

**MAYOR AND COUNCIL MEETING
TUESDAY, FEBRUARY 9, 2016, 7:00 PM**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Enterprise Zone Application
- 3. APPROVAL OF MINUTES**
 - a. Closed Meeting – January 12, 2016
 - b. Mayor & Council Meeting – January 12, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
 - a. Sidewalk Restoration Program – Possible Vote
- 9. NEW BUSINESS**
 - a. Economic Development Strategies Update
 - b. Development and Administrative Fee Schedule
 - c. Traffic Control Request – Handicap Parking – 300 Block West Potomac Street – Possible Vote
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

2/4/2016 3:28 PM

**MAYOR AND COUNCIL MEETING
February 9, 2016**

Suggested Motions

Agenda item 3a – 3b – Approval of Minutes

“I move to approve the Mayor and Council Closed Meeting and Mayor and Council Meeting minutes from January 12, 2016.”

Agenda item 8a – Sidewalk Restoration Program

“I move to approve the FY2016 Sidewalk Improvement Program.”

Agenda item 9a – Economic Development Strategies

“I move to approve the enterprise zone and map and application.”

Agenda item 9b – Development and Administrative Fee Schedule

“I move to approve the Development and Administrative Fee Schedule, dated February 9, 2016.”

CITY OF BRUNSWICK ENTERPRISE ZONE APPLICATION **-SPRING 2016**

BACKGROUND

The Maryland Enterprise Zone is a local economic development program established by the Maryland General Assembly in 1982 that gives local governments the legal authority to offer economic incentives, including real property and income tax credits. The Maryland Department of Commerce is the designated State agency responsible for coordinating the program; however, each zone is the creation and responsibility of local and county governments.

The State reimburses the local jurisdiction 50 percent of the revenue lost as a result of offering businesses located in its zone the property tax credit, subject to approval in the State's annual budget.

The City of Brunswick is undergoing a comprehensive revitalization strategy for their commercial district. During 2015, Brunswick Main Street employed the services of MacKenzie Commercial to develop an economic development strategy to transform the commercial district. The final report recommends the establishment of an identified Redevelopment Zone, employment tax credits and appropriate property tax credits.

In the Spring of 2015, the City of Brunswick met with the Frederick County Office of Economic Development (OED) to discuss possible programs that may benefit the City in their strategy. OED identified the Enterprise Zone as an economic development program available to the City because they meet one of the four eligibility requirements.

Using data from the U.S. Census, the Census Tract identified as 7753.02 meets the requirement for 'Population Decrease'. According to the Maryland Department of Commerce Tax Office, the adjoining census tract would also be eligible to be included as it contiguous to 7753.02. From 2000 to 2010, that Census Tract suffered a decrease in population of 35%, exceeding the 10% requirement of the program. The City has identified chronic vacancies/abandonment that exist within that area.

In September 2015, OED hosted a meeting with the Maryland Department of Commerce and their Tax Office along with the City of Brunswick to discuss the possibilities of applying for this designation. From this meeting, it was determined that the City would apply to meet the April 15, 2016 deadline.

Enterprise Zone Benefits

Real property tax credits – Ten-year credit against local real property taxes on the value of a portion of real property improvements. The credit is 80 percent for the first

five years and decreases 10 percent annually thereafter to 30 percent in the 10th and final year.

Income tax credits – One- or three-year credit for wages paid to eligible new employees. The general credit is a one-time \$1,000 credit per new worker. For economically disadvantaged employees, the credit increases to a total of \$6,000 per worker distributed over three years.

Who Can Apply to Become an Enterprise Zone

A municipality may apply for the designation of an area as an Enterprise Zone within its corporate or political boundaries but the State requires that the municipality include in its application an expression of consent from its overlying county that it, too, will offer the property tax credits. The consent document(s) shall be in the form required by local law and the governing body of the county.

Application Deadline

Applications must be received by 5PM on April 15 or October 15. The City of Brunswick desires to apply to meet the April 15, 2016 deadline.

ANALYSIS

There are 28 Enterprise Zones in the State but none in Frederick County. This gives Frederick County a competitive edge when competing with other Enterprise Zones in the State. Because the City of Brunswick is located less than a mile from the Virginia border, this gives Brunswick an additional edge from the neighboring state.

From FY 2010-FY2014, the State reports that investments in Enterprise Zones increased 22.14%. In FY2014, 802 businesses in Maryland received these Enterprise Zone property tax credits. Enterprise Zone administrators report that companies considering expansion often decide to expand within the zone rather than move to another location.

Because the income tax credit is applicable to one or more jobs, this encourages small business growth whereas many existing state job creation tax credits require at least 25 jobs.

Additionally, the State of Maryland reimburses the local jurisdictions 50 percent of property tax revenue lost as a result of investment in the Enterprise Zone.

