



TOWN OF MILLVILLE

Planning & Zoning (P&Z) Commission Meeting Minutes June 8, 2023 @ 7:00 p.m.

1. **Call Meeting to Order:** P&Z Chairman Pat Plocek called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. **Present:** Commissioners Michael Burgo; Marshall Gevinson; Tim Roe; and Cathy Scheck; GMB Representative Andrew Lyons, Jr., and Town Clerk Wendy Mardini. Town Manager Deborah Botchie was absent.

2. **Approval of Meeting Minutes**
 - A. **April 13, 2023, Planning & Zoning Meeting Minutes**

A motion by Mr. Roe to accept the minutes of April 13, 2023, was made. The motion was seconded by Mr. Gevinson. Motion carried 5-0.

3. **Citizens Privilege:** None.

4. **New Business**
 - A. *Review and discuss a Preliminary Site Plan submitted by Pennoni Associates Inc., on behalf of Donaway Investments, LLC for the proposed Dukes Drive Medical Office. The proposed site is located at 32412 Dukes Drive, Tax Map Parcel 134-12.00-400.00, and zoned C-1 Town Center Commercial.*

Mr. Alan Decktor of Pennoni Associates introduced himself on behalf of Donaway Investments, LLC. Mr. Decktor detailed the plans for Rejuvenation Skin Wellness and Aesthetics. He advised that the first floor of the home will be used as office space and the second floor will be used as storage. There will be a one-story addition consisting of 1215 square feet. There will be twelve parking spaces provided. They are trying to maintain the look and feel of the existing historic structure. They have gotten approval from DelDOT for the entrance which will remain the same as it is now. He explained that since the building is unique, the parking cannot be totally in the back of the building. However, they plan on adding significant landscaping to help hide the parking. They are happy to add any type of landscaping that the Town would like them to add. They have obtained all the necessary approvals that they need which have been sent to the Town.

Mr. Andrew Lyons of GMB has reviewed the plan. He had no problems with the presented plans, making a few comments regarding the anticipated parking.

Ms. Cathy Scheck questioned the parking spaces also and was happy with the answer that they can shift them to make it easier for maneuvering. She also asked how many treatment rooms there would be, and the answer was four. Mr. Plocek asked where the entrance to the building would be. Mr. Decktor said that the main entrance would be part of the new addition where the parking lot is located. Mr. Roe also asked about parking and shifting the spaces over so there would be a 24-foot drive out. He also asked about renting out the rooms on the second floor as apartments and Mr. Lyons explained that apartments can only be used for employees or the owner. Mr. Burgo asked if the existing garage would be demolished and Mr. Decktor said yes, to make way for the addition. Mr. Jamie Donaway explained that the bricks from the garage will be recycled, and some will be used to make the sign for the front. Mr. Burgo also asked if there was going to be any proposed lighting in the parking lot. Mr. Decktor said that at this time there was none due to the small nature of the lot. Mr. Gevinson asked what was going on in the addition and Mr. Decktor explained that there would be the main entrance, two exam rooms, a file room, supply closet and a bathroom. Mr. Plocek said that it looked like Dukes Drive was widened on the plan, Mr. Lyons said that was already done. Mr. Plocek also questioned about installing sidewalks and Mr. Lyons said that there is no right of way left to put a sidewalk. Mr. Burgo asked if there is going to be a sign, where it would be located and if there were plans for providing landscaping for that. Ms. Donaway yes and spoke about the vision of landscaping she is hoping for. She was asked what the hours of operation will be. She answered that the hours will be Monday through Thursday, 8:00 a.m. to 4:30 p.m. and occasionally on Fridays.

Commissioner Roe made a motion to recommend the Preliminary Site Plan submitted by Pennoni Associates Inc., on behalf of Donaway Investments, LLC for the proposed Dukes Drive Medical Office with the recommendation of the 24-foot-wide area between the 90-degree parking to Town Council. The motion is seconded by Commissioner Gevinson. Motion carried 5-0.

5. **Citizens Privilege:** Ms. Jean Hanley, 32305 Peregrine Way, Millville, DE. Ms. Hanley wanted to know what kind of medical building the site plan in question would be. Ms. Scheck answered by telling her it would be a “medi-spa” type of business.
6. **Adjournment:** *Mr. Plocek announced that the next meeting will be tentatively July 13, 2023. Ms. Scheck made a motion to adjourn at 7:33 p.m. Mr. Gevinson seconded the motion. The motion carried 5-0.*

Respectfully submitted,

Wendy Mardini
Town Clerk