

**POOLESVILLE PLANNING COMMISSISON
MEETING OF JULY 27, 2011**

PRESENT: CAL SNEED, HARALD EHRENTRAUT, AND GEORGE COAKLEY. ALSO PRESENT WAS TOWN MANAGER, WADE YOST.

Call to Order

Mr. Coakley: Poolesville Planning Commission meeting of July 27, 2011 is called to order. We have three Commissioners present, Mr. Ehrentraut, Mr. Sneed and Mr. Coakley along with the Town Manager. No one is in attendance, are there any announcements?

Mr. Yost: No announcements.

Approval of Minutes

Mr. Coakley: And do I hear a motion for approval of minutes of June 15, 2011?

Mr. Ehrentraut: Motion to approve minutes of June 15, 2011.

Mr. Sneed: Second.

Mr. Coakley: All in favor?

All: Aye.

Mr. Coakley: Minutes have passed.

New Business

Mr. Coakley: We do have an addition to the agenda tonight and that is to discuss the request for a portable outdoor racket and handball court behind, is it still called Healthworks?

Mr. Yost: Yes.

Mr. Coakley: Behind Healthworks. Ok under new business we have recommendation for a variance 002-11, Henderson, 17117 Chiswell Road. The variance is to request a reduction of the sideline setback from 10 feet to 8 feet for an extension of the garage.

Mr. Yost: The applicant was not able to make it here this evening, she had a vacation planned and trying to squeeze this in on short notice, so that we could get the Board of Zoning Appeals to meet, because they are all doing their vacation thing too, so they will be meeting next week to review a recommendation from this Board.

Mr. Coakley: And I drove by and looked at it personally and also went to Google Maps and looked to make sure there was no shared driveway or anything else in this process and in my humble estimation there didn't appear to be anything that would be detrimental by reducing the 10 foot setback to 8 feet. And there are a couple...

Mr. Ehrentraut: So this is the side setback?

Mr. Yost: It is the side setback correct.

Mr. Ehrentraut: On the right hand side as you look toward the house?

Mr. Coakley: Well towards the house it would be on the left, they have a single car garage now and they want to put a double car garage.

Mr. Yost: And there are some other double car garages in the neighborhood, it is not out of character at all.

Mr. Coakley: And if you follow the left extension they have on the site plan of the driveway and carry that up, it would be parallel with it.

Mr. Yost: We did send letters to all contiguous owners, telling them there was a hearing this evening as well as Board of Zoning Appeals meeting and no responses and obviously no one came this evening. A few of the immediate neighbors did send letters in stating that they didn't have a problem with the improvement she would be making on the property also.

Mr. Coakley: Well the Shepherd's would be the main ones because that is whose property it would be closest to. So do I hear a recommendation to either recommend issuance of the variance from our standpoint, or the fact that we have no problems with it or something to that affect?

Mr. Sneed: Did you get a chance to drive by the property?

Mr. Ehrentraut: Yeah briefly.

Mr. Sneed: I didn't get a chance to drive by, I reviewed the paperwork before the meeting, did not get a chance to go by the address but if you have been by it and Wade if you don't have any...

Mr. Yost: I don't, it actually is not a full 2 feet she is even asking for, because right now the edge of the house is 20 feet in and some inches, so its actually a foot and a half of what it was going to be, but technically it will be an 8 foot setback from a technical standpoint. You know it wouldn't do much good to put a 10 foot garage, the extra 2 feet allows you to have one if you want to pull in a car or whatever.

Mr. Sneed: So we need a motion to recommend or just a recommendation?

Mr. Yost: Yeah a motion for recommendation to do it or not do it.

Mr. Sneed: So I make a motion to recommend to the Board of Zoning Appeals to approve the Variance application of Henderson residence, 17117 Chiswell Road, Poolesville by Stacy Henderson.

Mr. Ehrentraut: I second.

Mr. Coakley: All in favor?

All: Aye.