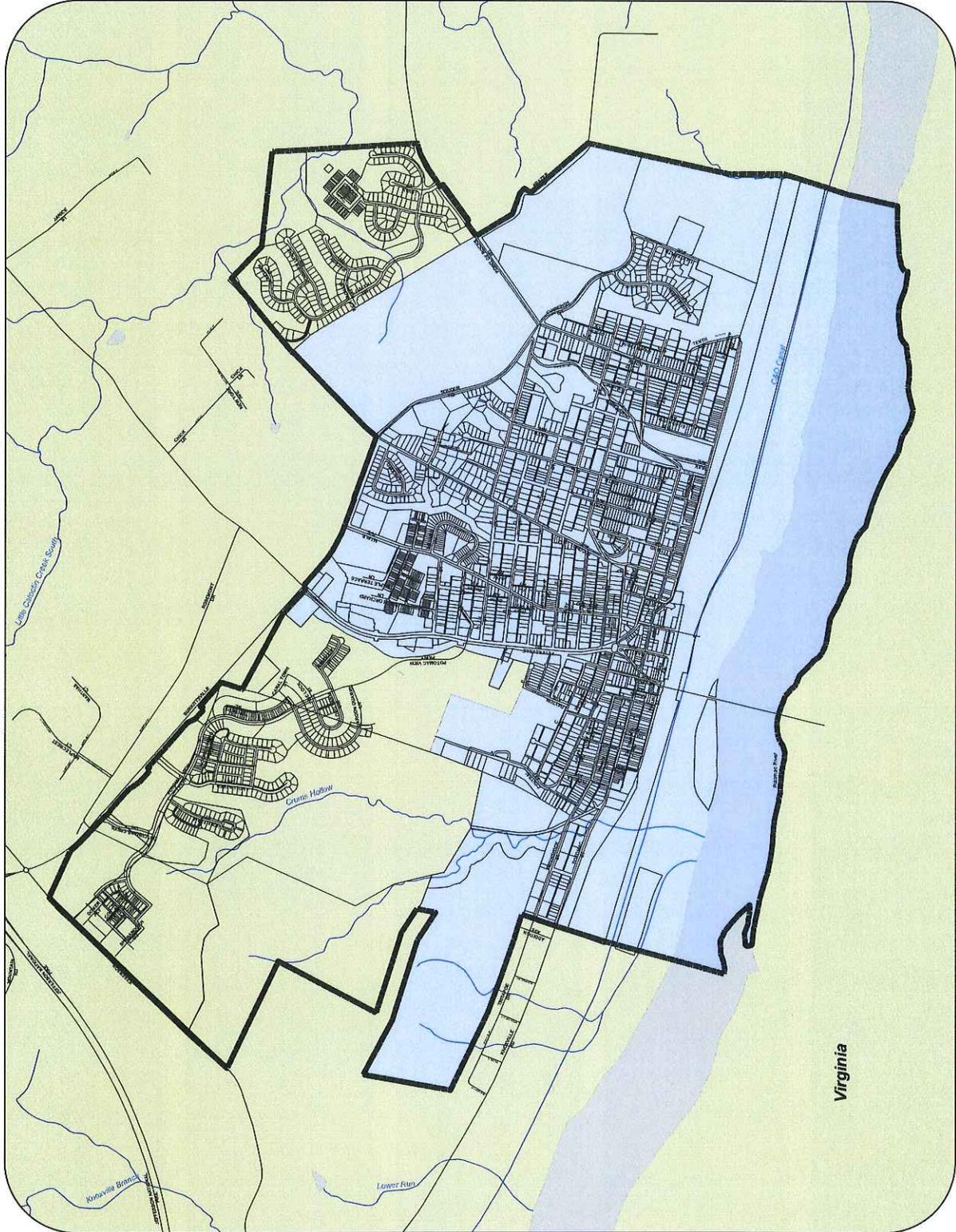
City of Brunswick Proposed Enterprise Zone Map

-  Enterprise Zone Boundary
-  City of Brunswick Boundary
-  Brunswick City Parcels
-  Roads
-  Alleys
-  Streams
-  Rivers



Data Source: City of Brunswick, Planning
and Frederick County GIS

NOT
To be used for any purpose
other than that for which it
was prepared. The City of
Brunswick, Georgia, and
Frederick County, Georgia,
do not warrant the accuracy
of the information shown
herein.



City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, January 12, 2016, 7:00 P.M.

The January 12, 2016 City of Brunswick Mayor and Council meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Director of Public Works; and Carrie Myers, Office Manager.

Mayor's Remarks

- Mayor Tome presented certificates to the winners of the 2015 Holiday Lights Contest.
- Katie O'Connor-Jenkins, Frederick County Health Department, discussed tobacco sales to minors.
- Mayor Tome read the following statement: The Brunswick City Council met in closed session on January 12, 2016 at 5:35 P.M. at City Hall to discuss personnel matters, and to consider the acquisition of real property for a public purpose and matters related directly thereto, consult with staff about pending or potential litigation, and, before a contract is awarded, discuss a negotiating strategy. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem White, Council Members Burruss, Jones, Lashley, Snoots, and Stull, and City Administrator McGrory were present. All members present voted to close the meeting. The Council discussed the following items:
 - Before a Contract is Awarded, Discuss a Negotiating Strategy – received input from staff on potential negotiating strategies with regard to the timing of two contracts for goods or services.
 - Personnel matters – discussed employee transitions and specific personnel issues in all four City departments, including a prospective Police Officer hire in the Police Department, a hire in Public Works, and promotions in the Police and Utility departments.
 - Consult with Staff about Pending or Potential litigation – discussed an issue of potential litigation.
 - Real Property Acquisition – discussed the possible acquisition of a piece of real property for a public purpose and the means to facilitate such acquisition.

No actions were taken.

- Carla Hodge, TipMe Frederick, discussed trap-neuter-return programs for cats.

Approval of Minutes

- Mayor & Council – December 8, 2015
- Special Mayor & Council – December 11, 2015
- Closed – December 8, 2015

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

Citizens' Forum (Petitions, Remonstrances, and Communications)

Amanda McGannon, 25 East A Street – offered comments.

Report of Officers – Council – Committees

Mr. McGrory offered comments regarding the Administrative Department.

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, Park Heights Cemetery, and Sustainable Brunswick.

Consent Agenda

- Brunswick Crossing
 - Storm Drain Conditional Acceptance/Performance Bond Release – Phase IIA-1, Part 1
 - Storm Drain Conditional Acceptance/Performance Bond Release – Phase IIA-1, Part 2
 - Storm Drain Conditional Acceptance/Performance Bond Release – Phase IIA-2, Part 1
 - Phase IIA-1, Part 2 Paving – Performance Bond Reduction
 - Phase IIA-2, Part 1 Paving – Performance Bond Reduction
 - Water and Sewer – Conditional Acceptance/Performance Bond Release – Phase IIA-1, Part 2
- Brunswick Self Storage – Public Works Agreement Package

Ms. White moved to approve the consent agenda items, approving items for Brunswick Crossing and Brunswick Self Storage, as recommended by staff. Mr. Snoots seconded the motion, which passed 6-0.

