

**STAFF REPORT FOR
MONDAY, DECEMBER 12, 2016
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: November 29, 2016

7:15 PM REPORTS:

- Treasurer's Report
- Public Safety Report
- Council Committee Reports
- Main Street Association Report

7:30 PM ANNOUNCEMENTS:

- Holiday Decorating Contest, judging will take place on Tuesday, December 13.
- The Town Offices will be closed on December 23 and December 26. The Town Offices will be open half a day on December 30 and will be closed on January 2.
- First Friday, January 6, 6 P.M. – 9 P.M.
- Ice Fest, February 4, 1 P.M. – 6 P.M.

7:35 PM OPEN SESSION:

CONSENT AGENDA:

The Council will not discuss the agenda items and will vote on the Consent Agenda in the form of one motion. However, ***before making a motion***, Mayor Shaw will ask if any of the Council Members request the removal of an item from the Consent Agenda for separate consideration.

Motion to adopt the Consent Agenda (which consists of the following items—not necessary to read each one):

Consent Agenda

1. Approval of Shiver Shuffle alcohol use at event on Town property
2. Approval of Hanukkah celebration on Town Property
3. Authorization for the Main Street Association (MSA) to apply for garden tools and supplies through the 2017 Youth Garden Grant
4. Authorization for the MSA to apply for a \$2,500 grant from the Walmart Foundation to support local programs about recycling, healthy eating, and education
5. Appointment of Melissa Clark to the Historic District Commission
6. Appointment of Michael Johnston to the Historic District Commission

Background

1. Approval of Shiver Shuffle alcohol use at event on Town property

The Shiver Shuffle will be on February 19, 2017. They will be operating under Baldwin's liquor license and will have a tent at the finish line in Baldwin's Parking lot with beer, similar to what they have had set up in the past.

2. Approval of Hanukkah celebration on Town Property

This is proposed to happen on or about December 27. This is a celebration that has happened in years past as well. They will set up a tent near the Town House and have a Menorah lighting to celebrate Hanukkah.

3. Authorization for the Main Street Association (MSA) to apply for garden tools and supplies through the 2017 Youth Garden Grant

This supplies will be used for the Community Garden. This grant is for up to \$750.

4. Approval to allow MSA to apply for a \$2,500 grant from the Walmart Foundation to support local programs about recycling, healthy eating, and education

This will be used by the Farmers' Market to support the Grow-Your-Own activities at the Junior Market and to develop a gleaning program to benefit the community.

5. Appointment of Melissa Clark to the Historic District Commission

The Mayor recommends to appoint Melissa Clark to a three year term expiring on December 13, 2019. Her resume is attached.

6. Appointment of Michael Johnston to the Historic District Commission

The Mayor recommends to appoint Michael Johnston to a three year term expiring on December 13, 2019. His letter of intent is attached.

BUSINESS:

1. Discussion on Parking Impact Fees—

Downtown parking issues were discussed at the August 8, 2016, and September 12, 2016 MTC meetings. At the September 12 meeting, the MTC asked staff to research the following questions: how does the fee work, how was the fee amount derived, what are the costs of building and maintaining a parking space, what do other jurisdictions do for a fee such as this, what businesses are/aren't affected by this fee, how many times has this fee been waived, and what is the credit that has been applied to certain businesses or property owners. While we have not completed all of the research, staff will report on the information they have gathered so far.

The Town Code addresses parking impact fees in Chapter 80. Fees, Article II. Parking Impact Fees (see attached) and Chapter 180-88 Parking space requirements A. (11) Parking impact fee Parking impact fee. The Planning and Zoning Commission may permit fulfillment of all or part of the parking requirement in the Downtown Business District to be satisfied through the payment of a parking impact fee in lieu of on-site parking when on-site parking is impractical due to site

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conditions. Parking Impact Fees shall be determined by ordinance based upon a per-space cost. Parking impact fee payments shall be used for the development of parking facilities within the Downtown Business District as more particularly set forth by ordinance.

Information about the costs of building and maintaining a parking space will be provided by Town Treasurer Evelyn Sweet.

Fred Gossage reported to the Town Manager that when he donated land to the Town for the McElroy parking lot in 2005, he was given credit for 24 parking spaces. He also reported that the donated land was appraised at \$60,000. When Fred Gossage added six apartments to 7556 Main Street in 2014, rather than pay for the two parking spots required per apartment, he was allowed to deduct 12 spots from his 24 parking spaces. Since that time, no one has been able to verify that he was officially given credit for the 24 parking spaces for donating the land to the Town.

Recommended Action: As determined by the MTC

2. Proposed FY 2018 Budget Process

The budget process schedule is as follows:

Monday, February 6, 2017	Present FY 18-2022 CIP Priorities to Mayor and Council
Monday, March 20, 2017	Mayor Introduces Budget at Town Council Meeting
Monday, April 10, 2017	Public Hearing – FY 2018 Capital Improvement and Operating Budget
Monday, April 24, 2017	Adoption of FY 2018 Capital Improvement and Operating Budget
Monday, May 22, 2017	FY 17 Year End Budget Amendments

8:30 PM RECESS:

8:35 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 and (7) to consult with counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel –trash collection responsibilities
- Personnel – Compensation Update – confidential personal information

ADJOURNMENT: