

**Centreville Planning Commission**  
**December 18, 2013**  
**7:00 p.m.**

**MINUTES**

The December 18, 2013 Centreville Planning Commission meeting was called to order at 7:03 p.m. by Elizabeth Brice, Chair, in the Liberty Building, second floor meeting room. The following members and staff were present: Elizabeth Brice, Chair; Bob Elliott, Vice Chair; Penny Lins, Secretary; Dale Anderson, Norma Coursey, Kara Dunham, and Carol Hellmann, Members; Jim Beauchamp, Council Member; Steve Walls, Town Manager; Steve Kehoe, Town Attorney; Sharon VanEmburch, Attorney; Eva Kerchner Zoning Administrator/Watershed Manager; and Krystal Ebaugh, Administrative Assistant.

**Review of Minutes from Previous Meetings**

- Mr. Elliott moved to approve the November 20, 2013 public hearing minutes for Ordinance 11-2013, as amended. Ms. Coursey seconded the motion, which passed with 6 ayes, 0 noes, and Ms. Brice abstained.
- Ms. Dunham moved to approve the November 20, 2013 meeting minutes, as presented. Mr. Elliott seconded the motion, which passed with 6 ayes, 0 noes, and Ms. Brice abstained.

**Citizen Comment**

- Denise Malueg, Chesterfield Avenue; Jean Moore, Chesterfield Avenue; Mary Roby, S. Liberty Street; and Dick Smith, provided comments.

**Appearances**

a. **Elizabeth Watson, Centreville Heritage Master Plan - Presentation**

- Mr. Whitehill stated that he is working with the Town as the administrator for the Centreville Heritage Area grant and after the bidding process; the contract was awarded to Ms. Elizabeth Watson of Heritage Strategies, Inc. The goal is to accentuate the heritage of the Wharf area and railroad areas. Two separate areas will be interconnected with a heritage trail and create master plans for the Wharf area and Pennsylvania Avenue. Mr. Whitehill reported that this has been presented to the Town Council and this presentation to the Planning Commission is to provide the latest information of what the heritage area will look like.
- Ms. Watson stated that a Google map was created to show what the heritage area will look like. Signs will be placed along the trail for people to find their way around. Ms. Watson stated that three signs placed at the Wharf, three at the rail yard on Pennsylvania Avenue, two at the north end of town, one on Kidwell Avenue, and one at Millstream Park. Ms. Watson stated that Ms. Mary Margaret Goodwin will be working on creating a walking tour brochure describing each location.

**Public Hearing – Proposed Addition to Code for Ordinance 13-2013**

- The public hearing for Ordinance 13-2013 began at 7:30 p.m.
- Ms. Brice welcomed those attending the Public Hearing. She advised that the purpose of the public hearing is to receive public comments on Ordinance 13-2013 for the purpose of adding the Traditional Neighborhood Development District which is intended to allow development consistent with design principles of a traditional neighborhood.

- Ms. Ebaugh verified that the notice of the hearing was publicized in the Star Democrat, a newspaper printed and published in Talbot County. (Please note that the Star Democrat is circulated in Queen Anne's County).
- Ms. Brice requested background information from Ms. Kerchner regarding the TND. Ms. Kerchner stated that the Centreville Community Plan was adopted in March 2009 and the TND was one of three new zoning districts identified. She reported that the Planning Commission annual reports for 2009, 2010, and 2011 included recommendations to improve the planning process; one of which was to revise the Town's Zoning Ordinance and maps for consistency with the Community Plan. Ms. Kerchner indicated that the TND process began with the Planning Commission work sessions in March 2013 and continued into April and May. She stated that the first draft was completed by URS in June 2013. Followed by two work sessions held in August and two in September, with a first draft presented in October and a revised draft in November. At the November 20, 2013 Planning Commission meeting it was recommended to the Town Council for consideration that the TND regulations become an Ordinance. The Town Council had a first reading on Ordinance 13-2013 for the proposed Traditional Neighborhood Development District on December 5, 2013.
- Ms. Lins stated that she would like to get more feedback. The Planning Commission did not call this public hearing, but was called by the Town Council. Being this close to the holiday, people in town are having a difficult time finding the Ordinance on the website and even if mass emails go out, only 35 - 45% of residents are receiving them.
- Ms. Brice invited public comment from those in favor of proposed Ordinance 13-2013. Jean Moore, Chesterfield Avenue and Greg Sparhawk, GPS Designs, offered comments.
- Ms. Brice invited public comment from those opposed to proposed Ordinance 13-2013. Denise Malueg, Chesterfield Avenue, offered comments.
- Ms. Brice stated that all comments would be considered before forwarding a recommendation to the Town Council.
- There being no further business or comment on Ordinance 13-2013, Mr. Elliott made a motion that the hearing be adjourned. Ms. Hellmann seconded the motion, which passed with 6 ayes, 0 noes, and Ms. Brice abstained. The December 18, 2013 Planning and Zoning Commission public hearing for Ordinance 13-2013 adjourned at 7:48 p.m.

