



TOWN OF MILLVILLE

**Planning & Zoning (P&Z) Commission Meeting Minutes
May 9, 2024 @ 7:00 p.m.**

1. **Call Meeting to Order:** Commissioner Michael Burgo called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. **Present:** Commissioners 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. April 11, 2024, Planning & Zoning Meeting Minutes

A motion by Mr. Gevinson to accept the minutes of April 11, 2024, was made. The motion was seconded by Mr. Burgo carried 4-0.

3. **Citizens Privilege:** None.

4. **New Business**

Per Town Charter §33-3: The Commission shall elect annually a Chairperson and Secretary from among its members and may enlist experts, clerical and other assistants. The Commission may also appoint a custodian of its records. The Planning and Zoning Commission shall make its own rules of procedure and determine its time of meeting. Meetings and records of the Commission shall be open to the public according to the provisions of 29 Del. C. Chapter 100.

A. **Planning & Zoning Appointments**

a. Chairperson – ***Mr. Roe made a motion to nominate Michael Burgo as Chairperson, Ms. Scheck seconded the motion. Motion carried 4-0.***

b. Secretary – ***Ms. Scheck made a motion to nominate Marshall Gevinson as Secretary, Mr. Burgo seconded the motion. Motion carried 4-0.***

B. **Set Regular Meeting Times**

The Planning & Zoning Commission shall meet regularly during the year. The

time and place of each regular meeting shall be set by the Commission each year at their organizational meeting, but the Commission shall not hereby be prohibited from rescheduling such meetings from time to time during the year as need arises.

Mr. Burgo made a made a motion to keep the meeting time as every second Thursday of the month at 7:00 p.m., Mr. Gevinson seconded the motion. Motion carried 4-0.

- C. *Review and discuss a Preliminary Site Plan 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 134-02.00-342.00 and zoned C-1 located at the intersection of Warren Road and SR26, Atlantic Avenue.*

Mr. Alan Schmidt of Century Engineering, LLC appeared representing Foot Fixers, LLC. He detailed the size and location of the proposed medical building located at the intersection of Warren Road and Atlantic Avenue. It will be zoned C-1 and are in the process of getting approvals from Soil Conservation District, DeIDOT and fire marshal. Mr. Burgo suggested beautification of Route 26, Mr. Schmidt advised that was already a consideration and they are working with their landscaping team.

Mr. Burgo made a motion to approve the preliminary plans submitted on behalf of Foot Fixers, LLC. Mr. Gevinson seconded the motion. Motion carried 4-0.

Adjournment: *Next meeting is scheduled for June 13, 2024. Mr. Burgo made a motion to adjourn. Mr. Gevinson seconded the motion. Motion carried 4-0. The meeting was adjourned at 7:12 p.m.*

Respectfully submitted,

Wendy Mardini
Town Clerk