

**MINUTES OF THE MILLVILLE  
COMPREHENSIVE PLAN COMMITTEE MEETING  
February 5, 2019 @ 1:00 PM**

In attendance were Mayor Bob Gordon, Town Manager Debbie Botchie, Town Code & Building Official Eric Evans, KCI Technologies representative Debbie Pfeil, Comprehensive Plan Committee Member Sally Griffin, and Town Clerk Matt Amerling.

**1. CALL TO ORDER**

Town Manager Debbie Botchie called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. APPROVAL OF MINUTES – December 18, 2018**

Town Code & Building Official Eric Evans motioned to approve the December 18, 2018, Comprehensive Plan Committee Meeting minutes. Mayor Bob Gordon seconded the motion. Motion carried 4-0.

**4. COMPREHENSIVE PLAN 10 YEAR UPDATE – Debbie Pfeil, KCI Technologies, Inc.  
**A. Discussion of Upcoming Public Presentation****

Ms. Debbie Pfeil, of KCI Technologies, Inc., stated today's workshop is about discussing the internal draft document, getting a project update, go through some questions and comments needed from the Committee, and talking about the next steps. Ms. Pfeil stated the project scope is in four (4) scope phases, and the Committee is on the fourth phase which is between the plan input and the plan presentation, and the plan presentation is not prepared for the public yet. Ms. Pfeil stated the Committee is still in the internal review and change stage and then the Committee will present the final draft for the public's input. Ms. Pfeil stated on the project update, according to the scope, today the Committee is going through the draft document, and on February 26, 2019, the Committee will be talking about the recommendations the Committee would like to make in the document as well as some of the recommendations received by Sussex County. Ms. Pfeil stated at the March meeting, the document will be presented to Council and to the public, so we will reach out to the community, specifically the homeowners associations (HOAs) to make sure everyone's aware and has ample time to review it as well as invite comments. Town Manager Debbie Botchie asked if the meeting can be done at a separate special meeting from the Town Council meeting, in mid-March because the Council meeting will be very full and busy. Ms. Pfeil stated yes, she recommends the Town do so. Ms. Pfeil stated if the document is shown to the public in March, it gives ample time for the public to go through the document as well as have the Town go through the State and County processes because written comments will be due by June, which is also when there will be potential adoption. Ms. Pfeil further stated the Committee held onto those dates to see how things are coming in and it will get more formalized as the Committee moves forward.

**B. Discussion of & Intent of Committee Draft Plan**

Ms. Pfeil stated on the draft plan, she is looking for the Committee's review of the content and maps, so she needs everyone on the Committee to look at every single page, what's outdated, what needs to be updated. Ms. Pfeil stated when this process was started a year ago, there has been information which needs updating since then, such as the park, the new Planning & Zoning (P&Z) initiative, etc.; and these updates need to be captured in the report. Ms. Pfeil stated she also wants the Committee's input in every chapter in every section which has been collected from the Strengths, Weaknesses, Opportunities, Threats (SWOT) and the surveys, so now the Committee will have all the information KCI has collected to be able to review and ask questions of what is or is not needed. Ms. Pfeil asked the Committee whether they would like the draft document electronically to have track changes and be available to make comments in the margin, or have paper copies, or both; but if the Committee wants to put their comments on paper, it has to be one-hundred percent (100%) legible, and the comment needs to be written as if it is being published (with all the information). The Committee agreed they wanted to plan electronically. Ms. Pfeil stated she will send the electronic version to Town and KCI is looking at four (4) different submissions coming back to KCI. Mr. Evans asked if the comments can be funneled back through Ms. Botchie, so if there are four comments on the same thing, Ms. Botchie can combine them to give to KCI. Ms. Pfeil stated KCI will take all comments because some content may be lost that way and KCI can address the specific person if needed. Mayor Gordon asked what timeframe Ms. Pfeil would like the comments to be returned to her. Ms. Pfeil stated the Committee will have until February 25 to submit the comments back to KCI, and any comments needing clarification can be addressed at the next Comprehensive Plan Committee meeting on February 26.

Ms. Pfeil stated, regarding the update of the data, there are things which have happened recently – such as the Beebe emergency center, the miniature golf application, the park, and any new zoning – and KCI has the Town's land development application so that needs to be updated. Ms. Pfeil further stated if an attachment needs to be included with the comments, the Committee member can type in "See Attachment 1" and label the appropriate attachment. Ms. Pfeil stated the Committee needs to review the internal plan, and to prepare the comments and recommendations. Ms. Pfeil stated with KCI, Ms. Pfeil has met with Sussex County's engineering department on Wastewater, Wastewater has fed some initial information to KCI, and KCI has been asked to take this section and send to Wastewater, who will author and reword what they are doing with their new expansion plans. Ms. Pfeil stated she intends to get the draft to them by the end of the week, which she will copy to Ms. Botchie for her review for submission. Ms. Pfeil stated KCI will also be doing the same thing with the County's planning department and if there are any competing issues with the County's plan, which was just adopted. Ms. Pfeil stated the last to finalize is with Tidewater Utilities since the main suppliers of water in Town limits are either public water supply (i.e., wells) or Tidewater. Ms. Pfeil stated KCI also needs to update the sewers, zoning and land use maps because there were some changes on those.

### **C. Schedule Review**

Ms. Pfeil stated in the presentation for the draft release, KCI will go over the entire planning process to see where the resources came from, where the data came from, where there was

public input just to craft the document, and going through some major highlights between 2018 and 2019. Ms. Pfeil stated there will be a chance for all comments from the public to be submitted to the Town by a certain date, which can be announced at the next meeting (February 26). Ms. Pfeil stated at the next meeting, she will be bringing the actual draft presentation for the Committee to go over with Ms. Pfeil, along with its comments. Ms. Pfeil stated the next meeting after February 26 will be in March, and it will be a joint Committee and Town Council meeting; and Ms. Pfeil recommends the meeting not be held the first week of March to make sure the changes are all made after Committee comment. The Committee agreed the meeting will be in mid-March. Ms. Pfeil stated it's great timing to have the meeting in mid-March and receive public comment by June.

Ms. Pfeil stated she wants the Committee to look at the goals because KCI took the 2008 goals and put some new goals in there based on the data; so be sure to ask questions or make comments. Ms. Pfeil stated the Town staff has done a phenomenal job, and, out of all the plans KCI has, Millville has the best staff data collection.

## **5. CITIZENS PRIVILEGE**

There were no comments.

## **6. ADJOURNMENT**

Mr. Evans motioned to adjourn at 1:23 p.m. Mayor Gordon seconded the motion. Motion carried 4-0.

Respectfully submitted,  
Matt Amerling, Town Clerk