

**MINUTES OF THE MILLVILLE
COMPREHENSIVE PLAN COMMITTEE MEETING
February 26, 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 – February 5, 2019

Town Code & Building Official Eric Evans motioned to approve the February 5, 2019, 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 and recommendations of Committee Draft Plan**

Ms. Debbie Pfeil, of KCI Technologies, Inc., stated KCI took the comments of the plan from the Comprehensive Plan Committee, changes have been made, and they are down to one page of comments which need to be discussed to get clarification and get the final changes made to the document. Ms. Pfeil stated, depending on the outcome today, we are hoping to be able to release the document at the draft presentation meeting with Council, and the public will have time to review it. Ms. Botchie asked if the meeting would be in March. Ms. Pfeil stated yes, and it will be a presentation on how we started the project, how far it's come, what's been completed, what new things or new trends happened, and release it to the public for comment as it goes to the State at the same time.

Ms. Pfeil stated under Ms. Botchie's comments, on page four (4), there is some wording change on the Planning & Zoning Committee. Ms. Botchie stated she wants it to read Planning & Zoning Commission. Ms. Pfeil stated she will make the change and put a hold on the names being added until the members have been sworn in. Ms. Botchie stated on page thirty-four (34), the multi-family as reported as Census. Town Code & Building Official Eric Evans stated the Town doesn't have multi-family. Ms. Pfeil stated this is Census data so however the property owner filled out the Census is how it shows up, and you can't change the Census data; so this is a "leave alone." Mr. Evans stated he will rescind the same issue under his comments. Ms. Pfeil stated the next comment is on page thirty-eight (38), regarding Southern Landing, there was a discrepancy between fifteen (15) or sixteen (16) homes. Ms. Botchie stated she put sixteen (16) homes. Ms. Pfeil stated she will add 16. Ms. Pfeil stated on page forty-eight (48), there is a question regarding table twenty-six (26) and non-residential development within Town limits, so there is a question regarding putting in more updated information past November 2018. Ms.

Pfeil stated if the Town wants to put in more updated information, Ms. Pfeil would need the information by close of business tomorrow, and it could go up to March 1, 2019. Ms. Botchie stated on page seventy (70), there are no photos for the Holiday Market. Ms. Pfeil stated the pictures shown are the only ones supplied to her. Ms. Botchie asked Town Clerk Matt Amerling if he has any pictures from the Holiday Market. Mr. Amerling stated he doesn't think so, but he will check and let Ms. Pfeil know by close of business tomorrow. Ms. Botchie stated on page eighty-three (83), regarding recommendation 6-3, which discusses the Capital Improvements Plan for town-maintained streets and sidewalks, even though the Town doesn't maintain or own streets, 6-3 discusses preparing for possible dedications in the future. Ms. Pfeil stated this is a good recommendation with low priority.

Ms. Pfeil stated next are Mr. Evans' comments, starting with page thirteen (13), and asks if the Town would permit a structure to be built without County sewer. Ms. Pfeil stated this is more of a zoning regulatory, and the recommendation is a standard comment in every Comprehensive Plan, and a Town always wants to have an intergovernmental MOU – they're the utility provider – and if another provider comes in, they have an agreement. Mr. Evans stated his comment on page twenty-seven (27) is in regards to the fact there are write-ups on other services and churches but not on Beacon Baptist. Ms. Pfeil stated this was for these entities to supply but she didn't seem to receive anything on Beacon. Committee Member Sally Griffin stated she took comments from the entities website and added it to the document. Ms. Botchie asked Mr. Evans if he could contact the pastor there and get some information to do a write-up. Mr. Evans stated yes. Mr. Evans stated on page twenty-eight (28), for recommendation 3-1, he would suggest softening the language. Ms. Pfeil stated she knows people have been asking about whether to get a police force or not, and this is a recommendation if funding is available and if the Town wants to get into it or if the Town would like to conduct a study regarding the feasibility of establishing a municipal police force; however, it doesn't mean it has to be done and the Town has to get a police force. Mayor Bob Gordon stated he would recommend to keep it in because in another nine (9) years, who knows what will be adequate? Ms. Pfeil stated she recommends keeping it in also because the amount of people who made comment about it. Mr. Evans stated on page sixty-five (65), he had questions about putting agricultural preservation needs in the Comprehensive Plan. Ms. Pfeil stated they are required to put educational information in the Comprehensive Plan, and you could – in some large properties in the other areas – put conservation easements as some of the larger pieces come in. Mr. Evans stated he agrees with the conservation aspect but the farmland preservation aspect portion is the agricultural in the sense that there is a want for open space and trees, but ninety-five percent (95%) of farmland is to be used. Ms. Pfeil stated this is not the Town's program but the State's program, so if someone wants to come in and do a preservation or a conservation easements, this gives them the way to do such. Ms. Pfeil stated it's not hindering or changing the Town's zoning code or its buffering or anything to be able to protect lands, but if someone wants to come in and be a part of the agricultural land preservation, they can do so. Mr. Evans stated on pages eighty-two (82) to eighty-four (84), under the implementation plan, he wants to discuss the priority levels for recommendations. Ms. Pfeil stated for the implementation plan, eighty-five percent (85%) of these are driven by funding, and about seventy percent (70%) of them never happen because of funding. Ms. Pfeil stated the task of the Comprehensive Plan is for the Planning & Zoning Commission members and staff to come to Council about six (6) months before the budget and tell them what they would like to work on for the year and correlate it

with one of the implementations. Ms. Pfeil stated there are certain criteria which have to be done in July and sent to the State, and this chart would be what goes to the State. Ms. Pfeil stated these are taken with a grain of salt because what may be a high priority now may be low priority next year and vice versa. Mr. Evans stated if he was to give Planning & Zoning a task to do, with number 11-2, “[w]ork with Sussex County, the Town of Ocean View, and property owners to round out municipal boundaries,” in his opinion, this would be the highest priority – rather than medium – to get the Town’s property lines in order. Ms. Pfeil stated she can switch it to high priority.

Ms. Griffin stated her comment on page twenty-three (23), she recommends removing school specifics because there are no schools in Town limits and yet, we dedicate five (5) pages to the plan. Ms. Pfeil stated the State requires a Town put school information in its Comprehensive Plan, so when/if people move to Millville, they’ll know how the schools will affect them. Mr. Evans stated what he doesn’t like in most listings and wants to make sure it’s correct in the plan is the post office is in Millville and not Ocean View. Ms. Griffin stated on page fifty-seven (57), she would advise for the inclusion of additional utilities (e.g., electric, natural gas, propane, IT) and information to go with them since the plan has sewer and water. Ms. Pfeil stated the State requires sewer and water because of the capacity to grow but they don’t necessarily require these other items, but we can put other utilities in here if someone knows who they are, where they’re located and whether they cover the entire Town. Ms. Griffin stated she knows there have been discussions about increasing the natural gas availability. Ms. Botchie stated they have not approached the Town with a franchise agreement but merely a discussion, so nothing is in place. Ms. Griffin stated she knows there’s just Mediacom, but these other items are things residents ask about a lot and would think it may be appropriate to add them. Ms. Pfeil stated she thinks it’s good if we can get a paragraph for each one of these providers, and there are areas with these items the Town can say they may want to recommend in terms of types of services. Ms. Pfeil stated she will put those in (chapter) seven (7). Ms. Griffin stated on page sixty-one (61), with regards to goal 8-1, Ms. Griffin would recommend adding Dark Sky compliancy, which is the goal of getting all the streetlights to aim downward rather than up in the sky, making them more focused to the ground level so there is no interruption of bird migrations and keeps light pollution from masking sights such as, for instance, the Wallops Island flight launches, which Ms. Griffin can see from her front door. Ms. Pfeil stated they would need to put in a definition of Dark Sky and while it could be under 8-1, Ms. Pfeil recommends adding another recommendation, so add it as 8-11, which is for the preserve or to protect to make sure planning is in place. Ms. Botchie stated this could be something to be considered for the Town’s zoning code. Ms. Griffin stated she knows it’s too late for those lights already built, but would love to see this taken into consideration when new lights and/or light posts are put up. Ms. Griffin stated the next page is sixty-two (62), which is to update the descriptions for recommendations 8-2, 8-3, and 8-7. Ms. Griffin stated she feels these are so general, she’s worried they will “get lost.” Ms. Pfeil stated they should be that way in a Comprehensive Plan because this could be put in several different codes, unless there is something very specific someone has in mind to put in the wording. Ms. Griffin stated she knows some recent topics with the Town which have been hotly debated are permeability as well as numbers of decks, porches, etc., but right now, it’s not addressed in the developers’ side, anticipating what homeowners might wish to put in, and the corresponding open space. Ms. Griffin stated when the plans are reviewed, is this another component to add in – because everyone will want to add decks? Ms. Pfeil stated the

