

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
June 20, 2018

Michael Pellegrino called the Planning Commission meeting to order at 7:02p.m. Members in attendance:

Michael Pellegrino, Chairman
Warren Bowie
Wayne Higdon
Thomas Gordon
Thomas Blake

Staff in attendance:
Scott Longstreth, Zoning Administrator
Andrea Brady, Clerk

Application for Plat Consolidation: 31 Sixth Street, Parcel 311, Lot 1 & 2 – Property owners/applicants, James and Betty Palmer were present in case of questions about the plat consolidation. Mr. Longstreth provided a letter for plan review and the applicants provided a revised plat before the meeting was called to order. Mr. Longstreth stated that the revised plat addressed most of his comments, however the address of the property needs to be added to the title block and the easement needs to be represented on the plat. Since water and sewer relocation is necessary the plat needs to include the dimension the easement and call it out. The owners will also need to sign the plat. The consolidation of lots 1 and 2 are represented on the plat as lot 1R. Chairman Pellegrino asked how access to lot 3 was being addressed. Mr. Longstreth explained that there is a common easement already in place and a private easement is being put in place due to the water and sewer relocation, which will help access lot 3. The easement will straddle the property line of the consolidated lot. Chairman Pellegrino expressed concern with the width of the street and if the width is sufficient to get into the driveway. Mr. Longstreth stated that the width is sufficient and the turn is the existing condition. Chairman Pellegrino then noted that the southeaster property line for Lot 1R appears to include a portion of Sixth Street, a Town-owned street, and expressed concern that no easement is shown granting a right-of-way of this portion of the street to the Town. This property line appears to run along the centerline of the paved portion of Sixth Street, leaving only 5' +/- of pavement in the Town-owned portion of the street. Chairman Pellegrino also questioned whether or not Consolidation Plats are to include a depiction of the original lot lines of the lots being consolidated. The owners are aware of the required easement for the utilities and Mr. Longstreth provided them with a marked-up plat showing what is required. The Commission inquired about the placement of the fire hydrant. The fire hydrant will be relocated when the utilities are moved. Wayne Higdon felt the road access should be ok for emergency vehicles. Thomas Blake made a motion to approve the consolidated plat contingent on the remaining comments being addressed. Warren Bowie seconds the motion. Motion carried.

Approval of Meeting Minutes – Chairman Pellegrino requested a motion to approve the February 21, 2018 minutes. Warren Bowie made a motion to approve the minutes as presented. Thomas Blake seconds the motion. Motion carried.

Chairman Pellegrino pointed out a couple of typos for correction in the May 15 2018 minutes and requested a motion to approve the minutes as amended. Warren Bowie made a motion to approve the minutes as amended. Thomas Blake seconds the motion. Motion carried.

Discussion of Councilman Smith's Email (see attached) – Thomas Blake stated that he would like some understanding on where this email came from meaning why this email was sent.

Warren Bowie stated that he had a conversation with Councilman Smith at a Town function and the Councilman asked if the Town Council should be approving zoning amendments. Mr. Bowie explained to Councilman Smith, that in his experience that any requested zoning amendment should come before the Planning Commission before it goes to the Town Council. Councilman Smith told Mr. Bowie that the Town Council currently has zoning requests in front of them, but they have not taken any action on them. Mr. Bowie stated that he feels that this conversation may have led to the email Councilman Smith sent to the Chairman. Mr. Longstreth stated that Mr. Bowie is correct that zoning amendment requests would come before the Council but he is not aware of what is before the Council at this time, other than they have not approved the Zoning Ordinance yet. Any changes to the zoning map would require a public hearing prior to adoption. Mr. Longstreth stated that some applicants may not be aware of the process and may choose to directly go to Council, but they should be directed to come before the Planning Commission. Staff would advise the applicant of the procedure. The Commission went through Councilman Smith's email to provide a response to each question as a group.

1. What is your schedule of activities for the remainder of the year? *The Commission will continue working on the Comprehensive Plan and address other business as it comes before them and continue with diligence in respect to the Zoning Ordinance.*
2. What is the status of the Comprehensive Plan? *The Commission is currently reviewing Chapter 4.*
3. If you have items reviewed can you please forward them to the Council for review? *The Commission will forward the complete document following their final review.*
4. Lastly when the Planning Commission is out of session or for some reason you do not meet how should Council make you aware of zoning requests that come before us? *The Commission requested that Council please refer applicants to Chapter 20 of the Zoning Ordinance which outlines the procedure for zoning requests.*
5. Is it our responsibility to send these to you for oversight? *The Commission's response is, yes per the Zoning Ordinance zoning requests should be forwarded to the Planning Commission.*

The Commission would also like to remind the Council that the Planning Commission has not received application for the Raymond Avenue zoning request and per Article 300(b) of the

Zoning Ordinance, a member of Council serves on the Commission as Ex-Officio for situations such as these.

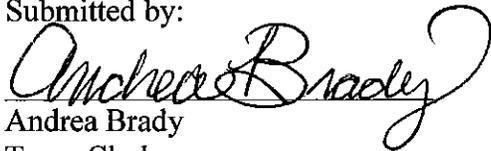
Town Clerk Brady will email the Commission's response to the Town Council and will forward them a copy of the minutes once they are adopted at the next Planning Commission meeting.

Mr. Blake stated that he has taken the comments for the History section of the Comprehensive Plan and he will prepare a final draft for further review.

Mr. Longstreth suggested to the Commission that a definition for residential swimming pools should be included in the Town's Zoning Ordinance. Other municipalities define a swimming pool as an accessory use in a residential district. Swimming pools would also be added to the list of accessory uses. The Commission agreed that it should be added. Mr. Longstreth will have something written for the Commission's review next month and he will try to have the revised Chapter 4 for their review next week.

Without further comment, Chairman Pellegrino requested a motion to adjourn. Thomas Blake made a motion to adjourn. Wayne Higdon seconds the motion. Motion carried. Chairman Pellegrino adjourned the meeting at 7:47pm.

Submitted by:



Andrea Brady
Town Clerk

7/18/18
Date

Annie Brady

From: Mj P <tcetihcrasap@gmail.com>
Sent: Monday, June 04, 2018 3:45 PM
To: Curtis Smith; Annie Brady
Cc: Ryan Hicks; bowiewj@comcast.net
Subject: Re: Planning commission way ahead

Annie:

Received this inquiry from Councilman Curtis.

I would like to submit this as an Agenda item for discussion during the upcoming Planning Commission meeting.

Could you circulate to the Planning Commission members for their opinion?

Thank you.

Michael Pellegrino
Chairman

On Sun, Jun 3, 2018 at 9:51 AM, Curtis Smith <curtis@townofindianhead.org> wrote:
Mr Pellegrino

I would like to ensure I understand the planning commissions role and how the council may assist. First thank you for all the work that has been done.

What is your schedule of activities for the remainder of the year? I know you delivered the zoning ordinance to us so thank you. What is the status of the comprehensive plan? If you have items reviewed can you please forward them to the council for review? Lastly when the planning commission is out of session or for some reason you do not meet how should council make you aware of zoning request that come before us? Is it our responsibility to send these to you for oversight? The only project that I am aware came directly to council was the 10 Raymond Ave request.

Lastly thank you for all you do to ensure development is done responsibly.

Curtis L. Smith
Councilman
Town of Indian Head

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Michael Pellegrino, AICP, NCARB