**05/04/2021**

**P& Z Special Meeting Minutes**

**In attendance:** Town Manager Wendy Dixon, Planning & Zoning/ Code Enforcement Clerk Jaime Fowler, Mayor Kevin Reichart, WWTP Foreman Bill Lesmerises, Attorney Lyndsey Ryan, Scott Koneig, Mike Baldwin, Full Board: Cheryl Jones, Terri Sprouse, Bill Schaffner, and Crystal Anders.

**Review recommendations for Ordinance 2021-O-8**: Cheryl noted that Lyndsey needs to fix the page because it says O-3 not O-8. Lyndsey explained what the Ordinance was for. Basically, everyone is going more fiber optic more often. So, we will be seeing it a lot more. The town has 10 days to respond or else it will be automatically approved and implemented. We can’t say that they are absolutely prohibited, but we can set regulations on it. Bill asked if we can set fees. Lyndsey said no its set on a portion of what the cost is. But we can set how high it has to go and make it match the color of the poles it sits on. Terri asked about certain sections of it where it states about residential zones. Lyndsey explained that there are different poles and sizes. But she will look over it and revise it and resend it out for everyone to review. Cheryl asked for a motion to send it to Town Council subject to revisions. Terri made motion and Bill seconded it. All in favor. End Special Meeting portion. Now begin workshop.

**Review Baldwin Design Guidelines:** Lyndsey started off by apologizingfor any confusion on the last meeting because she was on Zoom. Lyndsey discussed the final sub division plat. And asked Mike how many were approved he said 101. Mike Baldwin then gave an overview discussing that when he met with the Town Council it had all been approved but the State of MD hadn’t approved the well for that many. So that’s why it all sat for 9-12 months. So, then he asked the Town how many he could do and they said 15 lots. Then he tried moving forward, but then the recession basically hit. The Town planner had suggested doing mixed use. He said the guidelines are very important so that everything jives together. They are very fluid and his request is to get it approved today. He wants to keep it a friendly neighborhood. Its tricky so we’ll have to go through some processes to make sure it works. We are proposing to have an HOA he said so that the Town won’t have to be as involved. Terri asked about who will maintain the roads and plow them and Mike said that all falls under the HOA. Lyndsey said it will be the TRC Zoning. Mike said he already has a contract with Dr Horton that wants to purchase 40 lots out of it. He thinks we want to get this thing kick started. Cheryl asked Scott to jump in. Scott said he thinks the best place to start is the guidelines. We need recommendations to adapt the guidelines. The next step is to bring back the plat to better define the commercial areas. There are a couple lots that aren’t buildable areas. The HOA documents also need to be very comprehensive, before the first person settles on a home there he said. The Town will need good records of it all. The attorney, developer, and reviewing staff really needs to review the documents. There will be a Preliminary Plat then a Final Plat. Also, they talked about the assisted living center needs a site plan. The time to review the residential part of it is now he said, and the apartments also. The residential homes will likely not come back before you Scott said. Cheryl asked the board if they wanted to go through it page by page? Mike then explained the apartments with the business to the board. And stated the concept is to be flexible. And added the ADA also needs to be thought of while doing them. So, the 2 or 3 on the end probably would be handicap accessible. It would have 20 ft sidewalks and trees around it also. He said we are proposing 6 units and showed the board pictures. Bill had a question about the people buying the condominiums, he asked if they would only be buying the second and third level. Mike walked around to show everyone the pictures and answer questions. Cheryl asked if everyone liked it? They did. And she brought up ordinances about garage sizes. Bill asked about the storm water ponds and if they have to be fenced. Scott asked if they could convert a residential space to a commercial space. Mike said he’s not sure but not with out permission. Then Scott asked if they could live in their business on the bottom story because on pg. 16 there is a reference to “no guest houses”. Mike said no that in reference to no guest houses no room he doesn’t see why they couldn’t live in the business if they wanted too also. Lyndsey said also add a density chart 3 ½ dwelling units per acre max flow area. Also, to add max building height to the design guidelines. Terri had a question about the landscaping if that was just for common areas or will it be for each home? Mike said each home and explained the types of plants and said also they will have pocket parks. Bill L. suggested planting near Hobbs. Mike said the commercial area will be heavily planted also. Cheryl and the board then reviewed amongst themselves and discussed. Cheryl asked how many EDUS will there be? Bill L. said around 150. That leaves 50 to the Town. Bill L. said we have used quite a bit of water but not to excessive since years passed. Bill added because of COVID and kids being home etc. Cheryl asked everyone what’s their pleasure? Cheryl and Bill on the board decided that everyone should review each page together and review Lyndsey’s comments on the pages. Some things were crossed out and notes were added. Mike explained how he would like to keep the residentials away from the commercial. Scott suggested we might want to put limits on the size of the homes. Bill asked if we should make a min sq footage. Scott asked if Mike wanted to commit to a min sq footage. Mike did not seem concerned. Scott also added how the site plans have to be reviewed so it would be brought before the board. Cheryl is ready to entertain a motion to accept the “Design Guidelines” pending the changes Lyndsey will make. Lyndsey mentioned also changing the title to the name of the development. “Bayland Inc. Design Guidelines” is what they decided on. Cheryl asked for any objections, and said he has approval. Lyndsey said to revise the draft based on this and get it submitted then they can start considering it as their final. Then amend the HOA document as well. Mike explained how each would have their own HOA. The fees would be different but would come together. Lyndsey will work on it.

The meeting was brought to an adjournment at 8:30 PM.

Respectfully prepared by, Jaime Fowler