

CITY COUNCIL

BRENCIS D. SMITH
At-Large

JAMES KOLE
First Ward

ADRIAN G. SIMMONS
First Ward

KYLA M. CLARK
Second Ward

JEFFREY W. MILLS
Second Ward

Council meets second and fourth
Mondays of each month.



KEITH R. SYDNOR
Mayor

CHRISTIAN L. PULLEY, CPM
City Administrator

NEKESA MATLOCK
Deputy City Administrator

STEPHANIE P. ANDERSON
City Solicitor

SARA A. GREEN, CPM, MMC
City Clerk

(301) 725-5300

www.cityoflaurel.org

MAYOR AND CITY COUNCIL OF LAUREL

8103 Sandy Spring Road

Laurel, Maryland 20707-2502

**WORK SESSION
MAYOR AND CITY COUNCIL OF LAUREL
WEDNESDAY, DECEMBER 3, 2025
5:00 PM
VIRTUAL MEETING
MINUTES**

The work session convened via Zoom at approximately 5:00 pm with Council President Brencis D. Smith presiding. Councilwoman Kyla M. Clark, Councilman Jeffrey W. Mills, and Councilman Adrian G. Simmons were present. Absent: Mayor Keith R. Sydnor. There were (0) members of the public in attendance.

Councilman James Kole entered the meeting at approximately 5:02 pm.

The following staff members were also present: Christian L. Pulley, CPM, City Administrator, Nekesa Matlock, Deputy City Administrator, Sara A. Green, CPM, MMC, City Clerk, Bill Bailey, Director, Department of Parks and Recreation, Monta L. Burrough, Deputy Director, Department of Economic and Community Development, Chrissy Cornwell, Director, Department of Emergency Management, Marchelle LeBlanc, Director, Department of Human Services, Tim Miller, Director, Department of Public Works, S. Michele Saylor, Director, Department of Budget and Personnel Services, Danny Selby, Director, Department of the Fire Marshal and Permit Services, James Cornwell-Shiel, Director, Department of Information Technology, Mark Plazinski, Deputy Chief of Police, and Stephanie P. Anderson, City Solicitor.

Agenda Item No. 2 was Ordinance No. 2052- An Ordinance of the Mayor and City Council of Laurel, Maryland to Amend Laurel City Code, Chapter 11, "Planning and Development, "Article III, "Affordable Housing Program," Section 11-53, "For Sale Affordable Housing" to Update and Supplement the For Sale Housing Requirements and Providing for an Effective Date. Councilman Kole presented the proposed amendment to the draft ordinance that he had submitted in writing to the City Clerk stating that the amendment was to change Section No. 11-53 (b) to include a household income of between fifty percent (50%) and seventy percent (70%) of the Area Median Income (AMI) percentage from the original language that limited the percentage to sixty percent (60%).

Councilman Simmons then presented the following amendments that he had submitted highlighted below in yellow:

Sec.11-53. For sale affordable housing.

- a. For residential developments that include a minimum of ~~twenty (20)~~fifty (50) single-family detached, townhouse, and/or condominium dwelling units in a multi-family building, ~~to also include and also~~ residential portions of mixed-use developments that include the same type and minimum number of dwelling units, eight (8) percent of the total number of dwelling units (with any fractional amount rounded up) shall be developed, built, and sold as affordable housing. If the development is constructed in phases, each phase of the development shall include its proportionate share of affordable units, unless otherwise agreed to in writing by the City's Department of Economic and Community Development.
- b. Eligibility for any affordable dwelling unit shall be a household income of between fifty percent (50%) and ~~seventy percent (70%) ninety percent (90%)~~ of the Area Median Income ("AMI") for Prince George's County no greater than sixty (60) percent of the median income in Prince George's County, adjusted for household size, as determined annually by the federal Housing and Urban Development measure for the "Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area" Maryland Department of Housing and Community Development.
- c. The base price of each affordable dwelling unit in the development shall not exceed thirty (30) percent (30%) of the average price as advertised for the base price of the same market rate model, or if the affordable unit is not related to a market rate model, then to the market rate model to which it is most closely related, all as approved by the City's Department of Economic and Community Development. (Example: If the average price of the base model of a market rate model is \$500,000, 30% of that price would be \$150,000 for the price of the related, or most closely related, affordable unit.) median price of each similar unit type in the development at the time a contract for any such affordable unit is entered into.
- d. Affordable dwelling units shall be interspersed throughout the development, and the location of all lots to contain an affordable unit shall be shown on the Preliminary Plan of Subdivision for the development and approved through that process. No lot containing an affordable unit shall be adjacent to a lot containing any other affordable unit, although any lot upon which an affordable unit is constructed may be located directly across a street from another lot containing an affordable unit, or may back directly upon a lot containing another affordable unit across rear yards or common areas.
- e. No affordable unit shall be less than eighty percent (80%) smaller than the smallest base model of market rate units within the same development (based on interior square footage). Additionally, no affordable unit shall be located on a lot that is significantly

smaller or shaped much differently (as determined by the Planning Commission) from lots upon which market rate units are located within the development.

- f. The exterior of each affordable unit shall be similar in architecture, materials, color, and all other exterior design features from those of market rate units, within the development, so that they are virtually indistinguishable visually from the market rate units.
- g. The number of bedrooms and bathrooms within each affordable unit shall be no less than the number of bedrooms and bathrooms in the smallest base model of the market rate units within the development. The residents of each affordable unit shall have full and equal access to all amenities within the development as do the residents of each market rate unit.
- h. No affordable unit may be used for rental purposes.
- i. ~~as a rental unit.~~ All affordable dwelling units in a development shall remain so for a period of thirty (30) years in perpetuity, and this shall be reflected in declaration of covenants that shall run with the land and shall bind the applicant, and as signee, mortgagee, subsequent purchasers, or any of their successors or assigns, and said declaration of covenants shall be recorded among the land records of Prince George's County Maryland. Should the affordable dwelling unit be resold within the 30 year period, the sale price shall be constrained to no greater than the purchase price plus an adjustment for inflation subsequent to purchase date.
- j.
 - i. Certificates of occupancy for at least seventy-five percent (75%) of the total number of affordable units within a development shall be issued prior to the issuance of more than seventy-five percent (75%) of the certificates of occupancy for the total number of market rate units within any development; and
 - ii. Certificates of occupancy for one hundred percent (100%) of the total number of affordable units within a development shall be issued prior to issuance of more than ninety percent (90%) of the certificates of occupancy for the total number of market rate units within the development.
- k. Prior to the recordation of the final plat for any development (or prior to the first final plat, if more than one), the owner of the property shall sign and have recorded among the land records of Prince George's County a covenant to run with the land, to assure that: (1) each affordable unit within the development shall remain affordable (as described herein and as may be amended from time to time) for a period of at least thirty (30) years; (2) any resale of the affordable unit will be subject to the covenants, restrictions and other provisions related to affordable units within the City Code at the time of the resale; (3) should any affordable unit(s) be age-restricted, a covenant shall be recorded among the land records for Prince George's County to have any such affordable unit remain age-

restricted for a period of at least thirty (30) years; any such age-restricted affordable units shall be purchased only by individuals who meet the Federal HUD requirements for age restrictions in place at the time of the sale, and shall otherwise be subject to all covenants, restrictions and other provisions related to affordable units within the City Code; and (4) any refinancing of the affordable unit may not be for any more than the amount originally borrowed twenty-five percent (25%) above the amount owed on the unit at the time of the refinancing.

