

**Town Council of Centreville**

**March 17, 2022**

**7:00 p.m.**

**MINUTES**

The March 17, 2022 Town Council meeting was called to order at 7:00 p.m. by President Steven K. Kline at the Liberty Building located at 107 N. Liberty Street, 2<sup>nd</sup> floor meeting room. The following members and staff were present: Steven K. Kline, President; Jeffrey D. Kiel, Vice President via Zoom; Shelby C. Anania, Eric B. Johnson, Jr., and Ashley H. Kaiser, Members; Charles (Chip) Koogle, Town Manager via Zoom; William Chapman, Acting Town Attorney; Clifford (Kip) Matthews, Director of Public Works; Chief Joe Saboury, Centreville Police Department; Karen Luffman, Finance Officer; Krystal Ebaugh, Human Resources Manager; Jenial Turner, Project Manager; Samantha Smith, Administrative Assistant; Carol D’Agostino, Main Street Manager; Paige Tilghman, Economic Development Manager; and Carolyn Brinkley, Town Clerk.

- Following the Pledge of Allegiance and a moment of silence, Ms. Anania made a motion to approve the March 3, 2022 meeting minutes, as presented. Ms. Kaiser seconded the motion, which passed unanimously.

Citizens Comments

Joe Brown, Concerto Avenue, offered comments related to Carter Farm public forum.

Appearances

a. Main Street Update – Carol D’Agostino

- Ms. D’Agostino provided information on a \$9,000 resiliency grant received from the Maryland Department of Housing & Community Development to assist the business community. The grant is open to all Centreville businesses of record within the Town limits. The grant will fund speaker’s fees for a business resiliency workshop and technical services.
- The workshop will include the following speakers: Megan McDonald, Chief Strategy Officer and Vice President of Marketing at *Hello Alice*; Kimberly Prescott, SPHR, SHRM-SCP, Founder and President of *Prescott HR*; and Dale Walls, Founder of *Lions Guide*, High-Performance Coach & Advisor.
- Ms. D’Agostino reported that the technical component of the grant allows Centreville Main Street to purchase blocks of time from local and regional contractors. Businesses can request a variety of technical services including: 90-minute business leader coaching sessions; 1-hour HR/staffing consultations; website audits, social media training, and graphic design and photography/videography services.

b. Samantha Smith, Administrative Assistant

- Mr. Matthews introduced Samantha Smith, the new Administrative Assistant for the Department of Public Works. He stated Ms. Smith has been with the Town for three-weeks.
- Ms. Smith stated she is happy to attend the Town Council meeting and is enjoying her time with the Town.

Old Business

a. Liberty/Commerce Streets Construction Assessment – Eric Johnson, Jr.

- Mr. Johnson gave an assessment and lessons learned summary of the Liberty/Commerce Street construction project. He provided the following information:



**SBAR Conducted Oct 2021 to March 2022**

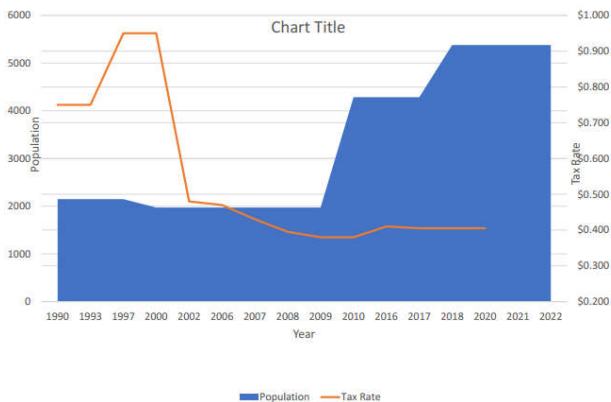
- SITUATION
- BACKGROUND
- ASSESSMENT
- RECOMMENDATIONS

## Situation

- A. 2018-2019 the town completed a sewer/water utility replacement on Commerce/Liberty Streets
- B. Like the town's '16 Kidwell Ave project, a Unit Bid Price contract was utilized for 2018-19 project
- C. Total project cost for the town was \$8.6 million—as opposed to \$3.7 million projected
- D. The Town Council used series of options to cover difference between estimated & final cost
  - 1. Special election on Emergency Fund usage held 3-4-2019; 321 voted for/242 voted against
  - 2. Town Council unanimously authorizes use of \$1 million from general fund
  - 3. \$250K more approved from general fund/up to \$2.55 million of investment/emergency fund
  - 4. As of 2022, \$2.619 million was withdrawn from the investment/emergency fund for CLS
- E. Perception among the town electorate that the project was mis-managed, future projects at risk
- F. With significant infrastructure projects on the immediate horizon, critical to ensure voter trust

