



TOWN OF GREENWOOD
Planning Commission Meeting/Public Hearing
100 W. Market St. Greenwood De.
Thursday Sept. 26, 2024 6:00 p.m.

AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES

- Planning Commission Meeting Minutes June 13, 2023
- Planning Commission Meeting Minutes July 26, 2023
- Planning Commission Meeting Minutes June 5, 2024

OLD BUSINESS:

- Discussion of ordinance A-24 an ordinance amending A-1 (Zoning Ordinance) to prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana test facilities, and retail marijuana stores with the Town of Greenwood

NEW BUSINESS:

- Application from Greenwood Associates LLC for site plan approval for tax parcels 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01, 530-10.00-54.00
- Conditional Use application by DEStorage rep Casey Kenton for property tax id #5-30-10.00-55.00 for outdoor covered and uncovered parking as an ancillary use to a public self-storage facility
- Delaware Electric Co-op application for change of zoning tax id #530-9.16-17.01, 530-9.16-18.00, 530-9.16, 19.00, 530-9.16-19.01

ADJOURNMENT

NOTE:

AGENDA SHALL BE SUBJECT TO CHANGE TO INCLUDE ADDITIONAL ITEMS OR THE DELETION OF ITEMS WHICH ARISE AT THE TIME OF THE MEETING. [29 Del. C. Sec.10004 (e)(3)].

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE.

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on 9/19/2024



**Town of Greenwood
Minutes
Planning Commission/Public Hearing
Meeting at VFW Post 7478
Tuesday, June 13, 2023, 6:00 p.m.**

Call to Order:

Commission Chair Jennifer Nelson called the meeting to order at 6:00 pm.

Commissioners Present:

Jennifer Nelson, Megan Wilson, Hannah Byler, Lisa Workman, Kelli Nuwer

Staff and Visitors Present:

Town Manager, Janet Todd; Clerk, Carolyn Chisenhall; Town Engineer, Ring Lardner (DB&F); Mark Davidson, engineer at Penoni; Terri Griseto, owner at James Thompson; James Taylor, engineer at Verdantas; Robert & Fred Wittig of Greenwood Associates.

Approval of Minutes:

Commissioner Wilson made a motion to approve the January 5, 2023, meeting minutes as written. Seconded by Commissioner Byler. CARRIED Unanimously.

Public Hearing:

- 1. Application to partition from James Thompson Co. to partition parcel #530-9.00-71.00.**
Mr. Davidson presented the applicants' plan to partition a 10.9-acre parcel containing the factory from the 136.97 total acres, leaving a parcel of 126.04 acres. The property is zoned M/I. An application for (3) dimensional variances has also been submitted to the Town. Penn Fibre's plant manager expressed concern about potential traffic between their 2 buildings due to the access easement on the west side of the factory.
Mr. Lardner stated Attorney Jamie Sharp's recommendation that 2 conditions be added if there were to be a favorable recommendation: 1) receive a variance from the Board of Adjustment, and 2) receive a formal letter of no objection from DNREC regarding the tax ditch.
Motion to approve the application with the 2 recommended conditions stated made by Commissioner Workman, Seconded by Commissioner Nuwer. Unanimously APPROVED.
- 2. Application for Conditional Use from Greenwood Associates LLC for a convenience store with gas pumps for the following parcel #: 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01.** Mr. Taylor presented the applicants' plan for a convenience store with 16 gas pumps. The parcels are zoned HC.
Concerns mainly regarding traffic, particularly on East Market Street, were expressed. DelDOT is doing a traffic study.
Motion made by Commissioner Nuwer to table the application, leaving the record open pending the results of the traffic impact study and with a 10-day period for residents to submit comments and concerns. Seconded by Commissioner Workman. Unanimously CARRIED.

Adjournment:

The meeting adjourned at 7:01 p.m. with a motion by Commissioner Nuwer, Seconded by Commissioner Byler.

Attested _____, Town Manager

DRAFT



**Town of Greenwood
Planning Commission/Public Hearing
Minutes
Wednesday, July 26, 2023, 7:00 p.m.**

Call to Order:

Commission Chair Jennifer Nelson called the meeting to order at 7:01 pm.

Commissioners Present:

Jennifer Nelson (Chair), Lisa Workman, Kelli Nuwer

Staff and Visitors Present:

Town Manager, Janet Todd; Clerk, Carolyn Chisenhall; Town Solicitor Jamie Sharp; James Taylor & Jeff Bross of Verdantas; Fred Wittig of Greenwood Associates.

Public Hearing:

A. Application for James Thompson Co. to Amend the Site Plan for parcel #530-9.00-71.00.

A partitioning plan had been approved in June with the condition that DNREC approve an easement near a tax ditch that would give access to the rear parcel. They wish to amend the site plan by removing the requested easement. There was no James Thompson representation. Motion made to leave the record open until applicant can be here to answer questions, made by Commissioner Nuwer, Seconded by Commissioner Workman. Unanimously APPROVED.

B. Reconsideration Request by Greenwood Associates LLC for Conditional Use Application for a convenience store with gas pumps for the following parcel #: 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01.

At the June PC meeting, the record had been left open pending Traffic Impact Study (TIS) results. Mr. Taylor presented the applicants' request for reconsideration of the conditional use of the site and to push the TIS results, which won't be available before November, to the site plan approval process. The site was historically used as a gas station, and the applicants believe this is an acceptable use in this area. Mr. Wittig stated the need for the Conditional Use for fuel pumps to allow them to process their record plan and to move forward with DeIDOT as well as the Town. Motion to recommend the approval of the conditional use for a convenience store with gas pumps subject to the condition that all necessary agency approvals are obtained and final site plan is approved. Made by Commissioner Workman, Seconded by Commissioner Nuwer. Unanimously recommended to APPROVE.

Commissioner Nuwer stated for the record that her approval is because she wants a full picture and the ability of all residents to make a complete, informed decision and this is the way to get that.

Adjournment:

The meeting adjourned at 8:15 p.m. with a motion by Commissioner Nuwer, Seconded by Commissioner Workman.

Attested _____, Town Manager



Town of Greenwood
Planning Commission Meeting/Public Hearing
Minutes
Wednesday, June 5, 2024, 6:00 p.m.

Call to Order:

Commissioner Phillips called the meeting to order at 6:02 p.m.

Commissioners and Officials Present:

Commissioner Michael Phillips, Commissioner A.J. Massey, Commissioner Kirk Westfall, Town Manager Janet Todd, Clerk Carolyn Chisenhall, Solicitor Glenn Mandalas

Approval of Minutes:

Motion to approve minutes from Planning Commission meeting of February 27, 2024, made by Mr. Massey, Seconded by Mr. Westfall. Unanimously APPROVED.

Public Comment:

None.

Old Business:

Application for Conditional Use from Jamie Webb for property located at 402 W Market St., parcel # 530-9.16-11.00, for an in-home daycare/preschool in the R-1 Residential zoning district. Motion to recommend conditional use approval made by Mr. Massey, Seconded by Mr. Westfall. Unanimously recommended to APPROVE.

New Business:

- A. Application for Conditional Use from Schatz Messick Enterprises for property located at 3 W. Market St., Tax ID# 530-10.13-22.00, to permit a residential apartment in conjunction with a commercial use in the DC Downtown Commercial District.
Motion to recommend approval made by Mr. Massey, Seconded by Mr. Westfall. Unanimously recommended to APPROVE.
- B. Application for Conditional Use from Eric Nowell dba Kent Sussex Seamless Gutters for property located at 300 E. Market Street, Tax ID# 530-10.13-97.00, to store materials and commercial vehicles in the R-1 Residential zoning district.
Motion to recommend approval made by Mr. Westfall, Seconded by Mr. Massey. Unanimously recommended to APPROVE.
- C. Application from ErinBrooks LLC to partition parcel #530-10.13-79.00 located in the Cove Subdivision. This parcel is located on alternate sides of Duck Creek Lane, and the owner would like to separate the portion on the west side of Duck Creek from the portion on the east side of Duck Creek.
Motion to approve the partition made by Mr. Westfall, Seconded by Mr. Massey. Unanimously APPROVED.
- D. Application from ErinBrooks LLC to partition newly created parcel 530-10.13-TBD, located on the east side of Duck Creek in the Cove Subdivision.

Motion to approve the partition, contingent on the Council fixing the zoning map and the owner filing a plat with the County for new division lines and parcel numbers. Motion made by Mr. Massey, Seconded by Mr. Westfall. Unanimously APPROVED.

