISTRATION BUILDING  
220 DELAWARE STREET, NEW CASTLE, DE

DATE: \_\_\_\_\_

**CERTIFICATION OF PLAN ACCURACY:**  
I, JAYME BAER, CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE WITH A BACKGROUND IN CIVIL ENGINEERING. TO THE BEST OF MY KNOWLEDGE AND BELIEF, I CERTIFY THAT THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES. THE PROPOSED CONSTRUCTION AS SHOWN ON THIS PLAN COMPLIES WITH APPLICABLE LAWS AND REGULATIONS, AND THIS PLAN INCLUDES ALL INFORMATION REQUIRED BY THE LATEST REVISION OF THE RESIDENTIAL LINES AND GRADES CHECKLIST.

JAYME BAER, P.E.  
PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING

DATE: \_\_\_\_\_

**CERTIFICATION OF OWNERSHIP:**  
I, \_\_\_\_\_, CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBDIVISION PLAN  
FOR PROJECT KNOWN AS  
**1004 GRAY STREET**  
CITY OF NEW CASTLE - NEW CASTLE COUNTY - STATE OF DELAWARE

DATE	REVISION	BY

DESIGN	JLB	OF
DRAFT	JLB	1
APPROVED	DDH	1
DATE	10/23/25	
SCALE	1" = 10'	



Preliminary Plans - Not for Construction  
**John E. Steele Jr. Inc.**

1004 Gray Street, New Castle, Delaware 19720

Preliminary Plans - Not for Construction



1216 Bayview Rd  
 2150, Middletown, DE 19709

1004 Gray Street - T.P. #21 - 014.00 - 190  
 City of New Castle, New Castle County  
 Delaware

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Engineers Stamp (if needed)

REVISIONS	BY

**Map**



**Property Information**

Owner(s)  
 N&C LLC

Lot Location  
 1004 Gray Street  
 City of New Castle,  
 New Castle, 19720

Project Description  
 New Multi-Family Duplex's

**Drawing Index**

Preliminary Plans - Not for Construction

<u>Sheet Number</u>	<u>Sheet Name</u>	<u>Sheet Number</u>	<u>Sheet Name</u>
1	Cover Sheet	8	Cross Sections A, B, & C
2	General Notes	9	Electrical
3	Foundation Plan, Typical Wall Section	10	Design Wind Suggestion
4	First & Second Floor Plans	11	Details
5	Third Floor Plan & Roof Truss Layout	12	Details
6	Details	13	Floor Joist Layouts
7	Elevations	13	Wall Bracing & Roof Truss Layout

Sheet Title:

Cover Sheet

DATE

3/14/2025

Lot / Model:

SCALE

1/4" = 1'-0"

CLIENT

John E. Steele Jr, Inc.

SHEET

1 OF 14 SHEETS

New Castle County

February 19, 2026

Antonina Tantillo, MPA, City Administrator  
City of New Castle  
220 Delaware Street  
New Castle, Delaware 19720

**RE: Subdivision Plan for Javier Flores Bernal; Lots 188, 189, 224, 225 and 226 – The Buttonwoods**

Dear Ms. Tantillo:

AECOM is in receipt of the above-mentioned subdivision plan prepared by Merestone Consultants, Inc. dated January 6, 2026. The Purpose of Plan note can be found above the Certification of Plan Approval signature block. In general, the plan proposes to create two building lots from a parcel that was created by combining five previously recorded lots in The Buttonwoods. In review of the plan, we have the following comments:

1. The subdivision plan should be considered a preliminary plat per the City Subdivision Regulations.
2. The subject parcel is zoned R-2. The proposed lot sizes and the proposed single-family detached dwellings are consistent with the R-2 zone.
3. As indicated on the plan, the proposed lots are being created for the construction of single-family detached dwellings. As such, the plan should preliminarily indicate the provision of water, sewer and access, particularly as it relates to proposed Parcel B (see Section 213-8.B.(1) of the Subdivision Regulations). None of these features are indicated on the plan. In relation to the same:
  - Has the applicant contacted the County regarding the provision of sewer to Parcel B? For example, will an extension of the public sewer be required in the paper street of Mehan Avenue?
  - Who is the owner of the paper street?
  - Has the applicant contacted the MSC regarding the same for water?
  - General Note 14 states that no new streets are proposed. How is the applicant proposing to access Parcel B?
4. An existing concrete swale traverses the subject parcel and it appears the centerline of the swale coincides with the proposed division line. It is AECOM's understanding that drainage overtops the swale during certain storm events. AECOM recommends that the applicant prepare a hydrologic and hydraulic (H&H) study of the swale to determine the area inundated by certain storm events. The H&H study would be required prior to final plat approval.



