

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
March 20, 2019

Michael Pellegrino called the Planning Commission meeting to order at 7:02p.m. Members in attendance:

Michael Pellegrino, Chairman
Warren Bowie
Wayne Higdon
Thomas Gordon
Anita Sampson

Staff in attendance:
Ryan Hicks, Town Manager
Mark Harman, Zoning Administrator
Andrea Brady, Clerk

Approval of Meeting Minutes for January 16, 2019– Chairman Pellegrino requested a motion to approve the minutes as revised. Warren Bowie made a motion to approve the minutes as revised. Thomas Gordon seconds the motion. Motion carried.

Comprehensive Plan Chapter 5: Community Facilities – The Commission reviewed Ms. Armstrong’s and Chairman Pellegrino’s comments. See the attached matrix. Following the discussion, it was decided that the Commission will work on reviewing Chapter 6, Housing Element, for April meeting with a deadline of April 10th for comments.

Draft Critical Area Ordinance & Revised Critical Area Definitions – Mark Harman spoke with Jennifer Esposito from Critical Area to discuss the Commission’s questions in reference to the draft Critical Area Ordinance and the revised Critical Area definitions. The reason for the Ordinance revisions and updates to the definitions is to make the Town’s Zoning Ordinance language consistent with State requirements/permitting/regulatory requirements/etc. Ms. Esposito did not feel there was a reason to delineate between the regular definitions and those specific to the Critical Area, and she also suggested including all of the definitions that were added even if they do not pertain to the Town at this time since they may be needed in the future and including them causes no issue. Mr. Harman did ask for explanations on some of the legal language, for example elderly being defined as people who are 62 years of age or over in section 2000. The reason for the legal language included in the document is to make it consistent with State language. The Commission previously recommended approval of the revised Ordinance and updated definitions at the February 2018 meeting and no other action is needed from them at this time. The Town Council plans to move forward with adoption of the revised Ordinance and definitions when they move forward with adopting the Zoning ordinance.

Chairman Pellegrino moved the meeting into open discussion and asked to discuss the TCMX zone. The Commission has discussed the need to change the verbiage of the TCMX zone at

several previous meetings. Chairman Pellegrino recently looked at the Town of La Plata's mixed-use zone and feels it could potentially be utilized as a source to help redefine the Town's TCMX zone. Town Manager Hicks suggest the Commission make a recommendation on the verbiage for TCMX and send that to the Council for their consideration, which will allow the Commission to go on record with their view on what the zone should be. The Commission decided to hold discussion of Chapter 6 of the Comprehensive Plan and look at the TCMX zone and be prepared with ideas for the April meeting

Without further comment, Chairman Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Wayne Higdon seconds the motion. Motion carried. Chairman Pellegrino adjourned the meeting at 8:26pm.

Submitted by:


