



## TOWN OF MILLVILLE

### Planning & Zoning (P&Z) Commission Meeting Minutes April 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 Eileen Scerra; GMB Representative Andrew Lyons, Jr.; Facilities & Building Administrator James Simpson; and Town Clerk Wendy Mardini.
  
2. **Approval of Meeting Minutes**
  - A. **January 11, 2024, Planning & Zoning Meeting Minutes**  
*A motion by Mr. Gevinson to accept the minutes of January 11, 2024, was made. The motion was seconded by Ms. Scheck. Motion carried 5-0.*
  
3. **Citizens Privilege:** None.
  
4. **New Business**
  - A. *Review and discuss a Preliminary Site Plan for Village 3 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 Substation Rd, Tax Map Parcel 134-16.00-19.01 and zoned Master Planned Community.*

Presenting the application is Mr. Jeff Clark from Land Tech Land Planning located in Lewes, DE. Mr. Clark presented the 28.2-acre site plan for a development in Millville by the Sea, Village 3 with 118 homes, 67 single family detached homes and 51 attached homes with shared amenities with neighboring villages. The village meets development performance standards for single family and townhouse lots, with connections to nearby communities. Jeff Clark highlights the compliance of village three with the 2019 Comprehensive Plan and provides details on parking and density. Mr. Clark addressed concerns raised by Andrew Lyons regarding street trees, confirming the addition of 69 street trees and 38 open space trees for a total of 107 trees.

Andrew Lyons explains the review process for the subdivision plan, including the use of the town code and master plan. Mr. Lyons added that tree lines to separate communities may not be feasible due to maintenance easements. He also explained the

pathway project at substation, including entrance changes.

Mr. Burgo asked to evaluate the potential for a tree line buffer between Bishop's Landing and Fairway Village communities along Seashore Park Drive. He also wanted to confirm whether the mail kiosk for Villages 3 and 4 will have a covered structure, Mr. Clark confirmed that they would be uniform to the rest in Millville by the Sea.

***Mr. Gevinson made a motion to recommend approval of the Preliminary Subdivision Site Plan for Village 3, Millville By The Sea. Mr. Burgo seconded the motion. Motion carried 5-0.***

Mr. Plocek advised that due to his recent health issues, he can no longer perform as the Chairman of the committee and needs to find a new chairperson.

6. ***Adjournment: Next meeting is scheduled for April 11, 2024. Mr. Burgo made a motion to adjourn. Mr. Gevinson seconded the motion. Motion carried 5-0. The meeting was adjourned at 7:20 p.m.***

Respectfully submitted,

Wendy Mardini  
Town Clerk