

## MINUTES

### **CITY OF WESTMINSTER Mayor and Common Council Meeting Monday, May 13, 2019 at 7 pm**

#### **CALL TO ORDER**

**Elected Officials Present:** Councilmember Becker, Councilmember Chiavacci, Mayor Dominick, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**Staff Present:** Director of Human Resources Childs, Director of Public Works Glass, Director of Recreation and Parks Gruber, Police Chief Ledwell, City Attorney Levan, Director of Community Planning and Development Mackey, City Administrator Matthews, Director of Finance and Administrative Services Palmer, Executive Assistant Schlitzer, and Director of Housing Services Valenzisi.

**Guests Present:** Jamie Petry, President of the Westminster Volunteer Fire Department.

#### **APPROVAL OF MINUTES**

President Wack requested a motion to approve the minutes of the Mayor and Common Council meeting of April 24, 2019.

Councilmember Chiavacci moved, seconded by Councilmember Pecoraro, to approve the minutes, as presented.

#### **VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

#### **PRESENTATIONS**

##### **Mayoral Proclamation declaring May 19-25, 2019 as National Public Works Week**

Mayor Dominick read and presented the Mayoral Proclamation to Director Glass and Larry Bloom, retired Superintendent of the City's Street Department.

##### **Celtic Canter Check Presentations**

Mayor Dominick and Dr. Patrick Gallagher, founder of the Celtic Canter, presented checks to the organizations benefiting from the 5K:

- Tammy Black, on behalf of Access Carroll; and,
- Tom Zirpoli, on behalf of Target Community Services.

#### **PUBLIC HEARING**

##### **LMA 19-01 Petition for Compatible Neighborhood Overlay Zone (CN Zone)**

Mayor Dominick conducted a public hearing regarding LMA 19-01 Petition for Compatible Neighborhood Overlay Zone (CN Zone). Mr. Mackey stated that the purpose of the CN Zone is to allow a property owner to design a unique project that is not subject to regular setbacks, parking requirements, and other restrictions. This greater design flexibility is to promote creative projects and provide expanded housing choice. Mr. Mackey then provided background information and a summary of the staff report, stating that the Planning and Zoning Commission recommends approval of the application. He reminded the Mayor and Common Council that the decision before them was whether the overlay zone is appropriate for the site; they are not approving a site plan.

John McAlister, 1004 Washington Road, reiterated that the CN Zone allows for atypical setbacks. He inquired if this would affect his property setbacks. Mr. Mackey replied that there would be no impact to Mr. McAlister's property. Mr. McAlister asked when the project would proceed to stormwater management review. Mr. Mackey replied that the applicant was present for questions.

Clark Shaffer, representing the applicant, asked that the application and Planning and Zoning Commission's Report and Recommendation be added to the public record. He inquired if his witnesses should be administered an oath; Ms. Levan replied that this was not a quasi-judicial hearing, so no oath was required.

Mr. Shaffer introduced Kyle Speece, Regional Vice-President for Development for Conifer Realty, 5560 Sterret Place, Suite 200, Columbia, MD. Mr. Speece is responsible for identifying new real estate development opportunities in a multi-state region. He stated that Conifer is a developer, owner, and manager of affordable, multi-family apartment buildings; its projects utilize Low Income Housing Tax Credits (LIHTC) awarded by the State through a competitive process. The Maryland Department of Housing and Community Development (DHCD) ranks applications using specific site requirements. Mr. Speece provided the Mayor and Common Council with information on the LIHTC Program, explaining that the credits are sold to private investors, typically large banks. Income data is required for rental purposes for units that are part of the LIHTC Program. Eligibility for this project would be tied to the Area Medium Income (AMI) for Carroll County; 60% of AMI for the applicable unit size would be the maximum allowable income level. Rent payments are not subsidized and are paid to apartment management. Conifer has a screening process in place for all potential tenants. Conifer staff is on site for management and property maintenance.

Councilmember Chiavacci asked for confirmation that the hearing was not quasi-judicial in nature. Ms. Levan affirmed.

Councilmember Chiavacci asked if Section 8 housing voucher recipients would be allowed to rent at this location. Mr. Speece replied that the Section 8 program is either project-based or tenant-based. Therefore, those with a housing voucher could apply to rent a unit in accordance with Fair Housing laws.

