

Planning and Zoning Committee Meeting
August 17, 2018 @ 2:00pm

In attendance were Town Manager Debbie Botchie, Town Code & Building Official Eric Evans, Committee Member Peter Michel, GMB Representative Andrew Lyons Jr., Town Solicitor Seth Thompson and Code & Building Administrator Robin Caporaletti.

1. **CALL TO ORDER**: Town Manager Debbie Botchie called the meeting to order at 2:03 p.m.
2. **ROLL CALL**: Ms. Botchie stated all members are present and there is a quorum.
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MINUTES – July 2, 2018**
Mr. Evans made a motion to accept the minutes from the July 2, 2018 Planning & Zoning meeting. Mr. Michel seconded the motion. Motion carried 3-0.

MOTION TO ENTER PUBLIC HEARING

Mr. Michel motioned to go into public hearing at 2:05 p.m. Mr. Evans seconded the motion. Motion carried 3-0.

5. **NEW BUSINESS**

- A. Public Hearing Notice – Mr. Michel read the notice.
- B. Written Comments – Ms. Botchie stated that there were no submitted written comments.
- C. Review and possible vote on a Subdivision Preliminary Site Plan submitted by Civil Engineering Associates, LLC on behalf of Millville by the Sea Development, for a minor subdivision located on Tax Map Parcel 134-15.00-93.00, to subdivide 63.36 acres to construct a new medical facility zoned Master Planned Community.

Mr. Ruble stated that the minor subdivision they are asking for consideration on is basically the division of these two parcels. Beebe would take 27± acres, keeping them on one side of the Delaware Power easement and then they would have a sister site to the south that would be retained by Millville Town Center. Basically, we ended up giving Beebe a little more land than they would have had under the old agreement for future expansion, stormwater management, etc. All Phase I environmental has been done.

Mr. Lyons: Only comment is the 120' buffer on the other side of the residual land for the tax ditch that are in Millville by the Sea, 75' on both sides.

Mr. Ruble: May need to check that because the actual maintenance area that the state wanted is on the other side of the ditch. Since it is still the continuation of the Beaver Dam, they may still feel they are still entitled.

Mr. Lyons: On the plan, show 75' buffer on both sides of the ditch in the residual land, both side of the ditch are in both Millville and Millville by the Sea as shown on the master plan. Mr. Ruble said he will have the plan revised and resubmit.

Mr. Michel: No comments.

Mr. Evans: No comments.

Pubic: No comments.

- D.** Review and possible vote on a Preliminary Site Plan submitted by the Becker Morgan Group on behalf of Beebe Health Care for the proposed Beebe South Coastal Campus ED & Cancer Center. The proposed site plan is located on a portion of Tax Map Parcel 134-15.00-93.00 zoned Master Planned Community.

Mr. Jeff Harman of Becker Morgan Group, presented the plans for Beebe South Coast Campus Emergency Department and Cancer Center. The center is located on Roxanna Road and is a 41,000 sf building containing an emergency department and cancer center. Both of these uses are in one building and connected in the middle with a shared space. There is one main street entrance on Route 17, approximately in the middle of the site. We have met with DelDOT regarding their preferences for access location, required acceleration lane and getting the road shifted over onto our side. We have to provide a left-hand lane on Roxana Road to come into the site which is not there now and the southern half of the road will remain where it is now. The turn lane will turn west bound and then shift the two lanes into the Beebe parcel. Going into the site, the emergency department is on the left-hand side and has a drop off in front of the building. The cancer center is on the right-hand side and also has a drop off entrance for their patients. Both entrances have canopy entrances. There is also a circular route around the building, as per state fire marshal regulations, for loading docks, storage, plastic containers, etc. The western end of the building is dedicated to ambulances. The proposed helipad is also in this area. The helipad will generally be used for the State Police or private helicopters picking up patients transporting them to various trauma centers. Very light use is anticipated. There are several SWM features that include three wet ponds with fountains. The front pond will be more decorative.

The building look is very modern using earth tone materials like brick, stonework and glass. Our signs will be blue and yellow and very easy to see.

Ms. Botchie said that only 0.2% of the property encroaches onto the buffer. If you were to move the future parking spaces, you would only have 0.1% that actually encroaches.

Preliminary signage is in design to include a monument sign on Route 17, several directional signs directing visitors to certain areas and signage on the front of building, etc. The official signage package will be submitted with the final site plan. Ms. Botchie commented on the great job Becker Morgan did on preparing the site plan.

Mr. Evans stated for the record that Beebe does not own any helicopters. The helicopters are State and privately owned.

