

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
January 27, 2016

Michael Pellegrino called the Planning Commission meeting to order at 7:14p.m. Members in attendance:

Michael Pellegrino, Chairman
Warren Bowie
Wayne Higdon
Anita Sampson
Emery Nauden, Base Liaison
Ron Sitoula, Ex-officio
Richard Parks, Zoning Administrator
Andrea Brady, Clerk

Approval of Meeting Minutes for October 21, 2015–Warren Bowie pointed out a name correction in the first paragraph. Chairman Pellegrino asked for a motion to accept the minutes as amended. Warren Bowie made a motion to accept the minutes as amended. Wayne Higdon seconds the motion. Motion carried.

JLUS Report – Edith Hoschar and Lindsay Tempinson from Resource Management Concepts, Inc. attended the meeting to provide a brief presentation on the comments from the County Planning Commission public hearing. Amy Blessinger, Planner III from the Charles County Government, Department of Planning and Growth Management was also in attendance to address any questions from the Planning Commission. The Charles County Planning commission held their public hearing on September 28, 2015 and there were 10 speakers. The County's open record closed October 13, 2015 and resulted in 4 comments. Comments from the hearing included groundwater issues/concerns, Tier III designation near Stump Neck, Bryans Road zoning, real estate disclosures, revitalization of the Town of Indian head, Indian Head Tech Park/Maryland Airport, and the Charles County growth rate. Ms. Hoschar reviewed the recommendations for the comments received at the public hearing. Emery Nauden shared that Dahlgren is pursuing a military overlay with King George County. NSF Indian Head is working on better outreach about testing times. Mr. Nauden used the bass fishing tournaments as an example of an event with workable coordination for testing times to prevent any issue for the Base or people taking part in the tournament. The Base has a good relationship with the Town and has continued communication and is being kept informed of the Town's revitalization efforts. Richard Parks stated that with response to the Town of Indian Head he did not see anything requiring changes to the current development strategy. The Town will need to stay consistent in the communications with the Base in relation to any revitalization efforts and growth/development. The Commission reviewed the adoption report. The next steps in adoption are the County Commissioner's public hearing/adoption and review of the JLUS by the Town Council and adoption. Warren Bowie made a motion to forward the recommendations stated in the JLUS study to the Mayor and Council for consideration and adoption. Wayne Higdon seconds the motion. Motion carried.

Town Clerk Brady will put the JLUS report on the Town Council's work session on February 24. The Planning Commission saw no issue with the County continuing their adoption process while the Town completes theirs. After adoption the County will form a committee for implementation and the Town would be a key player on the committee.

Comprehensive Plan – Richard Parks explained that the Town's Comprehensive Plan needs to be updated to make it consistent with the Planning Commission's suggested changes to the zoning map. Mr. Parks asked the Commission if they would want to take the opportunity to make additional changes or strictly update the plan to make it consistent with the revised Zoning Ordinance. The Town did not have updated census information in 2009, some well operations have changed since then, discussion of the JLUS should be added, and the transportation map should be updated to include the hiker/biker trail for the Downtown Connector and the Trailhead Plaza. The Town would not be required to update the plan until 2020. Warren Bowie made a motion to have staff go through the Comprehensive Plan and provide the Planning Commission with a list of items/changes for consideration. Wayne Higdon seconds the motion. Motion carried.

Richard Parks will also put together a strategy for adoption of the Zoning Ordinance and Comprehensive Plan. Mr. Parks recently discussed the Zoning Ordinance with the Council and they are on board with the Commission's suggested updates. A public hearing will be the next step in the process and Mr. Parks is considering a joint hearing between the Commission and the Council. The Comprehensive Plan would need to be adopted first then the Zoning Ordinance. Adoption would not occur until the public hearing.

Subdivision Ordinance/Regulations – The Town's Subdivision Ordinance/Regulations were done in 2001. According to Mr. Parks a lot of things in the ordinance are not appropriate. The Commission discussed subdivision requirements, the milestones being sketch plat, preliminary plan, improvement plans, and final plat with financial surety. The current ordinance/regulations do not clearly spell out these milestones and it does not follow the most current land use article. Mr. Parks' initial impression is to throw out the current ordinance/regulations and adopt a new ordinance and regulations. Mr. Parks' intention is to make the regulations straight forward and user friendly and provided the Commission a copy of the Walkersville Subdivision Regulations to review and to give an idea of what Mr. Parks has in mind. The Town has not had a lot of subdivision activity over the years so it has not been an issue, but it would be beneficial to have the need for financial surety clearly stated. Minor and major developments could be added as well as the Forest Conservation Ordinance. The Town's design manual also needs to be updated but that is strictly handled by Council. Warren Bowie asked if it would be a problem to have staff take the Walkersville template and design it around the Town. Mr. Parks did not see an issue and will follow up with staff and put together a draft for review by the Commission at the February meeting.

Richard Parks shared Town updates with the Commission. The Town received a \$360,000 TAP grant for a new restroom on the Village Green. Mr. Parks and Town Manager Hicks went to the kickoff meeting with SHA recently. The grant is 80/20 and should go out for bid in May or June. The Council is in the process of trying for an 80/20 grant for the Boardwalk project. The request is still being considered while a policy change is being made to allow any municipality to request.

80/20 instead of 50/50. Rainbow Construction has graded the road on their property and put in the water sewer lines. They have been approved by the Planning Commission for an 8 lot subdivision. Rainbow Construction recently met with Council to request higher density on the property but they moved forward with 8 lots approved by the Planning Commission. The CIRI group recently spoke with Town Manager Hicks and they seem to be interested in pursuing a project again. The Commission discussed the Ely properties, the vacant lots by the base and the property for sale on Parran Lane. The Commission brought up a concern about a property on Raymond Avenue with several inoperative vehicles. Mr. Parks asked Town Clerk Brady to discuss the issue with Code Enforcement.

Without further comment, Michael Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Wayne Higdon seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 8:13pm.

Submitted by:


Andrea Brady
Town Clerk

2/17/16
Date