Councilmember Chiavacci asked how long Conifer would be required to maintain ownership of the property in accordance with the LIHTC Program. Mr. Speece replied a minimum of 40 years is required, and Conifer generally manages properties that it owns.

Councilmember Yingling asked what happens when residents break the law. Mr. Speece replied that unlawful activity is a direct violation of the lease terms and grounds for eviction. He added that Conifer carefully screens applicants prior to accepting them as tenants.

Councilmember Pecoraro asked if any existing development in the area was similar to the proposed project. Mr. Speece cited The Preserve at Red Run in Owings Mills, MD as an example of a similar project.

Mayor Dominick asked Mr. Speece for the Area Median Income for a three- to four-person household. Mr. Speece replied that it was \$54,540 for a three-person household and approximately \$60,000 for a four-person household.

Councilmember Pecoraro noted that a teacher's starting salary in Carroll County is around \$34,000 per year, adding that they could benefit from housing such as this. Mr. Speece stated that workforce housing is an accurate description of such developments, by providing affordable housing for civil servants, public safety employees, teachers, and others.

Mayor Dominick asked how rents would be established. Mr. Speece replied that 30% of monthly income is a typical HUD affordability standard; he noted that the project would include market rate units as well.

Councilmember Chiavacci noted that Conifer owns a number of properties; he inquired if governmental employees in the jurisdiction where the development is located have ever received discounted rents or priority consideration as tenants. Mr. Speece responded that he was not aware of any such arrangement, which may not be allowable under the Fair Housing programs in which Conifer participates.

Mr. Shaffer asked Mr. Speece who verifies regulatory compliance before, during, and after construction of its projects. Mr. Speece responded that there are many entities involved in compliance verification, including the banking institutions that hold the tax credits, traditional banks from whom construction financing was obtained, and the Maryland Department of Housing and Community Development. Compliance applies to building construction, maintenance, and upkeep of the property.

Mr. Shaffer introduced Tom Phizacklea, Vice-President of Finance and Administration for McDaniel College at 2 College Hill, Westminster, MD. Mr. Phizacklea stated that the College owned the property on which the proposed development would be located and researched Conifer thoroughly before entering into a purchase agreement. College officials are comfortable with Conifer's proposal. Mr. Phizacklea stated that the proposed development is compatible with the adjacent shopping center, which the College also owns, and would provide a good transitional space between the single-family homes and commercial area.

Mr. Shaffer then introduced Scott R. Wolford, Director of Planning and Landscape Architecture for Maser Consulting, 22375 Broderick Drive, Suite 110, Sterling, VA. Mr. Wolford stated that he is a certified landscape architect and certified planner. Mr. Shaffer requested that Mr. Wolford's resume be included in the public record. Mr. Wolford then reviewed the conceptual site layout, highlighting certain features – parking underneath the building, community space within the building, and an enclosed outdoor play area. Mr. Shaffer requested that the conceptual site layout be included in the public record. Mr. Wolford pointed out certain site constraints to the Mayor and Common Council, including the existing storm drainage system and the significant slope from the front of the property to the back. He stated that the property is appropriately sized for the proposed project, is within the Priority Funding Growth Area as identified in the 2009 Master Plan, is within the City water/sewer service area, and qualifies as infill development. In keeping with the Municipal Growth element of the City's Comprehensive Plan, specifically page 67 of the Plan, the project reflected vertical rather than horizontal growth, with structured parking as opposed to surface parking.

Councilmember Becker asked if traffic from the development would go onto West Main Street. Mr. Wolford stated that West Main would be the point of ingress and egress. Councilmember Becker asked if there were plans for an entrance from MD Route 140. Mr. Wolford stated that the State Highway Administration would likely not approve a curb cut onto Route 140.

Councilmember Chiavacci noted that Route 140 is 12 feet higher than the base of the building; therefore, one or two stories would be above Route 140. He asked how the resulting noise would be mitigated. Mr. Wolford deferred the answer to Councilmember Chiavacci's inquiry to the project architect.

Councilmember Pecoraro expressed concern about there being only way in and out of the property in the event of an emergency that blocked that access point. He hoped that this issue would be addressed in the final site plan design. Councilmember Pecoraro added that West Main Street was not in good shape and should be re-paved if traffic increases.

