



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

Scheduled Meeting of Task Force
Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896

Draft MINUTES

Meeting Call to Order: Convener Gene Brantly called the meeting to order at 8:00 PM. Present were Task Force members Lizzie Gliddon-Boyle (8:50 PM), Suzanne Grefsheim, Kay Hager, Todd Harris, Ken Ingham (8:20 PM), Barbara Jackson, Pat Keating, John King, Cindy Kratz, Peter Kratz, Pam Morgan, Kevin Pope, Bob Reinhardt, Nancy Schwartz, Natalie Shelton; Members *Ex Officio* Beth Irons, Chris Keller; and Town Administrator Ted Pratt, and Town Attorney David Podolsky.

Approval of Agenda: Gene Brantly presented the agenda, noting that he had had difficulty in distributing it electronically:

- 8:00 pm Town Attorney -- presentation and discussion
- 8:50 pm Break
- 9:00 pm Subcommittee Reports
 - Technical Standards
 - Research
 - Communications
- 9:50 pm Administration
 - Vote regarding approval of the minutes
 - Decision regarding consideration of new members
 - Report to the Council at its June meeting
 - Reminder of July meeting
- 10:00 pm Adjourn

Presentations: Gene Brantly introduced Town Attorney David Podolsky, who made a detailed presentation to the Task Force regarding Maryland, Montgomery County, and Garrett Park Zoning law – the nature of the authority of each and the relationships between them. Attorney Podolsky responded to questions at the conclusion of his presentation. At 9:00 PM the Task Force took a brief recess.

Subcommittee Reports: Gene Brantly called the Task Force back into session at 9:10 PM and asked for Subcommittee Reports.

Bob Reinhardt updated the Task Force on the Technical Standards

Subcommittee's recent activities. (A copy of the minutes of the Subcommittee's June 11th meeting are attached to these minutes.)

Natalie Shelton reported on the Research Subcommittee's activities. (A copy of her report is attached to these minutes)

Cindy Kratz reminded the Task Force that the Communications Committee needed members, noting that she was still the sole member. Cindy made the following suggestions: 1) that the Task Force meeting minutes be posted in the Post Office lobby, and; 2) that a strategy for gathering information from residents be developed and implemented, and that it should include 1 or 2 meetings specifically designed to allow for residents to speak to the Task Force about their concerns and ideas.

Gene Brantly thanked the subcommittee chairs for their reports and asked for a motion on the minutes of the May meeting, which had been distributed.

Bob Reinhardt **MOVED**

That the minutes of the May 218th Task Force meeting be approved as distributed. The motion was seconded and **PASSED** unanimously.

Gene Brantly informed the Task Force that the Executive Subcommittee had met to consider Phil Shulp's request that a new Task Force member be appointed to replace him as he had resigned upon being elected to the Council, and had decided by majority vote that adding new members this late in the process would not be appropriate. Cindy Kratz indicated her disagreement with the decision, as a member of the Executive Committee, and asked Gene to poll the Task Force on the matter. Gene stated that the Executive Subcommittee's decision should be allowed to stand.

Gene Brantly summarized his report to the Council at the Council's June meeting, and reminded the Task Force of the July 23rd meeting and that there would be no August meeting.

The meeting adjourned at 10:15 PM

Respectfully submitted,

[TOWN SEAL]

Edwin Pratt, Jr., Clerk-Treasurer

ATTACHMENT

**Draft Minutes – June 11, 2009 Meeting
Technical Standards Subcommittee
Garrett Park Land Use Task Force**

**Scheduled Meeting of Technical Standards Subcommittee
10706 Kenilworth Ave, Garrett Park, MD 20896**

Meeting Call to Order: Subcommittee Chair and Convener Bob Reinhardt called the meeting to order at 8:10 PM. Present were Subcommittee members Barbara Jackson, Pat Keating Peter Kratz and Kevin Pope.

Approval of Subcommittee Scope of Work: The Garrett Park Land use Task Force Technical Standards Subcommittee Scope of Work Draft 2- June 7, 2009 was approved.

Discussion / Action:

1. Zoning Definitions - Bob Reinhardt will compile a list of terms applicable to land use in Garrett Park and forward it to the Research Subcommittee.

2. Sliding Lot Scale – The subcommittee discussed and agreed on the need to explore a method or methods to vary the floor area ratio and lot occupancy requirements with the size of the lot. Both a step method where the sizes of the lots are broken down in increments and a sliding scale similar to the current setback requirements were discussed.

It was agreed that the size of the house should continue to be proportionate to the size of the lot.

3. Simplify and clarify the language of the Garrett Park Setback Ordinance

a. The subcommittee discussed and agreed that the complicated verbiage of Section 402 (b) (4) Adjustments of setback and lot coverage requirements should be deleted; that the actual side and rear setbacks are the same as the Montgomery County Garrett Park Overlay Zone and should be simply stated as such:

Side setbacks: sum of both sides:

lots with over 60 feet in width at the building line 25 feet
lots with 60 feet or less in width at the building line 20 feet

Rear setbacks:

lots over 90 feet in depth - 25 feet
lots with 90 feet or less in depth 15 feet

b. The subcommittee discussed but did not agree that the Setback Ordinance needs clarification in order to have the same requirements with regard to “exemptions from control” as stated in Division 59-B-1 of the Montgomery County Zoning Ordinance with regard to the extension into yards of open steps and stoops, exterior stairways, terraces, and porches, roofed but not enclosed porches, bay windows, oriels, entrances, vestibules or balconies 10 feet or less in width, cornices, eaves, outside stairways, chimneys, air conditioners, heat pumps, sills, leaders, belt courses, and similar ornamental features.

4. Building Height – The need for incentives to encourage the breakup of roof massing and methods to discourage the construction of bulk above the top floor line (trussed attics) that is not useable and not included in the current method of calculating floor area ratio was discussed.

5. Nonconforming & Demolition – Ways to retain the existing housing stock were discussed possibly by allowing second floors to be built directly over the bearing walls of first floors that are not in conformance with the current setbacks and by requiring deconstruction rather than demolition of existing houses or by restricting a new house built in place of an existing house to occupy the same footprint or a slightly larger footprint than the existing house.

Future Meetings

The subcommittee agreed to meet the second Thursday of the month with the next meeting Thursday July 9th at 8:00 PM at 10706 Kenilworth Ave.

Adjournment: The meeting adjourned at 10:20 PM

Respectfully Submitted.

Bob Reinhardt
Chairman

ATTACHMENT

Report of the Research Subcommittee

The Subcommittee has been analyzing the Montgomery County lot overlay orthophotograph of Garrett Park:

Wedge Shape (W) - This was defined as a front or back being significantly larger or smaller than the opposite end, possibly becoming a triangle.

Corner Irregular (I) - These are lots that are often five or more sides or wedge shapes, but have the distinction of also having two front setbacks.

Corner Regular (C) - These are corner lots (two setbacks) with a square or rectangular shape.

Five or more Sides (S) - These lots have five or more sides, resulting in unusual shapes, two rear set back lines etc.

Regular (R) - These lots are square or rectangular in shape

For these shapes, the following numbers were reported for 387 unique properties. Due to rounding the numbers due not total 100%.

65% of the town has a regular (or rectilinear) shape

10.5% of the town has corner regular (or rectilinear) shape

5% of the town has irregular corner lots

10% of the town has properties with 5 or more sides

7% is wedge shaped

Preliminary reports show that regular lots follow the percentage breakdown for the entire town regarding property size (as acreage or square feet as reported by the county). Wedge shape lots, tend to be larger than the town average.