Ms. Anderson stated that there was also revised language that Jay Meashey, Director, Department of Economic and Community Development had suggested to Section 11-53. (e). Mr. Meashey stated that his recommendation was to revise the language to the following:

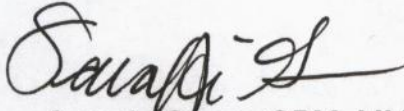
- e. All affordable units must be at least 80% of the size of the smallest base model of market unit rates within the same development (based on interior square footage). Additionally, no affordable unit shall be located on a lot that is significantly smaller or shaped much differently (as determined by the Planning Commission) from lots upon which market rate units are located within the development.

The Council agreed that all of the proposed revisions be made to the draft ordinance and to move the revised ordinance forward to the meeting scheduled virtually for December 8, 2025 at 6:00 pm.

Agenda Item No. 3 was Resolution No. 12-2025- A Resolution of the Mayor and City Council of Laurel, Maryland, to Alter the Membership of the City of Laurel Juneteenth Freedom Day Celebration Planning Executive Committee. Ms. Crystal Hypolite, Chief of Staff to the Mayor presented the proposed resolution noting that the amendments to the voting membership of the Juneteenth Committee were being made at the request of the Committee. The Council agreed to move the item forward to the regular meeting scheduled for Monday, December 8, 2025 at 6:00 pm.

There being no further business, the meeting was adjourned at approximately 5:22 pm.

Approved:



Sara A. Green, CPM, MMC
City Clerk

Date:

December 8, 2025

Mayor and City Council Attendance Record

Work Session

December 3, 2025 5:00 pm

Virtual Meeting

Call to Order: 5:00pm Meeting Ended: 5:22pm Members of the Public: Ø

✓ Christian L Pulley ✓ Nekesa Matlock ✓ Bill Bailey ✓ Monta Burrough ✓ Chrissy Cornwell

absent Chief Russell Hamill ✓ Crystal Hypolite ✓ James Cornwell-Shiel ✓ Marchelle LeBlanc

✓ Tim Miller ✓ S. Michele Saylor ✓ Danny Selby absent Natalie Williams ✓ Stephanie Anderson

✓ Mark Plazinski

Mayor and Councilmembers Attendance

✓ Councilwoman Clark ✓ Councilman Kole ✓ Councilman Mills

✓ Councilman Simmons ✓ President Smith absent Mayor Sydnor

Came in at 5:02pm

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Work Session

Wednesday, December 3, 2025

5:00 PM **Note Special Start Time**

Agenda

Virtual Meeting

Watch the meeting on Laurel TV streaming live in your web browser at <https://laurelvtv.org/watch-live> or locally Laurel TV can be found on Comcast Channel 996 (HD), 71 (SD) or Verizon FiOS Channel 12.

1. Call to Order – Brencis D. Smith, Council President
2. Ordinance No. 2052- An Ordinance of the Mayor and City Council of Laurel, Maryland to Amend Laurel City Code, Chapter 11, "Planning and Development, "Article III, "Affordable Housing Program," Section 11-53, "For Sale Affordable Housing" to Update and Supplement the For Sale Housing Requirements and Providing for an Effective Date
3. Resolution No. 12-2025- A Resolution of the Mayor and City Council of Laurel, Maryland, to Alter the Membership of the City of Laurel Juneteenth Freedom Day Celebration Planning Executive Committee
4. Adjournment



CITY OF LAUREL, MARYLAND

Item 2.

ORDINANCE NO. 2052 *(Revision by Councilman James Kole- 11/20/2025)*

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO AMEND LAUREL CITY CODE, CHAPTER 11, "PLANNING AND DEVELOPMENT," ARTICLE III, "AFFORDABLE HOUSING PROGRAM," SECTION 11-53, "FOR SALE AFFORDABLE HOUSING" TO UPDATE AND SUPPLEMENT THE FOR SALE HOUSING REQUIREMENTS AND PROVIDING FOR AN EFFECTIVE DATE.

Sponsored by the President at the request of the Administration.