- E. Application for site plan review from Sparrow Homes LLC & lands of Greenwood Investments and Holdings LLC. Property consisting of 5 parcels # 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01, and 530-10.00-54.00, located at 12600 Sussex Highway, for a convenience store with gas.

Motion to grant preliminary approval made by Mr. Massey, Seconded by Mr. Westfall. Unanimously APPROVED.

Adjournment:

Meeting adjourned at 7:46 p.m. with a motion by Mr. Westfall, Seconded by Mr. Massey.

Attested _____, Town Manager

DRAFT



Town of Greenwood
Planning Commission Meeting/Public Hearing
Minutes
Tuesday, February 27, 2024, 6:00 p.m.

Call to Order:

Chairperson Lisa Workman called the meeting to order at 6:04 p.m.

Commissioners and Officials Present:

Chairperson Lisa Workman, Commissioner Kirk Westfall, Commissioner Michael Phillips, Commissioner Donald Torbert, Commissioner A.J. Massey, Town Manager Janet Todd, Clerk Carolyn Chisenhall, Solicitor Glenn Mandalas

Public Hearing/Comment:

Two residents suggested more research be done before saying “no” to marijuana facilities.

Approval of Minutes:

Motion to approve minutes from Planning Commission meeting of November 7, 2023, made by Commissioner Massey, Seconded by Commissioner Phillips. Unanimously APPROVED.

New Business:

- A. Application for Conditional Use from Steven R. Martin for property located at 6 E. Market St., Tax ID# 530-10.13-110, to permit residential apartments in conjunction with a commercial use in the DC Downtown Commercial District.
Motion to recommend approval as requested for retail, residential, and food service (no alcohol) made by Commissioner Phillips, Seconded by Commissioner Westfall. Unanimously recommended to APPROVE.
- B. Application for Conditional Use from Southampton Real Estate for property located at 10-12 W. Market Street, Tax ID# 530-10.13-114.00, to permit residential apartments in conjunction with a commercial use in the DC Downtown Commercial District.
Motion to recommend *preliminary* approval so Mr. Coale can move forward in getting a building permit, with a *final recommendation of approval to Council after a plan review*. Motion made by Commissioner Phillips, Seconded by Commissioner Massey. Unanimous.
- C. Application for Conditional Use from Jamie Webb for property located at 402 W. Market St., Tax ID# 530-9.16-11.00, for an in-home daycare in the R-1 Residential District.
Motion to recommend denial until reapplication with all paperwork is made. Motion made by Commissioner Phillips, Seconded by Commissioner Massey. Unanimously recommended to DENY.
- D. Discussion of proposed Ordinance 2023-01 An Ordinance Amending Ordinance A-1 (“Zoning Ordinance”) to Prohibit the Operation of Marijuana Cultivation Facilities, Marijuana Product Manufacturing Facilities, Marijuana Test Facilities, and Retail Marijuana Stores in the Town of Greenwood.
Motion to table until more research is done. Motion made by Commissioner Massey, Seconded by Commissioner Westfall. No recommendation made.

Adjournment:

Meeting adjourned at 7:05pm with a motion by Commissioner Torbert, Seconded by Commissioner Phillips.

Attested _____, Town Manager

Plann. Comm. Review: _____
Public Hearing Posted: _____
Public Hearing Published: _____
Public Hearing: _____
Adopted: _____

ORDINANCE NO. A-24

AN ORDINANCE AMENDING ORDINANCE A-1 (“ZONING ORDINANCE”) TO PROHIBIT THE OPERATION OF MARIJUANA CULTIVATION FACILITIES, MARIJUANA PRODUCT MANUFACTURING FACILITIES, MARIJUANA TEST FACILITIES, AND RETAIL MARIJUANA STORES

WHEREAS, the Town of Greenwood is authorized to enact zoning regulations pursuant to 22 Del. C. Chapter 3 and Section 29(a)(1) and (43) of the Town Charter;

WHEREAS, the Delaware General Assembly recently passed the Delaware Marijuana Control Act allowing for recreational use of marijuana subject to certain regulations;

WHEREAS, 4 Del. C. § 1351 authorizes a municipality to prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana test facilities, and retail marijuana stores through the enactment of an ordinance;

WHEREAS, in the opinion of the Town Council of the Town of Greenwood, it is in the best interest of the public health, safety, and welfare to further amend the Zoning Ordinance to prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana test facilities, and retail marijuana stores with the Town of Greenwood;

WHEREAS, the Zoning Ordinance contains definitions and the Town Council of the Town of Greenwood finds that defining the terms “marijuana cultivation facilities”, “marijuana product manufacturing facilities”, “marijuana test facilities”, and “retail marijuana stores” is appropriate to provide clarity in the Zoning Ordinance;

NOW THEREFORE, BE IT HEREBY ENACTED by the Town Council of the Town of Greenwood, a majority thereof concurring in Council duly met, that the Zoning Ordinance of the Town of Greenwood be amended as follows:

Section 1. Amend Article 3, Definitions, Section 3.1 (“Specific Definitions”) by making additions as shown by adding the following underlined language and by inserting the below definitions alphabetically within the list of definitions found in Section 3.1:

MARIJUANA - means all parts of the plant Cannabis sativa L., whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin provided, however, that “Marijuana” does not include any of the following:

1. The mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, or any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil or cake, or the sterilized seed of the plant which is incapable of germination.
2. Products approved by the US Food and Drug Administration.
3. Industrial hemp as defined in 3 Del. C. § 2801.

MARIJUANA CULTIVATION FACILITY – An entity licensed to cultivate, prepare, and package marijuana and sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers. A marijuana cultivation facility may not produce marijuana concentrates, tinctures, extracts, or other marijuana products.

MARIJUANA PRODUCT MANUFACTURING FACILITIES – An entity licensed to purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and retail marijuana stores, but not to consumers.

MARIJUANA PRODUCTS – Products that are comprised of marijuana, including concentrated marijuana and other ingredients and are intended for use or consumption, such as edible products, ointments, and tinctures.

MARIJUANA TEST FACILITIES - An entity licensed to test marijuana for potency and contaminants.

RETAIL MARIJUANA STORES – An entity licensed to purchase marijuana from marijuana cultivation facilities; to purchase marijuana and marijuana products from marijuana product manufacturing facilities; and to sell marijuana and marijuana products to consumers.

Section 2. Amend Section 5.11 (“Prohibited Uses”) by adding the following underlined language:

5.11.5 The operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores

Section 3. Effective Date.

This Ordinance shall take effect immediately upon its adoption by the Town Council.

Synopsis

This ordinance prohibits the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana test facilities, and retail marijuana stores with the Town of Greenwood. This ordinance also adds definitions to the Zoning Ordinance to define terms otherwise found in this ordinance.

This shall certify that this is a true and correct copy of the ordinance duly adopted by the Town Council of the Town of Greenwood at a duly noticed and convened meeting at which a quorum was present on _____, 2023.

Attest: _____

So Certifies: _____



TOWN OF GREENWOOD
 100 W. MARKET ST
 GREENWOOD, DE 19950
 302-349-4534 FAX 302-349-9332

PERMIT # _____

APPLICATION FOR SITE PLAN APPROVAL

Current Property Owner Information:

Current Owner Name(s): Sparrow Homes, LLC & Lands of Greenwood Investment & Holdings LLC

*Sparrow Homes
 auction 5/21/24*

Mailing Address:

Applicant: 3304 Old Capitol Trail - Suite 100

Wilmington, DE

Phone Number: 302-283-1800

Email Address: fwittig@dsm1800.com

Contact Person: Fred Wittig

530-10.00-54.00

Property Information:

Sussex County Tax Map/Parcel Number: 530-10.13-54, 75, 76, 77, and 79.01

Property Location: 12600 Sussex Highway

Total Lot Area: Sq. Ft. 179,799 Acres 4.1276

Total Street Frontage at Present: 891 LF

Current Zoning District: HC - Highway Commercial

Flood Zone (In or Out) Out

Proposed Zoning (if applicable): HC - Highway Commercial

Current Property Use: Commercial/Vacant

Briefly Describe Proposed Property Use:

Convenience store with gas pumps.

REQUIRED INFORMATION BY PROPERTY OWNER:

1. Copy of a recent Survey by a licensed surveyor showing the amount of acreage & bearing signature and seal. Description must conform to metes and bounds of survey.
2. Copy of the Deed.
3. Three (3) copies of proposed plans.

