

Planning & Zoning was held on Wednesday, July 13, 2022, at 7:00 p.m. in the Mayor & Council Chambers at Laurel Town Hall. The following members were in attendance Planning Chair Brent Boyce, Amy Handy, Angie Calio-Quillen, Dan Ash, and George Sakellis. Also, in attendance were Director of Code Enforcement Ken West, Recording Secretary Alexis Oliphant, and Town Manager Jamie Smith. The following representatives for the Whaley Property were in attendance were Mr. Ken Christenbury from Axiom Engineering, Mr. Bob Wheatly via phone, Mrs. Linda Smith and Mr. Chris Operator Director from Your Place, and Mr. Doug Whaley. The following representatives for the Laurel Mixed Used Development were Mrs. Morgan Helfrich an Architect from GMB and Mr. Gene the Construction and Property Manager. It was noted that Planning Members Randy Hill and Randy Radish were absent along with Ex-Officinado Mr. Tim West was absent.

Planning Chair Boyce stated the purpose of the July 13, 2022, Planning & Zoning is to hear two items a Preliminary Site Plan Request pertaining to the Large Parcel Development Overlay District (LPD-OD), Axiom Engineering, LLC for Whaley Properties, LLC, Tax Map #232-12.00-106.01 and a Preliminary Site Plan Request pertaining a Laurel Mixed Used Development Feasibility, 118 North Central Avenue, Service General Corporation, Tax Map #432-8.06-56.00.

Planning Chair Boyce stated a Preliminary Site Plan pertaining the LPD-OD, Apennine Acquisition Co, LLC for Whaley Properties, LLC, Tax Map #232-12.00-106.01 was submitted for P&Z's review. Planning Chair Boyce stated a Concept Plan of this property was submitted at last month's P&Z meeting. Planning Chair Boyce inquired if this property has gone through the PLUS Process. Town Manager Smith advised no, and they must go through the PLUS Process to receive any building permits. She stated after a public hearing is held P&Z can give pending approval including all state agencies comments and permits. Mr. Christenbury advised they met the parking requirements of 2.5 parking spots and are requesting to reduce the required parking spots to 2.2 to soften the parking areas. Planning Chair Boyce inquired if the dumpster locations were on the Preliminary Site Plans. Mr. Christenbury advised no, but they will be enclosed within a fenced area. Planning Chair Boyce advised they don't have to re-zone due to it's an LPD-OD zoning. Town Manager Smith stated yes, but P&Z must make a recommendation for approval to Mayor & Council. Town Manager Smith advised P&Z must approve their Preliminary Site Plan along with the LPD-OD Zoning and hold a public hearing in August that includes all P&Z conditions that they would like on the Final Site Plan. Mr. Christenbury stated the Architectural and Landscaping Plans were submitted for P&Z's review. Planning Member Ash inquired if the parking spots will be widened with the request of reducing the parking spots. Mr. Christenbury advised with reducing the parking spots we can create landscaping islands that can soften the parking areas. Planning Member Sakellis inquired if each of the 6 units will receive a dumpster. Mr. Christenbury stated there will be 3 dumper locations with one between each of the two buildings. Planning Member Ash inquired if the fire apparatus will be able to access the complex easily. Mr. Christenbury advised if the P&Z could provide the largest fire apparatus the fire department has they can model into their software and determine if the roads need to be widen. Planning Chair Boyce inquired if the main entrance of the complex will be on Rt. 9. Mr. Christenbury stated yes, and the commercial access will be only accessible on the North Bound on Rt. 13. Director of Code Enforcement West advised he doesn't see a problem reducing the parking spots from 2.5 required to 2.2 required. Planning Member Calio-Quillen explained with the reducing to 2.2 parking spots that would eliminate 54 parking spaces with 8 parking spots less per building. Town Manager Smith stated

the longest fire apparatus the fire department has is 41 feet long. Mrs. Linda Smith from Your Place advised the proposed complex is a 180 unit that will house 2 full-time staff members with 1 full-time maintenance position and as the complex ages it will include 2 full-time maintenance positions. Town Manager Smith advised the biggest concern the town is having a management agency that will enforce the rules of the complex. She advised the complex must go through the town's rental inspection process. Director of Code Enforcement West inquired if the management agency is responsible for everything. Mrs. Smith stated we are responsible for both the inside and outside of the complex. Mrs. Smith advised they utilize a third party for landscaping and painting. Mrs. Smith listed the following criteria and requirements for all rental applicants:

- Every applicant must have a criminal background and a credit report submitted.
- Plumbing inspections are completed twice a year.
- Included copies of various Addendum's to P&Z.
- Included a copy of Leasing Guidelines to P&Z.
- Pet Stations are located on the property.
- Pet Interviews are held.
- It's a smoke free property.
- Residents must carry Rental Insurance.

