



Minutes of the Planning Commission
7 April 2021
Approved: 5 May 2021

Peter Nagrod called the meeting to order at 7:30 p.m. Because of the Coronavirus pandemic, this meeting took place via ZOOM videoconference. In attendance were Commissioners Charlie Challstrom, Georgette Cole, Robert Johnson (Alternate), and Deb Mehlferber.

Approval of Agenda: Georgette Cole moved to approve the agenda. Deb Mehlferber seconded the motion. The Commission added a review of the two (2) new Public Ways & Property Permit forms, two additional resident queries regarding PW&P permits, and discussion of the new paperless building permit process adopted by Montgomery County. Approved: 5-0, as amended.

Building Permit Applications:

- 412 4th Avenue – Relocation of Shed: Although not in attendance, Jon Cohen reported to Peter Nagrod that he had concerns about the new plans for the location of the shed on this property because no dimensions were noted. Jon suggested approval be given but only upon receipt of plans with dimensions included. After much discussion, Robert Johnson moved to approve the building permit application for relocation of the shed contingent upon receipt of plans with dimensions showing front, rear, and side setbacks. Charlie Challstrom seconded the motion. Approved: 5-0, with contingency.

Public Ways & Property Permits:

- Georgette reviewed the changes to the Public Ways and Property Permit Form and the Public Ways and Property Permit: Residential Apron. These Forms have now been approved by the Mayor and the Town Council and are ready to be posted on the Town web site. Going forward, the criteria for driveways needs to be altered to include front walks.
- 410 4th Avenue – Georgette Cole presented the permit application and explained the details. She also reported this plan was reviewed by the Historic Preservation Commission. Georgette Cole moved to approve the Public Ways & Property Permit for a gravel parking pad in the rear yard at 410 4th Avenue. Peter Nagrod seconded the motion. Approval: 5-0.
- 404 Brown Street – Georgette Cole reported the residents would like to reconfigure a semi-circular driveway that exists on the property. She told them they would have to

get a permit if they removed gravel and added grass on Town land. However, reconfiguration of the gravel driveway on their own land did not need a permit. The Commission agreed with her assessment.

- 400 Chestnut Avenue – Georgette Cole reported Lawren Selby would like to change her gravel driveway to asphalt and put new pavers on top of the old ones in the walk from her front door across her yard and the Chestnut Avenue Walkway. Does she need a permit? There was a discussion about residents who place walks, pavers, rocks, etc. on Town land. They concluded a permit was needed to change her gravel driveway to asphalt as it is not “ordinary repair and maintenance”. To change the pavers on her own land is up to her, but the Planning Commission does not have the authority to grant permission to put pavers on Town land.

Public Appearances: There were none.

Approval of the Minutes – March 3, 2021: Georgette Cole moved to approve the March Planning Commission minutes. Deb Mehlferber seconded the motion. Both Georgette and Charlie had some changes. Approved: 5-0, as amended.

PC Annual Report to Maryland Department of Planning: The Commission reviewed the report completed by Charlie Challstrom. Charlie moved to approve the report for submission to the Town Council and then the State of Maryland. Georgette Cole seconded the motion. Vote: 5-0. Since Charlie is retiring, this report will be completed by the Commission Chair next year.

Report from Town Council: Charlie reported on the following:

- Bikeway Connection – Resolution adopted identifying the end of Brown Street as priority routing.
- Refuse and Recycling Contract – Contract awarded to low bidder Potomac Disposal.
- MoCo DOT committed to replacing the drainpipe under Railroad Street.
- Shady Grove Sector Plan Minor Amendment – Mayor Compton testified in favor of a change to the bikeways language and include the community solar project as a potential use on the lower field.
- Ordinance 2021-01 – Council enacted.
- Resolution 2021-04 – Council adopted.
- Border Committee Report presented to Town Council.

Recommended Updates for 2021 Comprehensive Plan: Charlie Challstrom gave the recommended update for the plan. The documents presented will go to the Comprehensive Work Session for review and discussion.

411 Chestnut Avenue – Update on Draft Letter: Georgette Cole presented a draft letter. There was a discussion about ordinances, dual-dwelling violations, and solutions to this issue. It was decided this problem no longer needed to be on future Planning Commission agendas. This item is closed.

Comprehensive Plan Work Session Report (formerly called Master Plan) – Update: Georgette Cole reported discussion about the new Growth Area #5 consisting of the CSX railroad tracks with land on the other side which has been historically associated with Washington Grove. There was additional discussion about annexation, change in use, and procedures.

Border Committee – Update: Chairman Nagrod reported the presentation of the proposed new signs happened at the last meeting of the Town Council. Because of the cost of the new signs, Peter will have to do a Request for Proposal for this purchase. Charlie Challstrom asked if any Planning Commission Minutes progress had been made where the dumpster in the parking lot of the Commercial Corner was concerned. There was nothing new to report but Peter committed to touching base with the County representative to try to get some action on this safety hazard.

Other Business: There was none.

There being no further business, the meeting adjourned at 9:15 PM.

Kathryn L. Lehman, Town Clerk