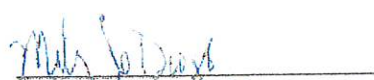
I (we) hereby apply to the TOWN OF GREENWOOD for a Site Plan Approval on the property described above. I (We) certify that all the information and the attached documentation provided by me in this application is correct and I (We) further understand that a Public Hearing (when applicable) will not be scheduled until this application is complete as determined by the Greenwood Administrative Official.

James F. Witting 5/21/2024
Current Owner Date

Mitzie Diogo 5/21/2024
Current Owner Date



Current Owner/Applicant



Current Owner/Applicant

Over 1 acre - \$2500.00 + Professional Fees: Check# _____ Date rec'd _____

Small - \$ 500.00 + Professional Fees: Check# _____ Date rec'd _____

FOR TOWN COUNCIL

Approved / Date: _____

Mayor, Town of Greenwood

Denied / Date: _____

Secretary, Town of Greenwood



May 21, 2024

Ms. Janet Todd
Town Manager
Town of Greenwood
100 West Market Street
Greenwood, DE 19950

RE: Convenience Store with Gas
Site Plan Application
12600 Sussex Highway, Greenwood, DE 19950
Tax Parcel Nos. 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01,
530-10.00-54.00
Northwest Fork Hundred, Sussex County, Greenwood, DE

Dear Ms. Todd:

Verdantas LLC is pleased to submit our Site Plan for the above-referenced project. The submittal package consists of the requested items from the Town of Greenwood Application for Site Plan Approval Form.

The project site is approximately 4.1276± acres consisting of five parcels located at 12600 Sussex Highway in Greenwood Delaware also known as Tax Parcel Nos. 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01, and 530-10.00-54.00. The site is situated along the corner of East Market Street (Route 16) and Sussex Highway (Route 13).

Currently, the site is zoned HC (Highway Commercial) and is situated within an established commercial area. The existing site is developed, with building structures, paved parking areas, wooded areas, and open space. The proposed site condition consists of a 5,915 square foot convenience store with associated gas pumps, parking, and drive aisles. A Conditional Use Application was previously submitted for the project and approved at the Town Council Meeting held on August 23, 2023.

Please do not hesitate to contact us if you have any questions or comments regarding the above items. We appreciate your review of this project.

Sincerely,

VERDANTAS LLC

Dan Tomczak
Project Manager

K. James Taylor, Jr., P.E.
Senior Project Manager

DJT/KJT:acj:cml
CA-DZ\DiamondMg1\15919 - WAWA - Greenwood\Correspondence\Exports\Town of Greenwood\2024-05-21 Construction
Submission\Originals\COR-15919-20240521.docx

From: jessica.watson@sussexconservation.org <jessica.watson@sussexconservation.org>
Sent: Thursday, September 26, 2024 12:05 PM
To: James Taylor <jtaylor@verdantas.com>
Cc: 'Justice, John - SCD' <John.justice@sussexconservation.org>; Ben Kulp <bkulp@verdantas.com>; Michael Falkowski <mfalkowski@verdantas.com>; jim.elliott@sussexconservation.org <jim.elliott@sussexconservation.org>
Subject: RE: Wawa Greenwood - SWM Plan Submission #2

Good afternoon, James,

We will be starting the second review of the project next week. I concur with your email below. I do not anticipate any major red flags that would prevent the project from moving forward.

Sincerely,

Jessica

Jessica Watson

Program Manager

jessica.watson@sussexconservation.org

23818 Shortly Road

Georgetown, DE 19947

302-856-2105 ext. 107 (office)

302-381-6136 (cell)

sussexconservation.org



Janet Todd

From: Alexander Kansak <alexander.kansak@sussexcountyde.gov>
Sent: Thursday, September 26, 2024 10:33 AM
To: Janet Todd
Cc: Ben Kulp
Subject: Convenience Store with Gas - Agreement No. 1283

Caution: This is an external email and has a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Ms. Todd,

I am reaching out on behalf of the Sussex County Engineering Department to convey to the Town of Greenwood that the *Convenience Store with Gas* plans are being reviewed and while we have not completed the review process or approved the final plans, I foresee no major issues with County approval of the sanitary sewer.

I will shortly be sending Mr. Kulp and Mr. Taylor our latest "redline" revisions and comments, then with minimal changes I will request final plans and have the County Engineer approve and sign the plans.

This is in reference to your meeting tonight, I assume you would prefer a request for final plans or approved plans, but hopefully this assurance will suffice.

Let me know if you have any questions. You can reach me at the phone number below or by email.

Thanks,

Alex H. Kansak

Engineering Tech II

Sussex County Engineering Department

2 The Circle, P.O. Box 589

Georgetown, DE 19947

(302) 855-7820

(302) 854-5396 (Fax)



**TOWN OF GREENWOOD
DELAWARE, INCORPORATED
100 WEST MARKET STREET
P.O. BOX 216
GREENWOOD, DE 19950
(302) 349-4534**

SITE PLAN CHECK LIST

Project Name Convenience Store with Gas
 Location 12600 Sussex Highway, Greenwood, DE 19950
 Type of Application Record Site Plan
 Existing Use Commercial property Proposed Use Convenience store with gas
 Existing Zoning HC Proposed Zoning HC Comprehensive Plan
 Tax Map Number 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01, 530-10.00-54.00
 Number of copies needed for submission D.A.C. Commission Council
 Owner Greenwood Associates, LLC.
 Address 3304 Old Capitol Trail - Suite 100, Wilmington, DE 19808
 Surveyor/Engineer Verdantas LLC
 Address 5400 Limestone Road, Wilmington, DE 19808 Phone Number 302-239-6634
 Outstanding fees on property Existing violations at site

- | | |
|---|---|
| <input checked="" type="checkbox"/> Property owner's name/address | <input checked="" type="checkbox"/> Wetlands note or location |
| <input checked="" type="checkbox"/> Address of site | <input checked="" type="checkbox"/> Topography, with USCG date |
| <input checked="" type="checkbox"/> Surveyor/Engineer address | <input checked="" type="checkbox"/> Flood map panel and zone |
| <input checked="" type="checkbox"/> Tax map number/County | <input checked="" type="checkbox"/> Parking spaces required/proposed |
| <input checked="" type="checkbox"/> Owner's certification | <input checked="" type="checkbox"/> Loading spaces required/proposed |
| <input checked="" type="checkbox"/> Surveyor's certification | <input checked="" type="checkbox"/> Impervious surface permitted/proposed |
| N/A <input type="checkbox"/> Stormwater maintenance agreement | <input checked="" type="checkbox"/> Height of structures stories/feet |
| N/A <input type="checkbox"/> Open space maintenance agreement | <input checked="" type="checkbox"/> Square footage of all structures |
| <input checked="" type="checkbox"/> Existing Zoning | <input checked="" type="checkbox"/> Sidewalks and curbs existing/proposed |
| <input checked="" type="checkbox"/> Proposed Zoning | <input checked="" type="checkbox"/> Landscaping/buffer |
| <input checked="" type="checkbox"/> North Arrow | <input checked="" type="checkbox"/> Lighting |
| <input checked="" type="checkbox"/> Location map w/ scale | <input checked="" type="checkbox"/> Signage |
| <input checked="" type="checkbox"/> Scale/graphic scale | <input checked="" type="checkbox"/> Paving widths and radii |
| <input checked="" type="checkbox"/> Road names, numbers, r.o.w. width | <input checked="" type="checkbox"/> Sanitary sewer size/locations existing/proposed |
| <input checked="" type="checkbox"/> Tie to nearest intersection | <input checked="" type="checkbox"/> Storm sewer size existing/proposed |
| <input checked="" type="checkbox"/> Acreage | <input checked="" type="checkbox"/> Water main size/location existing/proposed |
| <input checked="" type="checkbox"/> Setbacks for front, rear, side yard | <input checked="" type="checkbox"/> Location of nearest fire hydrant |
| <input checked="" type="checkbox"/> Setbacks for paving and parking | <input checked="" type="checkbox"/> Location of existing entrances w/I 200' of property |
| | <input checked="" type="checkbox"/> Location of existing/proposed easements |

NOTE: ALL FINAL PLANS MUST BE STAMPED "APPROVED" BY THE TOWN OF GREENWOOD AND RECORDED WITH THE OFFICE OF THE RECORDER OF DEEDS IN SUSSEX COUNTY.