## Background (continued)

- E. April 2017: Town Council authorizes staff to begin CLS sewer/water utility replacement project
  - 1. Action preceded by SHA District 2 reporting it would begin CLS milling/resurfacing July 2018
  - 2. If SHA project proceeded in 2018, CLS utility replacement would be deferred 15 years (2033)
  - 3. During a 15-year deferral, constant repairs would require town to cover milling/resurfacing
  - 4. SHA was agreeable to defer milling/overlay project to summer 2019 for town's CLS project
  - 5. 1-year SHA project delay provided town a narrow window for CLS project; no time for bids
  - 6. Unanticipated costs were multifactorial:
    - i. 1 significant adding error: Original project estimate was for just 1 street versus 2
    - ii. Unexpected SHA requirements: asphalt sub-base normally 3-4 inches; SHA required 12
    - iii. Constricted timeline prevented full engineering studies: major issues at South Commerce
    - iv. No time to bid full-set specifications/standards of contractors utilized



## Recommendations

- A. Ensure appropriate staffing levels commensurate with size/scope of infrastructure and population
- B. Carefully consider state- and other agency-driven projects that prevent use of bid process
- C. Implement capital investment planning process that extends well beyond 5 years (e.g., 20-50 years)
- D. Revisit capital investment planning regularly to allow proactive capital planning/maintain tax rate
- E. Consider organizing/maintaining a budget advisory committee to review significant capital projects
- F. Work diligently to reduce town debt and increase the value of the investment/emergency fund
- G. Aggressively communicate these lessons learned and completed recommendations with electorate
- H. Consider council application for Streetscape planning/funding—with citizen involvement

- Mr. Johnson requested the assessment and slides be added to the Town's website for public viewing.
- b. Moratorium Discussion
  - Prior to the moratorium discussion, Ms. Kaiser stated that the Legislative Session will be ending in a couple of weeks and suggested reaching out to Queen Anne's County as they have a lobbyist. She suggested working with the County's lobbyist to help the Town solicit funds from the delegation for the expansion of the wastewater treatment plant.
  - After some discussion, and by consensus, the Town Council directed Mr. Koogle to reach out to Todd Mohn, Queen Anne's County Administrator to meet with their lobbyist.
  - Mr. Johnson presented the following memo to the Town Council:

## Background

- A. In approximately 1913, terracotta water/sewer utilities were installed along CLS
- B. Additions were made to these 1913 utility lines in the 1940s—with no replacement until 2018
- C. Countless leak repairs were performed during 105-year duration of the original infrastructure
- D. 2003-04: Town undertook MD State Highway Administration (SHA) master planning program
  - 1. Project fell under a citizen's commission, chaired by Dana York and an SHA facilitator
  - 2. SHA planning program intent was to upgrade curbs/gutters/storm drains/trees/streetscapes
  - 3. Program included plans for re-sectioning, pavement, and striping of Commerce/Liberty
  - 4. Design work proceeded under the State's Neighborhood Conservation Program
  - 5. Design included plan for duct bank installation under sidewalks for underground utilities
  - 6. Proposal documented in FY2002-2007 MD Consolidated Transportation Program plan
  - 7. Project unfunded due to anticipated, constant repairs of 90-year-old water-sewer lines

## Assessment

- A. 1913 water/sewer lines were constructed of terracotta—with a life expectancy of 50-60 years
  - 1. Based on the life expectancy, pipes should have been replaced between 1963 and 1973
  - 2. No Transite (asbestos cement) pipes were identified during the 2018-19 roads project
- B. Tax rates reduced from 2002-2020—over same period in which population more than doubled
  - 1. From 1990-96, the town's council-approved tax rate was \$.75; from 1997-2001 it was \$.95
  - 2. 2002—Council approves a \$.48 tax rate; the rate was continuously lowered until 2010
  - 3. From 2009 to 2015, the tax rate remained at a decades-long low of \$.38
  - 4. 1910-20 (approx. life of water/sewer infrastructure): population went from 1,435 to 5,379
  - 5. Tax rate kept flat/lowered 2002-20; CLS infrastructure replacement remained unfunded
- C. Staffing rates in the Department of Public Works have remained constant over past 2 decades
  - 1. Staffing focused on decades of leak repairs; limited staff to support CLS project oversight
  - 2. DPW without administrative support or dedicated project management FTE until 2022

## Assessment (continued)

- D. Town Council requested an independent review of the CLS project
  - 1. Objective for this assessment: "reveal whether project was reasonable/provided good value"
  - 2. Analysis started after last piece of infrastructure was in place; as-constructed quantities used
  - 3. 2 firms selected to provide professional engineering estimates for water/sewer construction:
    - i. KCI Technologies (KCI) and Hummel, Klepper, and Katz (RK&K)—nationally recognized
  - 4. Comparison of Construction Costs (without engineering fees and inspection):
    - i. Town's Actual Expense: \$8.147 million
    - ii. KCI Project Estimate: \$8.419 million
    - iii. RK&K Project Estimate: \$13.078 million
  - 5. Comparison of Engineering Costs
    - i. Town's Actual Expense: \$107 thousand
    - ii. KCI Project Estimate: \$640 thousand
    - iii. RK&K Project Estimate: \$350 thousand
  - 6. Comparison of Inspection Costs
    - i. Town's Actual Expense: \$94.7 thousand
    - ii. KCI Project Estimate: \$243.5 thousand
    - iii. RK&K Project Estimate: \$125.3 thousand
  - 7. Comparison of Actual Versus Protracted, Bid-Projected Timelines
    - i. Town's Project—Actual Duration: 18 months (1.5 years)
    - ii. KCI Projected Duration: 39 months (9 design/12 permitting/18 construction)
    - iii. RK&K Projected Duration: 31.3 months (11.3 design/7.8 permitting/12 construction)
- E. 2018-19 Commerce/Liberty project completion positions Centreville for Streetscape planning/funding

