



**Town Council  
Town of Millsboro**

322 Wilson Highway  
Millsboro, Delaware 19966  
(302) 934-8171  
(302) 934-7682 (Fax)  
[town@millsboro.org](mailto:town@millsboro.org)

Mayor Faye Lingo  
Vice Mayor John Thoroughgood  
President Pro Tem Brad Cordrey  
Secretary Jim Kells  
Treasurer Larry Gum  
Councilman Ron O'Neal  
Councilwoman Kimberley Kaan

*Jamie Burk, Town Manager*

**A G E N D A**

Town Council  
Regular Meeting  
November 7, 2022  
7:00 p.m.

Millsboro Town Center  
322 Wilson Highway

**NOTE: There may be a vote and Council action taken on each and every agenda item set forth herein.**

Call to order

Pledge of allegiance

Former councilperson recognition

New employee introduction

Public comment (2 minutes limited to agenda items)

Public hearings:

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON NOVEMBER 7, 2022, AT 7:00 PM, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE. NR & NR, LLC, IDENTIFIED AS SUSSEX COUNTY TAX MAP AND PARCEL NO. 133-20.00-40.00, 41.00, 41.01, AND 41.02, CONTAINING 69.412 ACRES, MORE OR LESS HAVE MADE AN APPLICATION AT THE TOWN OF MILLSBORO FOR A MAJOR SUBDIVISION IN THE MEDIUM-DENSITY RESIDENTIAL (MR) DISTRICT TO CONSIST OF 214 SINGLE-FAMILY HOMES.

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING § 210-13 THEREOF TO INCREASE THE MINIMUM LOT SIZE FROM 75 FEET (FRONTAGE) BY 100 FEET (DEPTH) TO 110 FEET (FRONTAGE) BY 130 FEET (DEPTH) FOR ALL LOTS IN THE TOWN'S MEDIUM-DENSITY RESIDENTIAL (MR) DISTRICT.

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON NOVEMBER 7, 2022, AT 7:00PM, AT THE MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, BY REVISING THE FOLLOWING CHAPTERS AND SECTIONS THEREOF TO INCLUDE A REQUIREMENT THAT PROPERTIES, THAT ARE THE SUBJECT OF CERTAIN LAND USE RELATED APPLICATIONS, BE POSTED WITH A NOTICE SETTING FORTH THE DATE AND TIME AT WHICH THE APPLICATION WILL BE HEARD, AS WELL AS OTHER INFORMATION RELEVANT TO THE APPLICATION: (1) CHAPTER 56, ANNEXATION OF LAND, BY ADDING A NEW § 56-2 THERETO; (2) CHAPTER 178, SUBDIVISION OF LAND, BY REVISING EXISTING §§ 176-7.B.(8) AND 176-7.C.(7) REGARDING MAJOR SUBDIVISION APPLICATIONS; (3) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH F. TO EXISTING § 210-51 REGARDING CONDITIONAL USE APPLICATIONS; (4) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH F. TO EXISTING § 210-58 REGARDING APPLICATIONS BEFORE THE BOARD OF ADJUSTMENT; AND (5) CHAPTER 210, ZONING, BY ADDING A NEW SUBPARAGRAPH I. TO EXISTING § 210-70 REGARDING APPLICATIONS FOR A CHANGE IN ZONING DESIGNATION OR APPROVAL OF CERTAIN ZONING DISTRICTS.

**TOWN OF MILLSBORO  
NOTICE OF PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON MONDAY, NOVEMBER 7, 2022, AT 7:00PM, IN MILLSBORO TOWN CENTER, 322 WILSON HIGHWAY, MILLSBORO, SUSSEX COUNTY, DELAWARE, TO CONSIDER AMENDING THE TOWN CODE OF THE TOWN OF MILLSBORO, CHAPTER 210, ZONING, BY REVISING § 210-40 THEREOF TO INCLUDE OVERFLOW PARKING REQUIREMENTS IN RESIDENTIAL SUBDIVISIONS AND TO REVISE THE FOLLOWING SECTIONS IN CHAPTER 178, SUBDIVISION OF LAND, AND CHAPTER 210, ZONING, TO REFER TO AND INCORPORATE THE NEWLY ESTABLISHED OVERFLOW PARKING REQUIREMENTS IN RESIDENTIAL SUBDIVISIONS: § 178-14, § 210-13, § 210-14, § 210-15, §210-20, AND § 210-25.

Secretary's report  
Minutes

Treasurer's report  
Bank balances  
Invoices

Millsboro Fire Company update

Millsboro Art League update

Police Department's report

Water and sewer

Water meter upgrade project (Hall)

Sewer adjustment– 10006 Iron Pointe Drive (Hall)

RKK services agreement (Niblett)

Mayor's report

Millsboro Police Station legal services agreement (Burk)

Millsboro Police Station funding sources (Hall)

Millsboro Police Station interim funding (Hall and/or WSFS)

Annexation request — annexation request for Tax Parcel ID 133-16.00-95.03 located west of U.S. Route 113 at the intersection of Kerlyn Drive — Schertle

Annexation request — annexation request for Tax Parcel ID 233-5.00-110.00 located along Dickerson Rd. — Sussex County EMS

Preliminary subdivision plan — Somerton Chase (Radish Road (SCR 338))

Posting of properties subject to public hearings— suggested changes to the *Code of the Town of Millsboro*:

Amend Chapter 56-2 Annexation of Land by adding a new § 56-2. Property posted with notice.,  
Amend § 178-7 Major subdivision, subsection B. Preliminary approval, subparagraph (8),  
Amend § 178-7. Major subdivision, subsection C. Procedures for final approval of major subdivision, subparagraph (5),  
Amend § 210-51. Conditional Uses, by adding a new subsection F. Property posted with notice,  
Amend § 210-58. Meetings; rules and regulations, by adding a new subsection F. Property posted with notice.  
Amend § 210-70. Amendments, by adding a new subsection I. Property posted with notice.  
(Burk and/or Schrider-Fox)

Revision to proposed change – §210-40 of the *Code of the Town of Millsboro* Overflow Parking Required (Niblett)

Request for tax exempt status – 29977 Plantation Drive (Homestead clubhouse) (Hall)

Annexation committee report – Parasram

Suggested changes to the *Code of the Town of Millsboro*: amend Chapter 12 Elections for Town Council to add § 12-7. Absentee voting (Burk and/or Schrider-Fox)

Update of potential change – § 210-13 Medium Density (MR) of the *Code of the Town of Millsboro* - minimum lot size requirements (Burk and/or Niblett)

Conditional use request – Alderleaf Meadows (signage)

MILLSBORO TOWN COUNCIL AGENDA

NOVEMBER 7, 2022

PAGE 4 OF 4

*Mayor's report (cont.)*

Merry Millsboro Holiday Market event at Town Hall – (Burk)

Christmas employee bonuses (Burk)

Recess

Executive session—real estate lease

Call to order

Business conducted in executive session

Adjournment

*NOTE: (1) This agenda is subject to change. Such changes may include the addition of items that arise at the time of the meeting and/or the deletion of items. In the case of additions related to items that arise prior to the meeting, the change will be posted with as much notice as practicable under the circumstances—but in no case will the notification be provided less than 6 hours prior to the meeting start time—and the associated item will be (a) of an emergency nature and/or (b) unable to reasonably be deferred for handling at a future meeting. (2) One or more of the items listed may not be considered in sequence.*