

Review Tools

The following are provided as reference documents, please be aware there may be other applicable review provisions that may be applicable.

The Town of Centreville Development Design Standards (adopted October 7, 2010)

Development Design Standards weblink:

<https://www.townofcentreville.org/planning/page/design-standards>

Site Plan Review Checklist (derived/developed from §170-47) is provided below.

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| 170-47 Site Plans | |
| D. Procedural items | |
| 1. Site plans shall be prepared and certified by an engineer, architect, landscape architect, or land surveyor duly registered to practice in the State of Maryland or equivalent certification. | |
| 2. All site plans shall clearly show the information required by this section. | |
| 3. If such plans are prepared in more than one sheet, match lines shall clearly indicate where the several sheets join, and an index sheet shall be required. | |
| 4. Every site plan shall show the name and address of the owner and developer, the election district, North point, date, scale of the drawing, and the number of sheets. | |
| At least Five clearly legible copies submitted to Centreville Planning and Zoning Commission | |
| C. Information required to be included in the site plan. | |
| 2. An area or vicinity map at a scale of not smaller than one-inch equals 2,000 feet and showing such information as the names and numbers of adjoining roads, streams, bodies of water, railroads, subdivisions, election districts, or other landmarks sufficient to clearly identify the location of the property. | |
| 3. A boundary survey plat of the entire site at a scale not smaller than one inch equals 100 feet unless otherwise specified by the Planning and Zoning Commission showing the following: | |

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| a. | Existing topography at two- or five-foot contour intervals. | |
| b. | Slopes in excess of 15% (CA only). | |
| c. | Existing and proposed regraded surface of the land. | |
| d. | Location of natural features such as streams, major ravines, drainage patterns, within the area to be disturbed by construction and the location of trees measuring greater than 12 inches in diameter to be retained. | |
| e. | Floodplain boundaries (one-hundred-year). | |
| f. | Location and areal extent of all soils with septic limitations; wet soils; hydric soils; and soils with hydric properties as shown on the County Soil Survey (CA only). | |
| 4. A detailed drawing showing: | | |
| a. | Location, proposed use, and height of all buildings (delineate all existing buildings and structures); | |
| b. | Location of all parking and loading areas with ingress and egress drives thereto; | |
| c. | Location of outdoor storage (if any); | |
| d. | Location and type of recreational facilities (if any); | |
| e. | Location of all existing or proposed site improvements, including storm drains, culverts, retaining walls, fences, stormwater management facilities as well as any sediment and erosion control structures (information on shore erosion shall include the existing shoreline management designation as shown on the Town of Centreville Critical Area Program Map, existing structures, their condition, and areas for proposed structural and nonstructural controls, shown on the boundary survey plat, at a scale of at least one inch equals 100 feet); | |
| f. | Description, method, and location of water supply and sewerage disposal facilities; | |
| g. | Location, size, and type of all signs; | |
| h. | The location, size, and type of vehicular entrances to the site; | |
| i. | The location of the Critical Area District boundary, the Buffer and other Buffer areas, open space areas, and forested areas; | |
| j. | The location of all Habitat Protection Areas (CA only); | |

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| k. | The location of all contiguous forested areas adjacent to the site that are linked to forested areas on the development site, i.e., hedgerows, forest patches or other wildlife corridors (CA only); | |
| L | The location of agricultural fields, barren lands, pasture, etc. | |
| M | The location of tidal and nontidal wetlands on the site; | |
| N | The location of existing water-dependent facilities on and adjacent to the site, including the number of existing slips and moorings on the site (CA only); | |
| O | The location and extent of existing and/or proposed erosion abatement approaches; | |
| P | The location of anadromous fish spawning stream(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site (CA only); and | |
| q | A detailed drawing locating shore erosion abatement techniques to be included with the site plan (CA only). | |
| r | Elevations, which indicate the exterior appearance and materials to be used in each structure within the site plan. [Added 4-5-2007 by Ord. No. 1-07] | |
| 5. Computations of: | | |
| a | Total lot area; | |
| b | Building floor area for each type of proposed use; | |
| c | Building coverage in percentage; | |
| d | Road area; | |
| e | Number and area of off-street parking and loading spaces; | |
| f | Total site area in the Critical Area District (CA only); | |
| g | Total man-caused impervious surfaces areas and the percentage of site these occupy; | |
| h | Separate computations of the total acres of existing forest cover in the Buffer and in the Critical Area (CA only); | |
| i | Proposed agricultural open space areas; | |
| j | Proposed forest open space areas; and | |
| k | Total area of the site that will be temporarily disturbed during development and the total area that will be permanently disturbed. "Disturbed" is defined as any activity occurring on an area which may result in the permanent loss of or damage to existing natural vegetation (CA only). | |

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| 6. Commercial or industrial uses must include: | | |
| a. | Specific uses proposed; | |
| b. | Maximum number of employees for which buildings are designed; | |
| c. | Type of energy to be used for any manufacturing processes; | |
| d. | Type of wastes or by-products to be produced by any manufacturing process; | |
| e. | Proposed method of disposal of such wastes or by-products; and | |
| f. | Location of outdoor lighting facilities. | |
| 7. In addition to the information above, site plans shall be accompanied by the following: | | |
| a. | A Forest Management Plan including the comments of the Bay Watershed Forester (CA only); | |
| b. | A Habitat Protection Plan including the comments of the Maryland Forest, Park and Wildlife Service (CA only); | |
| c. | An executed cooperator's agreement with the Soil Conservation District or Farm Plan, as applicable (CA only); | |
| d. | A Stormwater Management Plan; | |
| e. | A Sediment and Erosion Control Plan; | |
| f. | A Planting Plan, as required; and | |
| g. | An Environmental Assessment Report which provides a coherent statement of how the proposed development addresses the goals and objectives of the Centreville Critical Area Program (CA only). At a minimum the environmental assessment shall include: | |
| | (1) A statement of existing conditions, e.g., the amount and types of forest cover, the amount and type of wetlands, a discussion of existing agricultural activities on the site, the soil types, the topography, etc; | |
| | (2) A discussion of the proposed development project, including number and type of residential units, amount of impervious surfaces, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas; | |
| | (3) A discussion of the proposed development's impacts on water quality and Habitat Protection Areas; and | |
| | (4) Documentation of all correspondence and findings. | |

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| 8. Other information as requested by the Town. | |
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MEMORANDUM

TO: TOWN OF CENTREVILLE
PLANNING COMMISSION

FROM:
STACEY DAHLSTROM, AICP
SENIOR PLANNER

ORGANIZATION: CENTREVILLE MD

DATE: OCTOBER 11, 2024

Re: Concept Site Plan for a Proposed New
Draper's Liquor Store – 2615 Centreville Road;
Tax Map 44E, Parcels 1062 & 1063-1

URGENT FOR YOUR USE PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

Introduction

The Applicant seeks Concept Site Plan Review for a proposed Commercial Development/New Updated Draper's Liquor Store on the current site located at 2615 Centreville Road (Tax Map 44E, Parcels 1062 & 1063-1). The current owners are proposing to build a new 5,210 sf liquor store to take the place of the existing store. The intent is that the new store is located on the site to allow the existing store to maintain business operations while the new building is being constructed.