b. Sharon VanEmburch, Town Attorney, Ewing, Dietz, Fountain and Kehoe, Ordinance 14-2013 – Development Rights and Responsibility Agreement (DRRA)

- Ms. VanEmburch stated that Development Rights and Responsibility Agreements (DRRA) is a contract that the Town may enter into with a developer that freezes zoning that applies at the time the contract is in effect. She reported that this gives the developer some certainty that the use, density, or intensity in place at the time of the agreement will not change for them. Ms. VanEmburch stated the reason why the State passed this legislation is due to some projects that may take many years to complete and in return, the Town can ask for concessions from the developer that they may not have been able to get before.
- Ms. Dunham made a motion that the Centreville Planning and Zoning Commission forward a positive recommendation for Ordinance 14-2013, Development Rights and Responsibility Agreements to create Chapter 45 of the Town Code to Town Council. Mr. Elliott seconded the motion, which passed with 6 ayes, 0 noes, and Ms. Brice abstained.

**New Business**

a. Discussion of Ordinance 13-2013 –Traditional Neighborhood Development (TND) District

- Ms. Kerchner stated that the density of 5 units per acre is gross acreage of the parcel.

- Ms. Dunham made a motion that the Centreville Planning and Zoning Commission forward a positive recommendation for Ordinance 13-2013, Traditional Neighborhood Development (TND) District to amend Chapter 170 to include Chapter 170-29.1 to Town Council. Mr. Elliott seconded the motion, which passed with 5 ayes, 0 noes, and Ms. Lins and Ms. Brice abstained.

### **Zoning Issues – Discussion**

- Ms. Kerchner stated that the property on Kidwell Avenue is still pending demolition.
- Ms. Dunham stated that on N. Liberty Street there are a few new homes being built and that have put driveways in the front of the house with curb cuts. She indicated that there is nothing in the code prohibiting that type of driveway, but this may be something to consider amending in the code to indicate specific guidelines.
- Ms. Kerchner stated that a residential, single-family home is required to have off-street parking.

### **Miscellaneous Business**

- Ms. Hellmann stated that she did not bring the letter requesting a comprehensive traffic study, but had discussions with the Maryland State Highway Administration, and Department of Planning, and the Office of Smart Growth. She indicated that they were interested in what the Town of Centreville wants to do regarding the study and there may be an opportunity to apply for a grant..

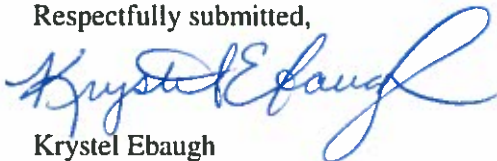
### **Council Member Report**

- Mr. Beauchamp stated that the Town Council voted to rescind their letter of support of the Gravel Run Apartment project. The Department of Housing and Community Development will deem the project not supported by the Town. Mr. Beauchamp stated that there will be a Town Council work session on January 14, 2014 at 7:00 p.m. regarding ways to make the code better.

### **Adjournment**

There being no further business, Ms. Dunham moved to adjourn the December 18, 2013 Planning Commission meeting. Mr. Elliott seconded the motion, which passed with 6 ayes, 0 noes and Ms. Brice abstained. The meeting adjourned at 8:28 p.m.

Respectfully submitted,



Krystal Ebaugh  
Administrative Assistant

### **Action Items**

- Approved the November 20, 2013 public hearing minutes for Ordinance 11-2013, as amended.
- Approved the November 20, 2013 meeting minutes, as presented.
- Forward positive recommendation for Ordinance 14-2013, Development Rights and Responsibility Agreements to create a Chapter 45 of the Town Code to Town Council.
- Forward positive recommendation for Ordinance 13-2013, Traditional Neighborhood Development (TND) District to amend Chapter 170 to include Chapter 170-29.1 to Town Council.