5. It should be noted that the entire parcel is located in the 100-year floodplain. Subdivisions are permitted in coastal floodplains but certain improvements, as well as the future house construction would need to comply with the City's Floodplain Regulations as applicable.

Prior to consideration of the subject subdivision (preliminary plat) by the Planning Commission, AECOM recommends that the applicant meet with City staff to address the items in comments #3, 4 and 5 above.

If you have any questions or need additional information, please let me know.

Sincerely,

**AECOM Technical Services, Inc.**

A handwritten signature in blue ink, appearing to read 'CJR'.

Christopher J. Rogers, AICP  
Principal Planner

Cc: Lisa R. Hatfield  
Jeff Bergstrom, Building Official  
Robert E. Wijkowski, P.L.S., Merestone Consultants



City of New Castle  
220 Delaware Street  
New Castle, Delaware 19720



APPLICANT: MERESTONE CONSULTANTS, INC. OWNER: JAYIER FLORES BERAU  
5215 W. WOODMILL DRIVE 1015B KIAMENSI ROAD  
WILMINGTON, DE 19808 WILMINGTON, DE 19808

TELEPHONE: (302) 992-7900 TAX PARCEL #: 21-002.00-013

- APPLICANT IS:
- REAL OWNER
  - AGENT OF OWNER
  - DEVELOPER
  - EQUITABLE OWNER

EXISTING ZONING IS: R-2  
 PROPOSED ZONING IS: R-2

NAME OF SUBDIVISION (IF APPROPRIATE):  
LOTS 188, 189, 224, 225 & 226  
THE BUTTONWOODS

TYPE OF SUBDIVISION:  
 MAJOR  MINOR

<u>SUBDIVISION ACREAGE</u>	<u>LAND DEVELOPMENT ACREAGE</u>	<u>UTILITY EASEMENT OR RT OF WAY</u>
Lots <u>0.806±</u>	Building Cover _____	Linear Ft/Miles _____ Width _____
Streets _____	Streets _____	Type of Utility _____
Parkland _____	Parking/Loading _____	
Other _____		
Total Gross <u>0.806±</u>		

Acreege of Adjoining Land in Same Ownership (if any) N/A

Purpose of Plan: TO SUBDIVIDE TAX PARCEL 21-002.00-013 INTO 2 BUILDING LOTS

Robert E. LeSikowski, P.L.S.  
 Signature of Owner or Applicant

1/7/26  
 Date

For City Use Only:			
<u>Pre-application checklist:</u>		Historic Area Commission Approval	
<input type="checkbox"/> Location Map	<input type="checkbox"/> Additional description (if needed)	<input type="checkbox"/> Approved	Date _____
_____ Sent to Planning Commission		<input type="checkbox"/> Not Approved	
_____ Reply to Applicant		Major Subdivision:	
<u>Conditional Approval Checklist:</u>		_____ Passed by City Council	_____ Ordinance Number
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Construction plans	Minor Subdivision:	
_____ Received by Building Official		_____ Approved by City Council	_____ Resolution Number
_____ Scheduled date for Planning Commission		_____ Final Plats filed with County	
_____ Conditional approval by Planning		Fees: <u>Filing</u> <u>Review</u> <u>Appeal</u>	
<u>Final Approval Checklist:</u>		Amount _____	
<input type="checkbox"/> Final Plat	_____ Extension issued by Building Official <u>Performance Bond:</u>	Date Paid _____	
Company: _____		Check Number _____	
Amount: _____			