## Sources Cited:

"Liberty and Commerce, Analysis of Independent Engineering Cost Estimates" (Documented by Steve Walls, Town Manager)  
 April 20, 2017 Town Council Meeting Minutes  
 March 7, 2019 Town Council Meeting Minutes  
 March 21, 2019 Town Council Meeting Minutes (Council members Beauchamp and Morgan voted in favor; Council member McCluskey voted against)  
 Email from Karen Luffman, Town Budget Manager (03-17-2022)  
 Maryland's Consolidated Transportation Program, A multi-modal capital budget for building a safe, efficient transportation system-FY2002-07, Page A51  
 Interview with Steve Walls, Town Manager (08-16-2021)  
 Interview with Kip Matthews, Town DPW Director (08-30-2021)  
 "Aging pipes prove expensive for municipalities," waterworld.com (April 1, 1999)  
 Email from Mike Whitehill, Whitehill Consulting (03-16-2022)  
 Karen Luffman, Town Budget Manager (2022 Data)  
 US Census Bureau (2000-2020)  
 Email from Kip Matthews, Town Director of Public Works (03-17-2022)  
 Company websites: KCI (KCI.com) and RK&K (rkk.com)  
 Email from Mike Whitehill, Whitehill Consulting (03-16-2022)

**CONCEPT:** It is proposed that the Town Council of Centreville implement an immediate moratorium on the allocation of NEW water/sewer EDUs, pending implementation of a WWTP facility replacement plan and, ideally acquisition of additional EDU capacity. The Town cannot, in good faith, process/approve applications for new EDU allocation (1) while the current WWTP facility is in need of replacement and (2) where additional EDU capacity is desired—and potentially achieved through WWTP facility expansion/addition.

**PROPOSED TIMELINE:** Implementation of the moratorium shall commence once approved by the Council and shall continue through January 31, 2023. The moratorium may be discontinued at any time during this period upon the approval of the Council—and upon confirmation that new EDU capacity is ensured through construction of a new facility/facilities. The Town anticipates receiving information regarding funding in October 2022. The additional time gives the Town the ability to process the information and if necessary, pass an ordinance to extend the moratorium.

**PRESERVATION OF CURRENT COMMITMENTS:** Unaffected by the proposed moratorium, the Town Council of Centreville shall honor the following EDU commitments:

- 62 Residential EDUs (10 fully paid; 4 paid @ 25%; 48 vacant lots without deposits but with paid vacant lot fees)
- 68 Commercial EDUs (22 fully paid; 44 paid @ 25%; 2 vacant lots without deposits but with paid vacant lot fees)

**NET EDU CAPACITY:** After subtracting the commitments above, remaining EDU capacity during the moratorium period is approximately 195 EDUs.

**MODIFICATION OF EDU COMMITMENTS:** EDU commitments above may be modified WITHIN the current numerical value but may not be increased. So, for example, Carter Farm and Turpin Farm do have one (1) EDU each (one residential home on each property). These may be modified from, say residential to commercial but may not be increased during the moratorium period. Replacement of destroyed structure, change of use or expansion of existing business allowed as long as it does not increase the number of EDUs required for the project.

**PROCESSING APPLICATIONS:** The moratorium would apply to receiving, processing, or approving any applications, site plans, subdivision plats, or building permits that involve additional EDU allocations. The moratorium would not apply to application, site plans, subdivision plats, or building permits involving governmental functions.

- Ms. Kaiser stated the moratorium should not apply to receiving, processing, or approving any application, site plans, subdivision plats, or building permits. She felt that the Town should receive and process these applications and then be held until the moratorium is lifted.
- Mr. Matthews stated the current capacity, as of January 2022 is at 87%.
- Mr. Kline stated it is the Council’s responsibility to make decisions on allocations and does not feel a moratorium is warranted.
- Ms. Kaiser agreed and stated the Town Council should retain the power to make these decisions.
- Mr. Johnson thanked all staff involved in helping him put the information together.
- Mr. Matthews stated that he would send the Town’s Water and Sewer Allocation Policy to the Town Council for review. He also stated that he updates the flow and capacity management information on a monthly basis.

