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Approved:



TOWN OF MILLVILLE
Planning & Zoning (P&Z) Commission
Meeting Minutes
July 10, 2025 @ 7:00 p.m.

Commissioners Present: Chairperson Michael Burgo, Pat Plocek, Tim Roe, Marshall Gevinson and Cathy Scheck. **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: Chairperson Michael Burgo called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

2. Approval of Meeting Minutes

A. June 12, 2025

Ms. Scheck made a motion to approve June 12, 2025, Meeting Minutes. Mr. Gevinson second the motion. Motion passed unanimously 5-0.

3. Citizens Privilege

None – Two residents attended via zoom. Neither requested to speak.

4. Old Business

A. Review, discuss, and possible recommendation to TC regarding Microtel #59063 Preliminary Subdivision and Site Plan submittal received on June 16, 2025 for the proposed hotel. The site is located on Tax Map Parcel 134-12.00-158.00 and Zoned C-1.

Ray Blakeney from Plitko Engineering introduced the project located at 35507 Atlantic Avenue. The site is 4.06 acres with approximately 0.31 acres in non-tidal wetlands along perimeter. The proposed plan will not encroach on the existing 50-foot maintenance right-of-way or the wetlands. Mr. Blakeney wished to say for the record that the project was submitted to the town prior to the ordinance 22-03 being enacted which prohibits hotels in the c1 zoning district. The ordinance specifically states that it does not apply to any applications that were received prior to 4/26/2022 as this one

was.

The hotel will be a Microtel, part of the Wyndham hotel chain, with 77 guest rooms and amenities like an outdoor pool and electrical vehicle (EV) charging stations. The hotel will have a dining area serving continental breakfast and will not have a restaurant or kitchen. The exterior design conforms to the town's Route 26 design standards. Site engineering and plans have been submitted to various regulatory agencies, with no disturbance expected to the wetlands or existing tax ditch.

Stormwater management plans have been submitted to the Sussex Conservation District. Sewer will be provided by Sussex County connecting to an existing 8-inch sewer lateral. Water will be provided by Tidewater Utilities with an existing 12-inch water main along Atlantic Avenue being extended. Mr. Blakeney noted that the Office of the State Fire Marshal reviewed and approved the plans regarding fire protection service for the hotel.

The site will use existing commercial entrance, with the side of the entrance widened for right-turn movements. A right turn lane and a protected left turn lane will be constructed.

The proposed sidewalk will be realigned and connected with interior sidewalks.

Mr. Lyons confirmed the plan does meet all the code requirements for the subdivision and for the site plan. He also confirmed they did receive the Fire Marshal site plan approval and everything is up to code with that as well.

Mr. Roe recommended that the application gets sent to the council because of the ordinance that was done but this was started prior to the amendment.

Mr. Gevinson questioned the number of handicapped rooms and whether microwaves are in the rooms. Mr. Blakeney confirmed there is at least one handicapped room, but he will verify the total number. The hotel will have a small dining area on the ground floor with microwaves in the rooms. Mr. Plocek recommended adding at least a second handicapped room on the first floor for better accessibility. He also questioned the tree line and if additional plantings can be done. Mr. Blakeney said the tree line along the canal should not encroach towards the parking area, and additional planting can be considered.

Questions were raised regarding access to tax ditches, EV charging stations, pool area, stormwater management, and the center turn lane. Mr. Blakeney answered that access to tax ditch is on the side of the hotel, and EV charging stations are likely for hotel guests only. Mr. Blakeney also stated that the pool was fenced in, but the fire pit and patio area are not. The stormwater management collection area is designed for retention and not permanent water storage. The existing center turn lane will be striped as a protected left turn lane, and a short right turn lane will be constructed.

Discussion was had on the sign to be used at the entrance. Currently they are considering using a ground level sign.

The commissioners discussed the need for additional lighting around the parking lot and the stormwater pond for security and safety. The exterior renderings for the hotel will be reviewed for compliance with the town's Route 26 design standards.

Pat Plocek made a motion to recommend to TC the Microtel #59063 Preliminary Subdivision and Site Plan with recommendations for additional lighting around the parking lot and stormwater pond for security and safety along with other recommendations they discussed. Cathy Scheck second the motion. Motion passed unanimously 5-0.

5. Announcement of next Plan & Zoning Meeting – Thursday, August 14, 2025 @ 7:00 PM

6. Adjournment

Mr. Gevinson made a motion to adjourn the meeting. Pat Plocek second the motion. Motion passed unanimously 5-0.

Mr. Burgo closed the meeting at 7:23 P.M.

Respectfully submitted,

Trish Marcules
Town Clerk