

Planning Commission Minutes
Thursday, November 17, 2022 – 7:00 PM
Old Academy Building
315 Main Street
Odessa, DE

Those present at 7:00 pm

- Carole Coleman
- David Sydnor
- Tom Carle
- Amy Ottinger
- Ed Pollard (advisor)

Also Attending: Harvey C. Smith, Jr., Mayor

Barbara Roberts, Town Secretary

Matthew Hoffman – Tarabicos, Grosso & Hoffman

Barry Baker – Property Owner

Dev Sitaram – Karins & Associates

Approx. 8 Town Residents

I. Meeting called to order – 7:01 pm

At the start of the meeting Mayor Smith presented Ed Pollard with a plaque recognizing and thanking him for his community service on the Planning Commission and Town Council over the years.

II. Approval of Minutes

a. Minutes from 10-27-22

MOTION BY AMY OTTINGER, SECONDED BY DAVID SYNDOR TO APPROVE THE MINUTES FROM OCTOBER 27, 2022 AS WRITTEN

MOTION CARRIED. VOTE 4 AYES, 0 NAYS, 0 ABSTAIN

III. New Business – Osbourne Street Property, attached hereto as Attachment A (letter and map)

- A presentation was provided by Matthew Hoffman on behalf of the property owner Barry Baker for the proposed Osbourne Street project. They are proposing a reconfiguration of the lots on Osbourne Street to be more in line and consistent with the comprehensive plan by providing for better walkability with a gridded street system. They have had two community meetings in which the overwhelming feedback was that the residents liked the grid pattern and architectural look of the proposed homes but wanted larger lot sizes and no townhomes. They feel this new design will address many of the resident concerns while balancing the additional costs to the builder. Right now there is no builder tie in. This preliminary review is the first step in the process. Their goal is to get initial feedback to implement into the final design.
- Resident Concerns were:
 - Trees – Projected canopy loss per the Tree Commission is a little over 15%. The intention is to save as many trees as possible and preserve the tree canopy.

- Minimum Lot Size – R1 district requires ½ acre minimum lot size; residents inquired as to how we could get closer to the minimum lot requirement as required in the zoning ordinance.
- Traffic impacts – The projected traffic does not justify a traffic impact study per DelDot’s requirements. The developer feels that the grid pattern design and reconfigured layout will disperse traffic better throughout the town than the original cul-de-sac design. The current width of Third Street was a real concern as well.
- Determination of whether or not this parcel is in the 100 year floodplain – per Dev Sitaram of Karins & Associates wetland scientists have determined the parcels are not in the impact area.

IV. Old Business – Continued Update to Comprehensive Plan

- Chairwoman Coleman provided a brief overview of the different allowable uses between PND and PCD as defined in the zoning ordinance
- State of Delaware PLUS review on September 28, 2022 - Three areas needed to be circled back on from the prior month’s meeting and assigned to commission member for completion by next month’s meeting:
 - State Historic Preservation Office – It was suggested that archeological data was added to the plan. Carol Coleman will work with the Historic Commission to gather information and determine what will be implemented into the plan. David Syndor was tasked with going onto the website and determining if there is anything else we can add to the plan.
 - DNREC – Carol Coleman will work with the Tree Commission and determine what they would like implemented into the plan.
 - Department of Agriculture – this section was informational in nature and did not require any implementation to the plan.

Chairwoman Coleman announced the resignation of Amy Ottinger from the Planning Commission now that she has accepted the Town Secretary position. Mayor Smith is aware of the resignation and will have the town council vote on a replacement at the next month’s Town Council meeting.

Prior to adjournment Mayor Smith stated that he does not want any further items to come before the planning commission until the comprehensive plan is completed.

V. Adjournment

Next meeting: December 15, 2022 @ 7:00PM

MOTION BY DAVID SYDNOR, SECONDED BY TOM CARLE TO ADJOURN THE MEETING AT 8:51 PM.

MOTION CARRIED. VOTE 4 AYES, 0 NAYS, 0 ABSTAIN