

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
May 31, 2017

Michael Pellegrino called the Planning Commission meeting to order at 7:01p.m. Members in attendance:

Michael Pellegrino, Chairman
Mary Armstrong
Thomas Gordon
Anita Sampson
Lynne Keenan, Base Liaison

Staff in attendance:
Ryan Hicks, Town Manager
Lucinda Stevens, Zoning Administrator
Andrea Brady, Clerk

Election of Chairman – Chairman Pellegrino explained that per the rules and regulations of the Zoning Ordinance the Planning Commission Chair position is elected once a year. Mary Armstrong made a motion to nominate Michael Pellegrino to continue as Chairman. Thomas Gordon seconds the motion. Motion carried.

Approval of Meeting Minutes for March 15, 2017– Chairman Pellegrino requested a motion to approve the minutes as presented. Mary Armstrong made a motion to approve the minutes as presented. Thomas Gordon seconds the motion. Motion carried.

Discussion of Rules & Regulations- Chairman Pellegrino provided the Commission with a copy of the Rules of Practice and Procedures for the Charles County Planning Commission. Town Clerk Brady will forward the Commission links to the Town Code and the section of the Zoning Ordinance that discuss existing rules and regulations for the Planning Commission. The Commission will review all of the provided documents to further discuss the matter at the June Planning Commission meeting. The hope of the Commission is to enhance the existing rules and regulations.

Discussion of Comprehensive Plan – Base Liaison, Lynne Keenan is going to provide the Commission with a template of a comment matrix frequently used by the base when revising large documents. The purpose of the matrix will be to streamline the revisions process allowing staff to do the revisions in a more efficient and timely fashion. All comments received through the matrix will be submitted to staff a week prior to the meeting to allow time for review and comment. Any comments that are an area of disagreement or that require further discussion will be discussed at the monthly meeting. All comments that are agreed upon through the matrix will be incorporated into the revisions and will require no further discussion. Town Clerk Brady will contact the Town's attorney, Fred Sussman for his approval on the process. If approval is received the Commission will re-review Chapter 1 of the Comprehensive Plan and provide their

comments in the matrix format by June 14th. Further discussion of the Comprehensive Plan, chapters 4-6 was put on hold at this time.

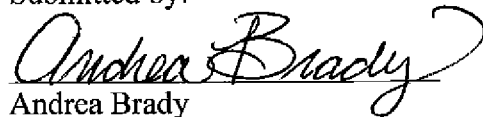
Chairman Pellegrino also requested that the Town Clerk email Town Attorney, Fred Sussman in reference to adoption of the Zoning Ordinance prior to completion of the Comprehensive Plan revisions being complete. Mr. Pellegrino explained that the Comprehensive Plan is meant to be the preceding document to the Zoning Ordinance and it would be backwards and improper to adopt the Ordinance before the Plan. Town Clerk Brady will email Fred Sussman for his input and will forward his response to the Commission members.

Mr. Sussman's response to this was as follows: I reviewed the proposed matrix and related revision comment process. I do not have any concern about the legality of the comment process as you've described it to me.

With respect to the comp plan and the zoning ordinance, I agree with Mr. Pellegrino that the zoning ordinance typically is a tool to implement the policies in the Comprehensive Plan and adoption of the zoning ordinance without consideration of the new Comp Plan may leave the two documents inconsistent. It would make sense to defer action on the zoning ordinance until the new Comp Plan is adopted. If there is a pressing need to adopt the zoning ordinance revision before the Comp Plan is completed the zoning ordinance should be reviewed again promptly after the Comp Plan is adopted to ensure that the zoning ordinance reflects the policies of the Comp Plan.

Without further comment, Michael Pellegrino requested a motion to adjourn. Mary Armstrong made a motion to adjourn. Thomas Gordon seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 7:57pm.

Submitted by:



Andrea Brady
Town Clerk

6/21/17

Date