

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
December 18, 2019

Chair Armstrong called the Planning Commission meeting to order at 5:39p.m. Members in attendance:

Mary Armstrong, Chair
Wayne Higdon
Anthony McFarland
Brian Israel
Andrea Hornung, Base Liaison

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

Public Comment – Chair Armstrong opened for the floor for public comment on items not on tonight’s agenda, seeing no comments Chair Armstrong moved to the next agenda item.

Approval of Meeting Minutes for October 16, 2019 – Chair Armstrong requested a motion to approve the minutes. Wayne Higdon made a motion to approve the minutes as presented. Brian Israel seconds the motion. Motion carried.

Anchorage Subdivision Preliminary Plan Submission – Zoning Administrator Mark Harman gave a brief outline on the project and went over ARRO’s most recent review letter. In the preliminary plat phase of the process, the concept plan was reviewed and approved at a previous meeting. This concept has already been approved by the Town Council. The plan was reviewed against the preliminary requirements. Mr. Harman’s review comments were satisfied. Some of the details will be addressed in the final plan, but the applicant is aware of the requirements. Mr. Harman requested a visual of the townhomes for point of discussion which was provided. The ordinance requires and oversized plan, the applicant is requesting to go with a standard 18x24 size which ARRO would recommend the Planning Commission allow. The Commission had no objection. Mr. Harman has discussed privacy partitions between the units and the developers did feel that would be appropriate. The applicant does have a significant amount of open space included in the plan and Mr. Harman has no comments on that. Mr. Harman and the developer discussed separation distances and Mr. Harman does not have an issue with what they have proposed but he would like them to have a discussion with fire and rescue to make sure that they are satisfied with the spacing. The applicant is suggesting 21x8 instead of 22x9 for parking spaces, but it is typically the size seen in most ordinances and from an engineering standpoint Mr. Harman sees no issue with it.

Wayne Higdon questioned if the alleys behind the units would only be 12 feet wide. The developer, Doug Meeker explained that is what is proposed. The paved area is 12 feet but there is a 20-foot access easement. Mr. Meeker said they can discuss it further with fire and rescue and if they would like a wider paved area, they are sure they could work to accommodate that. Mr. Higdon explained the need to access the front and the rear. Mr. Meeker explained that the units in the center part of the site are all rear loaded, and the alley is not the only access available for fire and rescue.

Vice Mayor Sitoula asked if the layout will provide ease of access for trash and recycle trucks. Town Manager Hicks said as proposed there would be no issue and details of trash pickup would be decided during the final plan.

Mr. Higdon asked about the street parking. Mr. Meeker plans to post the alley for no parking, because parking there would limit access. Town Manager Hicks felt as long as there is no parking in the alley the trash truck would even be able to access the rear of the properties. Anthony McFarland asked if there would be visitor parking available to prevent parking issues. Mr. Meeker explained that there is visitor parking available at the ends of 3 roads and along the 2 main internal roads. Each unit will have off street parking in both a garage and a driveway and there will be excess parking available on the street. Mr. Harman explained that there is a requirement in the ordinance to have parking for each unit as well as additional parking available.

Vice Mayor Sitoula spoke in support of the additional on street parking. Mr. Meeker provided clarification that parking will only be on one side of the road with no parking signs on the other.

Mr. Meeker is the Vice President of Elm Street Development and they are the contract purchaser of the subdivision project. Mr. Meeker expressed a hope to have housing that will appeal to young professionals as well as a wide variety of residents. They hope the project will help bring up the number of residences in the town to help attract commercial development. Sue Greer with Greer Law Firm and Mike Przybocki with Soltesz Engineering were also present for the presentation. Chair Armstrong thanked Mr. Meeker for the hard work and drive to keep moving forward with the project.

