

Centreville Planning Commission
January 15, 2020
7:00 p.m.

MINUTES

The January 15, 2020 Centreville Planning Commission meeting was called to order at 7:01 p.m. by Darren Brown, Vice Chair, in the Liberty Building, second floor meeting room. The following members and staff were present: Darren Brown, Vice Chair; Penny Lins, Chris Jackson and Vachel Downes, Members; Patricia Cipriano and Joseph Cichocki, Alternate Members; Tim McCluskey, Town Council Member; Chris Jakubiak, Planning Consultant; Steve Walls, Town Manager; Sharon VanEmburch, Town Attorney; and Betty Jean Hall, Administrative Assistant.

Review of Minutes from Previous Meetings

- Mr. Brown moved to approve the September 18, 2019 Planning Commission meeting minutes as presented. Mr. Downes seconded the motion, which passed with 3 ayes, 0 noes, and Mr. Brown abstained.

Citizen's Comments

- No citizens provided comments.

New Business

- a. Ordinance 15-2019 – Subdivision Regulations; for review and recommendation to Council.
 - Ms. VanEmburch stated the purpose of the Ordinance is to remove the requirement for the signature line of the Town Engineer on plats and changing the signature line of the Chairman to read Chair.
 - Mr. Jackson moved to forward a favorable recommendation to the Town Council for Ordinance 15-2019 – Subdivision Regulations. Mr. Downes seconded the motion, which passed with 4 ayes, 0 noes, Ms. Lins and Mr. Brown abstained.

Unfinished Business

- a. Draft Amendment – Chapter 145, Article IV, Street Trees; for review and recommendation to Council.
 - 145-21 Street Trees to be Selected Based on Width of Planting Area will be changed to read: 145-21 Street Tree Selection
 - 145-26 Care and removal of Street Trees to read:
 - A. The property owner of a lot shall be responsible for maintaining the planting area and street tree(s) up to the road surface and/or curb.
 - C. Delete the word trim from this standard.
 - 145-26 Definition should read: 145-27 Definitions.
 - Mr. Brown moved to approve the proposed amendments to Chapter 145 of the Centreville Town Code and forward them to the Town Council for adoption along with Street Tree Manual of Specifications. Mr. Downes seconded the motion, which passed with 5 ayes, 0 noes and Mr. Brown abstained.

Zoning Issues – Discussion

- a. Update of the Comprehensive Plan
Mr. Jakubiak suggests a stream-lined update of the Comprehensive Plan. Mr. McCluskey stated the TND portion of the Comprehensive Plan can be updated easily at this time. Ms. Lins suggested having work sessions to work specifically on the Comprehensive Plan.

b. Annual Report

Mr. Jakubiak stated the annual report should be completed by July 1. The report will include permits that were approved and list items completed by the Planning Commission.

Council Member Report

- Mr. McCluskey expressed his interest in modification of the Planning Commission bylaws to allow the Chair to vote.

Adjournment

There being no further business, Mr. Downes moved to adjourn the January 15, 2020 Planning Commission meeting. Ms. Lins seconded the motion, which passed with 5 ayes, 0 noes and Mr. Brown abstained. The January 15, 2020 Planning Commission meeting adjourned at 8:05 p.m.

Respectfully submitted,



Betty Jean Hall
Administrative Assistant

Action Items

- Approved the September 18, 2019 Planning Commission meeting minutes as presented.
- Forwarded a favorable recommendation to the Town Council for Ordinance 15-2019 – Subdivision Regulations.
- Approved the proposed amendments to Chapter 145 of the Centreville Town Code and forwarded them to the Town Council for adoption along with Street Tree Manual of Specifications.