

**Indian Head Planning Commission Meeting Minutes**  
**Indian Head Pavilion**  
**June 21, 2017**

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

Michael Pellegrino, Chairman  
Warren Bowie  
Thomas Gordon  
Anita Sampson

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

Approval of Meeting Minutes for May 31, 2017– Chairman Pellegrino pointed out typos in the minutes and requested the addition of Town Attorney, Fred Sussman’s response to the minutes. Chairman Pellegrino requested a motion to adopt the minutes as amended. Warren Bowie made a motion to approve the minutes as amended. Anita Sampson seconds the motion. Motion carried.

Discussion of Rules & Regulations- The Commission agreed to wait to discuss rules and regulations until re-review of the Zoning Ordinance.

Warren Bowie asked for an update on where the Town Council stands on the Zoning Ordinance. The Town Council is considering adoption of the Zoning Ordinance due to several pressing issues that are addressed in the revised text. The Commission reserves the right to re-review the Zoning Ordinance following the Comprehensive Plan adoption.

Town Manager Hicks mentioned that the Ely property on Indian Head Highway is currently zoned General Commercial (GC) but a developer interested in the property will want it to be Town Center Mixed Use (TCMX). Chairman Pellegrino was in agreement that the Ely property would be a candidate for a mixed use situation. The Commission discussed the need to better define and enforce the TCMX zone. Vice Mayor Sitoula suggested TCMX tiered zoning. Lucinda Stevens and Mr. Hicks will research information on mixed use zoning to provide to the Commission for further discussion.

Discussion of Comprehensive Plan Matrix – The Commission discussed the Comprehensive Plan Matrix for Chapter 1, the Introduction. (See attached document)

The next Chapter for review is Land Use. The Commission members must submit their comment matrix by July 12<sup>th</sup>.

Without further comment, Michael Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Anita Sampson seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 8:48pm.

Submitted by:



Andrea Brady  
Town Clerk

7/19/17  
Date

Item #	Reviewer	Page	Section #/Bullet #	Comment (Revision/Reason)	Reviewer Response
Introdu	Thomas Gordon	IN-1	1st paragraph, Purpose of the Plan	Are these state-mandated plans or Towne community developed plans and visions?	Md Land Use Code Sections 3-301 and 3-303 require the Town to review the Comp Plan every 10yrs to assure visions from Section 1-201 are being implemented. These are Section 1-201 copied.
				In general, all 12 of the visions, don't seem to read like visions. I suggest rephrasing them to sound like visions, and to start with the word "to".	keep as is
	Thomas Gordon	IN-1	1) Quality of life and Sustainability	1) to strive for a higher quality of life through Universal stewardship of the land Water and Air resulting in a sustainable community while protecting the environment. [just a rephrasing]	keep as is
	Thomas Gordon	IN-1	2) Public Participation	2) to encourage partnership between citizens, representatives, and leaders, in the planning and implementation of community initiatives. [instead of just saying "partners", I fell they should be named, for emphasis.]	keep as is
		IN-1	3) Growth Areas	3) to develop existing population and business centers first, then areas adjacent to those centers. [I feel that if we are serious about developing these areas first, then we don't need to list the third: new areas]	keep as is
	Thomas Gordon	IN-1	4) Community Design	4) to expand upon the Community character while ensuring efficient use of land and transportation resources, and preserving and enhancing natural systems, open spaces, recreation areas, and historical cultural and archaeological resources. [ a rephrasing and reducing, but the character, I think, should have some limited definition.] [ walkable design, split rail fencing, brick first story ]	keep as is
	Thomas Gordon	IN-1	5) Infrastructure	5) to expand, and maintain, an orderly efficient and environmentally sustainable infrastructure, not to out Pace our water and other resources or population demands. [I tried to infer a meaning, but I also added the maintenance because I think it should be a part of the vision]	keep as is
	Thomas Gordon	IN-1	6) Transportation	6) to develop and maintain a multi-module transportation system that facilitates the safe convenient affordable and efficient movement of people goods and services within and between population and business centers. [rephrasing]	keep as is

