

PLANNING & ZONING MEETING

MAY 15, 2025

ATTENDEES: David Chillas, Chairman
Morris Deputy, Town Manager
Frank Bailey, Fire Chief
Donald Hall
Chuck McCausland
Jen Parrish
Joe Pontak
Keith Thompson

AGENDA:

1. 611 Tower Lane – Suites C & D – Conditional Use Permit request for an electrical contractor’s office (CECO, Inc.) in an M-I zoned area. CU-06-25. Tax Parcel #23-008.00-110.

Justin Suwala with CECO Electric, a commercial/residential electric company, requested approval to open an electrical contractor’s office at 611 Tower Lane. They will be relocating from Sleepy Hollow Drive to a larger location.

Joe Pontak asked if any hazardous material will be on site and if anything will be stored outside. Mr. Suwala said there are no hazardous materials, just electrical inventory. Nothing will be stored outside.

Pontak asked where their trucks will be parked.

Suwala indicated all the vehicles are take home vehicles. No vehicles will be parked in the parking lot.

Moved by Joe Pontak and seconded by Jenn Parrish to recommend Mayor and Council approve 611 Tower Lane, Suites C & D, Conditional Use Permit request for an electrical contractor’s office (CECO, Inc.) in an M-I zoned area. CU-06-25. Motion Carried Unanimously.

2. 410 Diamond State Blvd., Suite D – Conditional Use Permit request for a kitchen cabinet cleaning company (Kitchen Guard of Delmarva) in an M-I zoned area. The company completes end-to-end exhaust cleaning for commercial kitchens. The location will serve as offices and warehouse to store supplies, and a self-contained commercial hood cleaning station. CU-07-25. Tax Parcel No. 23-008.00-115.

Trisha Hooman, co-owner of Kitchen Guard of Delmarva, requested approval to open their business at 410 Diamond State Blvd., Suite D. The business performs end-to-end kitchen exhaust cleaning, for any registered commercial kitchen. Cleaning includes the hood, duct work and fan.

The space will be used for offices and storage for filters and cleaning materials. No hazardous chemicals will be stored. A cleaning station will be on site that uses a concentrated dish-type detergent for cleaning. The filter wash station is a self-contained unit that steams the filters. Dirty filters are brought back for cleaning and first put in the soak tank; any residual grease is removed with a power washer. The soak tank will be removed from the premises and drained by an outside company.

Only one transit van will be used at start-up. The goal for this location is to service Wilmington, Newark and Bear with ultimately three or four vans. During the day, two to three people will be in the office. Cleaning is performed at night; crews usually arrive at 8 p.m. to change into a uniform and pick up keys for their location, usually taking about 15 minutes. They return between 3 a.m. and 8 a.m., depending on the particular job. The day crew will clean the vans.

Don Hall asked if the vans would be parked inside the building and how many parking spaces are provided.

Ms. Hooman said the vans will be parked outside. She said she requested 6 or 8 spaces and the landlord indicated that would not be an issue.

Joe Pontak asked if only the vans would be parked outside the building.

Ms. Hooman said only the vans and employee's cars will be parked outside.

Frank Bailey questioned if the filter wash station is emptied into an underground tank. Hooman explained it's an above-ground, heated soak tank with a concentrated dish-like soap to dissolve grease. The filters soak four to six hours, then go into the filter wash station that has a built in grease trap. The soak tank has a built in grease trap; any residual grease left on the filter is removed with the power washer and collected.

Bailey asked if the heated soaking tank gets turned off, how hot is the water, and what chemicals are in the soaking solution.

Hooman responded the soaking tank stays turned on when people are working; the soaking solution is a heavily concentrated dish detergent. She does not know the water temperature but will get that information (to be provided at Mayor & Council meeting).

Moved by Keith Thompson and seconded by Chuck McCausland to recommend Mayor and Council approve 410 diamond State Blvd., Suite D, Conditional Use Permit request for a kitchen exhaust cleaning company (Kitchen Guard of Delmarva) in an M-I zoned area. The company completes end-to-end exhaust cleaning for commercial kitchens. The location will be used as offices, warehousing to store supplies, and a self-contained commercial hood cleaning station. CU-07-25. Motion Carried Unanimously.

3. 5044 Summit Bridge Road - Preliminary Major Land Development Plan for Middletown Mews, a proposed stacked townhouse community with 30 units arranged in three buildings with common access driveways. Each building will be three stories, with two units situated in each building section. Tax Parcel No. 23-075.00-093.

Tabled by applicant.

4. Parcel No. 3 - The Parkway at South Ridge and Westown Town Center - Preliminary Record Minor Re-Subdivision Plan for the recently approved one-story building pad site with

a drive-thru totaling 3,013+/- Square-feet on the existing developed parcel located at 601 South Ridge Avenue. Tax Parcel No. 23-022.00-189.

Mike Briscoe with Landmark Science & Engineering presented the Re-subdivision Plan for Freddy's Steakburgers. Last year, a plan was approved for Freddy's Steakburgers with a drive-thru, situated on the front portion of the Kohl's parcel. The subdivision is primarily for financing purposes, and to provide Freddy's with its own lot, approximately one acre, and separate tax parcel number. No other changes are proposed with this Re-subdivision.

Moved by Jenn Parrish and seconded by Joe Pontak to recommend Mayor and Council approve Parcel No. 3, the Parkway at South Ridge and Westown Town Center, Preliminary Record Minor Re-Subdivision Plan for the recently approved one-story building pad site with a drive-thru totaling 3,013+/- square-feet on the existing developed parcel located at 601 South Ridge Avenue. Tax Parcel No. 23-022.00-189. Motion Carried Unanimously.

Moved by Joe Pontak and seconded by Keith Thompson to adjourn. Motion Carried Unanimously.

We believe these minutes accurately reflect what transpired; however, we will appreciate comments involving a different understanding of what occurred. Unless we are notified in writing to the contrary within 10 days after receipt, we will assume all in attendance concur with the accuracy of this transcription.

Respectfully Submitted,

Morris Deputy, P.E.
Town Manager

Discussion re: June Planning & Zoning meeting:

The regularly scheduled June meeting will fall on Thursday, June 19th, the Juneteenth Holiday. After discussion, it was agreed to schedule the June Planning & Zoning meeting the following week, June 26, 2025.

Ry 5/19/25
Cc: Mayor & Council
All Attendees
Verdantas