Mr. Coakley: Now the other item we got is a request from the owner of Healthworks to, I guess continue building since most of it is already up, a portable outdoor racquetball, handball court, which will also function as an outdoor group exercise studio and I don't know if either of you have had a chance or are aware of it or whatever or been by it, have not, but it is directly in the rear of the building and you are looking into the racquetball court from the street.

Mr. Yost: It is a three-sided shell.

Mr. Ehrentraut: And they were going to put up a fence.

Mr. Yost: Right I mean that is what George has --- would be the biggest issue probably.

Mr. Coakley: So I drove by and looked at it and studied it for awhile and it is painted bright blue, so it does stand out a little bit, but if they run a fence either before or parallel with the line of the building, coming down the side of the building, which means you'd only have access through their back door, into there, but then I guess when they build a big fence you would probably have to put a gate in for...

Mr. Yost: To take the trash out and stuff.

Mr. Coakley: For fire safety and stuff.

Mr. Yost: That was one of his issues, of people hanging out back there and that is a problem now, so it would actually solve two problems with a gate going up.

Mr. Coakley: But they would probably have to put a fence up just to make sure if they were playing racquetball that the ball wouldn't come out into the street and stuff. And I told Wade if they had like 6 large potted evergreens or something like that in front of the fence, you probably wouldn't even really notice it when you are pulling in there or anything. It might even make it look a little more attractive because I don't think you would see it, you would just see the screening but that is my thought and I guess since in our Master Plan Review, we are also talking about our support for businesses and everything else, it seems that if someone is investing a little bit of money and trying to do something that maybe we should give them the benefit of the doubt.

Mr. Sneed: So is his letter to us just to get a sense of the Board here or...

Mr. Yost: No he actually applied for a building permit, just to go ahead and construct it.

Mr. Coakley: I guess he started making it and either somebody noticed it and said "I think you need a building permit".

Mr. Yost: And he does meet the requirements of all the setbacks in the commercial area.

Mr. Ehrentraut: I think he has talked to some of the neighbors, they don't have a problem with it, from what I understand.

Mr. Yost: Right and he is in compliance so yeah.

Mr. Sneed: I'd have to see it, I'd have to go by and see it myself.

Mr. Ehrentraut: It's bright blue.

Mr. Sneed: I'm not opposed to blue but I would be curious to what it looks like and the thing that you say George about our Master Plan intentions are absolutely on target. The other side of our intentions of the Master Plan are to focus on that part of Town right there at the four way and everything around the four way to make sure that is improved, improved in visibility and all those other wonderful words we use.

Mr. Coakley: Aesthetics.

Mr. Sneed: Aesthetics yeah, so I guess we would want to tread very carefully and the same time do everything that we can to help them, but I would like to go by and take a look at it before I weighed in on it anyway.

Mr. Ehrentraut: Now in terms of we are saying we want them to put up a screen, are you talking about like a full screen, not just a fence, because I am not sure, I think he was thinking more about like a chain link fence or something.

Mr. Yost: Well we talked about that and he said chain link, but he can only do a 6 foot chain link and I said you probably want to have a mesh coated one or vinyl coated, you know one that looks nice and is not just a regular galvanized fence that is going to rust and look terrible.

Mr. Coakley: Well you would need some kind of fence at the rear of the court because if they are playing handball or racquetball or something like that, you don't want balls flying out...

Mr. Ehrentraut: But I am not sure if the racquetballs really fly that far, once they hit ground they roll.

Mr. Yost: You've played haven't you, oh that ball flies and it will sting you hard if it hits you, big time.

Mr. Sneed: We are interrupting his construction right now?

Mr. Yost: Well we have been, he has been stopped for about three weeks now, kind of waiting for us to have a meeting.

Mr. Ehrentraut: His guys that are building it, they are out of town as well.

Mr. Yost: Ok. I think we want to make sure there is a provision in there that it is maintained and if it starts falling apart, we want to make sure that it gets maintained or taken down, there should be a caveat in the approval that we...

Mr. Sneed: So do they have to submit a plan?