Unfinished Business

- Solar Power Project

Mr. McGrory discussed the background of this issue. He stated the federal government extended the timeframe to take advantage of tax credits, so there is no longer a time pressure to get this issue resolved. At this time, staff was seeking approval of the site and location of the proposed solar arrays.

A discussion regarding the scope of work, cost responsibility, and which portions of this project the City could complete ensued. Mr. Lashley made a motion to focus on Solar Site 1 for the City's present consideration of solar power generation. Mr. Stull seconded the motion, which passed 6-0.

- Sidewalk Restoration Program

Mr. McGrory discussed the background of this issue. He stated staff will develop a program whereby residents can opt in to replace the sidewalks in front of their homes, with costs being transferred over a five year period.

Mr. Burruss stated extensive public outreach should be conducted prior to enforcing code compliance measures. Mr. Jones discussed the possibility of cost savings to residents through the City breaking up and discarding of old sidewalks into our rubble fill facility. Mr. McGrory cautioned that the rubble fill site is nearly full and the City might consider whether the scarce resource should be used for the benefit of specific properties or for rubble generated generally by the City government. This item will be discussed in February.

- River's Edge Recreation Trails

Mr. McGrory stated that a draft Memorandum of Understanding and Hold Harmless Agreement were provided to the Council for this project. Carlo Alfano and Three Points Cycle owner Keith Marks, Bike Brunswick volunteers, were both present to discuss this project.

Ms. White made a motion to authorize Bike Brunswick to initiate incremental construction of the specific trails at the Sports Complex that have been flagged and inspected by the City of Brunswick, upon execution of an MOU regarding trail maintenance, and on the condition that each volunteer executes and submits to the City a hold harmless agreement satisfactory to the City. Mr. Lashley seconded the motion, which passed 6-0.

New Business

- Main Street Downtown Development Strategies Update

Mr. McGrory explained how City staff had met with Main Street representatives to discuss the plan and recommendations. The City of Brunswick Economic Development Commission (EDC) is also reviewing these suggestions. City Staff is working on an enterprise zone application due in April, and on historic and revitalization tax credit legislation. Abbie Ricketts, Main Street President, spoke to that organization's recommendations from the downtown revitalization consultant's proposals.

A discussion about vacant properties ensued and Mr. Burruss made a motion that property owners potentially impacted by the proposed Vacant Property Ordinance be notified (by press release and Citizen advertisement) of the February EDC meeting details where this discussion will be held. Mr. Stull seconded the motion for discussion.

Ms. White and Mr. Snoots both stated they did not feel the EDC meeting was the proper venue to involve property owners, but rather, they should wait until the Mayor and Council hold a public hearing on the issue. There was a vote of 1-5, with Council Member Burruss in favor, and all other Council Members opposing.

- City Plan of Organization

Mr. McGrory discussed proposed changes to the plan of organization, including the addition of a Project Coordination position. Mr. Burruss made a motion to approve the City Plan of Organization dated January 12, 2016. Mr. Stull seconded the motion, which passed 6-0.

- City Accounting System/Utility Billing Update

Mr. McGrory updated the Council on the Administration Department's progress on the new accounting and utility billing system software conversion, including showing the new utility bill format.

- FY2016 Budget Update

Mr. McGrory discussed the updated finance reports in a new format from the newly implemented accounting software.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 9:10 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date



THE CITY OF BRUNSWICK MARYLAND

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

Department of Public Works Mayor & Council Monthly Report for January 2016

Water Line Repairs and Maintenance

Installed new service line at 6th Ave & Brakemen's alley
Try to locate service line at 224 Knoxville Rd.
Putting out leak detectors
Repair water leak at Souder Rd & Maple Ave.

Sewer Line Repairs

Camera sewer line's

Water Valve Maintenance

Checking Cla-valves

Fire Hydrant Maintenance

Replace hydrant at 9th Ave. & Cst.

Street Repair and Maintenance

CIP Projects

None

Storm Drain Maintenance

Cleaning storm drains, and snow removal from drains

Miscellaneous Tasks and Maintenance

Bush hog over sewer right-a-ways & green areas
Took down Christmas decorations
Put up shelving at police department
Replace light fixtures at city hall
Replace parking meter pole
Gearing up equipment for upcoming snow season
Plowing and removal of snow

JANUARY 2016 WATER METER/ SAFETY MONTHLY REPORT

WATER METERS:

Settlements – 19

Replacements – 2

Repairs – 5

New Installs – 3

U & O Inspections – 3

Meter Inspections - 3

Cut-offs – 22

SAFETY:

Gave presentation and discussed as a group, "Safe and Effective Snowplow Techniques".

Took inventory and re-stocked both Stationary First Aid Kits as needed.

Completed OSHA 300 Report for calendar year 2015.

Scheduled training for CPR and Bloodborne Pathogens to be held in February.

WATER PLANT PROJECTS & MAINTENANCE –January 2016

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Received chemical deliveries of Caustic, Acid and Del-pac
- 4) Replaced the permanganate feed line at the raw water intake
- 5) Replaced all finished water sample lines
- 6) Repaired the compressed air systems air drying unit and cleaned the filter
- 7) Flo-tech calibrated all flow meters and chart recorders
- 8) Cleaned all strainers at the 1 million gallon storage tank
- 9) Repaired and calibrated the carbon feeder
- 10) Replaced the packing in the finished water pumps
- 11) The phase protection unit and the control panel on the generator at the elevated storage tank went bad and a back up generator was brought in and hooked up by MEC.
- 12) Snow, snow and MORE SNOW!
- 13) WTP staff worked overtime to prepare for, and during the blizzard to ensure that the reservoir and towers were kept full and to remove snow from all facilities.

