

**MAYOR AND COUNCIL MEETING  
TUESDAY, JANUARY 10, 2017, 7:00 PM**

**AGENDA**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
  - a. Brunswick High School Marching Band Recognition
  - b. Eagle Scout Project Presentation
- 3. APPROVAL OF MINUTES**
  - a. Mayor & Council – December 13, 2016
  - b. Closed Meeting – December 13, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
  - a. Ordinance 524 – Potomac Street Snow Emergency Route – first reading
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
  - a. BBQ Competition Event Support Request – discussion and vote
- 9. NEW BUSINESS**
  - a. Traffic Control Request –Ninth and Park Avenues – Three-Way Stop – vote anticipated
  - b. Traffic Control Request – Ninth Avenue & East Potomac Street – Stop Signs and Crosswalks – vote anticipated
  - c. Downtown Residential and Business Parking Permit Policy – discussion and possible vote
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

1/6/2017 11:16 AM

# *Certificate of Appreciation*

for

## **Brunswick High School Marching Band**

January 10, 2017

Presented for exemplary performance during the Tax Slayer Bowl in Jacksonville, Florida. Congratulations on earning the awards for

Best Visual, Best Color Guard, and Class A Second Place.

The Mayor and Council are proud of your accomplishments.

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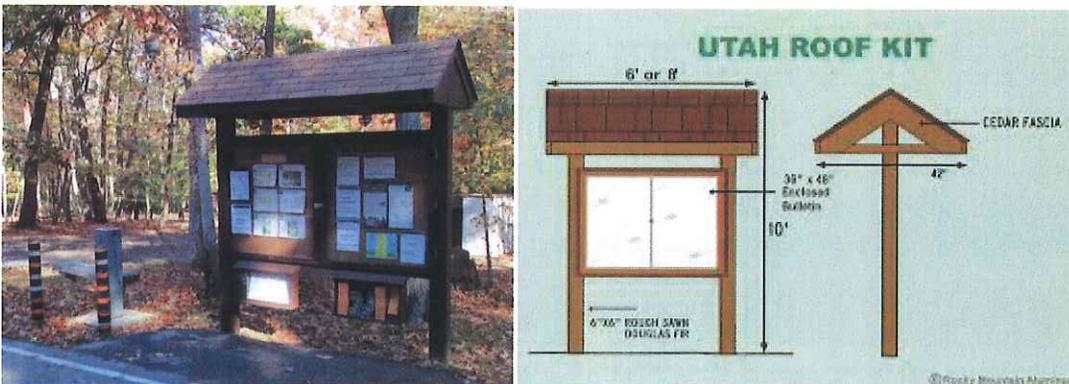
Jeffrey T. Snoots, Mayor

12/20/16

Dear Mayor and Brunswick City Council,

I am very grateful that Mr. Alfano is willing to assist me in seeing my Eagle Scout project to fruition. I hope you will thoughtfully consider my plan and also be willing to be part of my success.

My proposal is to create an outdoor science learning area within walking distance of Brunswick Middle School. I will build a roofed science sign board. Currently there is only one opportunity for science outdoor learning during the Outdoor School field trip in 6th grade. FCPS middle school science curriculum has many topics that could be enhanced with an outdoor science area. I would like to make a learning area within Rivers Edge Trail that will have a sign with a chalkboard on one side and a space for maps, brochures, and information about educational things to do in Maryland on the other side. The materials will be protected by two plexi glass doors connected in the center with a latch and lock which will open easily to switch out educational materials. I will also build natural looking seating for students to sit and observe or take notes. The pictures below are sample ideas for the finished product, but these can be amended to match with any existing signage you may already envision for the property.



The objective of this project is to utilize natural habitats on city property to engage and enhance our education and stewardship. Over 600 students in grades 6-8 and anyone from the community will be able to access this outdoor learning area. It will be used to communicate about ecological issues statewide. It is needed because the kids would learn more by experiencing nature rather than just listening to someone talk about it.

Mrs. Laith VanGrutenbruel a science and social studies teacher on staff at BMS approached me to assist with this vision for an outdoor learning area. We began our joint effort in June 2016 to secure approval from FCPS to build this project on FCPS property on the end of the cross country running trail, but we could not secure approval from FCPS. Because we believe our vision could benefit many students we are hopeful that you will be willing to approve our project on your site.

Thank you for your time reviewing my request.

Sincerely,

Jacob Narayan

Jefferson Troop 1066

**City of Brunswick**  
**Mayor and Council Meeting Minutes**  
Tuesday, December 13, 2016, 7:00 P.M.

The December 13, 2016 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Jeff Snoots at Brunswick City Hall. The following members and staff were present: Jeff Snoots, Mayor; Angel White, Mayor Pro Tem; Carroll Jones, Harry Lashley, Vaughn Ripley, and Tom Smith, Council Members; Carrie Myers, City Administrator; John Gerstner, Director of Public Works; Milt Frech, Chief of Police; Patrick Hoffmaster, Director of Utilities; and Bruce Dell, Planning and Zoning Administrator.

Mayor's Remarks

Mayor Snoots administered the oath of office to Wayne Allgaier. Dr. Allgaier was elected during a special election on Tuesday, December 6, 2016. Dr. Allgaier took his seat at the Council desk.

Mayor Snoots swore in new Police Officer Keith Donovan.

Mayor Snoots read the following statement:

The Brunswick City Council met in closed session on December 13, 2016 at 5:30 P.M. at City Hall to discuss contract negotiations. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Snoots, Mayor Pro Tem White, Council Members Jones, Lashley, Ripley, and Smith were present. City Administrator Carrie Myers was also present. All members present voted to close the meeting. The Council discussed the following items:

- Contract negotiations – discussed one contract renewal.

The Eagle Riders presented a check for \$300 to Chief Frech for the new K-9 Unit.

