



TOWN OF MILLVILLE
Planning & Zoning (P&Z) Commission
Meeting Minutes
November 12, 2025 @ 7:00 p.m.

Commissioners Present: Chairperson Michael Burgo, Pat Plocek, Tim Roe, Cathy Scheck, and Marshall Gevinson. **Town/Trade Employees Present:** Andrew Lyons GMB, Town Manager Eileen Scerra, Facilities and Building Administrator James Simpson, Town Clerk Trish Marcules. **Absent:** None

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL:

Chairperson Michael Burgo called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

2. APPROVAL OF PLANNING & ZONING MEETING MINUTES

A. October 9, 2025

Ms. Scheck made a motion to approve October 9, 2025, Meeting Minutes. Pat Plocek second the motion. Motion passed unanimously.

3. PUBLIC COMMENT – Zoom participants on file by entry/exit time.

Jim Marshall – 14 Juniper Court, Millville DE 19967 – Mr. Marshall expressed concerns about visibility and tree removal for a proposed development on Juniper Court. He would like to see evergreens planted and approximately 35 feet tall running along entire length of development.

Ronald Lips – 16 Juniper Court, Millville DE 19967 – Mr. Lips raised concerns about proposed development and water pressure. He also expressed concerns for a proposed road connection from their dead-end street emphasizing the community's opposition to a drive-through connection.

John Martin – 28 Daylily Lane, Millville DE 19967 – Mr. Martin expressed concerns about water and sewer connections, highlighting the need for community input and notification. Mr. Burgo stated this is just to hear their concerns and presentations from representatives. Mr. Burgo stated if this goes to Town Council, that it would be the

appropriate time to ask any questions.

Alan Silver (via Zoom) – 20 Juniper Court, Millville DE 19967 – Mr. Silver expressed concerns over the easement stating that their community roads are their roads. Mr. Silver stated the community owns the road, pays for the roads when things need done, and it's up to the community to allow any easements which they wish to not allow at this time.

Jai Hoover (via Zoom) – 10 Daylily Lane, Millville DE 19967 – Mr. Hoover also expressed concerns about water and sewer connections. Mr. Hoover stated there is interest with Cedar Cove Community to tie in with the water, however they felt additional research needs to be done before they would agree as a community to move forward.

4. NEW BUSINESS

- A. Review and Discuss Conditional Use application for Millville Residential LLC, for proposed twenty-three lot residential communities with single family attached homes consisting of 17 townhomes and 6 duplexes. This property is on Tax Map Parcel 134-12.00-396.00 on a 186,784 square footage lot with 4.28 acres, zoned Residential Planned Community (RPC). The site is located off Dukes Drive just north of Evans Park.**

Mike Riemann from Becker Morgan Group presented the project detailing the property's location, zoning, and proposed development. (John Falkowski, Project Engineer, Alex Burns, Council and Justin Hensley, Representative of the Developer and client were also in attendance with him)

Mr. Riemann outlined the project which includes 17 townhomes and 6 duplexes, (total 23) with a focus on maintaining some trees and addressing community concerns about water and sewer connections. Mr. Riemann presented a PowerPoint presentation which included detailed plans, zoning maps, and explanations of the RPC zoning district's requirements and the project's compliance with them.

Mr. Lyons reminded commissioners that this was a conditional use approval meeting to approve what the company is asking for tonight. He mentioned basically the discussion that evening was not having all single-family homes and using two types of homes. He said this conditional use does meet all requirements.

Mr Lyons then detailed the outline of conditional use explaining the process. If commissioners recommend it to Town Council, the next step is holding a public hearing. If approved, the developer will come back with preliminary approval, listing conditions on plan and how they meet those conditions, etc. If that is approved, then it will go through the normal subdivision approval process of preliminary approval and final approval with Town Council. Mr. Lyons reminded commissioners they are only approving or denying the conditional use, not the plan. If approved, they will see the

plan again.

Mr. Plocek raised concerns about sidewalk on both sides of the road and the need for a walking trail for easier access to Evans Park. Mr. Riemann acknowledged the need for a walking trail and discussed ongoing negotiations with the community about water and sewer connections. Mr. Plocek emphasized the importance of resolving these issues before finalizing the plan, and Mr. Riemann agreed to address them. Mr. Plocek said there were three concerns he wanted addressed before bringing plan back to committee. First, water connection. Second, sewer. How are they connecting, where are they connecting? How are they connecting to the sewer? Mr. Riemann stated its showing on the package submitted on sheet 201. Mr. Plocek requested to resolve how it's going to connect into the two systems before moving forward. Last concern, he would ask someone to reach out to Lords Landscaping to get a letter from them confirming agreement with the project.

Mr. Gevinson and other commissioners discussed the need for lighting, active open space, and buffering trees to maintain privacy and aesthetics.

Commissioners debated the merits of the project, with some supporting the use of town public area as open space and others opposing it. There were also different opinions on impact on the community and the park.

Chairman Burgo reminded commission that we are here to discuss the possibly recommend the Conditional Use Application.

Ms. Scheck made a motion to recommend approval of the Conditional Use Application for Millville Residential LLC to Town Council. Mr. Gevinson second the motion. Motion passed 3-2. (Mr. Plocek and Mr. Roe denied motion)

B. Review and discuss concept plans for Hershey Properties LLC for a proposed site renovation of former auto service business to retail/office use. This property is on Tax Map Parcel 134-12.00-1742.00, zoned C-1. The site is located at 35834 Atlantic Avenue, Millville DE 19967.

Commissioners were reminded that this is a concept plan meeting. No vote is needed.

Ray Blakeney from Cliff Co. Engineering, 53 Atlantic Avenue, Ocean View, presented the concept plans for the former auto service business on Atlantic Avenue. The site is 0.45 acres and currently serves Sussex County sewer and water services. The new owner plans to use the building as an office and showroom for Hershey Exteriors, with the front as the showroom and the rear for storage. Hershey Exteriors is a local business that does roofing, siding, windows, etc. The proposed changes include reducing lot coverage, improving the building's exterior, and addressing vehicular circulation and parking requirements.

Mr. Lyons mentioned that this is a legally non-conforming existing building that was in Millville before any code enforcements which started in early 90s. Mr. Lyons mentioned they are allowed to make changes to the site and to the structures of the site. They are allowed to make changes as long as they conform. He reminded everyone that this is, concept stage, so everyone will be seeing this again.

Mr. Plocek asks about the timeline for the building and the presence of any tanks buried on the site. Mr. Blakeney confirms they will check for buried tanks as part of the project. Mr. Plocek suggested adding a sidewalk between the back parking lot and the building to improve pedestrian access. Mr. Burgo and other commissioners discussed the need for landscaping and improving the building's exterior to match the company's brand.

5. COMMISSIONER COMMENTS

Ms. Scerra showed her appreciation and thanked Mr. Burgo for his years on Planning and Zoning stating his last meeting will be in December. Mr. Burgo thanked his commissioners and town staff for their contributions and support during his tenure on the Planning and Zoning Commission. It was met with a round of applause from those in attendance.

6. ANNOUNCEMENT OF NEXT PLAN & ZONING MEETING – Thursday, December 11, 2025 @ 7:00 PM

7. ADJOURNMENT

Ms. Scheck made a motion to adjourn the meeting. Mr. Plocek second the motion. Motion passed unanimously.

Mr. Burgo closed the meeting at 7:58 P.M.

Respectfully submitted,

Trish Marcules
Town Clerk