Brunswick WWTP Operations & Projects January 2016

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Replaced D.O. probe sensor cap on #1 SBR. Calibrated sensor
- 5) Prepped for paint on several areas in the plant
- 6) Calibrated the influent and effluent flowmeters
- 7) Took # 3 SBR out of service due to an air leak in the manifold
- 8) Placed #2 SBR in service
- 9) Started adding N+ to #2 SBR for foam control
- 10) Received a shipment of 4,200 gallons on Del-pac
- 11) Began pumping down #3 SBR for inspection
- 12) Snow preparation and removal
- 13) Monthly equipment maintenance



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

Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	2
ANIMAL COMPLAINTS	2
ASSAULT IN PROGRESS - ALERT TONE	1
ASSIST FIRE DEPARTMENT	12
ASSIST OTHER AGENCY - SPECIFY	2
ASSIST OTHER PD (SHERIFF)	26
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	5
BANK ALARM	2
BURGLAR ALARM	3
CARDIAC ARREST	3
CHILD / JUVENILE ABUSE	3
COMMERCIAL	11
COMMERCIAL HOLD UP ALARM - ALERT TONE	1
COURT - BPD	9
COURT PAPERWORK	5
CURFEW CHECK	1
CURFEW VIOLATION	1
DESTRUCTION OF PROPERTY / VANDALISM	1
DISABLED VEHICLE	6
DISORDERLY CONDUCT - INTOXICATED SUBJECT	3
DISTURBANCE - ALL GATHERINGS	5
DOMESTIC	3
DOMESTIC IN PROGRESS - ALERT TONE	3
DUMPING / LITTERING	1
EMERGENCY EVALUATION	3
EXTRA DUTY	7
FOLLOW UP - ALL TYPES	35
FOUND PROPERTY	3
FRAUD	1
HARRASSMENT	3
HIT AND RUN PROPERTY DAMAGE	3
LOST PROPERTY	1



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

Call Type	Counts
MENTAL PERSON	3
MISSING PERSON	5
MUNICIPAL INFRACTION	1
NARCOTICS - FCPD SEND TWO CARS	4
NOISE COMPLAINT	2
NOTIFICATIONS	10
OPEN DOOR	1
OPEN OR 911 HANG-UP	25
PARKING VIOLATIONS	9
PATROL CHECK (BRUNSWICK)	418
POLICE INFORMATION	2
POLICE TRAINING / EDUCATION	2
PROPERTY DAMAGE ACCIDENT	10
REPO / TOW AWAY	2
REQUEST CHECKS	1
REQUEST OFFICER	101
RESIDENTIAL	6
RESIDENTIAL BURGLARY - REPORT ONLY	1
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	3
RESIDENTIAL HOLD UP - ALERT TONE	1
ROADWAY HAZARD	10
SCHOOL	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	5
SOLICITING	2
SPECIAL ASSIGNMENTS	6
STRANDED MOTORIST	1
SUICIDE - ATTEMPTED ALSO	3
SUMMONS SERVICE (BPD)	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	8
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	4
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	7
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	6



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

<i>Call Type</i>	<i>Counts</i>
TOW-A-WAY BY TOW COMPANY	1
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	4
TRESPASSING	4
VEHICLE STOP (BRUNSWICK)	39
VEHICLE THEFT / UNAUTHORIZED USE	1
VERBAL DISPUTE - NON DOMESTIC	1
WALKING PATROL	26
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	12

Total Number of Calls: 921



Brunswick Police Department Monthly Report

Reporting Month and Year: January 2016

Traffic Enforcement Activity

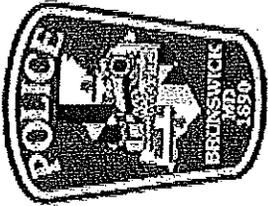
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	15	15	19	19
Maryland State SEROS:	2	2	2	2
Warning Citations:	41	41	19	19
Parking Citations:	13	13	22	22

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	921	921	1341	1341
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	7	7	13	13
B&E	1	1	0	0
Theft	4	4	5	5
Auto Theft	0	0	0	0
Motor Vehicle Accidents	13	13	11	11



Brunswick Police Department
Listing of Arrests
January 1, 2016 to January 31, 2016

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2016000169	01/05/2016	15:10	VIOLATION OF CONDITIONS OF PRETRIAL RELEASE	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016000106	01/07/2016	23:29	LITTER/DUMP	CLOSED/CLEARED	JUVENILE	JORDAN ATHA	CLEARED BY ARREST
2015011612	01/08/2016	19:59	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	ADULT	JORDAN ATHA	CLEARED BY ARREST
2016000297	01/09/2016	00:25	CDS, POSSESSION OF MARIJUANA	CLOSED/CLEARED	ADULT	JORDAN ATHA	CLEARED BY ARREST
2016000326	01/09/2016	19:55	DRIVING ON REVOKED OUT OF STATE LICENSE	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016000032	01/12/2016	01:33	CDS, POSS COCAINE/OPIUM/THEIR DERIVATIVES	CLOSED/CLEARED	ADULT	MARK CULLUMBER	CLEARED BY ARREST
2015012858	01/14/2016	21:55	THEFT, ALL OTHER \$999 OR LESS	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016000768	01/26/2016	10:15	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2016000737	01/27/2016	23:28	DRIVE FAIL, FURNISH ID ON UNATTENDED DAMAGED VEH	CLOSED/CLEARED	ADULT	ERIC BITTNER	CLEARED BY ARREST

Total Number of Arrests: 9



THE CITY OF BRUNSWICK MARYLAND

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

January Planning/Code Staff Report **Mayor and Council 2-19-2016**

Planning

- Staff held TAC meeting for Brunswick Crossing Section III A.
- Staff worked with Contractors on several homes under construction.
- Staff worked with economic development coordinator on events and business development.
- Staff submitted final Brunswick Crossing conditional acceptance and reductions to the bank for bond payment releases.
- Staff submitted final documents, easements and PWA's for signature for Gum Spring Estates, Brunswick Self Storage and Brunswick Crossing.
- Staff met to confirm water meter set up for Ace Hardware shopping center project.
- 18 Zoning Certificates issued January
- 2 U&O's issued January
- No BoA meeting in January and no meeting is scheduled for February.
- No Planning Commission meeting in January a meeting is scheduled for February.

