

**Indian Head Planning Commission Meeting Minutes**  
**Indian Head Pavilion**  
**August 16, 2017**

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

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

Staff in attendance:  
Ryan Hicks, Town Manager  
Scott Longstreth, Zoning Administrator  
Andrea Brady, Clerk

Chairman Pellegrino recognized Scott Longstreth as the new Zoning Administrator.

Approval of Meeting Minutes for July 19, 2017– Chairman Pellegrino requested a motion to adopt the minutes as presented. Warren Bowie made a motion to approve the minutes as presented. Wayne Higdon seconds the motion. Motion carried.

Conceptual Plan – Seventh Street: Potomac Overlook at Indian Head – Chairman Pellegrino noted that the Planning Commission was not able to get up to speed on the proposed project due to when the concept plan was submitted but asked the representatives present to give a presentation on the proposed plan. Ajay Sharma of ATCS, P.L.C. and Amit Parbadia of Sona Homes gave a presentation on the conceptual plan for development of Seventh Street. The development proposes 40 single family residences on Seventh Street which is located along the western boundary of the Town by the Potomac River and in between Sixth Street and East Poplar Lane. Along with their submitted conceptual plan, ATCS, P.L.C. provided a letter discussing street standards, pedestrian access, stormwater management, recreation facilities, utilities and landscape (see attached). The developer is requesting several concessions from the Town, to include the following; the developer is seeking a monetary reimbursement from the Town for construction of part of Seventh Street, the developer is looking for the necessary right-of-way dedication for the Seventh Street and Potomac View Loop from parcels owned by the Town, the developer is proposing to swap land form one of the parcels owned by the Town with portion of the project parcel and they seek a favorable decision from the Town on the swapping of the land, the developer is also seeking a reimbursement if they upgrade the existing 6” sanitary main. Ms. Sharma stated that Seventh Street is platted and dedicated but not perfect yet. The dedication is currently 25 feet. The developer is proposing a 20 feet travel aisle which will require a right of way take from the offside property owners. The developer has not contacted the owners at this time. Where the street extends beyond the three offside properties will be widened to 22 feet. There will be a few areas of 30 feet travel aisle to allow for on street parking. Mr. Sharma stated

that the land being saved by reducing the travel aisle will be used for a roadside ditch which will add to the stormwater management facility and act like low impact development. The ditch will run on both sides of Seventh Street and the outfall will be at the bottom of the hill. The developer is proposing to have the whole development drain this way.

The Town currently owns 2 parcels on Seventh Street. One of the parcels is a waterfront property of around 1.3 to 1.4 acres and the other parcel is on the right hand side as you enter the proposed development and it is around 3.5 acres. The majority of the land on Seventh Street is in the Critical Area. The developer is requesting a land swap from the Town. The developer would like the Town to swap the parcel they currently own near the waterfront for an area of about .8 acres to be added to the Town's existing parcel near the entrance of the proposed development. The developer is also proposing to develop the Town's lot into an open space recreation area to include facilities such as a tot lot, a basketball court and a dog park. The developer would put in the proposed recreation areas, the required travel aisles and parking and the Town would maintain them. Part of the Town's lot would go to the street dedication and the improvements would then be dedicated back to the Town. The developer is requesting a land swap of the Town's waterfront lot for a .8 acre lot to be added to the Town's open space area to include improvements to that land and the street. The proposed park would be for public use and the Town would handle any maintenance. Chairman Pellegrino suggested putting the proposed park on the Town's waterfront lot instead of swapping the land. The Planning Commission stressed the need to not land lock the private lots near the waterfront. The developer plans to engage the private land owners to look into acquiring the properties.

The developer is looking for assistance with the right of way dedication for the street and cul-de-sac. The developer is also requesting the land swap and they feel it will give the Town's property more value to have a larger open space. Chairman Pellegrino asked what will happen if the land swap does not occur. Mr. Sharma and Mr. Parbadia explained that if the land swap does not occur it could create a problem with financial viability. Mr. Parbadia stated that if they are unable to get 38 to 40 lots they would not be able to buy the property. Mr. Parbadia stated that they have not settled the project yet. The property to Seventh Street is currently owned by the State at this time. The land's current plat of record has 33 lots. Mr. Sharma stated that to make compatible lots they would have to re-subdivide 5 lots.

