

Planning & Zoning Committee Meeting

June 28, 2023

Present: Wayne Stover, Bill Brockenbrough, Tom Ruppert, Kenny Getty, Jonathan Burnett, Robert Cote, and Sue Muncey were in attendance.

1. **Call to Order**: Mr. Stover brought the meeting to order at 7:00 p.m.
2. **Pledge to the Flag**: Mr. Stover led the pledge.
3. **Approval of Minutes**:

Mr. Brockenbrough made a motion to approve the meeting minutes of 05/24/23 in their written form. Mr. Ruppert seconded the motion. Motion carried unanimously.

4. **Determination of Quorum**: Mr. Stover stated a quorum was present. Mr. Getty came in late but was excused.
5. **Old Business**: No old business to discuss.
6. **New Business**:
 - a. **Workshop to discuss and make suggestions to the Town of Clayton's Comprehensive Plan**. There will be no formal action taken.

Mr. Burnett stated anywhere it says "Town Foreman" it needs to be changed to Town Manager and/or designee. On page vi – the Town Officials and Staff needs to be updated. This will be given to the University of Delaware to update. On page vii – County and State Officials need to be updated. Bruce Ennis has retired. Constance Holland has retired and has been replaced by David Edgell. The University of Delaware will update this.

Chapter 1 – needs to be changed accordingly. Mr. Brockenbrough stated the date will change from 2018 to 2023. Under Accomplishments on page 2 – designation of Clayton's Downtown Development District in August 2019, sale of municipal water system to Artesian Water Company in 2022, improvements to downtown, and the creation of Clayton Veterans Park and surrounding area. Mr. Burnett stated an accomplishment is the Town Shop on S. Bassett Street.

Chapter 2 – Mr. Brockenbrough stated the chapter content documents the process followed, does it necessarily need to be rewritten for the current effort. Also, we need to consider having a booth at additional venues besides Railroad Days, such as Movie Nights and large civic association events (Huntington Mills, Providence Crossing, etc.) Mr. Burnett asked if this would be revamped once completed. Mr. Brockenbrough stated yes. Mr. Burnett stated we did not annex anything in.

Chapter 3 – Mr. Brockenbrough stated on page 12 under Community Character the description is good, but the position may need to be updated depending on what we hear from the residents. Mr. Burnett stated on page 11 the picture of the Clayton Fire Company – we need to add that it was the first Town Hall and then became the firehouse. Mr. Ruppert stated on page 10 the dates of President Zachary Taylor leadership needs to be updated. On page 13 – Mr. Burnett stated he would get updated information on positions.

Chapter 4 – Mr. Brockenbrough stated we need to update to reflect the existence of the 2020 Strategies for State Policies and Spending. Mr. Burnett stated we need to add additional dates. On page 13 – Mr. Stover asked we need to ask are we going to present to annex more property in. Mr. Ruppert stated the town can ask if residents want to annex. Mr. Burnett stated we do not want to pigeonhole ourselves in. Future generations need to grow as needed. Mr. Stover stated we need to come back with more information. We can introduce what we want to do. On page 15 Mr. Brockenbrough stated the third paragraph needs to be updated to include 2020. Page 16 – Mr. Burnett stated Map #2 needs to be updated. Mr. Burnett stated under Agricultural Preservation Areas this needs to be verified and adjust the wording. Mr. Stover stated we need to add the names of the farms in the Comp Plan for future growth so they are on record. We need to add the Hanover properties. Mr. Burnett stated he will provide a list of the farms. Mr. Stover stated in this meeting we are making obvious changes. We will ask Council for their wish list. Mr. Burnett stated it will be a strain on the electric grid with growth. Mr. Stover recommends listing properties in New Castle County.

Chapter 5 – Mr. Brockenbrough stated we need to update to reflect the 2020 Census and other available data. Mr. Ruppert stated the University of Delaware will fill in a lot of the blanks.