This application is for Concept Site Plan Review and the Planning and Zoning Commission's role is for review and comment. Feedback is important to assist in further consideration as the project is reviewed and to avoid confusion. This memo is intended to provide guidance and outlines a few items that PC should be aware of and wish to discuss further with the applicant.

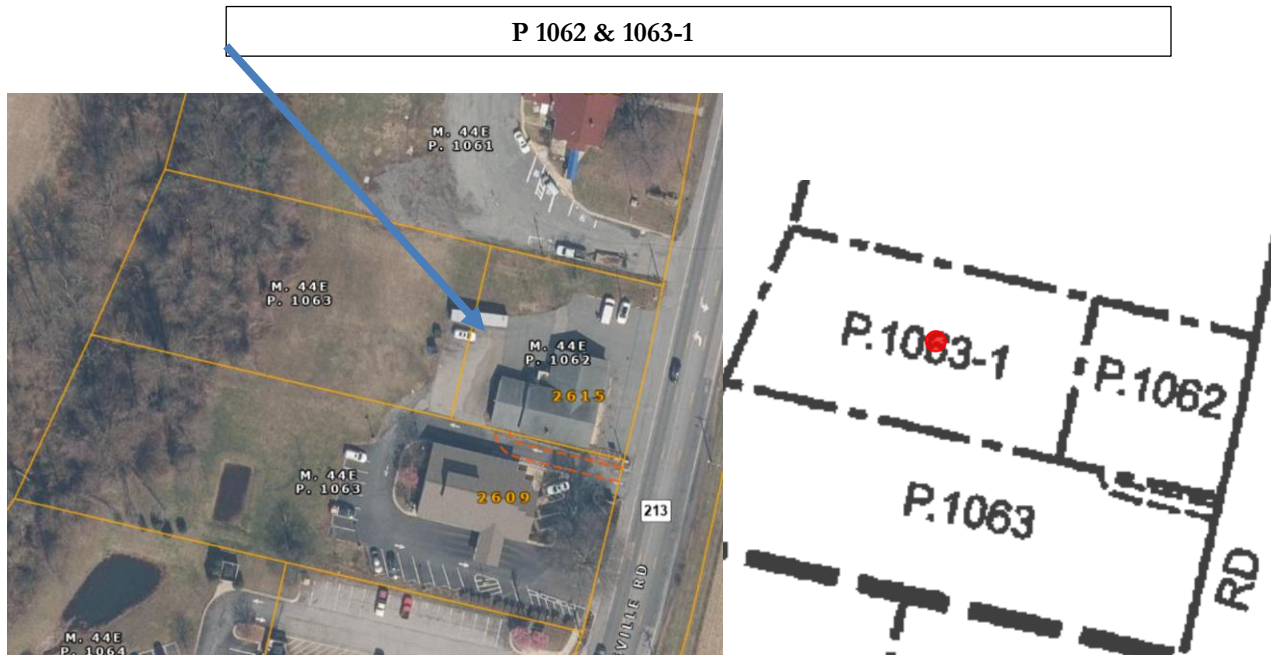
Review Information for your consideration

In June and July of 2023, the Planning Commission had two discussions about the previously submitted informal review for this concept site plan. No TAC review was conducted for this project prior to Planning Commission discussions in June and July 2023. Minutes from the June 21 and July 19, 2023, Planning Commission meetings have been provided.

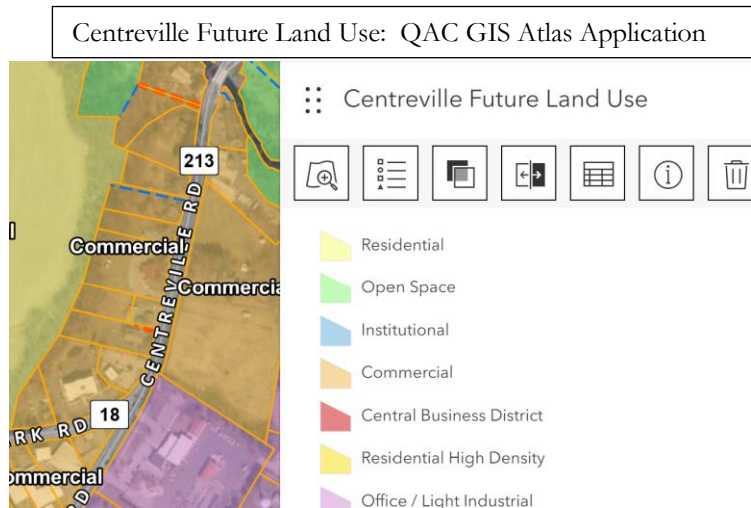
This application was reviewed by the Town of Centreville Technical Advisory Committee (TAC) on Monday, July 15, 2024. TAC Comments have also been provided.

Location

The location of the lots proposed to be combined in the future are shown in the attached snips from the QAC property viewer and SDAT maps to provide an image regarding the larger context of the location of the property.

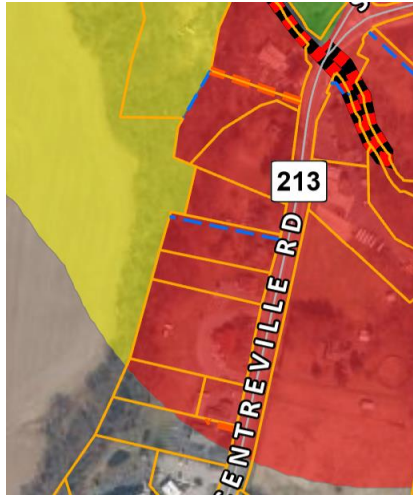


Future Land Use (FLU): Commercial (FLU)



C-2/IDA Critical Area (Zoning)

Centreville Zoning and Critical Area Designation: QAC GIS Atlas Application



QAC Environmental - Critical Area Designations

DESIGNATION

- IDA
- LDA
- RCA
- WET

Comments

Future application for Plat to combine lots

As noted by the applicant in their cover letter, and required by Chapter 138, Subdivision Regulations, the property exists as two parcels of record. The applicant notes that a plat will be prepared and submitted during the formal site plan review process that will identify the interior property line to be abolished to allow the parcels to be consolidated into one parcel.

Outdoor Table & Chairs/Benches

As noted in Town Engineer’s TAC Comments, “Plan shows what appear outside dining tables. Per § 170-22-C (2) this is a use in the CBD which would apply to the C-2 but is an accessory use to restaurants.” – a Table with chairs is shown on Architectural Renderings Sheet SK-3, and benches and tables are noted as site furnishings (C.6.a) in the Design Guidelines (Rev.9.18.24). This should be discussed with the Planning Commission.

Roofline Expression Intent- To ensure that rooflines present a distinct profile and appearance for the building and express the neighborhood character.

