

Planning & Zoning Commission Meeting
June 22, 2023
MEETING HELD IN-PERSON & VIA TELECONFERENCE

The regularly scheduled meeting of the Planning & Zoning Commission was held at Delmar Town Hall and via teleconference. Those in attendance: Deputy Mayor Lenox, Vice Mayor Jones, and Commission Member Beverly Wilson. Key personnel: Town Mgr. Jeff Fleetwood, CDC William Hardin, Director of Planning and Zoning Twain Evanson, CEO Liz Peek, Chief Barkley and Clerk of Council Vondell Spencer. Guests: William Deshields and Brenda Marshall. Absent: Commission Members Rochelle Outten and Shawn Johnson.

Called to Order:

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

Approval of Minutes –

A motion was made and seconded (Wilson/Jones) to approve the April 20, 2023 meeting minutes as circulated by roll call vote with 3 Ayes 2 Absent (Outten and Johnson).

Commission Member Wilson noted there was no Planning and Zoning Commission meeting in May 2023.

Deputy Mayor Lenox recognized CDC William Hardin's official last meeting with the Planning and Zoning Commission. He thanked CDC Hardin for all he has done for the Town of Delmar in the last 15 years. Deputy Mayor Lenox wished CDC Hardin nothing but the best. He said CDC Hardin has been an excellent employee and representative of the Town of Delmar.

CDC Hardin responded thank you and he will sorely miss working with the Planning and Zoning Commission. It has been his honor and pleasure to do so.

Town Mgr. Fleetwood mentioned tomorrow around 12:00 p.m. in the large chamber there will be a celebration in honor of CDC Hardin. Light fair from Mission BBQ will be available to all that attend. Town Mgr. Fleetwood said to CDC Hardin has earned a well-earned and deserved retirement. CDC Hardin responded thank you.

Town Mgr. Fleetwood introduced the new Director of Planning and Zoning Twain Evanson. He asked Mr. Evanson what interested him to come work for the Town of Delmar. Mr. Evanson gave his background/degree information, work background, family/residence in Delmar, DE, and why he is here at the Town of Delmar for the long-term. Deputy Mayor Lenox welcomed Mr. Evanson and said it is good to have Mr. Evanson apart of the Town of Delmar staff. CDC Hardin replied Mr. Evanson will be a great asset to the Town of Delmar Planning and Zoning Commission. A conversation ensued.

Old Business –

None.

New Business –

1. **Lot Line Adjustment – Delmar Police Department – 102 Pennsylvania Avenue, Delmar, MD** – Town Mgr. Fleetwood said the parcels east of the police department are Town property. There have been conversations for a couple of years in reference to the police department being in need of a pole/storage building. In the FY'24 Budget the monies were approved for the building. He further said they envisioned taking the parcel that PD sits on, taking the two additional parcels that sit to the east and combining them into one parcel. In turn the 50 x 40 pole building will be placed on the back side of the PD. Wrought iron fencing will encompass the PD as it exists today as well as the new pole building. The chain link fencing will be removed.

Town Mgr. Fleetwood commented he wanted the Planning and Zoning Commission's input.

Chief Barkley stated a large portion of the lot line adjustment deals with storage. When the new PD building was built that PD is currently in there were some unfortunate shortfalls. PD had to maintain a lot of files and property within the old PD building which will be turned into a community center. A lot of the files and paperwork that were maintained in the old PD cannot be discarded. This project will also provide security. Right now, the rear lot even though the chain link fencing is there is pretty much open. Once the lots are combined PD can put up the steel building with an area inside the steel building to hold PD storage. PD will use the building from time-to-time to store seized vehicles which has to have extra security. Formally, PD is just not in compliance putting things at the old PD building because it may be fenced in but there are no eyes on anything. PD is trying to resolve some of those issues as well.

Chief Barkley further stated PD will be adding the wrought iron fencing. The fencing came in two varieties which was steel and aluminum. Wrought iron was chosen because the aluminum will bend and the type of fencing that was chosen would prevent anyone from scaling it. Right now, with the chain link fence there is nothing stopping an individual if they wanted to get in. Deputy Mayor Lenox asked Chief Barkley if PD has a preference for the Planning and Zoning because there were two alternatives that are shown on the plan.

Town Mgr. Fleetwood explained one of the alternatives was as far back as the pole building could be placed and the other alternative is the center of the chain linked fence. As far as location there really was not preference. Chief agreed. Deputy Mayor Lenox inquired if the PD would have access to East East St. Chief Barkley answered yes, there

will be two drive through gates. One gate on the north side facing Town Hall and one gate will be on the East East St. side of the PD. The sidewalk cutout is already in place.

Mr. Evanson asked Chief Barkley if there is a preference in terms of where the gable end of the building is facing. He said to say that it is 50 feet it has to face west. The gable end is facing East East St. So, there is a preference. Chief Barkley agreed.

Deputy Mayor Lenox asked Chief Barkley if the building would be temperature controlled. Chief Barkley answered not at this point, no. PD discussed temperature control for the building and in his opinion, it has not been temperature controlled in all these years. Deputy Mayor Lenox further asked Chief Barkley if there were going to be sprinklers because the building will be on the MD side. CDC Hardin confirmed that sprinklers are required especially since it would be used for storage. Chief Barkley replied he will take note of that.

Deputy Mayor Lenox inquired if Chief Barkley will have water for any other purpose. Chief Barkley responded no.

Commission Member Wilson said it would be an eye sore to have the building right up against East East St. Just make sure that the locations given on the plan is where the building is built. She further said on the plan she would prefer the green option on the plan because people driving by on East East St. and the building would be a building just right there. A conversation ensued.

Chief Barkley noted there should be a walk through on the plan next to the building near the PD trash dumpster is now. PD found that they have had to respond to incidents on East East St. and exiting the PD building it takes a lot longer to get out without any access on East East St. side.

Deputy Mayor Lenox asked CDC Hardin if there were any setback issues that the Planning and Zoning Commission has to be concerned about. CDC Hardin answered no, it is zoned community business. CDC Hardin informed the Planning and Zoning Commission how the regulation provision read. He said that is one of the reasons for the lot consolidations because there cannot be an accessory structure without having a principle and as the lots are separated right now without the line you wouldn't have that.

Deputy Mayor Lenox commented this would be great. He said he was aware that he has been working and hoping for this for a while and he is aware that there are others in line to use the old PD building.

Deputy Mayor Lenox asked for a motion to approve the lot consolidation. A motion was made/seconded (Jones/Wilson) and carried by a roll call vote of 3 Ayes 2 Absent (Outten/Johnson).

Commission Member Wilson gave her best wishes to CDC Hardin on his retirement.

Public Comments –

None.

Commission Comments/ Commission Comments –

None.

Adjournment –

Deputy Mayor Lenox called for a motion to adjourn the meeting. The motion was made/seconded (Jones/Wilson) and carried by roll call vote of 3 Ayes 2 Absent (Outten/Johnson).

Submitted by:

Vondell Spencer

Clerk of Council