

**Centreville Planning Commission**  
**August 21, 2024**  
**7:00 p.m.**

**MINUTES**

The August 21, 2024 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Tim Zuella, Vice Chair; in the Liberty Building, second floor meeting room. The following members and staff were present: Tim Zuella, Vice Chair; Nancy Emerick, Secretary; Pat Fox, Wendy Emerson, and Kyle Farabaugh, Members; Dan Worth, Town Council Member; Sharon VanEmburch, Town Attorney; Mike Whitehill, Town Engineer; Stacey Dahlstrom, Town Planner (attended by Zoom) and Betty Jean Hall, Administrative Assistant.

**Review of Minutes from Previous Meetings**

- a. Minutes were deferred to the next meeting.

**Citizen Comment**

Tim McCluskey, Watson Road and Jane Keller, Watson Road provided comments.

**Appearances**

- a. Variance Request for Driveway/Walkway in the Critical Area Buffer – 110 Watson Road
  - Mr. Whitehill described the property as the most difficult Critical Area property within the Town, mostly because of the steep bank and marsh. Mr. Whitehill and Ms. Brinkley met with the Critical Area Commission (CAC) to review the site. Virtually all the entrances on Watson Road are hidden. Relocating the existing driveway and adding walkways will require removing trees which requires a variance under the Critical Area Ordinance. The CAC staff is satisfied with the Buffer Management Plan that has been submitted by the applicant. Mr. Whitehill concluded by stating everything that has been submitted is in compliance.
  - Mr. Delaney provided written comments prior to the meeting.
  - Ms. Emerson moved to forward a favorable recommendation to the Board of Appeals for the variance request as it is consistent with the Comprehensive Plan. Ms. Emerick seconded the motion, which passed unanimously.
- b. Concept Subdivision and Site Plan for proposed commercial development on proposed Lots N, O and P, Centreville Business Park
  - Mr. Brandon Davis, DMS & Associates, Civil Engineer; Kevin Sills, Mid-Atlantic Real Estate Investments and Tony Kupersmith, MDSW Law were present for the subdivision and site plan proposal on behalf of the applicant. Mr. Davis presented the site plan and subdivision concepts for proposed lots N, O and P in the Centreville Business Park.
  - Mr. Davis highlighted the following points of the submittal to the Planning Commission:
  - The total acreage for the three lots is just over 5 acres. Lots N and O front Rt. 213. The property is zoned Planned Business District (PBD) and is outside the Critical Area. Forest conservation requirements and stormwater management controls have already been addressed by the parent property.
  - The site plan consists of 4 buildings total. Two of which are located on lot P and one each on lots N and O. The building on lot N is just under 6900 sq. ft. proposed for retail use. Lot O has a single building with just under 10,000 sq. ft. of restaurant and retail use. Lot P has two buildings proposed which combined have just under 25,700 sq. ft. of retail use.
  - The site is currently proposed to access Laser Drive in two locations. There is connectivity amongst the three lots. A cross-parking agreement will be executed for cross parking between property lines.
  - 229 spaces is the calculated requirement for the combined retail and restaurant uses, the applicant proposes to provide 205 spaces.
  - Loading and trash corral considerations for all three lots and all four buildings are provided.