Required Standards • Commercial buildings shall be designed to promote a pedestrian scale. To attain the continuation of a pedestrian scale, the use of sloping elements shall be required. Any alternative roofline not utilizing sloping elements must be approved by the Planning Commission.

Parking Standards (Gross Square feet of floor area)

The amount of parking considered by the applicant for the proposed use seems to be based on the §170-32 parking standard for retail uses of 1 space per 250 sq. ft. Noting that 5,210 square feet of retail use requires 21 parking spaces, and one accessible space. It should be noted that if the proposed use is also intended to provide for some “take-out” – even grab and go sandwiches and salads, the parking standard should also consider the square footage devoted to “take out” and the standard of 1 parking space per 100 square feet (§170-32 – Restaurant Carry-out – food, beverages and other refreshments) should be considered

Parking Location

§170-23 D.3.; provides: “To minimize the impact of large expanses of parking on the pedestrian environment, parking spaces shall be located to the rear and/or sides of building.”

The applicant notes that because of the intended continued operation of the existing store while the new one is under construction, and the narrow width of the lot, most of the required onsite parking spaces are proposed to be located in front of the new building in the general location of the existing building and parking areas. The applicant notes that the construction of this parking will not take place until the existing building is demolished and will be buffered by 30 foot wide landscaped buffer. Additionally, a new defined access will be created to access the new parking areas, providing more controlled access along MD Route 213/Centreville Road.

Please note the following from June 2023 Planning Commission minutes that summarize a discussion held about these issues, noting that generally locating the parking in front of the business may be acceptable if extensive landscaping is provided and sidewalk and pedestrian access from the street to the store and on the property are provided.

Mr. Jakubiak stated the site plan is missing a sidewalk and pedestrian connection from the street to the store. The north side of the building could use some landscaping to buffer the long expanse of white wall. The consensus of the Planning Commissioners in reference to the parking in front of the business would be allowable if there is extensive landscaping and pedestrian access on the property.

Location of Parking Lot *Intent*- To maintain a contiguous, active pedestrian realm along street fronts by locating parking lots behind buildings. In situations where there is one building on a property, the intention of the standard is to require the parking relating to that building to be located primarily behind the building.

Centreville Design Guidelines Commercial Parking

Required Standards

- Commercial parking lots shall be located behind buildings. Commercial parking lots shall only be allowed to remain in front of or beside buildings as permitted by the Planning Commission.

Pedestrian access and pedestrian connection to the surrounding community

§170-23 D. 2. Pedestrian walkways shall form an on-site circulation system that minimizes conflicts with pedestrians and vehicular traffic. The on-site pedestrian system shall also be linked to any existing or proposed off-site pedestrian system.

§138-43 Sidewalks requires “sidewalks on all streets... and that they be placed on at least one side of the road....”.

Centreville Design Guidelines Commercial Parking – Section 4 include several required provisions which seem to apply to this proposed concept, with the exception of those specific to projects of 50 or more spaces (assuming any adjustments to required parking for “carryout” still result in less than 50 spaces).

As noted above, the sidewalk and pedestrian connection from the store were included as part of the Planning Commission and Planner’s comments during the June 2023 Concept Review. It is unclear that pedestrian linkage from the street to the store has been provided and the applicant is proposing to provide a sidewalk easement to the Town “for future sidewalk by others...”.

As part of the July 2024 TAC review, it was also noted that pedestrian access to the front of the building still needs to be incorporated. The current concept submittal shows a proposed five-foot-wide pedestrian easement to the Town of Centreville. As noted in the Draper Brothers Liquors – Design Guidelines Rev 9.18.24 document, walkways are five feet wide, with distinct linkage to the front entry. Additionally, it is noted that “A 5’ wide pedestrian access easement has been provided along MD Route 213 for future sidewalk by others as part of a comprehensive improvement project.”

Planning Commission should discuss all the aspects and design guidelines related to the pedestrian access issue with the applicant regarding the need to provide sidewalks on the site, as well as a clearly identified a safe pedestrian connection from the building to “the existing and proposed off-site pedestrian system”, consistent with Town standards and Design Guidelines.

Landscaping and buffer yards

As provided in §170-23 D. 1. A minimum of 20% of the development envelopment shall be landscaped. The application cover sheet (C-1) notes Landscape Area required as 15% (minimum LSR for C-2 in the zone of Regulations). The applicant should provide further information to demonstrate how the 20% standard is met.

The north side of the building could use some landscaping to buffer the long expanse of white wall.

Additionally, as noted in the June 2023 Planning Commission minutes (copied above) the Town Planner suggested landscaping along the long expanse of the building wall on the North side. During the July 2024 TAC meeting, the Town Planner noted that comment and also asked applicants to consider additional landscaping along the south wall of the building to help offset the variation in building surfaces some filled with continuous siding.

Centreville Design Guidelines Commercial Parking

- “The number of trees required in the internal planting areas in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right of-way...”

Buffer yards (§170-42)

The applicant notes in the cover letter, that a landscape Buffer yard “B” is required along MD RT 213. A 30-ft wide buffer has been incorporated into the plan. Noting that this wider buffer will provide screening of the parking lot located in the front of the building from the public street view from MD RT 213.

The applicant further notes that in addition, a landscape Buffer yard “D” is required along the residential zoned property to the west. A 40-ft wide buffer has been incorporated into the plan and the request is to utilize the existing forest as the required buffer yard vegetation to address this requirement. The existing forest is also counted towards the site tree coverage requirements.

Additional Comments

Please note these items include additional TAC Comments:

- As noted above, to clarify the application related to parcels that are proposed to be combined, the parcels should be identified as 1062 and 1063-1 and on the cover sheet C-, Note #2 must be clarified. The deed reference of the front parcel is KBH 3930/168 in the name of JEJ, LLC. The second parcel’s deed reference is 3930/176 which encompasses much more acreage to the southwest, therefore the reference needs to be added and shown as “remaining lands of” JEJ, LLC KGH 3930/176.
- Please clarify that the utility pole was added as noted by Town Engineer: “C-2 There is an existing utility pole located street side of the planter not shown. It appears to be right on the property corner.
- Please clarify that the following SHA items identified by Town Engineer have been addressed:
 - C-2 Please add the MSHA plat number and reference to plan. (Please provide a digital copy of the plat).
 - Please provide correspondence from MSHA on the access permit.
- Sheet C-1: Should add note #15 Woodland in the upland is less than 1 acre. FCA does not apply.

Additionally, the following comments from the Department of Public Works (DPW) are provided and important to be aware of:

- Installation of a 1000-gallon grease trap per the Town’s Fats Oils and Grease (FOG) Ordinance.
- If a fire sprinkler system is required, the water service will have to be increased to at least a 2-inch service with at least a 1-inch meter.

- This property is currently billed at one Equivalent Dwelling Unit (EDU), however because the square footage increased to 5,210 square feet, applicants will be required to purchase an additional allocation.

General Process Comments:

- As noted above, the applicant needs to submit a plat to combine Parcels 1062 & 1063-1 consistent with Chapter 138, Subdivision Regulations.
- All criteria of §170-47 to be met for final submittal to PC.
- All comments should be addressed by the applicant prior to submission of Preliminary Site Plan review.

