

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
July 18, 2018

Michael Pellegrino called the Planning Commission meeting to order at 7:00p.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
Ron Sitoula, Ex-Officio
Andrea Brady, Clerk
Mark Harman, Vice President, Business Division Director of ARRO Consulting Inc.

Preliminary Plan: 4421 Indian Head Highway (Parcel 160 & 161) Nammo Energetics Indian Head Inc. – James Erdman with Ben Dyer Assoc., stated that they would be presenting the 2nd rendition of the site plan which addresses the comments from the last meeting. Mr. Erdman listed several items of correction which included, lot coverage being 11%, with a floor area of approximately 5,885sqft footprint and the impervious surface ratio is approximately 61% which is below the allowed 70%. The previous plan had two access points on Strauss Avenue, in the new plan there is one access point on Strauss Avenue, and they have kept the access point on North First Street as well as maintaining the on-street parking. Due to the elimination of the 2nd access point on Strauss Avenue they have decreased the parking, but it is still in excess of what is required. The plan now includes 123 parking spaces when they had originally planned for 140. The applicant has also submitted step 1 of their stormwater management plan to the Town for review.

Jacob Weaver of Jacob Weaver Architects reviewed the floor plans and elevations and showed renderings and material samples. The renderings illustrated the main entrance, east facing entry, and the North First Street elevation. The renderings were similar to the previous submission, but Mr. Weaver stated that they tried to simplify things to reduce the number of materials and to get the building to look more unified. The applicant is proposing a paneled product on the building. The main stair element will be used as a gallery space. There will be a covered canopy with a recessed area with Nammo graphics, and a stone veneer in that area and around the stair. The proposed panel product will be used around the side and back of the building and they plan to use a stone veneer on the base of the North First Street corner. The fire stair on North First Street will have the company logo and graphics on the exterior of the building. On the 210 side of the building the applicant is proposing to house the support functions due to the traffic noise in the area. Mr. Weaver showed the proposed stone veneer product and samples of the panel product.

The applicant is also proposing to use a center score textured product that is more stone like on parts of the building. The panel material will be made of composite cement and fiber. The applicant is hoping to have a more contemporary, exciting look while also trying to manage the construction budget.

Mr. Bowie asked how the parking area will be lit. Mr. Weaver discussed lighting under the canopy and lighting inside the stair tower to help illuminate the exterior of the building, and he would anticipate mounted lighting above entry doors, and recessed lighting on the horizontal surfaces. Mr. Erdman explained that there will definitely be lighting in the parking lot for safety. During the final plan process the applicant would do a photometric plan that they will provide to the Town. The photometric plan will show the light spillage, and make sure it is contained within the site. Current codes require that they cannot illuminate beyond the property line, and they have set the building back quite a bit from the corners of the property to allow for a nice landscape buffer.

Vice Mayor Sitoula asked if the proposed building will be Green, and what type of material will be used in the parking area. Mr. Erdman stated the parking lot is proposed to be asphalt, and they have broken the parking lot up with some fairly wide island areas to contain the stormwater management bio retention facilities and there will be a buried pipe for quantity management under the parking area. The applicant is not proposing a LEED Certified Green project but Mr. Weaver explained that the design of the building gets its Green energy efficiency. Mr. Weaver discussed the types of windows they are proposing to use and they plan to use water conserving toilets and LED light fixtures within the building. The building does not have the roof area to get a benefit from the solar panels, but the applicant does plan to use a high efficiency HVAC system and if the budget allows they may use Variable Refrigerant Flow technology to conserve energy that way as well. Mr. Weaver explained that as a matter of course they try to do things with their buildings that would garner LEED points such as using locally sourced materials, sun-controlled devices on the windows, shading through recessed windows and overhangs and breaking up the placement of windows to avoid large expanses of glass.

Mr. Gordon asked if they had companies in mind for the locally sourced materials and suggested the local granite shop. Mr. Erdman explained that they are not at that point in the plans yet.

Chairman Pellegrino asked for any staff comments. Mr. Longstreth addressed the coverage issue and the confusion between the old Zoning Ordinance versus the draft ordinance. The draft ordinance has a 50% coverage for commercial use for a TCMX zone, but 70% in the General Commercial zone which he is suggesting to have the TCMX percentage changed to 70%. Mr. Bowie clarified that the proposed project is not TCMX; it is General Commercial which should be updated in the project notes, but will not affect the plans for the property. Mr. Erdman stated that the project is at approximately 62% coverage so they are below the thresholds and they have pushed the building closer to the highway to lessen the impact on the residential area on Strauss Avenue. The building will be front and center with parking behind the building and it will be a secure facility. Mr. Longstreth did note that applicants reduced the parking and number of entrances which he felt was a noticeable improvement. Mr. Longstreth stated that the only other comment he has is that the applicant add a sidewalk along Strauss Avenue. Mr. Shasho explained that they will give the Town easements for the sidewalks, and when the Town has the money to

do so they will put sidewalks in. Mayor Paulin stated that there have been preliminary discussions about the sidewalk easements and he will be discussing it with full Council at a future work session.

