

## PLANNING & ZOING MEETING

NOVEMBER 20, 2025

**ATTENDEES:** David Chillas – Chair  
Frank Bailey – Fire Chief  
Morris Deputy – Town Manager  
Chuck McCausland  
Jenn Parrish  
Joe Pontak  
Gretchen Rachko  
Keith Thompson

### AGENDA:

**1. 700 N. Broad Street – Conditional Use Permit request for a locker company (PENCO Products, Inc.) to fit out a vacant warehouse space for receiving locker parts, store them in racks and upon customer orders, assemble lockers by a rivet process and ship to customers, in an M-I zoned area. CU-14-25. Tax Parcel No. 23-003.00-009.**

Phil Gardiner from Douglas Development and part owner of 700 N. Broad St., requested approval to allow a proposed tenant, PENCO Products, to occupy space in the building. PENCO will use approximately 90% of their space for racked storage for fabricated storage lockers. The lockers are assembled by hand in a small assembly area and shipped out on LTL trucks. One large shipment of parts is received per month via truck; 2 large trucks per day will make deliveries. Six employees will be on site from 7 a.m. to 4 p.m., Monday thru Friday and occasionally a Saturday; nothing on Sundays.

Joe Pontak asked if there will be any outside storage.  
Mr. Gardiner said there will be no outside storage.

Jenn Parrish asked if the warehouse is currently vacant.  
Mr. Gardiner explained the space is a portion of an existing warehouse.

Frank Bailey asked what part of the facility and how much space will PENCO be using.  
Mr. Gardiner indicated they will be using approximately 40,000 to 50,000 square-feet of an existing facility approximately 250,000 square-feet.

Joe Pontak asked if any other businesses are proposed for the facility.  
Mr. Gardiner said Douglas Development is considering building a self-storage facility in a portion of it, to be owned and operated by a self-storage entity; the remainder of the space is being marketed for lease.

***Moved by Jenn Parrish and seconded by Joe Pontak to recommend Mayor and Council approve 700 N. Broad Street, Conditional Use Permit request for a locker company (PENCO) Products, Inc.) to fit-out a vacant warehouse space for receiving locker parts, store them in racks and***

***upon customer orders, assemble lockers by a rivet process and ship to customers, in an M-I zoned area. CU-14-25. Tax Parcel No. 23-003.00-009. Motion Carried Unanimously.***

**2. 737 Wallasey Drive – Conditional Use Permit request for a mobile dog grooming service (Pawsh Paws). The request is to provide all grooming services off-site at clients’ homes with no customers or traffic to the residence. Address to be used solely for business registration. CU-15-25. Tax Parcel No. 23-044.00-072.**

Jordyn Hale owner of Pawsh Paws Mobile Grooming requested Conditional Use approval to operate a dog grooming business. The property will be used to park the van and administrative work will be done at the home. No clients or pets will come to the house. Dogs are groomed at other residences. All work is performed inside the van; it is self-contained.

Joe Pontak questioned the size of the van.  
Ms. Hale replied it’s a basic work size van.

Frank Bailey questioned disposal of waste water.  
Ms. Hale said it’s disposed at an RV park.

***Moved by Gretchen Rachko and seconded by Jenn Parrish to recommend Mayor and Council approve 737 Wallasey Drive, Conditional Use Permit request for a mobile dog grooming service (Pawsh Paws). The request is to provide all grooming services off-site at clients’ homes with no customers or traffic to the residence. Address to be used solely for business registration. CU-15-25. Tax Parcel No. 23-044.00-072. Motion Carried Unanimously.***

**3. 128 Patriot Drive, Suite 9 – Conditional Use Permit request for a pest services company (Orkin) in an M-I zoned area. CU-16-25. Tax Parcel No. 23-041.00-015.**

Clint Watson requested approval to open a franchised pest control business from Orkin Pest Control at 128 Patriot Drive. Himself and an assistant will be on-site on a daily basis. His technicians, possibly six, would come to the facility once a month for a few hours to pick up product.

Questions from P & Z members:

- what type of chemicals would be stored at the location
- expressed concerns with spills seeping into the ground
- questioned the size of chemical containers
- how wastewater would be treated after washing residue from sprayers or containers
- is a cleaning system or special wash station used or needed on the property to clean the sprayers or containers

Mr. Watson’s responses:

- The main chemicals would be a pesticide and rodenticide, anything else would be a grain product with no active pesticide or rodenticide.
- Product will be stored in a locked container and distributed to technicians at monthly meetings.
- Spill kits are on-site as well as on the vehicles in case of spills.
- Chemicals are in plastic, hand-held containers that can be carried. No chemicals are stored in barrels.

Morris Deputy explained stormwater standards for the State have to be met and sanitary sewer needs to meet the Town's standards. When the permit is applied for, depending on the chemicals, pre-treatment might be required if it doesn't meet the sediment guidelines for the State, or the Town's sewer guidelines. The Town is a delegated agency and has their own sewer standards for anything going into the drains.

***Moved by Chuck McCausland and seconded by Gretchen Rachko to recommend Mayor and Council approve 128 Patriot Drive, Suite 9, Conditional Use Permit request for a pest services company (Orkin) in an M-I zoned area. CU-16-25. Tax Parcel No. 23-041.00-015. Motion Carried Unanimously.***

**4. 300 Fields Way, Middletown Village – Minor Subdivision Plan for one R-1A zoned lot to be subdivided into single-family lots at a later date, and one open space lot to be dedicated to the Town of Middletown. This plan was previously approved by Mayor & Council with 27 single-family lots and an open space lot dedicated to the Town of Middletown. Tax Parcel No. 23-024.00-172.**

Annie Luttrell with St. John Properties, developer of the property, explained the subdivision is to separate the open space parcel from the single-family parcel and dedicate it to the Town while they continue to design the layout for the residential portion. The single-family portion will be brought back for approval at a later date. The open space lot is where the soccer fields are located that was to be dedicated to the Town with Ramunno's original plan.

Morris Deputy added, Ramunno's original plan included dedicating the soccer fields to the Town. St. John Properties is purchasing the land from Ramunno and is dedicating the lot to the Town while moving forward with the residential portion.

***Moved by Joe Pontak and seconded by Jenn Parrish to recommend Mayor and Council approve 300 Fields Way, Middletown Village, Minor Subdivision Plan for one R-1A zoned lot to be subdivided into single-family lots at a later date, and one open space lot to be dedicated to the Town of Middletown. This plan was previously approved by Mayor and Council with 27 single-family lots and an open space lot dedicated to the Town of Middletown. Tax Parcel No. 23-024.00-172. 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.

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

Respectfully Submitted,

Morris Deputy, Town Manager

Ry 11/24/25  
Cc: Mayor & council  
Planning & Zoning Members  
All Attendees

