

**STAFF REPORT FOR
MONDAY, AUGUST 10, 2015
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES:

July 13, 2015 minutes will be approved at the September 14 meeting.

7:15 PM REPORTS:

- Public Safety Report
- Council Committee Report
- Maryland Municipal League Reports

7:45 PM ANNOUNCEMENTS:

- At the last meeting on July 13, in closed session, the Mayor and Town Council appointed Brent Ziegler as a temporary Public Works part-time employee. The Mayor and Town Council also appointed Ben Rosier as a regular permanent part time employee.
- August 15: Historic Colored Schoolhouse Lemonade Social from 1 – 4
- September 7: Town Offices closed for Labor Day
- September 12: Harvest Festival from 9-5.
Gate House History Talk, Eldersburg Library at 1.
Sykesville Cinema—The LEGO movie
- Farmers Market continues through October 4, 9 -2
- The Town is seeking to fill vacancies on the Planning Commission, Historic District Commission and an alternate for the Board of Zoning Appeals. These are good opportunities to learn about the Town and get more involved. For more information, contact the Town at 410-795-8959. Again, for our viewing audience, that is 410-795-8959.

7:50 PM BUSINESS:

1. **Proclamation to honor Gerald Rains** – Gerald Rains was a Town Council member for 18 years from 1971-1989. He passed on May 6, 2015. To honor him, we have prepared a proclamation to recognize his service to the Town. His son, Gary, and wife, Carol, are here to join us.

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- 2. Planning Commission appointment** – Mayor Shaw recommends re-appointing Ed Cinkole to the Planning Commission for a full five-year term with an expiration date of August 31, 2020.

Recommended Action: Motion to appoint Ed Cinkole to the Planning Commission with a term expiration date of August 31, 2020.

- 3. FY 2016 Paving Contract--** Dawn Ashbacher will review the bids received for this project. The low bid is under the amount budgeted. However, the paving and patching bid is for the unit cost. The total cost may vary depending on the actual work needed.

Recommended Action: If in agreement, motion to award a contract in the amount of \$161,430 to CPE, Inc. to complete the patching, paving, storm drain construction in Baldwin's parking lot, and other work according to the Scope of Services and Contract Documents dated July 15, 2015.

- 4. School Bus Safety Enforcement Grant**—The Police Department received a \$1,000 grant to pay for overtime for the officers to enforce school bus violations in FY 2016. The program targets drivers who fail to stop for school buses that are loading or unloading passengers. The program supports proactive safety measures by enforcing observed violations.

Recommended Action: Motion to authorize the Mayor or his designee to sign the acceptance form for the School Bus Safety Enforcement grant in the amount of \$1,000 for FY 2016.

- 5. Update on Main Street Streetscape—Parking**—Dawn Ashbacher will provide an update on the Streetscape project in addition to the report from Council members True and Blem. Minutes from Task Force meeting #3 are available upon request.

At the Streetscape Task Force meeting on July 20, there was a lot of discussion about parking on Main Street. Two concepts were discussed and are attached. A key item for discussion is the section from Sandosky Avenue to Church Street. The task force spent a lot of time talking about the merits of wider sidewalks (Concept # 2--more pedestrian-friendly) vs. on street parking (Concept #1--more merchant/shopper friendly).

The Town Manager and Council liaisons can share input received from the Historic District and Planning Commission. In addition, the merchants have provided another proposal that accommodates both parking and wider sidewalks. SHA has indicated that this may be partially feasible.

Concept #1

Between Sandosky Road and Church Street includes two 10-foot travel lanes, a 7-foot on-street parking lane that would accommodate approximately **14 parking spaces** along

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the southbound side of the roadway, standard Type A curb and 1-foot gutter pans along both sides, as well as **5-foot sidewalks** along both sides of the roadway.

Concept #2

Between Sandosky Road and Church Street includes two 10-foot travel lanes, standard Type A curb and 1-foot gutter pans along both sides, as well as **8-foot sidewalks** along both sides of the roadway. (**No parking**)

In addition, it has been suggested that the Town retain a consultant to help to do our own study for downtown. This could include a study/concept to develop the Town Square idea, accessibility from the McElroy lot (pedestrian alleys, safety issues along Oklahoma Avenue), traffic flow (e.g. one way traffic on Oklahoma), line of site issues, etc.). If there is support for this idea, the Mayor and Town Council will have to authorize funding. An estimate of the cost has not been determined yet.

There is also preliminary information about what the Town will have to pay for: pedestrian lighting (can be installed over several years), upgrades to pavers for surfacing (except for accents), benches and other amenities. The Town will also be responsible for ongoing maintenance of the road (sidewalks may require special discussion) and stormwater management facilities. SHA is waiting to hear estimates for the addition of a pedestrian walkway on the northbound side of the bridge. Finally, the Town would be responsible for the costs of re-locating the utilities underground.

SHA was hoping to complete the concept by December and then move into the design phase. A public meeting for input on a final concept is tentatively planned for November. This does not allow time for a back and forth with the Mayor and Town Council. It would be helpful to note all major concerns as soon as possible. The next Streetscape Task Force meeting is scheduled for early October.

- 6. Community Parks and Playground Grant Ideas**—The FY 2017 Community Parks and Playground grant deadline is August 19. The Town Manager recommends applying for funding to complete the Warfield Trail.

Recommended Action: Motion to authorize the Town Manager to apply for 2017 Community Parks and Playground grant funding for the Warfield Trail.

- 7. Proposed Zoning Amendments**—Dawn Ashbacher, Town Manager, in reviewing zoning for a proposed distillery found language in the Local Business District that would seem to prohibit food trucks. The language is below. She would like input as to whether or not the Mayor and Town Council would like to consider amending this. In addition, she will provide an update on discussions regarding the zoning amendment for the microdistillery. The zoning amendment for the different classes of liquor licenses has been put on hold to focus on the microdistillery amendment.

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§180-64 Required conditions

- A. All business, services or processing shall be conducted wholly within a completely enclosed building, except for sale of automotive fuel, lubricants and fluids at service stations, off-street automobile parking and loading areas, public utility uses, taxi stands, garden shops, and produce stands.

Chapter 180: Zoning

§ 180-64 Required conditions.

<http://ecode360.com/6570581>

Recommended Action: Motion to refer the proposed amendments to the Planning and Zoning Commission for a report and recommendation.

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) (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.

- **Consult with Legal Counsel** –acquisition of property

ADJOURNMENT: