

Planning & Zoning Meeting Minutes

June 25, 2025

Meeting called to order at 6:38 p.m.

Pledge of Alliance- Rebecca

Moment of Silence- Rebecca

Roll Call

Members Attending: Rebecca Marasco, Jilana Wilson and Jim Fennemore

Absent: Luke Thomas, John Willard

Jilana made a motion with a second by Jim to excuse both Luke and John's absence. Rebecca, Jilana and Jim, Aye. None Opposed. Motion carried.

Staff Attending: Roseann Lamar-Town Clerk, Michael Wooleyhand-Town Manager

Attendees: Richard Vetter, Elio Battista w/Parkowski, Guerke & Swayze

Adoption of Agenda:

Jim made a motion with a second by Jilana to approve the agenda as presented. Rebecca, Jilana, and Jim, Aye. None Opposed. Motion carried.

Adoption of Minutes:

- April 23rd, 2024-Planning and Zoning meeting

Jilana made a motion with a second by Jim to approve the minutes as presented. Rebecca, Jilana and Jim, Aye. None Opposed. Motion carried.

New Business:

- Lot Adjustment Harrison Ave. Mr. Vetter came before planning and zoning to combine the two lots on Harrison Ave. Proposed eliminating the current lot line between the two parcels to make it one parcel.
- Looking to build a house on the newly proposed lot. Currently as the lots sit, they are non-conforming lots per the Land Use and Development Code and are unbuildable unless Mr. Vetter would have to apply for variances to be able to build.
- The current size of each lot is about sixty-five hundred square feet. By combining them this would make them approximately thirteen thousand, one hundred and seventeen feet. Building code requires a lot size be at least ten thousand square feet to build.

- By eliminating the lot line between them this will bring the lot to a current conforming lot which Mr. Vetter will be able to build with in the town's code.
- The committee sees no reasons why they should not grant Mr. Vetter a lot line adjustment.

Jilana made a motion with a second by Jim to approve Mr. Vetter's request for a lot line adjust for Harrison Ave. as presented. Rebecca, Jilana and Jim, Aye. None Opposed. Motion carried.

- Conditional Use- 9 N. Railroad Ave-Mr. Battista with Parkowski, Guerke & Swayze represented on behalf of the owner Bison Row LLC.
- Mr. Battista stated that Bison Row LLC is a Delaware limited liability company formed for the sole purpose of acquiring and leasing 9 N. Railroad Ave.
- Mr. Battista also stated that Bison Row LLC undertook significant time and effort to renovate the property. They undertook certain tenant improvements to convert the interior space suitable for use as a professional office.
- The entry way was reconfigured to create a waiting room with an accessible bathroom. The office space is limited to the first floor of the structure.
- In addition, several improvements have been made to the exterior and landscaping have increased the property appeal as a potential professional office while maintaining The Town of Wyoming's historic character.
- The sidewalk was recently leveled and repaved. The rear entrance has been reconfigured for the purpose of accessibility and a privacy fence was installed around the perimeter.
- Immediately after acquiring 9 N. Railroad Ave, Bison Row, LLC entered negotiations with a local psychologist about leasing the property for an office to see patients on a part-time basis.
- Joseph B. Keyes, PhD intends to operate his solo practice from this location part time, he would anticipate on seeing patients approximately three days a week during normal business hours.
- Dr. Keyes does not dispense medication and primarily performs examinations on behalf of the State of Delaware.
- Dr. Battista reinstated again that the office space is limited to the first floor of the structure, the top portion of the structure will not be rented out. If anything, it will be used for storage.
- The planning and zoning committee has concerns regarding parking. Currently the Land Use and Development code states for Medical Clinics and Offices the required number of parking spaces is five per one thousand square feet.
- Mr. Battista stated that they have based their rental rate for Dr. Keys on less than a thousand usable square feet, which consist of one office for seeing patients and an administrative space connected to the kitchen.
- In addition to seeking approval from the Town of Wyoming for use as a professional office building, Bison Row, LLC would like to request a reduction in

the necessary parking spaces due to only the first floor is intended to be used as a medical space and Dr. Keyes is the sole practitioner.

- It is not anticipated that more than four or five parking spaces would ever be needed at one time.
- If Bison Row, LLC could restore the four perpendicular parking spaces in the mixed-use right of way adjoining 9 N. Railroad Ave, road frontage that were painted over and continue using the driveway that would be more than adequate for Dr. Keyes practices to be served.
- Rebecca questioned whether parking can be put in the rear of the property.
- Mr. Battista stated that he would check into this, him and his client Bison Row, LLC are willing to work with the town.
- Mr. Wooleyhand asked if they would be willing to fit the bill for the stripping if the town agreed to revert the parking spots back.
- Mr. Battista stated that he would discuss this with his client. This could be an option.
- The committee discussed and did not have a problem with the spots being turned back to the original parking spots. However, it would ultimately be the mayor and council's final decision.
- The committee advised that the street parking spots are town streets and that they will be first-come first-serve and that if they do reverse the lines this does not mean that they are specifically for the medical office.

Jim made a motion with a second by Jilana to accept the Conditional Use request at 9 N. Railroad Ave for the use of a Medical Clinic-Psychologist Office and to recommend Conditional Use to go before the Mayor and Council meeting on August 4th, 2025. with the following stipulations:

1. Parking still needs to be resolved for on street and off-street parking.

Rebecca, Jilana and Jim, Aye. None Opposed. Motion carried.

Old Business:

- None

Next Regular Meeting:

- Wednesday July 23rd, 2025 @ 6:30 PM

Public Comments:

- None

Adjourned:

Jim made a motion with a second by Jilana to adjourn the meeting at 7:30 p.m. Rebecca, Jilana and Jim Aye. None Opposed. Motion carried.

Roseann Lamar, CMC
Town Clerk