

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
September 19, 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 Blake
Lynne Keenan, Base Representative

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

Approval of Meeting Minutes – There was discussion on the sections in italics for clarification. Chairman Pellegrino requested a motion to approve the July 18, 2018 minutes. Thomas Blake made a motion to approve the minutes as presented. Warren Bowie seconds the motion. Motion carried.

Discussion of Chapter 4 of the Comprehensive Plan: Municipal Growth – See attached comment matrix.

Discussion of the History section of the Comprehensive Plan – Mr. Blake discussed an email he sent previously to explain the changes he had made to the history section and how he addressed everyone's comments. The underlined areas in the draft are the changes that were made. (See attached) Town Manager Hicks suggested that the Commission may want to wait to include the Nammo project since it may be after 2018 before the project begins. The Commission discussed the portion of the draft that discussed the Town today and projects taking place this year, and whether that should be kept in the history section or moved to a separate section that discusses the future of the Town. The Commission ultimately decided to keep the draft as is since the previous history section also included information on the past and present. Lynne Keenan will provide some edits for the portion that discusses NSF Indian Head. Wayne Higdon requested to have churches added to the paragraph on Indian Head today. Mr. Blake will add churches as requested, incorporate any edits he receives from Ms. Keenan, and he will submit another draft for review by the Commission. The Commission also agreed that if the Nammo project does not have movement within the next few months, Mr. Blake will make edits to the paragraph they are mentioned in.

Chairman Pellegrino informed the Commission that it was election time again for the Chairman position. Warren Bowie made a motion for Mr. Pellegrino to maintain his position as Chairman.

Thomas Blake seconds the motion. Motion carried. Mr. Pellegrino will be maintaining his position as Chairman.

Vice Mayor Sitoula discussed a recent meeting the Council held with Brian Gamble & Tommy Lugenbill in reference to locating a manufacturing business in the Town of Indian Head. Vice Mayor Sitoula explained that the company manufactures a polymer based technology used at NSF Indian Head to control the energetics and disable them. With Indian Head's new designation as an Opportunity Zone, Mr. Gamble and Mr. Lugenbill are interested in purchasing a lot outside of the Base gates within the Opportunity Zone to manufacture the product. There are opportunities in Lusby and Pax but Mr. Gamble and Mr. Lugenbill would like to locate the manufacturing company in Town. Currently the TCMX zone allows manufacturing with a special exception and the Council would like to have manufacturing added to the chart in the Zoning Ordinance as permissible use in GC with special exception. This would make both zones consistent and open up the possibility of manufacturing in Town for this and future businesses. The Council wanted the Commission's input on what they are considering before making proposed change to the draft zoning ordinance. Vice Mayor Sitoula also stated that he would want additional information from the manufacturer to make sure no potential for hazards and to find out if the emergency services on the Base would also be available respond to the business in case of an emergency. Mr. Longstreth stated that the goal is to add manufacturing to the table of uses under GC with the requirement of a special exception and allow for light manufacturing uses in both zones. This change would not just be for this instance, it would open up the possibility for future opportunities. The requirement of a special exception would mean the applicant would be required to have a public hearing with the Board of Zoning Appeals for approval. The Commission agreed the Council's suggestion to add manufacturing to the table of uses under GC with the requirement of a special exception.

Chairman Pellegrino requested a Town update from Town Manager Hicks. Town Manager Hicks informed the Commission that the demolition is progressing swiftly at the Ely property and they are getting ready to start the rehab work in the warehouse. The developers are debating on maintaining or tearing down the old law office.

Town Manager Hicks clarified that Nammo is not a dead project; they just have some stormwater hoops to jump through. Mr. Longstreth informed the Commission that they have submitted a draft of the final stormwater plan for review.

Town Manager Hicks stated that the Town is progressing with the purchase of the old PNC building. A title search is being completed and there is discussion on a lease to leave the ATM machine in place for the Town's residents.

Town Manager Hicks reported that Washington Gas should be starting work in River Watch this month or next. There are currently no updates on broadband as it relates to Verizon Fios. There are a couple of smaller broadband companies who would like to do something in Town but Town Manager Hicks has reached out the County to assist with getting Verizon to move forward in Town.