September 13, 2024

Mr. Ring Lardner
Davis, Bowen & Friedel, Inc.
1 Park Avenue
Milford, Delaware 19963

RE: Greenwood Wawa - Preliminary Review #1
DBF Job Number: 0347A026.I01
Verdantas Project #: 15919

Dear Mr. Lardner,

Verdantas LLC is in receipt of the September 3, 2024, review letter for the above referenced project and offer our responses. For ease of review, we have repeated your comments followed by our responses in **bold italic** type.

Previous Review Comments:

- 8) Add note regarding extinguishing sanitary sewer easement. **Partially addressed: Revise the note to indicate the sanitary sewer easement is to be extinguished as per this plat.**

Response: Note has been further expanded for clarification.

- 9) Label property lines that are to be removed. **Partially addressed: Revise the note to indicate the property lines are to be extinguished as per this plat.**

Response: Note has been further expanded for clarification.

General:

- 1) Approvals from the following agencies will need to be provided prior to final approval: DeIDOT, Sussex Conservation District, Fire Marshal, Sussex County Engineering Department, DNREC

Response: Comment acknowledged. DeIDOT has requested final plans. Sussex Conservation District plans are currently in review. Fire Marshal Approval has been provided. Sussex County Engineering Department plans are in final review. Approvals will be forwarded once received.

- 2) We reserve the right to provide additional comments on subsequent plan submissions.

Response: Comment acknowledged.

- 3) The lands immediately to the west of the building are indicated as "Lands of Unknown Ownership" however this property was part of the Cove Phase 1.

Response: Plans updated to show property owner information.

- 4) Provide the complete project plan set with the next submittal.

Response: Comment acknowledged.

- 5) Provide a copy of the approved Traffic Impact Study in digital format with the next submittal.

Response: The approved Traffic Impact Study and the TIS Review Letter have been provided with this submission.

Record Site Plans:

- 6) In the Site Data Table #4, the owner's address is incomplete.
Response: #4 of the Site Data has been addressed and updated.
- 7) In the Site Data Table #9, the number of lots is incorrectly listed as 4.
Response: #9 of the Site Data has been updated to show correct number of existing lots.
- 8) In the Site Data Table #10, the individual proposed areas do not equal the total proposed area.
Response: #10 of the Site Data has been updated to show correct proposed area.
- 9) In the Site Data Table #11, the proposed lot area does not equal the total lot area of the existing 5 parcels.
Response: #11 of the Site Data has been updated to show correct areas.
- 10) The legend as provided on the plan is inconsistent with the information provided on the plans. Additionally, include all symbols and lines depicted on the plans in the legend.
Response: Legend has been updated on the plans to show additional existing symbols and lines.
- 11) The area provided in the Parcel Data table do not match the area provided in the Site Data Column on sheet RD-1
Response: Site Data column has been updated to reflect parcel Data.
- 12) Provide a dimension for the drive aisle on the east side of the proposed building between the loading area and the parking.
Response: Dimension (30') has been provided for the drive aisle, as requested.
- 13) Clearly indicate who all proposed easements are in favor of on the plans.
Response: Notes has been expanded for clarification.

Site Development Plans:

- 14) Correct the items in the Site Data Table noted for the Record Site Plan on this sheet.
Response: Site table has been updated as requested.
- 15) Provide the EDU calculation for the anticipated water usage on the plan.
Response: EDU calculation has been provided on the plan under Site Data #23 (now Site Data #22).
- 16) The name in the body of the Surveyor's Certificate is inconsistent with the Signatory information.
Response: Surveyors' certification has been updated to correct name.
- 17) Revise Note 1 under Demolition Notes to reflect disconnection as required by all applicable utility providers.
Response: Note #1 of the demolition notes has been revised, as requested.

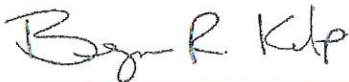


- 18) Provide a note indicating that the water meter is to be obtained from the Town.
Response: Note has been provided under Utility note #11 to indicate water meter is to be obtained from the Town of Greenwood.
- 19) Existing conditions information as provided on the plan is difficult to read.
Response: Plan has been updated for clarity as requested.
- 20) The legend as provided on the plan is inconsistent with the information provided on the plans. Additionally, include all symbols and lines depicted on the plans in the legend.
Response: Legend has been updated on the plans to show additional existing symbols and lines.
- 21) Clearly identify all existing utilities to be removed or abandoned on the plan.
Response: Existing Utilities which to be removed have been clearly labeled on the plans.
- 22) Dimension the individual lane widths at the entrance on East Market Street.
Response: Individual lane dimensions have been added to the entrance on Market Street, as requested.
- 23) Label all curb radii on the plan.
Response: Additional curb radii on the plans have been provided, as requested.
- 24) The curb schedule does not include all locations of onsite curb.
Response: Curb schedules have been verified and updated.
- 25) Provide details for the proposed retaining wall.
Response: A detail for the retaining wall has been added to sheet C-902, as request.
- 26) Add a reference to the DeIDOT entrance plans for entrance pavement information.
Response: Reference notes to pavement sections have been added to the plans (Sheet C-601), as requested.
- 27) Provide a reference for the location of the pavement section details.
Response: Reference notes to pavement sections have been added to the plans, as requested.
- 28) Show the more detail for the proposed stormwater management facility on the plan.
Response: Additional detail added to the plan for clarity. Plans for the stormwater management facility are being reviewed and approved by Sussex Conservation District.
- 29) Existing sanitary sewer information is illegible.
Response: Plan updated for clarity.
- 30) Provide the size and material information for all existing utilities on the plan.
Response: Size and material information are shown on plans for existing Utilities.

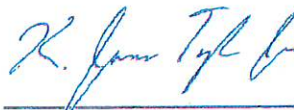
- 31) Provide detailed information on the proposed connection to the SMH-EX-1 on the plan.
Response: Note has been added to the plans for the proposed connection the SMH-EX-1, as requested.
- 32) The water line from the main should be a 6-inch line with a 6"x6"x6" tee with a 6" valve for the fire hydrant assembly and a reducer prior to the corporation stop to ensure water service can be maintained to the convenience store should work need to be performed on the hydrant.
Response: Water line from the main has been revised to show a Tee connection to the hydrant and a 6" reducer prior to the corp. stop.
- 33) The symbol for the storm manhole in the legend is inconsistent with the plans.
Response: Symbol for storm manhole in the legend has been updated.
- 34) The label for P-EX-1 is missing on the plan.
Response: Label for P-EX-1 has been called out on plan.
- 35) Clarify how the connection to the existing water main will be performed.
Response: Tie-location and clarification on connection to existing water line has been noted on the plans.
- 36) The information provided in the Roof Drain schedule does not match the plans.
Response: Roof drain schedule has been updated.
- 37) The pipe material on the profile is inconsistent with the sanitary sewer pipe schedule.
Response: Pipe material for profiles has been updated to reflect schedule.
- 38) The inverts for SM-EX-1 on the sanitary sewer pipe and structure schedules is inconsistent with existing information.
Response: SM-EX-1 has been updated on plans
- 39) Invert in and out locations on the sanitary sewer profiles are not labeled and inconsistent.
Response: Profiles have been updated to show Inv. IN and OUT for structures.
- 40) FES-12 is labeled as 18-inch on the storm drainage structure schedule but 15-inch on the profile.
Response: FES-12 does not exist on the plans. Only FES-1,2,4 and 29. FES-1 and FES-2 are 18".FES-29 which is 15".
- 41) Structure I-12 is missing from the storm drainage structure schedule.
Response: I-12 label in the profile has been updated to the correct MH-12.
- 42) The material for P-16 on the profile is inconsistent with the storm drainage pipe schedule.
Response: P-16 has been updated to show correct material.
- 43) The text for the 20' wide drainage easement is overlapping the contour information for the proposed stormwater management facility.
Response: Plan has been updated to show contour information.

- 44) Insufficient slope provided adjacent to structure I-3 for adequate drainage.
Response: Grading has been revised to show adequate drainage to I-3.
- 45) Clearly identify all striping on the plan.
Response: Additional callouts have been added to the plan (Sheet C-601) to clarify striping.
- 46) Details should reference DelDOT standards, not PADOT.
Response: Plans have been revised to show sign to meet MUTCD and DelDOT standards as requested.
- 47) Label all plant locations on the plans.
Response: Plant locations have been labeled on the plans.
- 48) Show all existing and proposed utilities on the plan to ensure no conflicts with landscaping.
Response: Existing and proposed utilities are shown on the plans. Potential conflicts have been identified and the plans adjusted accordingly.
- 49) Provide landscape on island for westerly parking.
Response: Landscape has been provided in the island as requested.
- 50) In the Site Data Table #4, the owner's address is incomplete.
Response: Owner's address has been updated as requested.

