

MEMORANDUM FOR THE RECORD

Reviewed and approved at the 6 December Planning Commissions meeting

To: Mayor and Town Council

From: Georgette Cole, Planning Commission Chair

Date: 6 December, 2023

Subject: Draft Zoning Text Amendment for Accessory Dwelling Units in Washington Grove

As requested, we have prepared a draft Zoning Text Amendment which provides a framework for the implementation of accessory dwelling units (ADUs) in Washington Grove. The original draft version was sent to the Historic Preservation Commission in September and we received their suggestions after their September meeting. Their input was, as always, very helpful. The Planning Commission has listened to resident input both in writing and at a public hearing (4 October) where residents were encouraged to share their views. The written testimony is all available on the Town website.

In formulating this ordinance, the Planning Commission has utilized guidance from the 2022 Comprehensive Plan (see preamble) as well as preferences and concerns expressed by our residents. Since our residents also contributed greatly to the 2022 Comprehensive Plan it is not surprising that many of the same concerns were brought forward. The major concerns were:

- 1) Increased traffic on our narrow streets and attendant parking issues.
- 2) Out-of-scale buildings and potential loss of our historic integrity.
- 3) Potential lack of enforcement for problems which might arise from the addition of ADUs.

The Planning Commission believes these concerns are addressed by the proposed ZTA in a way which protects the Town as fully as possible while maintaining the flexibility needed for the ADU program. We have focused our efforts on areas which are the traditional purview of the Planning Commission such as building setbacks, lot coverage, and parking provisions. We have not tried to address issues such as the definition of households. We are confident the Town Council is best able to effectively determine and set these parameters.

ZTA Ordinance Process –The 6 December version of the draft ordinance is being sent directly to the Mayor, Town Council, Town Clerk, Planning Commission and Historic Preservation Commission. The Council now introduces the proposed ordinance and sets a date for the required public hearing. The HPC will submit its comment directly to the Mayor and Council. Notice of the public hearing must be advertised in a newspaper of general circulation once each week for two successive weeks. A summary of the proposed ordinance must be mailed to each dwelling in the Town at least 10 days prior to the public hearing. We usually use the Town Bulletin for that part of the process.

A potential timeline follows. Please note that it represents the fastest possible schedule. It may not be possible to move the process this quickly, but the framework for what must happen remains the same.

#### Zoning Text Amendment – Ordinance No. 2023-XX

##### Possible Timeline

1. Application for amendment filed/accepted by Planning Commission – 6 December 2023
2. Council introduces ordinance, sets date for public hearing – 11 December 2023
3. Historic Preservation Commission meeting - 19 December 2023
4. Notice of public hearing in Town Bulletin - 29 December 2023  
(with summary, at least 10 days prior to hearing)
5. Advertise public hearing twice in a newspaper of general circulation - 22 December 2023  
(two successive weeks, first at least 14 days prior to hearing) - 29 December 2023
6. Council conducts public hearing – 8 January 2024
7. Council enacts ordinance - 8 January 2024  
(or may hold record open for additional written comments)
8. Notice of enactment in Town Bulletin or a special mailing - 31 January 2024  
(with summary, within 10 days of enactment)
9. Ordinance effective - 31 February 2024  
(usually 30 days after enactment)

Notice of Public Hearing – for newspaper of general circulation (Washington Post?)

The Washington Grove Town Council will hold a public hearing on Monday, January 8, 2024, Zoom videoconference access information: Join via Internet:  
<https://us02web.zoom.us/j/297850640?pwd=czh3ODBEEdEpTeXdkRTc5bDFmLzN2UT09>

Dial-in: 301-715-8592, Meeting ID 297 850 640, Password 074385

The purpose of this hearing is for public testimony regarding Ordinance No. 2023-XX with a proposed amendment to the Washington Grove Zoning Ordinance to expand housing opportunities and update vehicle parking requirements. A copy of Ordinance No. 2023-XX is available by contacting the Town Office at 301-926-2256.

Notice for Town Bulletin –

The Town Council will hold a public hearing on Monday, January 8, 2024, via Zoom.

Zoom videoconference access information: Join via Internet:

<https://us02web.zoom.us/j/297850640?pwd=czh3ODBEpTeXdkRTc5bDFmLzN2UT09>

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