Ms. White presented a certificate of appreciation to Chief Frech and the Police Department on behalf of GBACC.

Approval of Minutes

- Mayor & Council – November 7 & 22, 2016

Ms. White made a motion to approve the minutes. Mr. Ripley seconded the motion, which passed 6-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

No comments were received.

## Report of Officers – Council – Committees

Council Members provided updates on their Committee activities.

Reports were given by Ms. Myers, Mr. Gerstner, Chief Frech, Mr. Hoffmaster, and Mr. Dell.

## Consent Agenda

- Section IIB Part 1 of 4 Public Works Agreement for Public Paving
- Section IIB Part 1 of 4 Public Works Agreement for Public Storm Drain
- Section IIB Part 1 of 4 Public Works Agreement for Water & Sewer
- Section IIIB Part 1 of 3 Public Works Agreement for Public Paving
- Section IIIB Part 1 of 3 Public Works Agreement Public Storm Drain
- Section IIIB Part 1 of 3 Public Works Agreement Water & Sewer

Mr. Lashley made a motion to approve the consent agenda items. Ms. White seconded the motion, which passed 6-0.

## Unfinished Business

- Traffic Control Request – East B Street and First Avenue Parking
- Traffic Control Request – Brunswick Street Two-Sided Parking

Ms. White said these requests would not be feasible because two-sided parking on these streets would make it too difficult for emergency personnel to get by parked cars. Ms. White made a motion to deny both requests. Mr. Ripley seconded the motion, which passed 6-0.

- Traffic Control Request – Snow Removal Route Designation

Ms. White stated the Department of Public Works is in favor of the request to designate a snow emergency route on Potomac Street between Delaware Avenue and First Avenue. She recommended staff use the City of Frederick policy to draft something similar for Brunswick. Mr. Jones stated he obtained the Thurmont ordinance and it was much clearer and more concise. Mr. Jones recommended staff draft an ordinance based off the Thurmont version and bring it back to the January meeting. The Council consented to this option.

## New Business

- BBQ Competition Event Support Request

Beth Johnson, event coordinator, gave a background of the event and detailed her requests for support to the Mayor and Council. Ms. Johnson answered questions from the Council. A lengthy discussion ensued about location, street closure, budget, support, volunteers, security, etc. Council and staff suggested several options for alternate venues and shortened street closures. After much discussion, Ms. Johnson was asked to bring an amended request to the January 2017 meeting including a budget outline, firm sponsorship commitments, volunteers, and a revised shortened street closure location.

Ms. White made a motion to table this decision to January 2017, with the intent to look at a street

closure for Potomac Street from Maryland Avenue to First Avenue (including Martin's Creek Parking Lot) with the option to extend the boundaries should the need arise. Mr. Lashley seconded the motion, which passed 5-1, with Mr. Smith opposing.

- East D Street Septic Tie-In to City Sewer System

Mr. Dell discussed the background of this issue, which was discussed at a recent Utility Committee meeting. Approximately 350 feet of the four inch line needs to be upgraded to a six inch line. Mr. Lashley made a motion to complete the upgrade. Dr. Allgaier seconded the motion, which passed 6-0.

- Habitat for Humanity Fee Waiver Request

This item was discussed at a recent Finance Committee meeting. Mr. Smith recommended waiving all fees except the water and sewer capacity fee. Ms. White seconded the motion, which passed 6-0.

- Council Room Audio/Video Upgrades Quote

Ms. Myers discussed this item. Upgrades were proposed to the audio and video systems, and the projector and screen. Mr. Ripley made a motion to approve a lease to Innovative Inc. for \$243.51 per month for sixty months to lease the equipment. Ms. White seconded the motion, which passed 6-0.

Adjournment

Mr. Smith moved to adjourn the meeting. Ms. White seconded the motion, which passed 6-0. The meeting was adjourned at 9:30 p.m.

Submitted by: Carrie Myers

Approved By: \_\_\_\_\_ Witnessed By: \_\_\_\_\_  
Mayor Date City Administrator Date



**MAYOR AND COUNCIL OF BRUNSWICK  
ORDINANCE NUMBER 524**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO ADD LANGUAGE TO THE BRUNSWICK CITY CODE TO REFLECT CHANGES TO CHAPTER 6, ARTICLE 1, TITLE 2 – PARKING AND CHAPTER 10, ARTICLE 2, TITLE 2, SECTION 10-2202 ENUMERATED PENALTIES FOR MUNICIPAL INFRANCTIONS.**

WHEREAS, changes to Chapter 6, Article 1, Title 2 and Chapter 10, Article 2, Title 2, Section 10-2202 of the Code of Ordinances were prepared and submitted to the Mayor and Council of Brunswick and vetted at public meetings on January 10 and January 24, 2017, and

WHEREAS, the City Council seeks to create a designated snow emergency route, and

WHEREAS, Ordinance 524 was drafted and presented as a first reading at a regular meeting of the Mayor and Council of Brunswick and a Public Hearing and second reading of Ordinance 524 was held on January 24, 2017,

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick, that pursuant to the authority granted to it by the Annotated Code of Maryland, Section 16-3 of the Charter of the City of Brunswick, and Section 1-1204 of the Brunswick City Code,

- 1) Chapter 6, Article 1, Title 2 of the Code is hereby amended to include Section 6-1207, attached to this Ordinance as Exhibit A, and
- 2) Chapter 10, Article 2, Title 2, Section 10-2202 of the Code is hereby amended to include Section 6-1207, as a Class D Municipal Infraction.
- 3) In accordance with Article 25, Section 25.2 of the Code of the City of Brunswick, this Ordinance shall become effective ten (10) days after the date of the public hearing following its enactment by the Council and its approval by the Mayor, or on the tenth (10<sup>th</sup>) day following its enactment by the Council over the veto by the Mayor.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by a vote of \_\_\_\_ for, \_\_\_\_ against, \_\_\_\_ abstaining, and \_\_\_\_ absent.

