

Planning & Zoning was held on Wednesday, February 5, 2020 in the Conference Room at 7:00 p.m. The following members were in attendance: Chair Brent Boyce, Bill Hearn, Angie Calio-Quillen, Randy Radish, and Dan Ash. Also, in attendance were Director of Code Enforcement Ken West, Recording Secretary Alexis Oliphant, and Town Manager Jamie Smith. It was noted that Planning Member Bill Martin was absent.

Planning Chair Boyce explained the purpose of the February 5, 2020 Planning & Zoning Committee is to hear the presentation regarding the Mixed-Used Zoning.

Town Manager Smith advised Ms. Debbie Pfeil from KCI, will not be in attendance tonight to give the presentation. She stated Ms. Pfeil was nominated for an award in Maryland. Town Manager Smith explained she submitted three packets for Planning & Zoning's review.

Town Manager Smith stated the first document is from the town's Comprehensive Plan, which has the town's Future Land Use Map and the definition of a mixed used. Town Manager Smith stated a "mixed-use," can mean residential or commercial, or both. It does not mean industrial.

Town Manager Smith stated the second document is a Draft Traditional Neighborhood Development Zone (TND). She explained the TND zone will be renamed to a mixed-use. Town Manager Smith advised Ms. Pfeil wanted P/Z to review if they wanted to establish a minimum criteria. The draft proposed a minimum criteria of 10 acres. Town Manager Smith advised she will check total acreage regarding Rt.9 to Discount land Road. Planning Chair Boyce inquired if the mixed-use district would replace LPD-OD. Town Manager Smith recommended to keep the LPD-OD because it allows for more permitted uses. She reviewed and listed all the permitted uses allowed in the mixed-used zone. She stated the accessory uses are permitted in the R-1 Zone. Director of Code Enforcement West advised to fix the terminology of multi-family dwellings. Town Manager Smith advised P/Z to review all the permitted uses. Town Manager Smith reviewed the development standards and stated Ms. Pfeil recommends a maximum number of single-family, duplex, and townhouse units permitted shall not exceed eight dwelling units per net acre. Town Manager Smith stated the second development standard consists of a maximum number of multifamily units shall not exceed 12 dwelling units per net acre. She explained if P/Z chose to remove multi-family that would need to be removed. Planning Chair Boyce inquired if we need to change the terminology of multi-family. Director of Code Enforcement West stated we can correct the multi-family definition in this section and terminology. Director of Code Enforcement West questioned if P/Z wanted to keep the maximum of 12 multifamily dwellings per acre. The committee recommended maximum of 8 multifamily dwellings per acre. Director of Code Enforcement West advised to talk to Ms. Pfeil about why she chose the maximum of 12 multifamily dwellings per acre. Town Manager Smith explained the design requirements and at least 75% of residential structures shall be within ¼ mile radius from existing or proposed retail, institutional, and open space areas. She stated a mix of residential dwelling types is required within a mixed-use. The proposed draft suggested that a mixed-use zoning must be a minimum of at least three of the following permitted housing types: single-family, duplex, townhouse, and multifamily dwellings. Town Manager Smith recommended to reducing to 2 or 3 housing types. Town Manager Smith advised she would have Public Works Director review the street layout standards on page. 4. Town Manager Smith advised if P/Z would review the off-street parking requirements.

Town Manager Smith reviewed the building location and orientation. The draft stated the front façade of the principal building shall face a public street or square. Town Manager Smith explained the current code has no design standards. Director of Code Enforcement West stated with the mixed-use district the P/Z will have a final say on how they look. Town Manager Smith explained the building facades shall also include a repeating pattern of one or more of the design elements/features. Planning Member Calio-Quillen inquired if the zoning mentioned maintenance. Town Manager Smith advised no. Planning Member Radish advised stormwater management on page. 10 believes it must be according to Soil Conservation. Planning Hearn inquired if the zoning mentioned underground lighting. Town Manager Smith advised it's not listed as a standard but could look into. Town Manager Smith advised P/Z to review in the next two weeks, so she can forward comments to Ms. Pfeil.

Town Manager Smith reviewed a draft of the Large Parcel Development Overlay District (LPD-OD). She explained the LPD-OD applies to properties we have know and it has more permitted uses. Town Manager Smith stated under permitted uses #15 it states commercial and neighborhood business uses of convenience and necessity to the development as a whole, such uses and accessory off-street parking and loading spaces incident to such commercial uses not to exceed one acre for each fifty dwelling unless otherwise determined by the Planning Commission. She explained Ms. Pfeil recommends listing the commercial districts if P/Z is comfortable with all their uses and if not, we would need to be more specific. Town Manager Smith advised P/Z to review the Commercial District in the zoning ordinance. Planning Chair Boyce inquired if any developer must go through the PLUS Process. Town Manager Smith advised she believed it goes by square feet. Town Manager Smith reviewed the Minimum District Area. The draft LPD-OD lists the minimum of 3 acres and Ms. Pfeil suggested 10-25 acres. Director of Code Enforcement West advised to make the acreage bigger to make them use the mixed-use district. Planning and Zoning recommended to make the minimum district area 15 acres. Town Manager Smith explained the Master Plan is recorded for a year and if an extension is needed, they must have started construction within that year. Town Manager Smith reviewed requirements regarding parking, streets, alley's, and driveways. The proposed draft reads that a design of parking areas, streets, alleys and driveways intended to be dedicated to the Town of Laurel shall meet the minimum construction requirements of the Town of Laurel with respect to pavement section, material and tabulation of structural numbers. She stated Ms. Pfeil's concern this could be interpreted as parking lots for commercial. Planning and Zoning agreed to remove parking. Town Manager Smith advised P/Z to review the Draft LPD-OD if changes are needed. Town Manager Smith stated she will look into finalization process if must be approved by the state first or town first.

The Planning & Zoning Minutes of December 11, 2019 were presented for review and adoption. Planning Member Hearn made a motion to accept the December 11, 2019 minutes as presented. Planning Member Radish seconded the motion. Vote was 5-0, with Planning Member Martin 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 Martin absent and with one vacancy.

Meeting Adjourned at 8:10 p.m.