

**Indian Head Planning Commission Meeting Minutes**  
**Indian Head Pavilion**  
**January 15, 2020**

Chair Armstrong called the Planning Commission meeting to order at 5:32p.m. Members in attendance:

Mary Armstrong, Chair  
Wayne Higdon  
Kelly White  
Anthony McFarland  
Brian Israel  
Andrea Hornung, Base Liaison

Staff in attendance:  
Mark Harman, Zoning Administrator  
Andrea Brady, Clerk

Public Comment – Chair Armstrong opened for the floor for public comment on items not on tonight’s agenda, seeing no comments Chair Armstrong moved to the next agenda item.

Approval of Meeting Minutes for December 18, 2019 – Chair Armstrong suggested adding that an email was sent to the Commission to inform them that Council would not need to review the preliminary plan, and Chair Armstrong requested a motion to approve the minutes as revised. Brian Israel made a motion to approve the minutes as revised. Anthony McFarland seconds the motion. Motion carried.

Anchorage Subdivision Preliminary Plan Submission – Doug Meeker, Vice President of Elm Street Development, submitted a letter (see attached) to Mark Harman and the Planning Commission in reference to the proposed number of dwelling units for the townhouse structures and the spacing between them within the proposed Anchorage subdivision. During the December Planning Commission meeting, the Commission requested that Mr. Meeker get verification that fire and rescue agreed with the proposed number of units and their spacing. To date, Mr. Meeker has not received a response from fire and rescue in reference to this matter. Mr. Meeker requested that considering other jurisdictions within the State of Maryland allow the same number of dwelling units per townhouse structure and the same spacing between adjacent townhouse structures as shown on their preliminary plan, that the Commission allow him to move forward with the final plan without having received verification from fire and rescue. Mr. Harman saw no issue with allowing Mr. Meeker to move forward with the final plan since fire and rescue will review the plans prior to the issuance of building permits. The Commission agreed to allow Mr. Meeker to move forward with the final plan since fire and rescue will give final approval to the plans before construction begins.

Following the December 18, 2019 meeting it was determined that per the Town’s Zoning Ordinance (Section 304. Powers and Duties of Planning Commission) the Planning Commission

has the authority to approve subdivision plans, and the Anchorage Subdivision plan will not have to go before the Town Council for further approval. Mr. Harman explained that rather than making a recommendation to Council for them to approve the preliminary plan, the Commission can make that approval. Chair Armstrong requested a motion to approve the preliminary plan. Anthony McFarland made a motion to approve the preliminary plan as presented at the December 18<sup>th</sup> meeting. Brian Israel seconds the motion. All in favor, none opposed. Motion carried. Mr. Meeker will come back before the Commission with the final plan at a future meeting.

Comp Plan –Town Manager Hicks and Mr. Harman spoke about ARRO revising the full Comprehensive Plan document to take care of the reformatting issues as well as other proposed changes. This would make the review process easier for the Commission because it would provide them with an updated draft that would have all the formatting issues already revised. Chair Armstrong suggested moving the goals to the beginning of each chapter and the Commission agreed. Andrea Hornung provided the correct name for Naval Support Facility Indian Head and asked that it be spelled out in the beginning of the chapter then have the abbreviation through the rest of the chapter. Chair Armstrong requested the same for all chapter where the Town of Indian Head is mentioned, spell it out in the beginning of the chapter and then list it as the Town throughout the rest. The Commission agreed with both suggestions and they agreed with the suggested course of action for ARRO to provide a revised draft for their review.

Chair Armstrong adjourned the meeting at 5:45pm.

Submitted by:



Andrea Brady  
Town Clerk

2/19/2020  
Date