MEMORANDUM

TO: TOWN OF CENTREVILLE
PLANNING COMMISSION

THROUGH:
CAROLYN BRINKLEY,
TOWN MANAGER
SHARON VANEMBURGH, ATTORNEY

FROM:
STACEY DAHLSTROM, AICP
SENIOR PLANNER EPR &
MIKE WHITEHILL,
TOWN ENGINEER,
WHITEHILL CONSULTING, LLC

ORGANIZATION: CENTREVILLE MD
Re: **Concept Site Plan** for a Proposed Mixed-
Use Development @ 425 S. Commerce Street,
Centreville MD, Tax Map 44B, Parcel

DATE: OCTOBER 11, 2024

URGENT FOR YOUR USE PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

Introduction

PLEASE NOTE: Although the Application has several incorrect references to Site Plan review, both preliminary and Final – that is incorrect. This application and review are Concept Site Plan Review Only.

This application is for **Concept Site Plan Review** and the Planning and Zoning Commission’s role is for review and comment. Feedback is important to assist in further consideration as the project is reviewed and to avoid confusion. This memo is intended to provide guidance and outlines a few items that PC should be aware of and wish to discuss further with the applicant.

The Applicant seeks Concept Site Plan Review for a proposed Mixed-Use Development of an approximately 12,712 square foot 2 story building. The first-floor retail use (liquor store) is approximately 6,356 square feet and the second floor consists of six two-bedroom apartment units in 6,356 square feet.

This Application was reviewed by the Town of Centreville Technical Advisory Committee (TAC) on Monday, July 15, 2024. The TAC review comments are included in your package, the applicant has provided responses and updated their submittal including responses to those comments. This memo is intended to provide guidance and outlines a few items that PC should be aware of and wish to discuss further with the applicant.

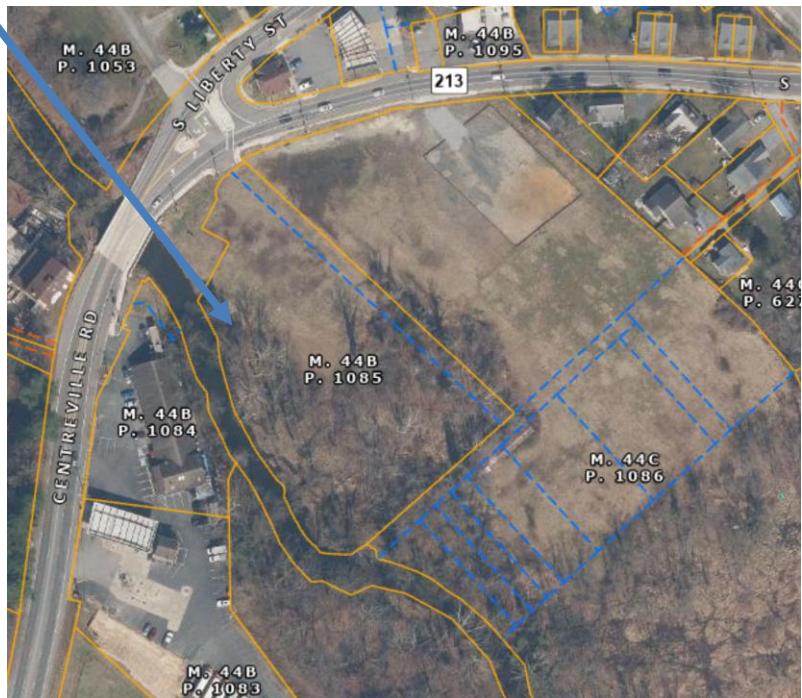
Future Land Use (FLU) and Zoning: Resource Conservation/Open Space (FLU) and C-2 (Zoning)

Location

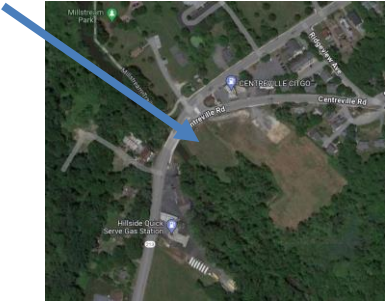
The location of the proposed project is shown in the attached snips, QAC property View, Google Maps, Future Land Use Map and Zoning Map to provide an image regarding the larger context of the location of the property.

Future Land Use Map Amendment: Currently, this property is proposed for a Future Land Use Map Amendment to redesignate the Future Land Use from Resource, Conservation and Open Space to Commercial. It is currently under State and Local review, with comments expected mid to late December 2024.