ATTEST:

Council of the City of Brunswick

\_\_\_\_\_  
Carrie Myers  
City Administrator

\_\_\_\_\_  
Angel White  
Mayor Pro Tem

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Carrie Myers  
City Administrator

\_\_\_\_\_  
Jeffrey T. Snoots  
Mayor

Exhibit A

Section 6-1207      Declaration of Snow Emergency Route – Potomac Street from Delaware Avenue to First Avenue

Whenever the accumulation of snow and/or ice or other conditions on Potomac Street from Delaware Avenue to First Avenue shall be such that it may impede or present the passage of emergency vehicles or the clearing of snow, the Mayor, after consultation with the Chief of Police and Director of Public Works or their designees, may declare the existence of a “snow emergency route” and shall give such notice of the existence and declaration thereof as shall be deemed proper.

- (A) This action requires that parking is prohibited on the designated snow emergency route.
- (B) No vehicle may be parked and left unattended on the snow emergency route two hours or later after designation until the snow emergency route is lifted.
- (C) The snow emergency route shall be appropriately marked with No Parking signs during the period of snow emergency, and with permanent signs which give the warning “No Parking During Snow Emergency,” posted at the beginning and end of the designated route.
- (D) The Brunswick Police Department may take possession of, and have removed, any vehicle parked or abandoned in the snow emergency route two hours after the designation has taken effect. Within a reasonable time period after a vehicle has been removed, the Brunswick Police Department shall notify the owner of the vehicle, who may then recover the vehicle upon paying all charges as may have been incurred for the removal and storage of the vehicle. Vehicles not removed within 24 hours after the initial citation, may be subject to additional enforcement.

**Department of Public Works  
Mayor & Council Monthly Report for December 2016**

Water Line Repairs and Maintenance

Replace 33 ft of water pipe @ water plant

Sewer Line Repairs

Two sewer backups

Water Valve Maintenance

Replace water value in Stanley Virts Alley

Fire Hydrant Maintenance

Replace Hydrant value @ W. C St & Central

Street Repair and Maintenance

Cold mix @ value replacement on Stanley Virts

Storm Drain Maintenance

Clean Storm Drains

Miscellaneous Tasks and Maintenance

Locate & Marked Miss Utility Tickets, Repair leaky roof @ city park, also replace ceiling tiles, Install new street signs on Maple & 2<sup>nd</sup> Aves., Put up Christmas Decorations & Banners, Handed out cut-off notices, Water cut-offs, Put down new mulch @ West End Park, and lower Kim Weddle

**DECEMBER 2016 WATER METER/ SAFETY REPORT**

Meters:

Settlements – 39

Replacements – 1

Repairs – 8

High Bill Investigations (initiated by customer) – 7

New Meter Installs – 6

Meter Inspections – 10

U&O Inspections – 9

Cut-offs- 22

Completed the quarterly water meter reading for the City's January 2017 billing.

Completed water service cut-offs for those that were past due on their water/ sewer bill.

Safety:

Completed monthly fire extinguisher inspection and replaced undercharged extinguishers where needed.

Viewed and discussed video presentations on " Boom Truck Safety" and "Skid Steer Loader Safety"



# Brunswick Police Department Monthly Report

Reporting Month and Year: December 2016

## Traffic Enforcement Activity

	Month	YTD	PY Month	PY YTD
Maryland State Citations:	45	433	37	415
Maryland State SEROS:	16	166	4	76
Warning Citations:	95	1022	67	820
Parking Citations:	29	307	24	290

## Parking Enforcement Revenue

	Month	YTD	PY Month	PY YTD
Fines Collected:	_____	_____	_____	_____
Meter Collections:	_____	_____	_____	_____

## Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	848	9488	987	17637
Homicide	0	0	0	0
Rape	0	1	0	0
Robbery	0	0	1	2
Assault	6	84	8	78
B&E	1	19	3	28
Theft	5	55	5	68
Auto Theft	0	3	0	0
Motor Vehicle Accidents	4	106	12	65



**Brunswick Police Department**  
**Call Type Counts Listing**  
**December 1, 2016 to December 31, 2016**

<b>Call Type</b>	<b>Counts</b>
ASSAULT - OCCURED EARLIER	1
ASSAULT - REPORT ONLY	2
ASSAULT IN PROGRESS - ALERT TONE	2
ASSAULT WITH INJURY	1
ASSIST FIRE DEPARTMENT	7
ASSIST OTHER PD (SHERIFF)	15
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	9
BANK ALARM	1
BURGLAR ALARM	2
CARDIAC ARREST	2
COMMERCIAL	8
COMMERCIAL HOLD UP ALARM - ALERT TONE	1
COURT - BPD	6
COURT PAPERWORK	1
DESTRUCTION OF PROPERTY / VANDALISM	4
DISABLED VEHICLE	7
DISORDERLY CONDUCT - INTOXICATED SUBJECT	3
DISTURBANCE - ALL GATHERINGS	7
DOMESTIC	5
DOMESTIC IN PROGRESS - ALERT TONE	5
EMERGENCY EVALUATION	2
EVICTON	1
EXTRA DUTY	12
FOLLOW UP - ALL TYPES	36
HARRASSMENT	2
HIT AND RUN PROPERTY DAMAGE	3
K9 DRUG SCAN	2
K9 SCAN	4
MENTAL PERSON	1
MISSING PERSON	2
NARCOTICS - FCPD SEND TWO CARS	5
NOISE COMPLAINT	5



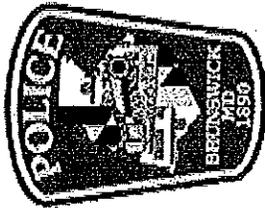
**Brunswick Police Department**  
**Call Type Counts Listing**  
**December 1, 2016 to December 31, 2016**

