

Planning & Zoning Commission Meeting
November 20, 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, and Shawn Johnson. Key Personnel: Town Mgr. Jeff Fleetwood, Planning and Zoning Director Twain Evanson, Code Enforcement Officer Kayla Trice, and Clerk of Council Vondell Spencer. Guests: Ryan Larmore, Tim Metzxner, Shiela McEwan, and Thomas McEwan; via teleconference Rodney Brown. Absent: Commission Member Jonathan Layton.

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 (Wilson/Jones) to approve October 23, 2025, meeting minutes as circulated with revisions by a vote of 3 Ayes, 1 Abstain (Johnson), and 1 Absent (Layton).

Unfinished Business –

None.

New Business –

1. **Chris Brown/Ryan Homes – New Home Build – Stillwater/Spruce/Elevation K – Lot 56, 38525 Winterberry Dr., Delmar, DE** – Mr. Brown presented a new home build which was a resubmission with an approved building design as referenced per the attached drawings. Commission Member Wilson noted this is a corner lot. The lot is on Yellowwood Dr. and Winterberry Dr. She further noted if you are facing the property on Yellowwood Dr. to the left there is a vacant lot and there is no dwelling to the right. 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/Spruce/Elevation K – Lot 56, 38525 Winterberry Dr., Delmar, DE, per the attached drawings. A motion was made/seconded (Johnson/Wilson) and carried by a vote of 4 Ayes 1 Absent (Layton).

2. **Chris Brown/Ryan Homes – New Home Build – Stillwater/Hazel/Elevation K – Lot 82, 38522 Winterberry Dr., Delmar, DE** – Mr. Brown presented a new home build as referenced per the attached drawings. Commission Member Wilson noted the property will have a 10 by 14 patio. This is also a corner lot and when facing the property on

Winterberry Dr. to the left would be an Elm, the corner is on the other side, and the setbacks appear 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 82, 38522 Winterberry Dr., Delmar, DE, per the attached drawings. A motion was made/seconded (Wilson/Johnson) and carried by a vote of 4 Ayes 1 Absent (Layton).

Planning and Zoning Director, Twain Evanson noted from conception this will be 103 permitted and 92 COs.

3. **Ryan Larmore/Tim Metzner – Benrow Appliance Showroom and Warehouse – Lot 1, South of Thornton Blvd. and West of Old Stage Rd., Delmar, DE** – An associate with Davis, Bowen & Friedel, Mr. Metzner represented the owner of Benrow Drive, LLC. Mr. Metzner presented a final site plan approval for an appliance showroom and warehouse.

Mr. Metzner stated in the previously partially constructed development on the corner of Thornton Blvd. and Benro Dr. the total size of the facility is 18,112 square feet. The primary entrance is off of Thornton Dr. and off of Benro Dr. The parking for the customers will be on the Benro Dr. side of the parcel. The parcel is tying into the existing stormwater system, the stormwater facility that was located along the southern and eastern side of the site. The utilities are Town of Delmar for water and sewer, which are already stubbed along the road so, the tie-in will be directly off of that.

Mr. Metzner further stated the site is zoned appropriately for the use, and they have received all of the approvals necessary for the final approvals from the town. Also, included were the four-sided renderings and the floor plan that was requested by this commission in the previous meeting. The color scheme is a slate gray metal panel with a primary siding. He said it does have a pre-finished fiber cement with green texture at the primary entrance with glass lights, glass doors, and then above that where the sign is above the building is another metal material that's a lighter white.

Mr. Metzner said the top north elevation is the side that's facing Thornton Blvd. The elevation below that, under the west elevation faces Benro Dr. Those are the two primary drives that the public is going to see. The elevation below that faces the shopping center. He further said there is no public access there; that elevation will face the other shopping center to the south of the building. The east elevation faces Old Stage Rd. Commission Member Wilson asked Mr. Metzner if that is where the bump out is for the garage door. Mr. Metzner answered yes.

Deputy Mayor Lenox asked Mr. Metzner if Benro Dr. and Thornton Blvd. are both town roads. Mr. Metzner answered Thornton Blvd. is a town road and Benro Dr. is a privately owned road. Commission Member Wilson inquired about the semi-trucks entrance, where they would go to park, and how they would get to the garage doors. Mr. Metzner responded they did run a truck template with the trucks that utilize their sites. Both of them

can access from Route 13, turn off of Route 13 south northbound, which is to the left, so they'll turn onto Thornton Blvd. and they can either take a right onto Benro Dr. and then left. He further responded there's a pretty substantial turning radius out there so that they can turn left into the site of Benro Dr. and the pavement bumps out a bit. That's for the trucks to make turns around the building. It goes up towards the other entrance at Thornton Blvd., then they can back down into the truck dock which is where they will unload. From there, they can exit and pull straight out of that entrance on to Thornton Blvd., and swing from there quickly to get out to Route 13. Or they can come down Thornton Blvd. entrance and take a left, come along the right side of the building, and then back in. That's for the smaller trucks.

Mr. Metzner added they also can make that turn out because it's the smaller box trucks so, they can make that turning radius out of there and exit out on Benro Dr. Mr. Evanson asked Mr. Metzner what time the drivers deliver. Mr. Larmore answered normally coming in our driver leaves about 10 o 'clock in the morning, he's back at 5 o 'clock at night, he's on the back of the truck, he's in the dock, and then my crew is going to get in there at 6 o'clock a.m.