Chair Armstrong asked for clarification on if the project is 160 or 164 townhomes. Mr. Meeker explained that the concept plan was approved for 164 but the preliminary plan shows 160. The reason for the difference, is that in the concept plan along Dr. Andrews Way there were stacked townhouse units and they elected to eliminate those stacked units. Mr. Meeker stated that the plan can accommodate a product that runs from 1700 to 2500 square feet. Chair Armstrong expressed a preference for the depth depicted in the first image provided, not something flat and she suggested consideration of hardiboard, and elevated materials used on the houses.

Mr. Meeker stated that the project the layout will accommodate the different depths of units. In discussion with the builders Mr. Meeker will specify a certain percentage of brick and stone on the units and will also specify the colors. The darker more craftsman colors are more popular and give a better look to the streetscape.

Mr. Meeker stated that there will be an HOA. The HOA will be responsible for maintaining all the common areas, and he plans to structure it so that the HOA will be able to maintain the front yards of the homes to add to the maintenance free aspect.

The Commission discussed the proposed price point for the properties.

The main road coming into the water tower will likely be public, but Mr. Meeker stated that if the Town does not want to maintain the other roads, they could remain private and the HOA could maintain them. Town Manager Hicks explained that the Town would not mind the main streets but would not want to have responsibility for the alleys. Mr. Harman requested notation on the plan to indicate their desire for what would be public or private and he explained the reasoning to have the roads public, that if it is dedicated it has to be built to a different standard.

Mr. Meeker is already in discussions with Washington Gas and they have expressed that they do have the capacity to serve the development.

Vice Mayor Sitoula asked if there any discussions to allow for units for emergency services at a reasonable price. Mr. Meeker explained that there would be no subsidized housing, but with the starting price point they will be affordable to emergency service workers as well as other professions such as teachers.

Brian Israel asked if there are any areas for recreation for kids or families. Mr. Meeker stated that there are not on the property itself and explained that the reason is the close proximity of this property to Charlie Wright Park and the Village Green Pavilion, as well as the Town's existing infrastructure for a parks and recreation. Mr. Meeker stated that all existing park space is easily accessible from these properties and with all the space the Town has set aside for parks it makes sense to developer to encourage them to venture out into the existing park system. Mr. Meeker stated that they would prefer to make a contribution to the Town to make improvements to parks that will benefit the entire town and not just one community.

Andrea Hornung discussed the property line adjacent to the base, and the 25 ft buffer yard that is shown. Ms. Hornung would like to recommend that between the fence line on the western part of the property and toward the northern part of the property where it is right on the fence line that there be an area in between so that the HOA can clean that vegetation to prevent it from encroaching onto Base property. Mr. Meeker explained that the entire area will eventually be dedicated to the HOA, but as part of that they could establish an easement that would prohibit other fences and structures from being built that may prevent access to the fence. Ms. Hornung also suggested a notation in the real estate documents to make them aware of potential noise. Sue Greer explained that it is required by law that they be notified, and it is a required disclosure due to the military facilities.

Chair Armstrong opened the floor for public comment. Brian Klaas stated that he was present to support the project as a stakeholder in Indian Head. Mr. Klaas spoke about the amenities the Town had at one time and then lost. Mr. Klaas feels this project supports the live, learn, work concept the Town is building. Mr. Klaas suggested looking into property tax breaks for public safety employees with the County. Mr. Klaas also agreed with Chair Armstrong's suggestion for

the use of elevated materials such as hardiboard. Mr. Meeker will look into if they are able to accommodate that request and explained that the siding that is produced today is much different than what was made 20 years ago.

Wayne Higdon made a motion to approve the preliminary plan and recommend approval by Town Council. Brian Israel seconds the motion. Motion carried. All in favor, none opposed.

Following the December 18, 2019 meeting the Planning Commission was sent an email to inform them that it was determined that per the Town's Zoning Ordinance (Section 304. Powers and Duties of Planning Commission) the Planning Commission has the authority to approve subdivision plans, and the Anchorage Subdivision 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.

Chair Armstrong adjourned the meeting at 6:16pm.

Mr. Meeker will be back at a future meeting with a final plan.

Submitted by:



Andrea Brady
Town Clerk

1/15/2020
Date