<b>Call Type</b>	<b>Counts</b>
NOTIFICATIONS	1
OPEN OR 911 HANG-UP	21
PARKING VIOLATIONS	13
PATROL CHECK (BRUNSWICK)	307
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	6
POLICE TRAINING / EDUCATION	14
REPO / TOW AWAY	1
REQUEST OFFICER	101
RESIDENTIAL	6
RESIDENTIAL BURGLARY - REPORT ONLY	1
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	1
RESIDENTIAL HOLD UP - ALERT TONE	1
ROADWAY HAZARD	4
SCHOOL	4
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	24
SOLICITING	1
SPECIAL ASSIGNMENTS	13
SUICIDE - ATTEMPTED ALSO	2
SUMMONS SERVICE (BPD)	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	6
SUSPICIOUS PERSON	6
SUSPICIOUS VEHICLE	8
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	10
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	5
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	2
TRESPASSING	4
VEHICLE STOP (BRUNSWICK)	90
VERBAL DISPUTE - NON DOMESTIC	2
WALKING PATROL	15
WARRANT SERVICE (BPD)	2
WEAPONS VIOLATIONS - FCPD SEND TWO CARS	1
WELFARE CHECKS	10



*Brunswick Police Department*  
*Call Type Counts Listing*  
*December 1, 2016 to December 31, 2016*

*Total Number of Calls: 848*



# Brunswick Police Department

## Listing of Arrests

### December 1, 2016 to December 31, 2016

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2016009449	12/01/2016	23:45	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016009466	12/02/2016	15:50	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	KEVIN LINEHAN	CLEARED BY ARREST
2016009495	12/03/2016	21:41	DESTRUCTION OF PROPERTY- COMM PROPERTY	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016009499	12/04/2016	01:28	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016009521	12/04/2016	22:30	CDS; POSS MARIJUANA LT 10 GRAMS	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016009791	12/11/2016	19:22	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2016008689	12/12/2016	20:27	ASSAULT, 1ST DEGREE (ASSAULT W/ OTH WEAPON)	CLOSED/CLEARED	ADULT	MARK CULLUMBER	CLEARED BY ARREST
2016009821	12/13/2016	07:15	DRIVING MOTOR VEH ON HWY W/O REG LICENSE	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016009863	12/14/2016	21:30	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2016010037	12/22/2016	15:50	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016008607	12/23/2016	21:23	ATTEMPT BY DRIV TO ELUDE UNIFORM POL BY FAIL TO STOP VEH	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2016007753	12/29/2016	20:33	THEFT, ALL OTHER \$999 OR LESS	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST

**Total Number of Arrests: 12**



# THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

## December Planning/Code Staff Report Mayor and Council 1-10-2017

### Planning/Code

- Staff finalized Brunswick Crossing on Section 2B and 3B PWA documents
- Staff met with Contractors for Gum Springs Estates PWA releases after the finalize work on road widening and sidewalk.
- Staff worked with economic development coordinator on business development.
- Staff met with developer and engineer for Brunswick View on F Street to get conditional approval on Site and Improvement plans.
- Staff finalized concept plan for PW building and Police/Planning/PW buildings at 811 W. Potomac.
- 24 Zoning Certificates issued December a total of 347 for 2016.
- 11 U&O's issued December
- BoA met on December 22, 2016 for findings and facts for Special Exception of an Airbnb and there is no meeting scheduled for January 2017.
- Planning Commission met on December 19, 2016 on Site and Improvement Plan for Brunswick View and there is no meeting scheduled for January 2017.

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
324	<a href="#">16-324</a>	25-491718	12-1-16	9 II	Taylor McIntyre/ Frederick Fence	803	Crums Hollow Dr	Fence
325	<a href="#">16-325</a>	25-464095	12-1-16	1404	Kevin Myers/Vivint Solar	812	2nd Ave	Solar Panel
326	<a href="#">16-326</a>	25-471261	12-5-16	1645	AMS Enterprises/Solar Gaines	620	Sixth Ave	Solar Panel
327	<a href="#">16-327</a>	25-471520	12-5-16	1492	Emily Woodruff/Solar City	318	E D St	Solar Panel
328	<a href="#">16-328</a>	25-489624	12-6-16	92	Sahra Kissinger	3	Jennifer Lynne Dr	Home Occ/Daycare
329	<a href="#">16-329</a>	25-480120	12-6-16	1791	Eric Moore Gen. Cont.	906	E C St.	Renovations
330	<a href="#">16-330</a>	25-490428	12-8-16	311	William Briggs/Vivint	5	Donovan Ct	Solar Panels
331	<a href="#">16-331</a>	25-591218	12-8-16	12 SS	Greg and Karen Joy/Frederick Fence	1266	Drydock St	Fence