Mr. Evans asked if there is any way to identify one-way traffic on the ambulance entrance road. Mr. Harman said that there will be signage like 'Authorized Vehicles Only', 'One Way Traffic', etc.

Mr. Lyons: Comment on parking, existing and future parking on the cancer side. Mr. Harman said that after coming out of treatment, patients don't want to be walking a lot or outside in the sun, the reason for the extra parking is for the convenience of the guest and patients undergoing treatment. We know we over park it on the plan but may be needed for the convenience of patients in future.

Mr. Michel: Comment on the future parking expansions. Currently in the ditch buffer, there are 8 parking spaces in the future parking, there are already 7 at the front, so why not remove those extra space in the future parking area in the ditch. I believe you already have enough parking. Mr. Harman said that the reason is that the spaces are closer to the treatment entrances and more convenient for patients. Mr. Harman said this was the area that the healing garden will be going. We hope that this concern makes it a reasonable request for a variance.

- E. Review and possible vote on a Preliminary Site Plan submitted by Plitiko, LLC on behalf of Scott & Jennifer Edmonston for the proposed Sea Studio Architects. The site is located on Tax Map Parcel 134-12.00-284.00 zoned C1 Town Commercial.

Mr. Edmonston stated that the lot was purchased last February and was zoned commercial but has been used as residential. We are changing the use, but not the zone. We will be increasing the parking and have DelDOT's letter of no concern for the existing entrances. We are proposing to use it as a full-time office space for our small, but growing, architectural firm focusing on sustainable environmental design and high-end architecture. Basically, this office will be used as a show piece of our buildings at large.

We are working with the existing footprint of the existing building so the plan is to renovate the existing building but not change the footprint of it, basically the same amount current lot occupancy and the same amount of permeable area. As part of this, re-landscaping the whole lot and adopting the Town's architectural standards to make it a beautiful place to visit for our clients and a place to work for us and our employees.

Mr. Lyons: It is zoned a commercial lot, it is a non-conforming lot, only 50' wide, pre-zoned lot for that, so they do qualify under all the for non-conforming standards that are acceptable for lot sizes and minimum sizes. The only real comments left is an explanation for the buffers. – Existing garage in the back which was pre-approved by the County, when they were doing the ordinances and approvals, so that is staying. It is outside of the rear set back line but is preexisting, so that buffer in the back would extend where the garage is not. Also, the sides where there is a residential use, they are showing a buffer along the building and parking areas. Buffer that entire area. Most likely all those residential uses will be going away in the future.

Ms. Botchie: The garage setback is 1' from the property line was approved by Sussex County. The Town appreciates that you obtained the property and making improvements. One of the Town's goals is to clean up the corridor.

Mr. Edmonston said that they have not had the SWM review for the letter of no objection.

Mr. Evans: Consider and show on the plan, the signage in regards to size, type, location, etc. and confirmation that sidewalk will run from front street area to building due to the width of the driveway.

Mr. Michel: No comment.

Mr. Thomas: No comment.

Public: No comments.

MOTION TO CLOSE PUBLIC HEARING

Ms. Botchie motion to close public hearing at 2:50 p.m. Mr. Michel seconded the motion. Motion carried 3-0.

6. DISCUSSION AND POSSIBLE VOTE ON ITEMS 5C, D AND E UNDER NEW BUSINESS WITH RECOMMENDATIONS REGARDING THE TOWN COUNCIL'S REVIEW OF THE PLANS SUBMITTED WITH OR WITHOUT ADDITIONAL COMMENTS.

Item 5C: Mr. Evans motioned to recommend to Town Council that they approve the subdivision as submitted with the contingency of the 75' buffer being applied to the site plan on the residual lands. Mr. Michel seconded the motion. Motion passes 3-0.

Item 5D: Noted that all committee members have no issues with the encroachment into the buffer. Mr. Evans motioned to accept the site plan as submitted to include a recommendation to Town Council that they accept the encroachment of 0.2% into the buffer zone and have to reduce down to allow for the parking and future parking. The plans will be submitted to include the signage plan. Add note to the plans that any future expansion of the building and parking must be approved by the town administratively prior to construction as shown on these plans. Mr. Michel seconded the motion. Motion passes 3-0.

Item 5E: Mr. Evans motioned to recommend council for approval as drawn and include the addition of signage to be included on the site plan. Mr. Michel seconded the motion. Motion passes 3-0.

7. ADJOURNMENT

Ms. Botchie motioned to adjourn the meeting at 3:00 p.m. Mr. Michel seconded the motion. Motion carried 3-0.

Respectfully submitted and transcribed
by Robin Caporaletti, Code & Building Administrator