\$200+  
#10/LOT



**(STANDARD LINETYPES & SYMBOLS - NOT ALL ARE SHOWN ON THE PLAT)**

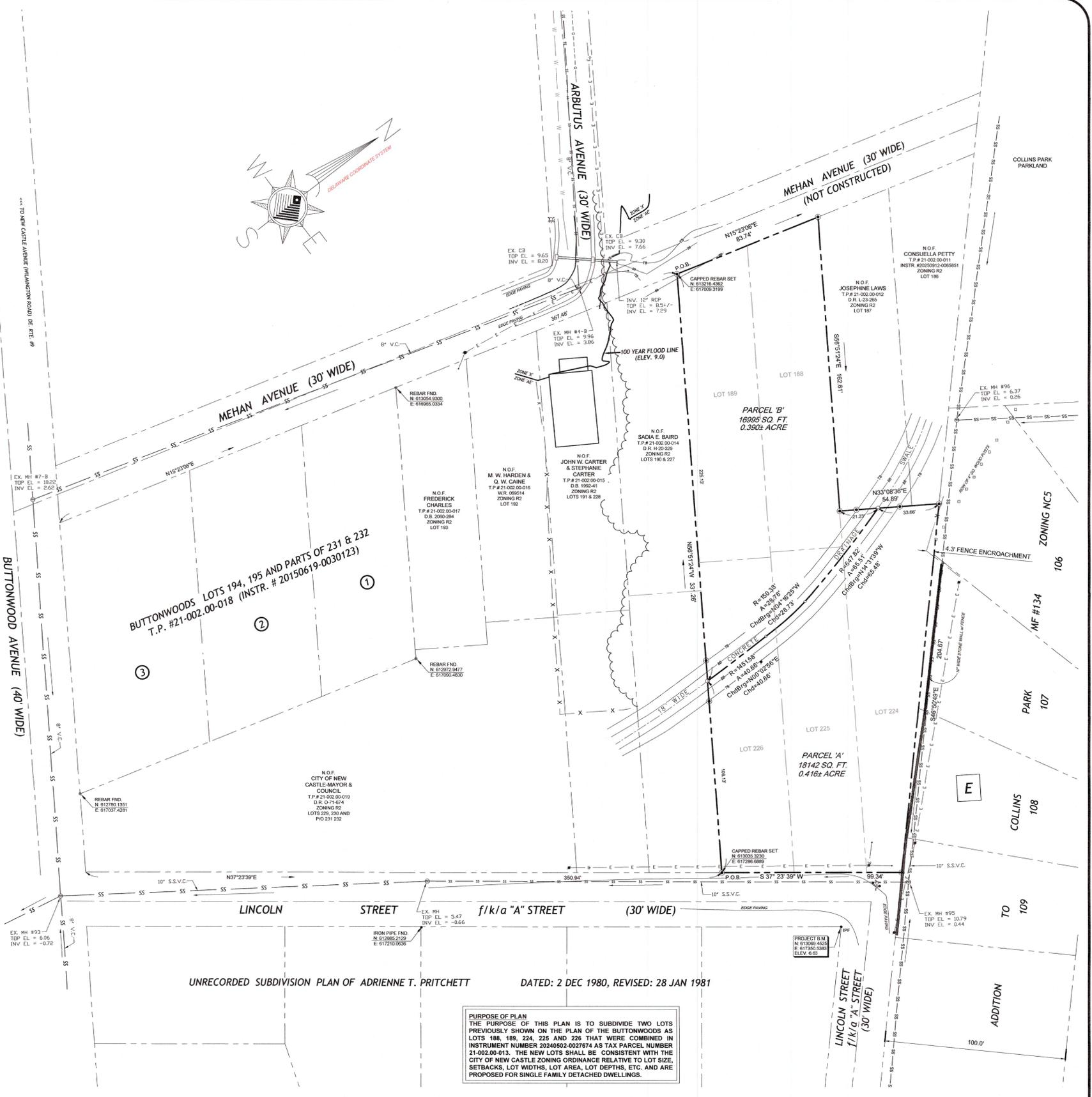
PROPERTY LINE	_____
BUILDING SETBACK LINE	_____
RIGHT-OF-WAY LINE	_____
EASEMENT LINE	_____
CENTERLINE	_____
TREELINE	_____
LIMIT OF DISTURBANCE	_____
SANITARY SEWER	SS (EXISTING) / SS (PROPOSED)
WATER LINE	W (EXISTING) / W (PROPOSED)
STORM SEWER	S (EXISTING) / S (PROPOSED)
ELECTRIC	E (EXISTING) / E (PROPOSED)
CONTOUR	20
HYDRANT	⊕
SPOT ELEVATIONS	X (18.50)
CULVERT (w/F.E.S.)	— —
WATER LINE	— —
GAS LINE	— —
FENCE LINE	— —
OVERHEAD ELECTRIC	— —
CAPPED REBAR SET	⊙
CAPPED REBAR FOUND	⊙
IRON PIPE FOUND	⊙
CONCRETE MONUMENT FOUND	⊙
SOIL BORING	⊙
FIRE DEPARTMENT CONNECTION	⊙
MAIL BOX	⊙
CLEAN OUT	⊙

