

APPROVED 11/17/10

**POOLESVILLE PLANNING COMMISSION
MEETING OF OCTOBER 13, 2010**

PRESENT: CHUCK STUMP, LINK HOEWING, CAL SNEED, BOB BACHMAN AND GEORGE COAKLEY. ALSO PRESENT WAS TOWN MANAGER, WADE YOST.

Call to Order

Mr. Coakley: Poolesville Planning Commission Meeting of October 13, 2010 is called to order. Present are all Commission Members along with the Town Manager.

Announcements

Mr. Coakley: Are there any announcements?

Citizen's Comments on Agenda Items

Mr. Coakley: Hearing none then are there any citizen comments on any of the agenda items. And we have approval of minutes from September 15, presentation by Habitat for Humanity and under old business we are going to go over the Master Plan Review. Anyone have any comments on the agenda items?

Approval of Minutes

Mr. Coakley: Hearing nothing do I hear a motion for approval of the minutes of September 15, 2010?

Mr. Stump: I move we approve the minutes of September 15, 2010.

Mr. Sneed: Second.

Mr. Coakley: All in favor?

Mr. Coakley, Mr. Stump, Mr. Sneed: Aye.

Mr. Hoewing, Mr. Bachman: Abstain wasn't there.

Mr. Coakley: Minutes have been approved.

New Business

Mr. Coakley: Ok next under new business presentation by Habitat for Humanity, Mr. Paukstis.

Mr. Paukstis: Good evening my name is John Paukstis I am with Habitat for Humanity I am the Executive Director in Montgomery County. We have a sales agreement to purchase 17 lots here in the city of Poolesville, the seller is the Jamison Company and we entered that sales agreement in September, we are in our review period and the purpose of us I came here last week to present our plan to the City Commissioners and I am back this week to present it to you see if you have any questions about what our intentions are with this project. So Habitat for Humanity was very quickly I will give you an overview of Habitat for Humanity founded in 1976 in George, a rural community in Georgia where some folks got together it was very grassroots they wanted to eliminate poverty housing. They did achieve that and today we build in nearly 100 countries worldwide, we've built over 350,000 homes, about 80,000 in North America, we are currently the 8th largest builder in North America, some of the bigger builders have fallen out of the top 10 and that is why we are in, we built about 5200 homes last year. Our story is we were founded in 1982 in Montgomery County we are a chapter or affiliate of Habitat International, we are an independent affiliate, our Board of Directors does have to sign a Code of Conduct

and Covenants every year to use the name and we also tithe 10% of our fundraising to Habitat International. So all of our work that we do and all of our fundraising is restricted to Montgomery County, we don't go outside the County, we are 1 of 1500 affiliates across the country and we are one of 18 affiliates in the State of Maryland generally broke up by county, so if you went to Frederick County or Howard County it would be a separate affiliate, we have our own by-laws and government boards governing Board of Directors, we completed our first home in 1986 in Sandy Spring, we have completed 56 since then, they have been a combination of either new construction or rehabilitation, the good news of that number since it is kind of a small number we've only had one foreclosure in all of our existence and all the other homeowners still own their homes so it's a long term program of homeownership. Our Board of Directors is a volunteer Board of Directors we meet 6 times a year, we have a it is a very good governing Board, as you can see we have builders and developers on our Board, we have public officials, we have attorneys and they really do a good job of making sure we run a small non-profit like a business. So we have good best practices. Our Staff is a staff of 14, we are located on Gaither Road in Gaithersburg, we have been there for 5 years now, it includes offices and a professional staff, we are the GC when we do a project so we are licensed builders so we don't sub out everything, we do sub out anything that needs an inspection, so electric, plumbing, HVAC, if it needs an inspection it is subbed out it is not given to volunteers but we do have a lot of volunteer friendly work and that's painting, drywall, landscaping and those kinds of things, framing. We have a Restore on Gaither Road where we accept donations of building materials and furniture and we resell it to the public at a deep discount prices, we have 4 employees that work in our Restore, it is about 10,000 square feet, its like a small Home Depot kind of thing. We gross around \$500,000.00 in the Restore per year, we net around \$150,000.00 and that helps fund our mission of building homes. We have about 2000 volunteers a year that volunteer with us, most folks have the vision of Habitat for Humanity as a construction company and volunteers want to come out and hammer a nail and a lot of them do about 85% of our volunteers hammer a nail, they volunteer on a construction site, we have as I said we have a Director of Construction Jeff who is here tonight, we have a Site Supervisor, we have a lot of crew leaders who have skills who volunteer with us who come on a regular basis and they supervise the volunteers so if I come out on the site and I don't have any skills they will teach me how to do framing and drywall and painting that kind of thing. But we do have other opportunities for volunteers we have a lot of committees, we are a small non-profit so we have committees, we have the Restore where people volunteer at the Restore, we have students high school students who get service hours at our place. Sometimes we get court ordered hours where the judge will say community service they will come over to our Restore and volunteer. So we have a lot of volunteers that help us in the community, we could not be successful and work without our volunteers. Our purpose is to create decent housing to particularly folks who are living in substandard living conditions or at cost burden so we are trying to get people into decent affordable housing. Our vision is a community with healthy, safe, and affordable housing for all, not too many folks argue with that vision. And our mission is to partner with the community and create homeownership opportunities

for low income families. We are a homeownership program, it's a partnership program it is not a give-away program, we don't give the homes away there is a mortgage but it is a partnership program and its homeownership. This is a very progressive county as you know, we have HOC and MHP to do great work they make affordable housing available but its mostly rental housing, we are different in we are a homeownership agency. So here is the case for affordable housing in Montgomery County by the way I have hard copies of all of this if anyone needs a hard copy. The population is approaching 1 million, area median income a lot of people don't know this but we are one of the most expensive places to live in the country, average median income is \$103,500.00 that is updated every year. Who serves the need we are serving the need of the population that earns between household income between 30 and 50% of area median income so that is roughly \$35,000.00 to \$84,000.00 and in this case this project that we are planning here in Poolesville will be 30 to 80% of area income so we are considering a mixed income project, its not just low income it is mixed income. HOC serves 22,000 families they have about 15,000 on their waiting list, MHP serves about 1,165 families you are probably aware of the MPDU program was a county run program where a developer has to set aside so many units --- zoning for affordable housing that is the MPDU program and then we are at the bottom. Our recent projects is we completed a 24 townhouse development in Burtonsville, it was completed in 2008, the land was donated to Habitat by Artery Group, we paid the back taxes of \$114,000.00 and we built 24 townhouses in 2 buildings over 2 years. We created a Homeowner's Association, Habitat members served on the Board for the first year and then we transitioned off the Board and the homeowners came on the Board. We also funded the reserve fund, helped to fund the reserve fund, when I went off the Board it was \$25,000 in reserve funds and more recently in the last year we've completed 13 vacant foreclosures in Silver Spring, these are properties that were older properties built in the 50's where the lender took them back they were foreclosed they are vacant and they are distressed, they are in bad shape and so what we do is we purchase the property from the lender, we usually get a discount and then we put a budget together to rehabilitate the property and what we do is we go in and pretty much gut it to take it down to the studs and lets say that they have a good hardwood floor we'll save that but otherwise we will take out the interior walls, we will insulate it, one thing we want to do when we restore a property or build a new property we want to make it energy efficient so what we do with these older properties a lot of them don't have any insulation is we will make sure they are really well insulated, they have energy star appliances and they have updated electrical up to Code, updated plumbing so we completely redo the property, it costs us around \$45,000.00 average to redo a rehab property. We have 13 and we are working on 3 more. This is a photo of the townhouse community in Burtonsville, these are 3 bedroom, 2 1/2 bath townhouses, we built these its actually in a cul-de-sac and there are a lot of townhouses around there that look just like this project, so we wanted to make sure that we didn't stand out in the community, we didn't build something different, we wanted to make sure it fit into the neighborhood and was very successful. Here are the projects we have in our pipeline, we are completing 3 rehabs right now, so we have completed 13 and there are 3 more this year or early

next year that we will finish. We are purchasing 3 townhouses in Clarksburg Village from Craftmark Homes, they are selling them to us at a discount. We have a grant from the State of Maryland to do 30 weatherization projects, this will be for low income families who may own their home and they've got a fixed income low income and they need their home to be weatherized, we will go in and weatherize the home and get it more energy efficient. It is actually a \$100,000.00 grant from the State of Maryland to do that project. We will do 4 rehabs again early next year. We have some grants that are pending that will hopefully help fund the acquisition or rehabilitation of those properties. And then you can see the project I want to talk about today, 17 townhouses here in Poolesville. We hope everything stays on track and we settle on the property and we get our permits that we could start in the spring, and then following that a very similar project in Gaithersburg on Emory Grove Road there is 3 acres available that we are buying from the seller and the townhouses will be exactly the same as the ones in Poolesville. So the highlights of the project we are proposing for Poolesville is 17 lots on 2.1 acres I am sure you all know where it is it is right down the street as you come into town. The seller is Franklin Jamison, (inaudible) representing him on a pro-bono basis to do all the legal work, title search, and that kind of thing. A sales contract was signed September 7, our budget has increased now because of the fees that I didn't realize we had to pay, it is over 3.5 million and I will show you the breakdown. There will be 17 mixed income townhouses, 3 bedroom, 2 bath, approximately 1400 square feet of living space on the 2nd and 3rd floor plus a garage on the 1st floor, and then the house plans are being donated by Craftmark Homes, I have a rendering of that, do have public sewer and water, the lots are going to be sold to Habitat permit ready that is the plan and we hope to settle by December 15. So here is the budget and this is updated, the previous slide was not updated. We are paying a million one for the land, the cost of the land lots, there will be closing costs, the site development engineering and stormwater management we are estimating will be \$435,000.00, there is a \$50,000.00 contingency in there, the plans in the budget that we looked at I had them reviewed by Elm Street Development, David Flannigan is a friend of Habitat and so he reviewed our plans as well as Ken Mond at Craftmark Homes, there will be some soft costs some taxes, permits and fees, last week when I presented this I think it was on the heavy side I adjusted this number to \$50,000.00 and what we did not have in the budget when I presented it to the City Commissioners were impact fees and that is an estimated number of \$170,000.00 I think it is higher than that, I got the exact numbers today. The building construction cost a million seven includes \$100,000.00 contingency, how would we finance this project, a bank loan, we have an application in to OVA Bank they finance most of our projects around the county, new market tax credits we are participating with other Habitat affiliates to apply for new market tax credits and then grants, discounts, gifts in kind, and sponsorships, we have a lot of friends in the community, for example at Burtonsville the Clark Construction you are probably familiar with it donated \$100,000.00 worth of material to that project so we know we can get gifts in kind, we work with international donors like Whirlpool who donate the energy star stove and refrigerator for every unit built in the country, it's a huge commitment. All of our insulation is donated by DOW Corporation, paint is donated

by Valspar and the list goes on so we have a list of people that will help keep our cost down because there is no profit in this budget, we don't take a profit, we pretty much sell these units at cost. I report to the Board of Directors and what they say is that we don't want to make money but we don't want to lose a lot of money, we'd like to get the cash neutral that would be the goal. So 17 units will cost us \$207,000.00 to build that is what we are estimating right now. Here is the site plan, concept plan, 3 buildings and 17 units, here is a rendering of the Craftmark House plans that you could see so this would be the face, I know one of the concerns that some folks expressed you know can we have some brick facing well we will make sure that they look as you can see from looking at this that they are pretty attractive, there is a mixture of brick and stone and siding so that would be the front and then we have the house plans here, this is the ground floor which includes the garage and there is some living space down there that I did not include in the 1400 square feet, it is probably really about 1800 square feet if you count the rec room there and there is an option there for a half bath. On the second floor a living and dining room, breakfast and kitchen and then on the third floor we have 3 bedrooms and 2 baths, that is what the units look like. So we are proposing to sell 8 units for \$216,000.00 and 9 units for \$295,000.00 so somebody applies and they are in the 30 to 50% area median income and they qualify they would pay \$216,000.00, if they were in the 50 to 80% they would pay \$295,000.00. Now that was the market rate unit that might be hard to sell I don't know but if you go to the next slide you will see that we sell these at 30 years zero interest so that really makes it attractive. Families provide 1% down payment so on a \$216,000.00 they have to come up with \$2,160.00. There is an equity sharing plan over the life of the mortgage, the way that works is in the first couple of years they have zero equity in the property, in year three they start gaining equity at 5% a year, so 5, 10, 15, 20 so around year 22 they have 100% equity so it is graduated, if they were to sell within that control period then we would share equity, if they sold in year 3 they would only get 5% of the sales price, Habitat would get 95% and we would put another family in there. We don't have a lot of turnover and this is not a we stress this is not a flip program, this is a long term ownership program. To qualify the family also has to give 200 to 500 hours of sweat equity depending on how many adult children they have in the family so they have to actually help, come out and work on the site as part of the program. So how do we do family selection, we have a committee that is comprised of Staff, Board of Directors, and volunteers, about 20 folks, the first thing we look at when we get an application, the first thing we do is information sessions so I know today our Director of Family Services Jessica Reed met with the area pastors at noon because we want to get the word out and we want to advertise in your community we don't want to advertise in Takoma Park and have people drive all the way to Poolesville to live in a house we would like to serve this community first so you might have people working here who can't afford to live here maybe they are living in Frederick or someplace else so it would be great to have an affordable housing project in Poolesville where you can actually afford to live in the community. So we will have information sessions and I think we have already reserved this space to do information sessions with local residents and so the churches are a good vehicle for getting the word out to people to let them know that they can come and hear about

