



**Town of Port Deposit
Planning Commission Meeting Minutes
February 24, 2022**

Chairman Heck called the meeting to order at 7:00 p.m.

PRESENT: In person: Chairman Heck, Commissioner Baron, Commissioner Komisar, Councilman Berlin, and Town Administrator Rinkerman. Via Zoom: Vice Chair Davidson.

ABSENT: None

MINUTES - Minutes from the October 28, 2021 Meeting were presented.

Motion was made by Chair Heck to approve the minutes from the October 28, 2021 Meeting. Seconded by Commissioner Baron. All in favor. Motion carried unanimously.

ELECTION CHAIR AND VICE-CHAIR – Motion was made by Vice Chair Davidson to appoint Jeff Heck as Chair of the Planning Commission. Seconded by Commissioner Komisar. All in favor. Motion carried unanimously.

Motion was made by Chair Heck to appoint Stephen Davidson as Vice Chair of the Planning Commission. Seconded by Commissioner Baron. All in favor. Motion carried unanimously.

2021 ANNUAL REPORT – Town Administrator Rinkerman presented the 2021 Annual Report for the Maryland Department of Planning.

Motion was made by Chair Heck to approve the 2021 Annual Report as presented. Seconded by Commissioner Baron. All in favor. Motion carried unanimously.

PUBLIC HEARING

RESOLUTION 02-2022 – Amendment to the Port Deposit Zoning Code, Article XI Supplemental Use Regulations, Section 211 – Festivals, Events of Public Interest or Special Events, Occasional Outdoor to revise the regulations for length of time for an annual permit and establishing a rental fee.

The Mayor and Council requested an amendment to the Zoning Code permitting seasonal business use in the Town. They are seeking an amendment for the number of days per week and the length of time approve for the annual seasonal permit to be determined by the Council. Town Administrator Rinkerman explained that all applicants must go before the Mayor and Council for approval and after issuance of the annual permits, the need for an extension or flexible days during the week have been requested.

The Mayor and Council also requested an amendment to provide them the ability to establish rental fees for the use of public spaces on a case by case basis.

Discussion ensued on the matter. Vice Chair Davidson mentioned a cap for the rental fees in order to restrict inflation.

Resident and business owner Shawn Branch inquired about the cost of the application and use of public property. Town Administrator Rinkerman explained that the application/permit fee is a fixed rate of \$35.00.

Motion was made by Chair Heck to recommend to the Mayor and Council approval of Resolution 02-2022 for Zoning Code amendments, whereas Article III, Section 22 of the Port Deposit Zoning Code permits the Port Deposit Planning Commission to review and make recommendations or amendments to the Port Deposit Zoning Code; and whereas after giving require public notice in a newspaper of general circulation, the Planning Commission conducted a Public Hearing on February 24, 2022 to receive public comment related to proposed amendment to the Zoning Code; and whereas the Planning Commission after considering all comments received during the Public Hearing process, will provide the Council a recommendation of the proposed amendment of the Zoning Code. Now, therefore it be resolved that the Port Deposit Planning Commission made a motion to recommend the Mayor and Council of the Town of Port Deposit adopt as written, the amendment to the Zoning Code as follows:

“7. The number of days per week and length of time approved for an annual Seasonal Business or Use permit shall be determined by the Mayor and Council.”

“14. The Mayor and Council may by Resolution add other restrictions and conditions, including, but not limited to establishing a rental fee for use of public space, for Seasonal Business and Use permits on a case-by-case basis.”

Motion was seconded by Commissioner Baron. All in favor. Motion carried unanimously.

The Mayor and Council will adopt the Resolution as an Ordinance, to be introduced at the March 1, 2022 Town Council Meeting, and recommended for approval at the March 15, 2022 Town Council Meeting through a Public Hearing process.

Motion was made by Chair Heck to adjourn the meeting. Seconded by Commissioner Komisar. All in favor. The meeting was adjourned at 7:22 PM. Meeting recording available upon request.

Approved:



Jeff Heck, Chair