

# Planning & Zoning Committee Meeting

## April 26, 2023

Present: Wayne Stover, Bill Brockenbrough, Tom Ruppert, Kenny Getty, Jonathan Burnett, Nick Smith, Robert Cote, Sue Muncey, Doug Liberman, Jeff Byler, Pete Brice, Sean O'Neill, Jennifer Reitz, and Ryan Paisley 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 01/25/23 in their written form. Mr. Ruppert seconded the motion. Motion carried unanimously.*

4. **Old Business**: No old business to discuss.
5. **New Business**:

- a. **Atlantic Tractor, Proposed Maintenance Building** – review, discuss, and vote to approve the Site Plans/Application for the proposed Maintenance Building at the Atlantic Tractor Complex.

Mr. Liberman from Larson Engineering was representing Atlantic Tractor. He stated they want to remove the existing building and build a new structure. He showed that there will be landscaping along Wilson Avenue. There will be nine (9) parking spaces. We will be collecting stormwater along Wilson Avenue. There will be a decrease in runoff. For the water/sewer connection – they will be using the existing. The water will be through Artesian. Mr. Liberman stated they will need permits from the following: Fire Marshal, Kent Conservation District, and Town comments. Mr. Stover asked about the water and sewer. The run is a lot longer – will there be enough fall to do that? Mr. Byler stated they will do a test pit. The main is 21'. Mr. Liberman stated the sanitary hole is 14'. Mr. Stover asked if they will be filling in the area where the new site will be. It gets wet. Mr. Liberman stated they will build it up. Mr. Stover asked if they would be using the same entrance. Mr. Liberman said yes. Mr. Burnett asked about the fall. Mr. Liberman stated 14' gets us a long way. He stated they could do a grinder pump if needed. Mr. Burnett asked about the time frame for building the new building and tearing down the old building. Mr. Brice stated as soon as they can. They have a contractor lined up.

*Mr. Burnett made a motion to accept the plans with the change to the water service company. Mr. Brockenbrough seconded the motion. Motion carried unanimously.*

- b. University of Delaware, Institute for Public Administration (IPA)** – Sean O’Neill and Jennifer Reitz will present to the Committee what services the University provides to the Town of Clayton for Planning and Public Policy, along with the process to update the Town’s Zoning Ordinance, Subdivision Ordinance, and Comprehensive Plan.

Mr. O’Neill stated he and Ms. Reitz were here to go over the basis of the contract. The contract is for planning services, planning and zoning related, and additional services if needed. We assist and answer questions about planning and zoning related. Mr. Brockenbrough stated the contract doesn’t mention the comp plan. Mr. O’Neill stated the comp plan was adopted in 2019. A full update will need to be done by 2029. The five (5) year review will be next year. For a full plan update, there would be an additional contract. Mr. Brockenbrough asked about the five (5) year review. Mr. O’Neill stated within scope changes are sent to the Office of Planning by the end of the year. At five (5) years you thoroughly review. Mr. Burnett asked about the yearly fee of \$9,000. For the odd years what do we get? Mr. O’Neill stated this is an on-call contract. Examples are on page 2. Mr. Cote stated he has used them for subdivision questions numerous times. He has had no issue with responsiveness. Mr. Burnett asked if this was a set amount of time. Will there be a price change for the five (5) and ten (10) year updates? Mr. O’Neill stated this is an annual contract. The Comp Plan will be a separate contract. Mr. Stover said number 4 states the contract includes two (2) public meetings. Will we be charged afterward? Mr. O’Neill stated it says you may be charged. We will work with you. The comp plan will be a full update – you have over 2,000 people. Mr. Cote stated for the subdivision and zoning ordinances, review of existing, on page two of the project scope. What will that look like? Ms. Reitz stated that is specific issues. We can address them as they come up. We will work to do an overall update. We will gather issues and prioritize them. We will review regulations and uses. She just finished Little Creek, Camden, and Wyoming. Everyone is different. Mr. Cote stated you can bring best practices to the table. Ms. Reitz said yes, can give options. Mr. Cote stated incremental changes. Mr. O’Neill stated yes. Mr. Cote thanked Mr. O’Neill and Ms. Reitz for coming.

***Mr. Ruppert made a motion to accept the contract. Mr. Brockenbrough seconded. Mr. Cote stated they didn’t need to vote on it. It was just for them to review.***

6. **Next Meeting:**

Mr. Burnett stated in reviewing the comp plan we need to get a feel for the changes we need to make. He suggested having a meeting before July 26 to review. Mr. Brockenbrough stated there are a lot of little things. We can do it in pieces. Mr. Brockenbrough stated we need to clean up the wording. Mr. Cote stated the dates available would be May 24 and June 28. Mr. Ruppert suggested May 24 to review notes, the comp plan and zoning ordinance. May 24 was good with all members.

7. **Adjournment:**

*Mr. Stover made a motion to adjourn the meeting. Mr. Ruppert seconded. Motion carried unanimously.*

Recording Secretary,

Sue Muncey