

## **TOWN COUNCIL REPORTS FEBRUARY 2015**

### **HISTORIC PRESERVATION COMMISSION – Georgette Cole**

Planning Commission report: Gail reported the PC had voted on the new ZTA after it had been reviewed by the Town Attorney but Bob's email regarding a dormer exception was not addressed. Georgette explained the PC voted only on ZTA sections that had been changed by the Town Attorney and section 5.32 had not changed and could not be re-voted. The HPC will be able to present their option for a dormer exception at the public hearing on February 23. The ZTA can be changed by the Town Council before they approve it based on input from the public hearing and other testimony.

315 Grove Avenue: The HPC version of the Easement package for 315 Grove Avenue was distributed to the HPC for final review. The Easement package language was reviewed and approved as amended. The language for the HPC version of the Resolution granting the easement also reviewed and approved as amended.

Since this package of information needed to come before the Council with enough lead time to permit a review by the Town Attorney before the February 8 TC meeting it was agreed to expedite the package cleanup prior to distribution. PDFs of the package will be sent to the Mayor, Town Council and Planning Commission by January 26. The Mayor will receive the Word documents as well to forward for review by the Town Attorney.

Enabling Ordinance for Permanent Easements: The HPC discussed Ordinance 2014-03 which authorizes the issuance of a Permanent Easement for eight specific properties which have a portion of their Main Building on Town Land. HPC proposes the language be clarified with respect to the role of the HPC in the process. An Easement Review that covers any alteration (including repair) of the structure on Town land needs to be added. The HPC will recommend consideration of clarified language in the enabling Easement Ordinance 2014-03 as an agenda item for our joint meeting Feb 18.

Permit Reviews-Procedure revision: Bob suggested the process be called Project reviews, especially if the PC was not requiring a finalized HPC review to be physically attached to the building permit application. Currently the fact that the HPC has reviewed the plans and a written permit is pending is sufficient to have a building permit application accepted by the Town Clerk (who is also the secretary of the Planning Commission). Revision of the HPC procedures will be worked on as soon as time permits.

Steatite Quarry Archaeological Site: Wendy reported that based on Charlie's delineation of Town and County boundary lines, the site (as presently defined) lies slightly outside of Town property. In upcoming months she will work on further defining the site's actual extent. The possible presence of an archaeological site in this location may become important if the County decides to develop Piedmont Crossing Park.

Past Minutes: The HPC reviewed the status of past minutes submissions. Far more minutes are in the HPC minutes binder than are posted on the web site. Gail will gather all the electronic minutes she had for 2014 and send them to both Kathy Lehman and to Bill Saar. Kathy will put any that are not in the binder into it. Bill will start catching up with the web site posting. As time permits the paper minutes in the Minutes binder will be scanned into PDF files and sent to Bill Saar for posting.

Montgomery County Award for Historic Preservation: Gail is preparing the paperwork to nominate the CSX renovation of the historic Deer Park Humpback Bridge. HPC voted to endorse the nomination.

**SHADY GROVE CROSSING – Georgette Cole**

Nothing to report.

**WASHINGTON GROVE MEADOW CONSERVATION PARK – Georgette Cole**

Nothing to report.

**WOODS GROUP – Cindy Frei**

Woods Group Meeting: February 2, 2015: Attending; Ann Briggs, Kathi Carey-Fletcher, Charlie Challstrom, Tom Land, Kathy Lehman, Joan Mahaffey, Audrey Maskery, Joli McCathran, Deb Mehlferber, Alice Negin, Meghan O’Connell, Will Saar, Gray Yachup.

Proposal for Invasive Species: Will and Gray presented their high school senior project proposal for a Wisteria removal project in the East Woods, primarily by cutting vines and removing smaller plants with digging and hand pulling. They will involve the expertise of Carole Bergmann, Director of the County Weed Warriors program. Working on Saturdays and Wednesdays for about 3 months and into the summer, the boys will enlist other volunteers to augment the effort, beginning with the Town’s Arbor Day Trail Work morning, Saturday, April 25. This project may include an experimental effort to restore ground cover by fencing 4 areas (7x7). Potential costs are estimated at \$100.00, which the Woods Group will cover. The Woods Group was enthusiastic about this project and approved it unanimously.

Forest Management Plan: The status of the FMP was discussed. The extended submittal date for the Draft Plan (5/15/15) and Final Plan (6/15/15) was agreed to.

FY 2016 Budget Request: Given the uncertainties about recommendations and potential actions costs that the Plan (when adopted by the Council) may include for the coming fiscal year and after considerable discussion, the Group agreed to request a “Place Holder” sum of \$30,000 to cover potential Woods Work during Fiscal 2016.

Scheduling West Woods Eagle Scout Trail Renewal: Tom Land agreed to reconnoiter the wooded area between the path to Maple Lake and the woods border with the Sisson property. There was general agreement that opening the Eagle Scout Trail directly to the Sisson residence was not a good move. While checking out possible options, Tom will also check out the Maple Spring historic “Box” to assess possible actions for the Group to consider.