GIS

- Assisted public with property data
- Assisted public works with and water and sewer mapping data
- Worked on Zoning Certificate data base
- Update Maps for Brunswick Crossing
- Prepared water and sewer data for consultant along 464
- Developing various maps for departments

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
1	<u>16-01</u>	25-488873	1-6-16	31	Eduardo Meza-Etienne/ Solar City	125	Fiona Way	Solar Panels
2	<u>16-02</u>	25-475291	1-7-16	174	John Drake	66	Wenner	Deck
3	<u>16-03</u>	25-479025	1-12-16	1363	Sterico Signs/ Ace Hardware	40	Souder Road	Signage
4	<u>16-04</u>	25-471806	1-12-16	912	Verizon Wireless NB+C	102	W. Potomac St.	Anntennas
5	<u>16-05</u>	25-463498	1-12-16	151	Kristopher Brookshire/ Solar City	1	Chatham Ct.	Solar Panels
6	<u>16-06</u>	25-485068	1-13-16	1755	Bert Newcomer	915	E D St.	Renovations
7	<u>16-07</u>	25-487508	1-15-16	311	Felix Uribe	9	Evan Ct.	Fence
8	<u>16-08</u>	25-467892	1-15-16	508	Benancio Morales	12	S. Maple	Propane-Dumpster - Business
9	<u>16-09</u>	25-475054	1-21-16	55	Joseph Brewda	204	Wintergreen Ln	Home Occ/Res Prof Office
10	<u>16-10</u>	25-475054	1-21-16	917	Railroad Square LLC	6	W. Potomac St.	Tenant Fit Out
11	<u>16-11</u>	25-489748	1-21-16	311	Angel White	16	Jeffery Way	Home Occ/Res Prof Office
12	<u>16-12</u>	25-477006	1-26-16	1589	Michele Judd	620	E. E St	Deck/Fence
13	<u>16-13</u>	25-471598	1-26-16	1630	Melissa Geisbert	613	6th Ave	Solar Panel
14	<u>16-14</u>	25-489020	1-29-16	311	Ron Hill	130	Fiona Way	Shed
15	<u>16-15</u>	25-468732	1-29-16	1317	Nicholas Cononie	11	E. H St.	Solar Panels
16	<u>16-16</u>	25-487168	1-29-16	415	Robert Otto	803	Brunswick St.	Solar Panels
17	<u>16-17</u>	25-490983	1-29-16	29	Carl Dix	1309	Hope Farm Ct	Solar Panels
18	<u>16-18</u>	25-487516	1-29-16	311	Abuoh Neufville	11	Evan Ct.	Solar panels

U&O Log 2016

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
1	16-1	1-26-16	1127	Dargon Quarry Road	SFD Ryan	135450	1-26-16
2	16-2	2-1-16	1109	Long Farm Cir	SFD	135609	2-1-16

MONTHLY CODE ENFORCEMENT REPORT

Violations	January 2016	YTD January 2016	Past January 2015
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WARNINGS

Vehicles/ Vehicle repair	1/0	1/0	1/0
Property trash/ Unsec.	7/0	7/0	9/0
Property Repair/Property	1/0	1/0	0/0
Overgrowth /Unsanitary	0/0	0/0	0/1
Vac. prop.trash/ Unsec.vac	0/0	0/0	1/3
S.walk repair/ S.Walk Trash	0/0	0/0	0/1
Littering	0	0	0
Vacant Overgrowth	0	0	0
Animal Waste / Snow and	0/63	0/63	0/114
Livestock	0	0	0
Trash Cans /Signs	0/0	0/0	0/0
Warning Totals	72	72	130

CITATIONS

Vehicles/ Vehicle repair	0/0	0/0	0/0
Property trash/ Unsec.	0/0	0/0	1/0
Property Repair/ Property	0/0	0/0	0/0
Overgrowth/ Unsanitary	0/0	0/0	0/0
Vac. prop. trash,/ Unsec.	0/0	0/0	0/3
S walk repair/ S walk trash	0/0	0/0	0/0
Littering	0	0	0
Vacant Overgrowth	0	0	0
Animal Waste/ Snow and	0/0	0/0	0/0
Livestock	0	0	0
Trash Cans	0	0	0
Signs	0	0	0
Citation Totals	0	0	4
Complaints	11	11	8

Sidewalk Improvement Program for FY 2016
September 8, 2015

Background

- In June, 2015, the Mayor and City Council awarded a bid for a large scale paving project, which included prices for specific streets, and identified and priced replacement or installation of certain curbs, gutters, and sidewalks adjacent to those streets.
- In June, 2015, the Mayor and Council included sufficient funds in the budget to fund the project described above.
- The Brunswick City Code states (Section 3-2202. Sidewalks and Curbing-Maintenance): “It shall be the duty and obligation of the owner of property abutting a sidewalk in a public right-of-way to maintain the abutting sidewalk, driveway apron, and sod in such a condition as to be safe for public use.”
- Resolution 03-03 Adopted by the Mayor and Council
 - Changed the City Charter to give the City the authority “levy and collect taxes in the form of special assessments upon property in a limited and determinable area for special benefits conferred upon such property by the design, installation, construction, maintenance, repair, and removal of...sidewalks and parts thereof, curbs, gutters, walls and retaining walls, and other public improvements and projects...”
 - Indicated that “The costs of the improvement or project shall be assessed according to the front foot rule of apportionment or some other equitable basis determined by the mayor and council.”

