



Minutes of the Planning Commission
December 7, 2022

Approved: January 18, 2023

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 Georgette Cole, Jonathan Dail, Christine Dibble, and Dave Hix. Also in attendance was Woods Committee Co-Chair Joan Mahaffey and HPC Alternate Marilyn Frey.

Approval of Agenda: Georgette Cole moved to approve the agenda. Christine Dibble seconded the motion. Item #9 was removed from the agenda and replaced with a rental property discussion. Approved: 5-0, as amended.

Building Permit Applications: Dave Hix reported a conversation with resident Gary Hayward about building an addition on his home at 201 Cherry Avenue. Dave will meet with Gary on Saturday.

Public Ways & Property Permits: There were none.

Public Appearances: Resident Joan Mahaffey reported that the home at 104 Maple Road is the beneficiary of a renovated garage and a host of other improvements. She also reported that the garage no longer opens on to Cherry Avenue.

Approval of the Minutes – November 2, 2022: Georgette Cole moved to approve the minutes from the 2 November 2022 Planning Commission meeting. Jonathan Dail seconded the motion. A minor change was made to the list of attendees. Approved: 4-0. Christine Dibble abstained.

Discuss Next Steps from October 19, 2022 Meeting: Chairman Nagrod would like the Commission to work on a rental ordinance in the near future. The following items will be addressed at the extra meetings of the Planning Commission:

- Mathematical formula – Dave Hix
- Setbacks – Georgette Cole (needs more staff and was deferred to spring)
- Restrictive BZA Variance Conditions – Peter to talk to Marc
- Fire Code: Done (we agreed on 11/16 no further steps were needed)
- Demolition – Peter
- Lot and Lot of record – Robert/Georgette

Updates: 100 McCauley Street and 408 4th Avenue – non-complying fences:

100 McCauley Street: Chairman Nagrod reported he met with the property owner and discussed the non-compliant fence. Peter Nagrod moved to approve the fence relocation. Jonathan Dail seconded the motion. Georgette Cole reminded the Commission that the new placement should be reviewed. Vote: 5-0.

408 4th Avenue: Chairman Nagrod reported the fence will be removed by the property owner.

Room Rental License – Discussion: Chairman Nagrod reported he had a discussion with Mayor Compton about this subject. They talked about licensing, enforcement, and Montgomery County rules for rentals. The Commission discussed the following:

- Asbestos abatement
- Safe egress for basement rooms
- Gaithersburg’s boarding house rules
- Getting advice from the Town attorney
- Owner occupied rentals
- Registration of homes with rental rooms
- Contacting Montgomery County (Peter will make this contact)

Sale of 201 Washington Grove Lane: Property is listed for sale and advertises parking for five cars. This is a violation of the Town ordinances which only allow four cars. Georgette will ask Mayor Compton to send a letter to the listing agent.

Report from Town Council: Christine Dibble reported the following:

- The geotechnical work for the Shared Use Bike Path has been completed and a presentation should take place in January.
- The Town Council is reviewing a new paid holiday policy to be finished by the next meeting.
- The Town Council is reviewing new guidelines for doing work on Town land.

Gateway Committee – Update: Chairman Nagrod reported that gravel, identity fences, and culvert work are items given to RJ Landscape for a cost estimate.

There being no further business, the meeting adjourned at 9:30 PM.

Kathryn L. Lehman, Town Clerk