Arbor Day - April 25, 2015: beginning at 9:30 am, volunteers will focus again on restoring East Woods Trails. Audrey Maskery will ask Steve Werts to assess a potential drop area for 1 load of wood chips on Ridge Road at the Homewood path to the woods. This drop area will replace previous unloadings at the top of Cherry

**ROADS & WALKWAYS – Cindy Frei**

Nothing to report.

**MAINTENANCE – Audrey Maskery**

All available discarded Christmas trees placed roadside, have been picked up and taken to the dump. Town Hall walls washed. Old Council room floor, kitchen floor, hallway, bathrooms and

Council Room floors scrubbed & waxed. Carpet in office cleaned. Repaired locks on bathroom stall doors.

Sprinkler system checked and furnace filters cleaned. Door to furnace room repaired and new sweep attached to bottom of the door.

Woodchips placed alongside of Lower Ridge Road to fill drop off.

Snow plowed from roads throughout Town after each storm. Sand sprinkled at intersections and inclines.

Mowers repaired ready for spring.

### **MEMORIALS – Audrey Maskery**

Nothing to report.

### **FORESTRY & BEAUTIFICATION – Audrey Maskery**

Nothing to report.

### **PLANNING COMMISSION – John McClelland**

Building Permits – There were no building permit applications.

409 Chestnut Ave – summer 2014 addition to the height of an existing structure (built 2006)

History:

- PC approval granted to a “no walled structure which is open to the sky” (2006)
- A building application was NOT required of this type of structure (2006)
- Setbacks do not apply based upon the type of structure
- The structure was thought to have been built within the property lot line
- The structure height was increased to approx. 13’ (under the 20’ max)
- The structure was found to be encroaching upon Town land by approx. 1’

Discussion:

- The increase in structure height is below the maximum height permitted
- IF the structure is treated as noncompliant – the additional height element did not increase the degree of non-compliance according to current ordinance
- Other structures etc... throughout WG are encroaching upon Town property
- The property owner should have attained a building permit

Final:

- An “after the fact” building permit idea was rejected due to a lack of legitimate reason for requesting one
- No action is to be taken at this time
- A consistent/objective procedure needs to be adopted to address noncompliant situations

### House Files

- Approx. 16 homes are completed and scanned
- Homes for sale and/or vacant properties are next on the list to be addressed

### Information for Applicants regarding the Town’s building permitting process

New document approved and ready for posting to the Town website

### General Permanent Easement Procedures/Requirements

- The Town's insurance carrier provided written liability explanation/clarification for encroaching properties to assist their property owner personal lines carriers' comfort level when adding the Town as an additional insured.
- The TC has sole authority over Town land/structures so procedures for evaluating/approving "building permit applications" for properties with permanent easements must be developed – as the PC does NOT have the ability to address. Building materials, architectural elements, the roles of the PC and HPC need to be considered.

#### Other Business

- Future block surveys were prioritized with their associated cost and budget impact
- A building permit is not required from the Town or from Montgomery County for the planned addition to the Town maintenance shed

#### **MCCATHRAN HALL – John McClelland**

No report

#### **MAPLE LAKE – Carolyn Rapkievian**

The Committee is just getting organized for the coming season and will have their first meeting of 2015 on Thursday, March 19th. John Hutchinson has requested an estimate from Cindy Miesko for: aquacide treatments in May for pond-weed (possibly nyiad) and algae, monitoring algae, pond-weed and other invasives at least twice a month, and during swim season (June - August) deploying treatments for pond-weed and algae as needed.

#### **TOWN WEBSITE – Carolyn Rapkievian**

Bill Saar, Mark Dubnick, Kathy Lehman, and Carolyn Rapkievian met with Marida Hines for a "kick-off" meeting to determine five "critical paths" (information users must find) on the new website. Other technical requirements were discussed and determined as well. After mock-ups are created, "testers" recruited by task-force members, by a notice in the bulletin (and on the website) will meet with Marida in March to review lexicon and to try out aspects of the design.

#### **SAFETY – Carolyn Rapkievian**

Nothing to report.

#### **CONTRACTS – Greg Silber**

The Town will be distributing a solicitation for bids for the refuse/recycle pick-up contracts in the coming weeks; the Council will review incoming contract bids at its March meeting.

We will be scheduling a meeting with the leaf pick-up contractors to discuss last year's performance and possible improvements for next year.

#### **RECREATION – Greg Silber**

Long-serving Recreation Committee chair, Missy Yachup, has decided to step down from the position. Many thanks for years of service Missy! New Committee leadership is being sought. The Committee's next scheduled meeting is 15 April at 7:30PM.

#### **PLAYGROUNDS – Greg Silber**

Nothing to report.