Recommendation

The Sidewalk Improvement Program for FY 2016 will be implemented as follows for sidewalks adjacent to roads identified in the FY 2016 paving project:

1. Owners of properties adjacent to the roads identified in the FY 2016 Paving Project that are found to have deficient sidewalks will be notified of their non-compliance with the City Code, and offered a chance for inclusion in the sidewalk restoration project with a five year zero interest repayment plan.
2. For areas adjacent to the FY 2016 Paving Project that do not contain sidewalks, but are deemed critical for interconnectivity of the existing sidewalk infrastructure, the City will develop a sidewalk installation program based on Article X of the City Charter with a five year zero interest repayment plan.

Draft Motion

I move to implement a Sidewalk Improvement Program for sidewalks adjacent to the FY2016 Paving Project based on the staff recommendation dated September 8, 2015.

-Prepared by Bob McGrory, City Administrator

The City of Brunswick Sidewalk Improvement Program



The City of Brunswick Sidewalk Improvement Program Loan Funded

Introduction:

The City of Brunswick, Maryland shall implement a Sidewalk Repair Program pilot project. This pilot will allow a sensible and efficient approach to maintaining City sidewalks. By identifying areas needing improvement, prioritizing and tracking repairs, the City will be better able to provide for pedestrian safety and reduce property owner liability for trip and fall incidents. Well maintained sidewalks also improve the appearance of neighborhoods and increase property values.

By codified ordinance, property owners are completely responsible for maintaining the sidewalks adjacent to their property, which includes sidewalks that run along a public street. However, as part of this pilot program, the City of Brunswick is allocating funds to support a zero interest loan to help property owners repair sidewalk sections deemed hazardous, as well as provide for installation of new sidewalks in areas currently without. This program is available to developed properties located in the City of Brunswick. New construction in subdivisions where sidewalks are required are not eligible for funding.

This will be an annual program with funding as provided through the City budget. A maximum of \$5,000 can be allocated in any given year to a single property, although this requirement may be waived at the sole discretion of the City, if deemed in the public interest.

The City of Brunswick Sidewalk Improvement Program

To determine if a sidewalk qualifies for repair under the program, a sidewalk is rated on a scale 0 through 5 with 5 representing the most severe damage. As part of the program, sidewalk sections will be scored 0 through 5 and the individual projects ranked according to the average score per property or frontage. Sidewalk sections rated 5, 4 or 3 will qualify for repair as funds become available. Sidewalks rated 0, 1 or 2 will not qualify but the scoring will be included to determine rankings for funding.

New sidewalk installations will be scored on a scale of 1 through 5 based on categories of Neighborhood Coordination, Connectivity, and Proximity to Schools. The scoring will be used to rank projects for funding along with the repair requests. Property owners whose sidewalks are not selected for improvement due to lack of funding are encouraged to proceed with the project on their own or wait for additional funding (reimbursement will not be issued for work completed without prior approval). Driveway approaches and aprons are not eligible for funds. To determine what priority your sidewalk damage rates, please complete and submit a Sidewalk Improvement Program Application Form.

Participation:

Developed residential properties and businesses located in the City of Brunswick shall be eligible for participation in this program. A property owner should complete the following steps in order to gain consideration for matching funds:

- 1.) Submit a completed Sidewalk Improvement Program application along with an estimate from a licensed contractor, as well as the required zoning permit application.
- 2.) The City will rate and approve/disapprove the project. If approved, the City will waive the Sidewalk Permit Fee. The City will assign a deadline for project completion and final payment submission. If not approved, the project may be resubmitted based on future funding. The City may waive the Sidewalk Permit Fee for qualified projects that do not receive funding but that the Property owner proceeds with the project.
- 3.) Upon approval, work may commence. Once completed, submission of a final invoice of completed work must be submitted to the city. This invoice should show the completion of the project and the final project dollar amount. This invoice shall be from the licensed and approved contractor.
- 4.) The approved portion of the project shall be compensated. The approved amount will then be paid to the property owner in a timely manner. The loan will be paid back to the City in quarterly installments over a three to five year period, depending on the repayment cycle approved with the City's annual budget. The Property Owner is responsible for payment of the contractor. Qualified projects also pay no permit fees. A property owner may use this project annually if their projects are approved and future funding continues.

The City of Brunswick Sidewalk Improvement Program

Sidewalk Improvement Program FAQ:

- 1. Why did the City begin this program? Sidewalks are a very important means of travel for residents, especially children and senior citizens. The City began this program in order to accomplish four primary goals: 1) improve defective sidewalks and ensure that walkways remain safe for all residents, 2) provide a low-cost and convenient sidewalk repair option to Brunswick Property owners, 3) give residents the opportunity to add sidewalks to neighborhoods where they currently do not exist, and maintain property values throughout the City.**
- 2. I thought the City took care of sidewalks. Why do I have to pay for it? Sidewalks in Brunswick are the responsibility of the property owner. Cities throughout nation may handle sidewalk maintenance differently. The City does not maintain sidewalks adjacent to private property and/or along a public street. This allows the City to commit more of its limited funds to road and transportation expansion and maintenance.**
- 3. Is the City making money from this program? No. As a matter of fact this program is a way in which your tax dollars are used to improve our City's safety and increase property values. Repayments will ideally be placed back into the sidewalk repair fund for future work.**
- 4. What happens if I do not repair my sidewalk? Code enforcement may issue notices to those who have not participated in the program or have not completed their sidewalk repair independently. However, the goal of this project is not code enforcement, but to eliminate hazardous sidewalks and provide property owners a means to correct the hazard.**
- 5. Are residential apartments eligible for funding? Apartment complexes are eligible for funding for sidewalks that are located along public streets. Single family or single family homes that have been converted to "twin-singles" that are used as residential rental properties are also eligible for funding. However, in both cases priority will be given to owner-occupied residences.**
- 6. Can I use the money from this program to improve sidewalks that are located in my back yard, side yard, or which go to my front door? No, the intent of this program is to improve sidewalks located along public streets. Other sidewalks on a property that are not adjacent to a public street are the responsibility of the property owner.**
- 7. Who do I contact for more information? Please contact City Hall at 301-834-7500 ext. 1. Applications may be found at City Hall, 1 West Potomac Street, or the Annex Building at 601 E. Potomac Street.**

