

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
November 30, 2016

Michael Pellegrino called the Planning Commission meeting to order at 7:00p.m. Members in attendance:

Michael Pellegrino, Chairman
Warren Bowie
Thomas Blake
Joshua McDonald
Mary Armstrong
Ron Sitoula, Ex Officio

Staff in attendance:
Ryan Hicks, Town Manager
Lucinda Stevens, Zoning Administrator
Andrea Brady, Clerk

Approval of Meeting Minutes for August 17, 2016– The Commission members requested minor corrections throughout the August 17th minutes. Michael Pellegrino requested a motion to approve the minutes with corrections. Thomas Blake made a motion to approve the minutes with corrections. Warren Bowie seconds the motion. Motion carried.

4555 Indian Head Highway: Sign– Vintage Redeux is a new business located in 4555 Indian Head Highway. They refurbish antiques and sell supplies. Lucinda Stevens reported that she and Richard Parks reviewed the sign application, it meets all the requirements of article 16 and they recommend approval. Thomas Blake made a motion to approve the sign application for Vintage Redeux. Mary Armstrong seconds the motion. Motion carried. Ms. Stevens mentioned that the building permit for Vintage Redeux required a handicap accessible entrance. Town Manager Hicks will have the Code Enforcement Officer look into the issue and follow up with the business owners.

Comprehensive Plan – Lucinda Stevens gave the Commission members an updated draft to the Comprehensive Plan. Ms. Stevens was not involved with the revisions to the draft and will take down any questions she is unable to answer and forward them to Richard Parks. Revisions to the Comp Plan are in bold and appendix B contains all comments received to date that have been addressed in the updated draft. The comments include what was received from the Planning Commission members, the County and the State. Ms. Stevens pointed out one change received from the State, to change the population to 3,857. Vice Mayor Sitoula requested Ms. Stevens find out what Mr. Parks verification process was for the comments received. Mr. Pellegrino asked if Mr. Parks had any comments on his parking comments he submitted. The Planning Commission agreed to set up a timeline for review of the recent draft. The Commission will review the Introduction, Land Use Element and Environmental Element for the January Planning Commission meeting. The members will submit all comments to Town Clerk Brady by January 11th to allow Ms. Stevens the opportunity to review all comments in preparation for the January

18th meeting. The December meeting has been canceled unless an item needing immediate attention comes up. Ms. Stevens will forward out Mr. Parks answers to the questions that came up at tonight's meeting. When the Comprehensive Plan update is complete it will be adopted with the Zoning Ordinance and the Town Code will be updated.

Town Manager Hicks gave Town updates. Rainbow Construction's plat has been signed. Broadband installation is complete. Washington Gas is working on residential connections. Per the County's franchise agreement with Verizon, they are supposed to come out to Indian Head by May 2017 but they will need a franchise agreement with the Town first.

Without further comment, Michael Pellegrino requested a motion to adjourn. Thomas Blake made a motion to adjourn. Warren Bowie seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 7:46pm.

Submitted by:


Andrea Brady
Town Clerk

1/18/17
Date