**ZC Log 2016**

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
332	<a href="#">16-332</a>	25-591968	12-12-16	36 KK	Jaclyn Muir/Solar City	1127	Long Farm Cir	Solar Panels
333	<a href="#">16-333</a>	25-469615	12-14-16	418	Hopwood Enterprises	604	W. Potomac	Renovations
334	<a href="#">16-334</a>	25-591985	12-14-16	19 OO	Ryan Homes	1103	Dargon Quarry Ln	SFD
335	<a href="#">16-335</a>	25-591986	12-14-16	20 OO	Ryan Homes	1101	Dargon Quarry Ln	SFD
336	<a href="#">16-336</a>	25-591983	12-14-16	30 KK	Ryan Homes	1115	Long Farm Circle	SFD
337	<a href="#">16-337</a>	25-590395	12-14-16	99 FF	Ryan Homes	612	Martins Creek Dr	SFD
338	<a href="#">16-338</a>	25-468600	12-14-16	999	Scot Lessler	1	6th Ave	Renovations
339	<a href="#">16-339</a>	25-590417	12-14-16	1048	Quality Fence & Deck/Pratap Dinahar	215	E A St	Fence
340	<a href="#">16-340</a>	25-487923	12-19-16	311	Jennifer Hultslander/Chris Anderson	19	Sheridan Ln	Chimney
341	<a href="#">16-341</a>	25-483545	12-21-16	1391	Pete Bianchini	212	E K	Renovations
342	<a href="#">16-342</a>	25-590955	12-21-16	46 KK	Jeanne Mandell/Frederick Fence	1147	Long Farm Circle	Fence
343	<a href="#">16-343</a>	25-466993	12-28-16	1207	Eric Moore GC	415	N. Maple	Deck
344	<a href="#">16-344</a>	25-469941	12-28-16	1275	Eric Moore GC	613	N. Maple	Deck
345	<a href="#">16-345</a>	25-490819	12-30-16	1680	Eric Moore	606	Gum Spring Rd	SFD
346	<a href="#">16-346</a>	25-490827	12-30-16	1680	Eric Moore	600	Gum Spring Rd	SFD
347	<a href="#">16-347</a>	25-463323	12-30-16	1571	Russell Allnutt	419	5th Ave	Fence

**U&O Log 2016**

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
103	16-103	12-1-16	1106	Dargon Quarry Ln	Ryan	146719	12-1-16
104	16-104	12-1-16	1423	Village Green Way	Ryan	147208	12-1-16
105	16-105	12-2-16	215	A St	Eric Moore	146499	12-2-16
106	16-106	12-12-16	501	Potomac View Pkwy	Ryan	147351	12-12-16
107	16-107	12-19-16	1258	Drydock St	Ryan	147219	12-19-16
108	16-108	12-19-16	1260	Drydock St	Ryan	147218	12-19-16
109	16-109	12-21-16	1262	Drydock St	Ryan	147217	12-21-16
110	16-110	12-30-16	509	Potomac St	Ryan	147211	12-30-16

**MONTHLY CODE ENFORCEMENT REPORT**

<b>Violations</b>	<b>December 2016</b>	<b>YTD January thru December 2016</b>	<b>Past January thru December 2015</b>
<b>WARNINGS</b>			
Vehicles/ Vehicle repair	0/0	10/2	21/2
Property trash/ Unsec. prop.	10/0	64/0	63/0
Property Repair/Property Maint.	0/1	16/8	7/10
Overgrowth /Unsanitary Dwell.	0/0	98/2	78/2
Vac. prop.trash/ Unsec.vac prop.	0/0	8/6	10/8
S.walk repair/ S.Walk Trash	0/0	0/3	3/2
Littering	0	8	4
Vacant Overgrowth	0	19	40
Animal Waste / Snow and Ice	0/0	0/122	1/272
Livestock	0	0	3
Trash Cans /Signs	0/2	6/14	5/5
<b>Warning Totals</b>	<b>13</b>	<b>393</b>	<b>536</b>
<b>CITATIONS</b>			
Vehicles/ Vehicle repair	0/0	1/0	0/0
Property trash/ Unsec. prop.	0/0	4/2	2/0
Property Repair/ Property Maint.	0/0	2/2	2/23
Overgrowth/ Unsanitary Dwell.	0/0	13/0	2/2
Vac. prop. trash,/ Unsec. vac. prop.	0/1	2/1	4/7
S walk repair/ S walk trash	0/0	0/0	10/0
Littering	0	0	0
Vacant Overgrowth	0	6	7
Animal Waste/ Snow and Ice	1/0	4/3	0/4
Livestock	0	0	1
Trash Cans	0	3	0
Signs	0	0	2
<b>Citation Totals</b>	<b>2</b>	<b>43</b>	<b>66</b>
<b>Complaints</b>	<b>3</b>	<b>103</b>	<b>69</b>



# THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

## TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.

**Please allow 3-5 business days for processing.**

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at [CityHall@BrunswickMD.gov](mailto:CityHall@BrunswickMD.gov).

**\*\*\*Regarding Handicap Spaces:** Handicap spaces are now requested directly through the MVA. Applicant must submit proper documentation to the MVA first, and then provide this form to City Hall as a courtesy notification.

Date:	10/03/2016
Name:	Jamie & Chris Hinkle
Address:	127 Ninth Avenue, Brunswick, MD 21716
Phone #:	412-334-4682 , 301-606-8670
Email Address:	jkjeepgirl13@gmail.com

**Type of Traffic Control Requested:**

<input type="checkbox"/> Temporary Meter Bagging
<input type="checkbox"/> Temporary No Parking Signs
<input type="checkbox"/> Stop Sign
<input checked="" type="checkbox"/> Other -- Please explain: 3-way stop at the intersections of Ninth Ave & Park Ave

**Please Complete the Following:**

Location of Requested Signage:	Intersection of Park Avenue & Ninth Avenue
Justification for Request:	To slow down traffic going up and down the street/ through intersection
Date & Time of Traffic Control Needed:	ASAP

**\*\*\*FOR CITY USE ONLY\*\*\***

**Police Recommendation:**

Signature:	Date:
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**Public Works Recommendation/Costs:**

Signature:	Date:
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**Administration Recommendation:**

Signature:	Date:
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## Carrie Myers

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**From:** Carrie Myers  
**Sent:** Monday, November 28, 2016 9:36 AM  
**To:** Jeff Snoots  
**Cc:** Carrie Myers  
**Subject:** FW: 127 Ninth Avenue - TCR  
**Attachments:** 9th Ave @ F Street Nov 2016.csv; 9th Ave @ Park Oct 2016.csv; 2016-10-03 127 Ninth Avenue - TCR.PDF

**Categories:** Meetings

Would you like me to add this Traffic Control Request to the December 13<sup>th</sup> meeting or would you like to hold this until January since we already will be discussing the other three Traffic Control Requests held over from last month?

