

**Town of Milton
Planning and Zoning Commission
Minutes
September 26, 2006**

Members Present:

Linda Rogers	Mike Filicko	Ginny Weeks	Dean Sherman
Richard Greig	Carol Bruce	Louise Frey	

Others Present: Robin Davis John Brady Robert Kerr

Linda Rogers called the meeting to order.

Additions and Corrections to Agenda.

Linda Rogers-First let us rearrange the agenda to take care of the School District Site Plan Review; perhaps the lawyer will be here by then. The first item on the agenda is the minutes from July.

Richard Greig- The only thing we need for the attorney is for him to cover The Conditional Use Process.

Approval of Minutes. -

Linda Rogers -Would anyone like to make a motion to accept the July 18, 2006 minutes, or make any changes.

Carol Bruce- I accept the minutes as printed.

Richard Greig- seconded the motion.

Linda Rogers-All those in favor, "Aye". Opposed – none. Motion carried.

Site Plan Review for the Cape Henlopen School District.

Milton Elementary

New Business.

1. The applicant, The Cape Henlopen School District, is requesting final site plan approval to build an addition to H.O. Brittingham Elementary School further identified by Sussex County Tax Map and Parcel number 2-35-14.00-88.00 and an addition to Milton Elementary School further identified by Sussex County Tax Map and Parcel number 2-35-20.11-03.00. Each addition will be approximately 5000 square feet and contain four classrooms.

Linda Rogers- Bob has some additions and/or changes.

Robert Kerr - The drawings need to be signed by the owner and signed and sealed by the engineer. The additional school use and staff need to be reported in order to calculate EDU's, which is necessary to obtain a building permit. I am not sure of the status of the outside agencies.

Edwin Teneffoss –I have the Brittingham Fire Marshall approval and a verbal on Milton.

Robert Kerr- Milton Elementary pipes are shown in street right of way. The first set of drawings show the pipes as 10" steel, which needs to be changed, even though it doesn't impact the construction of the project. The plan shows a requirement of 87 parking places, there are presently 70 parking places shown on the drawing. There is an additional 30 spaces to be built as a separate project. Until I have verification of the size of the auditorium, I am unable to verify the number of spaces. For the H.O. Brittingham School there are 82 required parking spaces and 84 shown, parking requirements need to be based on the auditorium occupancy and staff that they provided. There is also a Grinder Pump Station, which was added to the drawing, but there are no details, nor notes that it is going to be maintained by the school district. I request it to be added to the drawing so there is no future confusion as to who maintains it.

Ginny Weeks- Does the Grinder/Pump Station require any construction to the new sidewalks on Mulberry St?

Robert Kerr- No, a drain exiting the building connects to the pump station, which is then pumped back into the old building. It doesn't impact the front of the school at all.

Linda Rogers- Does anyone else have anything? Would someone like to annotate a motion?

Ginny Weeks- Do we need to do something to address the lack of parking?

Linda Rogers- There are enough spaces to cover the 30 staff members, and normal events.

Ginny Weeks- I'm just asking what the procedure is.

Linda Rogers- We can't give a variance for parking.

Edwin Tennesfoss – Can we make it conditional upon the parking being completed?

Linda Rogers- The question is that I don't know if we legally can accept a site plan without the proper amount of spaces.

Ginny Weeks- I just want to make it clear that whoever makes a motion, the 30 parking spaces on the map is not an approval of the site. It is in the grass.

Edwin Tennesfoss- It will be paved, and will be completed prior to the completion of the addition.

Discussion of landscaping.

Robert Kerr- They have shown landscaping in front of both of the new buildings

Carol Bruce- It seems to me that we could write that into the approval

Linda Rogers- Robin found that we can waive parking, however we don't want to waive the parking requirement we just want to postpone it for the next site plan review.

Robert Kerr- How soon will you be submitting the plans? Will it be done by the end of the year?

Edwin Tennesfoss – Hopefully, yes.

Linda Rogers- Is everyone comfortable with the comments that have been submitted?

Would someone like to entertain a motion? You don't actually have the official approvals from the state agencies, do you?

Edwin Tennesfoss- No, I don't have all of them.

Linda Rogers- We will make that a contingent of a building permit being issued.

Dean Sherman- Make a motion to approve the final site plans, contingent on the memo dated September 26, 2006 from Bob Kerr's office, outlining some things that need to be added to the plan, specifically the owners signature, and the engineers signature, and the EDU calculations that are necessary for the building permit. Modification of the drawing of the sewer line is incorrect, correction of the additional 17 parking spaces, which need

to be added to the plan on the elementary school. A note concerning the ownership of maintenance responsibility of the pumping station, at the H.O. Brittingham School, and the 30 spaces indicated on the drawing are not to remain on the green area, it needs to be blacktopped. The site plan needs to be considered for the first of the year.

Ginny Weeks- Do they need to have a plan for that, before they pave it, to make sure the landscape is where you want it.

Robert Kerr- That is required. It requires a preliminary site plan and a site plan approval.

Linda Rogers-What about approval from the outside agencies?

Dean Sherman- It is contingent on all outside approvals, Federal, State and County, for the site plan.

Linda Rogers- We have a motion w/conditions. Do you all understand the conditions?

Is there a second?

Mike Filicko- Second.

Linda Rogers- All in favor of approval w/conditions? "Aye". Opposed-None. Motion carried. Can we move to table the conditional use discussion until the next meeting?

Dean Sherman-Motion to table the discussion on conditional use until next meeting.

Richard Greig- Motion to second. All in favor "Aye". Opposed -None. Motion carried.

Linda Rogers- Meeting Adjourned