

Centreville Planning Commission
October 18, 2023
7:00 p.m.

MINUTES

The October 18, 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; Pat Fox, Nancy Emerick and Wendy Emerson, Members; Sharon VanEmburch, Town Attorney; and Betty Jean Hall, Administrative Assistant.

Chair's Announcements

Ms. Willis stated Ashley Kaiser and Jeff Kiel were elected to Town Council and as a result Mr. Kiel is no longer a member of the Planning Commission. Mr. Worth has been appointed as the Council liaison to the Planning Commission. Mr. Koogle is no longer Town Manager and Ms. Brinkley is serving as Acting Town Manager. The Town has contracted with EPR PC for Planning services. Stacey Dahlstrom and Will Cockrell, Senior Planners will be the principal contacts for the Town of Centreville. Ms. Willis announced the scheduling of a work session for November 1st to discuss changes to the Draft Comprehensive Plan that have been requested as a result of Town Council review. Ms. Willis stated the Maryland Planning Commissioners Association 2023 Annual Conference is Tuesday, October 24 through Thursday, October 26 and will be attended by five out of 6 members of the Centreville Planning Commission.

Review of Minutes from Previous Meetings

- a. Ms. Willis moved to approve the September 20, 2023 meeting minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.

Citizen Comment

No citizens provided comments.

New Business

- a. Special Exception Request – Short Term Rental – 104 Watson Road; Jane Keller and Gordon Bjorkman, owners/applicants
 - The applicants were not in attendance.
 - Ms. VanEmburch stated the commission could review the application for consistency with the Comprehensive Plan and forward their recommendation to the Board of Appeals without the applicants being present if they had no questions for the applicant.
 - Mr. Delaney has pedestrian safety concerns with the intersection at Watson Road and Chesterfield Avenue.
 - Ms. Willis stated this is the type of special exception that would customarily remain with the property, if granted. She suggested the Planning Commission could recommend the Board of Appeals place a restriction on the granting of the application to only the applicants. If the property should be sold to a new owner, the special exception would not be conveyed with the property.
 - Ms. Willis moved to forward a favorable recommendation to the Board of Zoning Appeals as the proposed Special Exception request is consistent with the Comprehensive Plan. The Planning Commission recommends the Board of Zoning Appeals limit a special exception, if granted, to the applicant only, where approval does not transfer to subsequent property owners. Additionally, given the orientations of the driveways on the property, the curvature of the road, and lack of sidewalks and traffic striping on the road surface, the applicant is encouraged to include language in any rental documents, agreements and online listings calling attention to the increased need for pedestrian and bicycle safety awareness on Watson Road. Mr. Zuella seconded the motion, which passed unanimously.

Citizen Comment

No citizens provided comments.

Adjournment

There being no further business, Ms. Willis moved to adjourn the October 18, 2023 Planning Commission meeting. Mr. Zuella seconded the motion, which passed unanimously. The meeting adjourned at 7:40 p.m.

Respectfully submitted,



Betty Jean Hall
Administrative Assistant

Action Items

- Approved the September 20, 2023 meeting minutes as amended.
- Forwarded a favorable recommendation to the Board of Zoning Appeals with additional considerations for SE-01-23 as it was found to be consistent with the Comprehensive Plan.