Town Manager Hicks stated that the Boardwalk project is very close. The project will be done concurrently with the stormwater management pond in River Watch. There are fee in lieu dollars that need to be spent and the stormwater pond was never properly permitted by dam safety.

Mr. Bowie asked if there was any update on the old Super Fresh property. Town Manager Hicks stated that there are people interested in the property but no definite information that he is able to report at this time.

Mr. Bowie asked for an update on the Palmer property on Sixth Street. Chairman Pellegrino explained that the plat was approved with conditions and in his mind those conditions have not been met. Chairman Pellegrino stated that there are errors on the plat, and he cannot sign off until the errors are corrected. Chairman Pellegrino, Mr. Longstreth and Town Manager Hicks will be meeting with the Land Surveyor at his office to iron out the issues that include, per the Chairman, property lines and the half street.

Mr. Longstreth asked on behalf of Mark Harmon, if the Commission had any questions about the draft stormwater ordinance. Chairman Pellegrino stated that the Commission will review the document by the next meeting and provide comments.

Without further comment, Chairman Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Thomas Blake seconds the motion. Motion carried. Chairman Pellegrino adjourned the meeting at 8:37pm.

Submitted by:



Andrea Brady
Town Clerk

10/17/18
Date

Item #	Reviewer	Page	Section #/Bullet #	Comment (Revision/Reason)	Staff Response	Commission Response
1	M. Armstrong	MG-1	Paragraph 1	Consider changing "It will help to analyze..." to "The Municipal Growth Element will help to analyze present..."	This is how the first sentence starts and sounds a little repetitive. Any other thoughts?	Don't change.
2	M. Pellegrino	MG-1	Paragraph 1 - Intro.	Change last 2 sentences to read as follows: It will help in the analysis of residential growth in future years and the possibility of annexation of land outside of the Town boundaries. The demographics used in this chapter are carried over to the Water Resources Element for analysis of water and sewerage facilities.	OK	
3	M. Pellegrino	MG-1	Paragraph 2 - Future Population & Housing Forecasting	For the sentence: Analyzing the characteristics of the population (where is the analysis?) (Chapter IN?) assists the Mayor, Council, and Planning Commission in making informed decisions regarding the needs and service demands of the present population.	"Analyzing" is just a general term here and does not refer to a separate analysis located elsewhere.	No additional analysis needed.
4	M. Pellegrino	MG-1	Paragraph 3 - Future Population & Housing Forecasting	For the sentence: An analysis of population relative jobs and commute to work forecasting (where is the analysis?) (Chapter IN?) can be helpful to establish the need for businesses in town.	Analyzing is just a general term here and does not refer to a separate analysis located elsewhere.	No additional analysis needed.
5	M. Pellegrino	MG-2	Paragraph 2	Add Table MG-2 to the following sentence: The annual average growth rates for the County, Town of Indian Head and Pomonkey Minor Civil Division are shown in Table MG-2 below based on U.S. Bureau Census counts from the decennial census and the Bureau's 2015 current population estimate.	OK We can move "Table MG-2" from the first sentence to your preferred location.	
6	M. Armstrong	MG-3	Paragraph 1	fix the year in the sentence for "homes were authorized between 2010 and 201?" with no multi-family units.	OK	
7	M. Pellegrino	MG-3	Paragraph 1	Change the first sentence to read as follows: A review of the Town's Annual Planning Commission reports indicate that only 21 building permits for the construction of single-family homes were issued between 2010 and 2015 with no permits issued for multi-family units.	OK	
8	M. Armstrong	MG-3	Paragraph 3	Delete the very last negative sentence.	OK	
9	M. Pellegrino	MG-3	Paragraph 3	Change the paragraph to read as follows (I deleted the last sentence from the paragraph because I am still not sure of the relevance of the sentence): Table MG-3 shows population trends from 1980 and projections to 2030. Projections in the year 2030 predict a rise in population to 4,582 persons and 1,664 households. These numbers have been used for forecasting of the Community Facilities and Water Resources Element.	OK	
10	M. Armstrong	MG-3	Paragraph 4	Delete the first negative sentence in the paragraph.		Was not discussed.
11	M. Armstrong	MG-4	Paragraph 1	Update the businesses with current occupants		
12	M. Pellegrino	MG-4	Paragraph 2 - Growth Patterns	Delete the word small from the last sentence. 2010 greatest increase since 1990's?	2005- We want to qualify the reduction in population as small instead of having the reader assume a larger reduction in population.	Do not remove the word small. Due to massive growth in the 80s, this indicates that the reduction was in fact small.
13	M. Pellegrino	MG-4	Paragraph 3 - Growth Patterns	Change the paragraph to read as follows: Recent development proposals, if implemented, would increase the growth of the Town. These include multi-story mixed use residential and commercial buildings to replace vacant properties located along Route 210 in the downtown area. One is a proposed multi-family development on a 20-acre parcel adjacent to the Village Green.	OK	
14	M. Armstrong	MG-4	Paragraph 5	Change sentence to read "The existing zoning classifications of the Town of Indian Head are reflected in Table MG-4 below. Table MG-5, also below, defines the proposed land classifications and the recommended density and uses in those areas.	See Mr. Pellegrino's comments 17 and 16.	
15	M. Pellegrino	MG-5	Paragraph 3	Delete and is from the 2nd sentence.	OK	
16	M. Pellegrino	MG-5	Paragraph 4	Starting at the 3rd sentence, change the remainder of the paragraph to read as follows: Conversely, the costs associated with utility construction are considerably less with infill development than with new development because most of the necessary utilities are already in place. Infill development can be especially beneficial, since the Town does not have a lot of annexable area around it. In addition, this type of development is efficient for emergency and public safety as it allows for faster turn-around times. It is also consistent with the goal of being a walkable and bike-able community.	OK	