Mr. Weaver stated that he felt it was important to note that a number of Nammo employees have moved into Town and they hope other employees will join what they consider to be a real jewel of a community. Mr. Bowie complimented the applicants on the design of the building, he feels it is attractive and something Indian Head really needs, and he hopes the project will kick start other developers to come in and build other attractive buildings.

Chairman Pellegrino noticed the angled feature on the building disappeared. Mr. Weaver explained that the angled feature is still present but there was some difficulty capturing it on the rendering. Chairman Pellegrino commented that the tower on the corner of North First Street and Strauss Avenue could have a little more articulation as this location will offer a significant view of the proposed building. Mr. Weaver explained that it is taller because it provides roof access and the corner will be wrapped with an accent color. Chairman Pellegrino asked if the applicants located the significant trees as discussed in the previous meeting. Mr. Erdman stated that they did locate the significant trees, and they do show on the stormwater plan. The applicant is proposing to save the significant trees along the perimeter of the project which is allowing them to maintain around 10% of the large trees. Chairman Pellegrino reiterated his concern with the removal of trees larger than 15" caliper in order to provide parking in excess of that required.

Mr. Longstreth stated that this is the preliminary plan and once the Commission approves it and provides a recommendation for Council approval, it will go to Council for review and approval or denial. If the Council approves the plan the consultants will start work on the final plan. The final plan will come before the Planning Commission with all the details, reports and designs.

Mr. Bowie made a motion to approve the preliminary plan and asked the applicants to include any comments they have made note of into the final plan. Mr. Gordon seconds the motion. Motion carries.

Following the July 18, 2018 meeting it was determined that per the Town's Zoning Ordinance the Planning Commission has the authority to approve improvement plans, and the Nammo plan will not have to go before the Town Council for further approval. The next step in the process will be a final plan presented to the Planning Commission.

Approval of Meeting Minutes – Chairman Pellegrino had some language added to the June minutes that has already been incorporated. Mr. Gordon pointed out a grammar mistake on page one that will need to be corrected. Chairman Pellegrino requested a motion to approve the revised June 20, 2018 minutes. Mr. Bowie made a motion to approve the revised minutes. Mr. Higdon seconds the motion. Motion carried.

Review Stormwater Management Ordinance – Chairman Pellegrino asked if the Town currently has a Stormwater Management Ordinance. Mark Harman, Vice President and Business Division Director of ARRO Consulting Inc., explained that the Town currently uses the County's Ordinance and provided an overview of the Town's draft Stormwater Management Ordinance.

After speaking with the Town Manager and staff, ARRO tried to develop a model ordinance to follow the County's model ordinance. The purpose of the ordinance is to allow the Town more input into the way stormwater management is developed, and to allow the Town to collect all fees associated with stormwater management. Adoptions of the proposed ordinance would make all future stormwater management designs be done as directed by the Town's ordinance, with reference to other ordinances the applicant would need to comply with as listed in the reference section. Utilizing the list of reference materials would free the Town from having to do frequent ordinance updates. Mr. Harman explained that the overlays currently listed in the draft ordinance are the same overlays referenced in the County ordinance, and the Commission would need to decide if they would want the Town to hold off adoption of this ordinance until the Council has adopted the Zoning Ordinance, to allow the draft Stormwater Management Ordinance to be updated with the Town's zoning map information. Mr. Harman suggested a 30-day period to allow time for review and comments and concerns to be addressed and implemented.

Vice Mayor Sitoula asked what prompted the need for a Stormwater Management Ordinance and if other municipalities have their own ordinances. Mr. Harman stated that the need for control over the Town's stormwater management was what prompted the request for an ordinance and there are other towns that have their own ordinance. Mayor Paulin was in attendance for the meeting and informed the Commission that the Town of La Plata has their own Stormwater Management Ordinance. Mr. Harman also informed the Commission that the County will have the opportunity to review the ordinance before adoption.

Mr. Bowie stated that during his review of the draft ordinance he noticed some inconsistencies and expressed concern over the Town Manager being listed in the ordinance as having authority over what should be engineering work. Mr. Harman explained that some of the items listed would not be engineering, it may be a concept plan but stated that this is strictly a draft that needs review and comment before a final draft can be completed, and this is the type of feedback they would be looking for.

Chairman Pellegrino asked for clarification that the Town is now using the County's ordinance and who currently reviews the stormwater management plans. Mr. Harman stated that the Town does currently use the County's ordinance and the County gives approval for the stormwater management plans, but Mr. Longstreth is still given the opportunity to review and comment. Mr. Longstreth stated that he has not had a stormwater management plan come in since he has started with the Town. Chairman Pellegrino stated that he would like to distinguish what is a State requirement and what are County requirements. Chairman Pellegrino expressed his concerns over the difficult County process for stormwater management plans and would like to find a way to streamline the Town's process. Mr. Harman explained that this draft ordinance would require the same level of effort by the developers, but one thing he hopes would make the process easier is that the same person would be reviewing every step of the plan. Mr. Gordon asked if once the ordinance is adopted if the County will be taken out of the process. Mr. Harman stated, yes the County would be removed from the process once the Town has its own ordinance in place.