WHEREAS, the City Council desires to promote for sale affordable housing in the City; and

WHEREAS, the City Council also desires to update and supplement the existing provisions involving for sale affordable housing in the City, to assure that said housing is achieving the housing goals and desires of those who are not able to afford market rate housing; and

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Mayor and City Council of Laurel, Maryland that the Laurel City Code, Chapter 11, "Planning and Development," Article III, "Affordable Housing Program," Section 11-53, "For sale affordable housing," is hereby amended as follows:

Sec.11-53. For sale affordable housing.

- a. For residential developments that include a minimum of twenty (20)~~twenty (20)~~ ~~fifty (50)~~ single-family detached, townhouse, and/or condominium dwelling units in a multi-family building, to also include residential portions of mixed-use developments that include the same type and minimum number of dwelling units, eight (8) percent of the total number of dwelling units (with any fractional amount rounded up) shall be developed, built, and sold as affordable housing. If the development is constructed in phases, each phase of the development shall include its proportionate share of affordable units, unless otherwise agreed to in writing by the City's Department of Economic and Community Development.

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Underlining indicates new language added.

Strikethroughs indicate language deleted.

* * * Asterisks indicate intervening language and section unchanged.

- b. Eligibility for any affordable dwelling unit shall be **limited to** a households **with an** income **of between fifty percent (50%) and ninety-seventy percent (9070%)** of the Area Median Income ("AMI") for Prince George's County ~~no greater than sixty (60) percent of the median income in Prince George's County, adjusted for household size, as determined annually by the Maryland Department of Housing and Community Development.~~
- c. The base price of each affordable dwelling unit in the development shall not exceed thirty (30)-percent (30%) of the average price as advertised for the base price of the same market rate model, or if the affordable unit is not related to a market rate model, then to the market rate model to which it is most closely related, all as approved by the City's Department of Economic and Community Development. (Example: If the average price of the base model of a market rate model is \$500,000, 30% of that price would be \$150,000 for the price of the related, or most closely related, affordable unit.) ~~median price of each similar unit type in the development at the time a contract for any such affordable unit is entered into.~~
- d. Affordable dwelling units shall be interspersed throughout the development, and the location of all lots to contain an affordable unit shall be shown on the Preliminary Plan of Subdivision for the development and approved through that process. No lot containing an affordable unit shall be adjacent to a lot containing any other affordable unit, although any lot upon which an affordable unit is constructed may be located directly across a street from another lot containing an affordable unit, or may back directly upon a lot containing another affordable unit across rear yards or common areas.
- e. No affordable unit shall be less than eighty percent (80%) smaller than the smallest base model of market rate units within the same development (based on interior square footage). Additionally, no affordable unit shall be located on a lot that is significantly smaller or shaped much differently (as determined by the Planning Commission) from lots upon which market rate units are located within the development.
- f. The exterior of each affordable unit shall be similar in architecture, materials, color, and all other exterior design features from those of market

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* * * Asterisks indicate intervening language and section unchanged.

rate units, within the development, so that they are virtually indistinguishable visually from the market rate units.

- g. The number of bedrooms and bathrooms within each affordable unit shall be no less than the number of bedrooms and bathrooms in the smallest base model of the market rate units within the development. The residents of each affordable unit shall have full and equal access to all amenities within the development as do the residents of each market rate unit.
- h. No affordable unit may be used for rental purposes.
- i. ~~as a rental unit.~~ All affordable dwelling units in a development shall remain so in perpetuity, and this shall be reflected in declaration of covenants that shall run with the land and shall bind the applicant, and as signee, mortgagee, subsequent purchasers, or any of their successors or assigns, and said declaration of covenants shall be recorded among the land records of Prince George's County Maryland.
- j. i. Certificates of occupancy for at least seventy-five percent (75%) of the total number of affordable units within a development shall be issued prior to the issuance of more than seventy-five percent (75%) of the certificates of occupancy for the total number of market rate units within any development; and
 ii. Certificates of occupancy for one hundred percent (100%) of the total number of affordable units within a development shall be issued prior to issuance of more than ninety percent (90%) of the certificates of occupancy for the total number of market rate units within the development.
- k. Prior to the recordation of the final plat for any development (or prior to the first final plat, if more than one), the owner of the property shall sign and have recorded among the land records of Prince George's County a covenant to run with the land, to assure that: (1) each affordable unit within the development shall remain affordable (as described herein and as may be amended from time to time) for a period of at least thirty (30) years; (2) any resale of the affordable unit will be subject to the covenants, restrictions and other provisions related to affordable units within the City Code at the time of the resale; (3) should any affordable unit(s) be age-restricted, a

