

The Mayor and Council of Middletown

General Administration

19 W. Green Street
Middletown, DE 19709



PLANNING & ZONING MEETING

AUGUST 20, 2026

ATTENDEES: David Chillas, Chairman
Morris Deputy, Town Manager
Frank Bailey, Fire Chief
Donald Hall
Chuck McCausland
Jenn Parrish
Gretchen Rachko
Keith Thompson

AGENDA:

1. 410 Diamond State Blvd., Suite D – Conditional Use Permit request for a small-batch light manufacturing and assembly of candles, room sprays and other home fragrance products, including wax melting and pouring, product assembly, labeling, packaging, storage, e-commerce order fulfillment and office work (Melt Your Heart LLC) in an M-I zoned area. CU-16-26. Tax Parcel No. 23-008.00-115.

Adriana Graham noted prior to making her presentation, that she had received an email requesting a substantial payment to process her Conditional Use Permit request. Kristen Krenzer, Public Relations Officer advised it seems the potential targets may be those listed on the agenda for this meeting. She advised applicants to be aware of fraudulent emails requesting funds be paid to the Town by wire transfer. Mrs. Krenzer further noted the Town's IT Department is aware and actively working to resolve the issue.

Mrs. Graham presented her request. Melt Your Heart LLC will provide:

- Manufactured candles and room sprays.
- Package and store finished products.
- Fulfill e-commerce orders and perform daily office work.
- The proposed business will be approximately 2200 square-feet.
- Hours of operation will be Monday through Friday from 8:00 a.m. to 5:00 p.m.
- There will be no open flames used in production or testing at the location.
- Equipment to be used consists of small electric wax melters.

Frank Bailey, Fire Chief asked how much product will be stored at the facility. Mrs. Graham stated 500 to 1,000 pounds of wax would be stored on-site with deliveries made every few weeks, depending on inventory and seasonal demands. There will also be approximately 100 to 200 pounds of fragrance oil stored on-site.

Chuck McCausland asked if there will propane tanks used to heat the wax. Mrs. Graham stated electric wax melters will be used so there will be no open flames. Gretchen Rachko asked how many employees will be working at the business. Mrs. Graham stated it will be herself and her husband.

Jenn Parrish asked if there will be any flammable ingredients or chemical used. Mrs. Graham replied the product will not be flammable until a flame is introduced to the wick. The room sprays are alcohol-free and nonflammable.

Moved by Jenn Parrish and seconded by Chuck McCausland to recommend Mayor and Council approve 410 Diamond State Blvd., Suite D – Conditional Use Permit request for a small-batch light manufacturing and assembly of candles, room sprays and other home fragrance products, including wax melting and pouring, product assembly, labeling, packaging, storage, e-commerce order fulfillment and office work (Melt Your Heart LLC) in an M-I zoned area. CU-16-26. Motion Carried Unanimously.

2. 20 N. Cox Street and 32 Anderson Street – Preliminary Minor Subdivision Plan for the adjustment of the common lot line between the two parcels listed, for the construction of a single-family semi-detached building in an R-2 and C-2 zoned area. Tax Parcel Nos: 23-006.00-239 and 23-006.00-241.

Denis Hulme with Woodin Associates presented this plan.

- This plan is for the next two lots to be developed into single-family, semi-detached homes.
- These lots were presented separately from the first two due to 20 N Cox needing to be rezoned, which was recently approved.
- A Variance for lot area and width will be requested at the upcoming Board of Adjustment meeting.
- The plan meets the required setbacks.
- Infrastructure for electric has been installed.

Frank Bailey questioned if the address will remain 20 N. Cox Street for Lot 34 as referenced in the plan. Mr. Hulme replied the addresses for all four lots will change to 28, 30, 32, and 34 Anderson Street once they have been recorded.

Moved by Keith Thompson and seconded by Chuck McCausland to recommend Mayor and Council approve 20 N. Cox Street and 32 Anderson Street – Preliminary Minor Subdivision Plan for the adjustment of the common lot line between the two parcels listed, for the construction of a single-family semi-detached building in an R-2 and C-2 zoned area. Motion Carried Unanimously.

3. 123 W. Main Street – Historic Review of planned front façade renovations to the building.

Remy Shraim presented this plan.

- Mr. Shraim purchased the house three year ago to renovate and restore the property.
- The property is intended to be used for Mr. Shraim's wife's children's therapy practice once the renovations are completed.
- The porch will need to be replaced due to how it has deteriorated over the years. The proposed replacement will match the dimensions of the existing porch.
- Board and batten style siding is proposed on portions of the side and rear facades due to the brick and windows deteriorating.
- The Middletown Historical Society toured the building and retrieved items for preservation.