Mr. Yost: Well he has given us a site drawing.

Mr. Coakley: Unless you know what it looks like it is hard to visualize it.

Mr. Sneed: This is the back wall, these are the side walls right?

Mr. Coakley: Yeah.

Mr. Sneed: What does portable mean, just that it is not indoors?

Mr. Yost: Well it is not anchored to the ground and it can be moved.

Mr. Sneed: Does it have like a wooden floor?

Mr. Ehrentraut: It is a wooden floor.

Mr. Coakley: It looks like he just ran like lathe work or something and then put plywood over top of it. But there is no footers or foundation or anything like that, it's just more or less freestanding with its own weight.

Mr. Yost: And that is why you want to make sure it is maintained, because I don't know how long it is really going to last.

Mr. Coakley: My first impression was yuck, but after going by and looking at it like I said I think with just 6 or 7 fairly large potted evergreens across there or something, visually I don't think we'd even notice it. It might even add a little to the look, because you drive by now and look back there even before that was constructed, it was just like dead space back in behind there.

Mr. Yost: Well yeah it was a bunch of junk piled back there. So there wasn't really a pleasant view.

Mr. Yost: Do you want to take a quick recess and have Cal run over there and take a look at it?

Mr. Coakley: Yeah we can do that.

Mr. Yost: Wouldn't hurt anything.

Mr. Coakley: Field trip.

Mr. Sneed: I don't mind going through with the meeting and then emailing you either.

Mr. Yost: Ok whatever you guys want to do.

Mr. Coakley: Let's take a field trip and then come back and discuss it. Who is this gentleman?

Speaker: Hi how you doing guys. I am just sitting in for a friend of mine, Stacy Henderson, she lives on Chiswell, she is out of Town on business and she is applying for a --- to build a garage on her house and I told her I would sit in (inaudible).

Mr. Coakley: Well we are going to tell her you came too late.

Mr. Yost: You won't be in trouble. It was recommended for approval so now it goes to the Board of Zoning Appeals.

Mr. Sneed: Is there anything else after this, are we having a work session after this meeting or no?

Mr. Coakley: Well after this we are going to discuss when to set the public hearing and then what to do with feedback we get back from either any of the agencies, from the Commissioners, and your input that you have given.

Mr. Sneed: Here is the thing, my wife is on her way home from a medical procedure and I think I would rather shoot through the meeting and go home if that is ok with you. And then I will just take a look.

Mr. Coakley: Ok.

Mr. Yost: Is everything ok?

Mr. Sneed: Yeah she is fine.

Mr. Ehrentraut: We recommend him to put a potted plant.

Mr. Coakley: Yes. And my only other concern would be noise, if they have like an outdoors jazzercise class or something like that when the weather cools down just a little bit or something.

Mr. Yost: I brought that up to him also.

Mr. Coakley: And there are one or two apartments in that...

Mr. Yost: Right but I think they are way up to the front so they are a good 60 yards away and with a building in between.

Mr. Coakley: But the way it is configured and set back in there, I mean it would have to be real loud to really disturb anyone, and I don't think they have any classes like that after 9:00 or 10:00 at night do they.

Mr. Sneed: Does he get limited hours for use of the court, is there restrictions on his, could he have 10:00 or 11:00 racquetball?

Mr. Yost: That is not a bad thing to consider though.

Mr. Sneed: Does he have lights?

Mr. Yost: No lights.

Mr. Sneed: So no nighttime.

Mr. Coakley: But he opens up at 5:00 or 6:00 in the morning.

Mr. Sneed: Oh yeah that is true, he opens early. We might want to think about restrictions but that is probably not a problem for him I am sure.

Mr. Yost: I don't think so either.

Mr. Coakley: Since it is outdoors I don't think we would get too much activity during the winter or anything.

Mr. Yost: No I think he is just trying to drum up some business and have some new clientele come in.

Mr. Ehrentraut: Well I think another thing is that they are both professional racquetball players.

Mr. Yost: Right.