**New Business**

a. **Carter Farm Public Forum Update – Rebecca Flora, ReMake Group**

- Ms. Flora made the following presentation:



**Carter Farm Agrihood**  
Public Information Open House

Sunday March 13<sup>th</sup> 12 PM to 5 PM  
Queen Anne's County Public Library - Large Meeting Room  
121 South Commerce St Centreville MD

Meet the developers and learn about the proposed Carter Farm Development Located at 408 Chesterfield Ave. Centreville

Learn more at: [www.remakegroup.com/projects/carter-farm-agrihood-conservation-community/](http://www.remakegroup.com/projects/carter-farm-agrihood-conservation-community/)

THANK YOU TO ALL 77+ PERSONS WHO ATTENDED!



**CARTER FARM AGRIFOOD**  
Public Open House Report - OVERVIEW

- **Location:** Queen Anne's County Library, Centreville Branch, Large Meeting Room
- **Outreach Methods**
  - 1,700 of post cards sent to Centreville residents by Zip Code
  - 20+ post cards delivered to businesses and public posting boards
  - Town E-mail Blast
  - Word of Mouth, Facebook, direct emails
- **Attendees**
  - 77 persons signed-in, plus non-sign-ins
  - 98% from Centreville based on addresses
- **Materials:** CF summary sheet, "Give Us Your Thoughts" Questionnaire, 13 Information Posters
- **Room Set-up:** sign-in table, 12 information poster boards, large site plan, presentation delivered throughout, refreshment table, resource table
- **Cost:** ~\$2,100 for mailing, printing, room, refreshments

# CARTER FARM AGRIHOOD

## "LET US KNOW YOUR THOUGHTS" FORM

23 Forms Submitted (~1/3 of attendees)

Total Average Score 4.5 out of 5 with 5 being the highest

Comments on each of 12 Topic Areas

"Tell Us More" Comments

How Did Your Hear About the Open House

Contact Information - 7 requested follow-up, which will be done

All sign-ins with emails will be placed in a contact sheet for updates

Note: all comments included here are verbatim from forms w/o edit

Carter Farm Public Open House Report to Town Council


INFORMATION BOARD TOPIC	SCALE	COMMENTS
COMMUNITY PRIORITIES	1 2 3 4 5	
CONNECTING	1 2 3 4 5	
LIVING	1 2 3 4 5	
FARMING	1 2 3 4 5	
RESTORING HABITATS	1 2 3 4 5	
VISITING	1 2 3 4 5	
HONORING HISTORY	1 2 3 4 5	
FOSTERING COMMUNITY	1 2 3 4 5	
EXPERIENCING NATURE	1 2 3 4 5	
ECONOMIC BENEFITS	1 2 3 4 5	
TOWN SENES CAPACITY	1 2 3 4 5	
PUBLIC APPROVAL	1 2 3 4 5	

# CARTER FARM AGRIHOOD

## A Conservation Community

Honoring History  
Living Well  
Farming Land  
Visiting Places  
Connecting People  
Experiencing Nature  
Restoring Habitat  
Fostering Community  
Growing Economy

### in the Historic Town of Centreville, MD



Carter Farm Public Open House Report to Town Council

# CARTER FARM AGRIHOOD

## Public Open House Report "YOUR THOUGHTS" FORM

13-MAR-22

ATTENDEE THOUGHTS FOR PLEASE SCORE EACH ON A SCALE OF 1-5 WITH 5 BEING YOU HIGHLY AGREE, SUPPORT OR PRIORITIZE

TOPIC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	TOTAL	AVE	
COMMUNITY PRIORITIES	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	75	4.5
CONNECTING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77	4.5
LIVING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	84	4.2
FARMING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77.5	4.1
RESTORING HABITATS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	80	4.2
VISITING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	75	4.5
HONORING HISTORY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	82	4.3
FOSTERING COMMUNITY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	76	4.2
EXPERIENCING NATURE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	83.5	4.3
ECONOMIC BENEFITS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	76	4.2
TOTAL	4.2	3.8	5.0	4.0	4.1	5.0	2.9	4.0	3.5	4.0	3.0	4.3	4.1	4.5	2.6	3.9	4.1	0	0	0	0	0	0	0	4.2	
AVERAGE	4.2	3.8	5.0	4.0	4.1	5.0	2.9	4.0	3.5	4.0	3.0	4.3	4.1	4.5	2.6	3.9	4.1	0	0	0	0	0	0	0	4.15	
PUBLIC APPROVAL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	76	4.00
TOWN SENES CAPACITY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	76	3.80

Carter Farm Public Open House Report to Town Council

# Centreville Community Priorities for Carter Farm

2016 Community Conversations

- Access for public open space & recreation, including integration into town trail system
- Preservation of the Carter farmhouse
- Agricultural components including community gardens & other scalable uses
- Commercial such as a destination inn, market and/or farm to table restaurant
- Housing with a mix of types, sizes and price points



Source: BID Community Conversations, 2016. 1/16/22/https://www.bidofcentreville.com/about/

# CARTER FARM AGRIHOOD

## COMMUNITY PRIORITIES from the 2016 Community Conversations

4.4 average score

Comments

- Agricultural components along with mixed housing types are key to making one conclude community priorities are important to this developer. This was not the case in prior development plans.
- Walkability good
- Love access!
- 126 residences is too many.




