

TOWN COUNCIL MEETING
NOVEMBER 1, 2023

Public Hearing – 6:00 pm – Resolution 4-2023 – A Resolution of the Council of Trappe to annex certain lands located on the North side of Trappe, East of Maryland Highway No. 565 and South of Backtown Road, in the Third Election District, Talbot County, Maryland and consisting of 5.125 acres of land, more or less, and to provide for the terms and conditions of the Annexation to the Town of Trappe was read by Attorney Ryan. Ordinance 6-2023 – An Ordinance of the Council of Trappe amending the official Zoning Map of the Town of Trappe to apply an original Zoning classification of M Industrial to certain land annexed to the Town of Trappe by Resolution 4-2023 located on the North side of Trappe, East of Maryland Highway No. 565 and south of Backtown Road, in the Third Election District, Talbot County, Maryland and consisting of 5.125 acres of land, more or less was read by Attorney Ryan. Attorney Ryan stated that these were both advertised in the paper, Talbot County Council and Planning Commission have been notified along with a Zoning Waiver request submitted to them. The Town did receive a letter from Maryland Department of Planning and they already considered this property within the Town of Trappe limits and the Talbot County Zoning Map reflects this parcel within the Town of Trappe so a Zoning Waiver may not be necessary but we are awaiting on the County’s response. Zach Smith, Mr. Hause’s attorney stated that the Town’s Planning Commission also reviewed this application and they gave a favorable recommendation for the annexation. No further comments, public hearing closed at 6:05 pm.

Council of Trappe Meeting: Vice-President Schmidt called the meeting to order at 6:05 pm. Council members Michael Sullivan, Rose Potter and Walter Chase were present. Other attendees for the Town: Town Administrator Erin Braband and Town Attorney Lyndsey Ryan were present.

Agenda: Commissioner Potter made a motion to approve the agenda as presented. Commissioner Chase seconded the motion and it was unanimously approved.

Minutes: Commissioner Chase made a motion to approve the October 4, 2023 Council minutes as presented. Commissioner Potter seconded the motion and it was unanimously approved.

Clerk’s Report: Administrator Braband stated that the Clerk’s Report, the General Fund and the Enterprise Fund budgets are in the Council’s packets and filed with the records.

Public Works: Vice-President Schmidt stated that the Public Works report is in the Council’s binders and is filed with the records.

Public Safety: Sgt. Dobson read his monthly report that is filed with the records. Sgt. Dobson stated that trick or treating went well and that the Deputies have been actively patrolling the area.

Planning & Zoning: Vice-President Schmidt stated that the Planning Commission reviewed a concept site plan for Dollar General and proposed an amendment to the C-2 Zoning Ordinance which is being presented to the Council tonight.

Communications: None

Attorney Updates: – Attorney Ryan stated that USDA has reviewed and approved the plans for Phase 1 of the Pumping Station project and the Town can proceed with advertising for bids. The bids will be reviewed by GMB and then a report will be given to the Council for their review and approval before awarding a contract. Commissioner Sullivan made a motion to proceed with advertising for bids for this project. Commissioner Potter seconded the motion and it was unanimously approved.

Attorney Ryan stated that the 2 Lines of Credit that the Town has with Shore United Bank are up for renewal and will be presented to the Council at their December meeting.

Attorney Ryan stated that the Talbot County Planning Commission is holding a workshop on November 8th at 9 am to discuss Resolution 338 regarding Lakeside. The County Council and County Planning Commission have tentatively planned a work session on November 20th at 4 pm to discuss all three Resolutions regarding Lakeside.

Executive Session: Vice-President Schmidt stated that an executive session was held on October 4, 2023 to obtain legal advice.

