

Regular Meeting Minutes

The meeting of the Pocomoke Planning Commission was held in Council Chambers on Thursday March 3, 2026. The meeting was called to order at 6:30 P.M.

Present:

Chair: Harold White

Commissioners: Jessmin Duryea, Nola Tullar and Steven Mills

City Manager: Brandy Matthews

Attorney: Erica Witz

Call Meeting to Order

Chair White called the meeting to order

Approval of Minutes 10.23.2025 and 01.22.2026

Commissioner Duryea questioned the proper titles for the planning and zoning commission. A motion was made by Commissioner Duryea to approve the minutes from October 23, 2025, and January 22, 2026 with corrections to change the verbiage from President to Chair and Chairs to commissioners. Motion was seconded by Tullar. Motion passed unanimously.

Request Approval for Zoning Map Amendment the Commission Considered a Request for Approval of a Zoning Map amendment from M-1 Industrial and B-2 General Business to Planned Residential Development to Construct 15-unit Apartments at 0 Old Virginia Road, Tax Map 402, Grid 11, Parcel 1606. The Request was filed by Cypress Grove LLC, also known as Miles and Maine Concrete Group

Chair White recused himself from discussion and voting of the zoning map amendment because he was one of the applicants. Duties were turned over to Commissioner Duryea.

Brent Jett with George, Miles, & Buhr, LLC (GMB) presented the staff report notating that revised plans were submitted that evening, but a formal staff report could not be prepared for the revisions. Advised that he did see the revised plans by the engineer Keith Iott. Advised that there was an easement that had been utilized as an entrance to both the neighboring property and the new property that was not deeded. The applicant is planning to put a quick claim or adverse possession on it which they can subdivide from either a right-away or a cross-access easement and take a portion of that and add it to the main parcel. Right now, the main parcel the density per PRD only comes out to 14 units and by reintegrating into the other parcel will get them to the 15 units.

A lot of times if 20 feet is required or 18 feet is required, we'll typically overhand two and half into landscaping or six inches. Its only 17 ½ ft of pavement. The discussion is whether it could be 17 ½ ft with six inches in at the curb line or needs to be 14 or the full 18ft of pavement for the depth of the parking spaces.

There will be shared access for the parcel to the southwest on the same side. They are the same owner and propose a shared entry drive to access both. The applicant has had preliminary discussions the County and the County wanted them to do a full commercial entrance, which has decell lanes and large radii going in. It adds a lot of pavement and is unnecessary for a normal residential entry. They will have further discussions, but the revised plan has commercial entrance on there.

Setbacks are consistent with the PRD, parking exceeds what's required, and they show the dumpster's location out there. They will have to refine the open space, but it is believed they meet the open space requirements for 25% on the site. They have also received preliminary storm water approval as well.

Jermaine Xavier introduced himself as the owner of Miles and Maine Property Group, which is the owner of Xavier Capital LLC and Cypress Grove LLC. Advised that even though they have different names, they own all the companies involved. Thanked the Commissioners for holding the special meeting. Mr. Xavier clarified that the shared access would not be an issue as they owned both parcels. Instead of asking for a variance of 0.97, they will get the portion deeded over so they meet the 15-unit requirements for the density, since they have been using the right-of-way since it was built. A portion of land from 1607 Old Virginia Road will be deeded to 1606 Old Virginia Road to meet the 15-unit density requirements.

Harold White introduced himself as one of the owners of Cypress Grove and thanked the Commissioners for holding the special meeting. Mr. White advised that they had already started working with their attorney and surveyor George E. Young to extend the parcel over which was originally a paper street easement as stated by Brent Jett earlier. Originally the two parcels 1606 and 1607 Old Virginia Road were one parcel, and the right-of-way was never taken over. Advised Mr. Iott was holding the site plan.

Keith Iott of Iott Architecture & Engineering stated there was a 35-foot platted easement that was recorded in the 1940s but was never ratified. Advised the applicants were working with their attorney to via adverse possession to rid the right-of-way on the books. In taking a portion this strip and applying it to this parcel gets the land area up to a little over 26,000 square feet or 0.6 acres. At 25 units per acre that gives us 15 units. The residual would be going to the existing townhouse project.

Mr. Iott advised the County roads were concerned about the proximity of the entrance to Market Street. By moving the entrance all the way to the shared entrance as opposed to creating an entrance on this parcel, the applicants have satisfied their concern. Advised the commercial entrance proposed by the County is preposterous to have a commercial entrance. They have satisfied the intent of the County's principal concern which was proximity to Market Street and congestion. It is also not necessary to have a ride in and ride out, because it's not warranted by the traffic count that the apartments will generate.

Mr. White advised they have already started conversations with the County engineer and are looking for a favorable agreement with the concept that they have.

Mr. Xavier advised Mr. White that the other two pieces were the parking count and parking length.

