

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
May 15, 2018

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

Michael Pellegrino, Chairman
Warren Bowie
Wayne Higdon
Mary Armstrong
Anita Sampson
Thomas Gordon
Lynne Keenan, Base Representative

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

Commercial Improvement Plan: 4421 Indian Head Highway (Parcel 160 &161) Nammo Energetics Indian Head Inc. (*plans and staff comments are attached*) – Chairman Pellegrino recognized Mayor Paulin and Councilman Smith for attending and offered the applicant the opportunity to present the project. Harry Shasho, project consultant, owner, Pete Sioma, architect, Jacob Weaver and James Erdman civil engineer and environmental consultant were present to present the concept plan. The property for the project is the former Sheriff's Department and the land next to it. The applicant is planning to demolish the building and put up a two story, 10,000 square foot building. The plan proposes for traffic to come onto the property off of either N. First Street or Strauss Avenue. The applicant would like stay away from dealing with State Highway and the possible issues with coming in off of 210. The applicant's concern is that they would like to keep the project moving forward quickly and concern over State Highway permitting entrance due to the high ditch located near the roadway. Mr. Erdman presented a color rendering of the project including design thoughts listed in the bottom of the site tabulation. Mr. Erdman explained that all members present for the presentation just now received the staff comments in reference to the proposed project. Chairman Pellegrino asked the applicants to present the proposal which will be followed by the staff comments from Scott Longstreth .

The applicant is proposing to put the building at the corner most prominent position at the site. The concept plan suggests improving the roadway with on street parking to help create an active street, along with putting in a sidewalk and some greenery. The entrances will be gated for controlled access and it will be a secure building. There will be 2 access points off of Strauss Avenue and an access point of off North First Street. The plan includes excess parking to accommodate for meetings that will take place at the building. The applicant is proposing to clear the entire wooded area. Mr. Erdman expressed concern over Mr. Longstreth's comment about keeping preserving the trees on the property that are 15 inches in diameter or greater and

he feels this may disturb the project. There is a buffer off of Strauss Avenue that will include stormwater management features. The applicant has also planned a green strip near the neighbor to the right of the project.

90 parking spaces are required for a project this size, but due to the possible meetings at the building the plans include excess parking. Nammo currently has 35 employees but is planning for over 100 employees with approximately 100 of them being located in the proposed building. Mary Armstrong expressed some concern over the proposed on-street parking. Mr. Erdman explained that they have honored the street and came towards to property with the proposed spaces with a small amount being on Town property. In Mr. Longstreth's comments a concern was expressed about maintenance of the street and parking spaces and liability. Mr. Erdman explained that the on-street spaces were not included in the count so they could do away with them, but they included them in an attempt to add something to the area and allow parking for those who do not have a gate key to gain access to the parking lot.

The plans provided to the Commission state that it is 20,000 square feet which was pointed out to be an error. The proposed building is 10,000 square feet with each floor being approximately 5,000 square feet.

The applicants presented the architectural element of the project and expressed their excitement to try to bring a new important building to the Town of Indian Head and their hope is to assist with revitalization. The long-angled wall in the drawing is what people see as they are coming into town. The main stair is being used as a convenience stair, fire stair and a gallery display space. The area of the stairway will be all glass opening into a multi-story space and the applicant is proposing to put art on the back wall and possibly hanging some of Nammo's products from the ceiling to be illuminated as sculptural elements. The applicant is proposing to use masonry or stone on the building and it will have a metal canopy at the entry. Within the building, support elements will be located near the highway due to the noise level with private offices on the ground floor. Work stations will be located on the top floor. The ground floor will have a conference room and IT center and anyone entering the building would be processed through security on that floor.

On the south side 2nd floor the building steps out and provides an overhang with a roof overhang as well for sun control. On the N. First street elevation the applicant is proposing a large mast that could potentially have logos on it and it would be made from an alternate product such as metal panels or composite siding. There will be a stone or masonry base that will continue on the north and east elevations. The Indian Head Highway elevation is being kept more functional with the bathroom and utility areas, and break room. There will be windows included in the bathrooms and breakroom. The large angled wall will face Indian Head Highway southbound. All of the rooftop mechanical equipment would be concealed behind a metal screen and would be pushed more toward the north side. There will be landscape buffers throughout and the applicants have pulled the proposed sidewalks closer to the building to maintain the existing swale. The larger buffers are along the adjacent property and Strauss Avenue. The proposed plan provides a green space for employees on the South side. Mr. Shasho explained that the building is designed for everything not classified, for example models and computer work and the administrative staff for the employees located behind the gate. Mr. Shasho explained that this is

all concept at this point and the owner has not had the opportunity to comment on the proposed plans at this time.

