



**TOWN OF MILLVILLE**  
**Planning & Zoning (P&Z) Commission**  
**Meeting Minutes**  
**May 8, 2025 @ 7:00 p.m.**

**Commissioners Present:** Chairperson Michael Burgo, Marshall Gevinson, Pat Plocek, Tim Roe, and Cathy Scheck. **Town/Trade Employees Present:** Town Manager Eileen Scerra, Facilities and Building Administrator James Simpson, Town Clerk Wendy Mardini, GMB Representative Andrew Lyons Jr.

**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. March 13, 2025

***Pat Plocek made a motion to approve March 13, 2025, Meeting Minutes. Marshall Gevinson second the motion. Motion passed unanimously 5-0.***

**3. Citizens Privilege**

**Wally Bartus – 35956 Huntington St, Millville DE** – Mr. Bartus protested the exclusion of commissioners from planning and zoning/town council meetings during topics in their own communities citing Delaware law. Pat Plocek clarified that the town attorney confirmed the need for exclusion. Mr. Bartus argued against the exclusion, citing past experiences and the potential unethical implications of the rule. He wished that this conversation be on the meeting minutes.

**Sally Griffin – 35892 Huntington St, Millville DE** - Ms. Griffin echoed Mr. Bartus's concerns, urging the commissioners and the town to revisit the legislation on excluding commissioners from voting on topics in their own communities.

**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 the 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. Swearing-in of Planning and Zoning Members** – Town Clerk Wendy Mardini

- a. Tim Roe – present and sworn in.
- b. Pat Plocek – present and sworn in.

**B. Planning and Zoning Appointments**

- a. Chairperson
- b. Secretary

***Tim Roe made a motion for Mike Burgo to remain as Chair of Planning and Zoning. Cathy Scheck second the motion. Motion passed unanimously 5-0.***

***Mike Burgo made a motion for Marshall Gevinson to remain as Secretary of Planning and Zoning. Tim Roe second the motion. Motion passed unanimously 5-0.***

**C. 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.

*SYNOPSIS: If approved, the commission will set the second Thursday of the month for the Planning and Zoning regular meeting.*

***Cathy Scheck made a motion to approve Planning and Zoning regular meetings to be held the second Thursday of each month at 7:00 p.m. Pat Plocek second the motion. Motion passed unanimously 5-0.***

**D. Review and discuss a Preliminary Site Plan submitted by Land Tech Land Planning on behalf of ASF Millville By the Sea, LLC, West Village E for a proposed 63-single family lot village. The site is located on Tax Map Parcel 134-15.00-91.02 and zoned Master Planned Community at approximately 150' south of intersection of Roxanna Road and Endless Summer Drive, Millville DE 19967.**

Cathy Scheck and Tim Roe, both being residents of MBTS abstained from discussion and removed themselves from the room.

Lawton Myrick, RLM Designs LLC stood in for Jeff Parker Land Design. Mr. Myrick provided details about the site, including its location and proximity to West Village and amenities. Andrew Lyons from GMB, reviewed the plans against town codes and

approved master plans, comprehensive plans, future land use, etc. confirming compliance. Pat Plocek raised concerns about the distance to the playground and suggested adding a small playground unit within the community.

***Pat Plocek made a motion to move the Preliminary Site Plan for West Village E to Town Council requesting a small playground be installed. Mike Burgo second the motion. Motion passed as amended 3-0-2.***

**E. Review and discuss on West Millville Rezoning Site Plan**

***SYNOPSIS: The application was received by the Town of Millville on April 16, 2025. The proposed properties are located at Tax Map Parcels 134-12.00-16.00, 134-12.00-1501.00 through 1509.00, and 134-12.00-1510.00 through 1515.00 and zoned Residential (R-1). The applicant made requests to change the zoning to single family and two-family residential district. (R-2)***

Cliff Mumford, civil engineer from Davis Bowden Engineering explains the proposed rezoning from R1 to R2, which would allow for smaller lot sizes and duplexes. Tim Roe and Pat Plocek expressed concerns about increasing housing density in the area.

***Pat Plocek made a motion to reject the West Millville Rezoning Site Plan with a recommendation for the Town Council to deny the request. Tim Roe second the motion. Motion to reject 4-1. (Cathy Scheck motion to approve)***

**F. Review and discuss the Revised Amenity Plan submittal received on March 17, 2025, for the proposed amenity area for West Village A-1. The site is located on Tax Map Parcel 134-15.00-91.03 and zoned MPC. Address is: Open Space located between Tradewind Rd, Farmington Rd, and Fairfield Street.**

***SYNOPSIS: Final was approved by Town Council on June 14, 2022; however the applicant has asked for a revised amenity plan.***

Cathy Scheck and Tim Roe, both being residents of MBTS abstained from discussion.

Ray Blakeney from Political Engineering and Matt Connolly from DR Horton presented the changes including reorienting the clubhouse and reconfiguring the swimming pool. Andrew Lyons, GMB, notes the clubhouse is 1500 square feet larger than the approved plan. Pat Plocek recommends relocating the gates at the playground and adding a covered porch swing benches near the playground. Mike Burgo recommended having tennis courts applicable for pickleball too. Mr. Burgo also suggested benches on the tennis courts.

***Pat Plocek made a motion to approve the Revised Amenity Plan for West Village A-1 with the recommended changes discussed. Marshall Gevinson second the motion. Motion passed as amended 3-0-2.***

**5. Announcement of next Planning & Zoning Meeting – Thursday, June 12, 2025 @ 7:00 PM**

**6. Adjournment**

***Mr. Burgo closed the meeting at 7:44 P.M.***

Respectfully submitted,

Trish Marcules  
Administrator to the Town Manager