Mr. White elaborated that the County engineer referenced the parking count, which is not the County's jurisdiction, but was a concern the former Planning and Zoning Director Dan Brandewie brought up based on the County engineers' comments, which has been accommodated. The code speaks to one and half parking spaces per unit, which equates to about 23 parking spaces and we have 29. It will be recorded that both properties can share the right-of-way entrance as well as the existing property. There is an agreement drafted to give away four parking spaces which gives the new property 31 in total. This exceeds parking space requirement. Advised they have addressed the comments from previous staff reports and from the County, been proactive with storm water and environmental. Mr. White reiterated they received a favorable response going forward for the 15 previously with the unofficial survey. Approximately 6,000 square feet of open space was needed, and it has been exceeded by 30% to 7,000 in terms of lot coverage.

Mr. Xavier clarified the requirement for parking was one and half spaces per unit and the comment was two spaces per unit and they have got over the two spaces per unit. And the only other one was the length of the parking which was a 6-inch delta.

Mr. Iott advised Mr. Jett discussed that in his staff report with the 17 feet of paving then there would be vehicle overhang of 16. Typically, in municipalities when we design parking, we'll do 17 1/2ft to the curb and then the bumper overhang which counts as a 20ft parking space. The advantage is to have less asphalt. The less asphalt the more plannable area you can have.

Mr. White stated the elevations will be forthcoming and the goal for tonight understanding what the PRD zoning is. It's defined as a land use agreement or land use negotiation on how the land will be utilized. Changing it from a propane tank infield which would benefit the City in our perspective. We are looking for approval to have the land zoned as PRD and approval to proceed with our plan.

Commissioner Duryea asked if Old Virginia Road is State highway. Mr. White and City Manager Matthews, both advised it was County. Commissioner Duryea stated there was a large concern about traffic during school hours because of the housing development in the area and schools can get busy. Advised it was a concern of his on the traffic in that area and unsure how they would alleviate it possibly by using Market Street.

Mr. Iott advised the apartments would be market rate apartments and the apartments are marketed towards places like Wallops and places like that and school hours wouldn't be a conflict necessarily. Commissioner Duryea advised that they would possibly have kids as well.

Commissioner Tullar advised even with additional sidewalks kids still choose to walk in the middle of street and that she didn't have an issue with the traffic and haven't had an issue with traffic with the schools. The school start times and departure times are staggered nicely, which thins out and might pick back up. While by the school today high school kids were walking in the street, but did not encounter any problems that would raise concern that congestion would be worth discussing. Stated she understands why some might be concerned trying to get to work from the Woodlands development.

Vice Chari Duryea advised traffic is only a concern during the morning and afternoon hours when kids get out of school.

Mr. Xavier stated he lived there for six months during a detail at Wallops and the only issue was in the morning trying to make a lefthand turn out of there and there were a line of cars, but not down the block.

Commissioner Duryea asked if they were putting a sidewalk in and both Mr. Xavier and Mr. White responded with a yes. Mr. White elaborated that the sidewalk will start from the edge of their property closest to Market Street and extend into the existing property going towards Cedar. Mr. Xavier clarified the appropriate areas of refuge are designed for accessible passage.

The question was asked if the idea was to take some land from the other site and adopt it to the new site. Mr. Xavier, Mr. White, and Mr. Iott all stated it would come from right-of-way from the easement. Mr. Iott advised it would technically be a property line adjustment. Commissioner asked how does that change the density for the other property. The density doesn't change for the other property. Mr. Iott and Mr. White advised they are moving over 17ft to get to the 26,100 for Cypress Grove.

Commissioner Tullar appreciated the changes they did make and that they were more on the improvement side of things since the last time they came before the Commission.

Attorney Witz went over where we are in the whole process and what the next steps would be. This is the review and recommendation phase for the planning commission. Based on what the Commission

has heard today the Planning Commission's role is provide any suggested revisions if any together with any comments and recommendations. Any motion that you might want to make I would ask that is address that but I'm not saying you have to have any, but the comments and recommendations would be forwarded up to the City Council for their review and official approval in a public hearing.

Mr. White asked if the City Council was ultimately the approval. Attorney Witz replied when there is a zoning amendment, it has to be done by way of a public hearing with advertising, which is done by the Council. The recommendations go to the Council and are taken into account during the official approval process that would happen. Mr. Iott asked who is responsible for writing the PRD. Attorney Witz replied that it could be her or another attorney in the office or a combination of both.

Commissioner Tullar made a motion to approve the zoning map amendment request from the M1 industrial to the B2 general business filed by Cypress Grove based on the following:

- having addressed all of the parking requirements
- initiated the roads division coordination
- prepared the parking agreement
- stormwater submission was acceptable
- utility request meets compatibility

Seconded by Commissioner Mills. Motion passed unanimously

Comments from the Commissioners

No comments from the Commissioner

Comments from the Audience

No comments from the Audience

Adjourn

Motion to adjourn at 6:59pm Commissioner Tullar seconded by Commissioner Duryea. Motion Passes.

Approved: Blaney R. Watts, MBA City Manager

Agenda items may or may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive/closed session.