Chairman Pellegrino asked to go through the staff report prior to questions from the Commission. Mr. Longstreth reviewed the plan as a sketch plan and provided his comments to the Planning Commission (see attached comments).

Chairman Pellegrino stated that the Commission received a letter from the Mayor in support of the project and asked to enter the letter into the record. (see attached).

Chairman Pellegrino then opened the floor to allow response to Mr. Longstreth's comments. Mr. Shasho reminded everyone that this is a concept plan, not a final plan and there was a short window of time to get the information together for the meeting. The applicants and the Commission discussed the use of Strauss Avenue and North First Street for access to the property as well as the proposed on-street parking. The applicants explained that the proposed entrance points are done in the interest of expediency and with the existing commercial properties on North First Street they considered it as commercial street more than a residential street. The applicant explained that the idea of on-street parking was to help with the feel of a welcoming downtown but is not a required element. The on-street parking would cause some encroachment onto the Town's property but the applicant felt this could be taken care of through easements. Mr. Weaver explain that the on-street parking was proposed as an amenity to the Town with the consideration that as further commercial elements move into town it would provide additional parking for visitors to the other commercial properties when not being used by Nammo.

The applicant explained that the additional parking on the lot is a need of the owner, specifically to accommodate employees that will be attending meetings that don't normally work from the building. In that regard as it relates to saving the trees, the applicants said they will look and identify the trees, but with the stormwater management and the parking the likelihood to save the trees is probably negligible. Mr. Sioma explained that the reason and need for that amount of parking is that the nature of the business is such that they hold a lot of reviews that can have 20 – 50 people in attendance and if you look at the community there is not parking available and he does not want them parking in front of homes or driveways and would like to provide sufficient parking to allow them to be good neighbors and handle their needs internally.

Chairman Pellegrino asked if the applicants have calculated the occupant load for safety purposes. The applicant explained that 1 per 100 would allow for 100 people and if they increase the density they could easily have 200 people, and they will have a 15'x48' conference room on 2nd floor and large conference room on the first.

The Commission inquired about how trash pickup will be handled at the property since the lot will be gated. Mr. Erdman did not have the answer in reference to the dumpster at this point because he was not sure if it would be secure trash that will require shredding and secure storage. Mr. Sioma explained that most of the business is done electronically so there will not be as much paper output, but what documentation they may have will need to be shredded because in this business you do not leave recoverable data. Mr. Sioma said there will be some trash produced

which will require a dumpster. Town Manager Hicks stated that they will need a dumpster site and site for recycling and the crews will need to gain access.

The Commission inquired about access to the lot. Mr. Sioma explained that all employees will have badge readers and the security requirements are from the Department of Defense. Normal working hours will be between 6am and 6pm and the gate will be open, anyone prior to or after that will need the badge. Mr. Bowie asked if that meant that anyone could come into the site or if there will be a guard. Mr. Sioma explained that most people that come in will be coming in to do business, so once they park they will have to go through security inside. You cannot come in uninvited or park there without business there. The lot will not be public parking; however, Mr. Sioma wants to be a part of the community and if the Town was having an event that they need parking for they would gladly work with the Town on that.

Ms. Armstrong thanked the applicants for coming and thinking about bringing the business to the community and she liked hearing that the owner wants to be a good neighbor and a part of the community.

Thomas Gordon asked if there was concern with a potential future need to expand North First Street and asked if the applicant did away with the on-street parking would that also do away with the sidewalk and allow for the road to be widened if necessary. Mr. Erdman explained that they did propose a sidewalk and would suggest keeping it on the northern side. Ms. Armstrong feels the parking and sidewalk would be utilized. Mr. Weaver stated that the lot would also have access from Strauss Avenue so not everyone visiting the site will be coming in on North First Street. Mr. Longstreth does not believe anyone will come in from Strauss Avenue that they will likely all use North First Street.

Wayne Higdon asked if the property will be secured by a fence and that emergency vehicles will need access to the property. Mr. Weaver stated that the gate would allow entrance of emergency vehicles. Mr. Sioma stated that no fence planned they are not planning to put up a fence because they did not want a heavy industrial look and he will work with emergency responders to make sure they can access the property through the gate before and after hours.

Ms. Armstrong asked if there are specific colors required for façade. Mr. Longstreth stated natural muted colors and stone or brick are required. The applicant is looking at more of a gray palette since Nammo's colors are blue and gray. Warren Bowie stated that the highway corridor requires brick or stone. Mr. Weaver stated that the residential condos on the highway are a mixture of materials and they were hoping to have that allowed for this project. Chairman Pellegrino stated that the ordinance states 3 colors per building and requires brick or stone as the predominate material. Mr. Sioma asked if metal could be used as an accent. Mr. Longstreth stated that per the ordinance, materials need to be visually harmonious. Mr. Shaso stated that they are trying to help set the tone for some new looks within the Town and the would like to set the tone for future projects and help bring people to Town by trying to do something outside of the box. Ms. Armstrong felt the esthetic is beautiful and Mr. Bowie expressed that he was thrilled to death that they're here.

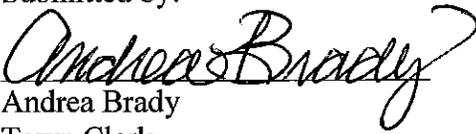
Mr. Shaso stated that they are hoping to get a permit in 90 days since they have a contract on the property and have to meet certain timeframes. Mr. Weaver stated that they anticipate appearing at each meeting of the Planning Commission meetings for the next couple of months with more detailed information. Mr. Longstreth stated that the Commission needs to decide if they want the applicant to come back with a revised plan, or if the applicant should take the questions and concerns and move forward with a preliminary plan. Chairman Pellegrino stated that he likes the south elevation, requested the façade facing 210 highway be more articulated. Chairman Pellegrino stated that the amount of parking resulting in less tree protection is something the applicant needs to look into as well as looking into the main entrance off of North First street causing the roadway to be heavily trafficked and pedestrianized. Chairman Pellegrino also stated that the highway corridor has a bufferyard D requirement along 210.

Chairman Pellegrino asked if there was a motion in reference to the concept plan. Ms. Armstrong made a motion to accept the concept plan and move forward with preliminary plan addressing all comments. Anita Sampson seconds the motion. Motion carried.

The Commission discussed the TCMX zone and the need to change the zoning requirements. Base Liaison, Lynne Keenan reminded the Commission that you cannot be arbitrary in the way you change your zoning and the goal of seeing a true mixed use of commercial and residential is hard but it can be done. Following further discussion, it was decided that Mr. Longstreth will do research into further information on TCMX zoning for the Commission's review.

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

Submitted by:


Andrea Brady
Town Clerk

6/20/18
Date

FOR OFFICE USE ONLY

Date filed: _____

Application No.: _____

Planning Commission Meeting Date: _____

Planning Commission Recommendation: _____

TOWN OF INDIAN HEAD SUBDIVISION & IMPROVEMENT PLAN APPLICATION

APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETE. APPLICATION MUST BE SUBMITTED 14 CALENDAR DAYS PRIOR TO THE NEXT PLANNING COMMISSION MEETING TO BE PLACED ON THE AGENDA*

- RESIDENTIAL COMMERCIAL
 SUBDIVISION IMPROVEMENT PLAN

1. SUBJECT PROPERTY

Project Name: Nammo Energetics Indian Head

Street Address: 4421 Indian Head Highway

Tax Map: 11 Parcel: 160 and 161

Zoning: TCMX Lot: _____ Block: _____

Subdivision Name: PT Philpitt Tract

Tax Identification No.: 07-001606 and 07-001614 Libre & Folio: 2452/89 and 1409/41

Proposed Use: Office Building

Check if special exception needed.

2. APPLICANT/PETITIONER

Name: Nammo Energetics Indian Head Inc., c/o Pete Sioma, President

Street Address: 401 Post Office Road Suite No.: 201

City: Waldorf State: Maryland Zip Code: 20602

Work Phone: 240-585-7163 Home Phone: _____

Email: psioama@nammoenergetics.com

3. PROPERTY OWNER

Check if same as applicant.