2024 Property View Aerial

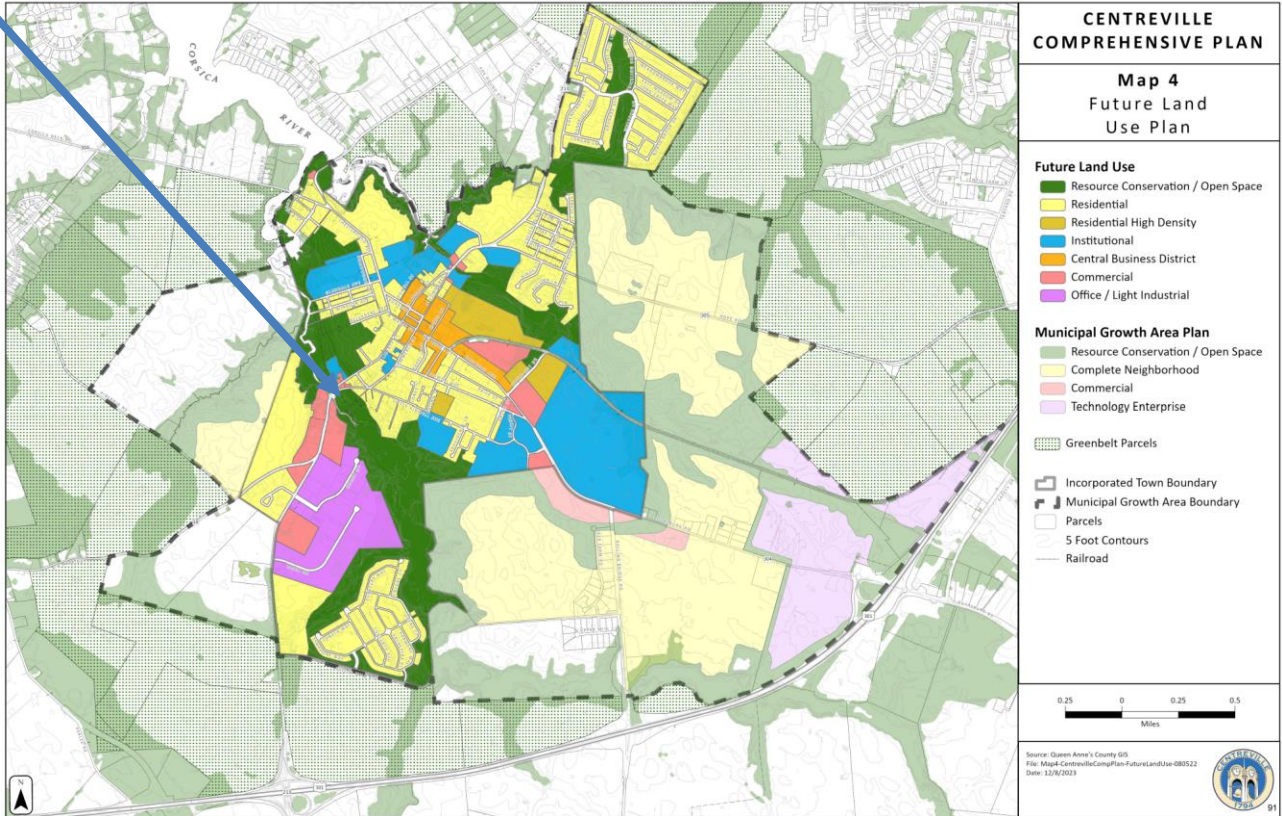


Google Aerial View 2024



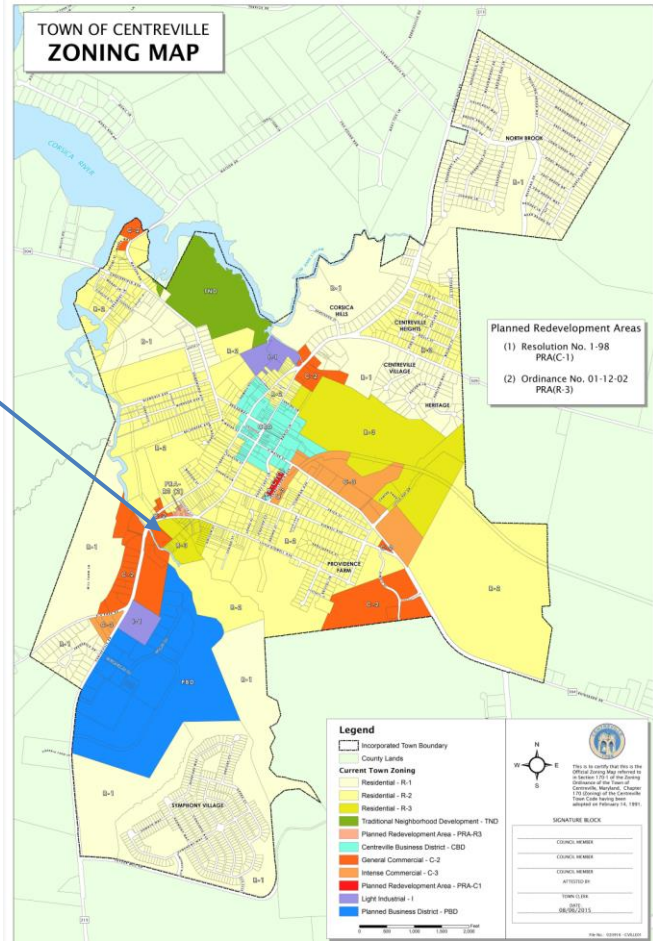
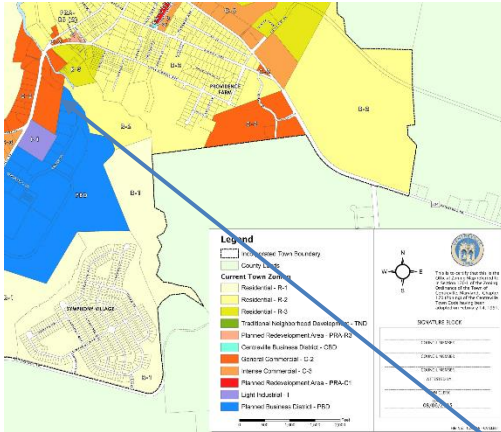
Future Land Use Map: Town of Centreville
 Comprehensive Plan: 2040

Future Land Use: Resource Conservation/Open Space



Town of Centreville Zoning Map

Zoning: General Commercial C-2



Comments

The Planning Commission may wish to have further discussions with the applicant regarding the following issues highlighted for your discussion including, at a minimum: Location Use/Design Issues, Parking, North side of the Building Fence and Buffer yard, Stormwater in the Floodway, Trail Easement, and Modified Buffer Area Mitigation.

1. Location/Use/Design Issues

The applicant has attempted to address concerns identified with the application and intended design of the overall site and provision of apartments above ground floor retail (liquor store) in a site that is within 100% of the Floodplain. C-2 General Commercial Zoning allows the CBD Mixed-Use provisions of §170-22 A 10. (CBD) **“Apartments in multistory buildings, provided that the portion of the ground floor fronting the street remains commercial, and the property will be subject to site plan review when converted to such use.”**

Related TAC comments reviewed with the applicant:

1. The proposed development of 6 residential apartments is proposed over an entire floor of commercial use, that currently doesn't appear to have a ground floor fronting the street.
2. Additionally, the access design appears to prioritize vehicular access over pedestrian access to the building and increases the potential for apartment residents to be unable to access their apartments from and to the building during major storm flood events.

The applicant's Team have provided the following response:

- The design has been revised to have a more prominent storefront with a covered porch that both the ground floor business and the second-floor apartments can use and large storefront glazing. The Design Standard Checklist, C, 1. “Prominent Entrance” on Sheet 01 of the architectural drawings addresses this in more detail.”

Concept Plan review considerations advice to Zoning Administrator re floodplain application:

There are some additional items that should be considered regarding minimizing impacts and assisting with providing access to apartments (and likely the retail use) by pedestrians and customers in the event of major storm impacts on the site which is entirely within the 100-year flood plain. These considerations as well as others may also be relevant to advice the Planning Commission may wish to provide to the Zoning Administrator (Town Manager), regarding concept and site plan issues related to the review of the a separate floodplain application (§66 Flood Plain Management) related to concept review and site plan issues that may assist regarding “...minimization of encroachments in the floodway.”

- The size of the building and affiliated parking area could be reduced, reconfigured, and/or redesigned with the implementation of BMPs such as porous pavers and elevation in excess of the minimum standard.
- Additional thought regarding access for the residents' to and from any vehicles should also be provided, noting Town staff's observation and discussion with applicants through TAC that a rise of only 1 to 1 ½ feet will likely result in cars floating.
- While not ideal, and more as a preventative last measure, there should be consideration of the addition of a timber, chain or cable barrier at or just behind the southside parking curb and drive lane (heading south east) to trap floating cars to keep them out of any stormwater/ESD areas (especially ones adjacent to the Millstream) and the Millstream and the highway bridge.

2. Parking

- **Parking Standards (Gross Square feet of floor area)**

The Planning Commission should discuss the parking considered by the applicant for the proposed use.

- The Apartments: the §170-32(A) standard of 2.25 spaces each for 2-bedroom apartments (6) which equals 13.5 spaces (application notes 13).
- Retail Liquor Store §170-32(A) is 1 space per 250 square feet.
 - The application appears to mistakenly segment the 6,356 square feet of retail into two different parking standards. Based on the §170-32(A) standard using gross square feet of floor area, $6,356 \text{ square feet} \div 250 = 25.4 \text{ spaces}$ whereas the application notes (18.8+ 0.2) 19.