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17	M. Pellegrino	MG-5	Last sentence before the Table	Should the word lots be changed to land?	changed to properties	The Commission agreed with staff's change.
18	M. Pellegrino	MG-5	Name of Table MG-4	Consider changing the title to: Vacant Land with Potential for Development within the Existing Town Boundaries	OK	
19	M. Pellegrino	MG-6	Table MG-4	Remarks for TCMX: 40 acres in Critical Areas (LDA) including previously approved preliminary plan for Ridgewater?	for discussion	The Commission decided to hold this item for further discussion once they are to learn more on the subject property.
20	M. Pellegrino	MG-6		What is the distinction between development and redevelopment or are the two terms interchangeable? Most of the narrative deals with infill residential redevelopment with little discussion of commercial development.	Development occurs on vacant land. Redevelopment occurs on previously improved land.	The Commission discussed the difference between development, infill development & redevelopment. The Commission agreed the wording was ok as is, as long as it is consistent throughout the document.
21	M. Pellegrino	MG-5	Paragraph 1	Change the paragraph to read as follows: Even the most conservative interpretation of the numbers in this chart provides evidence the existing Town land can accommodate development projected for 2030. Existing parcels within the Mixed Use District along Route 210 and Strauss Avenue that are outside of the Critical Areas could be developed at a maximum density of 20 units per acre. Therefore the Development Capacity and Build Out Analysis indicates that there is sufficient vacant land within the municipality to accommodate future growth to the year 2030.	1st sentence - I think we should include "an increase in development projected for 2030," 2nd sentence - I think we should keep the focus on redevelopment as originally stated. 3rd sentence - OK	The Commission agreed with staff's suggested changes.
22	M. Pellegrino	MG-6	Sentence before the list	Spelling of the word policies.	OK	
23	M. Armstrong	Table MG-4		Should any of the acre numbers change on chart based on TCMX changes?	for further review	The Commission asked that staff review all of the acres and EDU to verify they are correct, and provide clarification to the Commission at a later date for further discussion.
24	M. Armstrong	Table MG-5		Should any of the acre numbers change on chart based on TCMX changes?	for further review	The Commission asked that staff review all of the acres and EDU to verify they are correct, and provide clarification to the Commission at a later date for further discussion.
25	M. Pellegrino	MG-6	List of barriers to infill development	3rd item: Delete the words - Social barriers such as - Economic barriers such as 5th item: Delete the words	These are legitimate barrier categories. How would you rather qualify them?	The Commission agreed to leave the items as they are currently worded.
26	M. Pellegrino	MG-7	Paragraph 1	Change the 2nd sentence to read as follows: The Town officials agree that there needs to be compatibility in new development and that the historic character of this small family friendly Town continue into the next decades.	OK	
27	M. Pellegrino	MG-7	List of additional issues	Change the first sentence as follows: Additional issues that need to be addressed with any growth that would take place in Town include: For the first item: Data/discussion?? Change the 2nd item to read as follows: Sewer and water taps may be limited after 2023 (see MG-12 & MG-14)	ok	
28	M. Pellegrino	MG-7	Annexation	Change the 2nd sentence as follows: The Future Potential Annexation Map (page MG-30) identifies the following future potential annexation areas:	OK, page MG-6	
29	M. Pellegrino	MG-6	Annexation - #1	Capitalize the F in facility. Remove the words: to a private entity, from the 3rd sentence.	OK	Should be called Naval Support Facility (NSF) Indian Head, and the F should be capitalized in Facility.
30	M. Pellegrino	MG-7	Annexation - #2	Change the word paid to provided in the last sentence.	OK	
31	M. Pellegrino	MG-7	Annexation - #5	Change the 2nd & 3rd sentences to read as follows: Any future development would be low to medium density residential or mixed commercial and residential use along the highway, consistent with the proposed Town General Land Development Map. Such development would also be consistent with the Indian Development District as shown on the County Land Use Plan map.	Instead of "Town General Land Development Map," we should specify "Town's Comprehensive Zoning Map" or "Town's Comprehensive Land Use Plan."	After discussion on all available maps, the Commission decided that the most logical map to reference would be the Future Potential Annexation map.
32	M. Armstrong	MG-8	Paragraph 2	Delete the entire sentence beginning with "infill development conserves an existing..." this seems duplicative from above paragraph.	Is page MG-4 OK?	
33	M. Armstrong	MG-9	Bullet 1	infill is one word	OK	
34	M. Armstrong	MG-9		Provide full acronym information for SHA before using SHA (i.e., State Highway Administration "SHA")	OK, page MG-6	

