

207 Main St. Leipsic, DE 19901

Planning and Zoning Commission Report

September 9, 2024

Activity of the Planning Commission during the period of July 1, 2024 to September 8, 2024:

Town Comprehensive Plan 5-year review:

The Office of State Planning formally acknowledged that the Town completed the 5 year review process. A copy of the letter is attached for reference and electronic copy was sent to Mayor Fox by the State Planning Office.

11 Lombard Street Shed:

The Commission Chairperson received a few inquiries from residents related to a shed placed at 11 Lombard Street. It would appear that the shed was placed without a permit. While the size of the shed would normally not require such a permit, since it is located in the Flood zone, a permit is required. To the knowledge of the Chairperson, no request was submitted for approval of placement of the shed. Chairperson Geller notified Mayor Fox of the inquiries on 9/1/24. The resident reached out to Chairperson Geller on 9/8/24 for guidance on requirements. Chairperson Geller informed the resident of the requirements for the shed in the floodzone and process of obtaining a permit permission letter from the Town prior to applying for a permit at the County.

Planning Commission meeting:

The Commission members agreed to cancel the meeting slated for August 20, 2024 as there was no pending matters before the Commission.

The next scheduled meeting of the Planning Commission is set for October 22, 2024 at 6:30pm at the Town Hall.

Submitted,

Brian Geller

Brian Geller
Chairperson
Planning & Zoning Commission



**STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
OFFICE OF STATE PLANNING COORDINATION**

July 26, 2024

Brian Geller, Chairperson
Town of Leipsic Planning & Zoning Commission
207 Main St.
Leipsic, DE 19901

RE: Five-Year Review of 2019 Comprehensive Plan

Dear Mr. Geller:

This letter confirms receipt of and concurrence with Leipsic’s completed five-year review process for the 2019 Comprehensive Plan, as documented in the enclosure dated July 1, 2024. Congratulations on completing the town’s five-year review process!

As you are aware, [22 Del. C. § 702](#) states that “every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary, and readopted at least every 10 years.” Leipsic’s plan was certified on May 6, 2019, and the deadline for the five-year review was May 6, 2024. This letter documents that you coordinated with our office in advance of that deadline and established a timeline to complete the process in a timely manner. We greatly appreciate your time and attention to this review process.

Upon review of the submitted documentation, OSPC acknowledges that the town completed a review process through Mayor Fox and the Planning & Zoning Commission. Therefore, this satisfies Leipsic’s five-year review requirement. The next required update of the Comprehensive Plan is due for certification by May 6, 2029.

Our office looks forward to working with Leipsic in the future during the next full update of the plan.

122 Martin Luther King Jr. Blvd. South – Haslet Armory · Third Floor · Dover, DE 19901
Phone (302)739-3090 · Fax (302) 739-5661 · www.stateplanning.delaware.gov

In the meantime, if we can assist in any other way, please reach out to me (david.edgell@delaware.gov) or your Circuit-Rider Planner, Josh Thomas (joshua.thomas@delaware.gov).

Sincerely,



David L. Edgell, AICP
Director, Office of State Planning Coordination

enc: Leipsic Resolution, dated July 1, 2024

cc: Jim Fox, Mayor, Town of Leipsic
Joshua Thomas, AICP, Principal Planner, OSPC

C4
=

Town of Leipsic

207 Main Street, Leipsic, DE 19901

RESOLUTION

RESOLUTION TO RECONFIRM THE ADOPTION OF THE TOWN OF LEIPSIC 2019 COMPREHENSIVE PLAN IN ACCORDANCE WITH DELAWARE CODE, TITLE 22, CHAPTER 7.

WHEREAS, on May 6, 2019, the Mayor and Town Council of the Town of Leipsic adopted the Town of Leipsic Comprehensive Plan (the "Plan");

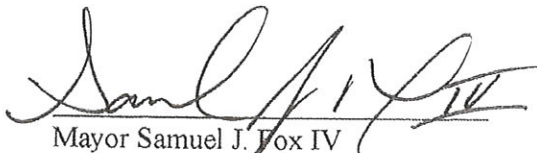
WHEREAS, the Plan was formally certified by letter of June 4, 2019;

WHEREAS, the Town of Leipsic Planning Commission has reviewed the Plan and has voted to reconfirm the Plan as written with no changes as part of the required 5-year review process under 22 Del. C. 702;

WHEREAS, the Town of Leipsic Planning Commission recommends to the Mayor and Town Council of the Town of Leipsic to reconfirm the Plan as written;

WHEREAS, the Mayor and Town Council of the Town of Leipsic hereby approve to reconfirm the 2019 Town of Leipsic Comprehensive Land Use Plan as written.

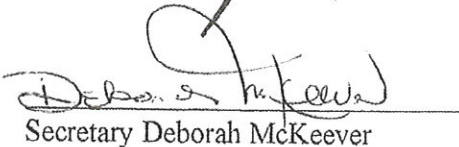
BE IT FURTHER RESOLVED that this Resolution be hereby adopted by the Town Council of the Town of Leipsic on the 1st day of July 2024 and forwarded to the State of Delaware Planning Office.



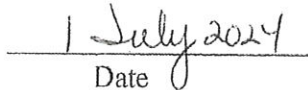
Mayor Samuel J. Fox IV



Date



Secretary Deborah McKeever



Date

Town of Leipsic

Seal