Planning Commission Minutes
2 September 2026

Approved: 4 November 2026

This meeting took place via ZOOM videoconference. Georgette Cole called the meeting to order at 7:34 p.m. In attendance were Commissioners Georgette Cole (Chair), Margaret Church (alternate), Peter Nagrod (TC Liaison), and William Earl. Robert Johnson was unable to attend the meeting but sent notes in for the meeting. Town residents Barbara Leng, Tammy Morgan, Paula Puglisi, and Deborah Tarasevich were also present.

Approval of Agenda: Peter Nagrod moved to approve the agenda. Georgette Cole seconded. It was approved, by consensus.

Building Permit Applications:

- Fence permit – Robert Johnson submitted his review of the fence permit at 124 Chestnut and made a motion to approve it. Margaret Church seconded. *Vote: 4-0*
- Building permit- Garage permit request at 124 Chestnut. There was a discussion regarding the measurements provided by the homeowner and lack of construction drawing. By consensus, the Planning Commission will hold on voting on the matter until it is reviewed by the Historic Preservation Commission and includes the required documents to submit to Montgomery County.
- 330 Ridge Road – Subdivision Site Plan: awaiting plat recordation. Georgette noted the easement has been signed by the Planning Commission Chair and has been taken for filing in the land records. The next step will be for the owner to submit a building permit for the two houses he is planning to build.

Public Appearances: None

Public Ways & Property Permits: None

Discussion of 108 Ridge Road:
Georgette Cole explained that the mayor had requested the Planning Commission discuss similarities/differences between 108 Ridge Road, and 503 McCauley St. The Planning Commission reviewed the steps taken to restore 5th and 6th avenues and to add a new driveway at 503 McCauley. The new driveway crosses the McCauley right of way and the town land on Lot 1. This portion of the driveway was paid for by the Town. The driveway then continues across lots 2 and 3 joining the existing driveway on Lots 4 and 5. The Challstroms paid for all of the driveway work done on their land. We discussed the creation of precedents and the equal

treatment of residents. The Planning Commission was in agreement that the restoration of Cherry Avenue to walkway-only status and the potential addition of a new driveway at #108 are similar situations.

The Commission also discussed whether the same principle applied to 313 Brown Street where the owners will have to give up driving on Pine Avenue when they sell the house. It was agreed that since the property at 313 was already connected to Brown Street by an existing driveway, the situation was not the same as 503 McCauley or 108 Ridge.

Georgette Cole moved to let the Town Council know that we believe the precedent set at 503 Macaulay Street does indeed apply to 108 Ridge Road, but not to 313 Brown Street. William Earl seconded the motion. *Vote: 4-0.*

Approval of the Minutes: William Earl moved to approve the minutes from August 5th, 2026 and Peter Nagrod seconded. *Approved: 4-0.*

Maryland ADU zoning requirements: Peter Nagrod gave a brief backstory on Maryland's changes to their ADU zoning requirements and how that affects the Planning Commission's zoning requirements. The Planning Commission agreed to meet with the Historic Preservation Commission to review the proposed draft ADU Ordinance before sending it to the Town Council for review.

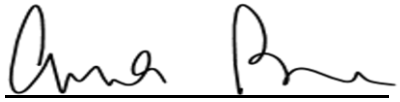
Triggering events: Georgette Cole explained what a triggering event is and suggested homeowners should have a boundary survey for their property to assure themselves that they have no encroachments on Town land. A draft resolution for the Town Council to consider for how to handle triggering events was discussed and edited. The final draft had unanimous support. A memo and the draft resolution will be sent to the Mayor and Town Council.

Report from Town Council: Peter provided updates on town council matters, including the easement on Brown Street for the Shared Use Pathway will be decided at the next town council meeting, the basketball court contract is with MidAtlantic, and the HPC ordinance that was brought before the Town Council will be reviewed by the town's attorney, Sueellen Ferguson.

Gateway Committee: There was no meeting, but a successful trash pick up was completed.

Other Business: There was brief discussion regarding the Planning Commission memo regarding permits for residents to plant on town property. There was no update as the matter was not voted on at the previous Town Council meeting.

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



Anna Burke, Town Administrator