Assuming the 2 ADA spaces noted are required as well, the parking provided on the site should be 34.5 (13.5 (apartments) + 25.4 (retail) + 2 ADA).

PARKING REQUIREMENTS

PROPOSED PARKING: FIRST FLOOR (RETAIL LIQUOR STORE) (Section 170-32A):

1 space/250 sq. ft. X 4,704 sq. ft. = 18.8 SPACES

1 space/6,000 sq. ft. X 1,344 sq. ft. = 0.2 SPACES

PROPOSED PARKING: SECOND FLOOR (APARTMENTS) (Section 170-32A):

2.25 spaces/2 bedroom apartments X 6 APARTMENTS = 13.5 SPACES

TOTAL PROPOSED PARKING

18.8 + 0.2 + 13.5 = 32.5 OR 33 spaces

PARKING (REQUIRED) = 33 SPACES (2 ADA ACCESSIBLE)

PARKING (PROVIDED) = 33 SPACES (2 ADA ACCESSIBLE)

- **Parking Location and design**

§170-23 D.3.; provides: “To minimize the impact of large expanses of parking on the pedestrian environment, parking spaces shall be located to the rear and/or sides of building.”

- Centreville Design Guidelines Commercial Parking – Section 4 include several required provisions which seem to apply to this proposed concept, with the exception of those specific to projects of 50 or more spaces (assuming any adjustments to required parking still result in less than 50 spaces).
 - In situations where there is one building on a property, the intention of the standard is to require the parking relating to that building to be located primarily behind the building.
 - Required Standards: Commercial parking lots shall be located behind buildings. Commercial parking lots shall only be allowed to remain in front of or beside buildings as permitted by the Planning Commission.
 - Required Standards: The number of trees required in the internal planting areas in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right of-way.

- Required Standards The number of trees required in the internal planting areas in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right of-way. Additionally, as noted potential relocation of the SWM facility, and best management practices (BMPs) of incorporating/providing as much pervious surface as possible through the accommodation of required parking etc.

3. North side of the Building, Fence (in buffer yard on North side of Property) and Roofline

Fencing and Buffer yard

Summary of TAC comments regarding buffer yard and appropriate fencing relevant to the proposed development and the potential trail (either through the relocated easement or on the adjacent property):

Originally the applicant showed a 4' Buffer yard along the boundary with MSHA parcel to the northeast. The Buffer yard required between the C-2 and R-3 zones is Buffer yard C. Buffer yard C has the option of a minimum of 10' wide buffer (per § 170-Attachment 1:6). § 170-42 D. 1. Permits the Buffer yard to be reduced to one half when adjoining a vacant parcel. The application has been updated to show a 5-foot buffer yard with a six-foot stockade fence.

As noted in TAC review, a 10' C Buffer yard must be accompanied by a structure, in this case an F-3 6' high stockade fence. While the Applicant is proposing to provide the full 10' complement of required plant material they continue to include a stockade fence. Under § 170-42 D (2) the remaining Buffer yard "shall" be provided when the vacant lot develops. This means that the Town will be stuck with the fence. There is no need for the Town to waive its own requirement for itself later (never looks good).

Town Engineer and Town Planner think the stockade fence in this location is not wise because it would obstruct drivers' view of Commerce Street ahead of its curve to the right. Perhaps a better solution would be to consider how the site and buffer yard could be better aligned to serve as community assets for each other.

Another suggestion would be F-1 (picket), or F-2 (wood rail fence) should be considered. We recommend that the F-1 would be preferred in appearance. In addition, having the fence there would allow greater design flexibility for the Town when designing the new Park environmental features and trailhead parking.

Applicant Response to TAC comment: "We have revised the building per architectural comments which pushed it further from Commerce Street. We also moved it further away from the vacant neighboring SHA property to achieve the full 5' wide zoning buffer (only half of a 10' required since neighboring property is vacant). We have added a 6' board on board (aka stockade) fence as

required with buffer yard type “C”. The landscaping has been revised to provide the half width plant quantities. We feel the revised layout and landscaping now meets code with no relief requests.”

The Planning Commission needs to discuss this issue. Although the Planning Commission may not have the ability to allow for variation in the stockade style fence, both the Town Planner and Town Engineer feel a stockade fence in this location is inappropriate. Additionally, with mitigation required for the Critical Area Modified Buffer Area, additional plantings to achieve that mitigation and further help/assist in the Northern portion of the proposed building integrate with the intended future trail (whether it is on the adjacent parcel or on a modified easement on this parcel). A “stockade” fence does not provide any surveillance, visibility or “crime prevention through environmental design” for the site and surrounding parcels, especially the proposed trail.

North Building Wall

Although the architectural renderings appear to show what looks like bricked in window “ghost” frames, the applicant should consider actual visibility features that allow for observation of the northern portion of the property as well as the parcel to the north. Understanding that the interior is likely to be composed of coolers, consideration of altering the design to allow for incorporation of light and visibility from inside the store on the north side should be considered for both patrons as well as safety of others on the north portion of the site and parcel to the north, especially regarding the proposed trail.

Additionally, if some of those “ghost” frames are retained and were in a lighter brick and colored accent courses were added above the breakaway louvers, at the division of the first and second floor and at the top cornice soldier course, the terms of the design standards would be more closely met. This treatment would create the appearance of a parapet to soften the massing.

Alternative Roofline

The application appears to be seeking an alternative roofline in its design. Town of Centreville Design Standards: The Required Standards: Commercial buildings shall be designed to promote a pedestrian scale. To attain the continuation of a pedestrian scale, the use of sloping elements shall be required. Any alternative roofline not utilizing sloping elements must be approved by the Planning Commission.

4. Stormwater in Floodway – Critical Area Comment

Additionally, since TAC review, Critical Area Staff reviewed (included in your package) the proposed project and suggested that the Town may want to ask the applicant if they have considered the possibility of flooding of the SWM and potential to export of pollutants to the Mill Stream and how that might be addressed.

- Additional thoughts and consideration should be discussed regarding the potential of the Stormwater Management to potentially export pollutants to the Mill Stream. While the site is all in the 100-year floodplain, there should be consideration/evaluation if other locations of the SWM/ESD facilities on site could reduce the potential for exportation of pollutants into the Mill Stream.

5. Trail Easement

This site was the subject of two Public Works agreements and a rezoning approved by the Town of Centreville. The 2009 PWA establishes a fifteen-foot trail easement, noted in Ordinance 05-2015. Currently, this trail easement is still in effect. The Millstream trail extension is also included in the Town of Centreville’s Greenway and Trail Plan in the Town of Centreville Comprehensive Plan: 2040. TAC has discussed with the applicant and asked that it be shown conceptually to the North portion of the site with a provision that the easement may not be needed if the Town’s acquisition of the adjacent MD SHA/Ashley property through Program Open Space funding is finalized. Images below depict a suggested modified location for the easement and how it is proposed to be incorporated into the site. The east to southeast (far right) side of the easement suggested by Town staff that would connect to the Southeast portion of the property does not appear to be included in the current application.

