

**Planning Commission Minutes**  
**Thursday January 20, 2022 – 7:00 PM**  
**Old Academy Building**  
**315 Main Street**  
**Odessa, DE**

Those present at 7:12 pm

- Carole Coleman
- Ed Pollard
- Tom Carle
  
- William Russell, Wye Realty
- Pam Scott, Saul Ewing
- Tucker Robbins, Odessa Ventures
- Mayor, Harvey C. Smith
- Town Secretary, Barbara Roberts

I. Meeting called to order – 7:12 pm

II. Approval of Minutes

a. Minutes from 12-16-21

**MOTION BY ED POLLARD, SECONDED BY TOM CARLE TO APPROVE THE MINUTES FROM DECEMBER 16, 2021 AS WRITTEN**

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

III. New Business - None

IV. Old Business

a. Continued: Update to Odessa Commons

- Mr. Russell started by reviewing the Odessa Commons site and what has been discussed to-date (ie: PND and Business Park). The following is brief synopsis of those discussions.
  - The previous plan called for retail, hotel and approximately 160 home sites. This plan is dense and would produce traffic according to studies of approx. 8,000 trips a day.
  - The commissioners did not have any additional questions concerning the previous PND plan.
  - The new plan is a conceptual plan and other changes may be necessary, depending on what the potential developer has in mind.
  - The traffic study for the new plan produces less traffic, studies indicate approx. 900 trips a day, although DELDOT will not require a full traffic impact study.
  - Tax revenue report were previously submitted.
  - The new plan would also require a zoning change.
  - A motion was made at the July 2021 meeting that the concept of a business park was worth pursuing.

- If approved and not issues with zoning a possible actual construction start time could be 2024.
- Pam Scott continued the discussion
  - Ms. Scott and Mr. Russell reviewed the New Castle County’s ordinance on business park guidelines.
  - Since New Castle Counties ordinance is so broad, they tried to customize it more to fit Odessa, so as not to include certain uses (ie: bed & breakfast, fuel sales to name a few).
  - Some possibilities discussed: light vehicle service & detail, offices, small warehouses, laboratories, indoor agricultural, police station, hotel. Amenities to businesses in the park might be small convenience and or restaurant, daycare, bank etc and should be restricted to approx. 5% to 10% of the entire area.
  - Other possibilities are, house of worship, college, elementary education, vehicle sales.
  - They felt with the business park concept there would be more tax revenue generated and less impact on the community.
  - Signage needs will be discussed later.
  - Ms. Scott will reach out the town attorney on how to proceed, based on the possible need to rezone and how that timeline effects the comprehensive plan. What public hearings and plan adoptions or revisions need to be completed first. And to agree to adopt a Business Park (BP) zoning as part of the towns zoning ordinance that could possibly be applied to the Odessa Commons property.
  - Mr. Russell then asked Commission members to vote on a draft ordinance (attached) outlining some of the possibilities for the Odessa Ventures property.

**MOTION BY VOICE VOTE TO ACCEPT THE DRAFT COPY OF THE BUSINESS PARK ORDINANCE (ATTACHED) TO BE INCLUDED IN THE TOWN’S ZONING ORDINANCE (97.1)**

**VOTE:**

**ED POLLARD, AYE**

**TOM CARLE, AYE**

**CAROLE COLEMAN, AYE**

b. Continued: Update to Comprehensive Plan

- Each Commission member received copies of the updated pages that have been reviewed to-date for the Comprehensive Plan.
- Tricia Arndt is unable to attend the February meeting.
- School district and Historic Odessa Fdn. have been contacted for their input.
- Mr. Russell & Connie Miller will need to update their sections.
- The Commission members can now submit changes and or updates and the Town Secretary will enter those changes into the document, including eliminating the section on water.

V. Adjournment

Next meeting is scheduled for Thursday February 17, 2022 at 7:00 pm

**MOTION BY TOM CARLE, SECONDED BY ED POLLARD TO ADJOURN THE MEETING AT 8:20 PM.**

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