

**Planning and Zoning Commission Meeting**  
**August 12, 2013 @ 7:00pm**

In attendance were Chairman Bob Linett, Commissioners Jim Koozer, Steve Maneri, and Susan Brewer, URS Representative Kyle Gulbranson, Town Manager Debbie Botchie, and Town Clerk Matt Amerling. Commissioner Christine West was absent.

- 1. CALL TO ORDER:** Chairman Bob Linett called the meeting to order at 7:00 p.m.
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPTION OF MEETING MINUTES – June 10, 2013:** Commissioner Susan Brewer motioned to accept the adoption of the minutes from the June 10, 2013, Planning & Zoning (P&Z) Meeting. Commissioner Steve Maneri seconded her motion. Motion was carried 4-0.
- 4. NEW BUSINESS:**

To consider for recommendation to the Town Council, a site plan submitted by Millville United Methodist Church Board of Trustees to construct a 3,200 square foot social hall next to the Church, located at 36405 Club House RD, 134-12.00-144.00. The proposed social hall will replace the “Parson’s House” which fronts Atlantic Avenue.

Mr. Tom Ford, of LandDesign, introduced Joe Skinner, of the Millville United Methodist Church (MUMC), and he had been hired to deal with any of the site issues on the master plan. Mr. Ford stated there are three parcels which the church owns across the street from Town Hall and the largest is where the parsonage now sits. Mr. Ford stated the concept is to formalize the access agreement between the three parcels and LandDesign has noted on the plan by way of a note on the vicinity matter which says 25-foot access across easement will be established so there is legally a cross easement between all three parcels. Mr. Ford stated the church building – just shy of 3000 square feet – is a historical building and will remain, and the Wesley House which is the parsonage – just shy of 2500 square feet – will be coming down. Mr. Ford further stated the property is zoned as C1, used as a church, meeting rooms, and an office. Mr. Ford stated the plan is to remove the Wesley House (same as “Parson’s House”) and replace it with a proposed social hall, which has been sited on the plan as per the setbacks of that one acre parcel where the Wesley House is located. Mr. Ford stated the new DelDOT alignment of the rightaway is located on the plan by the sharp black line. Mr. Ford stated the front setback of 30 feet and they are over 55 feet; and the side setbacks are at 15 feet. Mr. Ford stated one aspect that puts MUMC “to the rich” is the sidewalk criteria put toward the project and there is no net gain of drainage coming toward the road and only a slight increase to the rear area, but, after speaking with Stormwater, they did not see it as a problem. Mr. Ford stated the height of the building is about 26 feet and there is a part of roof that goes slightly higher, but it is well under the 42-foot maximum height criteria. Mr. Ford further stated they are looking at a

minimum disturbance on the site, with changes to the Wesley House, landscaping, and adequate parking requiring 67 total parking spaces. Mr. Ford stated he had spoken with Town Code & Building Administrator Eric Evans and URS Representative Kyle Gulbranson, and they were on board with everything. Mr. Ford stated after he calculated with the entire church and social center, 67 spaces were the necessary end result. Mr. Ford further stated at most times there will very rarely be a time when the church will have multiple events happening all at once, so the shared parking should suffice.

Mr. Ford stated there will be two handicap ramps to access the building (one in the front and one in the rear), and the sidewalks will be widened to benefit handicap usage as well. Mr. Ford stated what the Commission sees today on the plan is not what they will see two years from now. Mr. Ford further stated the elevation of Route 26/Atlantic Avenue is going to be increased about 18 inches from what is seen today, and MUMC has enjoyed the drainage of Route 26 for all these years. Mr. Ford stated one of the delays of getting these plans before the Commission was coordinating with DeIDOT because DeIDOT would have flooded the front steps of the old church. Mr. Ford stated DeIDOT has worked with them by putting a sub-catch basement beyond the curb which is 18 inches from the grade, so there will be a swale which would happen. Mr. Ford stated the swale may occur throughout the town and warned there would be issues arising because people cannot read the vertical portion of the DeIDOT plan and are only reading the horizontal. Mr. Ford stated with the vertical, you need to go to DeIDOT and get the grades and put it together and make sure it is a part of the same datum, which is a much more difficult visualization process. Mr. Ford stated luckily, the church is at a perfect stage of this plan where they can work with DeIDOT and get the extra catch basin. Mr. Ford stated DeIDOT is going to put in two catch basins and MUMC feels like this is everything they want.

Mr. Ford stated the sidewalks are oriented the way they are because you cannot see the vertical and once the curb is in, the land will come down, so everything was regraded. Mr. Ford stated by placing the sidewalk where they did, it adds a nice aesthetic is wide enough for wheelchairs and/or groups of people to walk on it. Mr. Ford stated the one thing with the sidewalk at its terminus points is they will be preceding DeIDOT's road widening construction. Mr. Ford further stated MUMC would like to define where they think it's safe to bring the sidewalk to and then delay until DeIDOT is done their construction.

Mr. Gulbranson, of URS, stated he and Mr. Evans have gone through and reviewed the Town Code all of the site requirements, which MUMC has met. Mr. Gulbranson stated he and Mr. Evans had to come up with a parking standard as a point to review the plan, and he thinks MUMC's parking is fine. Mr. Gulbranson further stated he likes the layout and thinks it is well-done. Mr. Gulbranson stated the only issue which MUMC and Mr. Ford need to work on is the sidewalk issue and possibly placing a time frame on it, but Mr. Gulbranson does like the plan to wait on DeIDOT in case their plans are subject to change. Mr. Gulbranson stated the design standards do meet the Route 26 design standards and MUMC still has to hear from the Fire Marshal and the Conservation District.

Ms. Brewer asked how many spaces were being put in because the plan said 73 but Mr. Ford said 67. Mr. Ford stated the 67 is what he calculates as required but the 73 is what is proposed. Mr. Maneri stated he simply wanted MUMC and LandDesign to get a time frame as to the completion of the sidewalks as soon as possible. Mr. Linett stated in terms of the timing of the sidewalks, how would that be handled. Town Manager Debbie Botchie stated the Commission should put it in the motion so it could be presented to Town Council. Mr. Linett and Mr. Gulbranson agreed that MUMC should come back within a year after the completion of the adjacent Route 26 project.

Mr. Linett motioned to approve the presented site plan subject to Town Council understanding MUMC will complete the sidewalk within one year of the completion of the Route 26 project in front of the church. Mr. Maneri seconded his motion. Motion was carried 4-0.

**5. PROPERTY OWNER/AUDIENCE COMMENTS:** There were no audience comments.

**6. ADJOURNMENT:**

Mr. Linett motioned to adjourn the meeting at 7:24 p.m. Mr. Koozer seconded his motion. All present voted in favor. Motion passed 4-0.

Respectfully submitted and transcribed  
by Matt Amerling, Town Clerk