

**AGENDA  
NEW CASTLE COUNTY  
PLANNING BOARD BUSINESS MEETING  
DEPARTMENT OF LAND USE - NEW CASTLE ROOM  
87 READS WAY, NEW CASTLE, DELAWARE  
April 18, 2017  
9:00A.M.**

**ROLL CALL**

**MINUTES** - February 21, 2017

**DEFERRALS**

**BUSINESS**

FY 2018- 2023 New Castle County Capital Program and Budget: Presentation and Recommendation

**OTHER BUSINESS**

Ethics Commission Presentation

**REPORT OF COMMITTEES**

**REPORT OF GENERAL MANAGER**

**REPORT OF CHAIRMAN**

**OTHER BOARD MEMBER COMMENTS**

**COMMENTS FROM THE PUBLIC**

**ADJOURNMENT**

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**\*\*\* PENDING APPLICATIONS \*\*\***

**PUBLIC RECORD OPEN** – The application below has already been presented at a public hearing. The public record is now held open for submission of written comments until May 4, 2017. The tentative date of the business meeting at which the Department and Planning Board will present recommendations is May 16, 2017.

**App. 2016-0494-S/Z.** North side Christiana Road, 1,500 feet west of Churchmans Road Extension. Exploratory Minor Land Development Plan, Rezoning, and PLUS Review for **100 Christiana Road** proposes to rezone the parcel from ON to CN to construct a 5,253 SF retail building. **Ord. 16-137 will rezone 0.89 acres from ON (Office Neighborhood) to CN (Commercial Neighborhood).** CD 7.

**Address comments to: Department of Land Use, Zoning Section, 87 Reads Way, New Castle DE 19720 or [LandUse@nccde.org](mailto:LandUse@nccde.org)**

*FINAL*

**MINUTES - BUSINESS MEETING  
NEW CASTLE COUNTY PLANNING BOARD  
87 READS WAY, NEW CASTLE, DELAWARE  
April 18, 2017**

The Business Meeting of the Planning Board of New Castle County was held on Tuesday, April 18, 2017 in the New Castle Room of the Government Center Building, 87 Reads Way, Corporate Commons in New Castle, DE.

The meeting was called to order by Acting Chair Sandra Anderson at 9:00 a.m.

The following Board members were present:

Sandra Anderson	Leone Cahill
William McGlinchey	Joseph Montgomery
Linda Porras-Papili	Robert Snowden
Ruth Visvardis	

The following Board members were absent:

Richard Killingsworth	David Sheppard
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Planning Board Attorney, Department of Law

Jordan Perry

The following Department of Land Use employees were present at the meeting:

Valerie Cesna	Richard Hall
Reed Macmillan	Philip McBride
Matthew Rogers	Antoni Sekowski
John Troy	

The following members of the public were in attendance:

None

**MINUTES**

On motion by Mr. Montgomery, seconded by Ms. Visvardis, the minutes of the February 21, 2017 meeting were approved as written by a vote of 7-0-2 (YES: Anderson, Cahill,

McGlinchey, Montgomery, Papili, Snowden, Visvardis; NO: none; ABSENT:, Killingsworth, Sheppard).

**DEFERRALS – None.**

**BUSINESS -**

FY 2018 – 2023 New Castle County Capital Program and Budget

Brian Maxwell, Chief Financial Officer, gave a presentation summarizing the content of the proposed Capital Program and Budget.

On motion by Joseph Montgomery, seconded by Leone Cahill, the Planning Board voted to accept the 2018 – 2023 New Castle County Capital Program and Budget. The motion was adopted by a vote of 7-0-2 (YES: Anderson, Cahill, McGlinchey, Montgomery, Papili, Snowden, Visvardis; NO: none; ABSENT: Killingsworth, Sheppard).

**OTHER BUSINESS**

Ethics Commission Presentation –

The Ethics Commission representative was unable to attend. This presentation will be rescheduled to a future meeting.

**REPORT OF COMMITTEES**

None.

**REPORT OF GENERAL MANAGER**

Richard Hall, General Manager, reported on the following items:

1. Had an introductory meeting with Rich Killingsworth last week.
2. Department of Land Use had its budget hearing with County Council 4/17/17.
3. UDC Changes: Phase 3 is moving forward. A stakeholder meeting was held 2/22/17. Process, sunseting, and site design are the key areas under discussion. There will be additional work and meetings before draft ordinances are prepared in a couple of months.
4. Comprehensive Land Use Plan: We are 5 years into the 2012 plan, which is 10 year plan, but we are reviewing it with eye toward prioritizing the need for updates, filling information gaps, revising data, etc.

5. Land Preservation: NCC is teaming with the State agricultural preservation program and contributing \$500,000 to the program.
6. Vacant Property Registry: A draft ordinance will be introduced at County Council 4/25/17 would allow NCC to create an official inventory and define follow up activities and move them more quickly to sheriff's sale when that action is warranted. We are working closely with Department of Community Services on this issue.

Reed Macmillan, Assistant Land Use Manager, reported on the following item:

An amendment to Chapter 6 of the Building Code will be acted upon by County Council 4/25/17 (Ord. 17-029). This amendment will clarify the review procedure for demolition permit applications affecting historic properties.

## **REPORT OF CHAIRPERSON**

None.

## **OTHER BOARD MEMBER COMMENTS**

### Design

Bill McGlinchey noted that during the last couple of years the Department has paid more attention to design issues in the land development review process and asked if that emphasis will continue. Rich Hall said design will continue to play an important role. Adoption of the Guiding Principles was a first step and the UDC updates will build on the subject. Mr. McGlinchey also raised the subject of economic development in relation to the UDC and Rich Hall said this kind of big issue needs to be addressed first in the Comprehensive Plan with follow through in the UDC.

### Inadequate Public Hearing Information

Bob Snowden expressed concern regarding the 4/4/17 hearing for the Whitehall Elementary School Project (App. 2016-0833-S). He said the applicant had not nailed down the design for the project and therefore, the hearing was not adequate to inform the public and the other board members agreed. Discussion ensued regarding ways to address inadequate information from an applicant at a hearing, including tabling such applications.

### Reminder: Expired Terms

Mr. Hall reminded the board members to respond to the Executive Office query regarding their interest in renewing their terms on the Planning Board.

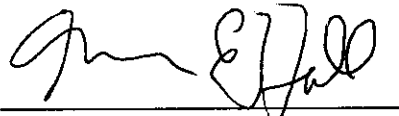
**COMMENTS FROM THE PUBLIC**

None.

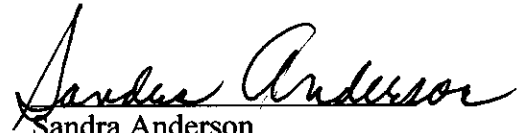
**ADJOURNMENT**

The Board voted to adjourn the meeting at 10:07 a.m.

**ATTEST:**



Richard E. Hall, AICP  
General Manager  
Department of Land Use



Sandra Anderson  
Acting Chair  
Planning Board