

**Cabinet Committee on State Planning Issues
Haslett Armory, Room 219
April 12, 2018**

Meeting Summary

Committee Members Present:

Jennifer Cohan, Chair, Delaware Department of Transportation
Connie Holland, Director, Office of State Planning
Anas Ben Addi, Director, Delaware State Housing Authority
Lisa BorinOgden, Deputy Secretary for secretary Shawn Garvin, Department of Natural Resources and Environmental Control
Michael Scuse, Secretary, Delaware Department of Agriculture
Terry Pepper for Secretary Robert Coupe, Department of Safety and Homeland Security
Chris Hudson for Michael Jackson, Director of Office of Management & Budget
Linda Parkowski, Director, Small Business development and Tourism
David Edgell, OSPC
Dorothy Morris, OSPC
Miriam Pomilio, OSPC
Stephen Bayer, OSPC
Drew Boyce, DelDOT
Debbie Pfeil, KCI Technologies
Carol Houck, City of Delaware City
Donald Donovan, Town of Greenwood
Hal Godwin, Town of Greenwood
Jeremy Rothwell, City of Harrington
Rob Pierce, City of Milford
Janelle Cornwell, Sussex County
Jesse Savage, Town of Bridgeville
Lee Ann Walling, Cedar Creek Planning
Sarah Keifer, Kent County
Kris Connelly, Kent County

Chairperson Cohan opened the meeting at approximately 1:00 pm with welcome and Introductions.

Approval of Minutes

A motion was made by Terry Pepper to approve the minutes from the October 5, 2017 meeting. The motion was seconded by Michael Scuse and with no changes noted and no further discussion the motion was unanimously approved.

Comprehensive Plan Extensions

Town of Camden

Aaron Chaffinch with the Town of Camden asked for a 1 year extension until May 2019 for the Town of Camden Comprehensive Plan. They have contracted with the UD IPA and are moving forward with the update.

Michael Scuse asked Mr. Chaffinch if 1 year would be enough. Mr. Chaffinch replied that it would be enough time.

A motion was made by Michael Scuse to approve the Town of Camden comprehensive plan extension until May 2019. The motion was seconded by Terry Pepper. With no further discussion the motion was unanimously approved.

City of Delaware City

Carol Houck with Delaware City stated that she has been the City Manager for only 10 months and was just recently made aware that the comprehensive plan is due in November 2018. Ms. Houck noted that since the last plan the City has had a transportation plan done with the help of WILMAPCO in 2009, Fort DuPont was annexed into the City in 2014. The transportation plan mentioned flooding and phase I of the Washington Street flood mitigation project has been completed and phase II bids were open last week. This project will be completed by April 2019. The City had a Pre-Update meeting with the PLUS committee in March and they expect to have the draft plan to council by late summer. The City is asking for a 1 year extension from the current due date to make the new due date November 2019.

Anas Ben Addi asked if the Office of State Planning should get a 6 month update from the City. Connie stated that the office works closely with municipalities during the plan process so an update would not be needed.

A motion was made by Michael Scuse to approve the City of Delaware City comprehensive plan extension until November 2019. The motion was seconded by Anas Ben Addi. With no further discussion the motion was unanimously approved.

Sussex County

Janelle Cornwell of Sussex County stated that they have been working for the last year on the update of the plan but in the middle the County switched direction which increased the amount of public involvement in the plan. They continue to have workshops and expect to have the draft into the State for review by June. Their deadline is June; therefore, they are asking for a 6 months extension until November 2018.

A motion was made by Terry Pepper to approve the Sussex County comprehensive plan extension until November 2018. The motion was seconded by Michael Scuse. With no further discussion the motion was unanimously approved.

Town of Blades

Debbie Pfiel, KCI technology, representing the Town of Blades, is requesting a 1 year extension until May 2019. The town applied for grants through the NBBF grants which required the town to meet and determine how they wanted to update the plan so a scope of work could be completed. Ms. Pfiel stated that the time is also needed for public input. Anas Ben Addi asked how the plan was funded. Ms. Pfiel stated it will be coming out of the operations budget over 2 years which is yet another reason for the extensions.

A motion was made by Anas Ben Addi to approve the Town of Blades comprehensive plan extension until May 2019. The motion was seconded by Michael Scuse. With no further discussion the motion was unanimously approved.

Town of Greenwood

Hal Godwin with the Town of Greenwood stated that he is the new Town Manager for the Town of Greenwood. The comprehensive plan was due January 2018. The town has requested an extension to January 2019. The town has hired a consultant but needs the additional year to complete the plan. The Cabinet Committee suggested the town take a year from this meeting date to ensure they have enough time to get the plan completed.