The City of Brunswick Sidewalk Improvement Program

Sidewalk Repair Examples:

Examples of some common sidewalk defects below that may be eligible for the City of Brunswick Sidewalk Improvement Program:

Step Separations

If a sidewalk panel has lifted or subsided, and it is 1/2" or more higher or lower than an adjacent panel

Grade Change

If two sidewalk panels have lifted into a peak or valley, and the peak/valley is 4" or more higher than the level of the sidewalk 4 feet away in either direction.

Opening in Sidewalk

If there is an opening in the sidewalk measuring 5/8" or greater or significant cracks greater than 1/4".

Spalling of Surface

If a chunk of the sidewalk has broken, and the result is a hole 1/2" or deeper

Sunken Sidewalk

If the sidewalk has subsided, and within a stretch of 8 feet of sidewalk, there is a place that is 3" or more that is lower than the rest of the sidewalk



THE CITY OF BRUNSWICK MARYLAND

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

ADMINISTRATIVE & DEVELOPMENT FEE SCHEDULE

Version 02-2016

DEVELOPMENT PUBLICATIONS: Available at www.BrunswickMD.gov

Zoning Ordinance.....	Available Online
Subdivision Regulations.....	Available Online
Master Plan.....	Available Online
Adequate Public Facilities Ordinance.....	Available Online
Design Manual.....	Available Online

ADMINISTRATIVE SERVICES/APPLICATIONS:

Copies.....	\$ 0.25 (Per Page)
Copies to be mailed/faxed.....	\$ 2 (Per Page)
Notary Services.....	\$ 4 (Per Signature)
Transportation Network Services Fee.....	\$ 0.25 (Per Trip)

Zoning Certificates and Property Maintenance Inspection:

- New Construction.....\$ 100
- Home Occupation/Non-Residential Occupancy.....\$ 50
- Accessory Structures/Additions/Renovations/Decks.....\$ 50
- Others (Fences, Walls, Patios, Sidewalks, Driveways, Temporary Signs, Events, Dumpsters (Bag or Solid), Pods)\$ 25

Zoning/Development Letters/Certifications:

Processing.....\$ 100 + CFI

Recordation:

- A. Plats (Clerk of the Court).....Variable
- B. Print Fee (Frederick County)..... \$ 12
- C. Other Documents (Clerk of the Court).....Variable

Document Draft/Review:

- A. Public Works Agreements (review only).....\$ 200 + CFI
- B. Modified Public Works Agreement (under \$ 10K).....\$ 100
- C. Homeowners Association Covenants (review only).....\$ 300 + CFI
- D. Deeds of Easement (Review only).....\$ 200 + CFI

UTILITY SERVICES & APPLICATION FEES

Settlement Services \$ 50
(Account Transfer, Final Meter Read & Documentation to Attorney)

Service Restoration Fee – Voluntary
Voluntary Service Turn Off/Turn On Fee.....\$ 75 Each Occurrence

Service Restoration Fee – Delinquent Account
In order for service to be restored, the Service Restoration Fee must be paid in addition to All
Delinquent Charges.....\$75 1st Time (Within 12 Months)
\$100 2nd Time (Within 12 Months)
\$ 125 3rd Time (Within 12 Months)
Each Occurrence

WATER & SEWER TAP REQUEST

Water & Sewer Tap Applications (Per Lot).....\$ 100

Water & Sewer Tap & Capacity Fees.....\$ 3,146 (Water)
.....+ 3,956 (Sewer)
.....= \$7,102

(For more information, see Water & Sewer Rules & Regulations
Ordinance No. 411 and Resolution 04-01, 3/9/04)

Dwelling Unit Capacity Fee. \$79.80 per fixture unit

(Applied when a Dwelling Unit, as defined in the City of Brunswick Zoning Ordinance, is created from an addition or renovation to an existing Dwelling Unit. The fee will be calculated per new fixture unit added, above any existing fixture units, before the additions or renovations to an existing dwelling unit occurred)

DEVELOPMENT SUBMISSIONS:

Annexation Requests.....\$ 1,500 + \$ 20/Ac + CFI

Text Amendments\$ 1,150 + CFI

Zoning/Master Plan:

Out-of-Sequence.....\$ 1,500 + \$20/Ac + CFI

Master Plan Update Request.....\$ 100 + CFI

Modification and Extension Request (Per Item).....

P&Z	\$ 500
CPW	\$ 100
<u>CEC</u>	<u>\$ 200 + CFI</u>
Total	\$ 800 + CFI

PLANNED UNIT DEVELOPMENTS (Standard fees, Additional Consultant Review Fees may be required based on actual review cost):

Phase I.....

P&Z	\$ 1,500 + \$ 20/Ac.
CPW	\$ 100
<u>CEC</u>	<u>\$ 500 + CFI</u>
Total	\$ 2,100 = \$ 20/Ac. + CFI

Phase II.....