Andrea Brady
Town Clerk

6/19/19
Date

Item #	Reviewer	Page	Section #/Bullet #	Comment (Revision/Reason)	Commission Response	Additional Comment
1	Mary Armstrong	CF-1	First paragraph	add dash to cost-efficient	Ok	
2	Mary Armstrong	CF-1	Second Paragraph	add dash to Community-owned	Ok	
3	Mary Armstrong	CF-1/CF-2	Fire & Rescue Section	Does the Fire Dept services need updating to include any new equipment? ISO rating still 2? Still 90/10 percent ratio for funding?	Per Mr. Higdon, information is still the same at this time.	
4	Mary Armstrong	CF-2	Fire & Rescue Section	Take out safety tips/Smoke Signals sentence. That newsletter is no longer published, correct?	Keep the sentence since the Smoke Signals is still published, and does include an article from the IHVFD Chief.	
5	Mary Armstrong	CF-2	Fire & Rescue Section	Move single "active responders" sentence to the end of the first paragraph on CF-2 (after ISO rating).	Ok	
6	Mary Armstrong	CF-3	Paragraph 3	Move "Pupil yields are forecasted using the proposed housing units" sentence up under first paragraph, after last sentence, on page CF-3.	Ok	
7	Mary Armstrong	CF-3	Paragraph 3	Delete duplicative sentence "Although public schools are controlled by the State and County,...." this same information is stated within the first paragraph on page CF-3.	Ok	
8	Mary Armstrong	CF-4	Paragraph 2	Remove last sentence starting with "There has also been discussions concerning locating..." and add Velocity Center Information. Proposed adding this information on VC: "The Velocity Center at Indian Head is currently under construction. Its purpose is to promote professional development for Navy scientists and engineers, to enhance the retention of talent, to provide opportunities for entrepreneurship and experimentation, to recruit young talent, and to build good will among the community outside the base gate."	Ok	More information can be found under this website: https://www.csmd.edu/about/locations/velocity-center/
9	Mary Armstrong	CF-5	Paragraph 5	Still planning a public restroom facility? If so, what year(s) expected? If not, remove the sentence.	The Town is still planning the public restroom facility. The Commission decided to remove the year.	
10	Mary Armstrong	CF-5	Paragraph 6	Move sentence regarding the details of the planned boardwalk (in last paragraph that ends on page CF-6) up under Potomac Park paragraph.	The Town does not have a Potomac Park. The Town Manager will look into this further. The Commission also decided to change Woodland Village Park to Simmons Park, and add that it has a picnic area.	
11	Mary Armstrong	CF-6	Paragraph 1	correct spelling of bicycle	Ok	
12	Mary Armstrong	CF-6	Paragraph 2	add dash to year-round	Ok	
13	Mary Armstrong	CF-9	Paragraph No. 8	correct spelling of improvements	Ok	
14	Mary Armstrong	CF-11	Policy CF.11	remove comma after Rescue Service	Ok	
15	Mary Armstrong	CF-7 to CF-11	Goals, Policies and Implementation Strategies	Did we decide to move the Goals, policies and strategies to the top of each Section?	The Commission decided to leave this as it currently is.	
16	Michael Pellegrino	CF-1	Introduction	Change the first bullet point to say Fire and Rescue Services, add Police Services as a bullet point. Where are the strategies for Fire and Rescue Services, Senior Services and Community Design.	The Commission agreed to change the first bullet point and to add Police Services as a bullet point to keep it consistent with the rest of the text. The Commission asked that staff work on coming up with goals and strategies for Fire and Rescue, Senior Services and Community Design, and suggested they work directly with Mr. Higdon for the Fire and Rescue portion. Mr. Higdon stated that their main goal is protection and education of the community through programs.	
17	Michael Pellegrino	CF-1	Paragraph 1 of Fire and Rescue	Remove the words fire and rescue from the first sentence to make it say emergency services.	The Commission did not agree with the suggested change and decided to keep it as is.	
18	Michael Pellegrino	CF-1	Paragraph 1 of Fire and Rescue	Add Navy Fire & Rescue and Potomac Heights Fire & Rescue	Ok	
19	Michael Pellegrino	CF-2	Paragraph 1	Remove the words community based from the first sentence.	Ok	Mr. Higdon shared that the County is working on a Comprehensive Fire Plan which will address Countywide emergency response. The Plan also included a proposal to combine Indian Head Volunteer Fire Department and Potomac Heights Volunteer Fire Department.
20	Michael Pellegrino	CF-2	Paragraph 2	Why are the words "where local planning" included in this sentence	The Commission decided to remove the sentence entirely.	
21	Michael Pellegrino	CF-2	Police and Emergency Services	Change the heading to say Police Services and add Homeland Security & Domestic Preparedness, Hazard Mitigation and Animal Control to the paragraph.	The Commission decided to keep the heading as is and agreed to make the suggested additions.	
22	Michael Pellegrino	CF-3	Paragraph 1	Change the last two sentences to read as follows: It has been determined that the population in 2030 is projected to be 5,376. There will be approximately 2,068 households and each household is estimated to have 2.6 persons.	The Commission approved the changed and asked staff to look into the original source for the information.	
23	Michael Pellegrino	CF-3	Paragraph 2, first sentence	Change the word are to is	Ok	
24	Michael Pellegrino	CF-4	Table CF-2	Add the names of the Middle School and High School, General Smallwood and Lackey	Ok. The Commission asked that the source for the table be added once it has been verified.	

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25	Michael Pellegrino	CF-4	Paragraph 2	Add the word higher before education, and add University of Maryland University College after the Collage of Southern Maryland	Ok	
26	Michael Pellegrino	CF-4	Paragraph 3	Change the County Local Educational Agency to Charles County School Board	Ok	
27	Michael Pellegrino	CF-5	Paragraph 1	Add the total acres of existing parks	Ok. Staff will verify the total acres. The number of parks should be changed to 4 since the Town does not have a Potomac Park. The Commission also discussed that paragraph 5 should be changed to discuss the Boardwalk since Potomac Park does not exist.	
28	Michael Pellegrino	CF-5	Last Paragraph	Mr. Pellegrino questioned the figure of 10 acres per 1,000 persons and provided calculations for review.	The Commission decided to leave the figure as is and change the completion date of the Boardwalk to 2020.	
29	Michael Pellegrino	CF-6	Refuse Collection	Change the heading to say Solid Waste Management	Ok	
30	Michael Pellegrino	CF-6	Water and Sewer Systems	Remove this section since it is covered under the Water Resource Element	Ok	
31	Michael Pellegrino	CF-7	Policy CF.1 Item 1	15 acres per 1,000 residents?	Following discussion it was decided to leave this item as is since it is a future plan.	
32	Michael Pellegrino	CF-8	Policy CF.5	Remove the words "drinking water requirements and"	Ok	
33	Michael Pellegrino	CF-8	Policy CF.5 Item 2	Move to the Water Resource Element	Ok	
34	Michael Pellegrino	CF-9		Move items 3, 4, 7, 8, 9, 10 and Policy CF.6 to the Water Resource Element	Ok	
35	Michael Pellegrino	CF-10	Policy CF.7	Move policy CF.7 to the Water Resource Element	Ok	
36	Michael Pellegrino		Community Facilities Comprehensive Plan Map	Remove STAR for the Sheriff's Office. Add future hiker/cycling path(s).	The Commission agreed to remove the STAR and felt that the future hiker/cycling paths is already covered.	Mr. Bowie suggested that the Rail Trail should be added under the policy/implementation section. The Commission agreed.