The Commission asked Mr. Prabadia if he had any idea what house size would be offered in the development. Mr. Parbadia stated that they plan to build homes in the craftsman style of around 1800 to 2500 square feet and they will cost around \$300,000. The property is LDA (Limited Development Area) but Mr. Sharma stated that there are no restrictions to prevent the type of development they are trying to achieve since they are proposing less than 4 units per acre. The developer is also proposing sidewalks in the development composed of concrete. The homes will be total electric homes but the developer can speak with Washington Gas about making gas available. The Commission suggested finding a way to have two ways in and out of the development.

Mr. Sharma stated that the development seems to have adequate water through the existing 8" water main on East Poplar Lane, but he feels there may potentially be a need to upgrade the existing 6" sanitary sewer main. If the upgrade is needed the developer is seeking reimbursement

for the upgrade from the Town. Town Manager Hicks stated that the Town has not had an issue with the existing main. Only liquids go through the main, all solids are in holding tanks.

Mr. Bowie asked what would happen to the project if they are unable to re-subdivide. Chairman Pellegrino suggested they consider building in the .8 acre area they want to swap with the Town. Mr. Sharma said they would have to think about that, but he feels that would cause the layout to be very different and therefore change the value to the residents.

Chairman Pellegrino asked about the possibility of the steep slopes on the north of the property being highly erodible. Mr. Sharma stated that he did not see any erosion on the steep slope and it is stabilized ground. The distance from the end of the project to the beginning of the cliff is around 10 to 15 feet and the developer is considering putting in a tree buffer.

Chairman Pellegrino asked if Mr. Longstreth would like to give his opinion on the project. Unfortunately due to when the project was submitted Mr. Longstreth was unable to prepare a report or compare the concept plan to the subdivision regulations. Mr. Longstreth asked that the plan be revised to reflect the proposed street parking. Mr. Longstreth also had an issue with the second north east lot because the proposed development will be creating a land lock for that parcel and the developer will need to work out a way to give them road access. Mr. Longstreth suggested that instead of the right of way, stub street to give access to lots 23, 24, 25 and 26 that the developer give direct access to Seventh Street through a shared driveway. Mr. Longstreth said that a study is needed to see if the 6" sewer main is sufficient and he would like to see an extended water connection with Oak Street.

Town Manager Hicks is not sure how much public-private partnership the Town will be able to take part in or how many of the requested concessions the Town will be able to do. Chairman Pellegrino asked Mr. Sharma and Mr. Parbadia what they were looking for or expecting from this meeting. Mr. Sharma stated that they would like assurance of the requested right of way. Chairman Pellegrino explained that the Planning Commission is unable to provide that assurance. The Planning Commission would give their recommendation to Council but it would ultimately be the Town Council's decision. Chairman Pellegrino did not feel the Commission would be able to even give a recommendation at this time because there is no formal staff report and there are a number of issues that need to be addressed and the developer is asking for significant concessions from the Town. The Town's Zoning Ordinance also has a list of information that is to be provided with the submission of a concept plan. Mr. Sharma stated that they currently have a deadline of August 31<sup>st</sup> to close on the property. The Commission agreed with Chairman Pellegrino that they are not prepared to make any recommendation at this time. Chairman Pellegrino requested that the applicants resolve the issues brought up at tonight's meeting and come back with all of the required information for the submission of a concept plan.

Mr. Sharma stated that they will give more towards their earnest deposit in hopes to show the bank their commitment to the project and they will do a new submission meeting all of the requirements in a time that allows staff review to work through issues prior to the presentation to the Commission.

Discussion of Comprehensive Plan Matrix – Discussion of the Land Use chapter was tabled until the September Planning Commission meeting.

Town Clerk Brady suggested the Commission not hold meetings in November or December unless a pressing issue is submitted to come before the Commission. The Commission agreed to not hold meetings in November and December unless necessary.