ORDER OF BUSINESS BEFORE THE COUNCIL

Ordinance 7-2023 – An Ordinance of the Town of Trappe amending the Trappe Zoning Ordinance, Title IV, Section 6 to permit certain additional uses in the C-2 Highway Commercial District; Section 10 to reduce the number of required parking spaces for retail stores and the size of each parking space; and Title VI, Section 7 to permit flexibility in the application of Commercial Design Guidelines was read by Vice-President Schmidt. Attorney Ryan stated that the Planning Commission discussed that retail businesses larger than 3,000 sq ft were not permitted in the C-2 and they discussed their desire to allow businesses larger than 3,000 sq ft in the C-2. A discussion was held regarding off-street parking and they proposed to change the size of the parking spaces to 9 ft x 18 ft and reduce the number of spaces required for retail businesses to 3.25 parking spaces per 1,000 sq ft. The Planning Commission also discussed adding a provision to give the Planning Commission more flexibility in the Design Guideline requirements in the C-2. This provision would allow the Planning Commission to deviate from the Design Guidelines if they wished to do so and they would make findings as to why the deviation was made. Commissioner Sullivan made a motion to introduce Ordinance 7-2023. Commissioner Potter seconded the motion.

VOTE:

Sullivan – Y Schmidt – Y Potter – Y Chase – Y

Motion approved

A public hearing for Ordinance 7-2023 will be held on December 6, 2023 at 5:50 pm.

Resolution 4-2023 – A Resolution of the Council of Trappe to annex certain lands located on the North side of Trappe, East of Maryland Highway No. 565 and South of Backtown Road, in the Third Election District, Talbot County, Maryland and consisting of 5.125 acres of land, more or less, and to provide for the terms and conditions of the Annexation to the Town of Trappe was read by Vice-President Schmidt. Attorney Ryan stated that a public hearing was held tonight for this Resolution. Maryland Department of

Planning has submitted a letter and they have taken the position that this parcel is already in the Town of Trappe. This parcel is in the Industrial area and is consistent with the Town's Comprehensive Plan. Commissioner Potter made a motion to adopt Resolution 4-2023. Commissioner Chase seconded the motion and it was unanimously approved.

VOTE:

Sullivan – Y Schmidt – Y Potter – Y Chase – Y

Motion approved

Ordinance 6-2023 – An Ordinance of the Council of Trappe amending the official Zoning Map of the Town of Trappe to apply an original Zoning classification of M Industrial to certain land annexed to the Town of Trappe by Resolution 4-2023 located on the North side of Trappe, East of Maryland Highway No. 565 and south of Backtown Road, in the Third Election District, Talbot County, Maryland and consisting of 5.125 acres of land, more or less was read by Vice President Schmidt. Attorney Ryan stated that a public hearing was held tonight for this Ordinance. Attorney Ryan stated that the Town's Zoning map is different from the County's Zoning map so a Zoning Waiver has been submitted to the County for their review but no response has been received. Commissioner Chase made a motion to adopt Ordinance 6-2023 contingent upon receiving a Zoning Waiver from the County or confirmation from the County that the parcel is located within the Town of Trappe and the Town has the authority to designate its own Zoning. Commissioner Potter seconded the motion.

VOTE:

Sullivan – Y Schmidt – Y Potter – Y Chase – Y

Motion approved

Xerox Copier Contract – Administrator Braband stated that the Town's copier lease is expiring and Xerox has offered a new lease for 60 months for \$208.50 per month. The Town is currently paying \$295.37 per month so there will be a savings of \$1,042 per year. The Town will receive a new copier with all the features that the current copier has with the exception of booklet maker which isn't used and the machine is a little smaller because we do not do print as much as we used to with the change of water bills to index cards. Commissioner Potter made a motion to approve the Xerox copier contract as presented. Commissioner Sullivan seconded the motion and it unanimously approved.

Public Questions/Comments:

Mr. Kane voiced his concerns with Kelly Drive and the water that lays in the street. The Council stated that they will have the public works department take a look and see what can be done.

No executive session is requested.

There being no further business to discuss, Commissioner Sullivan made a motion to adjourn the meeting at 6:45 pm. Commissioner Potter seconded the motion and it was unanimously approved.

Respectfully submitted,

Erin Braband, Town Administrator/Clerk

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