

**Centreville Planning Commission**  
**December 16, 2020**  
**7:00 p.m.**

**MINUTES**

The December 16, 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; Joseph Cichocki, Member; Tim McCluskey, Town Council President; Steve Walls, Town Manager; Clifford ‘Kip’ Matthews, Director of Public Works; Sharon VanEmburch, Town Attorney; and Betty Jean Hall, Administrative Assistant.

**Chair’s Announcements**

Ms. Voight stated the Planning Commissioners will make a brief presentation at the December 17 Town Council meeting. Chris Jakubiak will not be in attendance at tonight’s meeting due to road conditions.

**Review of Minutes from Previous Meetings**

- a. Ms. Fox moved to approve the September 16, 2020 Planning Commission meeting minutes as presented. Ms. Voight seconded the motion, which passed with 3 Ayes, 0 Noes, and 1 Abstention.
- b. Ms. Voight moved to approve the October 21, 2020 Planning Commission meeting minutes as amended. Ms. Fox seconded the motion, which passed unanimously.

**Citizen’s Comments**

- Steve Kline, Elm Street provided comments.

**Appearances**

- a. Concept Site Plan for a proposed YMCA – Lot 19-D, Vincit Street and Little Kidwell Avenue
  - Kevin Shearon, DMS & Associates, Inc.; Robbie Gill, CEO for YMCA of the Chesapeake; and Bill Sieg, Becker Morgan Architects were in attendance and provided the following information:
  - The site is located on Vincit Street just south of the Queen Anne’s County Planning and Zoning office building. The property is 18.78 acres and is zoned primarily C-2. The proposal is for a 52,400 square foot YMCA facility with indoor swimming pool, wellness/senior center, daycare, and gymnasium.
  - A majority of the parking is to the side and rear of the building with a small amount of parking in the front. Two access points on Vincit Street will provide traffic circulation for the site.
  - Maximum occupancy for this building is close to 800 people which would translate the amount of parking required by the Town of Centreville code to 391 spaces which is far in excess of what is needed by the YMCA. There are provisions in the code to allow the Planning Commission the ability to reduce the number of parking spaces required. 234 spaces are shown on the site plan.
  - Mr. McCluskey stated this is a unique use that is serving the community, having this minimal amount of parking in front of the building is realistic.
  - The YMCA will work with Queen Anne’s County concerning the construction of a Little Kidwell Avenue extension to Vincit Street.
  - A right-of-way for future use across the rear portion of the property, phasing of parking lots and site lighting to be shown in future submittals.

**New Business**

- Ordinance 04-2020 – Lot Line Adjustment – Administrative Decision – for review and recommendation to Council
  - 138-7 b. Change Planning Director to Town Manager

- Add (4) to Section 138-64.B as follows: The signature of the Chair and Secretary of the Planning and Zoning Commission, except in the case of an Administrative Lot Line Adjustment, in which case it shall be the signature of the Town Manager.
- Ms. Voight moved to forward a positive recommendation to Town Council of Ordinance 04-2020 with clarification made by the Town Attorney on the signature line on plat recording and changing the references of Planning Director to Town Manager. Ms. Fox seconded the motion, which passed unanimously.
- Discussion of possible zoning text amendments for accessory buildings – Chris Jakubiak, Town Planner
  - Tabled until next scheduled meeting.

### **Miscellaneous Business / Correspondence**

- Kip Matthews, Director of Public Works stated two companies approached the Town to install fiber for Town residents. This is not a Town project but staff worked very hard to create a permit process to allow installation of utilities in the right-of-way. This permit was to protect not only the Town's infrastructure but other infrastructure already in place by other utilities. One of the companies has begun installing in the Northbrook neighborhood. Both companies have shared ideas that they do want to supply service to the remainder of the town. Utility poles are owned by Delmarva Power and Verizon. The fiber companies would have to acquire permission from the pole owner to place fiber there, a pole is not a right-of-way.

### **Citizen Comment**

- No citizens provided comments.

### **Council Member Report**

- Mr. McCluskey stated the Town is still looking for volunteers for the Planning Commission. Phase III in Northbrook has been paved. The Council will be discussing changes and updates to the fee schedule at their next meeting.

### **Adjournment**

There being no further business, Ms. Fox moved to adjourn the December 16, 2020 Planning Commission meeting. Ms. Voight seconded the motion, which passed unanimously. The meeting adjourned at 9:29 p.m.

Respectfully submitted,

*Betty Jean Hall*

Betty Jean Hall  
Administrative Assistant

### **Action Items**

- Approved the September 16, 2020 Planning Commission meeting minutes as presented.
- Approved the October 21, 2020 Planning Commission meeting minutes as amended.
- Forwarded a positive recommendation to Town Council of Ordinance 04-2020 with clarification made by the Town Attorney on the signature line on plat recording and changing the references of Planning Director to Town Manager.