**GENERAL NOTES**

- PROPERTY KNOWN AS PARCEL # 21-002-00-013 ON THE OFFICIAL PROPERTY MAP OF THE CITY OF NEW CASTLE, STATE OF DELAWARE.
- THIS PLAN IS BASED ON INFORMATION PROVIDED BY A SURVEY PREPARED IN THE FIELD BY MERESTONE CONSULTANTS, INC. AND OTHER REFERENCE MATERIAL AS LISTED HEREON.
- THIS PROPERTY MAY BE SUBJECT TO RESTRICTIONS, COVENANTS AND/OR EASEMENTS, WRITTEN OR IMPLIED.
- THE EXISTENCE OF UNDERGROUND STORAGE TANKS, IF ANY, WAS NOT KNOWN AT THE TIME OF THIS SURVEY.
- PLANIMETRIC INFORMATION SHOWN HEREON DERIVED FROM A FIELD SURVEY USING LEICA TCPR 1205 ELECTRONIC TOTAL STATION FOR RADIAL METHOD LOCATION. ALL MEASUREMENTS HAVE BEEN ADJUSTED FOR TEMPERATURE AND BAROMETRIC PRESSURE.
- HORIZONTAL DATUM = NAD83 - DELAWARE COORDINATE SYSTEM
- VERTICAL DATUM = NAVD 88
- ANGULAR UNITS AND BEARINGS SHOWN ON THIS PLAN ARE ANNOTATED IN DEGREES, MINUTES AND SECONDS.
- DISTANCE UNITS SHOWN ON THIS PLAN ARE ANNOTATED IN U.S. SURVEY FEET.
- PROPERTY CORNERS SET IN THE FIELD HAVE BEEN FURNISHED WITH A PLASTIC IDENTIFICATION CAP BEARING THE COMPANY NAME.
- THE STATE INVENTORY OF NATURAL AREAS HAS BEEN EXAMINED AND NO CRITICAL NATURAL AREAS WERE FOUND TO EXIST.
- THIS SITE IS NOT LOCATED IN A WATER RESOURCE PROTECTION AREA PER W.R.P.A. MAP 1 OF 3, DATED MARCH 2022, FOR NEW CASTLE.
- ALL ENTRANCES SHALL CONFORM TO THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.
- ALL STREETS ARE EXISTING. THIS PLAN PROPOSES NO NEW STREETS.
- NO DEBRIS SHALL BE BURIED ON THIS SITE.
- ADJACENT PARCELS IDENTIFIED PER THE NEW CASTLE COUNTY WEB BASED GIS DATA.
- COPYRIGHT © 2025, MERESTONE CONSULTANTS, INC. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING MAY BE REPRODUCED BY PHOTOCOPIING, RECORDING OR BY ANY OTHER MEANS, OR STORED, PROCESSED, OR TRANSMITTED IN OR BY ANY COMPUTER OR OTHER SYSTEMS WITHOUT THE PRIOR WRITTEN PERMISSION OF THE SURVEYOR. COPIES OF THIS PLAN WITHOUT COLORED INK SIGNATURE AND A RAISED IMPRESSION SEAL ARE NOT VALID.