The Millstream trail extension is also included in the Town of Centreville Comprehensive Plan: 2040 Text and Figure 16 on page 76:

Build A Town-wide Trail Network

Extend the Millstream Trail from Mill Stream Park east into the Growth Area and build an interconnected trail network as shown in Figure 16, “Greenway and Trail Plan”. The Town should require developers to build multi-use trail linkages within and near their development projects using the figure as a guide. This is relevant within the Town and in the Growth Area.

This Plan recommends that trail alignments be reserved, and the trails be constructed as land development takes place or sooner where practical. The trails may run within or along the planned



Figure 16

collector road rights-of-way or on separate alignments and ultimately would provide a greenway network connecting residents to the Town’s park system.

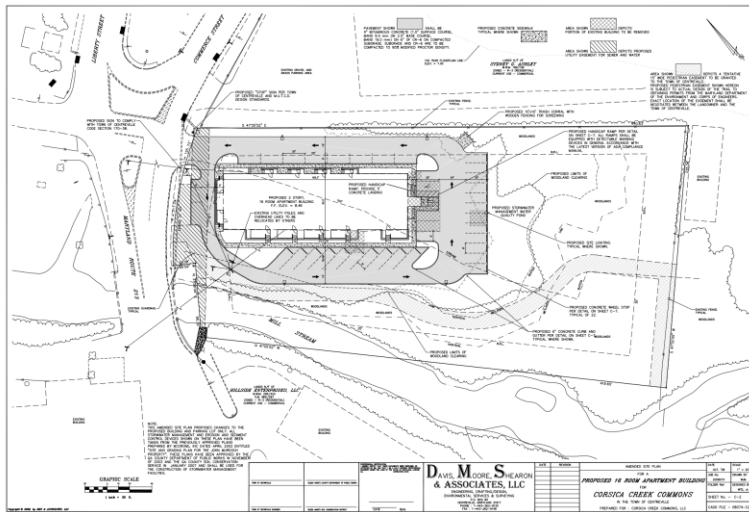
The Planning Commission should have further discussion about the newly suggested alignment and how the current Public Works Agreement that is still in effect should most appropriately get updated to address the relocated easement and the potential for its dissolution is recommended.

Applicant’s Response to TAC comment: “We have revised the travel ways, trash corral, and stormwater to provide the PWA’s 15’ wide trail easement. We note your provided information that this easement may be dissolved if the Town’s acquisition of the neighboring property continues as planned.”

Trail Easement language from current Public Works Agreement for the site

3.3. Trail Easement. The Owner shall grant to the Town a 15’ wide easement for construction and maintenance of a pedestrian trail. The trail shall run from the conjunction of the Town’s trail and the paved sidewalk in front of the building along the Mill Stream to the rear of the Property and unless otherwise mutually agreed shall conform to the “15’ Wide Pedestrian Easement to be Granted to the Town of Centreville” as shown on Sheet C-2 of the existing site plan.

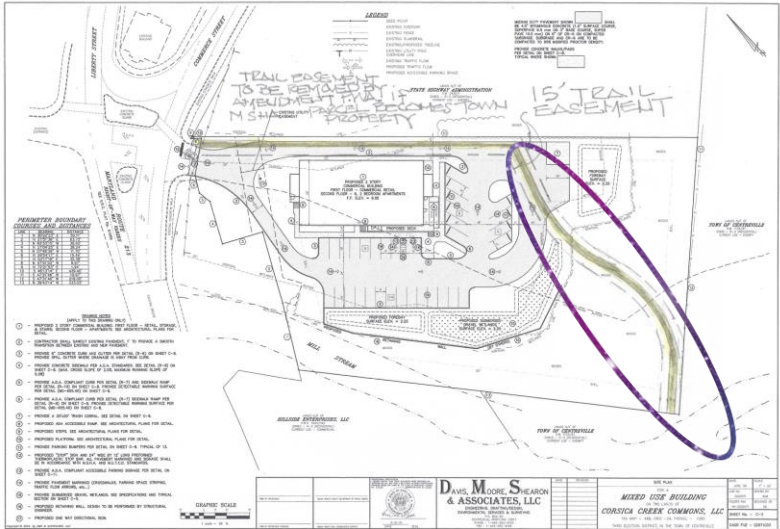
The Town shall be solely responsible for the cost of construction and maintenance of the trail, provided however, that upon request by the Town, the Owner will construct the trail in accordance with specifications to be mutually agreed upon, at the cost and expense of the Town.



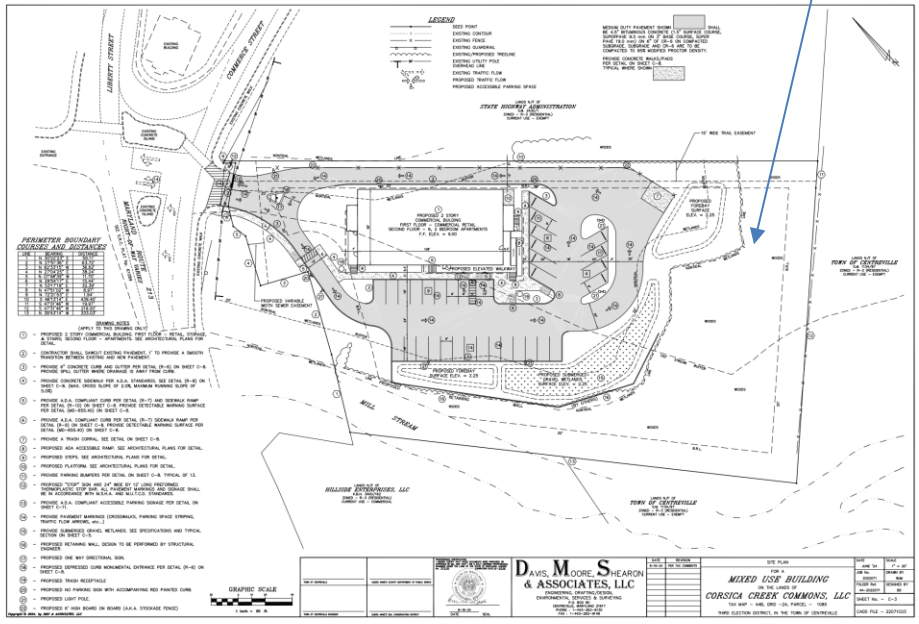
The Amended and approved 10-2008 Site Plan showing trail easement

AREA SHOWN DEPICTS A TENTATIVE 15' WIDE PEDESTRIAN EASEMENT TO BE GRANTED TO THE TOWN OF CENTREVILLE. PROPOSED PEDESTRIAN EASEMENT SHOWN HEREON IS SUBJECT TO ACTUAL DESIGN OF THE TRAIL TO OBTAINING PERMITS FROM THE MARYLAND DEPARTMENT OF THE ENVIRONMENT AND CORPS OF ENGINEERS. EXACT LOCATION OF THE EASEMENT SHALL BE NEGOTIATED BETWEEN THE LANDOWNER AND THE TOWN OF CENTREVILLE.

