

**Indian Head Planning Commission Meeting Minutes**  
**Indian Head Pavilion**  
**August 21, 2019**

Mary Armstrong called the Planning Commission meeting to order at 7:01 p.m. Members in attendance:

Mary Armstrong, Chair  
Wayne Higdon  
Thomas Gordon  
Kelly White  
Anthony McFarland  
Brian Israel 7:34pm

Staff in attendance:  
Ron Sitoula, Ex-Officio  
Ryan Hicks, Town Manager  
Mark Harman, Zoning Administrator  
Andrea Brady, Clerk

Election of Chairperson – Kelly White made a motion to elect Mary Armstrong as Chair for the Planning Commission. Thomas Gordon seconds the motion. Motion carried. Mary Armstrong will serve as Chair for the Planning Commission.

Approval of Meeting Minutes for June 19, 2019 – Chair Armstrong asked for any questions or comments on the minutes from the June 19<sup>th</sup> meeting. The Commission discussed the previously requested joint meeting with the Council. The Commission decided to review the updated Zoning map against the old map before deciding on the need for a joint meeting. The Commission will make their decision at their September meeting. Chair Armstrong requested a motion to approve the minutes. Wayne Higdon made a motion to approve the minutes as presented. Kelly White seconds the motion. Motion carried.

4404 Indian Head Highway (I.H. Worship Center) Proposed Exterior Changes – Zoning Administrator, Mark Harman gave an overview of the proposed changes at 4404 Indian Head Highway. The church has existing bricked façade and they would like to cover the cinderblock on two sides of the building with siding. Mr. Harman explained that the proposed changes are in compliance with Zoning Ordinance requirements. Mr. Richardson was present on behalf of the Indian Head Worship Center and explained their desire to cover the cinderblock portions of the building and presented two samples of the proposed material, one being vinyl siding the other being hardie board. The church is proposing a khaki color for either material used. Following discussion of the vinyl siding versus the hardie board, Chair Armstrong made a motion to approve both proposed choices. Wayne Higdon seconds the motion. Motion carried. Mr. Richardson will contact the Town Hall for all building permit requirements.

PNC Remote ATM Site 1 North Prospect Avenue – Town Manager Hicks gave background information on the need to relocate the ATM at 1 North Prospect Avenue. Town Manager Hicks explained that it is the old PNC bank location that the Town has purchased to turn into a family enrichment center, and since the residents utilize the ATM the Town wants to keep it on site by

taking it off of the facility and moving into the parking lot. Mr. Harman explained that depending on what the Town decides to put into the building there will be certain zoning requirements for parking spaces. At this time the Town is losing two parking spaces but since they are not taking it from a use in the building it is not a violation. Once the Town makes a final decision for the building, if additional parking is required, they will need to add additional spaces to maintain compliance. The relocation of the ATM will take the 2 spaces in the corner closest to the current PNC sign now in place. The contractor will run the electric from the sign and remove the old PNC sign. Since the ATM would be considered a temporary structure it will not have to comply with the brick façade requirement of the Highway Overlay Zone. The ATM will have minimum safety lighting and bollards around it to prevent damage. Thomas Gordon made a motion to conditionally approve the relocation of the ATM pending aesthetic satisfaction. Chair Armstrong seconds the motion. Motion carried. Town Manger Hicks will obtain a picture of the proposed temporary structure and it will be circulated to the Commission via email for final approval.

Chair Armstrong opened the floor for any discussion not listed on the agenda.

Vice Mayor Sitoula informed the Commission that the Council will be presenting Mr. Pellegrino, Mr. Bowie and Mr. Blake with Town seals at the September 3<sup>rd</sup> Town meeting in recognition of their service on the Planning Commission.

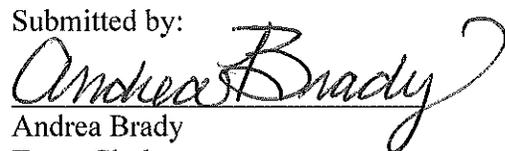
Chair Armstrong discussed the Comprehensive Plan and explained to the new members what the document is and its importance to the Town. Chair Armstrong stressed the need to move forward with completing the revisions of the document since they are quickly approaching the deadline for completion. Vice Mayor Sitoula asked the Commission to move forward on the document as expeditiously as possible so it can be completed before the centennial celebration in 2020. Town Clerk Brady will send the Commission the next chapter for review and the comment matrix.

Mr. Gordon asked about the Commission's requested tour of the Town. Currently the Town's trolley is still not operational, and it is the only town vehicle large enough to hold everyone. Chair Armstrong felt it may be valuable to do the tour to help compare the old zoning map versus the draft zoning map but with the trolley being down, the Commission may need to meet up and drive separately to each location. Town Manager Hicks would lead the tour. The Commission would like to do the tour once the weather is cooler.

Mr. Higdon asked who the local fire departments could contact for a tour of the Velocity Center so they can go over the location of gas, electric, sprinkler systems and other pertinent safety information. Town Manager Hicks will contact the developers to help schedule the requested tour. There was brief discussion about the old sheriff's building and possible working being done at Grinder's.

With no further comment, Thomas Gordon made a motion to adjourn. Kelly White seconds the motion. Chair Armstrong adjourned the meeting at 7:46pm.

Submitted by:

  
Andrea Brady  
Town Clerk

10/16/19  
Date