

Centreville Planning Commission
March 20, 2024
7:00 p.m.

MINUTES

The March 20, 2024 Centreville Planning Commission meeting was called to order at 7:00 p.m. by Kara Willis, Chair; in the Wharf Building, second floor meeting room. The following members and staff were present: Kara Willis, Chair; Tim Zuella, Vice Chair; Mitchell Delaney, Secretary; Pat Fox, and Nancy Emerick, Members; Dan Worth, Town Council Member; Will Chapman, Acting Town Attorney; Stacey Dahlstrom, Town Planner and Betty Jean Hall, Administrative Assistant.

Review of Minutes from Previous Meetings

- a. Ms. Willis moved to approve the February 21, 2024 meeting minutes as amended. Mr. Zuella seconded the motion, which passed unanimously.
- b. Ms. Willis moved to approve the March 6, 2024 work session minutes as submitted. Mr. Zuella seconded the motion, which passed with 4 ayes, 0 noes and one abstention.

Citizen Comment

No citizens provided comments.

Old Business

- a. Review of Planning & Zoning Commission Bylaws
 - Ms. VanEmburch supplied suggestions that were included in the members' packets.
 - Ms. Willis stated there is also a copy of the minutes from February 2020 in the packets showing an approved action item that was never stricken in the official copy of the Bylaws at Town Hall. It was to strike the last sentence of Section 2.1. c. in the Bylaws of the Planning Commission thus allowing the Chair the ability to vote.
 - Ms. VanEmburch highlighted (including the Chairman, even though he/she will vote only in the event of a tie). in Article IV Meetings Section 4.3 Quorum to suggest this portion also be deleted to conform with the previous change allowing the Chair to vote.
 - Ms. VanEmburch also changed the wording of Article I Preamble Section 1.4 second sentence to conform to the procedures of the Town Council as stated in the Charter.
 - Ms. Willis reviewed the lengthening of the first paragraph, last sentence in Article III Election to add: ...three for the Secretary, unless a favorable unanimous vote of all Members present wish to allow an office to serve an additional term.
 - After discussion the addition of two sentences at the end of Article IV Meetings Section 4.3 Quorum. will read: Members may participate virtually (i.e. video or telephone) in meetings provided the technology and staff are available to facilitate the participation. Only members that are physically present at the meeting shall count towards a quorum.
 - One addition to the 'Rules of the Town of Centreville Planning Commission' is necessary due to the change in virtual participation. The same two sentences will be added as (e) in Section 8. Quorum and Vote.
- b. Zoning Map Amendments
 - Ms. Dahlstrom found two parcels just west of the C-2 on the Future Land Use Map are shown as commercial. The parcels are 401 and 409 Kidwell Avenue. The two parcels were determined to be residential and the commercial designation would be considered a mistake to the Future Land Use Map.
 - Ms. Dahlstrom stated the parcels that contain the Food Lion shopping center, Walgreens, McDonald's, and AutoZone are designated commercial on the Future Land Use Map but are currently zoned Planned Business District on the Zoning Map. Further research will be done to determine if this is the correct designation.

Citizen Comment

No citizens provided comments.

Council Member Report

- Mr. Worth stated the Town Council forwarded an Annexation Resolution to the Planning Commission at their last meeting. Mr. Worth also stated at tomorrow's meeting the Ordinance to rezone that annexed land to R-1 may be forwarded to the Planning Commission as well.

Adjournment

There being no further business, Ms. Willis moved to adjourn the March 20, 2024 Planning Commission meeting. Mr. Zuella seconded the motion, which passed unanimously. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Betty Jean Hall

Betty Jean Hall
Administrative Assistant

Action Items

- Approved the February 21, 2024 meeting minutes as amended.
- Approved the March 6, 2024 work session minutes as submitted.