

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
December 20, 2017

Michael Pellegrino called the Planning Commission meeting to order at 7:11 p.m. Members in attendance:

Michael Pellegrino, Chairman
Wayne Higdon
Thomas Gordon
Anita Sampson

Staff in attendance:
Scott Longstreth, Zoning Administrator
Andrea Brady, Clerk

Approval of Meeting Minutes for October 18, 2017– Chairman Pellegrino requested a motion to adopt the minutes as presented. Anita Sampson made a motion to approve the minutes as presented. Thomas Gordon seconds the motion. Motion carried.

Subdivision Application: 10 East Poplar Lane, Parcel 0202, Lot 61 – Chairman Pellegrino explained that the Town’s Zoning Administrator, Scott Longstreth reviewed the subdivision plan and provided comments which have been addressed by the applicant (see attached comments). Chairman Pellegrino asked if staff had further input. Mr. Longstreth stated that all of his comments were addressed and he would recommend approval of the subdivision. Mr. Carlson stated that he does plan to build homes on the two lots if the subdivision is approved and this would be his first step in a long process. Chairman Pellegrino asked Mr. Longstreth if a preliminary plat was not required for the submittal. Mr. Longstreth explained that since it is a minor plan it can be approved in one step and a preliminary plat is not required. Thomas Gordon made a motion to approve the subdivision of Parcel 0202. Anita Sampson seconds the motion. Motion carried.

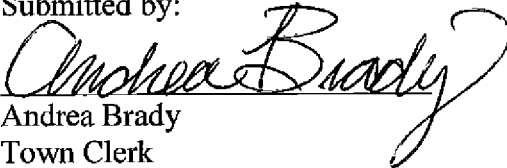
Chairman Pellegrino spoke about his experience at the recent Maryland Planning Commissioners Conference and handed out lapel pins to the Planning Commission members present. Chairman Pellegrino stated that it was a good conference and he learned about the State Open Meetings Act which required a trained representative on each commission or committee. Chairman Pellegrino completed the training and Town Clerk Brady has also completed the training. Town Clerk Brady will email a link to the Planning Commission members for them to review the topic further for those who are interested. Chairman Pellegrino mentioned that sign ordinances were discussed at the conference and he feels it may be worth the Town’s Planning Commission reviewing the Town’s existing Ordinance for possible revisions. The Commission will discuss the Sign Ordinance further at the January meeting as well as continuing discussions on the Comprehensive Plan.

The Commission briefly discussed the tour of properties around Town that had been mentioned in the joint meeting with the Town Council. This tour would be considered open to the public

since it does not qualify as a closed session. The Commission would like to schedule the meeting as soon as the weather is warmer and it is staying lighter longer. Town Clerk Brady will send an email to all members requesting a list of available dates to forward to the Council to move forward with scheduling the tour. Town Clerk Brady will also send out a reminder email on what chapter of the Comprehensive Plan will be discussed at the January meeting and she will include the requested Open Meetings Act information. Chairman Pellegrino will highlight the sections of the Sign Ordinance he feels may need to be reviewed by the Commission for the January meeting. Once Town Clerk Brady receives the highlighted Ordinance she will forward it out to the Commission members. Town Clerk Brady requested that the Commission members send her the best telephone number to reach them on since meetings in the winter months become weather dependent.

Without further comment, Chairman Pellegrino requested a motion to adjourn. Thomas Gordon made a motion to adjourn. Anita Sampson seconds the motion. Motion carried. Chairman Pellegrino adjourned the meeting at 7:37pm.

Submitted by:


Andrea Brady
Town Clerk

2/21/18
Date