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	Thomas Gordon	IN-1	7) Housing	7) to encourage a range of housing densities, types, and sizes, that provide residential options for citizens of all ages and incomes. [rephrasing]	keep as is
	Thomas Gordon	IN-1	8) Economic Development	8) to encourage community service-based and natural resource-based businesses that promote employment opportunities for all income levels within the capacity of the states nature resources public services and public facilities. [rephrased, and I added community service-based to increase a community presence]	keep as is
	Thomas Gordon	IN-1	9) Environmental Protection	9) to consider maintenance and restoration of natural land and Water Resources in all planning including, but not limited to, the Mattawoman Creek, the Potomac River, and the Chesapeake and Coastal byways. [more than rephrasing. I tried to infer meaning, name the Mattawoman, and add the maintenance]	keep as is
	Thomas Gordon	IN-1	10) Resource Conservation	10) to conserve waterways, forests, agricultural areas, open space, natural systems, and scenic areas. [rephrasing]	keep as is
	Thomas Gordon	IN-2	11) Stewardship	11) ?? [ to create an atmosphere or environment, to encourage collaboration toward??...]	keep as is
	Thomas Gordon	IN-2	12) Implementation	12) to integrate strategies, policies, programs, and funding, for growth and development, resource conservation, infrastructure, and transportation, across the local, Regional, State, and Interstate levels, to achieve the above-listed visions. [rephrasing]	keep as is
	Thomas Gordon	IN-2	the 3 paragraphes after the lists of visions	I think most of this can be moved to the beginning, before the list.	keep as is
	Thomas Gordon	IN-2	Legal Basis	I think we should site the Maryland Code itself. (this reads like instruction to us)	Suggested wording: Change the last sentence to, "After formulation of a Plan, Maryland Land Use Code provides the legal framework and content for comprehensive plannings. Section

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	Thomas Gordon	IN-2	Plan Update Process	I think this can be reduced.	PC to decide. Suggested wording: This Plan reflects interviews, work sessions by elected officials and the Planning Commission; and intends to set a future course for the Town over the next twenty years. This Plan articulates a community vision and direction with goals, objectives, and implementation strategies. The Plan was prepared based on revisions and updates to the 2009 Comprehensive Plan. It takes into account major changes to the Town since 2009. (Paragraph) The Plan also includes input from the State Department of Planning, County and Town representatives, findings and recommendations of the Joint Land Use Study, input from the Navy base representatives, results of the Town's economic implementation strategy, input from the Urban Land Institute Technical Advisory Panel, and public hearings with citizens. The Plan was also reviewed in conjunction with appropriate Town documents including the Comprehensive Water and Sewerage Plan, Town Zoning Ordinance, Subdivision Regulations, the 2016 Charles County Comprehensive Plan, and Maryland Land Use Code.
	Armstrong	IN_3	First paragraph	Regarding Pelligrino's question to suggest public hearings for updating comp plan. The "public" is not required to update the Comp Plan so I don't believe it is necessary to open the editing process to entertain public opinions/comments/changes.	delete comment
	Thomas Gordon	IN-3	Overall Goal of the Plan	2) Can we shorten number 2? I don't know what the Navy's mission in the county is.	PC to decide. Does the PC, and particularly Ms. Keenan have comment on behalf of the navy? What are basic support services?
	Thomas Gordon	IN-3	Overall Goal of the Plan	3-e) add: and work toward a zero or better carbon footprint.	Wording has been added as requested. Add sentence, To implement the goal, the following objectives will be pursued.
	Thomas Gordon	IN-3	Plan Impementation	[New Wording and Emphasis] .. This plan is designed to reflect public decisions, and guide financial considerations, administrative actions, and private sector initiatives.	Wording has been revised as requested.
	Armstrong	IN-3	4	Agree to add suggested paragraph 4 (submitted by Pelligrino)	Paragraph has been accepted and comment deleted.
	Thomas Gordon	IN-4	Background	Intentionally left blank?	Will be corrected. This was a formatting error. As seen in the Table of Contents this section should be named "Background - Location" with the words on the same line.
	Thomas Gordon	IN-4	Location	I assume this is accurate.	Election District is correct per Map on County website.