Mr. Shaffer then introduced Bruce Zavos, Zavos Architecture and Design, 323 West Patrick Street, Frederick, MD. Mr. Zavos stated that he is a licensed architect and has been involved in numerous LIHTC projects. He added that he is a passionate advocate for affordable housing. Mr. Shaffer requested Mr. Zavos' resume be submitted into the public record. Mr. Zavos then showed a conceptual rendering of the proposed building to the Mayor and Common Council, highlighting the exterior building materials and other features. He informed the Mayor and Common Council that the LIHTC Program required long-lasting construction materials to be used for the building exterior, such as high-level, low-maintenance brick or cementitious materials. Mr. Zavos stated that the property was an appropriate area for the project, and that the project was compatible with adjacent land uses. Additionally, the proposed project would provide a good transitional use for this particular site. In response to Councilmember Chiavacci's inquiry concerning noise mitigation, Mr. Zavos stated that double paned, insulated windows with a high STC rating for noise reduction would be used; the proposed exterior building materials would also buffer noise from Route 140.

Councilmember Chiavacci questioned whether it would be possible to reduce noise levels to Code of Maryland Regulations (COMAR) requirements. Mr. Zavos confirmed that noise reduction would not meet COMAR standards.

Councilmember Becker asked what green features would be incorporated into the building's design. Mr. Zavos noted the use of low flow plumbing fixtures, robust air sealing requirements, and energy recovery ventilators.

Councilmember Pecoraro inquired if the developer would be constructing a pathway or sidewalk to the commercial area adjacent to the property. Mr. Wolford stated that an ADA-compliant sidewalk would be installed along the front of the building; an additional path in the rear of the property was also under consideration as part of the proposed site plan. Mr. Wolford stated that the limited right-of-way and considerable property slope created certain challenges to constructing a pathway to the adjacent commercial area.

Mr. Shaffer stated that the Conifer development would be a good infill project that meets the goals of the City's Comprehensive Plan. He added that the site has challenges, which is what the CN Zone was intended to accommodate. McDaniel College was excited about the project, and workforce housing was needed in Westminster.

Councilmember Pecoraro inquired how Conifer plans to set the rental rates. Mr. Speece responded that this had not yet been determined, but that rents would likely range from a low of \$500 per month to a high of \$1,144 per month.

Mr. McAlister asked if the upper right corner of the property was dedicated for stormwater management. Mr. Wolford replied that every 20,000 square feet of impervious surface was required to have its own bio-retention area. He added that there is an existing culvert under Route 140 that connects to the property. Mr. McAlister inquired about the number of parking spaces below the building. Mr. Zavos replied that 40 spaces were planned, which equated to 1.31 spaces per unit; for this type of project, that level of parking had been found to be sufficient.

With no additional comments, Mayor Dominick closed the public hearing at 8:12 p.m.

President Wack recognized Mr. Alex Whitney, present on behalf of the Western Maryland District of the American Legion, Carroll Post 31. Mr. Whitney introduced his daughter, Ashlynn Whitney, as Miss Poppy, who presented a red poppy to the Mayor. Mr. Whitney stated that the red poppy has become a nationally recognized symbol of sacrifice, worn by Americans since World War I to honor those who served and died for the United States in all wars. After World War I, the poppy flourished in Europe. Scientists attributed the growth to soils in France and Belgium becoming enriched with lime from the rubble left by the war. From the dirt and mud grew a beautiful red poppy. The red poppy

came to symbolize the blood shed during battle following the publication of the wartime poem "In Flanders Fields." Lieutenant Colonel John McCrae, M.D. wrote the poem while serving on the front lines. On September 27, 1920, the poppy became the official flower of the American Legion family, memorializing the soldiers who fought and died during the war. In 1924, the distribution of poppies became a national program of the American Legion. It has been a longstanding tradition that Miss Poppy present Westminster's Mayor with a poppy to commemorate National Poppy Day. Mr. Whitney added that the 152<sup>nd</sup> Memorial Day Remembrance Parade and Ceremony would take place on May 27.

### **Ordinance No. 911**

Mayor Dominick conducted a public hearing regarding Ordinance No. 911, amending the Code of the City of Westminster to add Chapter NNN, "Environmental Sustainability", Article I, "Plastic Bags", Section NNN-1, "Purpose"; Section NNN-2, "Definitions"; Section NNN-3, "Prohibitions"; Section NNN-4, "Exceptions"; and Section NNN-5, "Violations and Penalties."

