



**Minutes of the Planning Commission
November 1, 2023**

Approved December 6, 2023

Because of the Coronavirus pandemic, this meeting took place via ZOOM videoconference. In attendance were Commissioners Sung Chang, Georgette Cole, Jonathan Dail, Sylvie Favret, and Peter Nagrod. Also present were HPC Alternate Marilynn Frey and resident Paula Puglisi.

Georgette Cole called the meeting to order at 7:30 p.m.

Approval of Agenda: Peter Nagrod moved to approve the agenda. Sylvie Favret seconded the motion. *Approved 5-0.*

Building Permit Applications:

- 352 Ridge Road: Jonathan explained in detail the plans for awnings on the home. He referenced the HPC review. There was a discussion about a possible encroachment on the East side. Based on our ordinances (Article VII, Section 3.324) this plan does not encroach. Jonathan moved to approve the permit for awnings at 352 Ridge Road. Georgette Cole seconded the motion.
Approved: 5-0.
- 201 Washington Grove Lane: The Commission reviewed Robert Johnson's recommendation. The property owner will make all sides of the proposed fence 4 feet high. Georgette Cole moved to approve the fence permit at 201 Washington Grove lane.
Approved: 5-0.

Public Ways & Property Permits: There were none.

Public Appearances: There were none.

Approval of the Minutes – October 4, 2023: Georgette Cole moved to approve October 4, 2023 minutes of the Planning Commission as amended. Jonathan Dail seconded the motion. There was a brief discussion about an old telephone pole in front of 102 Center Street. Sylvie Favret asked to be added to the list of PC members in attendance.

Approved: 5-0, as amended.

Accessory Dwelling Units Draft Zoning Text Amendment – Discussion: Georgette distributed a document that points out all the changes made. Items not under the purview of the Planning Commission (for example: definition of family) were not altered. The Commission also discussed a document from Bob Booher and the HPC. Bob had pointed out that he could build a detached ADU twice the size of his current house on his land and there is nothing in the ordinances to prevent this action. Additional discussion included the following:

- Parking regulations/restrictions
- Definition of lots and contiguous lots

- Incorporating the HPC’s definition of “front yard.”
- The need for a clear definition of rear yard and front yard.
- The use of “Primary Dwelling Unit” in the draft ZTA.
- The difference in the rules for a main building and accessory building: should a detached ADU be treated differently than a normal accessory building since the use is residential.
- ADU’s in basements.
- Size limitations for ADU’s; 500 or 600 square feet.
- Going forward using the Montgomery County guidelines for maximum ADU size.
- The language about the number of cars allowed.

Action: Peter Nagrod will research size limits for ADUs and write draft language for the current ZTA document. NB: Jonathan Dail suggested looking at how this would affect sample properties in different zone. Sung will review the ordinances for other mentions of “contiguous lots under same ownership”. Georgette will contact Charlie regarding the use of the term “primary dwelling unit”.

Report From Town Council: Peter Nagrod reported the following:

- Chestnut Road at the intersection of Chestnut and Center has been repaired.
- Mayor Compton reviewed current information from our Town attorney about unoccupied homes. Rob Gilmore suggested getting more specific actions to take. Peter Nagrod, Mary Warfield, and Rob Gilmore are the task force for this project.
- A town leaf compost project was presented to the Town Council by the Sustainability Committee.
- The Town garden will be extended for another two years.
- Restoration of Maple Springs. The Woods and Lake Committees are involved with this. Peter suggested the Planning Commission be involved as well.
- The dumpster at the Commercial Corner has not yet been moved. The meeting with the Commercial Corner owner is still being arranged.

Gateway Committee: Jon Dail reported the September trash pickup yielded 40 lbs. and the October collection yielded 60 lbs. Signs are being fixed and additional identity fences are being considered. The next meeting will take place on November 9, 2023.

Other Business: There was none.

There being no other business, the meeting adjourned at 9:15 pm.

_____/s/
Kathryn L. Lehman, Town Clerk