

Planning & Zoning Commission Meeting
December 18, 2025
MEETING HELD IN-PERSON & VIA TELECONFERENCE

The regularly scheduled meeting of the Planning & Zoning Commission was held at Delmar Town Hall and via teleconference. Commission Members in attendance: Deputy Mayor Jack Lenox, Vice Mayor Odell Jones Jr, and Commission Members Beverly Wilson, Shawn Johnson, and Jonathan Layton. Key Personnel: Town Mgr. Jeff Fleetwood, Planning and Zoning Director Twain Evanson, Code Enforcement Officer Kayla Trice, and Clerk of Council Vondell Spencer. Guests: Kevin Aydelotte, Matt Davis, Holly Campbell, Doug Marshall Sr., Denice Martinez, and Byron Cordon; via teleconference Rodney Brown.

Call to Order:

Deputy Mayor Lenox called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

Approval of Minutes –

A motion was made and seconded (Johnson/Wilson) to approve November 20, 2025, meeting minutes as circulated with revisions by a vote of 3 Ayes, 1 Absent (Jones), and 1 Abstain (Layton). Deputy Mayor Lenox mentioned Vice Mayor Jones maybe joining the meeting later because he had an unexpected school obligation this evening.

Unfinished Business –

None.

New Business –

1. **Chris Brown/Ryan Homes – New Home Build – Stillwater/Hazel/Elevation K – Lot 59, 38549 Winterberry Dr., Delmar, DE** – Mr. Brown presented a new home build as referenced per the attached drawings. Commission Member Wilson noted there is a vacant lot on one side and a Tupelo on the other. The setbacks appear to be in order.

Deputy Mayor Lenox called for a favorable recommendation to the Mayor and Council for – Chris Brown/Ryan Homes – New Home Build – Stillwater/Hazel/Elevation K – Lot 59, 38549 Winterberry Dr., Delmar, DE, per the attached drawings. A motion was made/seconded (Wilson/Layton) and carried by a vote of 4 Ayes 1 Absent (Jones).

2. **Chris Brown/Ryan Homes – New Home Build – Stillwater/Cedar/Elevation K – Lot 77, 38548 Winterberry Dr., Delmar, DE** – Mr. Brown presented a new home build as referenced per the attached drawings. Commission Member Wilson noted there are vacant lots on both sides. The setbacks appear to be in order. Planning and Zoning Director, Twain

Evanson added this would put Stillwater at 107 after January. Commission Member Layton asked Mr. Evanson how many more were left. Mr. Evanson answered 65.

Deputy Mayor Lenox called for a favorable recommendation to the Mayor and Council for – Chris Brown/Ryan Homes – New Home Build – Stillwater/Cedar/Elevation K – Lot 77, 38548 Winterberry Dr., Delmar, DE, per the attached drawings. A motion was made/seconded (Layton/Johnson) and carried by a vote of 4 Ayes 1 Absent (Jones).

3. **Denice Martinez – New Home Build – 703 E. East St., Delmar, MD** – Ms. Martinez presented a new home build as referenced per the attached drawings. Mr. Evanson noted this single-family home is currently under review by DBF and he is awaiting comments which he will receive tomorrow. He further noted the zoning and setbacks are in order. Deputy Mayor Lenox asked Ms. Martinez if she owned the property. She answered yes but she will not be living there it will be for sale. Commission Member Wilson added the setbacks appear to be in order on the site plan. There will be a front porch and a deck. She said the proposed driveway is on the site plan and it is very well done.

Deputy Mayor Lenox called for a favorable recommendation the Mayor and Commissioners for – Denice Martinez – New Home Build – 703 E. East St., Delmar, MD, per the attached drawings. A motion was made/seconded (Wilson/Layton) and carried by a vote of 4 Ayes 1 Absent (Jones).

4. **Holly Campbell/Doug Marshall Sr. – New Home Addition (Final Plans) – 30503 E. Line Rd., Delmar, MD** – Ms. Campbell presented final plans for a home addition as referenced per the attached drawings. She noted the addition would be on the rear of her brother's property for their sister. The addition would be 30 by 50. Deputy Mayor Lenox noted different boards and commissions have different authority and the Board of Zoning Appeals is who you would go to when discussing hardships and variance applications.

Deputy Mayor Lenox acknowledged the minutes from the Board of Zoning Appeals meeting from June 17, 2025 have not yet been adopted by the Board. He said their action still took place and it wasn't appealed so it is in effect but they will be looking at the language in some of their own decision making.

Commission Member Wilson said she understands it's a duplex currently. She asked if it was always a duplex and was it annexed at some point? Mr. Evanson answered yes. She further asked was it a duplex when it was annexed? Mr. Evanson further answered he is unaware. Ms. Campbell said it was annexed a couple of years ago when they did the restaurant.

Deputy Mayor Lenox clarified with Ms. Campbell that the duplex was existing when what is now known as the "The Groove" was annexed. Ms. Campbell responded yes, it was existing

when the Country Barn was there. Commission Member Wilson asked Ms. Campbell if this was currently a duplex. Ms. Campbell answered yes. Commission Member Wilson further asked Ms. Campbell if it was turning into a triplex. Mr. Marshall answered yes. Commission Member Wilson responded she does not see anywhere where it says that they are changing this addition from a duplex to a triplex. Deputy Mayor Lenox responded in the minutes there is an approval for the new unit.