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* * * Asterisks indicate intervening language and section unchanged.

covenant shall be recorded among the land records for Prince George's County to have any such affordable unit remain age-restricted for a period of at least thirty (30) years; any such age-restricted affordable units shall be purchased only by individuals who meet the Federal HUD requirements for age restrictions in place at the time of the sale, and shall otherwise be subject to all covenants, restrictions and other provisions related to affordable units within the City Code; and (4) any refinancing of the affordable unit may not be for any more than twenty-five percent (25%) above the amount owed on the unit at the time of the refinancing.

AND, BE IT FURTHER ENACTED AND ORDAINED, that this Ordinance shall take effect on the date of its passage.

PASSED this _____ day of _____, 2025.

ATTEST:

SARA A. GREEN, CPM, MMC
City Clerk

BRENCIS D. SMITH
President of the City Council

APPROVED this _____ day of _____, 2025.

KEITH R. SYDNOR
Mayor

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Underlining indicates new language added.
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* * * Asterisks indicate intervening language and section unchanged.

Juneteenth Freedom Day Celebration Committee

PURPOSE: To establish a Citywide celebratory Juneteenth program to commemorate that on June 19, 1865 – more than two years after the Emancipation Proclamation was signed the enslaved people of Galveston, Texas realized their freedom. The City's Juneteenth Planning Committee will invite others to join in a day of recognition, reflection, and celebration of the freedom and resilience that this day represents. Juneteenth is a City of Laurel Official Holiday.

PROGRAM DESCRIPTION: **JUNETEENTH FREEDOM DAY CELEBRATION COMMITTEE** is the official planning committee for the City of Laurel, to develop a community-wide annual Juneteenth Celebration. The Planning Committee will expand its efforts to enhance diversity and inclusion, with the goal to provide meaningful interactions that improve community relations, encourage collaboration, and bring forth a sense of pride. This observance of the emancipation of slaves in the United States will be focused on education, the arts, supporting local businesses, and unification. The Planning Committee may work with other non-profit organizations and local educational institutions. The celebration will promote, as well as provide a wealth of educational and health resources that will infuse the arts to enhance each attendee's understanding of African American Culture. The City's goal is to have a fun filled day, full of safe activities, community awards, contests, and games for all to enjoy.

PROGRAM SPEAKER: At least one speaker shall highlight the event and speak about the meaning of the celebration.

STAFF: Mayor and City Council Offices', the Department of Parks and Recreation, and the Department of Communications will have staff assigned, as needed.

MONTH OF YEAR: June

DAY OF MONTH: On or around June 19th

LOCATION: City of Laurel - Community-wide

TIME: To be determined (TBD) by committee

EQUIPMENT NEEDED: TBD

APPOINTMENTS: Appointments to the Executive Committee shall be made by the Mayor and confirmed by the City Council.

**EXECUTIVE
COMMITTEE:**

The Executive Committee shall be made up of seven (7) members of the community. The Executive Committee shall set the budget, appoint sub-committees as may be needed, document minutes of the meetings, set time and location of planning meetings. One member of the City Council may serve as ex-officio members. No City funds may be expended, or contracts signed by the Executive Committee without the approval of the City Administrator or designee.