Sincerely,
VERDANTAS LLC



Ben Kulp
Project Manager
bkulp@verdantas.com



K. James Taylor, Jr. P.E.
Senior Project Manager
jtaylor@verdantas.com

TOWN OF GREENWOOD
100 WEST MARKET STREET
P.O. BOX 216
GREENWOOD, DE 19950
302-349-4534
302-349-9332

FEE 350.
1073
8/13/24

APPLICATION FOR CONDITIONAL USE

Current Property Owner Information:

Current Owner Name(s)/Applicant(s):

DeStorage.com Greenwood, LLC.

Mailing Address:

100 SOUTH ROCKLAND FALLS ROAD
ROCKLAND, DE 19732

Phone Number: 302-2593-6683

Email Address: astrine@i-realty.com

Contact Person: Andy Strine

Property Information:

Sussex County Tax Map/Parcel

Number: 530-10.00-55.00, 5600 & 56.02

Property Location: West of RT 16 & North of RT 13

Total Lot Area: Sq. Ft. _____ Acres 21.996

Current Zoning District: HC (TOWN OF GREENWOOD)

Proposed Zoning (if applicable): HC (TOWN OF GREENWOOD)

Current Property Use: VACANT

Briefly Describe Proposed Conditional Use:

11 STORAGE BUILDINGS & OFFICE (109,502 FT2 TOTAL) WITH PARKING

REQUIRED INFORMATION BY PROPERTY OWNER:

1. Two (2) copies of a recent Survey by a licensed surveyor showing the amount of acreage. Description must conform to metes and bounds of survey.
2. Copy of the Deed.
3. A preliminary site plan complying with the requirements of site plan review. Additional information may be required for the determination of the nature of the proposed use and its effect on the Comprehensive Plan.

I (We) hereby apply to the TOWN OF GREENWOOD, for a Conditional Use on the property described above. I (We) certify that all the information and attached documentation provided by me in this application is correct and I (We) further understand that a Public Hearing will not be scheduled until this application is complete as determined by the GREENWOOD Administrative Official.

Current Owner/Applicant



Current Owner/Applicant

Current Owner/Applicant

Current Owner/Applicant

FOR MAYOR AND TOWN COUNCIL

Approved/Date: _____

Mayor

Denied/Date: _____

Mayor

(2022)

TOWN OF GREENWOOD
100 WEST MARKET STREET
P.O. BOX 216
GREENWOOD, DE 19950
302-349-4534
302-349-9332

FEE \$350

APPLICATION FOR CONDITIONAL USE

Current Property Owner Information:

Current Owner Name(s)/Applicant(s):

DEStorage.com Greenwood, LLC

Attn: Casey Kenton

Mailing Address:

P.O. Box 139

Rockland, DE 19732

Phone Number: (302) 228-1128

Email Address: ckenton@i-realty.com

Contact Person: Casey H. Kenton

Property Information:

Sussex County Tax Map/Parcel

Number: 8-80, 10.00 #55

Property Location: Sussex Highway (Rt. 13), north of the Rt. 16

Total Lot Area: Sq. Ft. Acres +/- 20 Acres

Current Zoning District: (H9) Highway Commercial

Proposed Zoning (if applicable):

Current Property Use: Agriculture

Briefly Describe Proposed Conditional Use:

Outdoor covered and uncovered parking with or without a solar installation on the roof, as an ancillary use to a public self-storage facility.

REQUIRED INFORMATION BY PROPERTY OWNER:

1. Two (2) copies of a recent Survey by a licensed surveyor showing the amount of acreage. Description must conform to metes and bounds of survey.
2. Copy of the Deed.
3. A preliminary site plan complying with the requirements of site plan review. Additional information may be required for the determination of the nature of the proposed use and its effect on the Comprehensive Plan.

I (We) hereby apply to the TOWN OF GREENWOOD, for a Conditional Use on the property described above. I (We) certify that all the information and attached documentation provided by me in this application is correct and I (We) further understand that a Public Hearing will not be scheduled until this application is complete as determined by the GREENWOOD Administrative Official.



Current Owner/Applicant

Current Owner/Applicant

Current Owner/Applicant

Current Owner/Applicant

FOR MAYOR AND TOWN COUNCIL

Approved/Date: _____

Mayor

Denied/Date: _____

Mayor



**TOWN OF GREENWOOD
100 W. MARKET ST.
GREENWOOD, DE. 19950
PH# 302-349-4534**

September 14, 2023

DEStorage
PO Box 139
Rockland, De. 19732

Mr. Kenton,

This letter is in reference to a Conditional Use that was approved for the DEStorage project on Sussex Hwy Tax Id#530-10.00-55.00 located in Greenwood Delaware. The Town Council for Greenwood approved the Conditional Use Application on May 11, 2022, to grant a conditional use for outdoor covered and uncovered parking as an ancillary use to a public storage facility. Greenwood Zoning Ordinance Section 7.4.2 states Construction or operation shall be commenced within one year of the date of issuance of the conditional use permit or the conditional use permit shall become void. As of today's date there has not been any progress on the project, therefore the conditional use is null and void. To reapply please complete the enclosed application, it will go before the Planning Commission, and it will go before Town Council as to the Planning Commissions recommendation.

Thank you,
Janet Todd
Town Manager

Town of Greenwood
Town Council Meeting Minutes
Wednesday, May 11, 2022

Call to Order

Mayor Donovan called the meeting to order at 6:30 pm.

Councilmen and Officials Present

Mayor Donald Donovan, Councilman Norman Reed, Councilman Donald Torbert, Councilman Mike Moran, Police Chief Phillip Thomas, Town Manager Janet Todd, Town Clerk Carolyn Chisenhall, Town Solicitor James Sharp

Approval of Minutes

Motion by Councilman Moran, Seconded by Councilman Torbert to approve the Minutes of the April 13, 2022, Town Council Meeting as written. CARRIED by Unanimous Vote.

Police Report

Chief Thomas supplied a written monthly report and gave a verbal report. Sergeant Cullen has completed spring training for requalification. There were no questions.

Town Manager Report

1. Sheriff sale for delinquent properties will be May 17. Four properties have paid their money or been sold so they have been stayed.
2. Roger has been staying on top of things with code violations.
3. Bids are being received for repaving of 4 streets and Town Hall parking lot.
4. A quote for codification of Town ordinances has been requested. Codification would make the website much more user friendly as the user could then search Ordinances using keywords. It could be paid for with realty transfer funds. The quote will be taken to Council when received.

New Business

1. Motion to appoint Durene Jones to replace Willard Russell on Town Council made by Councilman Reed, Seconded by Councilman Torbert, CARRIED by Unanimous Vote.
2. Due to the resignation of Mr. Russell who served as Vice-Mayor, Councilman Torbert nominated Councilman Reed as Vice-Mayor. There were no other nominations. CARRIED by Unanimous Vote.
3. Mr. Sharp read the Planning Commission's April 26 recommendation to approve the Conditional Use application by DEStorage rep Casey Kenton for property tax ID# 530-10.00-55.00 for outdoor covered and uncovered parking as an ancillary use to a public self-storage facility. Motion to approve by Councilman Moran, Seconded by Councilman Reed. CARRIED by Unanimous Vote.

Old Business

1. Due to a communication issue with some employees, the Employee Handbook revisions will be tabled until next month.
2. Mr. Sharp read the Planning Commission's April 26 recommendation to deny Ordinances 2022-01, 2022-02, 2022-03, 2022-04, 2022-05, 2022-06 pertaining to properties at 2 N. First Street and 102 North Street. He stated that there would be no further comment unless Council wished to reopen the record. Councilman Reed requested Mr. Sharp read a motion to deny Ordinance 2022-01.

- a. Councilman Reed made a motion to deny Ordinance 2022-01. Seconded by Councilman Moran. CARRIED by Unanimous Vote.
 - b. Councilman Reed made a motion to deny Ordinance 2022-02. Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
 - c. Councilman Reed made a motion to deny Ordinance 2022-03. Seconded by Councilman Moran. CARRIED by Unanimous Vote.
 - d. Councilman Reed made a motion to deny Ordinance 2022-04. Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
 - e. Councilman Reed made a motion to deny Ordinance 2022-05. Seconded by Councilman Moran. CARRIED by Unanimous Vote.
 - f. Councilman Reed made a motion to deny Ordinance 2022-06. Seconded by Councilman Torbert. CARRIED by Unanimous Vote.
3. Durene Jones was sworn in as Councilman. Being newly appointed to the Council, she did not participate in tonight's voting.