- Proposed landscaping addresses all street buffer requirements, parking lot plantings, parking lot screening and the Town's tree canopy coverage requirement.
- There is a wooded patch on the property that abuts Laser Drive described as full volunteer trees of a pear species that come up from the ground and grow into a multi-trunk configuration that the landscape architect referred to as trash trees. The concept plan currently shows this area being removed.
- There are eight parking spaces proposed along Rt. 213. The applicant felt those parking spaces are important for the retail and restaurant businesses. There was concern from the Technical Advisory Committee about the maneuverability of leaving the drive-thru pickup window driving toward those spaces. There is over 47 feet prior to reaching the back edge of the first of the eight parking spots.
- Mr. Zuella asked about the treed area along Rt. 213.
- Mr. Davis stated the area would be cleared and replanted with the buffer required by the Town code.
- Ms. Emerson conveyed the importance of having the turning radius, drive-thru and parking widths within the parking lots to be of an acceptable size.
- Ms. Emerson also questioned the size of the monument sign that has been proposed.
- Mr. Davis stated there is emphasis on using a combined sign for multiple businesses.
- Mr. Sills stated they have reached out to the management company of the neighboring shopping center requesting the allowance of an inter-parcel connector between the two properties. There was no agreement reached but he would be happy to contact them again.
- Mr. Zuella described moving the 11,000 sq. ft. building to front along Laser Drive to be able to have parking located behind the buildings as the Town code suggests by requiring parking at the side or rear of commercial structures.
- Mr. Davis explained that creates a need to have two fronts on the building and removes the ability to have a practical loading area.
- Mr. Zuella asked if the businesses identified on the concept plan were definite or proposed.
- Mr. Sills stated Dairy Queen, Advance Auto, Verizon, Jersey Mikes are definite. They are working on an Asian Fusion restaurant, medical offices and a diner.
- Ms. Fox requested more handicap accessible spaces be added to the plan.
- Mr. Zuella requested the applicant show an interconnection of walkways throughout the site along with lighting (bollards) for those walkways in a future submittal.
- Ms. Emerick questioned the location of the dumpster corral for the Advance Auto Parts building.
- Mr. Davis described the anticipated traffic rotation within lots N and O and explained the roadway behind the building on Lot P will be wide enough for two-way traffic and a delivery truck to be parked to offload goods.
- Ms. Emerson requested the parking spaces be increased in size due to the number of larger vehicles that are in the area.
- Mr. Davis stated increasing the width of the parking spaces would reduce the number of spaces.
- Ms. Willis provided written comments prior to the meeting.
- Mr. Zuella moved to approve the concept subdivision and site plan for proposed lots N, O and P with consideration of the points discussed during the review by the Planning Commission. Ms. Emerson seconded the motion, which passed unanimously.

c. Amended Final Site Plan – YMCA Outdoor pool and support building – 210 Vincit Street

- Mr. Brandon Davis, DMS & Associates, Civil Engineer; Mr. Gill, YMCA of the Chesapeake and Mr. Hagerman, KRM Development, were in attendance for the applicant.
- The pool will be closed at dusk. There will be state regulated safety lighting after dusk.
- The parking lot will be illuminated with downlighting the same as in the front parking lot.
- The fencing would be steel industrial commercial grade to the state regulated height.
- The State of Maryland has not provided the applicant with the number of bathrooms required in the associated pool building.
- The pool water is drained into the sewer system, not onto the property.
- If and when pickleball courts are built on the site they will have to be constructed on pervious surface.
- Ms. Willis and Mr. Delaney provided written comments prior to the meeting.

- Ms. Emerson moved to approve the plans for just the pool and look forward to seeing the plans for the pavilion. Mr. Zuella seconded the motion, which passed unanimously.

### New Business

- a. Ordinance 08-2024 – Temporary Moratorium
  - Mr. Worth stated the Ordinance has been proposed to allow the Planning Commission time to work on changes to the Zoning Ordinance. It does not restrict commercial development currently, only residential and mixed-use. At the same time, the Town Council needs to work on the sewer allocation policy.
  - Mr. Zuella moved to forward a positive recommendation for Ordinance 08-2024 to the Town Council. Ms. Emerson seconded the motion, which passed unanimously.
- b. Ordinance 09-2024 – Cannabis Provisions
  - Ms. VanEmburch explained the State of Maryland updated their cannabis laws. Almost the entirety of the proposed ordinance is to become compliant with the state laws. On-site cannabis consumption is prohibited.
  - Ms. Emerson moved to forward a positive recommendation for Ordinance 09-2024 to the Town Council. Ms. Fox seconded the motion, which passed unanimously.

### Adjournment

There being no further business, Mr. Zuella moved to adjourn the August 21, 2024 Planning Commission meeting. The meeting was adjourned at 8:52 p.m.

Respectfully submitted,



Betty Jean Hall  
Administrative Assistant

### Action Items

- Forwarded a favorable recommendation to the Board of Appeals for the variance request for driveway/walkway within the Critical Area buffer at 110 Watson Road as it is consistent with the Comprehensive Plan.
- Approved the concept subdivision and site plan for proposed lots N, O and P with consideration of the points discussed during the review by the Planning Commission.
- Approved the plans for just the outdoor pool and look forward to seeing the plans for the pavilion at the YMCA located at 210 Vincit St.
- Forwarded favorable recommendations for Ordinances 08-2024 and 09-2024 to the Town Council.