

Centreville Planning Commission

August 4, 2021

7:00 p.m.

MINUTES

The August 4, 2021 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Darren Brown, Chair, in the Liberty Building, second floor meeting room. The following members and staff were present: Darren Brown, Chair; Vachel Downes, Patricia Cipriano and Tim Zuella, Members; Tim McCluskey, Town Council President; Steve Walls, Town Manager; Sharon VanEmburch, Town Attorney; Chris Jakubiak, Town Planner; and Betty Jean Hall, Administrative Assistant.

Review of Minutes from Previous Meetings

- a. Mr. Zuella moved to approve the June 16, 2021 Planning Commission meeting minutes as submitted. Mr. Downes seconded the motion, which passed unanimously.

Citizen's Comments

- No citizens provided comments.

Unfinished Business

- a. Ordinance 09-2021 - Accessory Structures – Chris Jakubiak, Town Planner – for review and recommendation to Council
 - Mr. McCluskey stated the Council wanted to make the ordinance relatively simple. The original had the setbacks starting at 5 feet which was believed to be too much. The Council changed the setback for anything under 12 feet in height at 3 feet, 12 – 15 in height is 5 feet and anything above 15 feet tall is 10 feet, requiring trees for structures 12 feet high or more.
 - Mr. Jakubiak stated these changes do not disrupt the Planning Commission's intent of their proposal and adds the likelihood that buffering will take place more frequently.
 - Mr. Jakubiak agreed to prepare a checklist for applicants to complete when applying for an accessory structure permit.
 - Ms. VanEmburch suggested structures under 12 feet have a setback of 3 feet, 12 to under 15 would be 5 feet and structures 15 and above is 10 feet so there is no need to round up or down.
 - Mr. Zuella moved to forward a positive recommendation to the Town Council regarding Ordinance 09-2021 – Accessory Structures with an amendment to 3.B.1. to provide: Under 12 the setback would be 3 feet, 12 to under 15 the setback would be 5 feet, and 15 and over the setback would be 10 feet. Mr. Downes seconded the motion, which passed unanimously.
- b. Comprehensive Plan – Chris Jakubiak, Town Planner
 - Mr. Jakubiak suggested having the entire report to review at the September 15th meeting; all chapters that are completed as well as the chapters that exist now. A public informational meeting could be held in January 2022 presenting the document and requesting public comments. Afterward, those comments would be discussed by the Planning Commission, making any changes that are needed and hold a public hearing in March 2022.

Citizen Comment

- No citizens provided comments.

Council Member Report

Mr. McCluskey stated the Town Council will be interviewing a candidate for the vacant Planning Commissioner seat at their next meeting on Thursday, August 19th and reminded the Commissioners that there are several open positions on

other Boards and Committees if there is anyone they would like to suggest. The Council would like applicants for the Planning Commission to have lived in the town for at least six months.

Adjournment

There being no further business, Mr. Brown moved to adjourn the August 4, 2021 Planning Commission meeting. Mr. Downes seconded the motion, which passed unanimously. The meeting adjourned at 8:09 p.m.

Respectfully submitted,



Betty Jean Hall
Administrative Assistant

Action Items

- Approved the June 16, 2021 Planning Commission meeting minutes as submitted.
- Forwarded a positive recommendation to the Town Council regarding Ordinance 09-2021 – Accessory Structures with an amendment to 3.B.1. to provide: Under 12 the setback would be 3 feet, 12 to under 15 the setback would be 5 feet, and 15 and over the setback would be 10 feet.