

## Centreville Planning Commission

June 24, 2020

7:00 p.m.

### MINUTES

The June 24, 2020 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Kara Voight, Chair, in the Liberty Building, second floor meeting room. The following members and staff were present: Kara Voight, Chair; Darren Brown, Vice Chair; Pat Fox, Vachel Downes, Joseph Cichocki and Patricia Cipriano, Members; Tim McCluskey, Town Council Member; Steve Walls, Town Manager; Sharon VanEmburch, Town Attorney; and Betty Jean Hall, Administrative Assistant.

#### Chair's Announcements

- Ms. Voight announced the swearing in of Joseph Cichocki and Patricia Cipriano to full members. Mr. McCluskey swore in the members on behalf of the Council President, Jeff Morgan.

#### Review of Minutes from Previous Meetings

- a. Mr. Brown moved to approve the January 15, 2020 Planning Commission meeting minutes as presented. Mr. Downes seconded the motion, which passed with 6 ayes, 0 noes.
- b. Ms. Voight moved to approve the February 19, 2020 Planning Commission meeting minutes as amended. Mr. Brown seconded the motion, which passed with 6 ayes, 0 noes.

#### Citizen's Comments

- No citizens provided comments.

#### New Business

- a. Variance Request – Single Family Dwelling, 107 Holton Street; Jaime M. Fornos, Valley Pond Builders, Inc. – Contract Purchaser/Applicant
  - Mr. Fornos appeared before the Planning Commission for this request.
  - Mr. Fornos is seeking a 6 foot variance to the required 10 foot setbacks in order to locate a new house with 4 feet on either side. There is an existing dwelling on the lot that will be demolished.
  - Mr. Fornos brought attention to the front setback being 44 feet on his submitted site plan which is noted in Mr. Jakubiak's memorandum dated June 9, 2020 as 60 feet.
  - Ms. Voight compared this application to a similar request for a new dwelling on a narrow lot where the Planning Commission required the house be offset to one side.
  - Ms. Voight moved to forward a favorable recommendation to the Board of Zoning Appeals as the proposed project located on 107 Holton Street generally satisfies the goals of the Comprehensive Plan regarding the Planned Redevelopment Areas and encouragement of creating affordable housing in town recommending the following: allowing one side setback to be wider than the other to allow for equipment or machinery to access the rear of the yard, being an aggregate of 8 feet and offsets on each side one being 5 feet and the other being 3 feet. Mr. Downes seconded the motion, which passed with 6 ayes, 0 noes.
- b. Variance Request – Screen Porch and Deck, 250 Heritage Way, Centreville; David and Marianne Connolly – Owner/Applicant
  - David Connolly appeared before the Planning Commission for this request.
  - The request is to reduce the required rear yard setback from 35 feet to 18 feet for the construction of an attached screen porch and deck to the existing dwelling.
  - Mr. Cichocki moved to advise the Board of Appeals that the requested variance in this location would not be inconsistent with the Centreville Community Plan. Ms. Fox seconded the motion, which passed with 6 ayes, 0 noes.
- c. Informal Review – QAC Public Schools – New Board of Education Building; Rick Kleponis, Principal – WGM Architects

- An independent facilities assessment in 2016 of all schools in the county identified holistic replacement of the systems being needed at the Board of Education office.
- To immediately bring the current building up to construction standards would cost approximately 4 million dollars. Over the next 5 to 10 years to maintain the facilities structure would cost an estimated 10 million dollars.
- A complete building renovation at 202 Chesterfield Avenue or the possibility of constructing a new building on Vincit Street in the future is being studied.
- Carla Pullen, Queen Anne's County Public Schools Facilities Planner, Jeremy Kline and Rick Kleponis, WGM Architects and Tom Davis, DMS & Associates, Inc. discussed with Planning Commission members at length several potential versions for design and layout of the site on Vincit Street and the projected use of the existing site on Chesterfield Avenue if a new building is erected.

### New Business

#### a. Election of Officers

- Ms. VanEmburch opened the floor for nominations for the office of Chairperson.
- Ms. Fox nominated Ms. Voight. Mr. Cichocki seconded the nomination, which passed unanimously.
- Ms. VanEmburch opened the floor for nominations for the office of Vice Chair.
- Ms. Fox nominated Mr. Brown as Vice Chair. Ms. Voight seconded the nomination, which passed unanimously.
- Ms. VanEmburch opened the floor for nominations for the office of Secretary.
- Ms. Voight nominated Ms. Fox as Secretary. Mr. Cichocki seconded the nomination, which passed unanimously.

### Zoning Issues - Discussion

- Due to COVID-19 restrictions the work sessions have been placed on hold for the time being. This will be re-evaluated monthly.

### Citizen Comment

- No citizens provided comments.

### Council Member Report

- Mr. McCluskey offered his congratulations to the newly appointed members of the Planning Commission and reported that Council Member Josh Shonts tendered his resignation effective July 10. The Town Council election will be held the first week in October.

### Adjournment

There being no further business, Mr. Downes moved to adjourn the June 24, 2020 Planning Commission meeting. Ms. Fox seconded the motion, which passed unanimously. The meeting adjourned at 8:48 p.m.

Respectfully submitted,



Betty Jean Hall  
Administrative Assistant

### Action Items

- Approved the January 15, 2020 Planning Commission meeting minutes as presented.
- Approved the February 19, 2020 Planning Commission meeting minutes as amended.
- Forwarded a favorable recommendation to the Board of Zoning Appeals as the proposed project located on 107 Holton Street generally satisfies the goals of the Comprehensive Plan regarding the PRA's and encouragement of creating affordable housing in town recommending the following: allowing one side setback to be wider than the other to allow for equipment or machinery to access the rear of the yard, being an aggregate of 8 feet and offsets on each side one being 5 feet and the other being 3 feet.
- Advised the Board of Appeals that the requested variance regarding 250 Heritage Way would not be inconsistent with the Centreville Community Plan