



**Town of Port Deposit  
Town Council Meeting Minutes  
Work Session Meeting  
Conference/Video Meeting  
December 15, 2020**

*The public was invited to call into the meeting via videoconferencing or audio by phone.*

**CALL TO ORDER**

Mayor Tome called the meeting to order at 7:00 p.m.

**PRESENT:** In person: Mayor Tome, Deputy Mayor Kuhs, Councilman Brown, Councilman Broomell, Town Administrator Rinkerman, Finance Manager Sookiasian, and Jim Wiest – Little & Associates. Via Zoom: Councilman Knight and Chris Rodgers – AECOM.

**ABSENT:** None

**PRESENTATION – Town Boundary Survey Presentation**

Jim Wiest – Little & Associates presented the survey completed of the original corporate limits of the Town of Port Deposit, excluding the annexations.

**PUBLIC COMMENT – None**

**OLD BUSINESS – None**

**PUBLIC HEARING**

Ordinance 2020-09 – Article II Basic Definitions and Interpretations, Section 12 Definitions to revise the definitions for types of residential uses.

Town Administrator Rinkerman presented Ordinance 2020-09, relative to amendments to the Port Deposit Zoning Code, clarifying definitions and the language used to distinguish different types of dwellings. The Planning Commission held a Public Hearing and reviewed this as Resolution 09-2020, and have recommended approval to the Council. The Council will vote on the Ordinance at their January 5, 2021 meeting.

Public Comment – None

Council Discussion - None

Ordinance 2020-10 – Article X Permissible Uses, Section 175 Table of Permissible Uses to revise the types of residential uses permitted in each zoning district.

Town Administrator Rinkerman presented Ordinance 2020-10 and explained that the ordinance amends different permitted uses and reflects the language and definitions that were amended in

Ordinance 09-2020. The Planning Commission held a Public Hearing and reviewed this through resolution, and have recommended approval to the Council.

Public Comment – None

Council Discussion - None

Ordinance 2020-11 – Article XII Density and Dimensional Regulations, Section 219 Building Setback Requirements and Section 226 Schedule of Zone Regulations to revise the language for front setback requirements and the residential housing definitions in the Zone Regulations table.

Town Administrator Rinkerman presented Ordinance 2020-11 which permits the Planning Commission to establish build-to lines for new construction to ensure it fits with the esthetic of the town and surrounding homes. The Planning Commission recommended approval of the amendments to Town Council.

Public Comment – None

Council Discussion - None

Ordinance 2020-12 – Article XI Supplementary Use Regulations, Section 176 Accessory Apartments, 185 Residential Structures – Single Family Attached and Multiple Units and new townhouse dwellings and multi-family dwellings.

Town Administrator Rinkerman presented Ordinance 2020-12 and explained that the amendments help to define what is permitted in specific districts and to clarify language in the Port Deposit Zoning Code.

Public Comment – None

Council Discussion - None

## **NEW BUSINESS**

Town Administrator Rinkerman explained to the Council that the resolutions presented are associated with the Community Development Block Grant (CDBG) Program. The Town of Port Deposit recently qualified for the program and Town Administrator Rinkerman will be applying for the grant to coincide with the USDA grant loan for the Granite Avenue and Race Street Storm Drainage project. The Resolutions presented are requirements for the CDBG Program.

Resolution 16-2020 – Community Development Block Grant Authorizing Resolution – Town Administrator Rinkerman presented Resolution 16-2020.

Motion was made by Councilman Brown to approve Resolution 16-2020. Seconded by Councilman Broomell. Roll call vote: Brown – Y, Knight – Y, Kuhs – Y, Broomell – Y. All in favor. Motion carried unanimously.

Resolution 17-2020 – Community Development Block Grant Citizen Participation Plan – Town Administrator Rinkerman presented Resolution 17-2020.

Motion was made by Deputy Mayor Kuhs to approve Resolution 17-2020. Seconded by Councilman Brown. Roll call vote: Brown – Y, Knight – Y, Kuhs – Y, Broomell – Y. All in favor. Motion carried unanimously.

Resolution 18-2020 – Community Development Block Grant Residential Anti-Displacement and Relocation Assistance Plan – Town Administrator Rinkerman presented Resolution 18-2020.

Motion was made by Councilman Broomell to approve Resolution 18-2020. Seconded by Deputy Mayor Kuhs. Roll call vote: Brown – Y, Knight – Y, Kuhs – Y, Broomell – Y. All in favor. Motion carried unanimously.

**COUNCIL REPORTS** – None

**PUBLIC COMMENT** – None


**ANNOUNCEMENTS** – Mayor Tome announced that Town Hall will be closed on December 24, 2020 and December 25, 2020 for Christmas. He also announced that Santa Claus will be coming to town on December 24, 2020 at the tree in the center of town.

Mayor Tome announced that he will be resigning as the Mayor on January 7, 2021. He stated that the Council will decide who amongst themselves will fill the Mayor position and then an individual will need to be selected to fill the vacant Council seat.

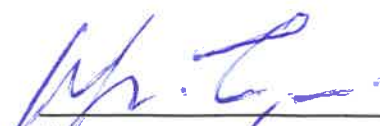
Deputy Mayor Kuhs publically announced that he would be interested in stepping up to the Mayor position. He also thanked the Water Witch Fire Company for the parading Santa Claus through town.

The public meeting was adjourned at 7:32 p.m. The meeting was recorded and audio is available upon request.

Attest:

  
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Vicky Rinkerman, Town Administrator

Approved:

  
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Wayne L. Tome, Sr., Mayor