

Centreville Planning Commission
March 16, 2022
7:00 p.m.

MINUTES

The March 16, 2022 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Kara Voight, Vice Chair, in the Liberty Building, second floor meeting room. The following members and staff were present: Kara Voight, Vice Chair; Pat Fox, Secretary; Tim Zuella, and Mitchell Delaney, Members; Nancy Emerick, Alternate Member; Steven K. Kline, Town Council President; Eric B. Johnson, Jr., Council Member; Will Chapman, Acting Town Attorney; Chris Jakubiak, Town Planner; and Betty Jean Hall, Administrative Assistant.

Review of Minutes from Previous Meetings

- a. Ms. Fox moved to approve the January 19, 2022 Planning Commission meeting minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.
- b. Ms. Voight moved to approve the February 2, 2022 Planning Commission work session minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.

Citizen's Comments

- Tim McCluskey, Watson Road provided comments pertaining to a full time Zoning Administrator position, Mr. Jakubiak's work with the Town, and a moratorium on new development.

New Business

- a. Oath of Office – Mr. Kline administered the Oath of Office to Wendy Emerson as an alternate member of the Planning Commission.
- b. Election – Due to resignation of Chair
 - Mr. Chapman opened the floor for nominations for the office of Chair.
 - Ms. Fox nominated Ms. Voight. Mr. Zuella seconded the nomination. Ms. Voight accepted the nomination and was unanimously voted Chair.
 - Mr. Chapman opened the floor for nominations for the office of Vice Chair.
 - Ms. Voight nominated Ms. Fox. Mr. Zuella seconded the nomination. Ms. Fox accepted the nomination and was unanimously voted Vice Chair.
 - Mr. Chapman opened the floor for nominations for the office of Secretary.
 - Ms. Voight nominated Mr. Zuella. Ms. Fox seconded the nomination. Mr. Zuella accepted the nomination and was unanimously voted Secretary.
- c. Growth Allocation
Mr. Jakubiak discussed the process and procedures necessary for a growth allocation.
 - The Critical Area map creates three separate zones within the Critical Area.
 - The most intensively developed area (IDA) are areas that have generally already been developed.
 - The limited development area (LDA) is an area that has not been impacted generally by development activities. Development is allowed in the LDA but with far more restrictions.
 - The resource conservation area (RCA) allows very low-density housing, such as one unit per 20 acres, and other types of institutional public uses; parks, recreation facilities.
 - Growth allocation is the process by which these zones can be changed from one designation to another.
 - In the Carter Farm application, it is requested to turn 40 acres of LDA areas into IDA to allow more intensive development.
 - The first step in the growth allocation process is for the Planning Commission to hold a public hearing and to administer some standards, some findings of fact, and make some judgements as to whether it complies with the Comprehensive Plan and standards provided in Section 170-31.6 and 170-31.6D of the Zoning Ordinance. The Commission requested Mr. Jakubiak to look into getting high resolution copy of the Centreville Critical Area map.

- A recommendation is then forwarded to the Town Council who will hold a public hearing as well and make a final decision to grant or deny the growth allocation request.
- The current available growth allocation within the town is 186 acres. If the town were to expand, the growth allocation number does not change.

Unfinished Business

- a. Comprehensive Plan – Chris Jakubiak, Town Planner
 - Mr. Jakubiak stated he will discuss the Comprehensive Plan with the Town Manager before going any further on it.
 - Ms. Dunham requested the alternate members be provided with the portions of the plan that have been discussed thus far.

Citizen Comment

- No citizens provided comments.

Council Member Report

Mr. Kline stated the Town Council will be discussing a moratorium on wastewater allocation. The Council has committed to upgrading the wastewater treatment plant. The current treatment plant is coming up on its' functional end of life. Council has discussed the need to have more than part-time zoning help.

Adjournment

There being no further business, Ms. Voight moved to adjourn the March 16, 2022 Planning Commission meeting. Ms. Fox seconded the motion, which passed unanimously. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Betty Jean Hall

Betty Jean Hall
Administrative Assistant

Action Items

- Approved the January 19, 2022 Planning Commission meeting minutes as amended.
- Approved the February 2, 2022 Planning Commission work session minutes as amended.
- Planning Commission Chair, Kara Voight; Vice Chair, Pat Fox; and Secretary, Tim Zuella were elected as a result of the resignation of former Chair, Darren Brown.