Deputy Mayor Lenox asked Mr. Metzner if the plans have been reviewed by any other part of Davis, Bowen & Friedel. Mr. Metzner answered yes, by engineering. Deputy Mayor Lenox asked Mr. Metzner if the stormwater design was done when the subdivision was completed. Mr. Metzner answered that is correct. It was overall development design for 85 percent impervious. So, no additional stormwater sizing was required.

Town Mgr. Fleetwood asked Mr. Metzner what kind of lighting will be in the parking lot and around the building. Mr. Metzner answered the building has wall packs and there is street lighting.

Deputy Mayor Lenox asked Mr. Metzner about landscaping plans. Mr. Metzner answered they do not have a landscaping plan. He further asked Mr. Metzner if there would be any problems with submitting one as a follow-up. Mr. Metzner answered no.

Commission Member Wilson inquired if there are adequate parking spaces for the number of employees. Mr. Evanson responded yes. Town Mgr. Fleetwood asked Mr. Metzner the size of the grounds; how many acres. Mr. Metzner answered the parcel is 1.96 acres and they are going to move the previous lot line to the center of Benro Dr. The proposed lot is 2.6 acres. Commission Member Wilson asked Mr. Metzner if it is two lots right now. Mr. Metzner further answered currently it's two lots but if they receive a favorable recommendation there is a record plan to record that lot at the center of Benro Dr. The new lot line for lot two which is the smaller lot is just over one acre which can still meet the requirements for the town for commercial building. Deputy Mayor Lenox clarified this will be a follow-up plan that would need to be submitted. Mr. Metzner responded if they

receive favorable approval then as far as the final recordation/final site plan that line would be recorded; so, it would get shifted.

Commission Member Wilson inquired about signage. Mr. Evanson responded the plans for the signage will be submitted separately and it would be reviewed in house.

Deputy Mayor Lenox asked Mr. Metzner where the current warehouse is located. Mr. Larmore answered Salisbury, MD. He further asked if this is the same setup. Mr. Larmore answered yes.

Vice Mayor Jones inquired about the fire department. Mr. Metzner responded they have received fire marshal approval.

Commission Member Wilson inquired if the setback lines are correct. Mr. Metzner responded those are the correct setback lines. She further inquired if the required and the proposed are the same. Mr. Metzner further responded yes and that is with the lot line adjustment.

Commission Member Wilson said from where the building sits it looks like the parking spaces are not included on the building setback line so it is not the same. Mr. Metzner responded there is a front setback, side setbacks, and rear setbacks. Deputy Mayor Lenox asked Mr. Metzner if the permanent easement line is also the property line. Mr. Metzner answered no. Deputy Mayor Lenox further asked if they measure the setback from the easement. Mr. Metzner answered from the right-of-way. The setbacks are 40 front, 30 (15 feet per side), and 30 rear.

Deputy Mayor Lenox called for a favorable recommendation to the Mayor and Council for – Ryan Larmore/Tim Metzner – Benrow Appliance Showroom and Warehouse – Lot 1, South of Thornton Blvd. and West of Old Stage Rd., Delmar, DE with the conditions that there be a follow-up record plan regarding the lot line adjustment, there be a landscape plan submitted, and also a sign plan submitted. A motion was made/seconded (Wilson/Johnson) and carried by a vote of 4 Ayes 1 Absent (Layton).

Public Comments –

1. Mrs. Sheila McEwan, HOA President at Heron Ponds commented she spoke with Mr. Mark Murphy and he said he was going to pave but he is waiting on a call to be moved from another place. So, they have not gotten their streets paved. Town Mgr. Fleetwood noted the responsible party for the paving is Mr. Murphy and he is developing Kilteel but he is also at Stillwater. Mr. Murphy's PWA for Kilteel does stipulate the requirement is to do the top coating for Song Sparrow. He has also exchanged emails stating he is committed. A conversation ensued.

2. Mrs. Shiela McEwan commented they just did the amendment for pools and hot tubes that are now approved. Town Mgr. Fleetwood said they are changing the By-Laws for Heron Ponds because most of the residents want pools. A conversation ensued.
3. Mr. Thomas McEwan commented Town Mgr. Fleetwood has been excellent helping them out with snow removals, Planning and Zoning Director, Twain Evanson was great with the permit when they did work at their house. He further commented the town employees of Delmar are excellent every time he comes to pay a bill Clerk of Council, Vondell Spencer is excellent. He further said he just met Code Enforcement Officer, Kayla Trice.

Commission Comments –

1. Deputy Mayor Lenox noted Clerk of Council, Vondell Spencer has recently completed some rather significant work which will soon reflect the designation of Certified Municipal Clerk which is a significant accomplishment, good for the town, and good for Ms. Spencer. He thanked Ms. Spencer and congratulated her.
2. Commission Member Wilson thanked Ms. Spencer for all her hard work. She commented next month she will not attend the meeting in person she will attend via teleconference.
3. Town Mgr. Fleetwood commented Starr Conaway and Bob Conaway are both retiring. He said Mrs. Conaway is his Administrative Assistant and dedicated HR person. The town has onboarded a new replacement for the Administrative Assistant/HR position, Mrs. Stephanie Alexis-Pacheco that hails from the City of Seaford. Ms. Pacheco has had three months of OJT with Mrs. Conaway. For Bob Conaway's role, he was one of our two CDL license holders so, Mr. Jordan Johnson was hired from the high school.

Adjournment –

Deputy Mayor Lenox called for a motion to adjourn the meeting. The motion was made/seconded (Jones/Johnson) and carried by a vote of 4 Ayes 1 Absent (Layton).

Submitted by:

Vondell Spencer
Clerk of Council