Thanks-

Carrie Myers

City Administrator - Brunswick City Hall

1 West Potomac Street

Brunswick, MD 21716

301-834-7500, ext. 201

Fax 301-694-6040

Assistant@BrunswickMD.gov

www.BrunswickMD.gov

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**From:** Frech, Milt [mailto:MFrech@FrederickCountyMD.gov]  
**Sent:** Wednesday, November 23, 2016 9:35 AM  
**To:** Lauren Spring; John Gerstner; Carrie Myers; Jeff Snoots  
**Subject:** RE: 127 Ninth Avenue - TCR

All,

Attached is the PDs data from our speed sign. Traffic enforcement using radar allows for tolerances and variances in both the speedometer and radar unit, so the normal practice is to allow 10MPH over before stopping and/or issuing citations. I believe most speed cameras (enforcement zones) are set to allow 12MPH over the posted speed limit before activation. With that in mind, my officers would not stop vehicles until they reached 36MPH or greater. This data supports most other data collected throughout our community in that speeders greater than 10MPH (36 and above) are between 2%-4%.

9<sup>th</sup> Avenue is a primary route for students walking to school, in addition to a primary road for citizens living in that area. I believe a three-way stop at 9<sup>th</sup> and Park Avenue would achieve the goal of slowing and calming traffic in that area. I am not opposed to the request and would be available to discuss other options. I will be forwarding the data to the Mr. and Mrs. Hinkle, per their request. Sorry that this has taken so long but I was waiting to collect my data.

Milt

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**From:** Lauren Spring [mailto:LSpring@Brunswickmd.gov]  
**Sent:** Monday, October 03, 2016 2:36 PM  
**To:** John Gerstner <publicworks@brunswickmd.gov>; Milt Frech <chief@brunswickmd.gov>

Time Start	Time End	1 to 10	11 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 90	91 to 100	Total Vehic
12:00 AM	12:59 AM	0	1	4	8	2	0	0	0	0	0	15
1:00 AM	1:59 AM	0	3	3	6	1	1	0	0	0	0	14
2:00 AM	2:59 AM	0	11	12	13	4	0	0	0	0	0	40
3:00 AM	3:59 AM	0	5	25	52	20	2	0	0	0	0	104
4:00 AM	4:59 AM	0	16	85	66	21	0	0	2	0	0	190
5:00 AM	5:59 AM	1	80	135	56	16	4	1	0	0	0	293
6:00 AM	6:59 AM	0	47	103	83	25	6	0	0	0	0	264
7:00 AM	7:59 AM	0	25	81	98	30	5	3	0	0	0	242
8:00 AM	8:59 AM	1	22	61	68	24	0	1	0	0	0	177
9:00 AM	9:59 AM	0	10	69	60	41	10	1	0	0	0	191
10:00 AM	10:59 AM	0	21	55	76	45	3	0	1	0	0	201
11:00 AM	11:59 AM	2	11	57	74	35	11	0	0	0	0	190
12:00 PM	12:59 PM	0	17	90	90	38	4	0	0	0	0	239
1:00 PM	1:59 PM	1	26	92	97	43	8	2	0	0	0	269
2:00 PM	2:59 PM	2	22	86	130	42	4	0	0	0	0	286
3:00 PM	3:59 PM	3	23	125	130	41	11	0	0	0	0	333
4:00 PM	4:59 PM	0	16	135	129	44	10	0	1	0	0	335
5:00 PM	5:59 PM	2	29	120	90	35	1	0	0	0	0	277
6:00 PM	6:59 PM	1	16	61	63	14	3	0	0	0	0	158
7:00 PM	7:59 PM	0	18	59	47	7	0	0	0	0	0	131
8:00 PM	8:59 PM	0	9	33	20	6	0	0	0	0	0	68
9:00 PM	9:59 PM	0	6	22	10	2	0	0	0	0	0	40
10:00 PM	10:59 PM	1	2	14	11	3	0	0	0	0	0	31
11:00 PM	11:59 PM	1	2	4	9	1	1	0	0	0	0	18
Total		15	438	1531	1486	540	84	8	4	0	0	4106
%		0.40%	10.70%	37.30%	36.20%	13.20%	2%	0.20%	0.10%	0%	0%	0%

Time Start	Time End	1 to 10	11 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 90	91 to 100	Total Vehic
12:00 AM	12:59 AM	0	4	1	1	0	0	0	0	0	0	6
1:00 AM	1:59 AM	0	1	1	2	0	0	0	0	0	0	4
2:00 AM	2:59 AM	1	6	0	1	1	0	0	0	0	0	9
3:00 AM	3:59 AM	1	15	4	2	0	0	0	0	0	0	22
4:00 AM	4:59 AM	2	38	9	3	0	0	0	0	0	0	52
5:00 AM	5:59 AM	3	74	45	6	0	0	0	0	0	0	128
6:00 AM	6:59 AM	12	44	25	6	1	0	0	0	0	0	88
7:00 AM	7:59 AM	3	65	42	17	0	0	0	0	0	0	127
8:00 AM	8:59 AM	6	66	55	6	3	0	0	0	0	0	136
9:00 AM	9:59 AM	5	80	52	11	0	1	0	0	0	0	149
10:00 AM	10:59 AM	4	79	81	21	1	2	0	0	0	0	188
11:00 AM	11:59 AM	4	78	58	23	2	0	0	0	0	0	165
12:00 PM	12:59 PM	2	86	52	22	4	0	0	0	0	0	166
1:00 PM	1:59 PM	8	107	95	35	7	2	0	0	0	0	254
2:00 PM	2:59 PM	5	128	78	39	4	0	0	0	0	0	254
3:00 PM	3:59 PM	3	145	99	53	4	1	0	0	0	0	305
4:00 PM	4:59 PM	3	162	114	32	5	0	0	0	0	0	316
5:00 PM	5:59 PM	8	151	75	23	2	0	0	0	0	0	259
6:00 PM	6:59 PM	4	96	68	10	2	0	0	0	0	0	180
7:00 PM	7:59 PM	5	60	52	13	3	0	0	0	0	0	133
8:00 PM	8:59 PM	1	39	27	8	3	0	0	0	0	0	78
9:00 PM	9:59 PM	1	27	14	2	0	0	0	0	0	0	44
10:00 PM	10:59 PM	0	9	12	5	0	0	0	0	0	0	26
11:00 PM	11:59 PM	0	12	2	1	0	0	0	0	0	0	15
Total		81	1572	1061	342	42	6	0	0	0	0	3104
%		2.60%	50.60%	34.20%	11%	1.40%	0.20%	0%	0%	0%	0%	0%



# THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

## TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.

**Please allow 3-5 business days for processing.**

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at [CityHall@BrunswickMD.gov](mailto:CityHall@BrunswickMD.gov).

**\*\*\*Regarding Handicap Spaces:** Handicap spaces are now requested directly through the MVA. Applicant must submit proper documentation to the MVA first, and then provide this form to City Hall as a courtesy notification.

<b>Date:</b>	December 19, 2016
<b>Name:</b>	Vaughn Ripley
<b>Address:</b>	7 Rick Michael Way, Brunswick, MD 21758
<b>Phone #:</b>	(301) 834-7173
<b>Email Address:</b>	vripley@brunswickmd.gov

### Type of Traffic Control Requested:

Temporary Meter Bagging

Temporary No Parking Signs

Stop Sign

Other – Please explain: Three Stop bars and two crosswalks (thermo painting)

Three Stop Signs (\$45 ea) = \$135 / Three Stop Bar Lines (\$9 per ft) = \$270

Two Crosswalks (\$4.50 per ft) = \$360 / Total estimated cost is \$765

### Please Complete the Following:

<b>Location of Requested Signage:</b>	Intersection of Park Avenue and E. Potomac Street
<b>Justification for Request:</b>	Foot traffic to new Dog Park, basketball and tennis courts, City Park, and people run the stop signs.
<b>Date &amp; Time of Traffic Control Needed:</b>	Spring of 2017 when the contractor is painting lines on Potomac Street

### \*\*\*FOR CITY USE ONLY\*\*\*

Police Recommendation:

Signature:	Date:
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Public Works Recommendation/Costs:

Signature:	Date:
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Administration Recommendation:

Signature:	Date:
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## Lauren Spring

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**From:** Frech, Milt [MFrech@FrederickCountyMD.gov]  
**Sent:** Monday, December 19, 2016 1:57 PM  
**To:** Lauren Spring  
**Subject:** RE: Traffic Control Request

Approved, PD. This is already a three-way stop, so I'm assuming the request is for new signs and paint.

Milt

-----Original Message-----

From: Lauren Spring [<mailto:LSpring@Brunswickmd.gov>]  
Sent: Monday, December 19, 2016 10:15 AM  
To: John Gerstner <[publicworks@brunswickmd.gov](mailto:publicworks@brunswickmd.gov)>; Carrie Myers <[assistant@brunswickmd.gov](mailto:assistant@brunswickmd.gov)>; Milt Frech <[chief@brunswickmd.gov](mailto:chief@brunswickmd.gov)>  
Cc: City Hall <[Cityhall@Brunswickmd.gov](mailto:Cityhall@Brunswickmd.gov)>  
Subject: Traffic Control Request

Hello all,

Please see the attached Traffic Control Request. You can respond back to me with your input at your earliest convenience.

Thanks,  
Lauren Spring  
Customer Service/Administrative Assistant  
Brunswick City Hall  
1 W. Potomac Street  
Brunswick, MD 21716  
301-834-7500, ext. 206  
[www.brunswickmd.gov](http://www.brunswickmd.gov)

-----Original Message-----

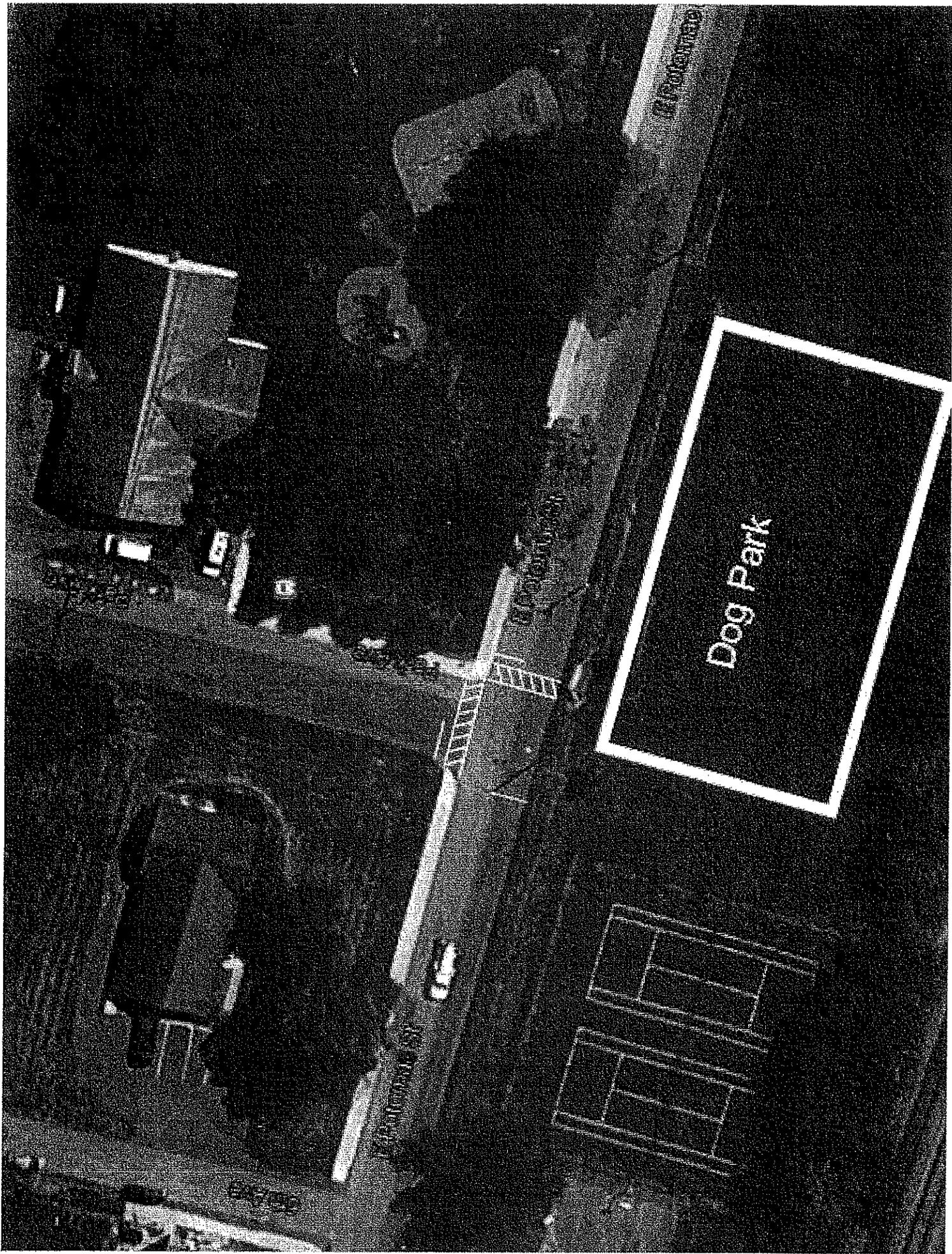
From: Vaughn Ripley  
Sent: Monday, December 19, 2016 10:06 AM  
To: Lauren Spring  
Cc: Carrie Myers  
Subject: Traffic Control Request

