

Centreville Planning Commission
October 21, 2020
7:00 p.m.

MINUTES

The October 21, 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, Secretary; Vachel Downes, Joseph Cichocki and Patricia Cipriano, Members; Tim McCluskey, Town Council President; Steve Walls, Town Manager; Clifford 'Kip' Matthews, Director of Public Works; Sharon VanEmburch, Town Attorney; Chris Jakubiak, Town Planner; and Betty Jean Hall, Administrative Assistant.

Review of Minutes from Previous Meetings

- a. Ms. Voight deferred the review of the September 16, 2020 Planning Commission meeting minutes until the next meeting.

Citizen's Comments

- No citizens provided comments.

Appearances

- a. Variance Request – 317 N. Liberty Street, Echo 5, LLC – Owner, Dale Walls
 - Chris Jakubiak reviewed the applicants request to the commission members.
 - Commission members discussed the restrictions that were placed on previous variance requests for side yard setbacks and the slope of the front yard at 317 N. Liberty Street.
 - Ms. Voight moved to advise the Board of Appeals in writing that infill and redevelopment for housing is encouraged and this lot is within an area recommended for housing in the adopted Centreville Community Plan and that, this project and its requested variances are therefore consistent with the Centreville Community Plan. Mr. Brown seconded the motion, which passed unanimously.
- b. Preliminary Site Plan – Railroad Ave., Ashley Family Limited Partnership – Owner, Jack Ashley; Wm. Thomas Davis, Jr., DMS & Associates, Inc., Agent
 - The applicant has met with the Town Planner and the Director of Public Works to review the site plan and improvements that have been presented to be developed. 220 storage units are proposed.
 - Mr. Jakubiak explained this is a climate controlled mini warehouse facility located to the rear of the existing mini-warehouse site with access off of Railroad Avenue where it is presently located.
 - Mr. Davis reviewed the applicants' submittal with the planning commissioners to include the proposed mini-warehouse buildings, storage building, outdoor storage area, stormwater management areas, and access road.
 - Mr. Matthews stated there is a sanitary sewer easement and stormwater easement between the existing mini-warehouse entrance and the Dollar General property. If the main entrance/exit from the storage facility remains on Railroad Avenue all the headlights will hit the existing homes across the street. The entrance would have to be widened for RV's, trailers, etc. The idea of bringing a street out to Little Hut Drive is to route traffic to an intersection where headlights are not shining into houses across the street and cars are not parked along the sides of the street as they are now on Railroad Avenue.
 - Design Standards, landscaping and site lighting should be addressed in the next submittal.
 - Ms. Voight motioned to approve the preliminary site plan regarding the Ashley Family, Railroad Ave appearance providing the applicant coordinate with the Town Planner & staff regarding bufferyards, stormwater management, and realignment of future collector road to a larger parcel as discussed, and further comments made by Chris Jakubiak as referenced in his October 16th memorandum. Ms. Fox seconded the motion, which passed unanimously.
- c. Concept Site Plan and Preliminary Subdivision Plat – Lot E, Centreville Business Park, Comet Drive E, LLC & Coursevall, LLC, Owners

- Mr. Jakubiak reviewed the submittal with the Planning Commission members as outlined in his memorandum dated October 16, 2020.
- Ms. Voight moved to approve the Re-Subdivision Plat relocating lot lines “D” and “E” as referenced on the submitted plans, conditional to a 60’ right-of-way being established adjoining Coursevall and Laser Drives. Ms. Fox seconded the motion, which passed unanimously.

Citizen Comment

- No citizens provided comments.

Council Member Report

- Mr. McCluskey stated the Council reorganizational meeting occurred at their previous meeting. Mr. McCluskey was elected President, Steve Kline was elected Vice-President and Mr. McCluskey will remain liaison for the Planning Commission for the upcoming year.

Adjournment

There being no further business, Ms. Voight moved to adjourn the October 21, 2020 Planning Commission meeting. Ms. Fox seconded the motion, which passed unanimously. The meeting adjourned at 8:46 p.m.

Respectfully submitted,



Betty Jean Hall
Administrative Assistant

Action Items

- Approved the preliminary site plan regarding the Ashley Family, Railroad Ave appearance providing the applicant coordinate with the Town Planner & staff regarding bufferyards, stormwater management, and realignment of future collector road to a larger parcel as discussed, and further comments made by Chris Jakubiak as referenced in his October 16th memorandum.
- Approved the Re-Subdivision Plat relocating Lot line “D” and “E” as referenced on the submitted plans, conditional to a 60’ right-of-way being established adjoining Coursevall and Laser Drives.