

Indian Head Planning Commission Meeting Minutes
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May 21, 2025

Chair Armstrong called the Planning Commission meeting to order at 5:46pm. Members in attendance:

Chair, Mary Armstrong
Thomas Gordon
Wayne Higdon
Brian Israel

Staff in attendance:
Mark Harman, Zoning Administrator
Andrea Brady, Town Clerk

Public Comment – With no public comment, Chair Armstrong moved to the next agenda item.

Approval of Minutes – Chair Armstrong asked for a motion to approve the February 19, 2025; meeting minutes as presented. Wayne Higdon made a motion to approve. Brian Israel seconds the motion. Motion carried.

4310 Indian Head Highway: Fence – Mr. Harman reviewed the proposed fence with the Planning Commission. The proposed fence is in compliance, but as they are in the highway overlay, they are required to come before the Commission for approval. There is a large storage area behind the facility, and they would like to install the fence as screening. Mr. Harman suggests approval of the proposed fence. Chair Armstrong feels the fence is in line with the Town, and made of a material that will hold up well in weather and will be beneficial for security of the business. The Commission briefly discussed the fence location. Andrew McLain with Roebbelen Contracting explained the current paved area remains, and there will be both an entrance and exit gate that will allow emergency vehicles to pull in and turn around if needed. Wayne Higdon made a motion to approve. Thomas Gordon seconds the motion. Motion carried.

Growth Allocation Application: Robinson Terminal – Mr. Harman reviewed the growth allocation application for the Robinson terminal property with the Commission. As part of developing the critical area, there is a report that is provided. This report outlines how compliance is being met. This report has also been provided to the Critical Area Commission and Mr. Harman received no negative feedback. This report is before the Commission to make a recommendation to the Council on how to proceed. Once the Council gives their final approval it will then go back to the Critical Area Commission for their approval. Chair Armstrong asked for clarification that this is strictly to approve the application to move forward to the next step with the Council. Mark Harman confirmed that is correct. Due to these steps, before the developer goes through engineering a plan, the first part of the process is going through these zoning portions and Critical Area portions. Sometime in the future the Commission will see the planning phase of this property. Thomas Gordon made a motion to recommend approval by the Council. Wayne Higdon seconds the motion. Motion carried.

Chair Armstrong adjourned the meeting at 5:57pm

Submitted by:

A handwritten signature in cursive script that reads "Andrea Brady". The signature is written in black ink and is positioned to the right of the printed name.

Andrea Brady
Town Clerk