

# **The Mayor and Commissioners of the Town of Elkton**

## **MINUTES**

December 8, 2010

A public meeting (workshop) of the Mayor and Commissioners of the Town of Elkton (“the Board”) was held on this date at 4:00 p.m. with the following persons present: Mayor Joseph Fisona, Commissioners Charles H. Givens, Sr.; Charles E. Hicks, V; Mary Jo Jablonski and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven Repole; Chief of Police William E. Ryan; Planning Director Jeanne Minner; Planning Assistant Terry Thomas; Human Resources Assistant Kathy Saienni; Code Enforcement Official John Smith; Administration Office Secretary L. Michelle Henson; and Town Attorney H. Norman Wilson, Jr.

Mayor Fisona called the Workshop meeting to order at 4:00 p.m.

### **Discussion – Downtown Parking**

Commissioner Jablonski stated parking regulations posted in the downtown area did not match the hours provided in the Town Code, and requested clarification of the signage.

Commissioner Jablonski requested placement of signage at the Municipal Parking Lot at Howard Street to advise the public that the lot was free of charge.

### **Discussion – Planning and Zoning Departments**

Commissioner Piner stated he had been approached by certain developers who expressed frustration when talking with the Planning and Zoning Departments. He said developers expressed concerns that their proposed plans were rejected prior to review by the Town’s Planning Commission.

Ms. Minner stated the Planning Department reviewed plans and proposals using the Town’s Zoning Ordinance as its guide, adding that the Zoning Ordinance is approved by the Board. Ms. Minner added that she did not approve or disapprove plans.

Discussion ensued regarding the roles of the Town’s Planning Commission and KCI Technologies, the Town’s Engineer, in the plan review and approval processes.

Discussion continued regarding the amount of time required for plan review by the Planning Department and KCI. Ms. Minner stated the Planning Department had ten days to complete reviews of plans that included but were not limited to Forest Conservation, Critical Area, Flood Plain, and Stormwater Management Plans.

Discussion ensued regarding the number of days needed to provide review comments to developers.

Commissioner Jablonski queried Ms. Minner if an on-staff engineer would benefit the Planning Department. Ms. Minner answered in the negative, stating a single engineer would not have experience in the varied technical disciplines needed for review of engineering plans.

Ms. Minner stated she would request prioritization of the Town's plan review processes from KCI.

### **Discussion – Rental Ordinance**

Mayor Fisona, expressing concerns regarding increases in rental properties in Elkton, stated he asked Mr. George to draft a Rental Ordinance similar to one created by the Town of Perryville. He queried the Board for input regarding the draft Ordinance.

Mayor Fisona distributed a report compiled by Code Enforcement Official John Smith comparing Code violations between owner occupied properties and rentals. He stated the rental properties had higher rates of Code violations in the period April 2010 to December 2010.

Commissioner Hicks stated a Rental Ordinance was an educational tool to assist landlords in taking ownership of issues created by their rental properties.

Commissioner Jablonski stated the Town's Code contained ordinances to the means to address housing violations.

Discussion ensued regarding the process of licensing rental properties.

Discussion continued regarding tenants' status if the license of a rental property was revoked.

Mayor Fisona queried the Board for input regarding the proposed ordinance. Commissioners Jablonski and Piner stated Mr. Smith, Chief Ryan and Mr. Wilson should review and revise the ordinance to the Town's needs, adding that the ordinance should apply to all properties in Town. Commissioner Givens stated Mr. George should be involved in the process.

Commissioner Hicks stated the Ordinance was a vehicle to address the rights and responsibilities of property owners and tenants.

Commissioner Givens requested that Mr. Smith provide the Board with a graphic that depicted problem areas with Town.

Commissioner Jablonski expressed concerns that larger apartment buildings would pass the licensing fees to tenants.

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Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 5:59 p.m.

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L. Michelle Henson  
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED  
AT THE ADMINISTRATION OFFICE