Habitat and if they think they can qualify we will give them an application. So there must be a demonstrated need for housing what we see when we go out and make a house visit, we make a house visit to every family that applies is that we see crowded conditions a family living in one room or a basement, infestation, mold, kind of substandard living conditions. In addition to that a lot of times we see a cost burden situation where they may be paying more than 50% of the household income to rent for example so a cost burden on top of having other issues. They must be a willing partner, so they have to do sweat equity, they have to attend our workshops, they have to have the ability to pay a mortgage, so we will get credit reports, we check tax returns, we are very diligent about folks that we select, we don't look at credit scores but we look at debt to income ratio and the families that qualify for the program low debt to income issue they don't have a lot of (inaudible). We do a criminal background check for anyone 18 and over, you must attend our workshops we conduct 3 workshops before they move in, budget and financing, minor home repairs, owning a home is a big responsibility, these are all first time homeowners we want to make sure that they will be successful. They must live or work in the county a minimum of one year, they must be a permanent legal resident of the U.S., it takes about 6 months to qualify a family so there is a lot of due diligence to be done before we will select a family it is not a fast process and we usually have more qualified families than we have properties for. So we are in the community a lot we are going out meeting with folks who help us, we get a lot of support from the faith communities all denominations who help us, local government we have had good relationship with the County Government, the City of Gaithersburg, and we are here to build a relationship with you. Business and corporate are big supporters, generally the way that works is that a company may want to volunteer time on our site so lets take a bank for example Sandy Spring Bank which most people know, what they will do is sign up for a day and bring 15 or 20 people out from their bank and they will volunteer on the work site and we will provide a t-shirt and lunch and take their photo and they will have a good time, there will be a team building exercise for them, they will help Habitat and they will write us a check for \$5000.00 or \$10,000.00 a donation to the project because everything we do we fundraise for so we have to raise funds to make this happen. Other non-profits help us, we have a good relationship with Rebuilding Together, civic groups we are out speaking to communities all the time, and the builders and developers are very supportive of our mission and we get good media coverage. And fundraising just to pay for overhead we have to raise about a million dollars a year just to keep the lights on, pay folks, pay the rent so we rely on financial contributions from individuals, we get a lot of in kind support both in materials for the construction site and a lot of in kind services, so I mention Robbie Brewer, Schulman Rogers, Harland and Knight, the law firms all step up and help us, Donna McMillan of McMillan Metro is writing our HOA Covenants and documents for this project it is all pro-bono, so we get a lot of pro-bono help Henry Clark in Gaithersburg Clark Title does all of our title work pro-bono, all the closings he doesn't charge us for that, so it is a real community effort, we do write for grants both for government and private foundations. I was over at a foundation on K Street today this morning to ask for support so we are out there looking for support, this is

a corporate I already mentioned that. We get support from Freddy Mac, Fannie Mae, Bank of America, Discovery, a lot of the big corporations in the area as well as small businesses, we do get support from estate planning endowments, a Restore does about a half a million a year, we do two events a year, we do a golf event in the spring as a fundraiser we do it at Whiskey Creek which is not far from here, it is sold out every year and we have a breakfast coming up on October 29th. That is our fundraising. So I am here to answer any questions and I brought my team.

Mr. Coakley: Any questions?

Mr. Sneed: Link can you give us a sense of what the Commissioners impressions were from this presentation to the board and why he was sent here.

Mr. Hoewing: There is two areas of question, one is as he said they didn't have any inclusion in the budget for the impact fees and then there was a lot of questions about how you screen people and what happens if people sell houses after they have been screened and they are in the house. I think those kinds of questions were warranted a lot towards how do you keep a nice community out of this project when it is done, how do you check to make sure that there is not overcrowding in the buildings and that kind of thing.

Mr. Sneed: That is what the concerns were?

Mr. Hoewing: Well those were they kinds of questions that were asked, they weren't concerns I think they were just questions. The impact fee was a concern.

Mr. Sneed: So are they asking for a recommendation from us or approval of some sort or just our sense of his presentation?

Mr. Hoewing: Well it's a normal part of the site plan review that would be normally done so it would come to you.

Mr. Sneed: This is not a site plan though right?

Mr. Yost: No he just came to meet the community and get the Planning Commission involved with this same as the Commissioners are.

Mr. Sneed: Yeah but are they asking us to provide anything for them.

Mr. Yost: No.

Mr. Sneed: Ok all right.

Mr. Hoewing: But it is certainly good if you have questions that they didn't have, so if you have questions that would be good.

Mr. Coakley: Well to my knowledge the site plan has remained the same.

Mr. Hoewing: No.

Mr. Coakley: No?

Mr. Hoewing: No it has not changed.

Mr. Coakley: What a unique way of answering.

Mr. Stump: That was my only real question was is this site plan the (inaudible) I thought it was.

Mr. Yost: Yeah you will be seeing that again and we have just a couple more l's to dot and t's to cross for the final, which will probably be by next month.

Mr. Paukstis: We seem to be on track to settle on the 15th. We have a checklist and we are going down that list. We are being represented by Benning & Associates, Josh is here tonight and he is helping us get through the review period and making sure we have everything we need. So we have a team and we are excited about this project but one of the reasons we are here is we want to introduce ourselves to the

community, we want to make sure that you are ok with us coming here, if there was strong opposition we would think about it, we would have 2nd thoughts about it because we think we are doing a service for the community by providing affordable housing so we hope you see it that way.

Mr. Coakley: Well if during the application process you find out there aren't sufficient individuals that meet the criteria in and around the Poolesville area then...

Mr. Paukstis: We can't limit someone from applying who lives in Germantown, I mean we do have to adhere to the Fair Housing Act we can't eliminate anyone from applying but we are not going to advertise down county, we are going to advertise up county we are hoping that in the surrounding community you will have folks that will qualify for this program will see it as an advantage particularly a low income age maybe a young family who is just getting started, doesn't have a lot of savings and they are struggling to find a good place to live this is a great opportunity because they are zero interest mortgage, 1% down payment I didn't mention that we allow the family to roll their settlement costs into the mortgage because low income families don't have cash. So we try to make it as easy as possible for families to qualify for this program but they have to qualify, I mean if somebody has a criminal offense they are going to be disqualified. We are very careful about that.

Mr. Coakley: Are they allowed to borrow their down payment?

Mr. Paukstis: No. It must be their primary residence they cannot sublet it, they have to live in the property, they have to abide by the Code so it can't be overcrowded conditions, and they cannot take a 2nd lien on the property. By the way we hold the mortgage, Habitat holds the mortgage, we service the mortgage, we escrow the taxes, so we stay very close to the family we know what is going on. Typical things happen, you have deaths, divorces, life happens to people no matter where they are, we know about it generally and we help work through that. Right now we only have out of the 56 we have built we've had 1 foreclosure all the others are paying on time with the exception of one that is about 30 days late, I know because I just did a report on that. You have to report to Habitat International every 6 months of our activity. So we run a really tight program.

Mr. Sneed: So they have to sign a waiver request of the impact fees.

Mr. Paukstis: Well we did make a formal request. I was a little taken back because I thought that the impact fees were county fees so I didn't have it in the budget and so when I met with the City Commissioners they said are you here to ask for a waiver of impact fees, I said I didn't think we had to pay impact fees, so they had a discussion about whether or not they would waive it and they have invited me to come back next week which I will and maybe hear the decision either to give us some relief or waive them or whatnot I am not sure but it certainly would help, \$200,000.00 is a big hit to us and we have to go out and beg for that money.

Mr. Coakley: Town Commissioners have to decide that.

Mr. Sneed: Do you do the parking lot and road construction or do you subcontract that?

Mr. Paukstis: We contract that out. Anything that requires a professional skill we'll contract out. What we can generally do we have what we call volunteer --- tasks that is framing with construction, interior framing, the exterior framing it is up to Jeff but we will probably contract that out, siding will most likely be done, we can do

things like some drywall, painting, trim painting, landscaping things like that where it doesn't require a high skill level and anything that needs an inspection certainly will be licensed trade. But we do have experience with this so it is not our first go round.

Mr. Stump: My in-laws in a rural county in Tennessee have my mother in-law has your job basically, they just do 6 to 10 houses a year, my father in-law does the construction side of the business for another year or so, they do about 6 to 10 a year that almost killed them, so very familiar with both the building process as well as the process for qualifying and keeping a qualified family in the house after they have already built the house and that is the part my mother in-law deals with which can also be part guidance counselor at times but very impressed with the program and the quality of the homes that they've built.

Mr. Coakley: Best doublewides they have down there right?

Mr. Stump: No doublewides. This is a really rural county.

Mr. Coakley: Bob do you have any questions or comments?

Mr. Bachman: Could you show me the picture that you, you had an illustrative picture of the townhouses on your slideshow. This is an image of what you might build here in Poolesville.