David Matsen with the Middletown Historical Society noted concerns regarding damaged ironwork which he believes was manufactured in Middletown. Mr. Matsen stated he would like some of the original features to remain which include the brick steps, wood door, and iron handrails to be re-installed during the renovation. Mr. Matsen also suggested to install decorative features to maintain the buildings historic character.

Jenn Parrish asked if the site has been deemed historic. Morris Deputy, Town Manager stated the property is within the Historic Overlay District and is reviewed for consideration to maintain some architectural integrity. If the property is federally registered there are separate guidelines to follow however absent from that, the owner is free to do what they choose. When the business presented permits, the inspectors noted some concerns and directed them to come before the Commission and Mayor and Council. Mr. Deputy advised conditions can be added for Mayor and Council to consider.

Moved by Jenn Parrish and seconded by Keith Thompson to recommend Mayor and Council approve 123 W. Main Street – Historic Review of planned front façade renovations to the building with the conditions of keeping the wood door, brick steps, and reinstalling the iron handrails. Motion Carried Unanimously.

4. 1924 Middle Neck Road – 301 Business Park South – Amended Record Major Land Development Plan for a 1.9 million +/- million square-foot, two-story e-commerce fulfillment center, along with associated parking, loading area and accessways. These plans will supersede the Recorded Plan dated Oct. 21, 2025. Tax Parcel No. 23-068.00-002.

Alex Heinzl presented this plan.

- The project consists of approximately 117 acres located off Middle Neck Road.
- The previously approved plan was a five-story, 139 foot tall, 3.9 million square-foot facility anticipated to hire 4,500 employees.
- The proposed building will be a two-story, 59 foot-tall, approximately 1.9 million square-foot facility and 885,000 square-foot second story to include a warehouse, office, and employee support areas.
- The facility will operate 24 hours a day, 7 days a week.
- Parking will be reduced from 1,021 spaces to 751 spaces.
- Trailer stalls will be reduced from 643 spaces to 456 spaces.
- Morning trips will be reduced from 1,100 to just over 500.
- Evening trips will be reduced from 978 to 836.
- The building will be precast with insulated metal panels on a steel frame.
- The building will include advanced fire protection and life safety systems, exterior lighting, landscaping, signage, and a solar ready roof.
- The current design is a prototype and any change to the design will be communicated to the Town.
- The site layout will include truck courts, trailer parking on the west side and employee parking on the east and south side.
- There are wetlands on the west side and a Delmarva easement running through the middle. Coordination with applicable agencies has begun.
- Roadway, utility, and infrastructure improvements previously approved in connection with the building to the north were designed to handle the original plan submitted.
- Due to its smaller size, but wider footprint, impervious coverage will slightly increase from 47.05% to 49.5%, while remaining below the 50% limit.

- Accessed value is over \$90 million and will support at least 500 full-time jobs with an average salary of \$22.50 an hour.
- This project will create approximately 300 construction jobs.

Chuck McCausland asked if the roundabouts will be installed prior to construction of the first building. Mr. Heinzl replied, yes.

Frank Bailey asked if trucks will utilize one roundabout to access both buildings and if the employee entrance will use a different roundabout. Alexandra Escamilla, with Bluewater Property Group stated the roundabout will be shared for employee parking and the truck entrance is separate due to safety concerns.

Jenn Parrish thanked the Bluewater Property Group for providing extensive details regarding the project. Mrs. Parrish also noted the demands the project will have on the Town's utilities and infrastructure. Ms. Escamilla noted the project will create new demands, but the impact will be less significant than that of the previously approved plan.

Moved by Chuck McCausland and seconded by Gretchen Rachko to recommend Mayor and Council approve 1924 Middle Neck Road – 301 Business Park South – Amended Record Major Land Development Plan for a 1.9 million +/- square-foot, two-story e-commerce fulfillment center along with associated parking, loading area and accessways. These plans will supersede the recorded plan dated October 21, 2025. Motion Carried Unanimously.

5. 102 N. Catherine Street – Preliminary Subdivision Plan for the division of one parcel into two additional residential lots to have frontage along Crawford Street in an R-2 Zoned area. Tac Parcel No. 23-006.00-185.

Joe Marvasi with Master Plan Engineering presented this plan.

