

Planning & Zoning was held on Wednesday, March 13, 2019, in the Conference Room at 7:00 p.m. The following members were in attendance: Chair Brent Boyce, Randy Radish, Angie Calio-Quillen, Bill Hearn, Bill Martin, and Dan Ash. Also, in attendance was Director of Code Enforcement Ken West, Recording Secretary Alexis Oliphant, and Town Manager Smith.

Planning Chair Brent Boyce explained the purpose of the March 13, 2019 Planning & Zoning meeting was to hear a presentation regarding a Mixed-Used Zoning from Ms. Debbie Pfeil from KCI.

Ms. Pfeil advised she is with KCI and she represents 23 municipalities throughout Delaware and Maryland states. Ms. Pfeil gave all the committee members a power-point presentation hand-out regarding the Mixed-Used Zoning. Ms. Pfeil explained the need for a zoning code update and a mixed-use category would help reflect the town's character and promote an economic development. A mixed-used zone allows people to live, work, play, and shop in one place. Ms. Pfeil advised in the town's Comprehensive Plan the town stressed the need to create a new mixed-used zoning category that would allow a mix of residential and businesses. By creating a new mixed-used zoning category it allows the town to replace the Large Parcel Overlay District. Ms. Pfeil explained she reviewed the town's comprehensive plan and highlighted that the town's median age is 27.7 To note the average age in other municipalities is 65 and over. Ms. Pfeil explained a parcel on Discountland Road west of US 13 is 78 acres and could be considered for a medium-density residential development for a residential opportunity because it is west of US 13. She expressed any new neighborhood along Discountland Road would have to be carefully designed as a mixed-use development. Ms. Pfeil stated she met with both the town and State Planning Office. The town's long-term annexation is (gray) designated as mixed-used listed on the Future Land Use Plan. Ms. Pfeil recommends replacing the LOPD with a mixed-used district. A mixed-use development should provide three or more significant revenue-producing uses, fosters integration, density, and compatibility of land uses, and create a walkable community. Ms. Pfeil explained the housing trend shows that both senior citizens and millennials want smaller housing and more amenities. Ms. Pfeil presented three towns in Sussex County who have created a mixed-use district. She explained the pros and cons to each town's developmental choices of their mixed-used district. Ms. Pfeil advised investors look at the following criteria to decide if they want to purchase a mixed-use district: efficient design, promising location, amenities, affordability, and the right tenants. Ms. Pfeil explained the town needs to look at the minimum acreage requirement, variety of housing units, design guidelines, flexible design, amenities, commercial component, density, walkable and bikeable. Ms. Pfeil encouraged committee members to drive around mixed-use developments to determine the pros and cons to each development. Ms. Pfeil handed-out the Rough Draft Ordinance regarding the mixed-used zoning and recommended members to review and make corrections if needed. Ms. Pfeil explained the goal for tonight's meeting was to understand mixed-used, what worked and what didn't work, and allow flexibility.

Committee Member Radish questioned what book the Mixed-Used Zoning Ordinance would fall under. Town Manager Smith advised the Mixed-Used Zoning Ordinance will replace the LOPD listed in the town's Zoning Ordinance Book. Committee Member Radish inquired the need to create a mixed-used zoning. Town Manager Smith advised a mixed-used district was requested in the town's Comprehensive Plan and we have 18 months to create a Mixed-Use Zoning.

Planning Chair Boyce advised the LOPD has strict guidelines over the design standards and by creating a mixed-used zoning it allows us to be more lenient.

Committee Member Radish inquired how many drafts of a mixed-used zoning ordinance have been adopted by towns near Laurel. Ms. Pfeil advised 4 towns.

Town Manager Smith inquired under the town's zoning ordinance an approval of a site plan is a year and the town could grant a year's extension if needed. Ms. Pfeil explained it would not be a site plan it would fall under a subdivision and subdivision guidelines.

Town Manager Smith advised a Planning & Zoning Meeting will need to meet next month in April. She advised Wednesday, April 10, 2019 will not suit due to a SCAT Meeting that same night and proposed to meet next Wednesday, April 17, 2019.

The Planning & Zoning Minutes of February 13, 2019 were presented for review and adoption. Planning Member Hearn made a motion to accept the February 13, 2019 minutes as presented. Planning Member Radish seconded the motion. Vote was 6-0, 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 6-0, with one vacancy.

Meeting adjourned at 8:17 p.m.