

Planning & Zoning was held on Wednesday, November 18, 2020 in the Mayor & Council Chambers at 7:00 p.m. The following members were in attendance: Planning Chair Brent Boyce, Angie Calio-Quillen, Dan Ash, Randy Radish via Vast Conferencing, and Bill Martin via Vast Conferencing. Also, in attendance were Director of Code Enforcement Ken West, Recording Secretary Alexis Oliphant, and Town Manager Smith. It was noted that Planning Member Bill Hearn was absent.

Planning Chair Brent Boyce opened the public hearing at 7:01 p.m. regarding the Traditional Neighborhood District (TND) and the Large Parcel Development Overlay District (LPD-OD). Planning Chair Boyce stated Planning & Zoning must accept the final draft first and then recommend the final draft to Mayor & Council for approval. Town Manager Smith stated to comply with the town's Comprehensive Plan the town must adopt a TND and to amend the LPD-OD. She advised the TND is utilized for properties with 10 acres or more with a required commercial and residential use. The LPD-OD will be amended for properties with 15 acres or more. With no questions or comments, Planning Chair Boyce closed the public hearing at 7:05 p.m.

Planning Chair Boyce explained the purpose of the November 18, 2020 Planning & Zoning is to hear two items on the agenda. The first item is to hear a minor subdivision request from Own Your Own Inc, Howard Street, Tax Map #4-32-8.05-1. The second item is to hear a major subdivision request, Sketch Map Submission, Habitat for Humanity, Tax Map #432-8.06-73.

Planning Chair Boyce stated a minor subdivision request has been submitted by Own Your Own Inc, Howard Street, Tax Map #4-32-8.05-1. Planning Chair Boyce stated Mr. Jim Passwaters from Own Your Own Inc; is attendance tonight. Planning Chair Boyce stated a site plan was prepared for planning members to review consisting of creating 4 lots with a R-3 Zoning. Planning Chair Boyce advised the proposed minor subdivision request exceeds the minimum square foot lot area for an R-3 Zoning. Planning Chair Boyce stated a public hearing is not required for a minor subdivision. Director of Code Enforcement West stated town services do not need to be extended and Mr. Passwaters understands sidewalks must be installed in front of houses.

Planning Member Ash made a motion to accept the minor subdivision request from Own Your Own Inc, Howard Street, Tax Map #4-32-8.05-1. Planning Member Calio-Quillen seconded the motion. Vote was 5-0, with Planning Member Hearn absent, and with one vacancy.

Planning Chair Boyce stated a major subdivision request and a sketch map submission has been submitted by Habitat for Humanity, Tax Map #432-8.06-73. Planning Chair Boyce stated Mr. Mark Davis from Principal Land Associates, Mr. Kevin Gilmore from Director of Sussex County Habitat for Humanity, Mr. Jeff Moore, and Mr. Bill McGowan were in attendance. Mr. Davis advised the proposed major subdivision request is located at North Front Street located in the town center district. Mr. Davis stated the property is approximately an acre and a half in size. The proposed property is where the old ice cream plant sat. Mr. Davis stated we are asking for a subdivision of 5 single family homes that will exceed the 2,000 minimum lot area. The smallest lot will be approximately 3,000 square feet and the largest lot will be approximately 4,500 square feet. Mr. Davis handed out a packet pertaining house designs and floor plans to each planning member for their review. Mr. Davis stated an extension of North Front Street is needed and water

and sewer must be extended. He explained the water and sewer will come from Oak Street to be extended to Front Street. Mr. Davis advised all lots will have driveways and installed sidewalks in front of each lot. Planning Chair Boyce inquired if the major subdivision must go through the State Planning PLUS. Mr. Davis advised no. Planning Martin inquired where the major subdivision will be located. Town Manager Smith advised the proposed major subdivision will be located off Oak Street facing west of the railroad tracks. Town Manager Smith advised Planning & Zoning must first accept the Sketch Map Submission and then hold a public hearing for Habitat for Humanity's Preliminary Plan. Once Planning & Zoning accepts the Preliminary Plan, Habitat for Humanity may move forward with working with any other State Agencies receiving permits and then submit a Final Submission to Planning & Zoning in January.

Planning Member Martin made a motion to accept the major subdivision Sketch Map Submission, Habitat for Humanity, Tax Map #432-8.06-73. Planning Member Ash seconded the motion. Vote was 5-0, with Planning Member Hearn absent, and with one vacancy.

Planning Member Calio-Quillen made a motion to recommend the Traditional Neighborhood District (TND) and the amendment of the Large Parcel Development Overlay District (LPD-OD) to Mayor & Council for approval. Planning Member Martin seconded the motion. Vote was 5-0, with Planning Member Hearn absent, and with one vacancy.

The Planning & Zoning Minutes of October 14, 2020 were presented for review and adoption. Planning Member Ash made a motion to accept the October 14, 2020 minutes as presented. Planning Member Calio-Quillen seconded the motion. Vote was 4-0, with Planning Chair Boyce abstaining, Planning Member Hearn absent, and with one vacancy.

With there being no further matters to discuss, Planning Member Radish made a motion to adjourn the meeting. Planning Member Ash seconded the motion. Vote was 5-0, with Planning Member Hearn absent, and with one vacancy.

Meeting Adjourned at 7:27 p.m.