Mr. Paukstis: Right these are Craftmark plans that are being donated to Habitat so this is a rendering of the front of the building.

Mr. Bachman: And do you know what the square footage is of those particular townhouses in that rendering?

Mr. Paukstis: Well on the 2nd and 3rd floor it is about 700 square feet a level so it is about 1400 and then they added some rec room space aside from the garage gets it up to around 1800 square feet.

Mr. Bachman: Is it a one car or two car garage?

Mr. Paukstis: It is a one car. We don't generally Habitat doesn't generally build a unit with garages or basements it is costly to do. But because Craftmark donated the house plans and when we went to Gaithersburg we have been working on that for about a year now they requested that we have garage units so I went to Ken Mond at Craftmark and said do you have plans that we could use that would have garage units and he said he would delegate these so we thought these would be perfect for the lot sizes here.

Mr. Bachman: Do you have an idea with your history and your experience with the families you bring in do you have any sense of how many adults and how many children per unit on average?

Mr. Paukstis: It is generally about 2 adults and 2 children on average.

Mr. Bachman: So 17 units that would be 2 times 17, 44 children.

Mr. Paukstis: We do have quite a few units particularly in the last year that have been single parents so an adult and 2 children, so I don't know what the average would be in the last year. In Burtonsville I think there are 53 children in 24 units so there is some bigger families there. There is a gentleman who lost his wife to cancer that had 5 children for example so they cannot exceed 6 people per unit is the Code.

Mr. Bachman: And in terminology for what Habitat for Humanity does is this affordable housing?

Mr. Paukstis: This is affordable housing yes.

Mr. Bachman: And is there a range of affordable housing when you use that term, is this in the middle.

Mr. Paukstis: This is considered low income.

Mr. Bachman: This is low income.

Mr. Paukstis: Low income 30 to 50%.

Mr. Bachman: Ok. Would you go back to the façade I mean the townhouses you built in Burtonsville for a second and what was the exterior covering on those?

Mr. Paukstis: Vinyl.

Mr. Bachman: Ok.

Mr. Paukstis: And the insulation they are pretty well insulated, we get donations from DOW Corporation, we really insulated them well, they have --- windows and so on so these will be energy star units.

Mr. Bachman: I am just trying to put this idea into context with the discussions we had when this plan was brought to the Planning Commission and this was quite a while ago.

Mr. Stump: You mean the original Jamison meeting.

Mr. Bachman: Yeah when Mr. Jamison came in and talked about putting townhouses on this property, he wanted to as I remember he wanted to secure the largest number of units possible consistent with our requirements and even though I think our current requirements would have, current requirements would have had fewer units in this space we kind of allowed him to be we were flexible and put in 17 units where it needs to be 11 if we follow the current space. But one of the things that happened is there really is no recreation space on that property as I understand it, no playground equipment when we discussed it because we are putting a lot of properties in there and we have to have turnaround space for emergency equipment. So when I think about children coming into a place to live this is an environment that as currently laid out does not allow for a playground right outside the front door in that townhouse community, there is not really the provision or space for that. And then I just need to be candid with you but when we were talked to about this project Mr. Jamison showed us images of fully brick fronted townhouses and that was pretty consistent and also pretty consistent with the fact that the elementary school right beside this piece of property is a brick building and --- invested in making sure that the shopping center across the street from the townhouse is brick and CVS which wanted to build a non brick structure I think didn't happen they were pressured to put brick in so there was the idea that on this entranceway to the town proper is there would be an attempt to have a certain upgraded look to it so that was part of our discussion. I just want to give you as much information about your --- and I think it is fair for us to give you some feedback on the kinds of discussions we had at the time. And I don't know whether you are prepared to talk about an all brick townhouses and at the same time I need there are some other things I want to say, there is a issue of the number of parking spaces allowed in this site and great attention was paid and great emphasis was made by Mr. Jamison that there would be a two car parking garage for each townhome because they had to provide 2.5 parking spaces per unit and when you add in the extra units to make it 17 you end up with a lot of parking spaces and you still are going to have to have room for emergency vehicles to be able to if they have

to come in there they have to go through that roundabout they can't have a bunch of cars parked there so the reason that was the reason for the idea behind 2 parking spaces per townhome. So there is a need to kind of put the information that we bring to the discussions that are prior discussions prior concept if you will, put that on the table and then we even have the comment from the person who applied for the townhouse development that "I don't want to call it affordable housing because it won't be" and that is Mr. Jamison's testimony to the Planning Commission so I just want to put on the table the fact that there is a dichotomy in my mind I only speak for myself between the original idea or image of the property to be built and the idea and the proposal that you are bringing forward to the Planning Commission this evening. I think it is only fair to be transparent about what went before so you have that information.

Mr. Paukstis: Mr. Bachman can I address any of your concerns there?

Mr. Bachman: I have one other question.

Mr. Paukstis: Yes Sir?

Mr. Bachman: Is there a demonstrated need for low income housing in Poolesville?

Mr. Maisel: Josh Maisel Benning & Associates. I am the original land planner on this job from the beginning.

Mr. Bachman: Can you answer my last question Mr. Maisel?

Mr. Maisel: Yes Sir I can. I have lived in Poolesville for 11 years, I live on Soper Street. I am very involved in the community I know a lot of people, my wife is President of the Pre School over at the Presbyterian or the Baptist Church across from the High School. There are several Montgomery County Police Officers and Fire and Rescue and other service type personnel that cannot afford a home in Montgomery County today that live in Montgomery County. My wife gave information to four families that are renting in this area that are very excited about this project.

Mr. Bachman: That was not my question, my question was quite specific.

Mr. Maisel: Yeah there is a need for that.

Mr. Bachman: Is there a need for low income housing in Poolesville.

Mr. Maisel: I think you are looking at it the wrong way Sir.

Mr. Bachman: No I'm not I'm asking a question. It doesn't matter how I am looking at it I am doing my due diligence here Sir.

Mr. Paukstis: Let me ask you this then, do you have banks in Poolesville, people who work in banks in Poolesville like a bank teller, those are the kind of people that live in our units. Do you have health care workers that live in Poolesville those are the folks that make low income that live in our units, so bank tellers, people who do service kind of jobs, if they work in Poolesville and they can't afford to live here then they need affordable housing.

Mr. Bachman: Thank you.

Mr. Maisel: As to the layout, the design of the townhouses, they are permitted 19 lots on this property, we got 17, we never did any negotiating any behind the table any negotiations whatsoever this is a straight standard subdivision, there was no ever being brought down to 11 units, I don't know where that information is from. As to parking per the Code there is one parking space in the garage as we brought to you because I drew the plans, I have the plans, I only show 1 parking space in the

houses. I know that the parking requirement was met through the garage and through the driveway Sir so you are not bringing your details together correctly here. And I would be happy to sit down with you at any time and go over this point by point.

Mr. Sneed: Two parking spots per lot we may have counted it one in the garage and one in the driveway.

Mr. Yost: That was my recollection also.

Mr. Hoewing: In townhouses isn't it 2.5 off street though.

Mr. Maisel: It's 2.5 and we actually achieve that by having parking spaces out around the radius that are pull in and we also added extra spaces because the Commission was concerned that we all know there would be additional parking there, so we actually added some parallel parking spaces close to the access point so not only do we have less units than we are allowed to have we also provided more than was requested for parking. As for the brick façade we brought that before you guys and said this is what we envision but again I can tell you Mr. Jamison said he would not be the developer on this project and he cannot make any promises to you. As a towns person and a person that is personally involved with this it doesn't sit well with me, this is a great project, this is a great opportunity for our town, where do our teachers live, where do our policeman live, where do the town employees live, why do they have to drive 45 minutes away, this is an outstanding product. If Craftmark were to sell that home at a normal price on the market you are looking at a \$400,000.00 to \$600,000.00 home. I think this is an outstanding opportunity for Poolesville and I think I have answered all your questions and I will sit down with you at any other time and answer more questions for you Sir.

