

New Castle City Planning Commission Meeting
Minutes
January 27, 2020 -- 6:30 p.m.
City of New Castle Town Hall

Members Present: David Baldini, Chair
William Walters, Vice Chair
Jonathan Justice
Gail Seitz
John Lafferty
Erin Sabatella
Marco Boyce
Brenda Antonio

Members Absent: Vera Worthy
Jeff Bergstrom, City Building Inspector

Also Present: Debbie Pfeil, KCI Associate/Planning Manager

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

Minutes

A Motion to approve the Minutes of the December 16, 2019, meeting as presented was made, seconded and unanimously approved.

Mr. Baldini noted that the Brandywine Valley SPCA had withdrawn its Application due to issues with the filing documentation. Mr. Baldini turned the meeting over to Ms. Pfeil to review questionable parcels on the spreadsheet.

2019 COMPREHENSIVE PLAN

Ms. Pfeil distributed documents relevant to the Plan and stated that KCI had completed the land use analysis where they were tasked with making the Land Use Map match the Zoning Map and explained that there were still 37 parcels that still needed Planning Commission decision.

Ms. Pfeil conducted an in-depth discussion of each of the 37 parcels identified on the spreadsheet with the Commissioners and classifications were assigned.

During discussions, Ms. Pfeil noted that there are five parcels on Victorian Court that are partially in the City boundary and partially outside the City boundary. She explained that KCI asked the City for input and they were referred to the City Attorney to work out those parcels. KCI can do that with a scope change. She went on to explain that there are a number of municipalities with parcels partially in and partially out of boundary. If the municipality does not make a determination as to whether the parcels are to be annexed to

the City or to the County, the way to rectify that situation is to manually override the database received from the Parcel County and shade the portion that is truly within the City boundary. Ms. Pfeil recommended she draw a line through the parcels on Victorian Court where it is depicted according to the County Records with the County Mapping from Deeds and Surveys and identify them as areas to be addressed as an implementation item in the Comprehensive Plan. She recommended that KCI do a manual override on Parcels 134, 135, 136, 137 and 138 with Residential as a boundary issue and not a land use issue. The Commissioners concurred with her recommendation.

During further discussions, Ms. Pfeil explained that the Comprehensive Plan dictates land use, and the Future Land Use Map determines Zoning.

Mr. Justice noted there are two parcels for which residents had requested re-zoning and asked if those parcels should be addressed in the course of doing the exercise. Mr. Baldini stated that requests were received by the Planning Commission. Ms. Pfeil noted that she needs documentation that someone has requested a zoning change for considerations, and noted that each should be reviewed to determine if they should be considered during this update. If not, they would pay for the Comprehensive Plan Use Plan Update afterwards. The requests were received in September or October 2019. The parcels in question are: 3 and 5 Buttonwood; the John Cochran zoning change; and Centerpoint. Ms. Pfeil advised that these parcels would be considered after Zoning is done. She added that if the property owner's Land Use is changed, the City Attorney will advise what notification is required to make neighboring land owners aware of the requested change.

Ms. Pfeil explained that the Commissioners will not be able to view the entire Comprehensive Plan until the end of the process. She asked the Commissioners if they wanted to see the Final Draft or the Current Draft, which will change as the Plan is written. Ms. Pfeil noted that as long as the Draft Plan is presented to PLUS for review by April, the Plan deadline is frozen. She explained that PLUS Comments would be received in May and the Commissioners would work on them in May and June.

Ms. Seitz asked when the Plan would be reviewed with City Council, and Ms. Pfeil explained that review would usually take place before the Plan is submitted in April. Ms. Pfeil went on to explain the Review Process timing. Mr. Baldini suggested the Plan be submitted to the City two weeks before it is submitted to the State. Ms. Pfeil will work on the schedule.

During further discussion, Ms. Pfeil advised that the State is aware of the delay. Mr. Baldini noted that because the change of zoning requests are formal and were received in writing, they should be considered, and Ms. Pfeil noted KCI would map those parcels out on a smaller map and identify them in Redevelopment and make changes to the map through the Public Hearing Process.

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Ms. Seitz noted that sections had been assigned to the Commissioners to show that public comment was received and taken into consideration. Ms. Pfeil explained that KCI had already covered public comment.

There being no further comments and no further business to discuss, Mr. Baldini called for a Motion to Adjourn.

A Motion to adjourn the meeting at 8:47 pm was made, seconded and unanimously approved.

Kathy Weirich
Stenographer