

Planning & Zoning was held on Wednesday, March 11, 2020 in the Conference Room at 7:12 p.m. The following members were in attendance: Chair Brent Boyce, Bill Hearn, Angie Calio-Quillen, and Randy Radish. 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 and Planning Member Dan Ash were absent.

Planning Chair Boyce explained the purpose of the March 11, 2020 Planning & Zoning is to hear an update regarding the Mixed-Used Zoning. Planning Chair Boyce stated Ms. Debbie Pfiel from KCI, is attendance to review the Mixed-Used Zoning.

Town Manager Smith explained she submitted Planning & Zoning comments and questions to Ms. Pfiel regarding the Mixed-Used Zoning.

Ms. Pfiel reviewed the document regarding Planning & Zoning's comments and questions regarding the Mixed-Used District. The first comment reviewed pertained to the minimum acreage requirement. Town Manager Smith explained she researched the property acreage along Rt.9 and Discountland Rd and both areas are larger than 10 acres. The second comment reviewed pertained to Multi-Dwelling households. Ms. Pfiel explained high density ranges from 12 units to 9 units and Planning & Zoning recommended 8 units. Ms. Pfiel stated this allows Planning & Zoning to barter. Director of Code Enforcement West read the multi-family definition and suggested removing R-3 Zoning under the development standards for multi-family. The third comment reviewed pertained to the minimum housing types required. Ms. Pfiel advised Planning & Zoning suggested to reduce to 2 housing types versus 3 housing types. The third comment reviewed pertained to maintenance. Ms. Pfiel explained maintenance would be followed according to the code and HOA's don't apply until complete. The fourth comment reviewed pertained to the Storm Water Management. Ms. Pfiel explained the Stormwater Management regulations will be according to Soil Conservation. The fifth comment reviewed pertained to under ground lighting. Ms. Pfiel explained most new development require under ground lighting and should be listed in the subdivision code. Director of Code Enforcement West advised it's currently not listed in the subdivision code. Town Manager Smith inquired if we could require developers to implement under-ground lighting while updating our subdivision. Ms. Pfiel recommended an amendment in every district regarding under-ground lighting.

Ms. Pfiel reviewed the document regarding Planning & Zoning comments and questions regarding the Large Parcel Development Overlay District (LPD-OD). The first comment reviewed pertained to the minimum area requirement. Ms. Pfiel explained the minimum requirement is 3 acres and Planning and Zoning recommended minimum of 15 acres. The second comment reviewed pertained to Parking, Streets, and Alleyways. Ms. Pfiel stated to follow existing parking standards and refer to town. Town Manager Smith advised the town doesn't want to take over commercial parking lots. Director of Code Enforcement West advised to require streets to be built to state standards. Ms. Pfiel explained if the town owns the street it allows the town to receive Municipal Street Aid Fund. Town Manager Smith inquired if the street is private would they be required to build to town specs. Ms. Pfiel advised no; they wouldn't be required to build to town specs. Ms. Pfiel stated town will take commercial parking lots, but not idol streets.

Ms. Pfiel stated she will submit the Final Draft to Town Manager Smith next week. Town Manager Smith inquired if this needed to be taken to PLUS. Ms. Pfiel stated no, because you're being compliant towards your Comprehensive Plan. Town Manager Smith explained once we review the Final Draft the next steps for Planning & Zoning is to hold a Public Hearing and take their recommendation to Mayor & Council. Planning Member Hearn inquired if we could hold the final review and public hearing together. Town Manager Smith advised yes. She advised she will send the Final Draft for review to members and can submit comments to Ms. Pfiel if needed.

Town Manager Smith advised in amending the code regarding Special Permitted Uses. Ms. Pfiel recommended to review the City of Harrington's and City of Milford's code pertaining special uses. Planning Member Calio-Quillen inquired amending the sign requirements regarding electrical signs. Town Manager Smith advised members to think and review code.

Town Manager Smith presented a subdivision regarding West Seventh Street, Laurel, Delaware 19956, Tax Map #432-8.06-303.00. Town Manager Smith explained Mayor & Council agreed to subdivide lots behind Dunbar facing 7th Street. Town Manager Smith explained all the lots meeting the R-2 Zoning Requirements. She advised the subdivision is awaiting Planning & Zoning approval, so the lots can become recorded. Planning Member Calio-Quillen made a motion to accept the subdivision of West Seventh Street, Laurel, Delaware 19956, Tax Map #432-8.06-303.00. Planning Member Radish seconded the motion. Vote was 4-0, with Planning Member Ash and Planning Member Martin absent, and with one vacancy.

The Planning & Zoning Minutes of February 5, 2020 were presented for review and adoption. Planning Member Hearn made a motion to accept the February 5, 2020 minutes as presented. Planning Member Calio-Quillen seconded the motion. Vote was 4-0, with Planning Member Ash and 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 Hearn seconded the motion. Vote was 4-0, with Planning Member Ash and Planning Member Martin absent, and with one vacancy.

Meeting Adjourned 7:44 p.m.