

PLANNING AND ZONING COMMISSION
MEETING MINUTES
January 19, 2026

1. The meeting was called to order by Mr. Maly at 4:00pm with the Pledge of Allegiance. Commission Members Sigvardson and Nicholson were in attendance. Planning, Zoning & Development Director Ken Cimino, Town Solicitor Max Walton, and Planner Jill Oliver, Engineer Jim Lober were present. Donna Schwartz, Town Clerk, was also present. The meeting was being held at 32 West Avenue. Ms. DiNoto and Mr. Liddle were not present.
2. **APPROVAL OF AGENDA**
A motion was made by Mr. Sigvardson, seconded by Mr. Nicholson, to approve the agenda. The motion was carried unanimously 3/0.
3. **APPROVAL OF MINUTES**
A motion was made by Mr. Nicholson, seconded by Mr. Sigvardson, to approve the minutes of December 18, 2025. The motion was carried unanimously 3/0.
4. **NEW BUSINESS**
 - A. **P-361 NW/Elliott Avenue, E. DeMarie Dr. – Residual Lands of Jeffrey A. & Stephanie A. Wilkerson (PIDN:135.004/CTM#134-12.00-327.00)**
Application P-361, submitted by Plitko, LLC, on behalf of the property owners Jeffrey A. and Stephanie A. Wilkerson, for the subdivision of 1 (one) parcel of land into 4 (four) residential lots and 1 (one) open space parcel on property zoned R-1 (single family residential) located at NW/Elliott Avenue, E. DeMarie Drive – residual lands of Jeffrey A. and Stephanie A. Wilkerson (PIDN: 135.004/ CTM# 134-12.00-327.00)

Mr. Lober read his comments on the application, and he said based on our review we have the following comments.

General

1. Although no open space is required to be provided in conjunction with this project given that only four residential lots are proposed, open space is required to support the stormwater management facility. Therefore, a homeowner's association will need to be created in accordance with the requirements of §140-72 to provide for the ownership and maintenance of all of the common facilities.

Floodplain

1. An updated approval from FEMA for the revised CLOMR application will be required prior to final plan approval.

Wetlands

1. The new wetland boundary on the east side of lot 1 created by the filling of a portion of the wetlands requires both A and B buffers as depicted around the remainder of the wetlands.
2. Grading, associated with the construction of any improvements on the lots, is not a permitted activity within either of the wetland boundaries. All proposed grading will need to honor the buffer, or the buffer width averaging will need to be applied anywhere grading intercepts the zone B boundary. Specifically, the dwelling on lot 1 is shown against the outer edge of the wetland buffer and grading is proposed in with both buffers to the south and the west. This disturbance of the buffers will need to be offset with averaging.

Stormwater Management

1. The Town will need to review the revised sediment and stormwater plan. I am still concerned about the grading for the proposed pond embankment and the bulkhead proposed along the northern boundary of lot 2. It appears that the existing drainage pattern directs flow from the lot to the north onto the subject parcel where it drains to the creek. The proposed bulkhead and grading appear to block that drainage pattern and create a sumped condition on the lot to the north. Grading will need to be provided to ensure that any off-site area that is currently drained onto the subject parcel can continue to do so.

Streets and Sidewalks

1. The portion of the driveway within the ROW at lot 12 will need to be rebuilt at the maximum allowable 20 ft. in width as part of the work to reconfigure the existing cul-de-sac. It can transition back to the existing width at the property line.
2. The existing 12" CMP culverts under the driveways for lots 11 and 12 will need to be replaced with 12" RCP culverts as part of the work to reconfigure the existing cul-de-sac.
3. The existing ditch from Demarie Dr. to the creek along the northern boundary of lot 11 will need to be cleared and graded to drain to ensure positive drainage in conjunction with the work to reconfigure the existing cul-de-sac.

Outside Agency Approvals

1. Any outside agency approvals that have expired since the time of the last application will need to be reissued. All applicable outside agency approvals will be required prior to final plan approval.

Mr. Ray Blakely, Plitko LLC, spoke for the property owners saying that the wetlands are buffers, there are four lots with a cul-de-sac and a storm water management pond. The sewer will be extended from the street to the properties. He noted that no run-off will go into the neighboring lots.

The HOA acknowledged the final Storm Water Management pond, and it was approved by Sussex County.

Mr. Maly asked if the pier would stay. Mr. Blakely replied, it will stay with one lot ownership.

PUBLIC COMMENTS OPENED

None

PUBLIC COMMENT CLOSED

Mr. Sigvardson questioned the water problems. Mr. Lober explained to him the problems. Mr. Nicholson asked about the berms and if they would contribute to the water problems. Mr. Lober replied that they will monitor the situation as to not create a new problem.

A motion was made by Mr. Nicholson, seconded by Mr. Sigvardson, to move the application forward to final site plan.

5. ADJOURNMENT

A motion was made by Mr. Sigvardson, seconded by Mr. Nicholson, to adjourn the meeting at 4:17pm. The motion was carried unanimously 3/0.

Respectfully submitted,
Donna M. Schwartz MMC