- The proposed plan will add two additional single-family homes in the existing rear yard.
- Both homes will be approximately 1,200 square-feet.
- The homes will be positioned closer towards Crawford Street to keep the existing tree line and provide privacy.
- The homes will align with the existing homes to be consistent with the surrounding area.
- Each home will have its own driveway and two off-street parking spots.
- Coordination with Town staff has begun to replace the sidewalk along Crawford and N. Catherine Street.
- The new sidewalk will go around the utility poles and guy wires and transition into existing sidewalk.

Frank Bailey asked if the sidewalk would go around the utility poles or if the poles would be in the sidewalk. Mr. Marvasi stated the sidewalk would go around the existing poles and guy wire to avoid any impact on the infrastructure and maintain the six-foot width. Mr. Marvasi also noted the sidewalk would extend into the top left corner of the driveway, but will still be 20-feet to ensure a parked vehicle will not encroach over the walkway or sidewalk.

Mr. Bailey asked if all setback requirements are being met. Mr. Marvasi replied the setbacks are being met in an R-2 zoned area.

Moved by Gretchen Rachko and seconded by Jenn Parrish to recommend Mayor and Council approve 102 N. Catherine Street – Preliminary Subdivision plan for the division of one parcel into two additional residential lots to have frontage along Crawford Street in an R-2 zoned area. Motion Carried Unanimously.

6. 224 Wiggins Mill Road – Preliminary Major Subdivision Plan for Greenough at the Estates of Saint Annes, proposing 33 new single-family detached lots on two streets. The property was designated Lot 1 of the Estates at Saint Annes Major Subdivision Plan, recorded under instrument number 20031003-0128103. Tax Parcel No. 23-053.00-001.

Richard Forsten presented this plan. Michael Kaszyski, project engineer was also present.

- The parcel is 16.7 acres.
- The parcel was included in the recorded development plan recorded in 2003 for the Estates at Saint Annes.
- The proposed development will connect to the existing neighborhood through a stub street.
- The proposed development consists of 33 single-family homes which will be sized and in accordance with the existing homes within the Estates at Saint Annes.
- The entrance from Wiggins Mill Road will be used as an emergency entrance for emergency personnel.
- There will be a meeting with the Estates at Saint Annes Homeowners Association to gather feedback for the proposed development.
- Infrastructure is already existing at the site with sufficient sewer capacity for the homes.

Frank Bailey asked if there was a decision made on the type of material to be used on the service road from Wiggins Mill Road. Michael Kaszyski stated they are working on maintaining the existing driveway, while providing a Knox Box for emergency personnel as well as the Town. Mr. Bailey noted the Town will not have access to a Knox Box and to consider a system that would also be accessible by the Town.

Mr. Bailey also questioned if the width of the street within the proposed development would mirror Melissa Drive within the Estates at Saint Annes. Mr. Kaszyski confirmed.

Mr. Bailey requested the tree line be maintained on the service road for emergency vehicle access.

Jenn Parrish questioned if the meeting with the Homeowner's Association has the potential to be of concern with the Commission. Mr. Forsten replied there have been scheduling issues in relation to setting up a meeting, but nothing that would be of concern to the Commission. Mr. Forsten noted the new residents will be governed by the deed restrictions set in place by the Estates at Saint Annes.

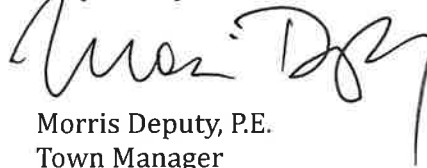
Mrs. Parrish also asked if a fence will be constructed around the stormwater basin and mentioned new regulations DNREC will soon require for new developments. Mr. Forsten replied they will conform to the guidance of DNREC and what the Town will instruct them to do. Mr. Kaszyski noted the basin will be dry and will likely be designed as an infiltration basin. Water will flow into the basin and discharge through the pipe systems. The water would then drain into the existing ponds within the golf course. However, if DNREC required additional regulations, this project would adhere to them.

Moved by Keith Thompson and seconded by Chuck McCausland to recommend Mayor and Council approve 224 Wiggins Mill Road – Preliminary Major Subdivision Plan for Greenough at the Estates at Saint Annes, proposing 33 new single-family detached lots on two streets. The property was designated Lot 1 of the Estates at Saint Annes Major Subdivision Plan, recorded under instrument number 20031003-0128103. Motion Carried Unanimously.

Moved by Keith Thompson and seconded Chuck McCausland 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,

A handwritten signature in black ink, appearing to read "Morris Deputy", written over the printed name.

Morris Deputy, P.E.
Town Manager

KJ – 8/31/26
Cc: Mayor & Council
P & Z Members
Verdantas