P&Z	\$2,000 + \$ 20/Ac.
CPW	\$ 100
<u>CEC</u>	<u>\$ 500 + CFI</u>
Total	\$2,600 + \$ 20/Ac. + CFI

Phase III.....See Prel. Plans & Final Plats

Subdivision Plat Submissions:

A.	Preliminary Plan.....	P&Z \$ 2,000 + \$5/ac + \$ 20/lot CPW \$ 200 <u>CEC \$ 750 + CFI</u> Total \$ 2,950 + \$5/Ac. +\$20/Lot + CFI
B.	Final Plat.....	P&Z \$ 600 + \$20/Lot CPW \$ 35/Lot <u>CEC \$ 100 + CFI</u> Total \$ 700 + \$55/Lot + CFI
C.	Preliminary/Final Plat.....	P&Z \$ 750 + \$ 25/Lot CPW \$ 35/Lot <u>CEC \$ 250 + CFI</u> Total \$ 1,000 + \$60/Lot + CFI
D.	Correction Plat.....	P&Z \$ 550 CPW \$ 35/Lot <u>CEC \$ 150 + CFI</u> Total \$ 700 + \$35/Lot + CFI
E.	Addition Plat	P&Z \$ 550 CPW \$ 35/Parcel <u>CEC \$ 150 + CFI</u> Total \$ 700 +\$35/Parcel + CFI
F.	Resubdivision Plat.....	P&Z \$ 750 CPW \$ 35/Lot <u>CEC \$ 200 + CFI</u> Total \$ 950 + \$35/Lot + CFI
G.	Sketch/Concept Plans (Subdivision & Site Plan)	P&Z \$ 500 CPW \$ 75 <u>CEC \$ 100 + CFI</u> Total \$ 675 + CFI
H.	Preliminary Plan Re-approval	P&Z \$ 800

Site Plan Submissions:

- A. Residential..... P&Z \$ 1,000 + \$ 10/Unit
 PW \$ 100 + \$ 35/Lot
CEC \$ 400 + CFI
 Total \$ 1,500 + \$10/Unit + \$35/Lot + CFI

- B. Non-residential..... P&Z \$ 1,000 + \$ 75/Ac.
 CPW \$ 100 + \$ 35/Lot
CEC \$ 400 + CFI
 Total \$ 1500 + \$75/Ac. + \$35/Lot + CFI

- C. Resubmission/Revisions over 1000 s.f.....Original fees

- D. Reapprovals.....P&Z \$ 300
 CPW \$ 50
CEC \$ 100 + CFI
 Total \$ 450 + CFI

- E. Extension Request (Administrative Only) P&Z \$100

- F. Administrative Site Plan P&Z \$ 200
 (BPc not required) CPW \$ 50
CEC \$ 100 + CFI
 Total \$ 350 + CFI

Improvement Plan Submission (Improvement Plan, Site Development Plan, As-Built Plans, W&S transmission or collector lines, etc.):

Improvement Plan (Unless noted elsewhere)..... CPW \$ 250
 (If BPc required) P&Z \$ 250
 STAFF & CONSULTANT REVIEW + \$250/page + CFI

Review fee for W&S facilities other than lines will be assessed at..... \$500/page

BOARD OF APPEALS APPLICATION FEES:

Variance.....P&Z \$ 500
 CPW \$ 50
 CEC \$ 50 + CFI
CAC \$ 125 + CFI
 Total \$ 725 + CFI

Special Exception.....P&Z \$ 700
 CPW \$ 50
 CEC \$ 50 + CFI
CAC \$ 600 + CFI
 Total \$1400+ CFI

Administrative Error.....P&Z \$ 300
CAC \$ 375 + CFI
 Total \$ 675 + CFI

Adequate Public Facilities Ordinance:

Review:P&Z \$ 500
 CPW \$ 50
 CEC \$ 200 + CFI
 CTC \$ 300 + CFI
CAC \$ 200 + CFI
 Total \$1250 + CFI

Amendment.....\$ 1200 + CFI + Advertising Costs

PUBLIC WORKS PERMIT SUBMISSIONS

Driveway Entrance Permit Fees:

Application..... \$ 50 + CFI

Right-of-Way Obstruction Permit Fees:

Application..... \$ 50 + CFI

VACANT PROPERTY ORDINANCE FEES

Initial Application.....	\$250
First Annual Application Renewal.....	\$500
Each Subsequent Annual Renewal.....	\$1000
Inspection Fee.....	\$75

Consultant Fees Invoiced (CFI): Any City Consultant time above the application base fee will be invoiced to the applicant to be paid prior to Final Approval by the City.

Note: The Consultant base fee will be deducted from the invoice and the applicant will be required to pay any difference prior to Final Approval by the City.

Note: Agency fees are for two reviews, each review after two requires an additional fee equal to half of the original fee.

(Adopted 11/12/1996, Rev. 6/9/1998, Rev. 7/22/2003, Rev. 11/10/03, Rev. 3/9/04, Rev. 4/10/07, Rev. 12/9/08, Rev. 10/27/09, Rev. 12/14/10, Rev. 5/13/14, Proposed Rev. 2/9/2016)



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.

***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:	2 February 2016
Name:	David Blackmon dba Smoketown Brewing Station
Address:	223 W Potomac St Brunswick MD 21716
Phone #:	301.401.1273
Email Address:	davidblackmon1@aol.com

Type of Traffic Control Requested:

- Temporary Meter Bagging
- Temporary No Parking Signs
- Stop Sign

Other - Please explain:

Two Permanent Handicap parking spaces opposite of our new brewery at 223 W. Potomac Street Brunswick MD

Please Complete the Following:

Location of Requested Signage:	Locate at existing metered spaces
Justification for Request:	Handicap access for 2 new business establishments
Date & Time of Traffic Control Needed:	

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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