



**Minutes of the Planning Commission  
September 6, 2023**

Approved October 4, 2023

Because of the Coronavirus pandemic, this meeting took place via ZOOM videoconference. In attendance were Commissioners Georgette Cole, Sylvie Favret, Robert Johnson, and Peter Nagrod. Alternate Sung Chang was also in attendance as well as Historic Preservation Commission Chair, Bob Booher, and several residents.

Georgette Cole called the meeting to order at 7:33 p.m.

**Approval of Agenda:** Peter Nagrod moved to approve the agenda. Robert Johnson seconded the motion. *Approved 5-0, as amended.*

**Building Permit Applications:**

- 102 Center Street – Sylvie Favret gave an analysis of the permit application. The Historic Preservation Commission did a thorough review and it appears to meet the criteria. Sylvie moved to approve the building permit application for 102 Center as presented. Robert Johnson seconded the motion. *Approved 5-0.*
- 409 Brown Street – Fence: Robert Johnson explained the project, including the fact that this would complete a project already started. He also explained that two corner posts from 104 Maple were used to help determine the property line. Robert Johnson moved to approve the building permit application as presented. Georgette Cole seconded the motion. *Approved 5-0, as presented.*

**Public Ways and Property Permits:**

- 102 Center Street – Pepco Pole Removal: The residents at 102 Center Street have requested the removal of a Pepco pole in front of their house. The pole is on Town land and removal would be determined by the Town Council. Reasons for removal are mostly aesthetic. There was a discussion about whether or not a Town PW&PP from Pepco was necessary. The Commission decided on a conditional approval to the Mento's permit application pending the Town Council's decision. *Approved 5-0.*

**Public Appearances:** There were none.

**Approval of the Minutes of the August 2, 2023 Meeting:** Robert Johnson moved to approve the August 2, 2023 minutes of the Planning Commission. Sylvie seconded the motion. Some corrections were made. Georgette explained why the ADU review session with public input had been rescheduled for the October meeting. *Approved: 5-0, as amended.*

**ADU Process Planning:** An earlier discussion about this subject produced the draft ZTA created by Charlie Challstrom. Georgette Cole wants this discussion to consider the following:

- Parking
- Parking Restrictions
- Degree of Non-Compliance
- Minimum number of on-site parking spaces
- Meaning of per lot and per contiguous lot
- ADUs in RR-2 Zone
- Reconstruction of Non-Compliant Buildings
- Reconstruction vs. Renovation
- Definition of a Lot and a Lot of Record
- Standards of Accessory Dwelling Units
- County Licenses
- Controls for excess bulk of a building
- Reducing lot size
- WSSC Regulations about water meters

A few changes were made to the draft ZTA. Bob Booher reviewed several concerns from the Historic Preservation Commission. The Planning Commission asked him for more specific language to address those concerns. Georgette also brought up the need for a one-page informational document for residents.

**Discuss Amending Article VII Section 6.231(d) to Enable More Location Flexibility for Loading and/or Transfer Activities at the Commercial Corner:** Peter Nagrod is still trying to set up a meeting with all parties involved. He hopes to bring forth a guarantee in the form of an agreement in October.

*Action Item: Peter will set up a meeting.*

**Maps and Surveys – Discussion:** This is a project being worked on by Robert Johnson. He felt it was too late to start a discussion at this meeting.

*Action Item: Robert will work on a Request for Proposal (RFP) for a new zoning map.*

**Report From Town Council:** Peter Nagrod reported that the mayor and Council discussed the Shared Use Pathway and the stormwater management plan. The current priority is the West Woods.

**Gateway Committee:** The Town is now part of the Adopt a Road Program and will be doing the trash on Washington Grove Lane and on Railroad Street. Peter also reported that the stop signs inside town are being fixed so that they are consistent in material and height.

**Other Business:** There being no other business, the meeting adjourned at 9:40 pm.

\_\_\_\_\_/s/\_\_\_\_\_  
Kathryn L. Lehman, Town Clerk