

Planning & Zoning Commission Meeting
October 22, 2020
Via Teleconference

The regularly scheduled meeting of the Planning & Zoning Commission was held via teleconference. Those in attendance: Chairperson William Boyan; Commission Members Eric Catellier, Rochelle Outten, Beverly Wilson; Commission Member Donald Scholl. Key personnel: CDC William Hardin, CEO Liz Peek, and Clerk of Council Vondell Spencer. Guest: Chris Brown, Alan Perry.

Chairperson Boyan, called the meeting to order at 7:00 p.m. He conducted a roll call of Commission members to confirm a quorum. Four members were present and the quorum was established.

Approval of Minutes:

A motion was made and seconded (Wilson/Catellier) and carried to accept the September, 2020 meeting minutes with pending minor grammar and spelling corrections as circulated by roll call vote with 4 Ayes, 1 Absent (Scholl).

Old Business – None

New Business-

1. Pam Upshur-New Signage-409 E. East Street, Delmar, MD - Chairperson Boyan said that the new signage will be tabled due to no representation. Commission member Wilson agreed to table the new signage application. The application request for new signage at 409 E. East Street, Delmar, Maryland was tabled.

2. Chris Brown/Ryan Homes-Heron Ponds Subdivision-New Home Build-Lot 288, 9522 Song Sparrow Circle, Delmar, MD - Representative Chris Brown presented a new home build as referenced per the attached drawings. Commission member Wilson noted the left Lot is a Roanoke and the right Lot is vacant.

A motion for favorable recommendation to the Delmar, MD Mayor and Commissioners for the approval of a New Home Build - Chris Brown/Ryan Homes in the Heron Ponds Subdivision – Lot 288, 9522 Song Sparrow Circle, Delmar, MD, per the attached drawings. A motion was made/seconded (Catellier/Outten) and carried by roll call vote of 4 Ayes / 1 Absent.

3. Chris Brown/Ryan Homes-Heron Ponds Subdivision-New Home Build-Lot 291, 9532 Song Sparrow Circle, Delmar, MD-Representative Chris Brown presented a new home build as referenced per the attached drawings. Commission member Wilson noted the left Lot is an Allegany and the right Lot is vacant.

A motion for favorable recommendation to the Delmar, MD Mayor and Commissioners for the approval of Chris Brown/Ryan Homes-New Home Build-Heron Ponds Subdivision-Lot 291, 9532 Song Sparrow Circle, Delmar, MD, per the attached drawings. A motion was made/seconded (Wilson/Outten) and carried by roll call vote 4 Ayes / 1 Absent.

4. Alan Perry-Mail Kiosk Center-Route 13 and Winner Blvd., Delmar, MD - Mr. Perry presented a Mail Kiosk as referenced per the attached drawings. A sketch was submitted showing the approximate location of the mail kiosk that includes a drive-in or out area for residents. Mr. Perry mentioned, their intentions, at the request of the Post Office, is to consolidate all of the mailboxes in one area for Phase II. In Phase I the mailboxes are scattered throughout the community. He added for Phase II, they would like to create a concrete pad area, with a shed roof without sides to protect residents from the elements when checking their mailboxes. CDC Hardin questioned if the Phase I mailboxes will be removed as well. Mr. Perry replied the plan is to relocate the mailboxes to the new location.

Commission member Catellier inquired, if Mr. Perry will provide road signage for traffic entrance and exit. Mr. Perry responded, the east most circular point of the road would be ingress and the western directly across the road, that services the townhouses, would be egress. He has not talked to his engineer to see if there will be any functional challenges, however he believes it should be one way. Commission member Catellier agreed. Mr. Perry added this kiosk presentation is just conceptual, he has to submit engineering drawings for formal review and acceptance.

Chairperson Boyan asked CDC Hardin, if Mr. Perry's presentation would be considered preliminary, if so does the presentation require a vote? Prior to answering Chairperson Boyan's question, CDC Hardin asked Mr. Perry, if he was seeking a concept and preliminary final review at the same time this evening for a favorable recommendation. Mr. Perry responded he just wanted to present the idea and make sure there were no objections. CDC Hardin added, if the presentation is considered preliminary the Commission would vote to make a recommendation. He also mentioned, if the presentation were conceptual there would just be comments and their recommendations for revision and then be presented to the Mayor and Commissioner.

Chairperson Boyan asked again, if it was proper to do a preliminary and does the presentation require a vote? CDC Hardin replied you make a good point. Mr. Perry questioned if the drawings he submitted were not sufficient for a preliminary. Mr. Perry further said the drawings do not show elevations and storm water, those issues will be on the final drawings.