Name: c/o Daniel Ely

Street Address: 11712 Charen Lane Suite No.: _____

City: Potomac State: Maryland Zip Code: 20854

Work Phone: _____ Home Phone: _____

Email: _____

4. ENGINEER/SURVEYOR

Name: Ben Dyer Associates, Inc. c/o James Erdman
Street Address: 9375 Chesapeake Street Suite No.: 227
City: La Plata State: Maryland Zip Code: 20646
Work Phone: 301-753-1696 Home Phone: _____
Email: jerdman@bendyer.com

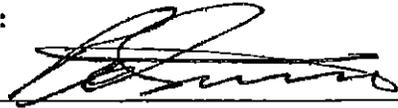
5. SUBMISSION – SUBDIVISION PLAN OR IMPROVEMENT PLAN

Thirteen (13) copies showing the properties to be subdivided or improved must be included with the application.

SITE PLAN OR SURVEY PLAT shall include subdivision name, north arrow, site location map, name and address of owner(s) of record, name and address of surveyor and/or engineer, existing and proposed structures with setbacks, and site data. Plans shall be in conformance with the Town of Indian Head's Comprehensive Plan, Zoning Ordinance, Subdivision Regulations and Design Manual, as amended. Plans must be to scale no larger than 1 inch = 50 feet. Required size of plan: 24"x36" or 18"x24" folded to 8 1/2 "x11".

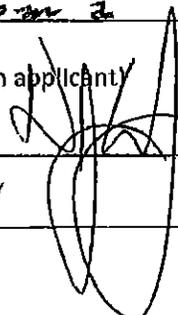
I DO SOLEMNLY DELCARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO AGREE TO PAY ALL ASSOCIATED SUBMISSION AND REVIEW FEES RELATED TO THIS APPLICATION. (Fees are outlined in the Town of Indian Head Budget Ordinance)

APPLICANT:

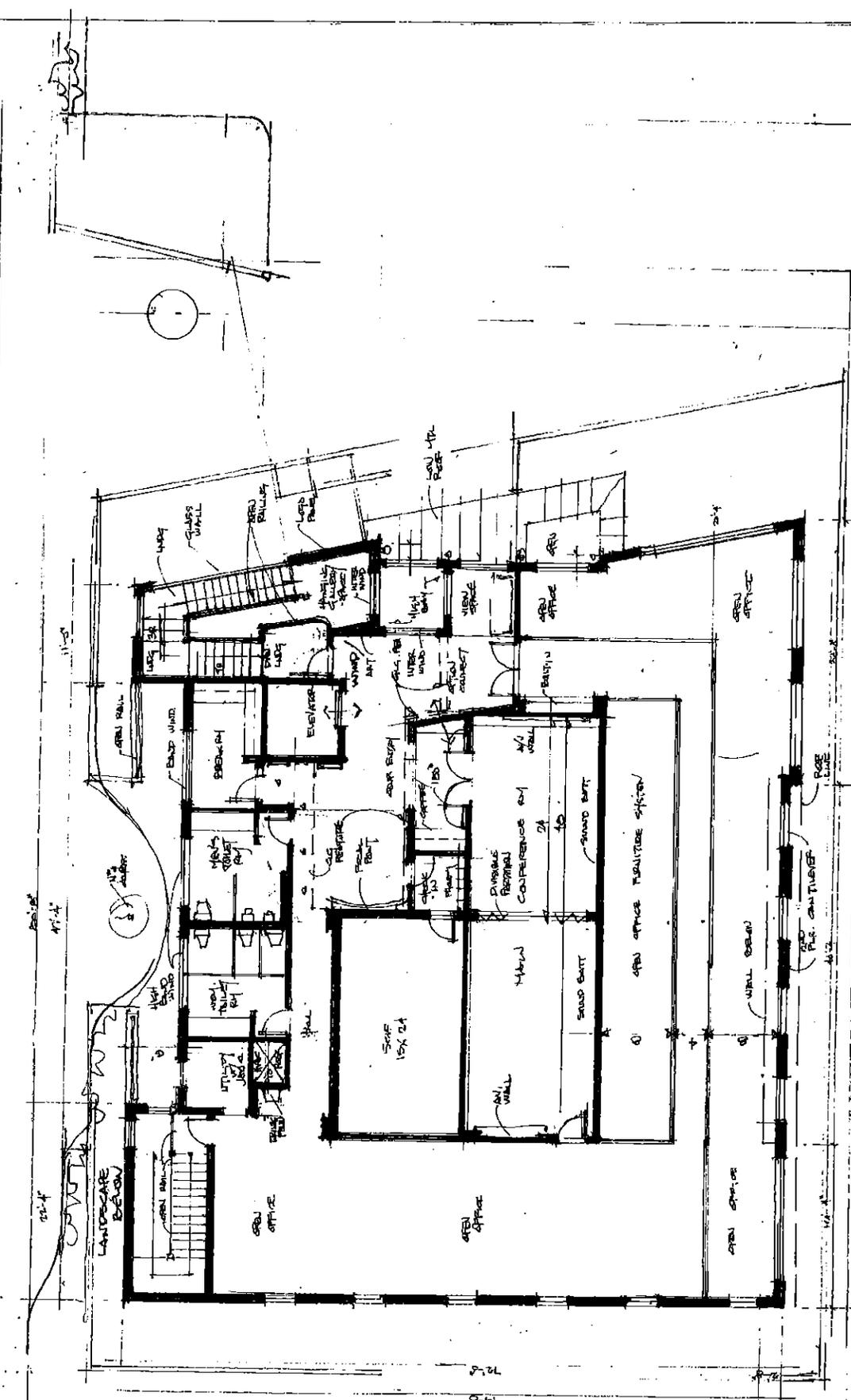
Signature:  Date: May 7, 2018

Print Name: Peter Siem

PROPERTY OWNER: (if different than applicant)