Carter Farm Public Open House Report to Town Council

# Honoring History at Carter Farm

Timeline of Carter Farm history:

- Pre-1670: Early Settlements
- 1670: Lord Baltimore grants 400+ acres to William Hendley to farm Chestersfield Manor
- 1782: Manor house burned and rebuilt for the 3rd time by Eugene A. Carr and remained in the family
- 1998: Judge Clayton Carr Carter owner/so.
- 1949: Property sold to current owners.
- 2014: Green Development / ReMAKE group expressed interest.
- Feb. 2019: Green Development agreement to purchase Carter Farm site.
- Dec. 2020: Final agreement.



Carter Farm Public Open House Report to Town Council

# CARTER FARM AGRIHOOD

## HONORING HISTORY

4.1 average score

Comments

- It is important to honor the history of this property.
- Is the original house being restored? Museum? Meetings?
- Is the original house being restored? How will it be used?
- I'm glad the Carter property will be used for homes but worry about the number of residences.
- appreciate keeping carter farmhouse



Carter Farm Public Open House Report to Town Council

# Living at Carter Farm

126 New Residences

- 80 Single Family Lots
- 27 Townhomes
- 19 Multi-family Homes

Home Features

- 2-3 Bedrooms
- Off-street Parking
- DOE Net Zero Ready
- EPA Water Sense Certified
- DOE Indoor AirPlus Certified
- Sustainable Building Materials



Carter Farm Public Open House Report to Town Council



# CARTER FARM AGRIHOOD LIVING

4.2 average score

### Comments:

- Home features incorporating COE and EPA air; water practices aligned with best practices is to be applauded.
- Like mixed-use development if tastefully done = not Northbrook!
- Could rental homes be available?
- Like that its not too big & focused on sustainable development. Want affordable houses & rentals.
- Rentals? Price range estimates?
- Too crowded



Carter Farm Public Open House Report to Town Council

3/17/22



# CARTER FARM AGRIHOOD FARMING

4.1 average score

### Comments:

- Love the community farm
- Love the idea of a farmstand
- Love community access to fresh foods & regenerative practices
- BMP examples?
- How much farming will really be done overtime?



Carter Farm Public Open House Report to Town Council

3/17/22



# CARTER FARM AGRIHOOD VISITING

4.3 average score

### Comments:

- Love so much available to neighborhood plus outside community
- Love that it opens it up to the whole community
- Will the community be able to sustain the business?



Carter Farm Public Open House Report to Town Council

3/17/22



# CARTER FARM AGRIHOOD CONNECTING

4.5 average score

### Comments:

- Love the trail idea and how accessible it is to the community
- Access to trail for all community not just residents
- Interest in buying a lot/house
- Programs re: agriculture good



Carter Farm Public Open House Report to Town Council

3/17/22



# Farming at Carter Farm

- 4.5-acres of Land Preserved for Agriculture use
- Working Farm managed by an experienced farmer
- Regenerative Farming Methods utilized to improve soil health.
- Crops Produced for People
- Farm Stand for public access to local fresh food
- Event & Training areas
- Value-add Products
- Community Supported Agriculture (CSA) Memberships



Carter Farm Public Open House Report to Town Council

3/17/22



# Visiting the Carter Farm

- Commercial Retail/Service/Studio Space
- Farm to Table Restaurant
- Outdoor Event Plaza of the Carter Farmhouse
- Architecture inspired by Historic Maryland Rural Structures



Commercial Area building design



Carter Farm Public Open House



# Connecting to Carter Farm

- Walking distance of less than one-half mile to the Wharf & Main Street
- Yellow Bank Perimeter Trail provides a .72 mile, 5-foot-wide, nature walk through the Buffer area
- Chesterfield Multi-modal Trail provides a .32-mile, 8-foot-wide paved trail that will connect to future Town trail expansion
- Public Street loops through the site connecting to Chesterfield Avenue & BOE site
- Woonerf (living street) a newly adapted street standard prioritizes pedestrians & cyclists



Carter Farm Public Open House Report to Town Council



# Experiencing Nature at Carter Farm



- Open space area of 19.4-acres, more than double the required amount
- Overlooks at two public viewing areas
- Nature Walk for .72-mile through the Buffer Area
- Interpretive Pollinator Gardens along Chesterfield Avenue



# CARTER FARM AGRIHOOD EXPERIENCING NATURE

4.3 average score

### Comments

- Bravo to Green & Remake on incorporating plans to allow resident of CF & Town & visitors to experience watershed nature.
- Use of trail & reforestation is paramount
- Smiley face
- Really want to make sure this is accessible to all of the community. Is there access to the water?
- Sounds great!
- With such a large development on such a small amount of land, has much of the nature will be left.
- not enough wide-open space

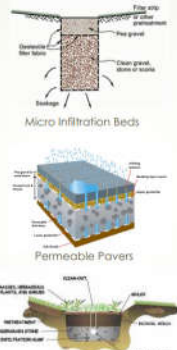
Carter Farm Public Open House Report to Town Council