Ms. Levan summarized the proposed revisions to the ordinance as introduced, stating they were drafted in response to community and business input. If the Common Council finds the proposed revisions acceptable in their entirety, the Council should make a motion to amend the ordinance as introduced to incorporate the changes. Then, a motion to adopt the ordinance as amended would be necessary.

Councilmember Pecoraro stated that, since the April 24, 2019 public hearing, he and Councilmember Becker had talked with their Common Council colleagues, small business owners, and community members. The legislation had been perfected to address the concerns raised by small businesses.

Councilmember Becker added that the proposed legislation had received considerable community support. Many people already utilized reusable bags, and this action was a sensible choice for the City to make.

Erin Graziani, on behalf of the American Plastic Bag Alliance/Plastics Industry Association at 1425 K Street NW, Suite 500, Washington, DC 20005, offered the Association's services to the City as it considers the legislation. She stated that only 0.3% of municipal solid waste is made of plastic bags, and they are 100% recyclable in the United States and Canada. Bag drop off locations are available at several major retail locations in Westminster. Ms. Graziani stated that there are other ways to achieve improved environmental stewardship without imposing a ban on plastic bags.

Mayor Dominick asked Ms. Graziani to explain how the Association's estimated economic impact of \$80,000 - \$100,000 on business owners resulting from plastic bag bans was calculated. Ms. Graziani replied that the estimate was based on conversations and interviews with impacted businesses in other communities.

With no additional comments, Mayor Dominick closed the public hearing at 8:25 p.m.

### **Ordinance No. 912**

Mayor Dominick conducted a public hearing regarding Ordinance No. 912 – An Ordinance of the Mayor and Common Council of Westminster, Maryland Approving and Adopting a Budget for the Fiscal Year Beginning July 1, 2019 and ending June 30, 2020. Ms. Palmer stated that this was the second public hearing held to provide the community with an opportunity to offer their thoughts on the proposed Fiscal Year 2020 budget.

With no additional comments, Mayor Dominick closed the public hearing at 8:26 p.m.

**Ordinance No. 910**

Mayor Dominick conducted a public hearing regarding Ordinance No. 910 – An Ordinance amending Chapter 164, “Zoning”, of the Code of the City of Westminster Article XIA, “N-C Neighborhood Commercial Zone”, Section 164-64.2, “Uses Permitted”, to add places of worship as permitted uses and to amend the Chapter generally to substitute the phrase “Places of Worship” for terms specifically related to any individual religion.

Mr. Mackey stated that New Hope Fellowship Church had submitted a petition for a text amendment to the City’s Zoning Code, which would allow churches, convents, monasteries, parish houses, and all other places of worship in the N-C Neighborhood Commercial zoning district. The text amendment provided an opportunity to update certain terminology in the Zoning Code. Mr. Mackey then provided background and a summary of the staff report.

With no additional comments, Mayor Dominick closed the public hearing at 8:28 p.m.

**Ordinance No. 907**

Mayor Dominick conducted a public hearing regarding Ordinance No. 907 – An Ordinance amending Chapter 164, “Zoning”, of the Westminster City Code, Article I, “General Provisions”, § 164-3, “Definitions and word usage”, to amend the definition of “Boarding (Lodging) or Rooming Houses” and the definition of “Dwelling”; amending Chapter 164, Article VI, R-10,000 Residential Zone”, Section 164-30, “Special Exceptions”, Article VIII, “B Business Zone”, Section 164-41, “Uses Permitted,” Article VIIIB, “D-B Downtown Business Zone”, Section 164-45.8, “Uses Permitted”, Article IX, “C-B Central Business Zone”, Section 164-47, “Uses Permitted”, and Article XV, “Planned Regional Shopping Center Zone”, Section 164-101, ‘Special Exceptions”, to delete rooming houses as a use permitted by right or by special exception in the respective zones; and amending Chapter 164, Article XVIII “Regulations Application In All Districts” to add Section 164-132.1, “Boarding (Lodging) and Rooming Houses”, to prohibit boarding and rooming houses in all zones from and after January 1, 2026.

Mr. Mackey stated that Ordinance No. 907 would remove rooming houses as a permitted use in the Zoning Code. It would provide an amortization period so that any existing boarding, lodging, or rooming houses would be phased out by January 1, 2026. Mr. Mackey added that there are approximately four rooming houses currently operating within the City; however, because the City’s Rental Housing License application does not ask whether the rental units are in a rooming house, it is difficult to determine the exact number. Moving forward, the City can modify its application to better capture this information.

