



## TOWN OF MILLVILLE

### Planning & Zoning (P&Z) Commission Meeting Minutes September 12, 2024 @ 7:00 p.m.

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

2. **Approval of Meeting Minutes**

A. June 13, 2024, Planning & Zoning Meeting Minutes

***A motion by Mr. Roe to accept the minutes of June 13, 2024, was made. The motion was seconded by Mr. Plocek. Motion carried 4-0.***

3. **Citizens Privilege:** None.

4. **New Business**

***Cathy Scheck and Tim Roe recused themselves from this discussion.***

A. Review and discuss a Preliminary Site Plan submitted by Land Tech Land Planning on behalf of ASF Millville By the Sea, LLC, West Village B for a proposed 64-single family units. The site is located on Tax Map 134-15.00-16.00 and zoned Master Planned Community at Powell Farm Road and Roxana Road, Millville, DE 19967.

Jeff Clark from Land Tech introduced himself and presented the site plan, highlighting its location on tax map 134-15-00-16-00 and its proximity to Powell Farm Road and Roxanna Road in Millville, Delaware. Mr. Clark details the site's features, including the roadside sidewalk network, perimeter pedestrian trail, and community amenities like a swimming pool, clubhouse, and tennis courts. He also addressed concerns raised during the conceptual plan review, such as adding a wildflower mix in open spaces, showing stormwater pond maintenance access, and adjusting lot layouts to meet town requirements. The required

parking for this village is 195 spaces or three per unit and three per dwelling.

Jeff Clark explained the addition of a wildflower garden mix covering approximately an acre and a quarter. Mr. Clark clarified that no new plan for Central Park amenities is being presented, as the existing plan shows all amenities and maintains the area as flexible open space. Andrew Lyons confirms that all comments from the previous meeting have been addressed in the current plan.

Mr. Plocek raises concerns about the distance between the village and the main playground and swimming pool area, suggesting the need for closer amenities. Jeff Clark acknowledges the concern and explains the potential for future community needs to influence amenity placement. Mr. Burgo and Mr. Plocek discuss the importance of flexible space and the potential long-term costs for residents to develop additional amenities.

Mr. Clark and Mr. Lyons discuss the pathway network connecting the village to other areas, noting the need for better visual representation of the pathways. Mr. Burgo inquired about overflow parking, and Jeff Clark confirms that all single-family homes have two parking spaces, with additional guest parking provided. Mr. Plocek again addressed the need for playgrounds within West Village D so the children would not have to cross over a road with a 50-mph crosswalk.

***Chairman Burgo made a motion to approve the Preliminary Site Plan submitted by Land Tech Land Planning on behalf of ASF Millville By the Sea, LLC, West Village B. Mr. Plocek seconded the motion. Motion carried 2-0.***

**B. Review and discuss a Preliminary Site Plan submitted by Land Tech Land Planning on behalf of ASF Millville By the Sea, LLC, West Village D for a proposed 160-unit village, 19 lots single family and 141 townhouse units. The site is located on Tax Map 134-15.00-18.00 and zoned Master Planned Community at Powell Farm Road and Burton Farm Road, Millville, DE 19967.**

Mr. Burgo introduces the preliminary site plan for West Village D, proposing 160 units, including 19 single-family and 141 townhouse lots. Jeff Clark, Land Tech Land Planning, presents the site plan, highlighting its location on tax map 134-15-00-18.00 and its proximity to Powell Farm Road and Burton Farm Road in Millville, DE. Mr. Clark details the site's features, including the roadside sidewalk network, perimeter pedestrian trail, and community amenities like a mail kiosk and guest parking. He addresses concerns raised during the conceptual plan review, such as the need for pedestrian crosswalks at the Burton Farm Road intersection and

the addition of more extensive landscaping. Jeff Clark explained efforts to address the crosswalk issue with Delaware Department of Transportation and the addition of guest parking spaces in the townhouse section.

Andrew Lyons confirms that all comments from the conceptual meeting have been addressed in the current plan, except for the Delaware Department of Transportation issue. Mr. Burgo and Mr. Plocek discuss the placement of street trees and the potential for root barriers to prevent damage to sidewalks. Mr. Burgo inquired about dumpster locations and the coverage of mail kiosks, with Jeff Clark confirming that all concerns have been addressed.

***Mr. Plocek made a motion to approve the Preliminary Site Plan submitted by Land Tech Land Planning on behalf of ASF Millville By the Sea, LLC, West Village D with comments. Mr. Burgo seconded the motion. Motion carried 2-0.***

***Adjournment: Next meeting is scheduled for September 19, 2024. Mr. Burgo closed the meeting at 7:43 p.m.***

Respectfully submitted,

Wendy Mardini  
Town Clerk