

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
January 16, 2019

Michael Pellegrino called the Planning Commission meeting to order at 7:15p.m. Members in attendance:

Michael Pellegrino, Chairman
Warren Bowie
Anita Sampson
Wayne Higdon
Ron Sitoula – Ex-Officio

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

Approval of Meeting Minutes for October 17, 2018– Chairman Pellegrino requested a motion to approve the minutes as presented. Warren Bowie made a motion to approve the minutes as presented. Wayne Higdon seconds the motion. Motion carried.

Annual Report – The Planning Commission discussed the Annual Report at the October meeting, all comments received at that time have been incorporated in the draft that is on the agenda for discussion. The Commission asked for a correction to clerical errors on page 19, 7.0, adding the words be and by, and changing TC to Town Council. Remove the price range included under the first bullet on page 4 and Table 2-1. Warren Bowie made a motion to approve the Annual Report with the suggest revisions. Anita Sampson seconds the motion. Motion carried. Mark Harman will provide the Commission with a copy of the updated document with the corrected areas highlighted.

Draft Critical Area Ordinance & Revised Critical Area Definitions – Commission members, Warren Bowie, Mary Armstrong, and Chairman Pellegrino provided comments/revisions on the draft Critical Area Ordinance and revised Critical Area definitions. The majority of the comments received were clerical. The revisions were done following a meeting with the Critical Area Commission over other matters in Town when they mentioned revisions were needed. No significant changes have been made, but where the old Ordinance contained a lot of verbiage, this revision provides references to incorporate information as opposed to listing all of it. A benefit of referencing documents is that it will prevent the need for constant revision as those documents change. The updates were done by Scott and Critical Area representatives. After Commission members expressed discomfort with moving forward with the document without a better understanding of the changes, Zoning Administrator, Mark Harman said he would reach out to the Critical Area representatives that Mr. Longstreth worked with to get a better understanding of previous conversations held and the changes made. The purpose of the update is to make it compliant with current regulations and to make it easier and digestible to read. During discussion of the Commission’s comments, Chairman Pellegrino had a number of

definitions he put in that he felt could be helpful. Chairman Pellegrino also suggested including (CA) after definitions pertaining to the Critical Area. The Commission felt that the addition of (CA) after those definitions were not needed. Chairman Pellegrino suggested a purpose clause be added to the draft Critical Area Ordinance and mentioned concern over the word Ordinance being removed from the text.

Following the discussion of the Commissions comments/revisions, it was decided that staff will speak with the Critical Area Commission for clarification on the changes that were made and will provide the response to the Planning Commission. Following response from the Critical Area Commission the documents will need to go to the Town's attorney Fred Sussman for his review and comment, including his opinion on the suggested definition changes/additions.

Zoning Memo – The Commission discussed the attached memo. The first part of the memo discussed the last updates agreed on by the Commission at a previous meeting. The second part of the memo covers recent changes suggested by the Town Council. The Commission discussed the need to change the TCMX definition to have a stricter requirement for a commercial element. The Commission discussed properties in Town that are zoned TCMX but have been developed as residential only. Vice Mayor Sitoula mentioned the possibility of a tiered TCMX zone, but at this time Mr. Harman has not received a request from the Town Council to change the definition of TCMX.

Currently the Town Council is looking to have the Zoning Ordinance adopted before May, and the document still needs to go before the attorney, the County, and the State. Mr. Higdon suggested possibly holding special sessions to get the issues with the document resolved. Ms. Sampson agreed with Mr. Higdon's comments.

The Commission reviewed the Council's suggested changes and their responses were as follows:

- a) Phillips, ELYs, and AVSI Properties on Raymond Avenue to be changed to a TCMX Zoning Designation.
*The Commission does not agree with changing the zoning of the properties until the issues with the TCMX zone have been taken care of. The Commission feels the requirements of the TCMX zone need to be changed to prevent strictly residential development within a TCMX zone. The Commission discussed several TCMX development areas that are currently all residential without a commercial element. The Commission feels the requirements need to have a stricter requirement for the commercial element. *On the current draft map, the Phillips property is proposed to be TCMX**
- b) 210 frontages to be changed to a TCMX Zoning Designation.
The Commission does not agree with changing the zoning for the frontages until the issues with the TCMX requirements have been addressed.
- c) Light-industrial uses to be a permitted use in TCMX Zoning District and all Commercial Zoning Districts.

The Commission stated that a definition of light industrial needs to be added within the definitions portion of the Zoning Ordinance. The Commission agreed to have light industrial as an allowable use in GC, but the use should require special exception in TCMX.

- d) Food trucks/ Mobile food vendors, with the purchase of a permit and approval by Town Manager, be a permitted use in all Zoning Designations.
The Commission agreed with permitting food trucks/mobile vendors in all zoning designations EXCEPT residential.

Brian Klaas discussed light manufacturing in reference to a company that had been interested in locating within the Town. The company had received a patent on Base and they tried to find a place to purchase within Town to manufacture because of the Town's Opportunity Zone designation. Being unable to find a location that permitted their light industrial need, they have located in Lusby.

Chairman Pellegrino noted that the Council's requested changes are not consistent with the current Comprehensive Plan.

Comprehensive Plan, Chapter 5: Community Facilities, Comment Deadline – The Commission agreed to a deadline of one week before the February meeting. Town Clerk Brady will resend Chapter 5 and the blank comment matrix.

Brian Klaas provided an update on the development of the Ely property. The developer is putting mostly commercial elements to begin with, but there are plans that would require a mixed use. Mr. Klaas also stated that with the Town's designation as an Opportunity Zone and HUB Zone, contractors will be interested in locating within the Town.

Without further comment, Chairman Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Wayne Higdon seconds the motion. Motion carried. Chairman Pellegrino adjourned the meeting at 9:10pm.

Submitted by:


Andrea Brady
Town Clerk

3/20/19
Date