

**Planning Commission Minutes**  
Thursday November 18, 2021 – 7:00 PM  
Old Academy Building  
315 Main Street  
Odessa, DE

Those present at 7:00 pm

- Carole Coleman
- Ed Pollard
- Connie Miller
  
- William Russell, Wye Realty
- State Senator, Stephanie Hansen
- Mayor Harvey Smith
- Town Secretary, Barbara Roberts

I. Meeting called to order – 7:05 pm

II. Approval of Minutes

a. Minutes from 11-4-21

**MOTION BY CONNIE MILLER, SECONDED BY ED POLLARD TO APPROVE THE MINUTES FROM NOVEMBER 4, 2021 AS WRITTEN**

**MOTION CARRIED. VOTE 3 AYES, 0 NAYS, 0 ABSTAIN**

III. New Business

IV. Old Business

a. Continued: Update to Comprehensive Plan

- The Town of Townsend sent a copy of their plan, which was forwarded to Commission members for review and comparison.
- Commission member Ed Pollard commended that so much of the first section of the plan has not changed, except for statistics, that probably would need to be updated. And we would need to find out where the statistics originally came from. Will ask the Office of State Planning to assist us.
- WILMAPCO apparently also assisted with the previous plan, and we have contacted them to see if that assistance is still available.
- One possible change would be the Odessa Commons property, since there is nothing in the previous plan that would cover the new possible uses that have been submitted to the Planning Commission from the investment group.
- It was agreed that the zoning category should still be kept, as it might pertain to another property in the Town.

- Possible updates to the plan might be:
  - Copies of new maps received from the U of D were given to commission members to add to their plan books. Attached hereto as attachment A (*5 individual town maps*)
  - Annex the small portion of land, currently owned by the Shape family into the Town.
  - Water service needs to be added to the plan, now that “public water” through Artesian Water Company is available throughout town.
  - If Park improvements are needed, Delaware Land & Water Conservation Trust Fund may be of assistance with grants.
  - The transportation section needs to be updated relating to plans to control increased traffic and safety on Main Street and how the school district continues to add traffic issues to the Town.
  - Commission member Connie Miller will check with New Castle County to see if they have information that can be incorporated into the plan.
  - Eliminate potential parking lot at the old paramedic property on Rt. 13.
- Commission members decided to review the next 35 pages and decide how to coordinate ideas and changes so they can be made in one document that could be reviewed by State Planning and the U of D.
- Senator Hansen mentioned that the Southern New Castle County Master Plan will start meeting again, possibility in January and this may affect plans that the Town of Odessa is looking at. Some commission members expressed their desire to attend to meetings.

b. Continued: Discussion on zoning change for Odessa Commons property

- Planning Commission members agreed that since not all the Commission members were in attendance, they did not feel comfortable discussing further detailed rezoning of the Odessa Commons property at this meeting.
- There was some review on previous discussions concerning the Business Park and its impact on the Town and tax base.
- Chairwoman Coleman commented to Mr. Russell that it may be helpful to him to see the review process for the comprehensive plan, relating to his project and he mentioned he was willing to be of assistance if needed.
- It was decided that at this time, the commission members could review both Odessa Commons and the Comprehensive Plan in one meeting.

V. Adjournment

Next meeting is scheduled for Thursday December 16, 2021 at 7:00 pm

**MOTION BY ED POLLARD, SECONDED BY CONNIE MILLER TO ADJOURN THE MEETING AT 8:13 PM.**

**MOTION CARRIED. VOTE 3 AYES, 0 NAYS, 0 ABSTAIN**