Mr. Coakley: Let me comment also, I will say to my knowledge except for Wade I don't believe any other town employee, well Town Clerk but I don't think any of the other employees live within the Town and maybe not even Montgomery County. I know when our son was a Montgomery County Policeman they bought a home in Frederick County instead of Montgomery County. And I would say you call it low income housing to me that is still modest income housing.

Mr. Paukstis: I call it affordable housing, affordable housing.

Mr. Sneed: What is the difference between this and what you refer to in your presentation as MPDU's, how different would they be?

Mr. Paukstis: Well the MPDU serves the area median income of about 65% so it is above the population we traditionally serve, so we will be serving 30 to 50 and 50 to 80 so we will cover what they cover under the MPDU program.

Mr. Hoewing: Again on your slide on 21 you said that 30 to 50% of the houses would be sold to folks at the median income correct, that is \$103,000.00 or something.

Mr. Paukstis: No 8 units will be sold for 216 to families who earn between 52 and 80.

Mr. Hoewing: And then the other 50 to 80% will be sold at a slightly higher to same level of income, that is mainly because of the need to make up the total budget?

Mr. Paukstis: Right makes the numbers work.

Mr. Hoewing: Right so a lot of this is really not just a --- of the cost it is also a financing system, how you finance to get these people in and help them be able to build equity and so forth?

Mr. Paukstis: Correct.

Mr. Hoewing: I mean to George's point neither of my two youngest daughters can afford to live here either.

Mr. Sneed: Well one thing I think we want to make sure we don't misrepresent the Town either. We do have a large number of affordable housing units in the town I mean it is not that we don't have them right, we have plenty of them here, there is the question in the minds of some townspeople whether we need more or not, in fact it is the subject of one of our Master Plan questions that we go out to the town every 6 years with asking do we need more and history tells us that the general community answer and response to that is no we think we have a sufficient amount, so just to balance that answer for you, we have them here.

Mr. Paukstis: Well if we came here and made the presentation to you and to the Commissioners and you told us we don't need any more affordable housing we would be out of here, I mean that is the answer. If you told us we don't need any more we are not going to force the issue, that is why we are here.

Mr. Sneed: Right and my sense of the design you showed us by Craftmark is that these are pretty nice looking units.

Mr. Maisel: They build an outstanding product. I live on Soper Street at 17505 my house is only 1100 square feet so these townhomes are bigger than my home.

Mr. Sneed: I mean my sense of this is the town has already agreed that this property would be used for townhouses. My own personal view is the background screen that you do for the residency and the fact that you hold the title and so on is a huge plus given the option and alternative so I am in favor of them I am glad you came with a presentation.

Mr. Stump: Cal a point that you mentioned that I want to make sure is real clear. There is no absentee landlords, they have to be living in the house, which is I believe one of the problems that people bring up with some of the other townhouses in town big time so that is a big plus in my mind that it is mandatory.

Mr. Coakley: Ok any other questions or comments?

Mr. Paukstis: Thank you gentlemen.

Mr. Coakley: Thank you very much. And if you don't mind just so we don't hold you up or anything does anyone in the audience have any questions before the representatives from Habitat for Humanity leave?

Speaker: (Inaudible).

Mr. Coakley: Ok thank you very much.

Old Business

Mr. Coakley: Ok next item is Master Plan Review. We just got back some of the compilation of the responses from the survey that we had asked individuals to take online.

Mr. Stump: This was around roughly, math off the top of my head, a 20% response rate I think.

Mr. Sneed: So is the number 275 or is the number 3...

Mr. Stump: There were 277 or something...

Mr. Yost: That were totally completed and actually there was a couple addresses that were incorrect on there, we took like 5 of those off, but then there was a partial list also. What you are seeing here is just the results from the completed list.

Mr. Stump: Which by the way I didn't realize, I can redo that and have it be all.

Mr. Yost: This is actually done by hand off a list, so this is a complete...

Mr. Coakley: Those are like the narrative responses.

Mr. Yost: We need to finish this up here just to find the two and there was about 320 in total responses.

Mr. Stump: Unfortunately I had to pull the two stacks out separately and then when I ran this I mistakenly only ran it for this the 100% complete so I will redo that, my bad.

Mr. Sneed: Chuck you are running for Commission don't use the word mistaken.

Mr. Stump: Or my bad, ok good tip.

Mr. Hoewing: Yeah as soon as you get elected Commissioner that is the first thing you do (inaudible).

Mr. Bachman: So what is next?

Mr. Coakley: Well next I think we need to discuss some read through it I haven't had I just spent 10 minutes before the meeting actually to read through the narratives in particular but...

Mr. Stump: I have one question or thought. If you flip over to number 12 the second to last page on the group that Wade put together, there is a couple of these where my first reaction was to lump them together, for example number 3 in number 12 the third one down, expansion to growth is in my mind pretty much the same as controlling growth and traffic, which is pretty much the same as pressure for growth and development.

Mr. Yost: You are right they are very similar but you don't really see the context of every comment that was put in there because I actually was lumping them into categories also but there was after there is growth there is going to be more pressure and development for further in RDT they said sometimes and different things so that is why I left them apart but you are right they are very similar. The traffic one I kept separate just because we're talking about the transportation is there something we are not looking at or just so there was a concern by the public.

Mr. Stump: It just jumped out at me that there might be or just slice and dice them a couple different ways when we do the analysis, that is a fair point too. But that really jumped out if you lump those together that of course puts you way past the current top one on the list.

Mr. Yost: Well the same thing like number 16 they talked about other park facilities and for other facilities they said community center, they said indoor pool, they say senior facilities, things for teens to do, those all could be community center really so I just kind of left them apart.

Mr. Stump: Right when we do more analysis on these we need to look at them a couple different ways carefully.

Mr. Sneed: I prefer your method of keeping the choices widespread than combined.

Mr. Yost: Well I wanted you guys to see them that there was a wide variety yeah they definitely could be interpreted two ways.

Mr. Coakley: But the main thing that was no surprise to me which as long as I have lived here every survey that has been done whether formally or informally and everything, coming out number one is basically people like the small town atmosphere whatever that means to them individually and when you ask for details it is slightly different to every individual but everybody I guess feels that we currently have it to a certain extent and they would like to keep it as much as possible. The other thing that sort of comes across is maintaining a better I guess more aesthetic more attracting central business district. And I guess our two major questions are or problems I guess are how do we do that, what can we put in the Master Plan to try to achieve those goals of keeping Poolesville small town flavor and somehow or another encourage investors, developers, whatever to improve the central business district. I don't know if anybody had a chance to look at some of the stuff that Harold provided us on some of the projects that people are either working on or that they would like to try to achieve in other communities...

Mr. Sneed: I got a chance to look at it.