**REFERENCES**

- THE OFFICIAL TAX MAP OF THE CITY OF NEW CASTLE, NEW CASTLE COUNTY, STATE OF DELAWARE MAP No. 21-002-00-013.
- MAP ENTITLED "FIRM - FLOOD INSURANCE RATE MAP, NEW CASTLE COUNTY, STATE OF DELAWARE" PANEL No. 100030166K, BEARING EFFECTIVE DATE OF 2 APRIL 2015. PANEL No. 166 OF 475.
- PLAN ENTITLED, "REVISED SUBDIVISION OF THAT PART OF BUTTONWOODS NORTH OF BUTTONWOOD AVENUE, AS DRAWN BY WM. A. KIMMEY, C.E., DATED 1902 AND PREPARED BY FRANCIS A. PRICE, C.E. AND SURVEYOR IN 1912, RECORDED IN DEED RECORD M, VOL. 20, PAGE 605.
- PLAN ENTITLED, "FINAL PLOT OF ADDITION TO COLLINS PARK", AS PREPARED BY DAMON & FOSTER, DATED MARCH 2, 1948, LAST REVISION APRIL 22, 1948, MICROFILM No. 134.
- PLAN ENTITLED, "LOTS 1, 2, 3, 277, 278 & 279 THE BUTTONWOODS", AS PREPARED BY BURNIE R. WASKI, INC. FOR ADRIENNE PRITCHETT, DATED JULY 21, 1978.
- PLAN ENTITLED, "UNRECORDED SUBDIVISION PLAN FOR A PORTION OF THE BUTTONWOODS", AS PREPARED BY FRANCO R. BELLAFFANTE, INC. FOR ADRIENNE PRITCHETT, DATED DECEMBER 2, 1980, LAST REVISED JANUARY 28, 1981.



**PURPOSE OF PLAN**  
 THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE TWO LOTS PREVIOUSLY SHOWN ON THE PLAN OF THE BUTTONWOODS AS LOTS 188, 189, 224, 225 AND 226 THAT WERE COMBINED IN INSTRUMENT NUMBER 20240502-0027674 AS TAX PARCEL NUMBER 21-002-00-013. THE NEW LOTS SHALL BE CONSISTENT WITH THE CITY OF NEW CASTLE ZONING ORDINANCE RELATIVE TO LOT SIZE, SETBACKS, LOT WIDTHS, LOT AREA, LOT DEPTHS, ETC. AND ARE PROPOSED FOR SINGLE FAMILY DETACHED DWELLINGS.

**CERTIFICATION OF OWNERSHIP**

I, JAVIER F. BERNAL, HEREBY CERTIFY TO THE OWNERSHIP OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, AND THAT I ACKNOWLEDGE THE SAME TO BE MY ACT AND THAT I DESIRE THE PLAN TO BE RECORDED ACCORDING TO LAW.

PROPERTY OWNER OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATION OF PLAN ACCURACY**

I, ROBERT E. WUKOWSKI, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, AND THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

ROBERT E. WUKOWSKI, P.L.S. DE LICENSE #587 \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATION OF PLAN APPROVAL**

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_  
 PLANNING COMMISSION CHAIR  
 PLANNING COMMISSION  
 CITY OF NEW CASTLE

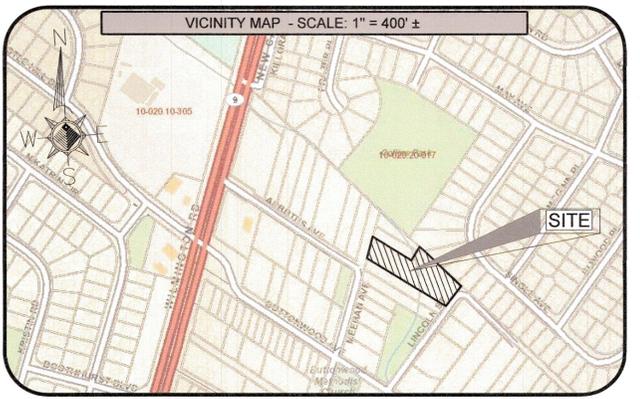
APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_  
 CITY BUILDING OFFICIAL  
 CITY OF NEW CASTLE