Mrs. Smith advised she currently manages the Stony Brooks Apartments in Seaford and the Coastal Tide in Lewes. Town Manager Smith inquired if the complex would have cameras. Mrs. Smith advised yes. Planning Member Calio-Quillen inquired if the complex will be power washed annually. Mrs. Smith advised yes, once a year. Mrs. Smith advised the maintenance personnel picks up trash for the first hour of their shift. Mrs. Smith reviewed all guidelines and personal daily tasks. Director of Code Enforcement West inquired if they're planning to build in phases or build-out. Mrs. Smith advised they're planning to build out. Mrs. Smith stated there is a Club House with a fitness gym, coffee and tea stations, and a pool with pool rules. Town Manager Smith advised the water and sewer infrastructure will be required to be included on the Final Site Plan that the town will not be responsible for. Town Manager Smith advised they will need to work with Public Works Director Foskey pertaining to the water and sewer infrastructure specifications. Town Manager Smith advised they will also be responsible for the streets. As of now P&Z only had two conditions to be included which were (1.) dumpster pad locations and (2.) Pet Stations. Town Manager Smith advised the next steps are to accept the Preliminary Site Plan and the LPD-OD after the public hearing next month. Director of Code Enforcement West inquired if P&Z had any opposition of granting them the LPD-OD zoning. P&Z advised no; they have no opposition of granting the LPD-OD. Town Manager Smith stated a Public Hearing will be held Wednesday, August 10, 2022, at 7:00 p.m. at Laurel Town Hall, with certified notices mailed to residents who reside within 200 feet of the property and a public hearing notice will be submitted to the newspaper 10 days prior to the public hearing.

Planning Member Calio-Quillen made a motion to hold a Public Hearing on Wednesday, August 10, 2022, at Laurel Town Hall pertaining the Large Parcel Development Overlay District (LPD-OD), Apennine Acquisition Co, LLC for Whaley Properties, LLC, Tax Map #232-12.00-106.01. Planning Member Handy seconded the motion. Vote was 5-0, with Planning Member Radish and Planning Member Hill absent.

Planning Chair Boyce stated a Preliminary Site Plan pertaining the Laurel Mixed Use Development Feasibility, 118 North Central Avenue, Service General Corporation, Tax Map

#432-8.06-56.00. Mrs. Helfrich an Architect from GMB explained the Preliminary Site Plan was submitted to P&Z's review. Mrs. Helfrich advised they have developed and designed a brand-new building and the proposed building will be larger than the existing building that was previous there. She stated the parking on site includes 23 spaces with 20 parking spaces on the property and 3 public parking spaces on 2<sup>nd</sup> Street. Director of Code Enforcement West advised the retail space parking configurations will be different and will be based off 1 per 200 square feet. The proposed plan shows a laundromat on the ground floor with other retail units. The proposed property will consist of 2.5 parking spots required with 12 residential units with 6 units on the 2<sup>nd</sup> and 3<sup>rd</sup> floor with retail on the ground floor with 70 parking spots required. Mrs. Helfrich listed all the public parking spaces including the Town of Laurel, the Laurel Redevelopment Corporation, and M&T Bank with 89 available joint parking spots. P&Z advised they have a total of 14 town parking spaces, but 6 spots are utilized by homes on Poplar Street. Planning Member Calio-Quillen proposed to have the owner to submit paperwork to P&Z from the M&T Bank and the LRC giving them permission to utilize their parking lots. Mrs. Helfrich advised there will be 12 individual trash canisters with the retail trash inside the corridor. Mrs. Helfrich stated sprinklers will be required with an elevator installed with the entrance off 2<sup>nd</sup> street with a vestibule in the front and back with a lobby in between. The 12 units will include natural light with outside porches and a central corridor. Mrs. Helfrich advised elevations were submitted and it's not a direct copy of the Georgetown complex because they wanted to match the characteristics of Laurel. Planning Member Sakellis inquired if washers and dryers will be installed in the units. Mrs. Helfrich stated we have space for them to be installed but not exactly certain of the owners plan. Mr. Gene the Property and Construction Manager will be responsible for the maintenance of construction and upkeep and enforcing the inspections. Planning Chair Boyce advised parking is the main concern. Mrs. Helfrich requested if P&Z could reduce the required parking spots 2.5 to 2 parking spots. Planning Member Calio-Quillen advised P&Z could reduce the residential parking spots to 2.2 but we can't reduce the commercial parking spot requirements because we do not know what businesses are going in. Planning Member Sakellis inquired if tenants will have an assigned parking spot. Mrs. Helfrich advised we have 20 parking spots and they tentatively spoke about assigning 1 parking spot per tenant. Mrs. Helfrich advised the total square footage of the property is 27,690 including all three floors. P&Z recommended the owner and Mrs. Helfrich to contact the owner of M&T Bank pertaining the utilization of their parking lot with an idea of the proposed businesses for the retail lots. P&Z advised with a better understanding of the retail the P&Z Committee has the authority to grant a parking waiver of a certain percentage.

The Planning & Zoning Minutes of Wednesday, June 8, 2022, were presented for review and adoption. Planning Member Calio-Quillen made a motion to accept the June 8, 2022, minutes as presented. Planning Member Ash seconded the motion. Vote was 5-0, with Planning Member Radish and Planning Member Hill absent.

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

Meeting Adjourned at 8:49 p.m.