Mr. Sneed: Well racquetball is actually, the back wall is actually playable in racquetball so I am not sure...

Mr. Yost: Yeah I have not figured that out either.

Mr. Coakley: Well there is two...

Mr. Sneed: So is the ceiling by the way, every wall is playable.

Mr. Coakley: There are two forms of the sport. When I, before racquetball was invented I played handball in high school and stuff and our courts were open ended

and it was like 3 deep courts with the partitions separating them, at least the front part, the partition only comes back like half the way and the rest of the court is open. But they were open going out the back onto a big lawn area and stuff and everything. So handball you can either play in an open court like that or you can play in an enclosed court like a racquetball court and racquetball you can play the same way. When racquetball first came out they played on the open courts like that, then they started moving it indoors and doing the back walls and stuff.

Mr. Sneed: So now I have a better idea of just how old George is.

Mr. Coakley: I'm old.

Mr. Sneed: And it is hard to play off the back wall with your hand and get it to reach the front wall, but with a racquet it is quite easy.

Mr. Yost: I am sure the racquet and the ball material changed too. You smack it once with that racquet it will hit the front wall and the back wall and go back and hit the front wall.

Mr. Coakley: The ball didn't change any. Racquetball gloves are slightly padded, but if you play for an hour or something like that, whichever hand you use the most was puffy or you felt it was larger than your other hand. You had to sort of callous up a little bit. Ok so we will have to get back to that after we all get a chance to look and then like I said discuss what type of fence, because I don't want balls rolling out into the street, the screening for visual and stuff and also I told Wade that I think the people exercising would want screening anyway so they are not on display when people walk and drive up and down the street there. And then the potential sound, does anybody have any other reservations? Ok we will do that and I guess we will get to it at the next meeting.

Mr. Sneed: It's only a couple weeks away right?

Mr. Yost: Yeah.

Mr. Coakley: Now Master Plan.

Mr. Yost: Do you want to talk about dates, you want to talk about strategies?

Mr. Coakley: Well let's talk about dates first. What is the soonest we can set a public hearing date?

Mr. Yost: All right we had talked about the 2nd week in September possibly and we actually will be meeting on September 14, that is the next regularly scheduled meeting in September.

Mr. Coakley: Ok and have we received any feedback from any of the agencies that we sent the Master Plan out to?

Mr. Yost: Only requesting electronic versions, MDE because they have someone they wanted to send it out to and then Park and Planning also. Wish we would have done that initially because it would have been much easier than sending out copies. But no comments back yet, and actually our Commander Reynolds from Germantown Police Station also called and said he was looking it over, didn't have anything yet but he would try to get us something.

Mr. Coakley: And you want to fill us in on anything the Commissioners said?

Mr. Yost: Jerry had some little edits, minor things when going through it. Actually some of the things that Cal had talked about like American Disabilities Act on the Transportation Section, name it, exactly what the name is, and things like that. Link and Eddie, because Jim was out, he is out of town and so was Chuck, so Link and

Eddie their concerns were they wanted to see what kind of input the CEDC put in and what kind of input the Parks Board put in and how did that get assimilated into what we had done in the Transportation, Recreation and Business Sections. And we will review those at the next meeting, otherwise it was just very minor things. They want a couple clarification points on, and we might have a joint meeting once we get all those thoughts together, but there is a section here that talks about creating a rural zone and still maintaining the rural density of the RDT restrictions that are in place now and I think we talked about not having an RDT because RDT is not really an RDT in town, it is a county program and I guess when they read it at first they didn't understand what that was, so that is good to have that kind of feedback because we talk about it so much. So there was a couple points on the whole bulleted list and they want more clarification. I will get more specifics on exactly what they are looking for and if we have a joint meeting we will be able to work it all out.

Mr. Coakley: It is my suggestion then to wait and hear everything they have and look and see if we can't answer their questions then we can change something, go ahead and change it and then see how your recommended changes fill in with that. See what we get back from Public Hearing if anybody gives us anything, last year, last time we did it, I don't recall a great deal of input from the community at large or anything. So go ahead and do that and try to wrap it up.