Councilmember Pecoraro voiced concern about the tenants who would have to find replacement housing and asked that staff give some thought to how the City could assist them. The City’s housing staff has responded quickly in the past to assist tenants who find themselves in need of new housing.

With no additional comments, Mayor Dominick closed the public hearing at 8:34 p.m.

**REPORT FROM THE MAYOR**

None.

**REPORTS FROM STANDING COMMITTEES**

Councilmember Becker, on behalf of the Arts Council, reported that the dedication ceremony for the Sprouts sculpture at 45 West Main Street would be held on Saturday, May 18 at 1pm.

Councilmember Chiavacci, on behalf of the Public Safety Committee, reported that Chief Ledwell and his staff made a significant arrest of a narcotics dealer earlier in the day. He commented that he had received positive feedback from the community on the increased patrols downtown.

There were no reports from the following Standing Committees: Economic and Community Development, Finance, Personnel, and Public Works.

**COUNCIL COMMENTS AND DISCUSSION**

None.

**ORDINANCES & RESOLUTIONS**

**Ordinance No. 907**

Councilmember Chiavacci stated that community concerns had prompted this legislation to remove rooming houses as a permitted use in the Zoning Code. Mayor Dominick added that the Common Council was discussing the issue when he was elected two years ago. President Wack stated that it is a complicated process to amend the Code.

Councilmember Chiavacci moved, seconded by Councilmember Yingling, to adopt Ordinance No. 907.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

**Ordinance No. 910**

Councilmember Becker moved, seconded by Councilmember Chiavacci, to adopt Ordinance No. 910, allowing churches, convents, monasteries, parish houses, and all other places of worship in the N-C Neighborhood Commercial zoning district and updating certain terminology in the Zoning Code.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

**Ordinance No. 911**

Councilmember Pecoraro moved, seconded by Councilmember Becker, to amend Ordinance No. 911 to incorporate the revisions shown by interlineation.

Councilmember Yingling stated that he supports the ordinance's goal of environmental stewardship, but does not believe that a plastic bag ban was the best way to achieve that goal; he suggested community education as an alternative approach. Councilmember Yingling thanked Councilmember Pecoraro and Councilmember Yingling for their work on the ordinance. He concluded his remarks by stating that he does not support the legislation and would vote against Ordinance No. 911.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, and President Wack.

**NAYS:** Councilmember Yingling.

Councilmember Pecoraro moved, seconded by Councilmember Becker, to adopt Ordinance No. 911, as amended.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, and President Wack.

**NAYS:** Councilmember Yingling.

**Ordinance No. 912**

Councilmember Becker moved, seconded by Councilmember Chiavacci, to adopt Ordinance No. 912, as presented.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

**Resolution No. 19-10**

Ms. Childs presented background and a brief staff report on Resolution No. 19-10, Approving and Adopting Plan Documents for the City's Cafeteria Benefits Plan, Including Its Flexible Spending Account (FSA).

Councilmember Chiavacci moved, seconded by Councilmember Yingling, to approve Resolution 19-10, increasing the City's maximum health FSA contribution amount from \$2,600 to \$2,700.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

**Ordinance No. 913**

Ms. Palmer stated that the ordinance would authorize the refinancing of the bonds issued to design, construct, and install infrastructure associated with the Westminster Fiber Network. The refinancing would be made through the Maryland Community Development Administration's Local Government Infrastructure Financing Program. The ordinance authorizes a maximum bond principal amount of \$16.5 million. The bonds will be taxable due to the City's public-private partnership with Ting Internet.

Councilmember Chiavacci noted that the authorized bond amount for the project was \$21.0 million, but the refinancing amount was a maximum of \$16.5 million. Ms. Palmer stated that the actual project cost was less than anticipated due to a change in approach regarding lateral connections; mid-way through construction, the City decided to only install lateral connections if the property owner had signed up for service from Ting.

Councilmember Yingling inquired whether the refinancing would impact the operating transfer from the General Fund to the Fiber Fund. Ms. Palmer replied it would have no impact.

Councilmember Chiavacci moved, seconded by Councilmember Yingling, to introduce Ordinance No. 913, as presented.

**VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

**Ordinance No. 914**

Ms. Palmer stated that the ordinance would adjust revenues and expenses at year-end to recognize unforeseen financial activities during Fiscal Year 2019.