Mr. Harman explained that the intent for this evening's meeting was to address any questions that the Commission may have and to let everyone know that any additional concerns or issues that may come up during further review will be addressed. Mr. Harman stated that he hoped to

move forward within 30 days but the timeline can be increased. Mr. Harman asked that everyone read through the draft and give input on items such as who handles what responsibilities, any input on overlays, decide if the Commission would want to wait for the adoption of the Zoning Ordinance before moving forward with this ordinance and to make a list of anything included in the ordinance that the Commission does not feel is appropriate for the Town to continue following. The Commission members asked to see Stormwater Management Ordinances from other municipalities to use as a comparison during their review process. Mr. Harman stated that he will speak with Town Manager Hicks to let me know that there will be a 30 day time period to allow for questions and comment, then the Commission will regroup after the 30 days to let Mr. Longstreth know if they need additional time for further review. Mr. Harman will also ask Town Manager Hicks to email the Commission members copies of other municipalities' ordinances.

Following the meeting it was found that the Town's Zoning Administrator already handles the review of any stormwater management plans and the main purpose of the ordinance is to allow the Town to collect all stormwater fees

Mr. Bowie asked to add an item to the agenda, to discuss the memo the Commission received from Mr. Longstreth in reference to two additions to the Zoning Ordinance. (See attached memo)

Mr. Bowie stated that the article referenced is incorrect and should be article XII. Chairman Pellegrino asked how to handle these changes to the Zoning Ordinance since it is in the hands of the Town Council. Mr. Longstreth explained that the Commission would discuss the suggested changes and make a suggestion the Council to add them to the draft prior to adoption. Mr. Longstreth explained that the portion about the pool is strictly a definition. The pool definition currently included in the ordinance is for use in a commercial area. The proposed definition specifically defines a private pool. The second item on the memo is to help eliminate ambiguity and provide consistency in the Zoning Ordinance by making the maximum lot coverage for a commercial use the same in the TCMX zone and the General Commercial zone. Anita Sampson made a motion to recommend to the Council to add both items to the Zoning Ordinance. Wayne Higdon seconds the motion. Motion carries.

Chairman Pellegrino made a point of clarification that since the Nammo project is already in the pipeline it will be grandfathered, should the adoption of the updated Zoning Ordinance occur prior to the project's completion. Mr. Longstreth stated that, that is correct.

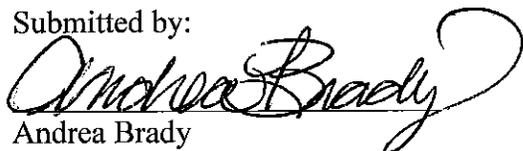
Chairman Pellegrino told Mr. Longstreth that he found inconsistencies between the referenced plat, and the Plat of Consolidation that was approved at the June Planning Commission meeting. Mr. Longstreth stated that for every future subdivision the Planning Commission can request that the applicant provide the plat reference. Chairman Pellegrino stated that he would like the inconsistencies to be addressed before he signs the Plat of Consolidation, and requested that Mr. Longstreth look into it. Chairman Pellegrino will forward Mr. Longstreth reference copy of the referenced Plat for his review.

Mr. Longstreth proved and updated copy of Chapter 4 of the Comprehensive Plan for the Planning Commission's review. A due date for comments was not set at this time.

Chairman Pellegrino asked about the Commission's trolley tour of the Town with the Town Council. Town Clerk Brady requested that the Commission members provide a list of dates and times for the Council's review so a date can be set. The trolley ride will have to be open to the public since there will be a quorum of the Council in attendance.

Without further comment, Chairman Pellegrino requested a motion to adjourn. Mr. Bowie made a motion to adjourn. Mr. Gordon seconds the motion. Motion carried. Chairman Pellegrino adjourned the meeting at 8:27pm.

Submitted by:



Andrea Brady
Town Clerk

9/19/18
Date



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MEMORANDUM

TO: Town of Indian Head Planning Commission
FROM: Scott Longstreth
RE: Zoning Ordinance
PROJECT NO.:
DATE: July 12, 2018
CC: Ryan Hicks

1. As previously discussed, I recommend the following definition be added to the Zoning Ordinance currently under review by Town Council:

ARTICLE II, Section 200 - Swimming Pool. An artificial structure, either above ground or in-ground, containing a depth of more than 24 inches of water, used for swimming. A private swimming pool is a permitted accessory use in a residential district or on a property with a residential use.

ARTICLE XXII, Section 1204(a)(vi) – A private swimming pool must comply with all building setbacks as required by the zoning designation.

2. ARTICLE XXII, Section 1209, Schedule of Zone Regulations. I recommend that the maximum lot coverage for a commercial use in the TCMX zone be increased from 50% to 70% to be the same as the General Commercial zone.