Mr. Yost: I will be sending my newsletter out so I will be trying to advertise and we can have a public hearing and post it online and have copies here and get it out there to everybody.

Mr. Sneed: Do you have the ability to, on the electronic version that you now have I guess, to put you know how you put draft across every page...

Mr. Yost: Oh like a header?

Mr. Sneed: No like through the page, there is a feature that comes out very light letters draft goes across the entire page.

Mr. Coakley: I think my version of word you can put draft like in red or something if you want above the page or top and bottom.

Mr. Sneed: I was just thinking that to avoid any confusion along the way, that if the one that goes out on the web off your site, on the Town site, that if it has some sort of draft, because it picks up you can't make any other iterations without that some portion of DRAFT showing up on what you are working on, so unless it is in Adobe...

Mr. Yost: Well I will. (Inaudible) so that you click on the table of contents and go to whatever section you want.

Mr. Sneed: Well you still might want to think about it, it still might be a good idea just to have some designation draft so everybody knows there is no question that it is not final, and that hopefully when you send a message out that we are inviting public comment, they realize it is not a done deal, it will stand out as something that they can still contribute to.

Mr. Yost: Yes absolutely.

Mr. Sneed: I have to say I am kind of excited about the Public Hearing, or anxious to hear what people have to say about it.

Mr. Yost: I think I should probably write a summary up for my newsletter just to get peoples heads into it. If I was going to do that I think the main, what points would

you say the main focus of this Master Plan are, revitalization of the downtown area, Streetscape?

Mr. Coakley: Well I would say the bullets in the Vision Statement.

Mr. Sneed: Well look at my version of the Vision Statement. Which are the same as the, both versions essentially say the same thing. They are the same highlights.

Mr. Yost: But yeah I could put that Vision Statement into the newsletter actually.

Mr. Sneed: Or you could carve out just number one through six.

Mr. Coakley: The whole Vision Statement sounds a little wording to put in the newsletter.

Mr. Coakley: Pull out the six, just bulletize the six things out of there, that pretty much sums it up.

Mr. Yost: Ok.

Mr. Coakley: Or you can just repeat the introduction. The introduction is pretty much a summary.

Mr. Yost: That with bullets below it, that is perfect.

Mr. Coakley: Yep you can use the introduction and then under the last paragraph just do a little one sentence intro or something for that and just give, condense the 7 bullets that we have.

Mr. Yost: Yep.

Mr. Coakley: We'd only have to include all 7. And then I am guessing if we get any public input at all, if you mention maintaining our school system or something like that, will probably attract the most people.

Mr. Yost: Right.

Mr. Coakley: Almost everything else in here...

Mr. Yost: Or at least attract them to pick it up and look at it.

Mr. Coakley: Or to come in and make comments or something. But most of the other stuff they will probably say, "oh yeah boy the Town is doing a good job on that, I hope they keep up the good work" type thing. I think schools will get more people's interest.

Mr. Yost: Big one. And the businesses too, it is getting bigger and bigger in people's minds.

Mr. Coakley: Those are probably, although Streetscape and beautifying the Town, a lot of people in our little focus group and survey stuff had an interest in that. Yeah so that could possibly, it might have better turn out than you thought.

Mr. Sneed: Lets get them out here. In one of the things I wrote, if you haven't seen my suggested changes to the Vision Statement, was on each of the numbered items put a introductory phrase for the section, so the first one was number one, small town character and schools, etc., etc.

Mr. Coakley: Which makes it easier for Wade to do his bullets.

Mr. Sneed: Well I was going to say, if we adopt that it would make it easier, all they would have to do is read those 6 phrases and get a real good idea.

Mr. Yost: I can do that.

Mr. Coakley: Ok any other comments?

Mr. Sneed: Are we picking a date then, the Public Hearing date, is that the 14th?

Mr. Coakley: September 14.

Mr. Sneed: That will be the Public Hearing date ok I see.