Commission Member Wilson noted in the minutes it says it is an addition not a new unit. Commission Member Wilson inquired how that effects the zoning. The zoning is highway regional commercial with a grandfather clause.

Commission Member Wilson questioned if the parking access and the access to this house especially for a disabled person was encompassed in the site plans. Ms. Campbell answered yes, there is plenty of parking currently and her sister walks. Commission Member Wilson confirmed no ramp was needed.

Ms. Campbell described the addition as a short L currently and it will become a longer L.

Commission Member Wilson stated she had no objections to it and it is a wonderful idea as long as it complies with what Zoning Appeals approved. Commission Member Wilson confirmed a rental license will be needed. Code Enforcement Officer Kayla Trice noted this property is not registered as a rental. Ms. Campbell confirmed they will comply. Ms. Trice noted the other two units will have to registered as rentals as well.

Deputy Mayor Lenox noted the motion that's included in the draft minutes appears to contradict itself. When the Maryland Board of Zoning Appeals approve the June 17, 2025 minutes, they will need to confirm what their intentions are regarding occupancy by Mr. Marshall's sister; other than that, we are just speculating. Commission Member Wilson noted the variance typically runs with the land; it does not have anything to do with a person.

Deputy Mayor Lenox called for a favorable recommendation to the Mayor and Commissioners to add a third unit for – Holly Campbell/Doug Marshall – New Home Addition (Final Plans) – 30503 E. Line Rd., Delmar, MD, as submitted, with the condition the site plan be approved subject confirmation of consistency with the order the Maryland Board of Zoning Appeals approval of June 17, 2025. A motion was made/seconded (Wilson/Layton) and carried by a vote of 4 Ayes 1 Absent (Jones).

5. **Brad Gillis/Opportunity Street, LLC. – New Facility (Farmers Bank of Willards) – 38552 Sussex Highway, Delmar, DE** – Parker and Associates Representative, Mr. Kevin Aydelotte and President of Farmer's Bank of Willards, Mr. Matt Davis presented a new facility as referenced per the attached drawings. Mr. Aydelotte said they are looking to develop an existing urban piece of property that is north of the Tidal Health Primary Care facility on south Rt.13 to put in a Farmer's Bank of Willards.

Deputy Mayor Lenox stated their site plan was approved in 2017. Commission Member Wilson asked Mr. Aydelotte if there was a pad already at that location and what kind of condition is that in. Mr. Aydelotte answered yes. He said the pad that is in that location will be torn out. The only things that will be utilized will be the communication utilities, electric, etc. The drive-thru lanes will be in between what is the new proposed bank and the existing structure. Deputy Mayor Lenox asked Mr. Aydelotte if there would be alterations on any of the curb cuts out on the state road. Mr. Aydelotte answered no.

Deputy Mayor Lenox further asked Mr. Aydelotte if the stormwater has been approved. Mr. Aydelotte further answered they have submitted to the Sussex Conservation District for a waiver detail because the property was previously approved with the amount of impervious, they are actually reducing that amount of impervious. So, it's the Sussex Conservation District and it will just be a no net change waiver submitted to them.

Deputy Mayor Lenox asked Mr. Aydelotte if the design guidelines have changed since 2017. Mr. Aydelotte answered he is sure they changed six to seven times but the constant has been as long as there is a no net change in impervious covered. He said they can still offer standard plan approval for that and they had an internal kickoff meeting last week. He further said the only difference that we've done is based on the prototype that came from the architecturals. It is the same model and they've had some space issues so we have added 12 additional feet to the bank. The bank itself is still in the same footprint of the existing building pad that's there it's just now 12 feet wider to give them some more room for IT cables and teller space.

Mr. Aydelotte said they are proud of the accessibility of the drive-thru lanes for vehicles. They have run a truck turning template through both the drive-through lane, the closest drive-through lane to the building, and the next one over. A F-550 with a 12-foot trailer can get through there without a problem.

Mr. Davis introduced himself as the new bank president, and addressed questions regarding the bank's interest in Delmar.

Commission Member Wilson questioned parking. Mr. Aydelotte responded there's some existing parking that is currently on the site that will be removed in order for the driveway to go in. He said but even with removing that we still are 18 or 19 spaces over what the requirement is. The parking spaces are already existing so there is less disturbance.

Commission Member Wilson noted there needs to be some signatures done.

Deputy Mayor Lenox called for a favorable recommendation to the Mayor and Council – Brad Gillis/Opportunity Street, LLC. – New Facility (Farmers Bank of Willards) – 38552 Sussex Highway, Delmar, DE, per the attached drawings

including a 12-foot addition to the south side of the building. A motion was made/seconded (Johnson/Wilson) and carried by a vote of 4 Ayes 1 Absent (Jones).

Deputy Mayor Lenox noted that Vice Mayor Jones has joined the meeting at 7:40 p.m.

Public Comments –

None.

Commission Comments -

- 1.) Commission Member Wilson wished everyone a Merry Christmas. Deputy Mayor Lenox added we will make that unanimous.

Adjournment –

Deputy Mayor Lenox called for a motion to adjourn the meeting. The motion was made/seconded (Layton/Johnson and carried by a vote of 5 Ayes.

Submitted by:

Vondell Spencer
Clerk of Council