A motion was made by Terry Pepper to approve the Town of Greenwood comprehensive plan extension, amended to April 2019. The motion was seconded by Michael Scuse. With no further discussion the motion was unanimously approved.

Town of Bridgeville

Jesse Savage with Bridgeville stated that the town would like to seek a 6 month extension for the comprehensive plan update to November 2018. The town has submitted the draft plan for PLUS review and is on the agenda for April 25, 2018. They have public hearings scheduled for April, May, and June and this extension would give them the time to get all the PLUS comments addressed.

A motion was made by Michael Scuse to approve the Town of Bridgeville comprehensive plan extension until November 2018. The motion was seconded by Terry Pepper. With no further discussion the motion was unanimously approved.

DDD

Boundary Expansion

Jeremy Rothwell with the City of Harrington presented and an extension to their existing DDD to expand from 33 acres on 108 parcels to 73.615 acres on 279 parcels. Originally the City included the commercial area of the town which was a great start but the town now realizes that the redevelopment of the commercial area also requires redevelopment of the residential areas. Several homes have redeveloped over the past year but could not get the DDD funding because they were outside the district boundaries. The extension has been reviewed by Council and will be moved forward if the committee approves today. In addition the town is working to create a Historic District within the town.

Questions:

Anas Ben Addi asked the status of the projects that were outside the DDD boundaries. Mr. Rothwell state the redevelopment was completed so they would be ineligible for the DDD funding. Anas also asked if there were any projects lined up for the DDD. Mr. Rothwell stated there is a subdivision with 6 townhomes on existing lot on the east side of the railroad tracks. The townhome project would be a large project and the developer is hoping to meet the May deadline to apply. Many of the projects on the West side are redevelopment projects.

The new boundary has been verified by the Office of State Planning and with this expansion will give the town a little more than 11 acres for a future expansion.

A motion was made by Anas Ben Addi to approve the expansion of the existing DDD as requested by the City of Harrington. The motion was seconded by Michael Scuse. With no further discussion the motion was unanimously approved.

Incentive modification

Rob Pierce with the City of Milford presented a modification to the City of Milford DDD incentive package. The proposed amendment relates to an incentive outlined under Chapter 19-9(C)(4)(d) which states “properties converted from rental units to owner occupied housing shall receive a full tax abatement for ten (10) years, subject to continued occupancy by the property owner.” The City proposes to add language to the provision stating a property is only eligible for this tax abatement incentive if it was a rental property at the time of designation from the State on August 10, 2016. The proposed amendment would be consistent with the goals and objectives of the district plan and incentivizes home ownership in the City’s downtown area. This will clarify the incentive so that a person cannot purchase a single family home, register it for 6 months for rental, and then turn it back into a single family home and get the tax abatement.

Terry Pepper asked what the rental percentage was for the DDD. Mr. Pierce stated that he did not have the numbers for the DDD but there was about 1700 rental units or about a 40% rate for the entire town. Anas Ben Addi stated that the state as a whole has about a 70% homeownership rate but it is much lower in the urban areas. A 40% rental rate, 60% home ownership is good for a downtown area.

A motion was made by Anas Ben Addi to approve the City of Milford request to amend the DDD incentive as outlined in the request. The motion was seconded by Michael Scuse. With no further discussion the motion was unanimously approved.

Kent County Comprehensive Plan Presentation

As a member of Levy Court, Terry Pepper recused himself as a member of the Cabinet Committee on State Planning Issues meeting during this presentation.

Sarah Kiefer with the Kent County Planning office gave a presentation to the Cabinet Committee regarding the Kent County comprehensive plan update. Ms. Kiefer went over each chapters of the plan as found on their website <http://co.kent.de.us/planning-dept/planning/comprehensive-plan.aspx> and discussed the story map relating to the plan <http://kentcountyde.maps.arcgis.com/apps/MapSeries/index.html?appid=e3fd795043b54ac9b57558dcdd527ce1>

Kent County created the web app to show the existing resources in the County and how the county feels it will grow. Mr. Pepper asked how many subdivision were abandoned during the economic downturn. Ms. Kiefer explained that most of the abandoned subdivisions have been expunged.

The members of the committee congratulated the County on a job well done

Public Comment

Chairperson Cohan asked for public comment; none was given.

Adjournment

With no additional business before the committee, a motion was made by Anas Ben Addi to adjourn the meeting. The motion was seconded by Michael Scuse with no further discussion, the motion was unanimously approved. The meeting was adjourned at 2:11 pm.

Draft Minutes posted to calendar:	4/19/2018	Minutes approved: 8/14/2018
Final minutes posted to public:	8/14/2018	