**RECORDATION**

APPROVED FOR RECORDATION BY CITY OF NEW CASTLE RESOLUTION NUMBER \_\_\_\_\_  
 DATE \_\_\_\_\_ ATTEST: \_\_\_\_\_

RETURN TO: CITY OF NEW CASTLE  
 CITY ADMINISTRATION BUILDING  
 220 DELAWARE STREET  
 NEW CASTLE, DE 19720

RECORDED \_\_\_\_\_ IN THE OFFICE OF THE RECORDER OF DEEDS, IN AND FOR NEW CASTLE COUNTY, IN INSTRUMENT NUMBER \_\_\_\_\_



**PLAN DATA**

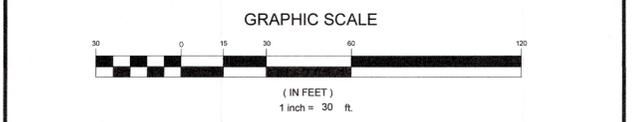
PARCEL IDENTIFICATION No.	21-002-00-013
ZONING DISTRICT	R2 - RESIDENTIAL
SEWAGE DISPOSAL	NEW CASTLE COUNTY
ELECTRIC / GAS SUPPLY	DELMARVA POWER
WATER SUPPLY	CITY OF NEW CASTLE MUNICIPAL SERVICES COMMISSION
OWNER	JAVIER FLORES BERNAL 1015B KIAMENSI ROAD WILMINGTON, DE 19808
LOT AREAS	EXISTING PROPERTY GROSS AREA = 35,137 S.F. (0.806± ACRE) PROPOSED PARCEL 'A' - 15 LINCOLN STREET PROPOSED AREA = 18,142 S.F. (0.418± ACRE) PROPOSED PARCEL 'B' - 0 MEHAN AVENUE PROPOSED AREA = 16,995 S.F. (0.390± ACRE)
DATUM	NAVD 88 BENCH MARK: GPS Ref. Sta. NEZ 'RTCM-Ref 0362' N610853.4229 E564308.6019 EL. 129.6624
DATE OF SURVEY	FIELD SURVEY PERFORMED BY MERESTONE CONSULTANTS, INC. ON 12/04/2025
SOURCE OF TITLE	INSTRUMENT No. 20240502-0027674 (4/19/2024)
RECORD PLAN	MICROFILM No. 36 (D.R. M-20-601)
FLOOD HAZARD ZONE	THIS PROPERTY LIES ENTIRELY WITHIN ZONE 'AE' (FLOOD ELEVATION=9.0) F.E.M.A COMMUNITY PANEL 100030166K, EFFECTIVE DATE: 2/4/2015.
OFF-STREET PARKING	SINGLE-FAMILY DETACHED = 2 SPACES PER UNIT

**CURRENT ZONING**

R2 - (RESIDENTIAL)	MIN. LOT AREA (ONE-FAMILY DETACHED)	6000 S.F.
	MIN. LOT WIDTH	50'
	MIN. LOT DEPTH	100'
	MIN. SQUARE FEET/FAMILY	6000 S.F.
	MIN. FRONT YARD	20'
	MIN. SIDE YARD	5' MIN. / 15' AGGREGATE
	MIN. REAR YARD	25'
	MAX. BUILDING HEIGHT	2.5 STORIES / 35'
	MAX. BUILDING BULK	30%

**SUBDIVISION PLAN**

PREPARED FOR  
**JAVIER FLORES BERNAL**  
 FOR PROPERTY KNOWN AS  
**LOTS 188, 189, 224, 225 AND 226 - THE BUTTONWOODS**  
 ALSO KNOWN AS  
**0 MEHAN AVENUE & 15 LINCOLN STREET**  
 SITUATE IN  
 THE CITY OF NEW CASTLE  
 NEW CASTLE COUNTY - STATE OF DELAWARE  
 SCALE: 1" = 30'



**MERESTONE CONSULTANTS, INC.**  
 ENGINEERS-PLANNERS-SURVEYORS

5215 WEST WOODMILL DRIVE WILMINGTON, DE 19808  
 PH: 302-992-7900 FAX: 302-992-7911

33516 CROSSING AVENUE, UNIT 1 FIVE POINTS SQUARE LEWES, DE 19958  
 PH: 302-226-5880 \* FAX: 302-226-5883

DATE \_\_\_\_\_ REVISION \_\_\_\_\_ CHKD \_\_\_\_\_  
 DRAWN BY: REW DATE: 6 JANUARY 2026 SHEET# 1 OF 1

**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 four (4) meetings within six (6) months 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 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.
- B. The candidate receiving a majority vote of the Planning Commission members then-present will be declared elected and serve for one (1) year.
- 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.