Mr. Coakley: But in looking at it, it is like what drives a lot of that and unfortunately its is economics and if you are talking about a Tyson's Corner or something like that it is easy to say well yes if you put in something really visually appealing and everything that you can charge more rents for you can get you know there is going to be a ton of people frequenting that space and stuff then there is a built in incentive for the developer to say yes this is a good idea, this is a good investment, we can see where it is good use of our money and stuff, where in Poolesville like right now the shop where Crafts A Plenty is there is a for sale sign on it and I asked Mrs. Hoewing and I think she said it was listed for \$750,000.00 so the question is you look at it and it has T2 siding or something that they slapped up there to keep the weather out and stuff but it certainly isn't historically sound or visually appealing but the question is if you had 1 million dollars right now would you feel that was a good investment to buy that piece of property to put 100 or 200,000 dollars into it to fix it up and expect to get a decent return on investment, and I think that is our problem is that we can come up with a great Savannah Plan or something that says ok any renovations in town have to be done to certain criteria and that is good but trying to find people to do that I think is going to be very difficult. Now I am not suggesting we water down the Master Plan to put anything up there but I think that is a problem we have to realize that we can't put pie in the sky goals in the Master Plan either and expect them to be achieved.

Mr. Sneed: Well you had asked me at the last meeting in fact you charged me with drafting language to address this very question and I am working on it and the thing that we got actually helped put some things in order for me and so as soon as I have some material to share I will share it in between the meeting.

Mr. Hoewing: We do have a slight bit of the problem you find in the Malcolm Gladwell's first book on the tipping point where he has got a section about the broken window syndrome I mean you have got all those empty facilities in that one mall and you've actually got empty everyplace but that is one where you have got a lot of empty rooms and what can you do in the Master Plan I don't know that there is a lot you can do, not even can we do a lot as a Town frankly except if there were grants you could do something there maybe tax incentives not much for the Town to

attract a business, I mean Eddie has talked about and he is right that maybe we could find some kind of high capacity communications facility that we could either work on or partner with somebody on and that might attract people who would want to have a remote software development company or something but you need that kind of facility to do it but beyond that what is it you can do to attract to those buildings I don't know. In a Master Plan it is kind of hard to figure out what that would be. Now my daughter used to live when she was in college in Leonardtown I don't know if you have been there recently but its amazing what they have done there and a lot of it is this broken window syndrome just fixing up the entryways to the town so it was a double lane beautiful kind of a carriage way approach with lamplights in the middle, it made a big difference, they had several businesses that came in in part because people were actually wanting to go downtown now, it is a chicken and egg thing, if there is nothing to go downtown for you are not going to but it began to work eventually so I don't know. People talk constantly about taking those wires down and getting figuring out how we can get the telephone wires and the not that I could do that for you through Verizon but getting those down and burying them would that make a big difference in terms of the visual impact on the town I don't know. I don't think that in and of itself would increase growth certainly but it might actually make the town more attractive which has a building effect. But in the Master Plan it is hard to put those kinds of economic encouragement kind of things in there.

Mr. Bachman: Well George do you see the two factors as being diametrically opposed, do you see that the goal of keeping Poolesville a small town flavor being in competition with the idea of attracting investors to bring businesses to Town is that what your worry is, that for the most part they seem to be non compatible?

Mr. Coakley: No.

Mr. Bachman: Or is it that we just don't have a concept that is part of the current Master Plan thinking that tries to bring these two things together.

Mr. Coakley: That is a good question because I was thinking what really attracts people to a town like that and you look at other projects and I know like Berlin Maryland has done a lot of fixing up their downtown area but I heard they were having financial problems also that a lot of the restaurants had crept up, they will get good business for a while and then it drops off and they end up closing and changing hands and having turnover in their businesses and stuff. So I mean it is not easy and some of those places it is a lot easier attracting tourists and hoping that that carries them along but unless you are talking about your Annapolis' and other places like right along the water or have other things like the Naval Academy or likes college towns where they get a lot of people coming in that way and stuff but so no I haven't been able to think of any silver bullet that would draw that here, the question is how can we make the best of what we have and still try to encourage even if it is every couple of years trying to make a little bit of improvement and going along so I think we do need some standards and we currently have that I mean if anything is done in the Central Business District it is supposed to meet the criteria of the Section C of the Master Plan or whatever that is pretty much our Savannah Plan I guess that it has to be turn of the century type architecture and that sort of look and stuff.

Mr. Stump: But the problem is there is a lot of existing stuff already.

Mr. Coakley: So the question is, is there anything we can think of to I guess encourage people that currently own the land or would like to buy the property or whatever to try to make it nicer for the benefit of the entire town.

Mr. Sneed: And you weren't here last month Link but that was sort of the discussion we tried to have last month in the sense that there are certain taps available to the open space blocks in the middle of town and I posed the question could that be reconsidered if people with a plan came forward and it turns out there is a process in place that may make that difficult but that is something that I am going to focus on when I write this up as what can we do as a town to send the message to the business community and the investor community, what messages can we send and highlight and emphasize that the town would give consideration under the right set of circumstances, you bring the right design, but of course a big lot with a small number of taps inability to make money on their investment that is not encouraging at all that is just encouraging the status quo but I think the town has to think more radically about opening up that space to more taps and more ability to build more units in that central business district so that its worth someone's while to come in and bring some money into the mix and build.

Mr. Coakley: And the survey that the CEDC had done and then I guess they also had contracted with a professional to come in and look and see and I forget off the top of my head now but number one I guess for what businesses would survive the best or blossom the best in town or something were restaurants and you look at the survey and the one thing that people said they would like to see more of in town are restaurants. Now I am thinking if you check with some of the restaurant owners they would probably say they don't currently have enough customers to support their business but I guess when people do decide to eat out they would like a little more variety within a stones throw, maybe we can get a food court.

Mr. Bachman: One of the challenges for Poolesville is that we offer a living environment, a place to raise if you are family oriented a place to raise a family and put them through school it is unparalleled so they come here but then they have all the other messages about what to expect in terms of how you live and that includes the variety of exciting restaurants and interesting shops and but that is an awful big burden to put on one small town which has already done I think the major job of by virtue of geography and just good fortune in keeping to its character that we provide a unique small town experience in a nation that is basically has lost that, not lost it but it doesn't have as much as it had and people have a nostalgia for it and it has real benefit and people say gee what a great place to raise my kids, and they say that when they come here and they say that when their kids go off to college what a great place to have raised my kids. So it seems to me that is the value we have and that is going to draw people to purchase the real estate the issue is what amenities can we plug in here in addition to the core thing we offer that will provide value and keep businesses going and I am not sure we have the answer to that. The whole idea of being a tourist destination which the last Master Plan talked about I mean that was an idea, it wasn't a bad idea but it turned out it wasn't an idea that got much traction.

Mr. Sneed: That is a terrible idea.

Mr. Bachman: So now the question is in a way it seems to me that the Master Plan does not have to come up with an answer but it does have to come up with a statement of the need to have a process and that the town is willing to invest in the process not just once but to basically stay on task and to invest in a process to arrive at an answer that works and we are willing to have some answers perhaps fail in order to get to an answer that works. And I really think that just the idea that we are determined to have a healthy downtown with businesses that can do well and that we are committed to it as a government and as the citizenry I think that is a big statement and I think the CEDC since they are being given a lot more validity that should be their task, that should --- the big task (inaudible) which is nice we are trying to figure out what can we do to hold businesses in place that allow us to continue to be the small town that we all revere because if we lose our businesses we are also going to start to erode this core thing we have which is we are a great small town so it is not a small proposition and its worth the CEDC being devoted to that.

Mr. Hoewing: To be fair they did a lot on that too though, that was a professional survey done to figure out it was actually concentric circles the guy did looking at the economic viability of businesses coming to this town, it was a very extensive and scientific survey.

Mr. Yost: It was the market study really.