Lauren,

This is my first time submitting a Traffic Control Request, so please let me know if I did something wrong, or you need more information. I have attached the completed form, and a photo showing the adjustment.

Thanks,  
Vaughn

Vaughn Ripley  
Council Member  
City of Brunswick  
email: [vripley@BrunswickMD.gov](mailto:vripley@BrunswickMD.gov)  
phone: (301) 834-7500



Dog Park

**Downtown Residential and Business Parking Permit Policy**  
**Staff Report**  
**January 10, 2017**

**Background:**

In order to relieve parking on Potomac Street and leave as many available parking spaces open for patrons to downtown businesses and establishments, and to adhere to posted residential permit signage located on certain streets, residents and business owners have long been encouraged to obtain a permitted parking space elsewhere in the downtown area. The Customer Service team at City Hall routinely issues parking permits to both residents and business owners and their employees. Typically, permits have been restricted to anyone living or working in the immediate downtown blocks. Between front desk staff turnaround over the past few years and the change from keeping a paper permit log to an electronic log, some of the permit process practices have become relaxed.

Chief Frech, Carrie Myers, and front desk staff worked together to develop the attached policy to act as a guideline for the permitting process going forward. While staff is not proposing changes to many of the current practices, there is one notable change that Chief Frech requested. The Chief would like to see a maximum of two parking permits issued per building, including residential and commercial; even apartment buildings. While this portion of the policy may be met with a bit of resistance, the Chief feels it is necessary to restrict the number of spaces in order to allow enough spaces to accommodate ALL buildings, not just multi-unit apartment buildings or businesses with more than two employees.

Additionally, Chief Frech is requesting that parking meters in the 300 block of West Potomac Street be removed permanently. This block is predominately residential.

**Recommendation:**

Staff recommends approval of the Downtown Residential and Business Parking Permit Policy and the permanent removal of parking meters in the 300 block of West Potomac Street.

**Policy Title: Downtown Residential and Business Parking Permit Policy**

Date: **DRAFT January 10, 2017**

Effective: February 1, 2017

**Discussion:**

The revision of the rules and regulations for the assignment and enforcement of downtown City parking permits for residents and businesses.

The following is a breakdown of the designated permitted parking areas available in downtown Brunswick (39 marked spaces, various unmarked spaces):

1. Martin's Creek Parking Lot – 20 spaces
2. South Maryland Avenue – 15 spaces
3. North Maryland Avenue – 4 spaces
4. 1<sup>st</sup> Avenue – as allowable (unmarked)
5. A Street – as allowable (unmarked)
6. South Virginia Avenue – as allowable (unmarked)

**Policy:**

1. Only residents and businesses located in the following areas may obtain a City parking permit: unit block of East Potomac Street, unit block of West Potomac Street, 100 block of West Potomac Street, South Maryland Avenue, North Maryland Avenue, 1<sup>st</sup> Avenue, A Street, and South Virginia Avenue.
2. Permits are issued on a first come, first serve basis. When all permits have been issued, a wait list will be compiled. People on the wait list will be contacted when a permit becomes available.
3. Only two City parking permits may be issued per building.
4. For rental properties, permits may only be obtained by the property owner/landlord and disbursed at the property owner's discretion.
5. Permits expire on December 31<sup>st</sup> of each year and are to be renewed in January.
6. The price per permit is \$10 for residents and \$20 for businesses.
7. Permits are to be displayed as directed in the permit application instructions.
8. Any vehicle with a permit that is not parked in the designated area per their permit will be ticketed.
9. Temporary permits may only be issued if approved by the Chief of Police.

**Conclusion:**

The City will adhere to the standards regarding City Parking Permits as outlined above. These procedures are not designed to limit or restrict parking, but rather, are intended to assure proper assignment of permits.

Approved by the Mayor and Council on *(insert date here)*.

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Mayor

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Mayor Pro Tem