Commission member Wilson questioned the total of mailboxes and if there will be enough space in the turn out to accommodate four vehicles. Mr. Perry replied he estimates there may be 2-3 or 4-5 cars between 4:00 p.m.-4:30 p.m. as people are coming home and 7:00 a.m.-8:00 a.m. when people are leaving. He said according to the engineer there is enough room to put 2-3 cars when they pull in. Each pedestal has 24 boxes and two package boxes. Each resident has their own mailbox. If a small to medium sized package needs to be delivered the postman puts it in one of the large package boxes, a key is put in the resident's mailbox making them aware they have a package in the larger box. Commission member Wilson, added that she is uncomfortable

approving the preliminary without seeing the actual drawings. She approves the concept provided further drawings are submitted showing adequate space for several cars and signage.

CDC Hardin said even if we call it a concept and Mr. Perry comes back with the engineering drawings it could be preliminary and final at the same time. It's one other meeting. Mr. Perry agreed, provided there is no issues and he get a recommendation. He will return with engineer drawings with superimposed cars so the Commission can see what the average size car looks like sitting in the paved area. He will also show the boxes on the pad site which are 24 in. wide, 16 inches deep and 5 ft high.

Chairperson Boyan stated he would like to review the drawings first; it does seem like a lot of mailboxes with very little space for pull-up traffic. But there is no issue in the concept just the execution.

Chairperson Boyan stated Mr. Perry is getting affirmation, sound like the majority is good with the concept. A vote for this presentation is not necessary. Mr. Perry responded thank you and he will be back with the drawings and resubmit them for your approval.

5. Alan Perry-Architectural Elevations-Ponds Edge Apartments Phase II-Route 13 and Winner Blvd., Delmar, MD-Mr. Perry presented with Architectural Elevations as referenced per the attached drawings. He described how the buildings for Phase II are very similar to the buildings in Phase I except for the color of siding. There are minor changes such as: door types, aluminum railings instead of plastic, and location of stones but equal amounts.

Commission member Wilson inquired about the number of townhome buildings? Mr. Perry replied a total of twenty-four (24) units, four (4) buildings with six (6) townhouses in it.

A motion for a favorable recommendation to the Delmar, MD Mayor and Commissioners for the approval of Mr. Alan Perry - Architectural Elevations -Ponds Edge Apartments Phase II-Route 13 and Winner Blvd, Delmar, MD, per the attached drawings. The motion was made/seconded (Wilson/Catellier) and carried by roll call vote 4 Ayes and 1 Absent.

Commission Member Wilson questioned Chairperson Boyan if she needs to attend the Mayor and Commissioners meeting due to the absence of Commissioner Scholl. Chairperson Boyan replied yes that would be the procedure.

CDC Hardin stated we have resumed opening the Town Hall lobby Tuesdays and Thursdays otherwise drive-thru is available 8:30 a.m.-4:00 p.m. Mon.-Fri. Chairperson Boyan said stay safe.

Commission member Wilson questioned the status the Delaware Comp Plan. CDC Hardin said in November it will be presented to Mayor and Council. The consultant that is producing the Comp Plan is finalizing some things for the presentation. She further inquired doesn't the Comp Plan go to us before it goes to Council and Commission. CDC Hardin replied yes. Commission member Wilson said okay. CDC Hardin mentioned that next month the Planning and Zoning meeting will change because of the Thanksgiving holiday. The meeting is scheduled on November 19th.

Chairperson Boyan noted there is a play starting at SU it's all online. He described this play with ten actors in ten different locations each having three cameras, 3 lighting systems, full audio and green screens. This should be quite the accomplishment and quite a technical breakthrough. It's only done in two other places in the United States right now. Commissioner Wilson said congratulations. He further noted the play is this weekend starting, Thursday, Friday, Saturday and Sunday at 2:00 p.m. and the evening hours are 7:30 p.m. and free of charge. Commission member Catellier asked for Chairperson Boyan to send the link in reply to the Planning and Zoning email. Commission member Wilson said send it to all of us.

Commission member Wilson questioned if the agenda mentioned the next meeting would be on the 19th for clarification. She inquired if the Clerk of Council could email the Commission the November date for the meeting. Clerk of Council Spencer replied no problem, she would handle that on tomorrow. Commission member Wilson said thank you.

Public Comments –None

Hearing no further Public Comments, Commission Chair Boyan called for a motion to adjourn the meeting. The motion was made/seconded (Wilson/Catellier) and carried with a vote 4 Ayes and 1 Absent.

Vondell Spencer
Clerk of Council