

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
May 25, 2016

Michael Pellegrino called the Planning Commission meeting to order at 7:00p.m. Members in attendance:

Michael Pellegrino, Chairman
Warren Bowie
Wayne Higdon
Thomas Blake
Joshua McDonald
Ron Sitoula, Ex Officio
Emery Nauden, Base Liaison

Staff in attendance:
Andrea Brady, Clerk

Approval of Meeting Minutes for April 20, 2016– Michael Pellegrino requested a motion to accept the April 20th minutes as presented. Thomas Blake made a motion to accept the minutes as presented. Wayne Higdon seconds the motion. Motion carried. Michael Pellegrino requested that there be a clarification of staff attendance from member attendance.

Sign Permit: 4360 I.H. Highway, Thrifty Wash– Zoning Administrator, Richard Parks was unable to attend the meeting but he provided a memo with his comments on the sign applications. In regards to the application for 4360 I.H. Highway Mr. Parks said that 100sf is allowed for building mounted signs in the GC Zoning District. The proposed sign is 28sf. The application meets the technical requirements of the ordinance. The Planning Commission must approve the appearance of the sign since it is in the Highway Overlay District. Town Clerk Brady explained that the owner's hopes it that the sign will make their business more noticeable and bring in more business. Wayne Higdon mentioned the importance of encouraging more business when the goal is keeping businesses in Town. Thomas Blake made a motion to approve the sign with the request that the sign is centered as much as possible over the Thrifty Wash portion of the building. Wayne Higdon seconds the motion. Motion carried. The Commission discussed the need for the address to be posted on the building. Town Clerk Brady will mention this to Code Enforcement. Michael Pellegrino included a comment that he would make the assumption based of the code that the total building signage should be no more than 100sf.

Sign Permit: 4115 I.H. Highway, Indian Head Pharmacy – In reference to the sign application for 4115 I.H. Highway, Mr. Parks memo stated that the Planning Commission must approve the appearance/color change of the sign since it is in the Highway Overlay District. The Commission discussed the concerns about the quality of the paint use, and the quality of the finish of the sign and the potential for deterioration of the finish. Michael Pellegrino pointed out that any issues with the finish of the sign would be an enforcement issue. Town Clerk Brady agreed that any issues with the sign would fall under property maintenance and would be handled by the Code

Enforcement officer. Wayne Higdon made a motion to approve the sign with the stipulation that it be done with a quality finish. Thomas Blake seconds the motion. Motion carried.

The Planning Commission discussed several code enforcement issues such as streetscaping in reference to the number of signs allowed in windows. Michael Pellegrino read the code which states that temporary signs in the interior of the business cannot cover more than 25% of the window. Warren Bowie mentioned high grass in the lot as you turn onto Pine Street. Michael Pellegrino expressed concern about the unfinished wood on the Ely building that goes against the property maintenance code. Wayne Higdon discussed a high grass issue at 1A Jenkins Drive. Town Clerk Brady will discuss these issues with the Code Enforcement Officer and let the Commission members know that they can also contact the Code Enforcement Officer directly with any violations they come across. Thomas Blake requested the Planning Commission be given an update on the issues mentioned.

Emery Nauden attended the Charles County Economic Strategy release at the Waldorf library. The strategy is available online at meetcharlescounty.com. This is the first strategy plan for Charles County and Indian Head was a recurring theme. Mr. Nauden discussed some of the main speaking points of the presentation. The Town of Indian Head was a recurring topic. Mr. Nauden will forward Town Clerk Brady his notes and the email bursts announcing meeting dates. There will be an Economic Advisory Board of Directors and Mr. Nauden suggested the Town make sure they have a representative on the Board. The County has also hired a new Economic Revitalization Advisor, Taylor Yewell.

Chairman Pellegrino asked that Town Clerk Brady mention to Richard Parks that the Planning Commission should have seen everything including the stormwater management plan for the Rainbow Construction project before entertaining a final plat according to the regulations.

Without further comment, Michael Pellegrino requested a motion to adjourn. Thomas Blake made a motion to adjourn. Wayne Higdon seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 7:45pm.

Submitted by:


Andrea Brady
Town Clerk


Date