3/17/22



# Restoring Habitats at Carter Farm

- Removal of Invasive Species and Reforestation of the 12.5-acre Buffer Zone
- Afforestation of the 1.56-acre expanded Buffer zone
- Planting of Native Vegetation in Landscape & Pollinator Gardens
- Regeneration of Farm Soil
- Installation of Best Practices in Storm Water Management
  - Rain Gardens in Open Spaces
  - Micro Infiltration Beds Rear Yards
  - Permeable Pavers
  - Green Roof on the Multifamily Building
  - Bioswales Along Roads & Parking Areas



Carter Farm existing Conditions



Carter Farm Public Open House Report to Town Council



# CARTER FARM AGRIHOOD RESTORING HABITATS

4.2 average score

### Comments

- Development plans as I understand them will accomplish what other developers have failed to do.
- Love raingardens & green roofs, HOA responsibilities
- I Like a lot of the ideas for infiltration & habitat, wondering about HOA & invasives
- Unsure about role of HOA in invasive species assessment, where will bioswales be?
- Habitats will be destroyed. Wildlife? Deer, fox, bald eagles
- A lot of wildlife there now

Carter Farm Public Open House Report to Town Council

3/17/22



# Fostering Community at Carter Farm

- Pedestrian Connectivity & Safety are Prioritized
- Parking Clustered to Benefit Nature & Encourage Walking
- Shared Open & Common Spaces
- Membership in the Farm CSA
- Integrated with Existing Town
- Welcoming to All



POCKET NEIGHBORHOODS  
Ross Chapin  
<https://www.pocket-neighhoods.net/index.html>



Carter Farm Public Open House Report to Town Council

3/17/22



# CARTER FARM AGRIHOOD FOSTERING COMMUNITY

4.2 average score

### Comments

- The individuals associated with this project consistently demonstrate their commitments to foster and be part of Cville community. The Town could not get a better shot at developing this land. Agricultural
- Depends on who outside development intersects w/leisure & farming elements
- Will this community be accessible for everyone?
- Love a lot of this but worry so much shared space = high HOA which may limit access to living here
- Is there more info on fostering a diverse community?
- I am worried that it will take away from the small town feel of Cville.

Carter Farm Public Open House Report to Town Council

3/17/22



# Economic Benefits of Carter Farm to the Town and County

- Town Tax Annual Revenue** - estimated property & income taxes at full buildout \$344,700/year, a projected 7.2% increase in annual Town revenue
  - Annual additional revenue could fund approximately \$5,700,000 in bond funds
- County Tax Annual Revenue** - estimated County property & income taxes paid at full buildout \$650,000/year
- Town Water & Sewer Capacity Fees** - over \$2 million will be paid in one-time fees from residential & commercial areas
- County Impact Fees** - approximately \$1.26 million will be paid in fees from residential and commercial areas
- Economic Multiplier Benefit** - discretionary spending power of 126 new households and attraction of visitors to the farm and commercial area



Carter Farm Public Open House Report to Town Council

3/17/22



# CARTER FARM AGRIHOOD ECONOMIC BENEFITS

3.9 average score

### Comments

- There could be no better development concept & plan to produce economic benefits.
- It can be beneficial economically, but that depends on how successful the sales, businesses, etc. are

Carter Farm Public Open House Report to Town Council

3/17/22



# Town Sewer Capacity Carter Farm Usage

### Carter Farm Estimated Usage

- Total** of 142 EDUs or a 5.84% increase in Town capacity using a 200 GPD factor
  - CF is closer to 120 GPD with U.S. EPA Water Sense certification
    - 93 EDUs or 3.8% total increase
  - Phase 1\*** (late-2023 -> 2024) = 45 EDUs - 1.85% increase in current flow
    - 44 homes + farm wash/pack + limited commercial
  - Phase 2** (2024 -> 2026) = 97 EDUs - 3.99% additional increase in current flow
    - 84 homes + commercial + 1- 100 seat restaurant



Town Current Estimated Capacity	
~90% + winter peak loads	
~271 EDUs available using a 200 GPD factor	



\*note: EDU updated to 46 EDUs - 1.9% on March 17, 2022 memo to Council

NOTES  
Gallons per Day (GPD)  
Size of Equivalent Dwelling Unit (EDU)  
Carter Farm  
Carter Farm  
2022 - Updated 3/17/22

# CARTER FARM AGRIHOOD TOWN SEWER CAPACITY

3.9 average score

**Comments**

- Question presents sewer's ability to handle this growth
- I understand capacity exists & trust the Town to not go back on their prior position that W&S will be available.
- Lots of questions re: whether town will get act together regarding sewage plant.
- A bit concerning
- What is the timeline for the sewer plant?
- Can we really handle that much more sewerage?
- Always been an issue



Carter Farm Public Open House Report to Town Council 3/1/22

# Public Approval of Carter Farm

4.0 average score


**Reviewing Agencies**

- Town Technical Advisory Committee (TAC)
- Planning Commission
- Town Council
- QAC Soil Conservation
- MD Critical Area Commission
- Maryland Dept of Environment (MDE)

