



## TOWN OF MILLVILLE

### Planning & Zoning (P&Z) Commission Meeting Minutes January 11, 2024 @ 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; Cathy Scheck; Tim Roe; Town Manager Deborah Botchie; GMB Representative Andrew Lyons, Jr.; and Town Clerk Wendy Mardini.
  
2. **Approval of Meeting Minutes**
  - A. **October 12, 2023, Planning & Zoning Meeting Minutes**  
*A motion by Ms. Scheck to accept the minutes of October 12, 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 Plitko, LLC on behalf of Rickards Real Estate, LLC for the proposed site located at 35715 Atlantic Avenue, Tax Map Parcel 134-12.00-282.00, and zoned Town Center Commercial District (C-1) with one existing entrance on Atlantic Avenue.*

Mr. Ray Blakeney from Plitko, LLC located at 53 Atlantic Avenue, Ocean View, DE was present along with Mr. Jim Rickards. The project is located at 35715 Atlantic Avenue, Millville, DE 19967. All the buildings shown in the plan are currently existing. Building one in the front of the property is being used as a bake shop in morning hours. Building two in the rear is Perrucci's restaurant, an Italian restaurant that is used in the evening hours. Those two are currently sharing parking per previous approval by the Town. Mr. Blakeney said that what the owner would like to do is take the existing Building three and four and change the uses of those to retail and office space. Building three in the rear would have a retail space below and an office space above. Building four would be used as an office or possibly a small retail operation as well. Mr. Blakeney advised that they have submitted plans to the Town and had a meeting with the Town as well. He said that the only significant comments they received had to do with parking on the site. He went on to say that as part of the change of use, they have added some additional parking in the rear and along the western

property line. The Town had some concerns that there was unregulated parking on the grass area in front of the bake shop, therefore proposing four additional spaces over and above what the Town required, eliminating that concern, adding some additional landscaping in front of those parking spaces. They have resubmitted a permit application to DeIDOT to get an updated letter of no objection for this change of use, however, they have not heard back from them yet. They had an approved site plan from the fire marshal and have received no additional comments to date.

Mr. Andrew Lyons of GMB Engineering commented that the parking was a modification of the original site and was approved by the Town Council on July 27, 2021. Mr. Lyons advised that at that time, it had two principal uses, which was the bake shop and the restaurant with two permitted accessory apartments on that plan. This plan changes those two apartments to retail, the parking that is shown is more than what is the minimum requirement on Town code, they are still using shared parking for the restaurant. The bake shop and the restaurant have different hours for sharing the parking lot and that is part of the approved plan. The only other item that was looked at is that there are 31 spaces, and the requirement is two ADA spaces where there is only one shown. Mr. Blakeney advised that Mr. Rickards does have a space in the rear of the restaurant that is large enough to accommodate an ADA space with signage there as well. It was not shown on the plan and that will be added.

Mr. Plocek is recommending the removal of the two wheel stops closer to Rt. 26 so there is a secondary way to get to the entrance in case there was an emergency vehicle blocking access. Mr. Plocek also mentioned regarding Building four, that he did not see any walkways on the plans to that building. He suggested that they needed to show how people were going to get to that building. Mr. Rickards said that there is a walkway between the two trees and Mr. Blakeney assured that they would show it on the revised plans.

***Mr. Roe made a motion to recommend the Preliminary Site Plan to Town Council submitted by Plitko, LLC on behalf of Rickards Real Estate, LLC for the proposed site located at 35715 Atlantic Avenue, Tax Map Parcel 134-12.00-282.00, and zoned Town Center Commercial District (C-1) with one existing entrance on Atlantic Avenue. Mr. Gevinson seconded the motion. Motion carried 5-0.***

***B. Review and discuss a Preliminary Site Plan for West Village A-2 Millville By The Sea submitted by Land Tech Planning, LLC on behalf of ASF Millville By The Sea, LLC for the proposed site located at Powell Farm Road and Roxana Road, Tax Map Parcel 134-15.00-91.01, and zoned Master Planned Community.***

Ms. Scheck and Mr. Roe recused themselves for this discussion.

Mr. Jeff Clark, architect with Land Tech Land Planning appeared representing ASF Millville by the Sea, LLC. Mr. Clark stated that Village A-2 is a centrally located

Village within the West Villages and is the third Millville by the Sea Village to be applied for on the west side of Roxana Road. He went on to explain that Village A-2 is a 28.5-acre site where 87 single family lots having two sizes, 37 of those are 40' wide and the remaining 50 lots are 30' wide. Due to its central location, Village A-2 is near both of the main West Villages Community Center as well as the West Village of Central Park which is to the north. The West Village A-1 proposes a community swimming pool, clubhouse with a bathhouse facility associated with a swimming pool, two fenced tennis pickleball courts and a full basketball court all overlooking the sizable stormwater pond. There is a proposed sidewalk that will be connected to Central Park with a Village A-2 connection between Lots 29 and 30. There is a larger than standard mail kiosk along Fairfield Street situated along the edge of a proposed Village pocket park with on street parking for residents and their guests along with accommodations for two handicap vehicles. Mr. Clark advised that this Village meets the development performance standards setback and lot size requirements for the 87 Lots and is compliant with the 2019 comprehensive plan required parking for Village A-2 which is 261 spaces or three per unit meeting the Town's requirements and 261 spaces are illustrated on the plan.

Mr. Andrew Lyons commented on the proposed plans as submitted, mainly commenting on the proposed village entrances with one on Tradewind Road and one on Fairfield Road. The right of way at the end of Fairfield Village A-1 is to be adjusted to match the right of way on Fairfield Village A-2.

***Mr. Burgo made a motion to recommend the Preliminary Site Plan, for West Village A-2 Millville By The Sea submitted by Land Tech Planning, LLC on behalf of ASF Millville By The Sea, LLC to the Town Council for the proposed site located at Powell Farm Road and Roxana Road, Tax Map Parcel 134-15.00-91.01, and zoned Master Planned Community. Mr. Gevinson seconded the motion. Motion carried 3-0-2.***

6. **Adjournment: Next meeting is scheduled for February 8, 2024. Mr. Gevinson made a motion to adjourn. Mr. Scheck seconded the motion. Motion carried 5-0. The meeting was adjourned at 7:31 p.m.**

Respectfully submitted,

Wendy Mardini  
Town Clerk