

Planning & Zoning was held on Wednesday, July 12, 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, Amy Handy, Angie Calio – Quillen, 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 Myers from Neighborhood Partners and Mr. Ryan Conaway from McCrone Engineering. It was noted that Planning Members Randy Hill, Randy Radish, and Ex-Officio Tim West were absent.

Planning Chair Boyce stated the purpose of the July 12, 2023, Planning & Zoning is to hear three items on the agenda. The first item is the Final Site Plan pertaining Laurel Self Storage, 29285 Discount Land Road, Tax Map #232-12.00-63.01. The second item is Preliminary Site Plan pertaining Laurel Glen Apartments, South Central Avenue, Neighborhood Partners, Tax Map #332-1.00-9.02. The third item is the Preliminary Site Plan pertaining Taco Chabelitas, 30544 Sussex Highway, Tax Map #232-12.00-45.00.

Planning Chair Boyce stated a Final Site Plan pertaining Laurel Self Storage, 29285 Discount Land Road, Tax Map #232-12.00-63.01 has been submitted for review. Planning Chair Boyce stated the P&Z Committee held a public hearing and accepted the preliminary site plan a few months ago. The final site plan included all the state agency reports, that is required for a final site plan submission. The final site plan has no changes from the previous accepted preliminary site plan. Planning Member Calio-Quillen recommended to maintain the landscaping when something dies to replace it with a new plant.

Planning Member Ash made a motion to accept the Final Site Plan as presented pertaining Laurel Self Storage, 29285 Discount Land Road, Tax Map #232-12.00-63.01. Planning Member Sakellis seconded the motion. Vote was 5-0, with Planning Members Hill, Radish, and Ex-Officio West absent.

Planning Chair Boyce stated a Preliminary Site Plan pertaining Laurel Glen Apartments, South Central Avenue, Neighborhood Partners, Tax Map #332-1.00-9.02 was submitted for approval. Planning Chair Boyce stated a public hearing was held last month pertaining the preliminary site plan. The proposed project is zoned R-3 and it meets the town code requirements. Planning Chair Boyce stated the P&Z Committee must render a decision as there 30-day timeline has been reached. One of the biggest concerns brought to P&Z's attention was pertaining the tenants with the requirement that all tenants must be employed in the agriculture field to reside there. Planning Chair Boyce inquired if a property management firm has been chosen. Mr. Myers stated they're still in the early phases and a firm has not been selected. Planning Chair Boyce stated the P&Z has the authority to put certain conditions that the property owner must abide by. Town Manager Smith read a list of conditions that were put together by P&Z. **After a brief discussion of the proposed conditions, P&Z agreed on the following conditions:**

1. *Background checks for all residents prior to lease.*
2. *Recertification of employment will occur yearly with employment verification occurring every 6 months.*
3. *Creating a buffer along joining properties.*
4. *Landscaping maintained including trimming, pruning, weeding, and replacing dead plants.*
5. *Power washing yearly if needed or a minimum of twice a year.*

6. *Trash enclosure maintained clean with no trash in or around the enclosure, no bulk items with power washing yearly.*
7. *Trash enclosure maintained in good condition.*
8. *Security cameras installed on each building of the development.*
9. *Adequate lighting throughout the development that meets the town specifications to ensure safety for residents and visitors.*
10. *Storage units must reflect the style of the apartment buildings with a pitch roof, asphalt shingles, paved sidewalks, and landscaping.*
11. *All utilities must meet the town specifications and will be the property owner's responsibility.*
12. *All roadways and infrastructure must meet the town specifications and will be the property owner's responsibility.*
13. *Requesting to establish a Resident Association with the property owner and property manager responsible in establishing such association.*

Planning Member Handy made a motion to accept the Preliminary Site Plan pertaining Laurel Glen Apartments, South Central Avenue, Tax Map #332-1.00-3.02 as presented with approved conceptual design plan of units and with the conditions placed. Planning Member Calio-Quillen seconded the motion. Vote was 5-0, with Planning Member Radish, Hill, and Ex-Officio West absent.

Planning Chair Boyce stated a Preliminary Site Plan pertaining Taco Chabelitas, 30544 Sussex Highway, Tax Map #232-12.00-45.00 was submitted for review. Town Manager Smith advised a representative is not in attendance and no action is required but P&Z may discuss concerns if wanted. After a brief discussion, Town Manager Smith advised she will reach out to a representative that they must bring more detailed plans pertaining the building and the elevations with a representative in attendance to answer any questions P&Z must have.

Town Manager Smith advised the former Rigbie property has received Downtown Development District Funding and the property owner is requesting a 1-year extension for his preliminary site plan approval. Town Manager Smith advised they're proposing to break ground in January 2024.

Planning Member Ash made a motion to grant the property owner of the Rigbie a 1-year extension for his preliminary site plan approval from August 10, 2022. Planning Member Handy seconded the motion. Vote was 5-0, with Planning Members Radish, Hill, and Ex-Officio West absent.

The Planning & Zoning Minutes of June 14, 2023, were presented for review and adoption. Planning Member Handy made a motion to accept the June 14, 2023, minutes as presented. Planning Member Ash seconded the motion. Vote was 5-0, with Planning Members Radish, Hill, and Ex-Officio West absent.

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