

Centreville Planning Commission
July 19, 2023
7:00 p.m.

MINUTES

The July 19, 2023 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Kara Willis, Chair; in the Liberty Building, second floor meeting room. The following members and staff were present: Kara Willis, Chair; Tim Zuella, Vice Chair; Mitchell Delaney, Secretary; Nancy Emerick and Wendy Emerson, Members; Steven K. Kline, Town Council President; Charles (Chip) Koogle, Town Manager; Sharon VanEmburch, Town Attorney, Chris Jakubiak, Town Planner; and Betty Jean Hall, Administrative Assistant.

Chair's Announcements

Ms. Willis stated the Maryland Planning Commissioners Association (MPCA) Annual Statewide Conference will be held on Kent Island, October 24, 25 & 26. The early registration period ends August 31. The registration fee can be paid by the Town if any of the Planning Commissioners are interested in attending.

Ms. Willis announced Mr. Jakubiak has accepted a position with the City of Annapolis as their new Director of Planning. Mr. Jakubiak will continue to serve as Centreville's Town Planner until the end of August.

Review of Minutes from Previous Meetings

- a. Ms. Willis moved to approve the June 21, 2023 meeting minutes as submitted. Mr. Zuella seconded the motion, which passed unanimously.
- b. Ms. Willis moved to approve the July 5, 2023 work session minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.

Zoning Issues - Discussion

- Mr. Zuella stated the Planning Commission was to reach out to the Town Attorney for a definition of what Drapers wanted to become.
- Ms. Willis forwarded the submitted proposal from Drapers to the Town Attorney after the last meeting.
- Ms. VanEmburch stated it seems there are three potential uses. One would be the liquor store which would fall under the general shop/retail use. One would be a convenience store. And the third would be the restaurant/take-out option. It has components of all three which are all permitted in the zoning district. The one caveat being the convenience store has a size limitation where the other two do not. The methodology that a Zoning Administrator may use to determine the primary use of a business would be percentage based on sales. The advertising that was found for Drapers consists of alcohol and sub sales. The business hours are not typically what you would see at a convenience store. Even if considering additional food preparation that leans more toward restaurant carry-out, not necessarily convenience store which is also a permitted use. At the end of the day if it was 50/50 alcohol sales and take-out food it would still be permissible and not necessarily make it a convenience store.

Old Business

- a. Draft Comprehensive Plan Discussion
 - Ms. Willis stated Mr. Jakubiak secured all the updated maps that were needed to drop into the Plan.
 - The referenced page numbers are of the public hearing draft from November 2022.
 - Pg. 11–14 - Population and Households were separated. The pie chart for ages for 2020 in Figure 4 is new and it replaces the one with 2018 data. A new Table on households has been added. These changes reflect the use of the 2020 Census data.
 - Pg. 15 Municipal Growth Table 1 – New Housing Units: 2011-2020 and the 2nd paragraph under Zoned Development Capacity were removed.
 - Pg. 16 Add the word 'existing' to the title of Table 2.

- Pg. 85 new paragraph 3 under Summary: The Town has a Parks Advisory Committee and a Master Plan for parks showing the proposed alignments for bike trails, walking trails and greenways, which was an important source of information for this Comprehensive Plan. The Town also maintains set of proposed Design Guidelines for the development of Parks. Later in this Chapter is a recommendation that the master plan and design standards be evaluated in light of this Comprehensive Plan and incorporate its recommendations.
- Pg. 87 second paragraph to read: As development is proposed in the Growth Area, the Town should require that each new development make a meaningful contribution to building the municipal water and sewer systems. In each case, the details of these contributions would be made part of a binding annexation agreement between the developer and Town of Centreville. For example, some future annexations may be required to build new capacity within the Town's wastewater treatment plant while others may be required to reimburse the Town for public costs already expended. Others may be required to deploy advanced wastewater treatment technologies such as localized effluent treatment in combination with deep well injection. This Plan's vision of interconnected clusters of development set among a landscape of open spaces and forest conservation zones, is compatible with systems-based technological advances in wastewater treatment and disposal.
- Pg. 87-88 changes to the first paragraph beginning at the second sentence: This Plan recommends the Town's Park Advisory Board continue to update the Town's existing Park Design Guidelines for consistency with this Comprehensive Plan. The Park Advisory Board along with the Planning Commission should develop a review process for when new trails and parks are being designed as part of a site plan proposal. An updated Park Plan should assess the availability of public-school grounds for recreation, incorporate the resource conservation, land use, growth area and other recommendations discussed throughout this Plan. The Park Advisory Board should also coordinate with Queen Anne's County on a regular basis in the update of the County Land Preservation, Parks, and Recreational Plan.
- Pg. 87-88 begin second paragraph at: The Town aspires to develop a greenway
- Pg. 40 Change sentence two in paragraph under Public Water to read: It consists of two operating wells.
- Pg. 79-80 Change sentences two and three in first paragraph to read: It consists of two operating wells. The Town also has three water storage tanks: a 200,000-gallon tank near Goodwill Firehouse, a 300,000-gallon tank on Comet Drive, and a 100,000-gallon tank in Northbrook Subdivision.
- Pg. 79-80 Change second and third sentences in paragraph three to read: Commitments made by the Town to ongoing development projects and to ensure all vacant lots, enrolled in the Town's vacant lot fee payment plan, have at least one allocation approximate 26,000 gpd. This leaves an effective excess capacity of about 258,088 gpd.
- Pg. 63 Fair Housing – Mr. Jakubiak supplied text to be added to the end of the Housing chapter to comply with the recent Fair Housing amendments to the Land Use Article of the Annotated Code of Maryland.
- Pg. 18 Household numbers and percentage rate increases were updated under Alternative Growth Projections according to the current US Census.
- Ms. VanEmburch stated the next step would be to have a final review of the Draft Comprehensive Plan by the Planning Commission members and forward to the Town Council.
- Ms. Willis moved to hold a Special Meeting on Wednesday, August 2, 2023. Mr. Zuella seconded the motion, which passed unanimously.

Council Member Report

Council President Kline stated ordinances for a plastic bag ban, electronic signs and indoor agriculture are on the Town Council agenda of Thursday, July 20.

Adjournment

There being no further business, Ms. Willis moved to adjourn the July 19, 2023 Planning Commission meeting. Ms. Emerick seconded the motion, which passed unanimously. The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Betty Jean Hall

Betty Jean Hall
Administrative Assistant

Action Items

- Approved the June 21, 2023 meeting minutes as submitted.
- Approved the July 5, 2023 work session minutes as amended.
- Moved to hold a Special Meeting on August 2, 2023.