Town Manager Hicks gave a Town update. The restrooms on the Village Green will start construction soon. Mr. Hicks does not have an update on the Boardwalk project at this time. The CIRI group will probably be coming back before the Commission soon, and there are possible projects in the works at the Ely property.

Without further comment, Michael Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Thomas Gordon seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 8:28pm.

Submitted by:

  
Andrea Brady  
Town Clerk

9/30/17  
Date

August 14, 2017

Town of Indian Head  
4195 Indian Head Highway  
Indian Head, Maryland 20640

Attention: Mr. Scott Longstreth

Dear Mr. Longstreth

On behalf of our client, PKZ Investment, LLC, we are pleased to submit this application of development for your review and approval. The development proposes 40 single family residences with a by-right use on parcels of 213 and 373. It is located along the western boundary of the town and is surrounded by the Potomac River to the north, parcels 631, 216, 217 to the south and few residential lots zoned R-2 to the east. The development intends to meet all the zoning regulations for R-2 zoning district as tabulated in section 1209 of the Zoning Ordinance of the Town. The following are the description/details, standards, and any deviations from the published standards along with their justification.

Street Standards: The development is mainly along the east and west side of proposed 7<sup>th</sup> street. Existing 7<sup>th</sup> Street is undeveloped but platted and dedicated street with a 25' right-of-way width. The proposed development intends to widen the right-of-way to 42' with extra 17' of required dedication inside the development. A small portion of 7<sup>th</sup> Street between East Poplar Lane and the southern project boundary (approximately 270 ft.) is off-site and therefore its ROW be widened to 42' due to properties being owned by third parties. The developer is seeking a monetary reimbursement from the Town for construction of this part of 7<sup>th</sup> Street, as it only benefits a few existing off-site lots, but it is vital for the access to this development. This portion of street will be improved to 20' of pavement width which is adequate for a two way traffic and for a fire truck to access the site and at the same time provide approximately 5' of extra space to tie-in the perimeter grades without seeking permission from off-site property owners.

On-site street standards will be a 42' right-of-way width a 22' of asphalt travel way and 8' of on street parking at a few designated locations. The proposed street cross-section has an open ditch on both sides instead of a regular curb/gutter street thereby reducing the impervious area footprint of the development. The road side ditch will be a trapezoidal section and will act as a SWM facility for the development except at locations of on-street parking where it will be a regular grass-lined triangular channel. The development is looking for necessary right-of-way dedication for the 7<sup>th</sup> Street and Potomac View Loop from the parcels owned by the Town to make it a viable and real project. There is also a 25' wide stub-out street serving lots 23-26. This was necessitated to avoid flag lots.

Pedestrian Access: The development shows pedestrian access throughout the development on one side of the street and connects to the proposed public recreational area and to the perimeter of the site. Connection from perimeter to the neighboring parts of the development is expected as and when the neighborhood will have a development plan.

SWM: Project SWM requirements will be satisfied through proposed bio-swailes along the roadside ditch in the proposed public right-of-way of 7<sup>th</sup> Street and Potomac View Loop. The proposed SWM facilities will be maintained by the Homeowner's Association (HOA).

Recreational Facilities: The project proposes recreational facilities in the form of a tot lot, a basketball court, and a dog park. The facilities will be open to the residents of the Town and will have some onsite parking spaces for the visitors. The development also proposes to swap the land from one of the parcels owned by the Town with a portion of the project parcel which is contiguous to parcel 631. This will make a recreational parcel a larger contiguous parcel and increases its value in terms of public recreational use. The development seeks a favorable decision from the Town on the swapping of the land.

Utilities: The development seems to have adequate water through existing 8" water main on East Poplar Lane. The development will be served by low pressure force main to connect to existing 6" sanitary sewer main on East Polar Lane. Should the upgrade of existing 6" sanitary main be warranted, the developer is seeking a reimbursement of the upgrade from the Town as the developer is responsible for the tapping fees for the proposed 40 lots.

Landscape: The development will meet the proposed percentage landscape with proposed planting. There may be some tree save areas possible which can be worked out after rough grading of the site at a later stage.

Sincerely,  
ATCS, P.L.C.



Ajay K. Sharma, P.E.  
Office Manager