

**MINUTES of the August 20, 2024 MEETING of the Commission  
(via Zoom)**

**Adopted September 17, 2024**

**Members Present:** The meeting began at approximately 7:40 p.m. Bob Booher, Bill Earl, Wendy Harris, Mimi Styles, Sam Suzich (alternate) and Barbara Raimondo (TC liaison) were present. David Stopak was unable to attend.

**Approval of Agenda**

Minor modifications to the proposed agenda were made and it was unanimously approved.

**Adoption of Minutes**

Minor modifications to the draft Minutes of the July meeting were made and unanimously approved.

**Review Session – 407 Fifth Avenue**

HPC received a building permit application dated August 9 to add a dormer to the home, along with interior modifications. Neither the homeowner, Andrew Hotaling, nor architect, Robyn Renas, was present. Mimi will write up the review.

**Design Guideline Update**

The sub-group plans to meet on Wednesday, August 28<sup>th</sup> at 7:30 in the Hall. Wendy will pass along her files/notes to Mimi from work that was done a few years ago, as she will not be able to participate in that first meeting. Wendy’s work in New York and family obligations this fall will limit her participation going forward, but she hopes to eventually rejoin the effort.

**Correction to Architectural Survey**

David Stopak reported to Bob that Christine Dibble has begun work (on the Town Website) updating House Histories with architectural survey information.

**Bulletin Material**

Mimi reported that Gail Littlefield had offered some of her research into the history of other Maryland/Montgomery County camp meetings as a potential series for the Town Bulletin. Mimi will help Gail pull the information together, and it is hoped that the series can be launched in September or October.

**Planning Commission Meeting**

Bob reported that the PC started their review of the new construction proposed for 328 Ridge Road at their August meeting, which he attended. There was no representation by the property owner, developer, or builder at the meeting. Bob presented the HPC’s comments and the reasoning behind them. The PC will ensure that the height to the roof ridge, as measured from the four corners are compliant, and the imposed 2020 subdivision conditions were reviewed.

One condition is breaking up wall and roof planes, which has not been reflected in the design submitted so far. Another condition of the 2020 subdivision is adherence to the Town's Design Guidelines; Jeff McCrehan has been assigned the task of evaluating the submitted plans' adherence to the guidelines. Decisions will be postponed to the PC's next meeting, which Bob plans to attend. Regarding the Commercial Corner, the PC is working on ordinance revisions that would expand potential uses for the Commercial corner, to include "mixed use" (residential) and update other aspects, including parking.

### **Town Council Meeting Report**

Barbara reported that there is going to be *parliamentary training* on Sunday, October 13 (9 a.m.-noon in McCathran Hall), for the TC and any Chairs who would like to attend.

*Diversity, Equity and Inclusion (DEI) training* is scheduled for Saturday, November 16 (9 a.m.-noon). TC has approved Leadership Montgomery's proposal for a two-part training. The first session will be open to the entire town (with a possible cap of 70 people). Workshops for the TC and Chairs will follow the initial session.

Regarding *RASEC*, its August meeting was cancelled and at the subsequent TC meeting Paula Puglisi announced that the leadership of RASEC had resigned. Leadership going forward is to be determined.

### **Adjournment**

The meeting was adjourned at approximately 8:00pm. The next meeting will be on Tuesday, September 17, at 7:30pm via Zoom.