Councilmember Yingling moved, seconded by Councilmember Chiavacci, to introduce Ordinance No. 914, as presented.

## **VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **LMA 19-01 Petition for Compatible Neighborhood Overlay Zone (CN Zone)**

Councilmember Chiavacci motioned, seconded by Councilmember Becker to introduce LMA 19-01 Petition for Compatible Neighborhood Overlay Zone (CN Zone).

Councilmember Pecoraro stated that the application would provide workforce housing, which the City needed. Councilmember Becker added that the parcel is ideal for the proposed development and that the proposed development is a good use of the property.

Ms. Levan requested a motion approve the petition based on its meeting the standards set forth in the City Code, citing the reasons presented during the applicant's testimony earlier in the meeting.

Councilmember Chiavacci amended his previous motion to approve LMA 19-01 Petition for Compatible Neighborhood Overlay Zone (CN Zone) as it meets the standards for such use as set forth in the Code. Councilmember Becker seconded the amended motion.

## **VOTE**

**AYES:** Councilmember Becker, Councilmember Chiavacci, Councilmember Pecoraro, President Wack, and Councilmember Yingling.

**NAYS:** None.

## **DEPARTMENTAL REPORTS**

### **Westminster Volunteer Fire Department**

Ms. Petry provided the Mayor and Common Council with the monthly report for the Westminster Volunteer Fire Department (WVFD). She reported that the WVFD responded to 520 calls during the month of April, consisting of 77 fire calls and 443 EMS calls. Of these, 287 calls were within the City limits. Year-to-date, WVFD had responded to 322 fire calls and 1,730 EMS calls. Ms. Petry thanked the Mayor and Common Council for their continued support. She stated that the fire department's annual fundraiser raffle event would be held on May 23 at 6pm.

### **Housing Services Department**

Ms. Valenzisi reported that a recruitment is underway to fill a vacancy in the department.

### **Recreation and Parks Department**

Ms. Gruber reported on the successful Flower and Jazz Festival held on Saturday, May 11, 2019. The City pool passed inspection and will open Memorial Day weekend. Finally, Ms. Gruber reported that interviews for summer camp positions were underway.

### **Finance and Administrative Services**

Ms. Palmer reported that two new staff members would start work on May 20, 2019.

Councilmember Chiavacci noted that the Finance Department has been understaffed due to vacancies and staff absences. He complimented Ms. Palmer and her staff for how they have addressed those challenges.

### **Westminster Police Department**

Chief Ledwell reported on meetings with Steve Schuh from the Maryland Opioid Operational Command Center and with Daniel Atsman from the Governor's Office of Crime Control and Prevention. He stated that two members of his staff received awards from the Criminal Justice Club at Carroll Community College. Finally, Chief Ledwell reported that the department's community policing efforts were going well; he added his hope to expand the number of bike patrols.

### **Community Planning and Zoning Department**

Mr. Mackey reported to the Mayor and Common Council that staff had advertised a public hearing for their regular meeting on June 10, 2019 concerning LMA 19-02 for 7 Schoolhouse Avenue. He then reported on a public hearing for the July 8, 2019 meeting regarding Annexation No. 71 for a proposed multi-family unit. Mr. Mackey concluded his report by stating that National Historic Register District property owners recently received mailed brochures encouraging them to apply for state and local tax credits.

President Wack asked if repainting a building qualified for the tax credit program. Mr. Mackey affirmed, adding that the Historic District Commission must approve all work prior to its commencement.

### **Human Resources Department**

Ms. Childs reported that her department has been quite busy with staff recruitment work and the annual insurance open enrollment process. Human Resources is in the process of implementing the Am-Wins 65-plus Medicare Voluntary Insurance Program, with an effective date of July 1, 2019.

### **City Administrator**

Ms. Matthews encouraged everyone to vote in the general election on May 14, 2019.

### **CITIZEN COMMENTS**

Heather Cole, owner of Molli's Café at 199 E. Main Street, thanked the Mayor and Common Council for their efforts on behalf of the community. She complimented the Recreation and Parks Department for their work on the Flower and Jazz Festival, stating that she received positive comments about it from patrons at her restaurant.

### **ADJOURNMENT**

President Wack adjourned the meeting at 9:06 p.m.

Respectfully Submitted,

Samantha Schlitzer, Executive Assistant

Full audio version is available on [www.westminstermd.gov](http://www.westminstermd.gov)