

Centreville Planning Commission
February 21, 2024
7:00 p.m.

MINUTES

The February 21, 2024 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; Carolyn M. Brinkley, Town Manager; Dan Worth, Town Council Member; Sharon VanEmburch, Town Attorney; Stacey Dahlstrom, Town Planner and Betty Jean Hall, Administrative Assistant.

Chair's Announcements

Ms. Willis stated the Town has hired a new Clerk, Gaye Adams and has appointed Carolyn Brinkley as the new Town Manager.

Review of Minutes from Previous Meetings

- a. Ms. Willis moved to approve the October 18, 2023 meeting minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.
- b. Ms. Willis moved to approve the November 1, 2023 work session minutes as submitted. Mr. Zuella seconded the motion, which passed unanimously.
- c. Ms. Willis moved to approve the November 15, 2023 work session minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.
- d. Ms. Willis moved to approve the December 6, 2023 work session minutes as amended. Mr. Zuella seconded the motion, with 4 ayes, 0 noes and two abstentions.

Citizen Comment

No citizens provided comments.

Appearances

- a. Preliminary Site Plan Submittal – 216 N Commerce Street, Mixed-Use Building; Tred Avon Partners, LLC, Owner; Steve Layden, P.E., LEED AP, Dumb Home, LLC
 - Mr. Layden introduced Greg Torchio, Architect and Bo Feaga, Tred Avon Partners, LLC who were in attendance for the presentation of the preliminary site plan submittal.
 - Mr. Torchio – 3 story building with apartments on the upper two floors. commercial storefront on the ground floor in the front of the building and a 1BR apartment on the rear. Four 2BR apartments, one 1BR apartment which is the ground floor unit and approximately 850 square feet of commercial storefront space.
 - The storefront is fashioned in the same way as the Ashley building at the corner of Water and Commerce Streets.
 - The building is 34 feet tall and has a roof sloping from front to back for drainage on the site. Each of the upper floor units has balconies that face south.
 - The handicap access is from the side entrance. The storefront and first floor apartment are handicap accessible.
 - There will be individual heat pumps for each unit that will be on the north side of the building.
 - Mr. Layden worked through the memorandum prepared by Ms. Dahlstrom and distributed in the member packets.
 - The building has been aligned with the one to the north. A building cannot be within 10 feet of power lines.
 - Any traffic leaving the site would have the right-of-way from traffic entering the site.
 - The applicant is amenable to adding a bike rack on front concrete pad.
 - 14 parking spaces are required by the Town Code, the applicant requests a reduction to 9 spaces.

- The Planning Commission recommended changing the on-site parking to residential only and moving the trash corral to the southeast parking space, parking is then reduced to 8 spaces total including the handicap space.
- Increasing the size of the shade tree in the former trash corral location and adding a grill and a picnic bench in the area where the medium tree is located was also discussed.
- Off-Street Parking indicates that no driveway serving a parking facility shall be closer than five feet to a side property line. The site plan as presented would require a variance from the Board of Appeals.
- Plans were submitted to Soil Conservation for review and are now ready for signatures.
- Mr. Layden presented the stormwater plan for the site. There are underground chambers that are fourteen feet deep. The tallest chamber possible is being used to push the infiltration down into the sand. Right now, everything from the center of the Miles Insurance Building lot drains into this property and runs through the property to the northern neighbor. Installing this system cuts off that flow in the parking lot and treats it on site.
- A flow test was conducted which showed a 4” line is required at the site for the fire sprinkler system to function properly. The applicant is interested in having individual meters for each tenant in this building.
- Each tenant will have a washer and dryer in their unit and a storage area in the basement of the building.
- Ms. Dahlstrom reviewed three outstanding questions as indicated in her memo dated February 14, 2024 indicating:
 - a. As noted in the Town of Centreville Zone of Regulations, the rear yard in CBD zoning is required to be five feet. As depicted on sheet 3 of 9, the edge of pavement and the parking blocks appear to extend into the rear yard in 4 ¼ of the six spaces currently proposed along the east side of the parking area (from the SE corner extending toward the lot bump out in the NE corner).
 - b. §170-32 C.2.d. Off-Street Parking Provides that Entrances from public or private streets shall be at least 7 1/2 feet from side lot lines, it is unclear if the entrance shown on this application is consistent with that requirement.
 - c. §138-48 B Article IV Specifications and Design Considerations, for Streets, Roads and Improvements, Off-Street Parking indicates that “No driveway serving a parking facility shall be closer than five feet to a side property line.” It is unclear how the proposed drive aisle from Commerce Street entrance to the proposed parking area (Sheet 3 of 9) is consistent with this requirement.
- Mr. Torchio stated he always understood the setback requirements applied to the structure.
- Mr. Layden asked if the applicant could compose a letter to the Town asking for clarification on three things and get a determination as to what is approvable by the Planning Commission versus what would need to go before the Board of Appeals. Staff was agreeable to this request.

New Business

- a. Schedule of tasks - discussion
 - Ms. Hall stated June 19th is an observed holiday which falls on a regular meeting date. She will check with the County regarding the availability of the meeting room on June 26th.
 - Ms. Dahlstrom stated the Planning Commission has one year to implement the Comprehensive Plan; a zoning checkup is in order.
 - Accessory dwelling units and affordable housing units are good to keep top of mind this year as they are being reviewed at the state level.
 - Update the Planned Unit Development approach.
 - Map amendments.
 - Rules and bylaws Chair and Vice Chair term limits; virtual meeting attendance and quorum qualifications.

Citizen Comment

No citizens provided comments.

Adjournment

There being no further business, Ms. Willis moved to adjourn the February 21, 2024 Planning Commission meeting. Mr. Zuella seconded the motion, which passed unanimously. The meeting was adjourned at 9:43 p.m.

Respectfully submitted,

Betty Jean Hall

Betty Jean Hall
Administrative Assistant

Action Items

- Approved the October 18, 2023 meeting minutes as amended.
- Approved the November 1, 2023 work session minutes as submitted.
- Approved the November 15, 2023 work session minutes as amended.
- Approved the December 6, 2023 work session minutes as amended.