

**STAFF REPORT FOR
MONDAY, SEPTEMBER 28, 2015
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: September 14, 2015

7:15 PM REPORTS:

- Public Safety Report
- Treasurers Report - July and August 2015
 - o **Approval of early payoff of CDA Series A Bond- Police Station Expansion**

The Town has five years remaining on a 20 year CDA Bond that was taken to expand the Police Department in 2005. The current interest rate is 4% on the loan. We are out of the prepayment penalty fee zone where we can pay the balance off and recognize a savings of approximately \$7,500. The Town is in a healthy financial position and the payoff would not significantly impact the available cash or required fund balances. The payoff amount is \$133,010.18.

- Council Committee Report

7:45 PM ANNOUNCEMENTS:

- Farmers Market continues through October 18, 9 -2
- Volunteer Opportunities/Commission Vacancies: Planning Commission, Historic District Commission, and Board of Zoning Appeals (alternate). Parks and Recreation, Main Street Association, Gate House Museum and the Police Department are also looking for volunteers. For more information, please contact the Town office.

7:50 PM BUSINESS:

1. **Public Hearing – Ordinance NO. 291 Microdistillery Zoning Text Amendment –** Mayor Shaw will open the public hearing and ask for any questions/concerns from the public.

Recommended Action: Close the Public Hearing once discussion is finished.

2. **Adoption of Ordinance NO. 291 –** This ordinance will change the Zoning Code to add the use of a Microdistillery as a conditional use allowed within the B-L Local

Business District in the Town. Mayor Shaw will ask the Council if they have any questions/concerns.

Recommended Action: If in agreement with the Ordinance, make a motion to adopt Ordinance NO. 291 as written.

3. **Public Hearing – Ordinance NO. 292 Floodplain Management** – Mayor Shaw will open the public hearing and ask for questions/concerns from the public.

Recommended Action: Close the Public Hearing once discussion is finished.

4. **Adoption of Ordinance NO. 292** – This ordinance pertains to the national flood insurance program, adopting by reference revised flood insurance study and flood insurance rate maps, and floodplain management regulations; providing for repeal of conflicting ordinances; providing for severability; and providing penalties. Mayor Shaw will ask the council if they have any questions/concerns.

Recommended Action: If in agreement with the Ordinance, make a motion to adopt Ordinance NO. 292 as written.

5. **Tree Trimming Ordinance discussion** – Mayor Shaw suggests that the Town add an ordinance to the Town Code that requires the trees over sidewalks and roadways to be trimmed to allow safe passage. He will discuss ordinances that other municipalities in the County use. Many of the municipalities in Carroll County require the trimming to be paid for by the property owner. The topic is being introduced to gather input from the Council about how to proceed. Some of the municipalities have a tree commission. Ordinances from other Carroll County municipalities will be provided. In addition, The Maryland Roadside Tree Law requires property owners to obtain a permit from the Department of Natural Resources to remove, prune, root prune or treat in any way trees and shrubs existing in the right-of-way of any public street.

Recommended Action: Provide recommendations on how to proceed.

6. **Update on Consultant for Downtown and Town Vision/Strategic Plan** – Dawn Ashbacher will provide an update on information gathered.

Recommended Action:

7. **Dedication by Proclamation - The Community Garden** - As gratitude for Lindsay Merkle's efforts on behalf of the Town and Main Street Association, a proposal has been made to dedicate the Community Garden in honor of Lindsay's grandmother, Eileen M. Merkle, as the Eileen M. Merkle Community Garden. If approved, the proclamation will announce the dedication and we will obtain a plaque (to be paid for by the Main Street Association) to install on site in commemoration of the honor.

Recommended Action: Motion to designate the Community Garden as the Eileen M. Merkle Community Garden.

- 8. Baldwin's parking lot and Historic District** – Dawn Ashbacher will provide an update about lighting proposed for the Baldwin's parking lot. During the last Historic District Commission meeting, it was discovered that HDC guidelines include the following recommendations for parking lots:
- Provide a minimum 4' wide landscape street front edge for all parking lots. Landscaping should be high enough to screen automobiles from immediate view, but still allow visual access into the lots.
 - Provide a 200 square foot interior landscape island for every 40 spaces in each parking lot. (The Baldwin's lot could be striped for at least 40 spaces.)
 - Clearly mark entries and exits to the parking lots, as well as provide directional signs at appropriate locations on Main Street.
 - Provide adequate connections for hoses in all parking lots.
 - Provide adequate lighting for all parking lots.

If all of these guidelines are met, it will significantly reduce the number of parking spots available. If these guidelines are not met, it could significantly impact the aesthetics of downtown. It will also mean that the Town is not held to the same standard as everyone else regarding Historic District guidelines. It is also possible to determine that the front end of the parking lot is along Main Street.

The guidelines can be accessed at <http://md-sykesville.civicplus.com/DocumentCenter/Home/View/367> under Public Spaces and Landscape Features.

The paving contractor will only be in town for the next several weeks so a decision must be made about whether or not to proceed with the paving this year.

Possible options: proceed with the paving with the commitment to address the recommendations, only stripe 39 parking spaces, delay the paving of the parking lot until next year, refer the issue back to the HDC for a recommendation.

Recommended Action: Action as determined by the Mayor and Town Council.

9:30 PM Recess

9:35 PM CLOSED SESSION:

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Council Staff Report
September 28, 2015

(3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition, and (7) to consult with counsel to obtain legal advice.

- **Personnel** – Personnel appointment – confidential personal information
- **Personnel** – Public Works – part time employee appointment - con
- **Consult with Legal Counsel** – acquisition of property

ADJOURNMENT: