

Regular Meeting Minutes

The meeting of the Pocomoke Planning Commission was held in Council Chambers on Wednesday, October 1, 2025. The meeting was called to order at 6:30 pm.

Present:

Commissioners N. Tullar,
C. Choquette, J. Duryea, S. Mills, M. Blake
City Manager: Brandy Matthews
City Clerk: Melinda Stafford
Attorney: Erica Witz

Pledge of Allegiance and Call to Order

Approval of Minutes – March 19th, April 16th, May 29th, June 12th, and July 17th

Motion to move the approval of Minutes to end of the meeting

Made by: Commissioner Mills, Seconded by: Commissioner Tullar

Vote: Motion passed unanimously

Approval of Subdivision Plat for the Lands of Craig Collins – Oxford Ct. Subdivision

Ms. Matthews presented the staff report on the proposed subdivision plat for the lands of Craig Collins Oxford Court subdivision. She noted that the plan was conditionally approved at the June 22nd meeting, with stipulations for additional details to be added. The updated plat (Exhibit A) shows 5-foot sidewalks along 6th Street and other required elements. Some of the other additions that were noted in the September in the June 26 meeting were adding the proposed 10-foot drainage maintenance and utility easement along 6th street showing the fiber optic line and fiber optic box guide wires catch facing and catch basin visibility. There are references from Mr. Brandewie's staff report as well. That there should be a statement added to the plat prohibiting construction of permanent structure within any easement. Also, that there should be a cost estimate for improvements and sidewalks in the driveway aprons. And a clarification if the water meters are going to be installed in the sidewalk or curb. Then there's also require since these sidewalks cannot be completed until after the majority until the homes are completed require a bond of 100% 125% for cost of improvements.

Mr. Doug Jones, representing the applicant, addressed questions about cost estimates and stormwater management. Commissioner Choquette's concern is that the recommendation is that we request cost estimates, construction details and cross sections for the sidewalks and driveway aprons. He explains that the cost estimates have not been prepared yet. Mainly because once we are setting once we had conditional approval and moving to the construction stage of things. The plan was for each one of these houses as they're being constructed that the sidewalk would be prepared and constructed at that time would be part of the construction or the permitting process at that time it would be handled as part of the stormwater aspects from stormwater regulations. He explained that sidewalks would be constructed as each house is built. The commission explained how the process works after the subdivision is approved by the Planning Commission. So right now, the city has a public works utility concern because of what the city is working on. Mr. Collins was willing to be able to bring the sidewalk onto our property. Mr. Collins is creating a 10-foot easement to give the city a plenty of people to use through there. The soil and erosion control plans get developed when the house plans are or submitted for development. This is at the permitting stage. So that's when those plans show the stabilized construction entrances. Those requirements kick in at 5,000. Motion made

to approve the subdivision plat for the lands of Craig Collins Oxford Quarter subdivision with the following conditions. First condition that the plat states that construction of permanent structures is prohibited with any within any easements. We are approving the second plat that does not have the cross hatching and then the third condition we request that you provide cost estimates, construction details and cross sections for the sidewalks and driveway rents to the satisfaction of the acting planning director. And those construction details should clarify if water meters are to be installed in the sidewalks, in the curb lawn area and the city. We recommend the city bond that sidewalk construction for 125% of the cost of improvements. And acknowledging that our approval is conditional on you receiving an exemption or waiver personal management from the city council by Commissioner Choquette, seconded by Commissioner Tullar.

Approval of Proposed Amendments to the Zoning Code to Prohibit the Use of Keeping Roomers/Boarders in Residential Zones

Attorney Erica Witz explained, "In the draft ordinance that was provided before, it still had the definition of family, but then it also had the definition of family or housekeeping unit. And so what I've done just taking that as an example is I'm recommending that we delete the definition of family and replace that with family or household communion instead of actually going through the ordinance myself and doing it." Motion: To recommend approval of the proposed amendments to the zoning code regarding roomers and boarders in residential zones made by Commissioner Mills, seconded by Commissioner Duryea Motion passed.

Approval of Minutes: March 19, April 16, May 29th, June 12

The Commission reviewed and approved minutes from previous meetings on March 19th made by Commissioner Tullar seconded by Commissioner Mills. Motion made to approve the April 16th meeting by Commissioner Tullar seconded by Commissioner Choquette. The minutes of May 29th are motioned for approval by Commissioner Choquette and seconded by Commissioner Mills. The minutes of the work session not meeting for June 12th are motioned for approval by Commissioner Tullar and seconded by Commissioner Mills. Motion made to approve by Commissioner Tullar and seconded by Commissioner Mills for the July 17, 2023. All meetings are approved with minor corrections noted. The Commission does not say the Pledge of Allegiance. The Motion to request any minutes that are created with the assistance of transcription software. Have a standard disclaimer placed on them, just noting that they were transcribed with the assistance of transcription software and some audio detect errors may be present. Any questions, please contact City Hall. made by Commissioner Tullar and seconded by Commissioner Choquette.

There is a motion by Commissioner Choquette to, "make a motion that we request verification of whether or not minutes can just be posted as a video or audio file as opposed to having to do written minutes. Not sure if that's allowed under the Point act, but that would be preferable because it would save city clerk time. It would save us time. It would still provide an appropriate record for the public." The City Clerk informs Commissioner Choquette that all meetings and their transcriptions are posted live on the city's YouTube channel. Attorney Witz informs the commissioner that she was already going to look this up. Commissioner Choquette retracts his motion.

Public Comments.

None

Open Meetings Training Member Designation

Commissioners Tullar and Choquette have completed the Open Meetings Course and have received their designations. Motion for Commissioner Choquette and Commissioner Tullar to be the alternate to be the designated members to complete open meetings training, which both of us have completed at this time, but will be the designated members for the body, made by Commissioner Choquette, seconded by Commissioner Duryea.

Adjournment.

Motion to adjourn to closed session made by Commissioner Choquette, seconded by Commissioner Mills. Motion passes

Time: 7:40pm

A handwritten signature in black ink, appearing to read "Mills", with a stylized flourish at the end.

Summary of Closed Session.

On October 1, 2025, at 7:42pm, the Pocomoke City Planning and Zoning Commission went into closed session. The motion to enter into closed session was made by Commissioner and seconded by Commissioner Mills. Commissioners Blake, Mills, Tullar, Duryea, and Choquette all voted in favor of entering into closed session. The statutory authority for entering into closed session was to adjourn to closed session to obtain legal advice regarding Planning and Zoning Commission procedural matters under Section 3-305(b).

There was one topic of discussion at the closed session under the same statutory authority. The topic of discussion was to obtain legal advice regarding Planning and Zoning Commission procedural matters. No action or vote was taken.