**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.

### **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 Comments.
  - 5. Additional questions from Planning Commission members.
  - 6. Planning Commission discussion and, where appropriate action.
- E. Historic Area Commission 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 vote on the motion. The Chair will select the voting order and will vote last. 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. Planning Commission members may not discuss matters pending before the Planning Commission among themselves or with others outside of properly noticed public meetings.
  
- B. 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 [10/14/2024], and were thereafter approved by City Council on 11/12/2024

Date: March 1, 2026

To: The City Council of the City of New Castle

From: Margo Reign, Chair Planning Commission

RE: 2025 Annual Report from City of New Castle Planning Commission to City Council.

**1. Please provide highlights of the Board/ Commission's 2025 activity and efforts.**

From January to July the Planning Commission researched, held hearings, and listened to the input of residents regarding tourist homes/ short-term rentals concerns and the need for updated regulations. An ordinance was drafted by our city solicitor and approved at the July 11, 2025 meeting to be recommended to City Council as Ordinance 555 – An ordinance to amend the City of New Castle Municipal Code, Chapter 230, Regarding Home Occupations in the Historic Residence Zoning District.

At the August 25, 2025, meeting there was a discussion of Ordinance 556 updating the regulations to allow for in-home occupations in the historic district. The Planning Commission voted to approve recommending the ordinance to City Council. In addition, the Planning Commission also recommended that Home Based Businesses be allowed in the R-1 Zone.

Approvals

- Recommendation of Special Exception in the DG Zone for Self Storage Units located at 300 W 7<sup>th</sup> Street for New Castle Self Storage LLC, at the December 15, 2025 meeting.
- Preliminary Subdivision Plan of lots 1 – 6 at 1004 Gray Street – approved at the November 24, 2025 meeting.
- Approval of extension of the conditionally approved site plan at 427 W 7<sup>th</sup> Street, known as The Battery at the April 28, 2025 meeting.

New commission members:

Reverend Aaron Moore joined the PC in October 2025.

Educational activities

- During the year, several chapters of the Comprehensive Plan were reviewed at various meetings so all commissioners would be familiar with the contents and in consideration of the 5-year review. After reviewing all the chapters, a list of things to address in the 2030 ten-year review were made and no changes were recommended for the 5-year review.
- Commissioners Batty, Franklin, Reign, Rivera, Zumar, attended FOIA training given by Max Walton in the fall of 2025.

**2. Would you like to request additional education for your Board/Commission? Have all of your members taken the FOIA class through University of Delaware? If so when and if not please provide the names of individuals who need training.**

**3. Do you feel you need more training or guidance on how to better deliberate and or be more effective. If so please elaborate.**

4. **What additional logistical support and guidance can the City's Administration provide you to better support your Board/Commission?**
5. **Does your Commission or Board interact with a professional advisor. If so, who is the advisor and how does s/he work with (or guide or help) the board/committee.** Our professional support comes from Chris Roger, City Planner and Lisa Hatfield, City Solicitor.
6. **Do you have any current openings on your Committee/Commission or Board?** Not currently.
7. **Are the meeting dates and times ones that are functional for all committee members?** Yes
8. **Does the board/ commission receive complaints directly? If so, how do you respond to them? If you receive complaints directly, please share them with the City Administrator.** The Chair has not received any direct complaints.
9. **What are the plans and goals of the Board/ Commission for 2026?** To develop a plan for how to tackle the 2030 Comprehensive Plan update and consider issues that the Planning Commission can investigate and make recommendations to City Council.
10. **Do you have any grant funding requests for outside grants and/or budget needs? If so please opine.** Please accrue money to cover the cost of the 2030 Comp Plan,
11. **Please share your Fiscal Year 2027 Budget request.**
12. **Is there anything that you would like to share not captured in the above?**