

## Planning & Zoning Meeting Minutes

23 February 2022

### Roll Call

Members Present: John Willard (filled in as chairperson), Luke Thomas, Jilana Wilson, Jim Fennemore  
Absent: Rebecca Marasco  
Town Staff: Roseann Lamar-Town Clerk  
Public Attendees: David Byler

Meeting called to order at 6:39 pm  
Pledge of Allegiance  
Moment of Silence

**Adoption of Agenda:** Motion by Luke, Second by Jim, all in favor

**Adoption of Minutes:** Motion by Jim, Second by Jilana, all in favor

**New Business:** Variance request: Applicant is requesting a variance for commercial property at 317 N. Layton Ave. Mr. Byler presented on behalf of Delmarva Buildings the plan for what they are looking to do on the property to the committee. Mr. Byler explained how they were looking to construct two new additional office buildings and redo their parking area. Delmarva Buildings has had a lot of growth in which they are running out of space. These two new buildings will help accommodate their needs for their growing business. With this property near wetlands within the town as it states currently in the Land Use & Development Code their must be a seventy-five feet (75) buffer from the edge of the tidal and non-tidal of the wetlands. Mr. Byler's requesting for an additional twenty-five feet buffer to be given so that they can have the additional space needed for them to construct their two new commercial office buildings. Advised that Kent County does twenty-five feet and other municipalities do twenty to twenty feet as well. Mr. Byler questioned why the decision was made that our town does seventy-five feet, advised that would be something we would have to look into it. Planning and Zoning voted to move forward with request for variance to move forward to Board of Adjustments. Motion by Luke, Jilana second, all in favor.

Informed that contract with University of Delaware is completed for their help with working on the Land Use and Development Code. Michael and I had a preliminary meeting earlier this morning February 23 with BJ and Jen going over the project schedule. Michael and I will have a meeting once a month to review all the information that is submitted from the Planning and Zoning committee. Advised that the ordinances are first to be sent over for review.

Review of Sections 6 & 7 Land use and Development Code: Section 6. Off-Street parking and loading did not see any issues in this section. Article 7. Signs Page 35. 7-6 Temporary Signs sentence #10 take out. Page 36. 7-8 Exempt Signs B. List of exempt signs 2. e. Holidays-A sign, including lighting in accordance with applicable electrical requirements, displayed in connection with the observance of any holiday, provided that it is removed within 10 days of the end of the holiday. Replace 10 days with 30 days.

Request for flagpole to be replaced on W. Camden Wyoming Ave towards Brown's Tavern.  
Review of sections 8 & 9

**Old Business:** Reviewed and discussed definitions for boarding house and group homes. Compared to other municipalities on how they do their boarding houses versus group homes.

### Next Regular Meeting:

March 23, 2022 @ 6:30pm

**Public Comments:** None

**Adjourn:** Meeting adjourned at 7:45 pm Motioned by Jim Second by Luke, all favor