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35	M. Pellegrino	MG-10	Drinking Water Analysis Assessment - Paragraph 1	Change the 2nd sentence as follows: The Town must, when planning any expansion of the existing water system to meet projected demands to 2030, consider the additional burden of annexation on the Town's facilities. Change the sentence after the first paragraph to read as follows: See Water Resources Element chapter for additional water supply information.	OK, page MG-9	
36	M. Pellegrino	MG-9	Drinking Water Analysis Assessment	Include a similar summary of wastewater treatment assessment? Include a brief summary of Alternative Land Use Options?	for discussion	The Commission decided this should be moved to the same section as the other information that was previously in this section.
37	M. Armstrong	MG-9		Should we define the acronyms for EDU and GPD?	moved to another chapter	
38	M. Pellegrino	MG-10	Municipal Growth Goal	Housing Goals? Employment Goals? Land Use Scenario 2 Goals? Municipal Growth & JLUS coordination goals?		Per Mr. Bowles' recommendation the Commission agreed that a policy and strategies would be added for annexation (MG-4) with the policy being: Prioritize future potential annexation. And the strategies should be worded as follows: 1. Certify potential annexations to the Maryland Department of Planning (MDP) as Priority Funding Areas (PFA) 2. Provide necessary documentation and justification to ensure PFA maps are accurate and up to date. The Commission will discuss goals in the future sections they will pertain to, and if they do not see them addressed in the appropriate sections, they will discuss them further to include them in those sections.
39	M. Armstrong	MG-15	Paragraph 1	Have we constructed the sixth pump since the comp plan was printed?	moved to another chapter	
40	M. Armstrong	MG-15, etc.		are the figures still accurate for the flow ratios and charts or do they need updating?	moved to another chapter	
41	M. Armstrong	MG-24		Do we need to mention declining high school enrollment since 2005?	moved to another chapter	
42	M. Armstrong	MG-26	Paragraph 5	Change "tot play area" to playground.	moved to another chapter	
43	M. Armstrong	MG-26	Paragraph 5	Still have boardwalk plans in the works?	moved to another chapter	
44	M. Armstrong	MG-28		Any changes to Policies MG.1-3?	page MG-10	