Chapter 6 – Mr. Brockenbrough stated we need to update to reflect any changes in State/Federal regulations. Mr. Ruppert stated we need to state drinking water is provided by Artesian Water Company. On page 30 Mr. Burnett stated for Wetlands we need to reference back to the State. On page 31 Mr. Burnett stated we had a five (5) year waiver on the MS-4. We have to monitor this and add verbiage about the MS-4 under Protecting Water Resources. On page 33 Mr. Brockenbrough stated this has changed. Mr. Burnett stated they connect to Clayton sewer system. Water is provided by Artesian Water Company. We are pushing not to have wells.

Chapter 7 – Mr. Burnett stated his hope is to have the firehall under the Historic Register. To be put in the Historic Register, it must have historical significance.

Chapter 8 – Mr. Brockenbrough stated we need to update to reflect items 2 through 4 above. Under Agri-Businesses we need to list the new warehouse being built for Atlantic Tractor. Mr. Stover stated the storage facility on Smyrna Avenue is not there anymore. Mrs. Muncey mentioned the new bus lot. Mr. Cote asked what is it zoned as? Mr. Burnett stated industrial. Mr. Cote suggested listing it as School Lane Industrial. Mr. Brockenbrough stated we have the railyard and two (2) substations there. Mr. Burnett stated we need to update some names. We have the auction house and Straight Line Fence where Halko was. Mr. Burnett stated Downtown Development and the Town Center are not the same. Where were they supposed to be? On Map 13 – Atlantic Tractor property – four (4) parcels are residential. What was the intent? When we update do we want to include? Mr. Brockenbrough stated the Downtown Development District was designated by the State. Mr. Burnett stated we should review the Downtown Development

District and Town Center map. Mr. Brockenbrough asked is the zoning map correct in the Downtown Development District – Map 12? Page 41 – Mr. Burnett stated this needs to be updated. What needs to be done to that area? Mr. Getty stated we can speak to the Street Committee about historical lights. Mr. Cote suggested connecting with Representative Carson. There is state funding for Safe Streets for All plan. We are putting together an action plan. On Page 42 – efforts to apply for designation – needs to be stricken. Mr. Brockenbrough stated we need to add accomplishments in Chapter 1. On Page 43- 1 through 5 need to move to Chapter 1. 310 Smyrna Avenue is vacant – build residence. 305 Main Street and 50 Clayton Avenue there is opportunity. 314 Main Street is an accomplishment – residential and mixed use. 312 Main Street is an accomplishment – residential and mixed use. 308 Main Street is an accomplishment. 306 Main Street is an apartment. Clayton Liquors – there is opportunity. 401 Main Street is a dollhouse store. The flower shop is on East Street.

Chapter 9 – Mr. Brockenbrough stated we need to update to reflect growth and development, notably Grain Mill Station, Ovations, and Railroad Square. We need to update it to reflect the 2020 Census. We need to update it to reflect any changes in State/Federal regulations. Mr. Burnett stated on Page 53 – 315 East Street is an accomplishment. Opportunities are 311-313 Highland Avenue. He owns the lot. He has prints. Another opportunity is the house next to the church. Page 56 – Housing Table – Mr. Burnett stated the following have been completed and need to be removed from the list: Railroad Square and Ovations. Old Country Farm is under construction. Mr. Cote stated Old Country Farm just built four (4) model homes. Providence Crossing and Huntington Mills are complete. Mr. Burnett stated in Table 10 Cunningham needs to be changed to Clayton Investment Group. Grain Mill Station and Wheatley's Pond Townhouses are complete. Liberty Knoll II – Smyrna Avenue is recorded, and Rodney Street is not recorded. Mr. Cote stated it was signed and approved in 2008. Liberty Knoll II has 29 recorded lots. Eight out of twenty-nine are built. Mr. Burnett stated we need to fix in the Comp Book. We need to remove recorded and non-recorded and list what is built.

7. **Next Meeting:**

Mr. Stover stated the next meeting will be July 26, 2023, at 7:00 p.m.

8. **Adjournment:**

Mr. Burnett made a motion to adjourn the meeting. Mr. Brockenbrough seconded. Motion carried unanimously. The meeting was adjourned at 9:03 p.m.

Recording Secretary,

Sue Muncey