Signature:  Date: May 7, 2018

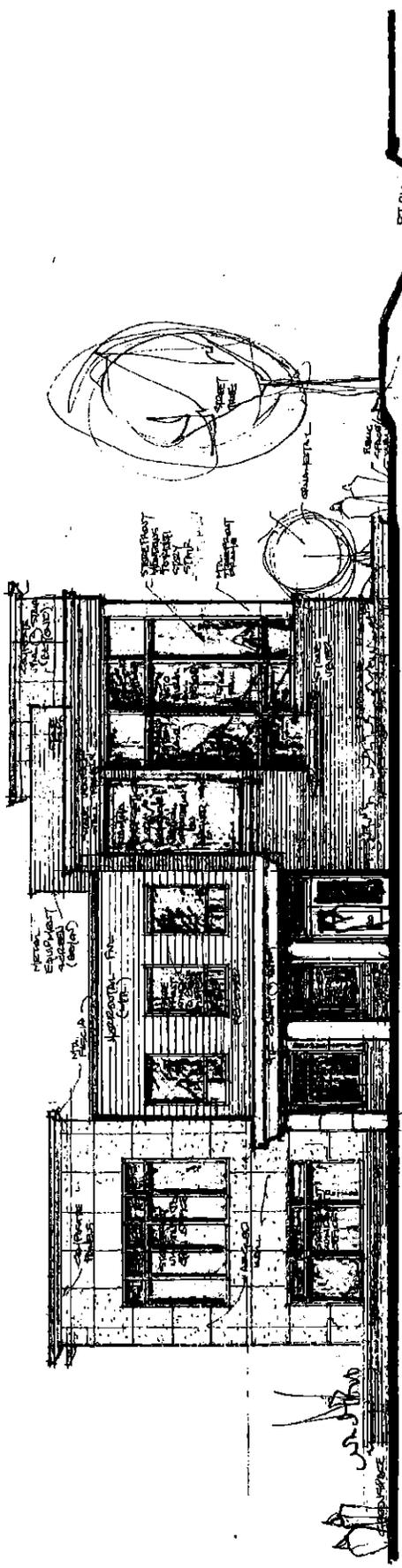
Print Name: Daniel Ely



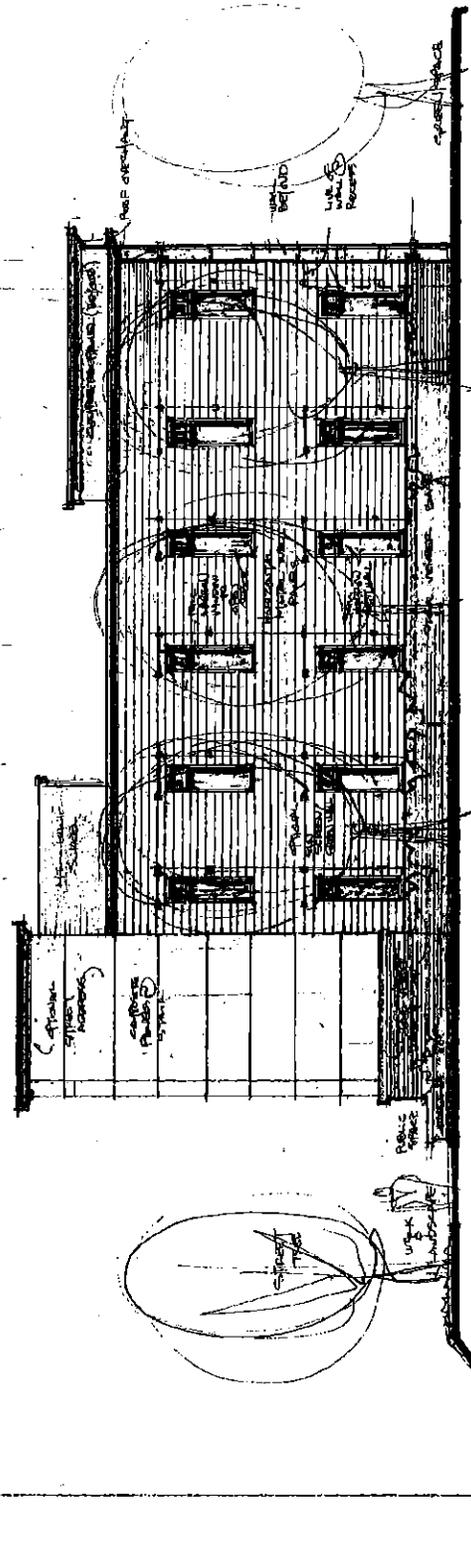
SECOND FLOOR PLAN

NANHA ENERG-GETICS - INDIAN HEAD
 JACOB WERBER & ARCHITECT

S/NO-1/2
 2/1/2000



EAST ELEVATION - ENTRY FACING AT 215 POSTALBOND
 3/16-18
 MAY 2018
 NAMING ENERGISTICS - INDIAN HEAD
 JAMES WEBER - ARCHITECT



WEST ELEVATION
 3/16-18
 MAY 2018
 NAMING ENERGISTICS
 INDIAN HEAD
 JAMES WEBER - ARCHITECT



May 15, 2018

Town of Indian Head Planning Commission
4195 Indian Head Highway
Indian Head, MD 20640

Hagerstown Office
1101 Opal Court
Suite 312
Hagerstown, MD 21740
T 301.791.1100
F 301.791.5020

RE: Nammo Energetics Sketch Plan Review

Dear Planning Commission Members:

The Nammo Energetics Sketch Plan was reviewed in accordance with the Town's Zoning and Subdivision Ordinances. I offer the following comments:

1. Note in the plan title that this is a Sketch Plan.
2. Call out the property lines on the plan that are to be vacated as part of this development/subdivision plat.
3. Note the locations of any property monuments found at the property corners.
4. Call out the sizes of the existing water and sewer lines depicted on the plan.
5. It is noted that access to the property is proposed via Strauss Ave. How much daily traffic is anticipated to this property? What impact will that additional traffic have on Strauss Avenue and North First Street, small residential streets? N. First Street only has a 25 foot right-of-way.
6. On-street parking is proposed along North First Street but outside of the existing right-of-way. This may be a complex issue when it comes to maintenance of the street and parking spaces and liability. I recommend that either additional right-of-way be conveyed to the Town to include the proposed on-street parking (if the Town wants to accept that right-of-way) or the on-street parking be removed from the plan.
7. It is noted that only 90 parking spaces are required but 145 are proposed. How many employees are anticipated to be at the building?
8. It is noted that the maximum lot coverage allowed is 50%. What is the proposed lot coverage?
9. Please dimension the proposed building.
10. Is a loading area required for this development?

11. Please note on the plan that Buffer Yard A is required along North First Street. (Sec 1805)
12. Please note the location of any existing trees on the property that are 15 inches in diameter or greater and adjust the parking areas to preserve these trees. (Sec 1852(a))
13. Provide a list of all approvals and permits required. (Appendix A(30))

If you have any questions regarding this letter, please feel free to contact me.

Sincerely,



Scott F. Longstreth, P.E.

Cc: Ryan Hicks, Town Manager