Mr. Ehrentraut: Are we going to use word for word the introduction that we have in here?

Mr. Yost: Which one?

Mr. Sneed: For what?

Mr. Coakley: For his write up for the newsletter?

Mr. Ehrentraut: Yeah.

Mr. Coakley: He can work his little magic with it.

Mr. Yost: Yeah I can put that together, no problem.

Mr. Ehrentraut: (Inaudible) where it says "such efforts must compliment with Poolesville's unique placement in and adjacent with the county's agricultural reserve" is with correct there?

Mr. Sneed: Where is that, the introduction?

Mr. Ehrentraut: Yeah.

Mr. Coakley: You could probably drop the with. Probably reads better without with.

Mr. Sneed: Right there before Poolesville?

Mr. Coakley: Yeah.

Mr. Ehrentraut: And I was wondering one more thing, we have up on the second line, where it says "Town of Poolesville's Master Plan" we call it the plan right, we call it the plan on this first introduction but everywhere else we call it the Master Plan. Do we still want to do the plan or call it...

Mr. Coakley: Well we should probably call it the plan all the way through.

Mr. Ehrentraut: Either that or call it Master Plan instead of calling it the Town of Poolesville's Master Plan, just make it, instead of making it Plan, make it Master Plan because that is what it is everywhere else.

Mr. Coakley: Ok.

Mr. Yost: Yeah you are right about that, it says Master Plan everywhere else.

Mr. Ehrentraut: There are 6 of those in the introduction.

Mr. Coakley: Ok.

Mr. Yost: Where was the first one, the with, where was that?

Mr. Coakley: The last (inaudible) and parts of the entire page, such efforts must compliment...

Mr. Yost: Yeah ok.

Mr. Sneed: I have a ton of edits but I am reserving that until after the Public Hearing, right on your suggestion.

Mr. Coakley: Yes.

Mr. Sneed: The only other thing I was going to say and this can also wait until that time, but in terms of the appearance of the pages, I would just throw out the idea that when the time comes up, I am going to make a suggestion about graphic graphs and maybe photo stuff, looking at some other town's work. And then having maybe a footer, some of the towns, you know ours is sort of, looking at other things and then coming back to ours, there is no reason why we shouldn't take away some blindness out of the pages and add some footers, where you just have a line on every page, and underneath the line would remind you of what chapter you are in, with the page number and some other kinds of features, which you know I will bring in later down the road but just to get you thinking about it, and even one of them had like a little photo block for example, like the picture of the old town hall, and carry

that photo on every footer throughout, it kind of gives it a nice feel to the document but strictly artistic.

Mr. Coakley: I guess we are doing most of them electronically then no problem with that. I was a little concerned last time and this time with printing up more than 25 copies or something, the more color printing you have to do, the more expensive it gets and stuff.

Mr. Yost: Last time we were supposed to sell those Master Plans and we end up giving them to all the Boards and Commissions, that is where they go. Tom Kettler bought one and maybe Winchester bought one.

Mr. Sneed: What is our intention this time?

Mr. Yost: To have them available online, we didn't have the web capacity last time.

Mr. Sneed: Go paperless, get one copy and let them print their own, absolutely.

Mr. Coakley: I think Wade said what you are going to print 25 or 50 or something?

Mr. Yost: If that, just to have them on hand.

Mr. Coakley: Ok also running around town with my camera.

Mr. Yost: We need to do it for the website again. Mine is still up there and it is ok.

Mr. Coakley: I was trying to think of a good summer picture, maybe the skatepark.

Mr. Yost: Or a Farmers' Market one. Hilary Schwab took some, but she really didn't get like I said the Farmers' Market flag and the people.

Adjournment

Mr. Coakley: Ok I will see what I can do. Ok anyone have anything else? Do I hear a motion for adjournment?

Mr. Sneed: Motion to adjourn July 27, 2011 Poolesville Planning Commission Meeting.

Mr. Ehrentraut: Second.

Mr. Coakley: All in favor?

All: Aye.