Adjournment

Moved to adjourn by Councilman Reed at 6:55 p.m., Seconded by Councilman Moran.

Attested _____, Town Manager

4000

TOWN OF GREENWOOD
DELAWARE, INCORPORATED
100 WEST MARKET STREET
P.O. BOX 216
GREENWOOD, DE 19950
(302) 349-4534
(302) 349-9332 FAX

****APPLICATION****

**MINOR LOT LINE ADJUSTMENT
COMBINING**

The undersigned hereby make formal application to the Town of Greenwood for the approval of a minor lot line adjustment or combining of the property described below. Applications should be represented at the appropriate meetings or hearings. The applicant is aware that no applications will be accepted if violations exist on the property or if any service fees, including taxes, are delinquent. (Account must be in Good Standing)

- Signed Application (3)
- Three (3) copies of a final plat prepared in accordance with the Land Subdivision Ordinance
- Payment of Fee

OWNER NAME DELAWARE ELECTRIC COOP. PHONE NUMBER () _____
ADDRESS P.O. Box 600 - Greenwood, DE 19950
SIGNATURE _____ DATE _____

Please note: Legal Owner must sign application Consent of property owner must be attached

APPLICANT NAME DELAWARE ELECTRIC COOP. PHONE NUMBER () _____
ADDRESS P.O. Box 600 - Greenwood, DE 19950

SITE LOCATION: ROAD FIRST ST (N)(S)(E)(W) SIDE MARKET ST (N)(S)(E)(W)
ROAD THIRD ST (E) LOT # _____

ZONING: EXISTING N/A PROPOSED: UTILITY TAX MAP NUMBER 530-9.16-17.01, 18.00, 19.00, 19.01, 30.00

PRESENT USE: ELECTRIC SUBSTATION PROPOSED USE: NO CHANGE

AREA OF PROPERTY: 4.73 AC (COMBINED) AREA OF ADJACENT LAND IN SAME OWNERSHIP N/A

SANITARY FACILITIES: EXISTING _____ PROPOSED _____
WATER SUPPLY: EXISTING _____ PROPOSED _____

FLOOD PLAIN ZONE: "X" F.I.R.M. PANEL: 10005-C-0115-K

WETLANDS ON SITE: YES _____ NO X COMPREHENSIVE PLAN RECOMMENDATION _____

VARIANCE INFORMATION (IF APPLICABLE) N/A

CONTACT PERSON FOR APPLICATION: TONY RUTKOFF PHONE: 302-682-9819

APPLICATION RECEIVED BY _____	RECEIPT# _____
APPLICATION # _____	DATE: _____
FEE: \$ _____	

MINOR LOT LINE ADJUSTMENT/COMBINING APPLICATION 400

Surrounding Property:

Describe buildings and land uses on adjacent property and give their approximate distance from existing and proposed property lines.

SUBJECT PARCEL IS AN ELECTRIC SUBSTATION WHICH SPANS OVER
(5) PARCELS THERE IS GRASS LAND ON THE NORTH & WEST.
THERE ARE RESIDENTIAL LOTS TO THE SOUTH

Describe how this request meets the following review criteria found in the Greenwood Land Subdivision Ordinance:

The proposed subdivision is in conformance with all standards of the TOGLSO and applicable state statutes:

WE ARE SEEKING TO COMBINE THE (5) INDIVIDUAL
PARCELS INTO ONE PARCEL w/ THE SAME ZONING (UTILITY)

Surveyor:

Name: STEVEN ADKINS Phone: 302-258-7893
Address: 400 HIGH ST
SEAFORD, DE 19973

I (We) the undersigned legal owner (s) of the subject property, certify that the statements and information contained in this application are true and correct to the best of our knowledge.

Printed Tony Rutherford
Signed [Signature] Date: 8/23/2024

Printed _____
Signed _____ Date: _____

We (I) the undersigned applicant, certify that the statements and information contained in this application are true and correct to the best of my knowledge.

Printed STEVEN M. ADKINS
Signed [Signature] Date: 8/23/2024

Printed _____
Signed _____ Date: _____

For additional area to answer each question, please attach pages as needed.

TOWN OF GREENWOOD
 DELAWARE, INCORPORATED
 100 WEST MARKET STREET
 P.O. BOX 216
 GREENWOOD, DE 19950
 (302) 349-4534

CHECK LIST

MINOR LOT LINE ADJUSTMENT
 COMBINING

Project Name DEC - KRATZ SUBSTATION
 Location FIRST ST NORTH ST, MARKET ST. - GREENWOOD, DE 19950
 Type of Application LOT CONSOLIDATION
 Existing Use ELECTRIC SUBSTATION Proposed Use NO CHANGE IN USE
 Existing Zoning UTIL Proposed Zoning UTILITY Comprehensive Plan _____
 Tax Map Number 530-9.16-17.01, 18.00, 19.00, 19.01, 20.00
 Number of copies needed for submission: Review _____ Commission _____ Council _____
 Owner: DELAWARE ELECTRIC COOPERATIVE
 Address: P.O. Box 600 - GREENWOOD, DE 19950
 Surveyor/Engineer: GEORGE MILES & BULL, LLC
 Address: 100 HIGH ST. - SEAFORD, DE 19973 Phone Number _____
 Outstanding fees on property _____ Existing violations at site _____

For All Minor Divisions

- Sketch Plan Review
- Plat (3 copies)
- Licensed Surveyor Address/Seal
- Project Name
- Property Boundary (dead plot or field survey)
- Adjacent Owners/Subdivision
- Existing and Proposed Streets
- Existing Watercourses and Tree Masses
- Proposed Lot Lines
- Existing Lot Lines to be removed or relocated shown as dotted lines (minor lot line adjustment, partitioning, combining)
- Utility Extensions

For Minor Subdivisions

- Certificate of Title
- Surveyors Certification
- Town Engineer's Certification
- HOA documents if required
- Deed of Subdivision
- PLUS review if required

NOTE: ALL FINAL PLATS MUST BE STAMPED "APPROVED" BY THE TOWN OF GREENWOOD AND RECORDED WITH THE OFFICE OF THE RECORDER OF DEEDS IN SUSSEX COUNTY.

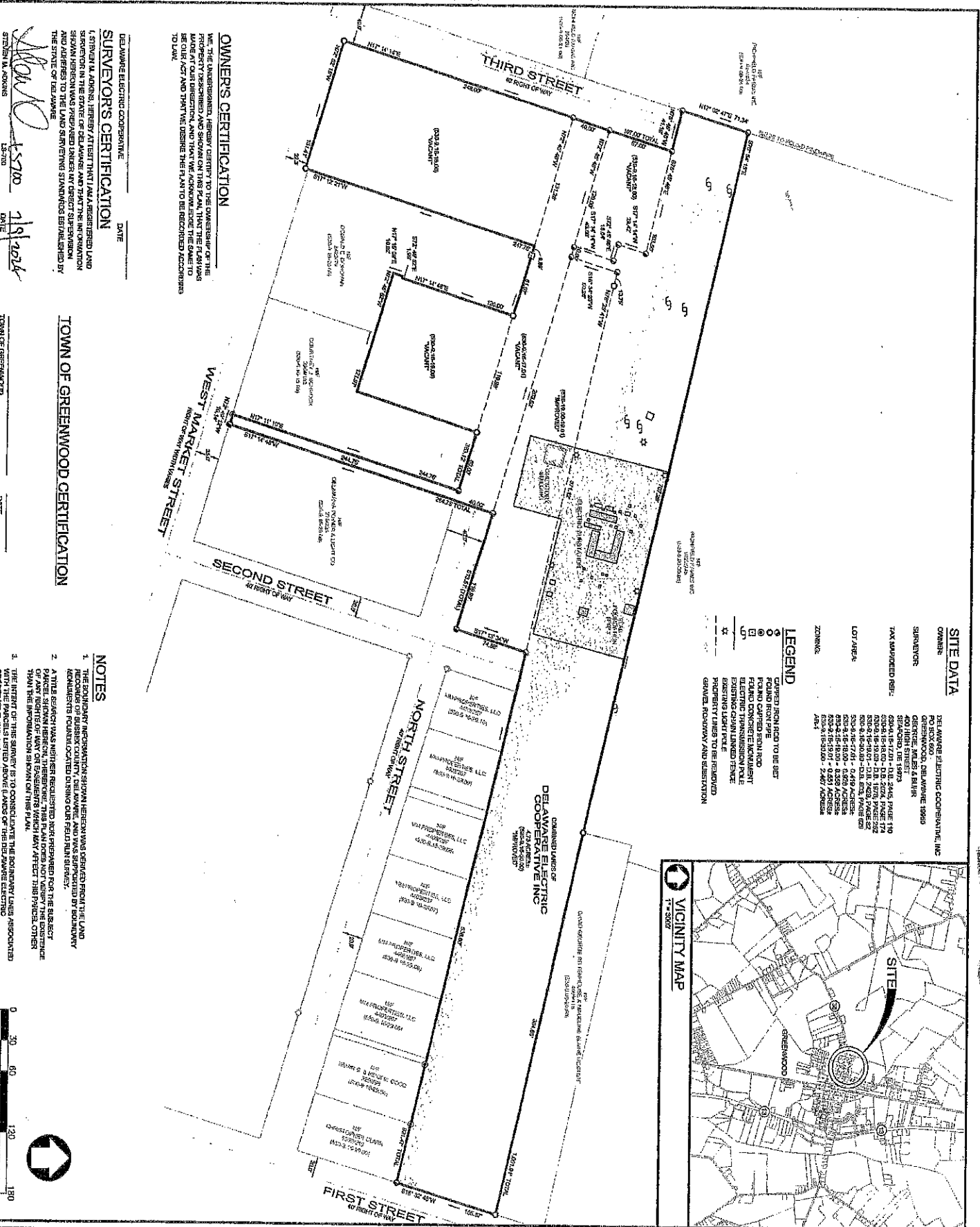
REVIEW AND APPROVAL MAY BE REQUIRED FROM THE FOLLOWING REVIEW AGENCIES TO DETERMINE IF THE SUBDIVIDED LOTS ARE BUILDABLE:

