



Minutes of the Planning Commission  
March 1, 2023  
Approved April 5, 2023

Because of the Coronavirus pandemic, this meeting took place via ZOOM videoconference. In attendance were Commissioners Peter Nagrod, Georgette Cole, Jonathan Dail, Christine Dibble, Dave Hix, and Robert Johnson. Also in attendance was Architect Robyn Renas. HPC member David Stopak arrived at some point after the approval of the minutes.

Peter Nagrod called the meeting to order at 7:30 p.m.

**Approval of Agenda:** *Approved: 5-0, as amended.*

**Building Permit Applications:**

*405 Brown Street* – Dave Hix noted specific details of the plan and reported the Historic Preservation Commission completed their review. Dave Hix moved to approve the building permit application for an addition at 405 Brown Street. Robert Johnson seconded the motion. *Approved: 5-0 as presented.*

*103 Brown Street* – Plans for this project were not received in time for a full review so the Commission gave it a preliminary review. The plan is for a subterranean swimming pool in the back yard. The setback is tight but within the limits. The Commission discussed lot coverage and the particulars of this plan. Final review and approval will take place at the April Planning Commission meeting.

Christine observed that the HPC puts its permit reviews on the website. She suggested that the Planning Commission review of a permit should also be put on the website. Dave Hix volunteered to send PDFs of all of his reviews for posting. That will cover 2014-2019 and 2022. 2020-2021 can be retrieved from the permit applications Kathy has on file.

**Public Ways and Property Permits:** There were none.

**Public Appearances:** There were none.

**Approval of the Minutes - February 1, 2023 meeting:** Georgette Cole moved to approve the 1 February 2023 minutes of the Planning Commission. Dave Hix seconded the motion. A few amendments were made. *Approved: 5-0, as amended.*

**Update on Letter to Mayor Re: Tools to Help Prevent Demolition by Neglect:** David Stopak and Bob Booher put together a document concerning how to address allowing for changes in the RR-2 Zone. The document was presented with meeting agenda. Christine Dibble would like more time to read the document. The Commission will review the

document and address it at the next meeting in two weeks. They briefly discussed the following:

- Using a slow step-by-step method
- Preservation law
- Neighbor vs. neighbor
- Registration of vacant homes
- Understanding the current ordinances
- Holding a joint meeting with the PC and HPC
- Defer sending the letter about demolition by neglect to Mayor Compton

David and Bob will attend the next PC meeting where this will be addressed at length.

**Discuss Montgomery County Article 59 Section 3.3.3A; Use Standards for all Accessory Dwelling Units:** The Commission reviewed and discussed the material in the Article; specifically clarification of parking at Accessory Dwelling Units (ADU's), the importance of regulating street parking, and language about living near a MARC station and/or Metro station.

**Identifying Parcels to be Surveyed and Method to Select a Surveyor:** Chairman Nagrod reported he looked at the block corner surveys. He wants to spend more time reviewing the surveys. He wants to talk with Snyder & Associates about the drawing that shows all blocks that have been surveyed on one page. He would also like to meet with Snyder and another surveyor to make sense of possible errors.

**Report from Town Council:** Christine Dibble reported the following:

- A Special Town Council meeting about the RASEC sponsored resolution will take place on March 27<sup>th</sup>. The Council will review at their April meeting.
- The USPS has decided to remove the fees for PO Boxes. Town residents will get their mail free. The start date is still not clear. Additional details still need to be worked out.
- Mayor Compton will be out of the Country from March 2<sup>nd</sup> until the 25<sup>th</sup>. Barbara Raimondo will serve as Mayor Pro-Tempore until she leaves on March 9<sup>th</sup>, leaving Dave Cosson at the helm until March 25<sup>th</sup>.
- The Budget Work Session is scheduled for 29 March 2023.
- The Stormwater Management request for proposals (RFP) went out and the Town received three bids. They are very different.
- The RFP for landscaping and maintenance also went out.

**Gateway Committee – Update:** Chairman Nagrod reported the price for redoing the railing on Johnson Alley seemed high to him. The residents at 411 Grove Avenue offered to redo the railing if the Town would pay for the materials. Peter will call the residents.

**Other Business:**

*John McClelland's Complaint:* John McClelland distributed (via e-mail) a 34-page document to explain the problems he is facing at the Commercial Corner. Christine Dibble volunteered to review the 34 pages. There was a brief discussion about a policy for handling official correspondence and current ordinance violations at the Commercial Corner.

*EV Charging Stations:* Bob Booher and Peter Nagrod met with approximately eight representatives from PEPCO. The requirements the Town laid out are all being met. Four cars will be allowed and they should be operational in four months or so.

*412 4<sup>th</sup> Avenue Shed:* This house is on the market but has a non-compliant shed in the back yard. The Commission discussed moving it, leaving it, enforcement of the triggering event, how close the shed would be to the neighbors, what to do about the non-compliance, and writing a letter to the property owner and the real estate agent requiring the shed be moved to a compliant location.

Georgette Cole moved to draft a letter for the mayor to send to the homeowner at 412 4<sup>th</sup> Avenue requiring the non-complying shed be removed or made complying. Robert Johnson seconded the motion. *Approval: 5-0.*

*Budget FY24 & New Member to Fill Dave Hix's Position:* The Commission will put \$10K in the budget for surveying and mapping, along with \$5K for a Compliance Facilitator. There was a discussion about enforcement in Town. Peter announced this meeting is the last one for PC member Dave Hix. He thanked Dave for his work on the Planning Commission. The Commission thanked Dave as well. He will be missed.

*150<sup>th</sup> Anniversary:* There is a lot going on for this celebration. Peter asked PC members to think of ways the Planning Commission can participate.

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

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Kathryn L. Lehman, Town Clerk