



Approved: December 7, 2022

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, and Christine Dibble. Also in attendance was Woods Committee Co-Chair Joan Mahaffey.

**Approval of Agenda:** Georgette Cole moved to approve the agenda. Jonathan Dail seconded the motion. A rental discussion and Sale of Town Land (Van Nostrand/Ambrose) were added to the agenda. Approved: 4-0, as amended.

**Building Permit Applications:** There were none.

**Public Ways & Property Permits:**

**PEPCO Contractor SAI for EV Charging Stations:** Georgette Cole reported the HPC led the permit application and made specific suggestions. The Commission discussed the conditions and an additional suggestion was made to reduce the number of bollards. The following conditions were added to the permit:

- Provide set of as-builts for the Town's records
- Drawing E201 – the existing gravel is to be restored in lieu of concrete indicated by symbol
- Match gravel type used for restoration with the type existing on site.
- Reduce the number of wooden bollards to four (not ten).
- Paint/stain the wood bollards and steel posts to match the signature brown of the Town's signage
- Check Drawing S301 – HPC noted this drawing needed to revise foundation pad detail to show the top 1" below grade as per notes in the plans rather than 3" above. PC notes that this parameter is correct on Drawing C002.

Georgette Cole moved to approve the Public Ways & Property Permit with these conditions. The motion was approved 4-0.

**315 Grove Avenue:** Georgette Cole reported the HPC review was completed. A picture of the walkway in its current state was shown. Georgette went on to say Jane would like to change the current surface to concrete, a small portion of which will be on Town land. The curve will stay the same and concrete will land on 5-6 feet of the right of way.

Georgette Cole moved to approve the Public Ways & Property Permit for 315 Grove Avenue allowing for a concrete sidewalk to extend onto Town land 5-6 feet. Jonathan Dail seconded the motion. Approved: 4-0, as presented.

**Public Appearances:** There were none.

**Approval of the Minutes – October 5, 2022:** Christine Dibble moved to approve the minutes from the 5 October 2022 Planning Commission meeting. Jonathan Dail seconded the motion. A minor change was made to the list of attendees. Approved: 3-0. 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 to manage housing mass – Dave Hix
- Setbacks – Georgette Cole +additional help
- Restrictive BZA Variance Conditions – Peter will talk to Marc Hansen
- Fire Code – Robert Johnson
- Demolition – Peter, Jon and anyone else who is interested
- Lot and Lot of record definition – Georgette and Robert

**Updates: 100 McCauley Street and 408 4<sup>th</sup> 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 by Robert Johnson who is now doing fence permits. Vote:4-0.

**408 4<sup>th</sup> Avenue:** Chairman Nagrod reported the fence will be removed by the property owner.

**Kershaw “triggering event” Garage Apartment Discussion:** Chairman Nagrod explained the Town has no ordinance in place to control rental units. There is currently discussion about Accessory Dwelling Units in RASEC meetings as well. Sale of the Kershaw property is a “triggering event” and the apartment over the garage should be revisited. The Commission believes letters to residents who currently have basement or garage apartment should be written in order to have documentation about these living units. There was additional discussion about the following:

- Stoves removed during open houses.
- Regularizing basement and/or garage apartments.
- Regulating parking.
- Writing a letter to the Kershaws concerning rental of the garage apartment.

**355 Central/355/Deer Park Proposed Development Discussion:** Chairman Nagrod expressed concern about the effects this development might have on Washington Grove. The Commissioners felt this was outside of the PC purview.

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

- A Resolution to clarify the process for doing work on Town land was written and presented to the Council. The Council voted it down.
- Guidance for residents who need to have work done by our maintenance contractor.
- The Council passed a resolution supporting the original resolution concerning use of Cherry Avenue by current residents at 108 Ridge Road. Access to 108 Ridge Road via Cherry Avenue will be denied when the current residents move out.

**Gateway Committee – Update:** Chairman Nagrod reported most of the identity fencing is up. He received a call from a Daylily Lane resident thanking him and saying she felt more included because of it. There was a discussion about the date error on the new Welcome Signs and possible changes to the language

**Other Business:** No written recommendation in response to a request to purchase Town land adjacent to 404 4<sup>th</sup> Avenue has been sent to the Town Council. The Commission agree that an opinion should be sent to the Council. Peter and Georgette will draft something.

There being no further business, the meeting adjourned at 9:25 pm.

Kathryn L. Lehman, Town Clerk