Mr. Hoewing: Yeah it was the market study and bottom line is that there is not a lot you can get out here that is going to be supportable that is what it really said.

Mr. Bachman: But was he thinking about businesses that require foot traffic.

Mr. Hoewing: It was a combination for example one thing that they certainly looked at which should be able to be supported was some kind of 7-11 convenience store because of the traffic that comes from people commuting, but so far which surprised me we haven't seen anything replace the old 7-11, I would have thought it would have but nothing has come.

Mr. Coakley: Well the gas station has tried.

Mr. Hoewing: Yeah but it is not, I mean you go in there for coffee and then go on.

Mr. Sneed: I think the idea of a 7-11 or a store gets away from Bob's point about larger more radical in effort, that is nibbling around the edges one store at a time to get to foot traffic and get to the analysis that these last Master Plan people did for us saying we have got to get the center of town that space filled up that is essentially what they said and to the walk ability issue again I said it last meeting put to have that central business district walk ability something that is attractive and you've heard me say this before but those people that drive by and would stop into a 7-11 not only do they not have the option of stopping in a 7-11 today but they don't have the option or incentive to pull over and stop for any reason, that downtown area full of open spaces needs to be filled in with something visually attractive where a driver passerby see it and pull over and stop and walk around.

Mr. Hoewing: So our next item about putting --- in and that kind of stuff.

Mr. Sneed: We didn't get that far.

Mr. Bachman: But there are small steps you can take I mean I came into town tonight and I noticed that we put up these banners around the park that have a fall theme but the banners don't extend downtown do they.

Mr. Yost: Not until we have lights.

Mr. Bachman: Well I don't know why you should be afraid to move with one amenity hold it up for another, I mean they actually create a sense of visual immigration if the whole town had that fall banner all the way down to the end of the street it would actually look better whether we still have the worn down buildings or not it actually looks like the town was trying to say something about its identity and the interconnectedness of the various buildings on Fisher Avenue.

Mr. Hoewing: A business is not going to come to town though because of those kinds of things, they are going to come here because there is an economic base and for a lot of these businesses there isn't really an economic base right now for that. So one of the things that is why I think Leonardtown did what they did is they gambled they spent a lot of money on it, it seems to be working they are getting more businesses downtown. We have done a lot of it already with what we have done with this area here looks really nice now but we did have a Streetscape Plan that had more than that envisioned a lot more as you said continuity and so forth, is that worth making a central part of this Master Plan, will that help some businesses come no not on its own but it may start creating more dynamics and energy around it I don't know. Beyond that it is hard to figure out what in a Master Plan you can do to encourage businesses to come to town.

Mr. Bachman: I don't think it is such a small thing to be able to say with confidence that Poolesville is small town America I don't think that is in insignificant statement or an insignificant identity and if you put them on a banner that you saw when you came into town and if in the background it was spring, summer, fall and winter fine but if we sort of stuck with what we said we were if that is what we think we are you can build on that and people can respond to that, that is not a bad, that is our asset and great schools.

Mr. Stump: You can build on that piece wise you don't have to do something massive and discontinuous you can plan for that and plan for something bottom up, one have more than one plan so don't put all your eggs in one basket, have two different approaches that kind of come together as long as they are not at odds with each other and just more marketing of town itself, not just for businesses but the town doesn't do a great job of marketing and communications in a lot of different topics or a lot of different areas so market itself to more people plus I wonder once we have the whole 196 new homes not counting Kettler's phase 2 just the current phase 1, whether that additional base will help, although it could be at this rate an awful long time but another topic.

Mr. Hoewing: When you look at the survey it is interesting that the town residents feel because these are all Master Plan kind of things you would normally include, they certainly don't think we need more parks and recreation facilities, they don't think we need housing for seniors, they don't think we need community acquired community activities so they must be either satisfied or think we have done enough there we shouldn't be spending more, downtown streetscape very low appreciation for that, so looking at the things the Master Plan would incorporate reflecting some of these comments and again this is not a scientific survey so we shouldn't consider this the Bible still a lot of things in here that we could include many of these things these folks don't think are important.

Mr. Sneed: Don't you think that is a reflection of what the town has done since the last Master Plan?

Mr. Hoewing: Really a lot of it is (inaudible) just trying to make it so the Master Plan wouldn't incorporate it.

Mr. Bachman: If you guys have not gone to such effort to connect the sidewalks throughout town then the Master Plan would say...

Mr. Hoewing: You are missing my point I agree with you we have done all that, my point is what you put in the Master Plan beyond that and we have already done all that. I agree with you that was my point but what else do we do, don't know.

Mr. Yost: Well the last Master Plan said don't waste money on the park when Whalen Commons was being constructed...

Mr. Hoewing: Right I know. Now people love it, that is what I am saying this isn't the Bible. But I also think it does reflect your point Bob which is people do see we have done a lot and those things don't need a lot more attention right now, plus we are getting another nice park down here which is going to be done pretty soon, that will be a nice park that is big, pretty much the whole 4 corners park land we are going to be done when we get that done.

Mr. Bachman: I have to say maybe I am just a boring guy and I probably am but seeing these sidewalks get built going out of town...

Mr. Hoewing: Yeah that is good.

Mr. Bachman: I think boy this is my taxes well spent, this makes sense turn the town into a walking town you can walk downtown, there are tons of people who walk downtown, they may not all walk downtown but that is what they ought to be doing and they can now, it can be a walking community, that is a change.

Mr. Sneed: So when is our first work session there George?

Mr. Coakley: That is a good question. Next week?

Mr. Sneed: During the week?

Mr. Coakley: Either that or a weekend.

Mr. Sneed: I am out of town Tuesday, Wednesday, Thursday next week.

Mr. Bachman: I do feel we are at the point with this survey information and the work that the various committees in town have done we probably are at the point where we could schedule and have a fixed schedule of so many meetings with the goal of getting a final draft done by a certain time, I think we are at the point we actually could have a schedule and stick to it and maybe even hold Planning Commission business off and have a whole session in the evening that we just devote to that, because we do respond to new business and then the old business is always the Master Plan and somehow that needs to get on the front burner and I don't know how to do that either we schedule separate sessions where we call it dedicated sessions a series of dedicated Master Plan sessions on Wednesday evenings so we could just march towards this.

Mr. Hoewing: We have some sections we were writing on already right we were doing some visions you were working on some right ok.

Mr. Stump: And I have got a couple things I am behind on but I am working on actually they are closely aligned with the CEDC.

Mr. Yost: And I already have drafts done for the water and wastewater portions just an update basically. I am working with the school and have a problem with what the

schools have submitted as far as their outlook with the growth, they showed a decline of the population over the next 6 years as far as students and we are showing an increase in population so I called the school board and talked to them and they are revising the numbers hopefully we will have those out by the end of the month.

Mr. Coakley: Was that the Middle School?

Mr. Yost: The Poolesville Cluster in general. And the first year...

Mr. Coakley: The High School shouldn't be losing any.

Mr. Yost: No it was mostly the middle and two elementary schools that show, actually there was a slight decline at the high school in the 6th year so hopefully we will get new numbers from the county, they are going to look at it again. In the first year projection, which is this year they were off 83 students.

Mr. Sneed: And wasn't Parks going to give us some input?

Mr. Yost: They were waiting for the survey too so I will be getting this information out to them, they want to look at what types of facilities and things people wanted.

