

## Scarboro Village | Conditional Rezoning: Presubmittal Meeting Notes

**Attendees:** Courtney McQueen, PLA | Qunity PA

Michael Elabarger

Meredith Gruber

Shane Saucier

Michele Raby

Tanner Hayslette

**Date:** June 12, 2025, 1:30 PM

**Meeting Location:** Virtual

### **Summary**

The discussion focused on the development plans for the site at 201 S Main, particularly in light of a recent zoning change that shifted the project from a residential to a mixed-use development. Michael Elabarger and Courtney McQueen emphasized the importance of maintaining communication with local officials to gather feedback and address community concerns, especially regarding traffic implications. Meredith Gruber suggested early engagement with the mayor and commissioners to understand their perspectives, while also highlighting the need for a comprehensive approach to the rezoning application, including potential commitments like enhanced buffers for residential areas. The team acknowledged the challenges posed by the rezoning process and the necessity of strategic planning to navigate these complexities effectively.

The conversation also delved into the Traffic Impact Analysis (TIA) process, with Meredith recommending the same consultant to minimize costs and ensure continuity. Elabarger noted the importance of determining whether a TIA is necessary based on trip generation estimates. The group discussed the types of businesses desired in the commercial zone, suggesting a mix of retail and dining options to create a vibrant atmosphere, and considered the potential for a specialty marketplace. Elabarger introduced updates to application forms and the upcoming online platform, Govwell, set to launch soon, while the team agreed to schedule a follow-up meeting to outline next steps regarding annexation and zoning updates.

### **Chapters & Topics**

#### **Project Re-engagement and Zoning Discussion**

Michael Elabarger noted that Michael McFarland could not attend the meeting, prompting Courtney McQueen to ask for guidance on re-engaging with the project. They discussed the implications of changing zoning districts and the potential for a mixed-use development, particularly focusing on townhomes and commercial opportunities. Elabarger confirmed that multiple zoning district requests could be submitted together.

\* Zoning Changes: Discussion on the implications of changing zoning districts and how it affects the project.

#### **TIA Process and Rezoning Application Discussion**

Courtney McQueen inquired about the TIA process following the initiation of two separate zonings. Meredith Gruber suggested salvaging elements from the previous TIA and recommended engaging the

same consultant for cost-effectiveness. She explained that the applicant would need to pay for the TIA study upfront, which would be held in an account until the work is completed.

\* Traffic Impact Analysis: The need for a TIA and the process for engaging a consultant.

#### **Discussion on 201 S Main Development Plans**

Michael Elabarger and Courtney McQueen reviewed the development plans for 201 S Main, noting the necessity of dedicating land for the proposed collector. Meredith Gruber suggested reaching out to the mayor and commissioners for initial feedback, while also addressing potential community concerns about traffic and the orientation of the townhomes to minimize privacy issues for nearby residents.

\* Community Engagement: Strategies for addressing neighbor concerns and feedback from local officials.

#### **Discussion on Rezoning Strategy for 201 S Main**

Michael Elabarger advised Courtney McQueen to consider submitting the rezoning application for 201 S Main around the election date to potentially gain favorable support. They discussed the necessity of engaging with stakeholders to clarify what conditions would facilitate approval and the importance of providing a prohibited use list to ensure compliance. Elabarger emphasized the need for a clear commitment regarding the timing of commercial development in relation to residential projects.

#### **Discussion on Commercial Zone Development for 201 S Main**

Courtney McQueen and Michael Elabarger highlighted the necessity of understanding the commercial zone's objectives at 201 S Main. Shane Saucier raised questions about the types of businesses that would be suitable, suggesting a mix of shops and restaurants to enhance the area's activity. Meredith Gruber noted that the town's comprehensive plan aims to attract businesses that promote walkability and community engagement.

\* Commercial Development: Desired types of businesses and their alignment with community needs along Main Street.

#### **Updates on Application Processes and Next Steps**

Michael Elabarger provided updates on new forms and applications, highlighting their enhanced detail. He informed the team about the forthcoming online application management platform, Govwell, which is expected to launch by the end of summer. Courtney McQueen confirmed that submissions would continue to be emailed until the new system is operational.