- DelDOT (if property is located on a State maintained road)
- Sussex Conservation District
- Office of State Fire Marshall
- Greenwood Fire Company
- Department of Natural Resources and Environmental Control (D.N.R.E.C.)
- Greenwood Police Department
- Woodbridge School District
- Greenwood Water/Wastewater Department
- Town Engineer (Daft McCune Walker, Inc.)
- Greenwood Parks and Recreation Department
- _____
- _____
- _____

NOTE:

(1) NO APPLICATION WILL BE ACCEPTED UNLESS ALL TAXES, ASSESSMENTS, WATER, SEWER, TRASH CHARGES OR ANY OTHER FEES DUE THE TOWN, ARE PAID AND IN GOOD STANDING.

234-11-234
 234-11-234
 234-11-234
 234-11-234
 234-11-234

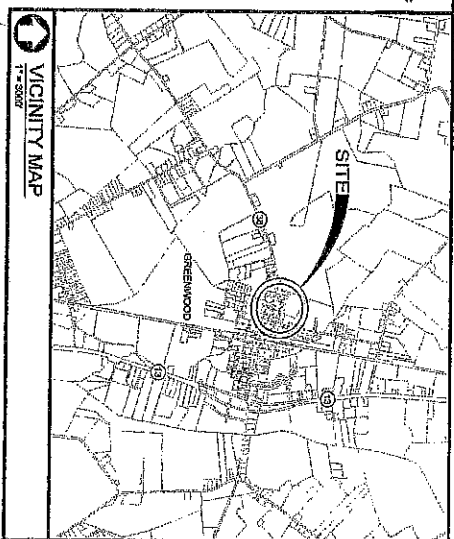


SITE DATA

OWNER: DELAWARE ELECTRIC COOPERATIVE, INC
 1310 GREENWOOD DRIVE
 GREENWOOD, DELAWARE 19999
SURVEYOR: GEORGE MILES & BUHR, LLC
 501 NORTH STREET, SUITE 200
 GREENWOOD, DE 19999
TAX MAP/RECORD REF.: 6594-15-1721 - 01- 2415, PAGE 110
 6594-15-1820 - 02- 2224, PAGE 174
 6594-15-1821 - 03- 1203, PAGE 32
 6594-15-1822 - 04- 1720, PAGE 27
 6594-15-1823 - 05- 1828, PAGE 305
LOT AREA: 6594-15-1820 - 0.2224 ACRES
 6594-15-1821 - 0.2203 ACRES
 6594-15-1822 - 0.2227 ACRES
 6594-15-1823 - 0.2227 ACRES
ZONING: A-24

LEGEND

- COMBINED FROM DEED TO BE SET
- FOUND FRONT YIELD
- FOUND CAPPIED FROM ROAD
- FOUND CONCRETE ENCROACHMENT
- FOUND TRANSMISSION TOWER
- FOUND LIGHT POLE
- FOUND PROPERTY LINE
- FOUND GRASSY ROADWAY AND SUBSTATION



OWNERS CERTIFICATION
 WE, THE UNDERSIGNED, HEREBY CERTIFY TO THE COMMISSIONER OF THE PROPERTY TAX AND REVENUE ADMINISTRATION, THAT THE PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE INFORMATION CONTAINED THEREIN IS TRUE AND CORRECT AND THAT I AGREE TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS PLAN.

DELAWARE ELECTRIC COOPERATIVE
SURVEYOR'S CERTIFICATION
 I, STEVEN M. ADAMS, HEREBY ATTEST THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF DELAWARE AND THAT THE INFORMATION AND ADVICES TO THE LAND SURVEYING STANDARDS ESTABLISHED BY THE STATE OF DELAWARE.

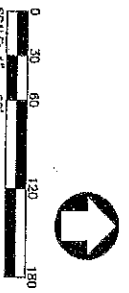
STEVEN M. ADAMS
 LS-7100
 DATE 1/19/2018

TOWN OF GREENWOOD CERTIFICATION

TOWN OF GREENWOOD
 DATE

NOTES

1. THE BOUNDARY INFORMATION ON THIS MAP WAS OBTAINED FROM THE RECORDS OF SUSSEX COUNTY, DELAWARE, AND WAS SUPERSEDED BY ANY REVISIONS FOUND DURING OUR FIELD RESEARCH.
2. A TITLE SEARCH WAS NEITHER FACILITATED NOR PREPARED FOR THIS SUBJECT PROPERTY. THEREFORE, THIS PLAN DOES NOT GUARANTEE THE EXISTENCE OR NON-EXISTENCE OF EASEMENTS WHICH MAY AFFECT THIS PROPERTY, OTHER THAN THE INFORMATION SHOWN ON THIS PLAN.
3. THE INTENT OF THIS SURVEY IS TO CONSOLIDATE THE BOUNDARY LINES ASSOCIATED WITH THE SEVERAL LOTS OF THE DELAWARE ELECTRIC COOPERATIVE, AND INTO ONE SINGLE PARCEL OF LAND AS SHOWN HEREON.



SHEET NO. 1

A LOT CONSOLIDATION PLAN
 FOR THE LANDS OF
DELAWARE ELECTRIC COOPERATIVE, INC
 NORTH ST., THIRD ST., & MARKET ST.
 TOWN OF GREENWOOD
 NORTH WEST FORK HUNDRED
 SUSSEX COUNTY, DELAWARE

GEORGE, MILES & BUHR, LLC
 ARCHITECTS & ENGINEERS
 SAUSURY • BALTIMORE • SEAFORD
 www.gmbnet.com

D E C C

TOWN OF GREENWOOD PLAN REVIEW

DAVIS, BOWEN & FRIEDEL, INC. Submittal Lot Project No.:

Project Review Comments Phase: Combining Project Title:

Date Submitted: 9/10/24 Project Title: Kratz Substation Lot Consolidation

Submittal No.: 1 Project A/E: GMB

DBF Job No.: 0347A027.004

Date Returned: 9/11/24

Distribution: P & Z X Town DPW Town Engineer Other

Name of Reviewer: Sharon Cruz Office: Milford, DE 302-424-1441

Documents Reviewed: Lot Consolidation Plan for the Lands of Delaware Electric Cooperative, Inc.

DWG/SHEET NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	REVIEWER RESPONSE
Plan Review Comments			
General Comments	1	Provide the Town Engineer's Certification block on the plan (see attached).	
	2	Provide the area of the parcels in square feet as well as acres per the most current requirements of the County for recorded plats, surveys and drawings.	
	3	Provide the number of existing and proposed parcels in the Site Data.	
	4	Provide the total combined area for the consolidated parcel in the Site Data.	
	5	The zoning as listed in the Site Data is incorrect, the parcels are zoned either Utility or R1 per the Town Zoning Map.	
	6	Clearly indicate on the plan the existing zoning of the various parcels and show the zoning boundary.	

