Planning Commission Minutes
5 August 2026

Approved: 2 September 2026

This meeting took place via ZOOM videoconference. There was a slight delay in beginning the meeting due to unforeseen technical issues. Georgette Cole called the meeting to order at 7:37 p.m. In attendance were Commissioners Georgette Cole (Chair), Bob Christin, Margaret Church (alternate), Robert Johnson, and Peter Nagrod (TC Liaison). David Stopak attended for the Historic Preservation Commission.

Approval of Agenda: The agenda was amended to discuss the HPC Waiver as the second order of business. The agenda was approved, as amended, by consensus.

Historic Preservation Waiver: David Stopak gave an update on the changes made by the joint subcommittee. Georgette Cole made a motion to accept the waiver and forward it to the council. Bob Christin seconded. *Approved: 5-0.*

Building Permit Applications:

- Fence permit – none
- 330 Ridge Road – Subdivision Site Plan: awaiting plat recordation. Georgette noted there has been a shared easement for the driveway area for both properties to utilize. There were discrepancies noted in the easement that will need to be followed up on.

Public Ways & Property Permits:

- WSSC sewer work on Brown Street, Center Street, and Ridge Road: Update. Two or three trees will need to be removed as part of the work. The PC asked for a tree allowance so Foresty and Beautification Committee can select the replacement trees.
- 120 Chestnut Ave submitted a partial driveway permit request for the new driveway that was installed in mid-July. A valid mailing address has been documented, and Georgette Cole has requested the homeowner resubmit a valid permit request.

Public Appearances: None

Approval of the Minutes: Bob Christin moved to approve the minutes from July 1, 2026 and Robert Johnson seconded. *Approved: 5-0.*

Town Maps/Surveys: Robert gave an update on the RFP process. He suggested using a competitive evaluation to compare the surveyors. There was a discussion that followed. Robert expressed the need for documents in the archives to be converted to e-files.

Permit to plant on Town land adjacent to private property-discussion: Georgette explained a resident had installed rocks and plants on town land, and that the mayor had suggested the Planning Commission create a permit to plant on Town land. Georgette pointed out that Article I, section 16 of the Town ordinances prohibits residents from installing hardscape or landscape on Town land. The Planning Commission discussed possible ramifications of changing this. There was general agreement that additional plants on Town land created maintenance issues which were becoming increasingly hard to deal with when using a landscape contractor. There is actually a current process for residents to add trees to Town land (which support our canopy) by talking to the Forestry and Beautification Committee. The Commissioners asked Peter, as our liaison, to convey this to the Mayor and Town Council.

Report from Town Council: Peter provided updates on town council matters, including Ordinance 2026-10 being approved, the public hearing for the Shared Use Pathway will be at the next council meeting, an update to the McCauley Driveway case, Resolution 2026-06's approval, and an update on the RFP process for the Playground Committee.

Gateway Committee: There was no update.

Other Business: None.

There being no other business, the meeting adjourned at 8:57 pm.

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Anna Burke, Town Administrator