

ORDINANCE COMMITTEE

MEETING NOTES

1-18-17

In attendance: Pat Escher, Dave Cannon, Steve Rideout, Rob Collision

1. Review and adoption of December Meeting Notes – Rob has misplaced his notes. The one item that we all remembered is the need to notify the Ethics Commission to finalize its rules and procedures. Rob will contact Kisha Petticolis, the chair, so that they can work on that matter. Rob will continue to look for his notes. Steve will see what he can find with regard to his notes from the December meeting.
2. Discussion and Review of proposed UDC Amendment about the camper/tent ordinance – Pat Escher led this discussion that took 1 ½ hours – Issues that were dealt with included trailers/tents in peoples' yards – they are permitted if they are in rear yard of the property behind the residence so long as there is a primary residence. People can't have a tent or trailer on a vacant lot next to the property or at the back of the yard where it is too visible. It needs to be screened from the street.
 - a. Text amendments – The committee had a wide ranging discussion regarding the proposals of legislation based on planning and zoning recommendations. With regard to the issue of duplexes, that issue will go back to P & Z in order to see if the city will hire a housing consultant to research if the duplex idea is a good one in the context of the existing rental market vs. homeownership. With regard to signs (item 12), P & Z wants to move forward with this and the relocation of

Rt. 50 Billboard. Discussion also occurred regarding possible multiple signs on the same property within 200 feet of one another or signs on a neighboring property. 018 – adds definitions to the code – accessory buildings – food trucks and trailers – Building heights in industrial zone are too low – now 35 feet with a recommendation to go up to 50 feet – if building goes higher they have to be built further back from the lot line –

3. Discussion and Review of Proposed Noise Ordinance –
 - a. We need to talk further with Chief Dan about this issue and the truck brake noise issue and how to enforce whatever legislation is developed to address these problems. With the truck brake ordinance there are federal and state law requirements that the city cannot override. Rob will try to set up a meeting with Chief Dan on February 1st.
4. Deciding on next steps for making a decision about a recommendation for an Ad Hoc committee on city elections. We decided that Dave and Steve need to informally test the waters with the Dorchester NAACP (James Pinkett – Steve) – and Hurlock City Council (Dave)
5. Response to any staff reports on Recycling, trash collection, animal control, and/or city streets and sidewalks per 11/28/16 council vote directing staff to research the above issues. Steve reports that Dave and he have done some research on the animal control issue. In addition he advised that more information is coming from Ginger on this issue from the results of her research.

6. Review and discussion of draft city committee rules and procedures and city manager response – Based on the discussion, Steve will modify some ideas that he has developed and add to them that a majority of the quorum present can make decisions. Can't have more than 25% unexcused absences from meetings. He will then send them to Sandra and ask that this item be placed on the agenda for an upcoming City Council meeting for discussion and direction.
7. Status of review of City Code and City Charter to bring them up to date - for topic development for report back to city council – Based on the current workload of other projects that Steve and Rob are doing, it was decided to set this as a long term goal and return to it after the other pending matters are resolved.
8. Status of update of City Employee Manual – This was an item previously raised at a council meeting, and we have no information on the status of this project. Steve will ask Sandra about this to see if she is addressing it herself or if there is a need to hire a human resources consultant to help with this project.
9. Status of Ethics Opinions – The ethics opinions that Dave and Steve had requested have not been received. There was discussion about seeking to increase the number of members on the Ethics Commission and to modify the city code to allow for 2 additional members and to have, if needed, 2 panels of 3 each to address issues that would then be shared with the full commission before a final decision was made. Steve will prepare a memo for Sandra and ask that this issue be placed on the council's docket.
10. Proposed rules for Closed Meeting Notice – After discussion it was decided that Steve will move forward with the proposal, make some changes based on the discussion, provide a memo to Sandra

and request that she put the matter on the council agenda for discussion and direction

11. Proposed process for appointment of committee and commission members – After discussion it was decided that Steve will clean up his draft process and send to Sandra for inclusion in the agenda of an upcoming meeting for discussion and direction by city council.

a. Proposed City Council Meeting Procedures – After discussion it was decided that Steve will finalize this proposal, do a memo to Sandra on this issue, and ask that it be place on the council agenda for discussion and direction.

ORDINANCE COMMITTEE

MEETING NOTES

March 15, 2017

In attendance: Dave Cannon, Steve Rideout, and Rob Collison

1. The January 18th meeting notes were approved. No meeting was held on February 15th due to a family emergency involving Commissioner Rideout.
2. Old Business
 - a. The December Meeting Notes have not been located. Rob will make one more effort to locate them
 - b. Regarding any legislation needed regarding Camper/Trailers and tents in the yards of homes in the city, Rob will be drafting legislation to present to council to address that issue.
 - c. About the need to modify the Noise Ordinance, the Police Chief will provide his suggestions so that Rob can draft any needed modifications. About the use of Modified Truck Brakes that create unusually loud noise in the city, a sign is being prepared to be placed on the Talbot County side of the Malkus Bridge as vehicles enter Cambridge that will warn truckers to comply with state law regarding their use while in the city. A similar sign will be placed on the Eastern side of the city as well on Rt. 50 for Westbound traffic.
 - d. About the investigation by the Ad hoc Committee on City Elections, the research so far is that Hurlock has representation both by Ward and for the entire city, and it works well. Steve has reached out to the Dorchester County NAACP for their thoughts on ways to improve citizen participation in elections but has not heard back from them. No action is recommended until we hear from the Dorchester NAACP.
 - e. The City Manager has advised us that she and senior staff are in the process of reviewing and updating the City Employee Manual, so no further action is recommended now.

- f. Regarding the Ethics Commission, the Ordinance Committee is in agreement that there is a need to increase the number of members of the Commission to help expedite responses to requests for opinions. The Ordinance Committee suggests that this matter be brought before city council for discussion and determination of increasing the authorized number of members of the Ethics Commission.
- g. About the issue of city committees and their meetings, rules for running them, and a process for appointment of members for Commissions and committees, the Ordinance Committee recommends that the city consider the suggestions proposed by Commissioner Rideout in his memo on this issue.

3. New Business

- a. Regarding the Animal Control, the Ordinance Committee believes that the work being done by staff that is moving forward does not require any further action pending their report back to Council.
- b. Regarding the issue of Trash in the city and how it might be more effectively addressed, the Ordinance Committee believes that the work being done by staff is moving forward and does not require further committee action pending staff recommendations. The one concern that may need to be addressed is trash left out by weekenders in violation of the current trash ordinance – too early – not in containers – containers left out beyond the time required for replacement. The Ordinance Committee would urge the city manager to ask staff to inquire of other jurisdictions on how they address that issue.