DAVIS, BOWEN & FRIEDEL, INC.
Project Review Comments

Submittal Phase: Lot Combining
Reviewer: Sharon Cruz

Submittal No.: 1
Project Title: Kratz Substation Lot Consolidation

7	Provide the setbacks on the plan for the consolidated parcel.	
8	Provide the horizontal datum for the survey.	
9	Add the date of the field survey to Note #1	
10	Provide a vicinity map at a scale of 1" = 1000'	
11	Metes and bounds information is missing for the southeasterly line of Parcel 5-30-9, 16-19, 00	
12	Application indicates the proposed zoning for the consolidated parcel is requested as Utility however a change of zone is not part of the combining process. A separate application for zoning change would need to be submitted for the entire combined parcel to be zoned Utility.	

Reviewer Signature: _____

Robert's Rules of Order for Meetings: A Guide + Tips

Learn how Robert's Rules of Order can help your team conduct more structured, productive, and democratic meetings.

We all know the importance of running effective meetings, but it can be overwhelming to find the perfect method. If the problem your meetings are currently facing is a lack of structure, efficiency, and participation, a proven solution like Robert's Rules of Order can offer a standardized framework to conduct meetings with fairness and effectiveness.

What is Robert's Rules of Order?

"Robert's Rules of Order", a time-tested manual for conducting business and public gatherings, was published in 1876 by Henry Martyn Robert, an

American soldier, engineer, and author. The handbook's main goal was to set out parliamentary procedures or rules that companies and organizations could use as a standardized meeting approach.

Following Robert's Rules and its democratic approach has allowed organizations to run effective and orderly meetings while displaying maximum fairness to each member. Even though this process for conducting meetings is pretty old, it's still relevant nowadays. Robert's Rules presents a meeting framework in which every individual within the team has an equal voice in the conversation, which is measured by voting.

A crucial aspect of this is understanding the agenda order, which ensures meetings are effective and adhere to the principles of democracy and fairness. By mastering the agenda structure, your team can navigate through discussions and decision-making processes more efficiently, thereby maximizing the productivity of their meetings.

Order of agenda according to Robert's Rules

- **Call to order**
- **Roll call**
- **Reading and approval of minutes**
- **Reports of officers**
- **Reports of committees**
- **Standard order of business**
- **Announcements**
- **Adjournment**

1 Call to order

The call to order is the first section of your meeting under Robert's Rules of Order. This is a fancy way of stating the beginning of a meeting. The Robert's Rules meeting initiation is essentially where the senior leader of the team facilitating the session starts the meeting with the rest of the group. Typically, the facilitator has a scripted agenda to use as they open and set the purpose and objective of the meeting.

2 Roll call

Roll call is the procedure in which the list of attendees is called off, and attendance is marked, and it plays a significant role in meetings. Typically, the Board Liaison or Clerk is responsible for conducting the roll call. By incorporating Robert's Rules attendance protocol, meetings can be organized and structured, ensuring an enhanced meeting experience for all parties involved.

3 Reading and approval of minutes

In this part of the meeting, the facilitator consults the previous meeting minutes or notes. It's important that these notes are sent to your team in advance so they have time to review the content. The meeting facilitator should ask if anything has been left out, needs editing, or requires updating.

To obtain Robert's Rules meeting minutes approval, you'll need to make all necessary changes or corrections to the minutes. If there aren't any further revisions, the minutes then stand approved in their corrected version, and the meeting can proceed.

4 Reports of officers

Next up is the Robert's Rules officer reports and motions. Senior leadership, the executive team, or board chairs will present their reports, where they state their recommendations and make any motions.

Motions require at least one other person to agree, which is referred to as a "second" in Robert's Rules. Either the motion passes or fails, deciding whether the recommendation proposed by the officer is adopted.

Reports from the leadership team tend to include items of high importance, so it's a crucial step in keeping the team informed and ensuring effective decision-making.

5 Reports of committees

The same process for the reports of officers is followed here, except that the heads of committees, groups, or boards within the organization provide their updates and recommendations. These reports are known as the Robert's Rules committee reports and play a crucial role in decision-making.

Unlike the officer reports, the reporting members of any group or committee with recommendations can move straight to the necessary motion. Since the committee presenting has more than one person, the motion does not require unanimous consent or a “second” in the meeting to support it.

The Robert’s Rules committee reports and motions are essential to decision-making as they provide updates, insights, and recommendations from specialized groups within the organization.

6 Standard order of business

Once all reports and motions have been presented, the facilitator moves on to the standard order of business, also known as the Robert’s Rules standard meeting order. This is when the meeting agenda items, listed in order of priority, are covered seriatim, serving as a framework for the meeting. Typically, the agenda items are any progress updates, challenges, or developments on what was discussed in the previous meeting. As projects evolve, additional items may be added subsequently.

By following the standard order of business, all meeting members can come prepared, have an

active voice, and effectively contribute to the discussion. This ensures the meeting can be conducted efficiently and productively to promote collaboration amongst your team.

7 Announcements

After checking off all the agenda items, each member has the opportunity to make important announcements. Robert's Rules business announcements in these meetings are a formal way of giving important updates to the rest of your team members. This allows your team to prepare themselves for any big changes or developments in the organization or effectively schedule new projects in the pipeline.

8 Adjournment

If there's no further business to be presented to the board or to be discussed, the meeting is adjourned. This is the Robert's Rules meeting formal wrap-up, where you tie up loose ends and take any questions or comments from your team members. If someone hasn't been able to contribute yet, this step gives them a chance to effectively participate in the meeting. You can also discuss what's to be expected at the next meeting and the best way that

**each team member can come prepared,
understanding what's required of them.**

Meeting minutes example

Formal Board Meeting Minutes

Call to order

Facilitated by the Chair of the Board.

- [Meeting facilitator] called to order the regular meeting of [Organization] at [time] on [date] in [location].

Roll call

Secretary conducted a roll call. The following persons were present:

-
-
-

Approval of minutes

Before any official business can be conducted, the board must approve the minutes from the last meeting.

- [Secretary] read the minutes from the last meeting. The minutes were approved.

Open issues

Items that the board has previously discussed that are ready for formal approval.

- Talking Point

New business

These items may be voted on, amended, tabled, moved to committee for consideration, or postponed.

- Talking Point

Adjournment

After all open issues and new business has been discussed and documented, the meeting facilitator will adjourn the board meeting.

- [Meeting facilitator] adjourned the meeting at [time meeting ended].

Submission and approval of minutes

Minute taker must submit the minutes for approval by the Board Chair or meeting facilitator.

- Minutes submitted by: [Name]
- Minutes approved by: [Name]

Robert's Rules of Order for meetings: cheat sheet

Robert's Rules of Order uses some outdated terminology, which can be confusing, but we've just coined modern adaptations of these words. In this section, we'll clear up some key terms:

- **Session**
- **Quorum**
- **Order of business**
- **Motions**

1Session:

A session is just another word for a meeting. In the context of Robert's Rules, this would include any meeting of a deliberative assembly with a predetermined purpose.

2Quorum:

A quorum is the minimum number of voting team members who need to attend a meeting where a decision is being made. In Robert's Rules terminology, this would be the presence of a

deliberative board, committee or group for a business decision to be legally transacted.

3Order of business:

The order of business consists of the agenda priorities or agenda items. Adopting the agenda with the contributions of your teammates allows you to keep your meeting on track in terms of time and topic so that you can be as efficient as possible.

4Motions:

Motions are when ideas are brought forward to the rest of your team, and these ideas are discussed and considered. Motions are the reason meetings take place. This is where as a team, you decide which ideas will be implemented. If there isn't unanimous agreement, a new motion needs to be seconded, meaning at least two people need to find an idea important enough to commit time during the meeting to it's discussion. According to an article by BoardEffect, you can follow these six comprehensive steps for each motion:

- **Motion: A member rises or raises a hand to signal the chairperson.**

- **Second:** Another member seconds the motion.
- **Restate motion:** The chairperson restates the motion.
- **Debate:** The members debate the motion.
- **Vote:** The chairperson restates the motion and then asks for affirmative and then negative votes.
- **Announce the vote:** The chairperson announces the result of the vote and any instructions.

The bottom-line

Implementing Robert's Rules of Order can not only enhance meeting effectiveness but can also ensure everyone has an equal opportunity to participate in making decisions or motions that will affect their day-to-day. Think about what will best suit you and your team, whether that's trying a formal, structured Robert's Rule approach or adopting some key parts of its principles that will fit with your team's culture.