**Public Hearings (5 total)**

- PUD Preliminary Site Plan - Planning Commission (PC) Hearing
- PUD Final Plan - Town Council (TC) Hearing
- Growth Allocation - PC & TC Hearings
- DRRA - TC Hearing

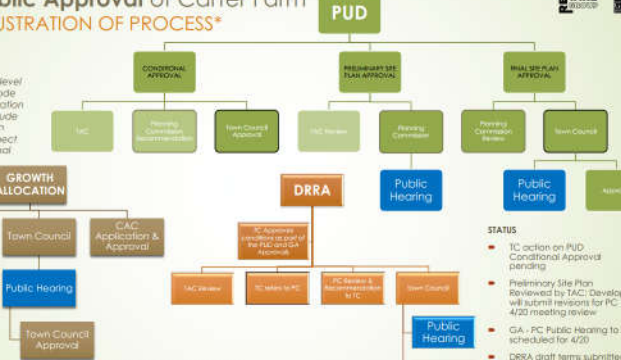
**All Town Council and Planning Commission Meetings Are Open to the Public**



Community Plan  
 Chapter 170 ZONING  
 Article III District Regulations  
 §170-28 Planned Unit Development District (PUD) §170-29 Traditional Neighborhood District (TND)  
 Article IIIA Critical Areas  
 §170-31 & Growth Allocation  
 Chapter 138 SUBDIVISION REGULATIONS  
 Chapter 45 DEVELOPER RULES & RESPONSIBILITIES AGREEMENTS (DRRA)

# Public Approval of Carter Farm ILLUSTRATION OF PROCESS\*

NOTE: Unofficial High-level summary based on Code and provided for illustration only. This does not include all details or subdivision approval, another aspect of the process after Final Site Plan.



**CONDITIONAL APPROVAL**  
 TAC, Planning Commission, Town Council Approval

**PRELIMINARY SITE PLAN APPROVAL**  
 TAC Review, Planning Commission, Preliminary Commission Review, Town Council

**FINAL SITE PLAN APPROVAL**  
 TAC Review, Planning Commission, Preliminary Commission Review, Town Council

**GROWTH ALLOCATION**  
 Planning Commission, Town Council, QAC Application & Approval, Public Hearing 4/20, Town Council Approval

**DRRA**  
 IC Approval, IC Review, IC Review & Recommendation to TC, Town Council, Public Hearing

**STATUS**

- TC action on PUD Conditional Approval pending
- Preliminary Site Plan Reviewed by TAC; Developer will submit revisions for PC-4/20 meeting review
- GA - PC Public Hearing to be scheduled for 4/20
- DRRA draft terms submitted - waiting for comments

Carter Farm Public Open House Report to Town Council 3/1/22

# CARTER FARM AGRIHOOD PUBLIC APPROVAL

4.0 average score

**Comments**

- This will be a huge benefit to Cville. I'm very supportive.
- This precious parcel of land & our county/town deserves public support. Green Dev & Remake have demonstrated their commitment to build with incredible attention to minimizing environmental impact.
- What will be replacing current trees/species? How will that not effect critical area?
- couldn't read one added response

Carter Farm Public Open House Report to Town Council 3/1/22

# CARTER FARM AGRIHOOD "TELL US MORE" Comments

FEEDBACK QUESTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
DO YOU HAVE ANY GREAT MEMORIES TO SHARE ABOUT CARTER FARM?		The huge community planning effort	Work with the neighbors	neighborly spirit	neighborly spirit																				
WHAT CONCERN DO YOU HAVE ABOUT THE CARTER FARM AGRIHOOD DEVELOPMENT?		How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?
WHAT DO YOU LIKE ABOUT CARTER FARM AGRIHOOD?		Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location	Love the location
WHAT ARE YOU MOST INTERESTED IN LEARNING MORE ABOUT?		How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?	How many people will be working there?

# CARTER FARM AGRIHOOD Preliminary Site Plan March 10, 2022 (proposed)

**PROJECT TEAM**

- ERINIE SOTA, LEED AP**
  - Developer, Green Development Inc.
  - Development/Construction Manager, Sota Construction Services Inc.
- REBECCA L FLORA, AICP, LEED BD+C/ND - ReMake Group LLC (Chesertown)**
  - Development Partner
  - Sustainability, Community Outreach, Farm Start-up, Project Management
- DESIGN - ENGINEERING - LEGAL**
  - LoQuatra Bonci Associates, Fred Bonci - Landscape Architecture & Site Design
  - Corrigan Ground, Bernie Lamm - Civil Engineering and Green Infrastructure
  - Dowser House Architecture - Phase III home design
  - MDSW - Ryan Showalter - Legal & Policy
  - Lane Engineering, Bany Griffith - Environmental & Civil Engineering
- AGRICULTURE ADVISORY PANEL**
  - Rob Eiger, Conservation Advisor
  - Beth McClure, Chesapeake Bay Foundation
  - Michael Sandu, Liberty Prairie Foundation / Bean Hollow Grassed Farm



