

Planning & Zoning was held on Wednesday, May 10, 2023, at 7:00 p.m. in the Mayor & Council Chambers at Laurel Town Hall. The following members were in attendance Planning Chair Brent Boyce, Angie Calio-Quillen, Randy Radish, Dan Ash, and George Sakellis. Also, in attendance were Director of Code Enforcement Ken West, Public Works Director James Foskey, Recording Secretary Alexis Oliphant, and Town Manager Jamie Smith. Also, in attendance were Mr. Joe Myer from Neighborhood Partners, Mrs. Trisha Yellowhair from Neighborhood Partners, Mr. Ryan Conaway from McCrone Engineering, Mr. Sean Stewart from Scaled Engineering, Mr. Brian Shannon from Laurel Redevelopment Corporation, and architect Mr. Freddie Madda. It was noted that Planning Members Amy Handy, Randy Hill, and Ex-Officio Tim West were absent.

Planning Chair Boyce stated the purpose of the May 10, 2023, Planning & Zoning is to hear three items on the agenda. The first item is a Preliminary Site Plan pertaining Laurel Glen Apartments, South Central Avenue, Neighborhood Partners, Tax Map #332-1.00-3.02. The second item is an update status pertaining Taco Chabelitas, 30544 Sussex Highway, Tax Map #232-12.00-45.00. The third is a Minor Subdivision Request pertaining the Laurel Redevelopment, 510 South Central Avenue.

Planning Chair Boyce stated the Preliminary Site Plan pertaining Laurel Glen Apartments, South Central Avenue, Neighborhood Partners, Tax Map #332-1.00-3.02 was submitted to P&Z members for review. Mr. Joe Myers from Neighborhood Partners stated a concept plan was submitted in December 2022 to P&Z for review. The proposed development is located on South Central Avenue consisting of 4 acres, which was purchased in February. Mr. Myers advised Neighborhood Partners has provided housing and community development services since 1976 throughout Delaware and Delmarva. The mission is to “Strengthen Communities through Affordable Housing, Education, and Lending” guides our nonprofit programs and services. Neighborhood partners provides comprehensive financial coaching and housing counseling to assist households to learn to manage their finances, improve their credit, and works towards housing independence and home ownership. These services will be available to our apartment residents as well. Mr. Myers stated the proposed development includes 36 apartments that will serve the agricultural workforce. **Project Summary includes:**

- *36 apartments are planned at a density of 9 units/acres.*
- *Plan to build 8-1BR, 20-2BR, and 8-3BR apartments. Each unit will have a front door and a washer and a dryer.*
- *Will seek financing from USDA/Rural Development and DSHA.*
- *A community building will be offered for property management and resident services.*
- *Site has been designed for maximum open space, play area, and community feel.*
- *There will be a separate exterior storage building for residents. Believed to be 6X8 in size.*
- *Appropriate landscape and buffering.*
- *Water and sewer services are available from the Town of Laurel and a privately maintained sewer pump station will be installed.*

Planning Chair Boyce inquired if the storage building for residents will be in one spot. Mr. Myers stated yes. Planning Member Radish inquired the design of the storage buildings. Mr. Myers advised the storage buildings will be similar what the apartments would look like and we can present elevations also. Planning Member Ash inquired if they would hire a property manager in-house or out of house. Mr. Myers advised they will be conducting interviews with a property management firm when development starts to occur. Planning Member Ash inquired if P&Z can

obtain a copy of the rules and regulations of the complex. Mr. Myers stated yes, and there will be onsite management. Planning Chair Boyce advised they're requesting a parking waiver from 2.5 spaces consisting of 90 spaces to 2.2 spaces consisting of 80 spaces. Director of Code Enforcement West stated the town only requires 2 parking spaces per residential zoning. Planning Member Sakellis inquired employment verification of tenants. Mr. Myer advised the property manager will verify employment with their employer and they must be employed to reside in a unit. Mr. Sakellis inquired how will they control how many people are residing in a unit. Mr. Myers stated it will be the responsibility of the property management firm.

After general discussion, Planning Member Radish made a motion to accept the Preliminary Site Plan for Laurel Glen Apartments, South Central Avenue, Neighborhood Partners Tax Map #332-1.00-3.02 as presented and to include the acceptance of the parking waiver and the submission of the property management rules and regulations. Planning Member Ash seconded the motion. Vote was 5-0, with Planning Member Handy, Hill, and Ex-Officio West absent.

Planning Chair Boyce stated an Update Status pertaining Taco Chabelitas, 30544 Sussex Highway, Tax Map #232-12.00.45.00 will be given. Mr. Sean Stewart of Scaled Engineering stated they were planning to bring elevations of the proposed site, but were not available at this time. He advised they met with Del-DOT and they recommended to utilize the North Bound existing entrance and to add a turn lane. He stated Del-DOT also recommended to install a shared walkway for connectivity as this is a preference the town may have. Town Manager Smith recommended when they submit their Preliminary Site Plan to request a waiver not to install a walkway as there is no other existing walkways for connectivity. Mr. Stewart stated the Fire Marshal recommended them to remove the fire lane as it's not required due to the size of the proposed building. Mr. Stewart inquired what their next steps would be. Town Manager Smith stated they must first submit a Preliminary Site Plan to P&Z for review, which is then followed by a public hearing of the Preliminary Site Plan. Once you receive your Preliminary Site Plan approval you must then present your Final Site Plan to P&Z with all state approvals. She noted there is a \$500.00 fee for submission of a Preliminary Site Plan and 12 copies must be submitted at least 14 days prior of the scheduled P&Z meeting.

Planning Chair Boyce stated a Minor Subdivision Request pertaining the Laurel Redevelopment on 510 Central Avenue has been submitted for review. Mr. Shannon of the LRC stated the LRC acquired the former property where Christ United Church stood. They're proposing to subdivide the land to put homes in the lots that are respectful of Laurel's heritage. Mr. Freddie Madda the architect stated they're proposing to subdivide into 4 parcels that meet the towns square footage and setbacks. The housing styles will feature a craftsman, a bungalow, a victorian, and a federal style. Mr. Madda advised they're requesting a variance pertaining the front set-back to make sure the proposed homes will stay in line of the current residing homes. They're proposing a one curb cut out on Central Avenue and a one curb cut out onto East Sixth Street. They're also proposing two shared driveways with no on-street parking. Planning Member Radish inquired if they would obtain the property right next to the open lot. Mr. Shannon stated they're interested in the Schultz property, and they would try to save if possible. After general discussion pertaining the front set back waiver it was determined they would not need a waiver as it states per town code.

Planning Member Radish made a motion to accept the Minor Subdivision Request pertaining the Laurel Redevelopment, 510 Central Avenue as presented. Planning Member Sakellis seconded the motion. Vote was 5-0, with Planning Member Handy, Hill, and Ex-Officio West absent.

The Planning & Zoning Minutes of March 8, 2023, were presented for review and adoption. Planning Member Radish made a motion to accept the March 8, 2023, minutes as presented. Planning Member Ash seconded the motion. Vote was 4-0, with Planning Member Calio-Quillen abstaining, Planning Member Handy, Hill, and Ex-Officio West absent.

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 Handy, Hill, and Ex-Officio West absent.

Meeting Adjourned at 8:04 p.m.