Mr. Stump: It's interesting if you are coming back to this one major topic, it was brought up last week and it was discussed tonight and kicked around a couple times before is shaping up to be the major theme in my mind for the Master Plan whereas water was generally one of maybe two major themes throughout lets call it infrastructure which is like the major theme I believe in the last Master Plan, which is pretty much done to an extent it is in kind of maintenance mode, so the next major thing is this the Central Business District or to put it a different way how to attract and maintain businesses in town and I think everything is going to probably revolve around that except for the mandatory other things that we have to have in there, which are still important. But as you were saying there is a theme emerging but there's not really an answer to how to address that, I have been thinking about it a lot too.

Mr. Bachman: Well George you outlined the elements of the plan last month, I wasn't here but in the minutes you said that the plan is going to now have a statement of goals, objectives, principals, policies and standards is that the terminology the State asks for now?

Mr. Coakley: Yes.

Mr. Bachman: Is there somebody working on that section of the plan, and then there is a transportation plan element, and a water resources, and a sensitive areas, and a land use, community facilities, municipal growth, and recommendations for land development, so what I am curious about is do we have separate committees in town working on those elements?

Mr. Yost: You guys definitely have the first one the vision statement that is all you, I think the CEDC did have a little bit of input on it...

Mr. Stump: Yeah there little bit of input was currently the size of the entire vision statement...

Mr. Yost: Right I can see what they had put together more for the whole business community aspect of it.

Mr. Stump: Yeah it needs to shrink down.

Mr. Yost: Now transportation the Parks and Streets Board will weigh into that typically they usually do, sometimes they have input on it. Water resource that is

myself and John Strong are basically are putting that together which I have drafted already. Sensitive Areas I have already drafted that. Land Use Plan that is just basically what we have existing now, pervious areas, impervious areas and what is planned out in the future so that is actually drafted also. Community Facilities plan the Parks Board usually does have a little bit of input on that before it comes to this Board they will have some recommendations for you. Municipal Growth Element I just updated that one and then Land Development Regulations that will be us in general, we will take the draft of what is available now and kind of massage it and see what we want to do, if we are going to do some rezoning or something in the outlying areas we talked about last meeting.

Mr. Bachman: So if I listened the most incomplete portions then would be the statement of goals and objectives...

Mr. Coakley: The vision statement.

Mr. Yost: That's really the meat of it that is you guys.

Mr. Bachman: And standards those terms though are different than any terms we've used in previous Master Plans do we have any example of a Master Plan that has used those terms?

Mr. Yost: This comes out of 66B it is how they outline it now Article 66B which empowers municipalities to have a Planning Commission and they have to have a plan and this is how the State has put it together.

Mr. Bachman: Yeah but I am asking does our up front statement in the Master Plan need to talk about goals, objectives, principals and standards.

Mr. Yost: Not necessarily no.

Mr. Bachman: Excuse me policies and standards, not necessarily.

Mr. Yost: It is more of a generic way of looking at your whole community and having those elements is part of it.

Mr. Bachman: But I think it is going to be hard to get away from the idea of having goals and objectives, even a vision is not goals and objectives, a vision is a vision and then you have goals on how to implement the vision and the objectives are how to get to the goals so right there is a free step increasing specificity process that we have not, I think we've talked about a little bit we need to get back to it.

Mr. Hoewing: In the last Master Plan we kind of had them sprinkled together we both had a vision statement and a bunch of objectives here.

Mr. Bachman: Ok so it is not that inconsistent with what we have done before.

Mr. Hoewing: We didn't have the requirement last time it was just something we put in the Master Plan.

Mr. Stump: And just realistically vision and goals I think are very --- objectives and I generally go with your general definition of specificity, I don't know whether objectives is something that we are realistically going to be able to do and even really should do down to that level of detail, kind of all depends on where you draw that line between concept and implementation and the goals get down closer sorry if the objectives get down more towards implementation I am not for sure how low we should go there.

Mr. Bachman: Well it may be though that when you get into the, I am trying to figure out where the CEDC fits into the breakdown of transportation plan, water, sensitive

areas, land use, community facilities, maybe community facilities, municipal growth and...

Mr. Yost: They really don't.

Mr. Stump: Transportation maybe to some extent.

Mr. Bachman: Here is the town government investing in the CEDC, investing time and money in the idea of doing community and economic development push and I am not sure where in the structure we have outlined for our Master Plan that we are going to if we want to --- emphasis where we are going to put that in.

Mr. Yost: I think in the last Master Plan there was a business section it is not required but we had it in there.

Mr. Bachman: There will be a Community and Economic Development Section or a business section.

Mr. Coakley: What did we title it in the last one?

Mr. Stump: It's laying on my desk at home.

Mr. Yost: Business Community it was called.

Mr. Bachman: Business community ok.

Mr. Stump: And a lot of the stuff the CEDC is starting to put together I think 80% of it will probably go in that section, there is a few things that will sprinkle in, heavy sprinkling in the transportation section I think especially on pedestrian issues and as transportation relates to business and then there was a few things I think would fit into possibly community facilities. That is the two aspects the CEDC has community and economic development aspects of it.

Mr. Bachman: When are we supposed to be done with the Master Plan?

Mr. Yost: This one expires February 22nd.

Mr. Bachman: Ok.

Mr. Yost: Now that we are working on it I guess we are ok.

Mr. Stump: There is no expiration date per se.

Mr. Bachman: Ok. Do we have our own goal though to get it done?

Mr. Sneed: Yesterday.

Mr. Coakley: Yes I would like to get it done by 6 years from the date of the last one.

Mr. Bachman: And that would be?

Mr. Yost: February 2011.

Mr. Bachman: Ok well that is not far away.

Mr. Yost: Not at all. You are right we need to schedule, get a schedule down I think.

Mr. Bachman: Because all of a sudden the holidays come in and take you over and then it is February.

Mr. Stump: Yep.

Mr. Coakley: Ok well my suggestion then is for everybody to take the time to go through the results of the survey, look back at the Master Plan and particularly the Vision Statement and see how we think these results match up with what was in the 2005 Master Plan and what potential changes we need to make or suggest or whatever to the rest of the group and use that as a starting point and then we will start throwing a draft together and like I said it is far easier to criticize something before you than it is to just continue kicking ideas around.

Mr. Sneed: And you are going to be getting an updated version of this with all the questions out to us?

Mr. Stump: Yeah as soon as I figure out how to pull it together I will try to do that.

Mr. Sneed: So do we want to circulate a calendar and start pick bi-monthly or whatever...

Mr. Yost: I will start that chain tomorrow I can check and see what the availability of the Town Hall is, this space is rented out quite a bit so I will do that.

Mr. Sneed: Good idea.

Mr. Bachman: Do you have the latest version of the vision discussion that we have shared as a group that you could give us all, the most up to date one?

Mr. Yost: From the minutes?

Mr. Bachman: No it was a...

Mr. Coakley: I threw something together just to get started.

Mr. Stump: There was that one and I also have...

Mr. Bachman: Well is there one that we could just sort of get again and everybody look at it this week and we start to match the survey to the vision statement, I would like another raw look at the version of it so we don't come back so I would just like to know what it is we are working off of.

Mr. Coakley: Ok well the one in your left hand there I have electronically I can send that out again to everybody.

Mr. Bachman: Ok that would be great.

Mr. Stump: That was your first cut at taking the original and all of our comments right.

Mr. Coakley: Yes. But to quote Virginia Wolfe there has been a lot of blood under the bridge since then so. Ok anyone else have any other comments or input?

Citizen Comments

Mr. Coakley: Ok any citizen comments? Hearing none do I hear a motion to adjourn?

Adjournment

Mr. Stump: I move we adjourn.

Mr. Bachman: Second.

Mr. Coakley: All in favor?

All: Aye.