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April 9, 2024

Town of Millville
36404 Club House Road
Millville, DE 19967

Attn: Eileen Scerra
Town Manager

Re: Millville Professional Service Office
Site Plan Review
Millville, Delaware
GMB File No. R230187

Dear Ms. Botchie:

We have completed our review of the Site Plan dated June 2022, as submitted by Century Engineering, LLC on behalf of Foot Fixers, LLC for the proposed Millville Professional Service Office. The proposed site is located on Tax Map Parcel 134-12.00-342.00 and zoned C-1 with a planned entrance on Atlantic Ave. The submission was reviewed per Town of Millville Code Section 155, Town of Millville Development Design Standards & Guidelines for Route 26 & Route 17, and generally accepted engineering principles. Specific comments were made regarding individual components of the submittal and are discussed below.

General

1. Per Town Code Section 155-66, Subsection E, Item (3), Paragraph (m): Preliminary site plans shall show the location of the one-hundred-year floodplain based on the current Flood Insurance Rate Maps. **Please note that the due to the one-hundred-year floodplain boundary on site, Town Code Section 155-15 may be applicable.**
2. Per Town Code Section 155-28, Subsection C, Item (13): Parking may be permitted in the setback areas, provided that no more than 50% of any setback area may be used for off-street parking and the remaining portion of the setback area shall be landscaped. Parking shall be permitted in rear yard setback areas; provided, however, that a fifteen-foot landscaped buffed is required between parking and adjacent residential uses. **Parking is shown in the side yard set back on the West side of the lot, but it is less than 50% of the side yard setback.**
3. Please review the attached Town of Millville Development Design Standards & Guidelines for Route 26 & Route 17 as it relates to this project especially the sections listed below.

- a. Per the Town of Millville Development Design Standards & Guidelines for Route 26 & Route 17, Section 5, Subsection A Location of Parking; Commercial parking lots shall be located behind buildings. Commercial parking lots shall only be allowed to remain in front of or beside buildings as permitted by the Town Council. **The parking is located on the West side of the proposed building.**
 - b. Per the Town of Millville Development Design Standards & Guidelines for Route 26 & Route 17, Section 5, Subsection E Sidewalks and Pedestrian Connections. Sidewalks shall be provided along the street frontage of both sides of Route 26/Route 17 as approved by the Planning Commission. Such sidewalks shall be a minimum of five feet in width. **Sidewalks are not shown on Route 26.**
4. All Sheets: Revise the label for Warren Rd. Warren Rd is privately maintained.

Permits Required for Proposed Site Work

The Developer should forward the following permits/approvals to the Town of Millville and George, Miles & Buhr, LLC as the project progresses.

1. Sussex County Conservation District – Storm Water Management and Erosion Control Permit and/or Letter of Exemption.
2. Sussex County Engineering Department – Sewer Service Approval.
3. Tidewater Utilities – Water Service Approval.
4. Office of State Fire Marshal – Site Plan Approval.
5. DelDOT – Entrance Plan Approval
6. Any other permits/approvals necessary to develop the project.

If you have any questions, please contact me at 302.628.1421. Thank you.

Sincerely,



Andrew J. Lyons, Jr., P.E.
Sr. Project Manager

AJL/