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	Armstrong	IN-4	1.b.	changes to the Plan and its policies at least once every five years. We are required to submit new Comp plans to state every 10 years. What is the purpose of five years to Town? This is a long process. Should this just be changed to every ten years?	Change it to 10 years in #3b, page IN-4
	Thomas Gordon	IN-5	History	I would like to see what is added. I would like to see more about the town.	Mr. Pellegrino and Ms. Armstrong to provide a history
	Armstrong	IN-6	map image placement	Right-click on image and select "Wrap text" and then "In line with text" and then center.	Map formatting has been corrected.
	Thomas Gordon	IN-9	Population Characteristics	Update data and dates to 2015, or most current available, across the board, including all tables and sentences typed in bold.	replace 2015 with 2016 and asterisk to note "estimate"
	Thomas Gordon	IN-9	Population Characteristics (1st paragraph)	If possible I'd like to see a table or map referenced, even if the reference is to the next chapter on Land Use.	add source of data in small print below tables and include website.
	Thomas Gordon	IN-9	Population Characteristics (2nd paragraph)	In the second paragraph add ... according to the 2015 census.	Revise to 2016 ("estimated")
	Armstrong	IN-9	Bullet #3	I agree with additional statement. Mannokeek and other areas are developing along 210.	Comment from prior review regarding bullet #3 has been removed and the statement unchanged. PLEASE CHECK, CANNOT VERIFY.
	Thomas Gordon	IN-10	Resident Population Characteristics	[change the wording] Table IN-3 compares the various characteristics of Indian Heads population including age gender and education.	1st paragraph under resident population characteristics has been revised as requested DELETE COMMENT
	Armstrong	IN-13	First paragraph	Delete sentence regarding Housing for persons 55 or older statement. Suggested replacement" As reflected in Table IN-4, our highest populations are of those between the ages of 35-44 and 45-54 respectively. New housing opportunities and businesses could benefit by targeting the needs of these two mature (and perhaps financially stable) age groups.	Paragraph has been modified as suggested with the exception of removing assumptions about the characteristics of the age group. PC to decide on final wordin.
	Thomas Gordon	IN		A lot of the wording in this section, it seems, was left over from a kind of suggestive guideline on how to complete this section. I think a lot of that wording should be changed or removed.	delete comment
	Armstrong	All pages		Motion to approve current redlined changes within word document sent to PCs.	accepted.
Land Use	L. Keenan	3	Land Use Goals #5	Define SHA	Will wait for final comments.



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Land Use	L. Keenan	2	Paragraph 2 - annexation	I have concerns discussing the Town annexing the entire NSF Indian Head footprint. The Department of the Navy has no plans to close NSF Indian Head at this time.	Will wait for final comments.
Land Use	L. Keenan	8	Future Land Use	A map would be helpful here to show areas of increase. It's somewhat difficult to visualize that with text only.	Will wait for final comments.
Land Use	L. Keenan	9	Paragraph 3 - annexation	Same concerns regarding annexation. To answer Mary Armstrong's question, the Navy owns the property on which NSF Indian Head (and Stump Neck) are located.	Will wait for final comments.
Land Use	L. Keenan	10	JLUS implementation	Paragraph 2 should read "...copy of the JLUS can be reviewed..." JLUS Study is redundant.	Will wait for final comments.
Land Use	L. Keenan	10	3rd Paragraph	Phrase military awareness map sentence -- tense conflicts	Will wait for final comments.
Municipal growth	L. Keenan	1	Intro	This section should address economic growth outside of the confines of residential development. Corporate and commercial growth is not addressed.	I will need to research.
MG	L. Keenan	3	Growth Patterns	Refer to NSF Indian Head in sentences #1 and 2. Inconsistent with earlier chapters.	Will wait for final comments.
MG	L. Keenan	7	Development Capacity, Para. 3	Rephrase first sentence "Incentives may be necessary..." - sentence reads strangely.	Will wait for final comments.
MG	L. Keenan	9	Annexation, Para 2	Facility should be capitalized. Consistency with naming of the installation chapter to chapter. Sentence beginning "The federal government, being a higher government power than the Town..." Rephrase to state the Department of Navy is a federal entity while the Town is a local government. Also rephrase "as long as the property remains in the hands of the federal government..." Phrase is too casual. Department of Defense owns the property.	Will wait for final comments.
MG	L. Keenan	11	Drinking Water, 3rd line	Should read "withdraws" vice "withdrawls."	Will wait for final comments.

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MG	L. Keenan	Annexa	Text Box tion Map (before CF-1)	As previously stated, comments regarding potential annexation of NSF Indian Head would only be applicable if DoD BRAC'ed the installation. I do not think it is appropriate at this time to discuss possible future land uses of the installation as no BRAC has been announced and DoN at this time does not have plans to leave NSF Indian Head.	Will wait for final comments.
MG	L. Keenan	CF-4	Parks and Recreation	Discussion of Malloys Bay appropriate here? Or is it better to not bring that up while National Marine Sanctuary designation is still pending?	Will wait for final comments.
MG	L. Keenan	CF-8	Policy CF.4	Energetic Museum was mentioned earlier as an implementation strategy. Should it be mentioned again here?	Will wait for final comments.
MG	L. Keenan	CF-10	Policy CF.9	Recommend discussing other implementation strategies for Navy/Community Partnerships. JLUS points to a few. I think there is room for expansion here.	Will wait for final comments.
MG	L. Keenan	H-6	Policy H.3	Bullet 2 does not have any text associated with it.	Will wait for final comments.