Carter Farm Public Open House Report to Town Council 3/1/22

# THANK YOU TO ALL WHO SHARED YOUR TIME AND THOUGHTS WITH US!

ERNIE SOTA, Green Development  
 REBECCA FLORA, ReMake Group



To Learn More about Carter Farm Agrihood and find Open House Materials go to:  
<https://www.remakegroup.com/projects/carter-farm-agrihood-conservation-community/>

Carter Farm Public Open House Report to Town Council 3/1/22

- Mr. Johnson thanked Ms. Flora for the presentation. He stated that he is meeting with the Superintendent to discuss the traffic issue at Centreville Elementary School and Chesterfield Avenue and hopefully ways to work through any congestion that may occur with the proposed development.
- Ms. Kaiser thanked Ms. Flora for her time to do the presentation as well as, the public forum.
- Ms. Anania thanked Ms. Flora for the presentation.

b. FY2023 Operating/Capital Budget

- Ms. Luffman presented the Town Council with the FY2023 budget that will be discussed at the May 24<sup>th</sup> budget work session scheduled for 5:30 p.m. at the Liberty Building.

Reports of Boards and Commissions

a. Maryland Municipal League

- Ms. Kaiser had nothing to report.

b. Economic Development

- Mr. Johnson reported that Ms. Tilghman gave him resources to review.

c. Park Advisory Board

- Ms. Anania reported that the Park Advisory Board will be discussing the dog park at their April 5<sup>th</sup> meeting.

d. Council of Governments

- Mr. Kiel reported that the QAC COG met on March 9<sup>th</sup> with Queen Anne's County to discuss tax set-off/tax differential. The rate is \$.13 again this year.
- Ms. Brinkley will send the date/time of the tax set-off/tax differential meeting with the Queen Anne's County Commissioners.

e. Centreville Planning Commission

- Mr. Kline stated the Planning Commission was given an overview of growth allocation and the review process.

Reports of Department Heads

o. Town Manager:

- Mr. Koogle reported the following:
  - o Code enforcement had four open violations in March with one remaining, as well as, one remaining from February.
  - o The Town reached out to the Critical Area Commission regarding reclassification of the 40.37 acres of the Carter Farm. On March 10<sup>th</sup>, the CAC sent a letter concurring with the Town and is reinstating this portion of the property from Intensely Developed Area (IDA) to Limited Development Area (LDA) designation.
  - o Thanked Mr. Johnson for championing the conversation and documentation of the moratorium and thanked Ms. Kaiser for agreeing to meet with the County's lobbyist.

b. Chief of Police

- Chief Saboury reported on the following:
  - o Presented the February 2022 statistical report.
  - o The prison transport partitions have been ordered.
  - o Parking meters have been bagged as out of service in anticipation of the 2-hour parking signs that have been ordered.

c. Town Attorney

- Mr. Chapman clarified with the Town Council that they did not want Ms. VanEmburch to draft a moratorium for their review. The Town Council concurred with Mr. Chapman.

d. Director of Public Works

- Mr. Matthews had nothing additional to report.

e. Finance Officer

- Ms. Luffman reported that the application for low-income assistance for utility bills is now available on the State's website.

f. Human Resources

- Ms. Ebaugh reported on the following:
  - o Attended Career Day at the Centreville United Methodist Church with a good turnout of participants
  - o Hired another Utility Worker

g. Town Clerk

- Ms. Brinkley reported the following:



- There are currently two (2) existing boat slip holders eligible for an additional year lease. Began contacting others on the waiting list and waiting to hear back from the two current lessees.
- The March 31<sup>st</sup>, April 7, and May 5<sup>th</sup> meetings will be recorded by QAC-TV and will be rebroadcast due to the QAC Commissioner's budget meetings.

#### Citizens Comments

Joe Brown, Concerto Avenue, offered comments related to fiber optic and streetscape projects.

#### Council Roundtable

- Ms. Kaiser stated that First Fridays are planned to begin on May 6<sup>th</sup>. Due to the event, there is a lack of parking turnover and requested signs along Commerce Street be placed for 15-minute pick-up parking only for the restaurants. Ms. Kaiser is requesting police presence at First Friday.
- Mr. Johnson had nothing to report.
- Ms. Anania had nothing to report.
- Mr. Kiel had nothing to report.
- Mr. Kline had nothing to report.

#### Motion to Adjourn

There being no further business, Mr. Kiel made a motion to adjourn the March 17, 2022 Town Council meeting. Mr. Johnson seconded the motion, which passed unanimously. The meeting adjourned at 9:13 p.m.

Respectfully submitted,

Carolyn M. Brinkley  
Town Clerk

#### Council Action Items:

1. Approved the March 3, 2022 meeting minutes, as presented.
2. By consensus, the Town Council directed Mr. Koogler to reach out to Todd Mohn, Queen Anne's County Administrator to meet with their lobbyist.