Delaware Department of Natural Resources and Environmental Control (DNREC) has a permeable surface model ordinance and they're doing an entire study on how to reduce the methods for new best management practices and ordinances which can help it, and it would fall under several of these categories as environmental. Ms. Griffin stated this sounds good but there is more to conserve than trees and open space, and Ms. Griffin would suggest there is a wildlife component because we build here and displace a lot of wildlife. Ms. Pfeil stated we could put something in here but she would need the wording. Ms. Griffin stated she's thinking wildlife corridors would be very nice. Ms. Pfeil asked if Ms. Griffin meant putting it in the site plan process. Ms. Griffin stated probably yes because there are drainage ditches where there are birds and possums using them as wildlife corridors. Ms. Botchie asked Ms. Griffin to write something up on this for Ms. Pfeil. Ms. Griffin stated she will. Mr. Evans stated his concern with wildlife corridors is, for instance, if there there is a raccoon in one, and Mr. Evans will get calls from residents complaining about the raccoon near their yard(s) and how they want it gone, but there's nothing he can really do about it because he is not animal control. Ms. Griffin stated there is the Delaware Office of Animal Welfare (OAW). Mr. Evans asked how long it would take the OAW to get down here. Ms. Griffin stated she doesn't know. Ms. Griffin stated she will think on some language to add to it. Ms. Pfeil stated recommendation 8-7 won't be changed because it's directly regulated by the Sussex Conservation District (SCD), but if Ms. Griffin wants extensions on her language for the wildlife and SCD, she can have until Thursday. Ms. Pfeil stated the committee still has to update Table 28, Table 29, Table 30, relevant acreage/percentages in Chapter 11 narrative, and to finalize the implementation plan list.

Mr. Evans stated in relation to the maps, the changes are parcel driven, and on Map 2, there are two (2) changes: where two (2) read commercial but should be one as a residential planned community (RPC), and one should be residential. Mr. Evans stated on Map 4, some is listed as under construction/approved. Ms. Pfeil stated this is the existing land use map and didn't need to be done in its inventory but she will need the parcel numbers. Mr. Evans stated that's what he was working on, but will Ms. Pfeil need all parcel numbers in Bishop's Landing, for instance? Ms. Pfeil stated what they have is perfect and she doesn't need parcels unless there's one (parcel) she doesn't understand. Mr. Evans stated Map 5 only has three (3) changes, so Ms. Pfeil can take them all. Ms. Pfeil stated it looks like the only changes for maps are maps 2, 4, and 5. Ms. Pfeil stated every other recommended change to the document which is not listed on this handout has been added or amended. Ms. Pfeil stated our goal is to get this draft document to County by Friday, get it back from County and make their track changes, and the final presentation with comments from the public will happen, then we ship it off to the State, which will be by the first business date of April.

B. Schedule Review

Ms. Pfeil stated at the next meeting, there will be a fifteen- (15) to twenty (20)-minute presentation for Council and the public as well as a release of the document, but the document will not be voted on. Ms. Pfeil stated she will be out of town from March 25 to April 6, so the meeting can't be during that timeframe. Mayor Bob Gordon stated his suggestion of having the meeting sometime around March 20 to 21. Ms. Pfeil stated she will have to talk to County to see if they can have their review and comments back by around March 18, we can meet March 20 or 21. Ms. Pfeil stated she will check with County and let the Town know, but if it doesn't

happen by March 20 or 21, we're looking at the second week of April to meet. Ms. Botchie stated the Council meeting will be on April 9. Ms. Pfeil stated if we submit the Preliminary Land Use Service (PLUS) application in April, it doesn't get heard until April 17, we don't get State comments until mid- to end-of May, so there is plenty of time for the public to review the document and submit their comments. Ms. Pfeil stated the possible adoption will be in July, so it gives plenty of time. Ms. Pfeil stated this committee has been really great to work with and this is one of the best groups who have pushed a survey distributed.

5. CITIZENS PRIVILEGE

Ms. Valerie Faden, of Beach Plum Drive, stated with regards to utilities, other municipalities have had a problem because the town executes an exclusive agreement with certain utilities so Ms. Faden wants to confirm Millville does not have an exclusive agreement with Mediacom. Ms. Botchie stated the Town has a non-exclusive agreement with Mediacom. Ms. Faden stated sometimes they (Mediacom) make an exclusive agreement, the Town gets kick-back but the residents can't get any other service but Mediacom. Ms. Botchie stated the Town has had this conversation with a lot of residents who think the Town is tied into Mediacom only, but the Town is not, and any other franchise may come into Town. Ms. Pfeil stated the funding is not a kick-back but it's right-of-way (ROW) use. Ms. Faden stated she had heard things from people who live in other municipalities. Ms. Botchie stated she doesn't know of any Town which does an exclusive agreement. Ms. Faden stated the people she heard from must be misinformed. Ms. Faden stated with regard to the environmental issues Ms. Griffin brought up, and following the Sussex County changes relative to buffers, encouraging renewable and maybe even providing incentives through ordinances for folks who employ renewable energy in the Town. Ms. Faden stated she knows the Town of Milton has a sustainability committee so that's a place the committee may find valuable information.

6. ADJOURNMENT

Mayor Gordon motioned to adjourn at 2:15 p.m. Mr. Evans seconded the motion. Motion carried 4-0.

Respectfully submitted,
Matt Amerling, Town Clerk