

**Town of Millington
Planning Commission
Minutes of the Meeting
June 22, 2017**

Call to order: The meeting of the Planning Commission for the Town of Millington was called to order by Joyce Morales. The Commissioners in attendance were Moe Morton, Sam Johnston, Lewis Teat, and Kathy Hemstock. Also in attendance Howard Crossan, Mitchell Mowell, Peter Johnston, and Trish McGee of the Kent County News.

Minutes: The minutes of the April 27, 2017 meeting were approved. A motion to accept was entered by Morton, a second by Johnston, approved 5-0 to accept was entered.

Swearing in of Commission: Mayor Morales attended the meeting to swear in all members of the Planning Commission and Town Administrator Manning.

Organizational Meeting: The Council members elected Joyce Morales to remain as chair with a vote of 5-0 and Moe Morton to remain as co-chair with a vote of 4-1. Ballots will be retained with the records of Planning Commission.

New Business:

The Commissioners reviewed the monthly permit log and rental permit log. A request to send a letter to the mortgage company responsible for 415 Cypress Street regarding the expired construction permit and code violations. A review of the pending court hearing for rental violation of the School House apartments was provided to the Commissioners.

Oxford Chase President, Howard Crossan, was in attendance seeking final approval on the site plan for Dollar General, approval of a request to remove the lot line dividing the two properties, and approval of a demolition and construction permit. Mr. Crossan explained the bank financing the project requests copies of the approved demolition/construction permits prior to settlement of the loan. After discussion, it was agreed that a letter from Anna Pectelidis authorizing Oxford Chase to apply for a demolition/construction permit, apply for the lot line adjustment, and request approval for the site plan would suffice and allow the Town to grant all approvals to Oxford Chase even though the property is not in their name at this time. A motion to approve the final site plan with the attachment of a letter from Ms. Pectelidis was made by Johnston, a second by Morton, with a vote to approve of 5-0. A motion to approve the resubdivision (lot line removal) of the two properties, 189 and 193 Sassafras Street was made by Morton, a second by Teat, with a vote to approve of 5-0. Once a letter is received from Pectelidis, Joyce will sign the site plans and the permits will be approved. Morales advised Mr. Crossan they would need to meet with the Mayor and Council regarding the bond issuance for sidewalk and curbing work.

A sign permit was reviewed for SCG Used Tires, the new business occupying the building at 206 Sassafras Street. The Commissioners have requested additional information with regards to the construction material of the sign and the design of the sign. They also asked for responses to the following questions and had the following comments:

- All signs must be removed from the fence and building not associated with the new business;
- Will there be any illuminating signs;
- Where will tires be stored in respect to the location of the building;
- Will service be provided to change tires; if so where will this occur and how will this be completed;
- Where will tires removed from vehicles be stored and how will they be removed from site; and
- There are to be no items placed on the sidewalks causing pedestrian obstruction.

Once these questions and concerns have been addressed the Commission will re-review the master sign plan request.

Commissioner Hemstock shared her concerns with the difference between signage and merchandise on display or general decorations in front of a business.

Kent County has submitted the draft Comprehensive Plan for review. Peter Johnston discussed his concerns and issue with missing information regarding the Millington area. The draft plan is not consistent with the Land Use Article nor Millington's Land Use Plan in our Comprehensive Plan. There is concern whether the Town is operating as a public utility; the regulation states once service is extended beyond the legal boundaries of the owner the utility can no longer be considered a public utility. This will need to be researched further. Peter recommended the Town take a position on the inaccuracy of the Comprehensive Plan, the County's Master Water and Sewer Plan, and the tier map that is part of the Comp Plan. As part of our letter of concern, we will offer GIS files to be reviewed by the County. A letter will be drafted reviewed by Peter Johnston and Mitch Mowell prior to submission.

A discussion ensued regarding the certification requirement for all Planning Commissioners and members of the Board of Appeals. There are a few members of both commissions that have not completed the requirement. The link will be sent to these Commissioners for completion.

A motion to adjourn the meeting at 8:05 PM was made by Morton, a second was made by Johnston; a vote of 5-0 was entered.

Respectfully submitted,

Jo Manning, Town Administrator