The conceptual alignment as suggested by staff:



One of the current Application plan sheets showing the relocated easement



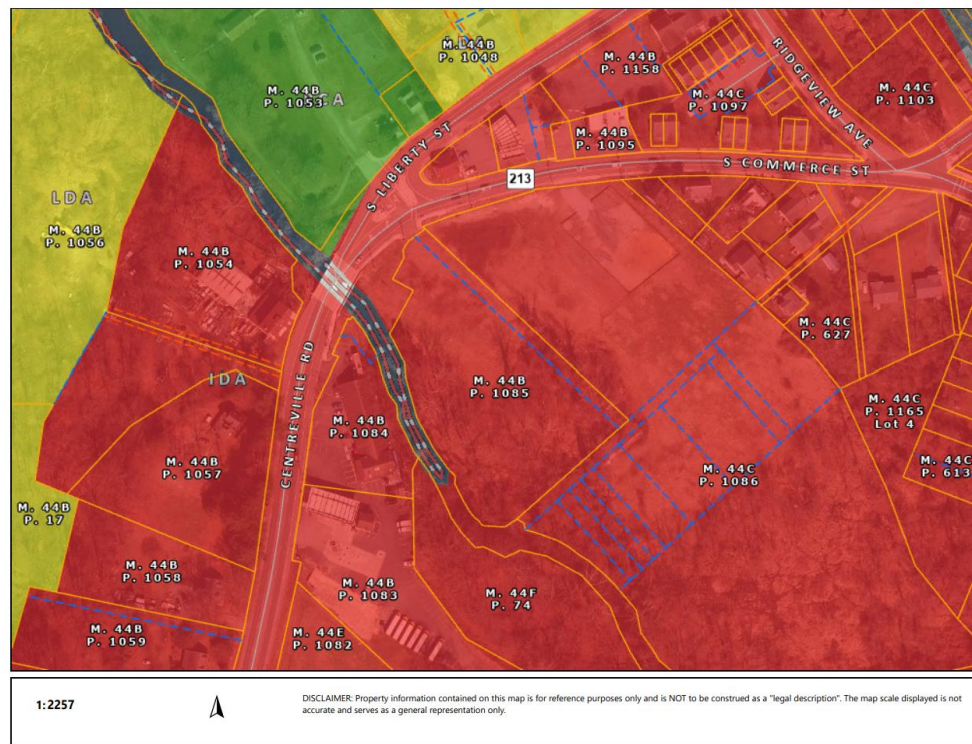
6. Modified Buffer Area

TAC Review Comment:

“Since this project involves activity within the 100’ CA Shore Buffer, we should note that the property is in the IDA and is designated as Modified Buffer Area (formerly called Buffer Exempt). The Hillside building and the former “Sleeve Plant” on the subject site formed the rationale for the exemption requested by the Town in 1985.

[Buffer Exemption Areas. As part of the local Critical Area program to be submitted to the Commission, local jurisdictions may request an exemption of certain portions of the Critical Area from the buffer requirements where it can be sufficiently demonstrated that the existing pattern of residential, industrial, commercial, or recreational development in the Critical Area prevents the buffer from fulfilling the functions stated in Regulation .01 of this chapter. If an exemption is requested, local jurisdictions shall propose other measures for achieving the water quality and habitat protection objectives of the policies. These measures may include, but are not limited to, public education and urban forestry programs.]

As you can see from the above this exemption mandatorily places the burden on the Town under the definition to propose measures offsetting the loss of the buffer. TAC should have a discussion on this and address this to the PC and perhaps to the Council. (see attached Centreville CAC Map)”. (snip below)



Critical Area Commission Comment on this subject: The Town must determine if the proposed development meets all the requirements of the Town of Centreville's Critical Area program including the MBA provisions. The Critical Area program staff has also shared Critical Area Commission's Policy documents which many local jurisdictions adopt that identify mitigation buffer yard planting, natural forest vegetation, offsets, and/or establishing a fee in lieu of (when officially established).

Please note that offsets include the removal of an equivalent area of existing impervious surfaces within the buffer. The applicant suggests that they feel mitigation is not required, which should be discussed with the Planning Commission and Town Staff.

Applicant's Response:

"The proposed project results in 10,124 square feet of impervious area within the buffer exempt area 100' to stream. Upon review of the MSHA impervious areas for the bridge replacement project, they had 10,770 square feet of impervious within the buffer exempt area 100' to stream. We feel that mitigation is not required given the proposed is less than that from the MSHA project. We will continue to work with staff on this matter."

The Town and Applicant need to continue to address the Modified Buffer Area and the required mitigation. As noted in the TAC comments, this item definitely needs to be discussed with the Planning Commission.

General Process Comments:

- All criteria of §170-47 to be met for final submittal to PC.
- Further technical review/comments will be deferred to the Preliminary Site Plan stage.
- All comments should be addressed by the applicant prior to submission of Preliminary Site Plan for review.

ISSUED BUILDING PERMITS
September 1 - 30, 2024

| Permit # | Applicant | Owner | Address | Type | Issue Date* |
|----------|----------------------------|--------------------------|-----------------------|--|-------------|
| BP-57-24 | Mikes Custom Homes | MC Ventures | 309 Glendale Ave. | new SFD, garage, deck | 9/18/2024 |
| BP-84-24 | Andrew Supply Company | John Harper | 109 Lawyers Row | repair damaged floor structure | 9/18/2024 |
| BP-87-24 | Chris Jordan Exteriors LLC | Hank Starkey | 216 Encore Court | Roof Replacement | 9/11/2024 |
| BP-89-24 | Economy Restoration | Linda Parr | 115 Orchestra Place | replace roof | 9/11/2024 |
| BP-90-24 | Jose Joaquin Sanchez | Maria Benitez | 329 N Liberty Street | Renovation & 19X25 Addition | 9/11/2024 |
| BP-91-24 | Economy Restoration | Michael Donoho | 104 Walnut Street | roof replacement | 9/11/2024 |
| BP-92-24 | Fence and Deck Connection | Chris and Cara Little | 103 Meadowcroft Drive | Fence | 9/18/2024 |
| BP-93-24 | Economy Restoration | Nancy Wiley | 205 Kidwell Avenue | Roof replacement | 9/18/2024 |
| BP-94-24 | Christian Shields | Sara Shields | 323 Holly Street | Fence | 9/18/2024 |
| BP-95-24 | Barbara Smith | Barbara Smith | 322 S Commerce Street | Deck | 9/24/2024 |
| BP-96-24 | Ronald and Tracy Walters | Ronald and Tracy Walters | 403 N Commerce Street | Shed | 9/24/2024 |
| BP-98-24 | D&R Improvements | Tim and Joanne O'Brien | 403 Chesterfield Ave | Breakfast nook, addition, bathroom remodel, relocation | 9/24/2024 |

* based on the approval date by Zoning Administrator