

Planning & Zoning Minutes
December 3, 2025
6:30pm

Chairmen Scott Thornton called the meeting to order at 6:30pm and in attendance were the following:

Planning and Zoning Commissioners: Chairman Scott Thornton, Jeff Foust. Kathy Thornton and Jacqueline Sudler.

Staff: Town Manager, Amy Thomas and Town Clerk, Tracey Thompson.

Citizens: Residents – Michael Shen, Ra’Quila Schenck, Alex Levy, Kevin Minnich (Minnich Engineering), Steven Fortunato (Bohler Engineering), Ashley McCaa (Bohler Engineering), Fred Wittig (DSM Commercial) and Kevin Nyamumbo (KCI Engineering).

RECORD PLAN & FINAL SITE PLAN REVIEW

Wawa – Convenience Store with Fueling Stations

11455 S DuPont Highway - (Tax Map #SM-8-07-139.05-01-07.00/000 & #SM-8-07-139.05-01-08.00/000)

Each Commissioner reviewed the paperwork for the request. The request is for Record Plan and Final Site Plan approval for a Convenience Store with Fueling Stations.

Ashley McCass with Bohler Engineering presented the Record Plan and Final Site Plans to the Commissioners. Kevin Nyamumbo stated all comments were addressed, we are waiting for Kent Conservation Districts approval but Ashley did show where they have submitted to Kent Conservation District (KCD) for approval. Kevin stated the stormwater pond will be shared with other sites on the south and he requests that they share those agreements with the Town once obtained. Scott Thornton asked if these minor comments can be addressed by the Council Meeting on Monday and Fred Wittig stated they won’t be able to get those agreements until January 1. Steven Fortunato stated this approval request is only for the Wawa, plans for the pad sites which are adjacent to Wawa have been submitted and are being reviewed by KCI. The plans for the Pad Sites will generate those agreements that are being requested.

Commissioner Thornton stated there is a conflict on the call outs for the Utility Plan (W-5 and W-6). Steven Bohler stated the proposed water line is 8 inch and we can correct that on the plans and resubmit them.

Kevin asked if they received an approval date from KCD and Ashley stated they only received a confirmation of receipt of the plans.

RECOMMENDATION: The Planning Commission recommends the Council approve the Record Plan and Final Site Plan contingent upon minor revisions to the utility plan, receiving utility easements in January and receipt of final approval from Kent

Conservation District. The request fell within the guidelines of the Planning and Zoning Ordinance and with KCI's comment letter.

PRELIMINARY SITE PLAN REVIEW

MM Tinting – Commercial Building for a Tinting Business

422 S Erin Avenue (Tax Map #SM-8-07-129.17-01-03.00/000)

Each Commissioner reviewed the paperwork for the request. The request is for Preliminary Site Plan Approval for a Commercial Tinting Business.

Kevin Minnich introduced himself as the engineer for this project. Kevin Nyamumbo stated they reviewed the plans and addressed all comments and he is recommending them for Preliminary Site Plan approval.

Scott Thornton asked if there is a dedicated loading area and Kevin Minnich asked if that is required for this type of business. After reviewing the code Scott Thorton and Kevin Nyamumbo stated the minimum number of loading spaces shall be determined by the Planning Commission. Scott Thronton asked if they can use one parking spot as a loading space and Kevin Minnich replied yes.

Kevin Minnich stated that he presented the plans with a 7' fence and KCI stated that he would have to speak to the Planning Commission about a waiver from the 25' buffer requirement from all residential districts. Kevin Minnich stated the property is surrounded by residential properties and they all have fences. Kevin Nyamumbo asked if the residential fences are 6' or 7' and it was agreed upon that the residents' fences were 6' since that is the maximum height the town allows for residential. Scott Thornton stated the fence needs to be 7'.

RECOMMENDATION: The Planning Commission recommends the Council approve the Preliminary Site Plan for the Commercial Tinting Business located at 422 S Erin Avenue. The request fell within the guidelines of the Planning and Zoning Ordinance and with KCI's comment letter.

CONDITIONAL USE REQUEST

Ra'Quila Schenck – In - Home Daycare

51 Ludlow Lane – (Tax Map #SM 07-129.03-01-03.00/000)

Ms. Schenck introduced herself and her husband Alex Levy and they expressed their reasons for wanting to open an In-Home Daycare facility. Scott Thronton asked if they have been in touch with the State for all their requirements and Ms. Schenck stated that she started the classes last year but since it has been a while she will have to retake the classes. She was told by the state that she had to get approval from the Town before she could proceed with their requirements.

Commissioner Thornton asked if she had a fence and Ms. Schenck stated that she does not have a fence but they will have to install one on the property. Commissioner Thornton explained the permitting process through the Town that is required to get a permit for the fence.

Commissioner Thornton asked her if she was going to have any employees and she stated it would be herself and her husband. Commissioner Thornton stated if she decided to have an employee she would be required to have one parking spot for a non-resident.

Amy explained to them what the next steps will be in the process to be approved for the conditional use.

RECOMMENDATION: The Planning Commission recommends the Council approve the conditional use request. The request falls within all requirements of the Planning and Zoning Ordinance.

The meeting was adjourned at 7:35pm. These minutes were prepared by Amy Thomas.

Amy Thomas, Town Manager Date