**CHAIR AND
VICE CHAIR:**

The Mayor shall appoint the Chair of the Executive Committee. The Vice Chair, Secretary and other positions of leadership shall be elected by the Executive Committee members. The City Council position may not serve as Chair or Vice Chair but may be appointed to Chair of a sub-committees.

**PLANNING
COMMITTEE:**

The Planning Committee shall be made up of the Executive Committee members, as well as others who wish to volunteer their time to plan the Juneteenth Celebrations. The Planning Committee will also have the responsibility to make sure the event has volunteers, if needed to help set up, run, and clean up for the celebration.

MEETINGS:

Meetings shall be called by the Chair. Meetings shall be held at least bi-monthly. Meetings shall be open to the Public and held in accordance with the Maryland Open Meetings Act. Meetings may be held in person or virtually.

Revised 12/2025

Committee Established September 7, 2021



CITY OF LAUREL, MARYLAND

Item 3.

RESOLUTION NO. 12-2025

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND, TO ALTER THE MEMBERSHIP OF THE CITY OF LAUREL JUNETEENTH FREEDOM DAY CELEBRATION PLANNING EXECUTIVE COMMITTEE

Sponsored by President at the request of the Administrator.

WHEREAS, on June 28, 2021, the Mayor and City Council adopted Ordinance No. 1979 making Juneteenth Freedom Day an official City of Laurel Holiday; and

WHEREAS, the Mayor and City Council of Laurel recognize the importance of remembering and celebrating Juneteenth Freedom Day in the City, with a community-wide celebration; and

WHEREAS, within Ordinance No. 1979 the City Council requested that the Mayor appoint a Juneteenth Freedom Day Celebration Planning Committee to plan for a 2022, community-wide celebration to be held on or about June 19, 2022, to honor and celebrate African American freedom in the City of Laurel; and

WHEREAS, on October 25, 2021 the Mayor and City Council adopted Resolution No. 8-2021 establishing the City of Laurel Juneteenth Freedom Day Celebration Planning Committee; and

WHEREAS, the City of Laurel Juneteenth Freedom Day Celebration Planning Committee has held an annual celebration each year since 2021; and

WHEREAS, the City of Laurel Juneteenth Freedom Day Celebration Planning Executive Committee voting membership requirement of twelve (12) has made it challenging to obtain a quorum in order to conduct official business of the Executive Committee; and

WHEREAS, the City of Laurel Juneteenth Freedom Day Celebration Planning Executive Committee has requested that the Mayor and City Council reduce the required number of voting members from twelve (12) to seven (7), thus allowing for a meeting quorum to be established with a minimum of four (4) voting members present; and

WHEREAS, that the Mayor and City Council of Laurel, Maryland, desire to provide for the efficient conduct of business for the City of Laurel Juneteenth Freedom Day Celebration Planning Executive Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Laurel, Maryland that the City of Laurel Juneteenth Freedom Day Celebration Planning Executive Committee voting membership requirement is hereby altered by this Resolution.

AND, BE IT FURTHER RESOLVED, that the Juneteenth Freedom Day Celebration Planning Executive Committee description sheet which is contained in Attachment "A"- *Revised and attached* hereto, providing for the purpose, program description, staff assignment(s), appointment process for the Chair, Vice Chair and Members, meeting location, time and frequency is hereby adopted as part of this Resolution.

AND, BE IT FURTHER RESOLVED, that the members shall serve without compensation, and all meetings shall be held in accordance with the Maryland Open Meetings Act.

AND, BE IT FURTHER RESOLVED, that this resolution shall take effect from the date of its adoption.

ADOPTED this _____ day of _____, 2025.

ATTEST:

SARA A. GREEN, CPM, MMC
 City Clerk

BRENCIS D. SMITH
 President of the City Council

APPROVED this _____ day of _____, 2025.

KEITH R. SYDNOR
 Mayor