**Planning & Zoning Meeting Minutes**

**12/21/2021 7 P.M.**

In attendance: Vanice Myers, Admin Clerk; Tammy Kelledes, Town Manager/Clerk; Jaime Fowler, Planning & Zoning and Code Enforcement Clerk; Commissioner Bob Harrison, Mr. Baldwin and his wife, Town Planner, Peter Johnston; Castillo Vasquez, Martin Riveria, and Martin Riveria Jr.

Planning board: Crystal Anders, Cheryl Jones, and Bill Schaffner.

At 7:06 P.M. Cheryl called the meeting to order. First was the approval of the 10/19/2021 minutes. Bill made motion, and Crystal seconded it. All in favor. Cheryl introduced Bobby Harrison as the PZ Commissioner.

Kinnamon Meadows: Everyone reviewed the revised plans that Peter had made suggestions on. Mr. Johnston stated the actions that the PZ board needs to take. He stated that they are minor conditions to review, and this version dated November 30, 2021 would be accepted for future reviews and approvals. Revisions can be incorporate into the development ordinance. The landscaping and parking lots were things he addressed along with signage because it was not addressed in the original design guideline. Mr. Johnson thinks it needs to be retitled with a name that is more appropriate. What we have so far is a good basis for them to use to review future plans. Bill made a motion that they approve the design additions amendments. Crystal then seconded the motion. Then Crystal made a motion for approval of the master plan and design guidelines revised version and Bill seconded it. Baldwin said now that this is passed, they will start to work on the mixed-use buildings and assisted living buildings, and record the single lots.

Vasquez: Mr. Vasquez came to this meeting to get approval for sub dividing a lot on Boyce Mill. He brought in plans showing two lots now. Peter reviewed what he had brought in and said the Town doesn’t allow “Flag Lots” so he didn’t think this would be approved for subdivision. He stated that he could possibly get a variance for the frontage lacking space part but he would have to stack the lots in order to make that work. Peter said he would review it more and get back to Cheryl with an answer.

Riveria Martin: Had come to a meeting in October with interest on subdividing the lots on Academy St. He brought in plans and Cheryl stated she thought there could be a lot line revision. Peter stated that everything is included and Mr. Martin needs to go to Caroline County Health Department now for approval and then back to PZ to sign. There was discussion about how the sewer line is not ran to that property so it would cost more than the average sewer hook-up fee. Peter suggested GMB & Bill Lesmerises, our WWTP Operations Supervisor, work on finding out what the additional cost would be for him. Jaime will follow up with Bill on this.

Bill made motion to adjourn the meeting @ 7:55 P.M. And Crystal seconded the motion. Meeting adjourned.

Respectfully prepared by, Jaime Fowler