



Town Council  
**Town of Millsboro**  
322 Wilson Highway  
Millsboro, Delaware 19966  
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Mayor Robert McKee  
Vice Mayor Matthew Davis  
President Pro Tem Ron O'Neal  
Treasurer Ron Mason  
Secretary Mary D'Silva  
Councilman Marty Presley  
Councilwoman Kimberley Kaan

*Jamie Burk, Town Manager*

Posted on December 29, 2025 at 12:52pm

Amended on December 29, 2025 at 2:40pm- Amended to add Towne Lakes Residential Planned Community  
Amended Preliminary Subdivision Plan

Town Council Meeting and Public Hearing  
Monday, January 5, 2026  
7:00P.M.  
Millsboro Town Center  
322 Wilson Highway

This meeting will also be livestreamed on [YouTube](#)

With the option to participate via [Zoom](#)  
Zoom Meeting ID: 830 5503 6210  
Passcode: 044005

**NOTE: Unless otherwise indicated, there may be a vote and Council action taken on each and every agenda item set forth herein.**

**Call to Order Town Council Meeting**

**Pledge of Allegiance/Council Roll Call**

**Adoption of the Agenda**

**Swearing in of Chief of Police**

**Oath of Office- Bandit the K9**

**Public Comment (3-minute limit)\***

**Secretary's Report**

- December 1, 2025 Town Council Meeting Minutes

**Treasurer's Report**

Bank balances  
Invoices

## **Millsboro Fire Company Update**

## **Greater Millsboro Chamber of Commerce Update**

## **Police Department's Report**

### **Sewer/Water**

- Award of the bid for the Millsboro Forcemain Project

### **Mayors Report**

Presentation and acceptance of the Annual Audit Report by PKS

Supplemental Tax Billing (Hall)

Conditional Use application submitted by Tim Nies, for the property located at 102 E. DuPont Boulevard, Millsboro, DE, 19968, formally known as tax map and parcel number 133-17.17-19.00

Luckey Rezoning Request from MR to HC:

- (a) Approval, disapproval or seek additional information/reopen record concerning rezoning request
- (b) Approval or disapproval of pursuing amendment of the Future Land Use map of the Comprehensive Plan

Cadence Academy Preliminary Site Plan for the property located at tax map and parcel # 133-17.09-12.01

Annexation Committee appointment for the application submitted by Adrian Mobilia for the property located at tax map & parcel # 233-5.00-111.00 on Handy Road, Millsboro, DE 19966

## **Towne Lakes Residential Planned Community Amended Preliminary Subdivision Plan**

Employee Handbook Amendment: Vacation/Sick Time

Chief of Police Contract Approval

Establish a Parks Committee and Appoint Members

Resolution proposing that a Public Hearing be held on Monday, February 2, 2026, 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, § 210-46. Swimming pools, Subparagraph a., by removing Outdated Standards applicable to Private Permanent Residential Swimming Pools and replacing the same with new, updated information that aligns with the International Swimming Pool and Spa Code. *(recommendation from Charter and Code Review Committee)*

Resolution proposing that a Public Hearing be held on Monday, February 2, 2026, 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, § 210-7. Terms defined, by adding a new definition of Mobile Food Vendor; § 210-18. Highway Commercial (HC) District, by revising Subsection B. Thereof to add Mobile Food Vendor as a Permitted Principal Use; § 210-18.

Highway Commercial (HC) district, by revising Subsection C.(1) Thereof by adding Mobile Food Vendor as a Permitted Accessory Use; and § 210-18. Highway Commercial (HC) District, by adding a new Subsection J. Thereto containing Mobile Food Vendor requirements. *(recommendation from Charter and Code Review Committee)*

Ordinance to amend the Town Code of the Town of Millsboro, by revising Chapter 70, Building Construction, Article I, Building and Residential Codes, §70-1. Adoption of Standards by Reference; Amendments, to remove old, Outdated Information and to Replace with Current, Updated Information. *(recommendation from Charter and Code Review Committee)*

Public Hearing to discuss a possible moratorium for new residential development applications for a period of 6 months to allow the town to consider the impact of any new Affordable Housing regulations. (Presley)

## **Adjournment**

\*30-minute time limit. Time limit is 3 minutes per speaker, not to exceed a total of 30 minutes. Time may not be ceded to another member of the public. Each person making Public Comment shall identify themselves by name and place of residence for the record and shall address all remarks to the Town Council body and not to any member thereof. Individuals may submit their comment to Town Council members in writing up to 24 hours in advance of the Town Council Meeting to [town@millsboro.org](mailto:town@millsboro.org) or delivering it to 322 Wilson Avenue, Millsboro, De. No one other than a member of the Town Council or Town Staff is permitted to enter discussions without approval of the Mayor. No members of the public are permitted to ask questions of any speaker while they are addressing the Town Council, without permission from the Mayor. All persons at the Town Council meeting should conduct themselves in an orderly fashion. All shall follow the direction of the Mayor, no disruptive behavior is permitted, and electronic devices shall be silent. Please be courteous to those who are speaking during public comment by refraining from commenting from the audience while others are speaking. 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.