

Centreville Planning Commission
April 17, 2024
7:00 p.m.

MINUTES

The April 17, 2024 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Kara Willis, Chair; in the Wharf Building, second floor meeting room. The following members and staff were present: Kara Willis, Chair; Tim Zuella, Vice Chair; Mitchell Delaney, Secretary; Pat Fox, and Nancy Emerick, Members; Dan Worth, Town Council Member; Will Chapman, Acting Town Attorney; Stacey Dahlstrom, Town Planner and Betty Jean Hall, Administrative Assistant.

Chair's Announcements

Kyle Farabaugh was appointed to the Planning Commission and will be sworn in at the next Town Council meeting. Ms. Willis was reappointed and will also be sworn in at the next meeting of the Town Council.

Review of Minutes from Previous Meetings

- a. Ms. Willis moved to approve the March 20, 2024 meeting minutes as submitted. Ms. Emerick seconded the motion, which passed unanimously.
- b. Ms. Willis moved to approve the April 3, 2024 work session minutes as submitted. Ms. Fox seconded the motion, which passed unanimously.

Citizen Comment

No citizens provided comments.

Appearances

- a. Variance Request and Final Site Plan Submittal – 216 N. Commerce St., Mixed-Use Bldg.
 - Mr. Layden, Engineer and Greg Torchio, Torchio Architects were in attendance.
 - Mr. Layden stated this is a follow-up to the meeting in February and to request a positive recommendation to the Board of Appeals allowing the entrance to the property to be 0.5' from the side property line.
 - Mr. Layden distributed a report from the Queen Anne's County Department of Public Works for the stormwater review of the project and pointed out that conditional final review was granted.
 - Mr. Layden reviewed the changes to the site plan since the preliminary review which included a 2-seat bench near the front door, a bike rack in the back of the parcel near the vehicular parking, the trash corral reworked into the southeast corner of the lot, a grill and picnic table at the upper back corner of the parcel.
 - Mr. Torchio reviewed the Design Standard compliance checklist that was included in the submittal and the commissioners' packets.
 - Ms. Willis asked if the building was going to be white as shown on the renderings.
 - Mr. Torchio confirmed the building is planned to be white and distributed cut sheets of the lighting that will be used on the site. There will be on lantern on the front porch, two lanterns at the side entry, an area light mounted on the back wall of the building and a full cut-off LED 12' pole light at the rear of the parking lot near the table and grill area.
 - Ms. Willis moved to forward a favorable recommendation to the Board of Appeals regarding the variance request of 216 N. Commerce Street mixed-use building, Tred Avon Partners, LLC to allow the face of the curb of the driveway entrance to be 0.5' from the right-side lot line as we find it consistent with the Town of Centreville Comprehensive Plan. Mr. Delaney seconded the motion, which passed unanimously.
 - Ms. Willis moved to approve the final site plan of 216 N. Commerce Street mixed-use building, Tred Avon Partners, LLC conditional upon the Board of Appeals approval regarding the driveway entrance variance request and that the applicant shall obtain all required local, County, State, and Federal approvals and permits

to satisfy any public works specifications and details that may be required by the Town engineering and public works staff. Mr. Zuella seconded the motion, which passed unanimously.

New Business

- a. Proposed Providence Farm Annexation items for discussion
 - Ms. Dahlstrom invited Mr. Stevens, Attorney and Mr. Karen, Developer to join her at the dias table.
 - Ms. Dahlstrom shared a pattern book from Gibson's Grant and a concept of a TND with the Planning Commissioners.
 - Mr. Karen expressed his wishes to have a collaborative partnership to enhance the town with a market ready product.
 - Ms. Dahlstrom prepared a memo that was distributed in the packets.
 - Ms. Dahlstrom relayed that the TND may need some revisions to satisfy the complete neighborhood concept as recommended in the Comprehensive Plan.
 - Mr. Stevens stated they need to be assigned a zoning district when annexed into the town to be able to do a concept or master plan.
 - Mr. Karen envisions the open space of this property to have a park along the top edge with walking and biking paths, gazebos, water enhancement areas, and best management practices basins that is useful for everyone.
 - Mr. Stevens stated during conversations with Town Council it was agreed they want to see an affordable community with attached and detached housing, some multi-family; an institutional aspect such as assisted living or continuing care.
 - Mr. Stevens explained the 350 sq. ft. of non-residential in the TND for every acre would equate to about 100,000 sq. ft. on this parcel. That amount would be used on the County property of 10 acres alone. Using these calculations, that would leave nothing for the remainder of Rt. 304.
 - Mr. Stevens stated an R-2 zoning with C-2 along the frontage subject to complete communities has also been discussed.
 - Ms. Willis values the prescriptive nature of the TND and would be a good opportunity to give the potential development a roadmap for multiple sized homes; if they went to R-2 there is no real directive for the Planning Commission to require percentages of single-family or multi-family homes.
 - Ms. Dahlstrom stated the limit of single-family currently in the TND is 50% which may be too high.
 - Mr. Stevens pointed out the outright prohibition of front-loaded garages in the TND is very problematic as it creates added expense.
 - Ms. Willis and Ms. Fox agreed that they were not opposed to front-loading garages.
 - Mr. Stevens thanked the Commission and stated the discussion was very helpful.

Old Business

- a. Planning & Zoning Commission Bylaws and Rules of the Town of Centreville Planning Commission changes
 - Mr. Chapman emailed the track changes for review and approval by the Commission.
 - Ms. Willis requested to add 'and amended this 17th day of April 2024 by an affirmative vote of 5 to 0 with one member abstaining or absent'. to the last sentence of the Planning & Zoning Commission Bylaws.
 - Mr. Zuella moved to accept the changes to the Rules of the Town of Centreville Planning Commission and the Planning Commission's Bylaws as amended April 17, 2024. Ms. Fox seconded the motion, which passed unanimously.
- b. Draft Zoning Map Amendments
 - Ms. Dahlstrom called attention to numbers 19 and 20 on the draft zoning map. Number 19 being the Town's right-of-way and number 20 currently has commercial zoning on a portion of the parcel which is occupied by apartments. Number 19 will be changed from C-3 to CBD and number 20 will be changed from C-3 to R-3.

Zoning Issues

- a. HB0538 – The Governor signed a bill that places manufactured homes that are of a certain definition to be a permitted use in zoning categories where single-family homes are allowed.

Citizen Comment

No citizens provided comments.

Adjournment

There being no further business, Ms. Willis moved to adjourn the April 17, 2024 Planning Commission meeting. Mr. Zuella seconded the motion, which passed unanimously. The meeting was adjourned at 8:52 p.m.

Respectfully submitted,



Betty Jean Hall
Administrative Assistant

Action Items

- Approved the March 20, 2024 meeting minutes as submitted.
- Approved the April 3, 2024 work session minutes as submitted.
- Forwarded a favorable recommendation to the Board of Appeals regarding the variance request of 216 N. Commerce Street mixed-use building, Tred Avon Partners, LLC to allow the face of the curb of the driveway entrance to be 0.5' from the right-side lot line as it was found to be consistent with the Town of Centreville Comprehensive Plan.
- Approved the final site plan of 216 N. Commerce Street mixed-use building, Tred Avon Partners, LLC conditional upon the Board of Appeals approval regarding the driveway entrance variance request and that the applicant shall obtain all required local, County, State, and Federal approvals and permits to satisfy any public works specifications and details that may be required by the Town engineering and public works staff.
- Accepted the changes to the Rules of the Town of Centreville Planning Commission and the Planning Commission's Bylaws as amended April 17, 2024.