

Indian Head Planning Commission Meeting Minutes
Indian Head Pavilion
June 3, 2015

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

Michael Pellegrino, Chairman
Warren Bowie
Thomas Blake
Anita Sampson
Richard Parks, Zoning Administrator
Ryan Hicks, Town Manager
Andrea Brady, Clerk

Approval of Meeting Minutes for May 7, 2015– Warren Bowie made a correction in the last paragraph on the front page, instead of do Mayor and Council it should say to. Michael asked for a motion to accept the minutes as amended. Warren Bowie made a motion. Anita Sampson seconds the motion. Motion carried.

Subdivision Plat for Hancock Property – Richard Parks gave the Planning Commission background information on why the subdivision is needed. Around 20 years ago the Town constructed pump station on the Hancock Plat. During the selling process for the property it was found out that the portion of land that the Town's pump station was built on was never actually recorded and transferred to the Town legally. The purpose of the subdivision is to correct the past mistake. Subsequent to this process a deed will have to be prepared, and the Hancocks are hoping to settle on what will now be lot 201A this month. The cost of the plat and the preparation of the deed will be handled by the Town. Lot 21B is about 3400 square feet and a field location does show that the pump station is located on that specific lot. Gary Hancock said with the exclusion of 21B, lot 21A will be around 3.5 acres. The sale is for lot 21A and the 5 lots behind it. The buyer is going through a HUD renovation loan and plans to renovate the existing house. Thomas Blake made a motion to approve the subdivision for lot 21B. Anita Sampson seconds the motion. Motion carried.

4618 Indian Head Highway (Potomac Animal Wellness Services): Sign – Mrs. Parkin from the Potomac Animal Wellness Service, formerly Glymont Animal Hospital presented a color copy of their proposed sign to the Planning Commission. The sign will be the same size as the existing sign on the front of the business but the hope is that the change in will help make the sign more visible. In the future Mrs. & Dr. Parkin will be interested in guidance on what they could do to have a sign closer to the street but at this time they are having the current sign vinyl wrapped by Potomac Shirts and Signs. The sign will be lit by the current lighting set up which is two light bulbs that shine at the base of the sign. The vinyl wrap is a quick fix before the open house that will be held on June 27th. Mrs. Parkin discussed the changes they have made with the business so far, and what they have planned for the open house. Richard Parks said the sign meets all of the technical requirements of the ordinance. Warren Bowie made a motion to approve the sign as presented. Thomas Blake seconds the motion. Motion carried.

Michael Pellegrino asked Richard Parks to review section 1606 subsection B. Mr. Pellegrino felt the wording was confusing and should be changed. Mr. Parks will review the section and make any changes to be included with the Zoning Ordinance draft that will be prepared for the July meeting.

Town Updates – Gary Hodge will be meeting with Mayor and Council at the July work session and will brief the Planning Commission in August. The Boardwalk had its pre-bid meeting and bids are due June 25th. The Ely property is close to signing agreements with interested businesses. The Town is attempting to get an easement on the Parran Lane property for Boardwalk construction.

Without further comment, Michael Pellegrino requested a motion to adjourn. Warren Bowie made a motion to adjourn. Thomas Blake seconds the motion. Motion carried. Michael Pellegrino adjourned the meeting at 7:35pm.

Submitted by:



Andrea Brady
Town Clerk

8/19/15
Date