



**MINUTES OF THE
TOWN COUNCIL MEETING
October 10, 2013**

I. Bruce A. Wahl, Mayor, called the meeting to order at 8:00 p.m. In attendance were: Dr. Valerie L. Beaudin, Stewart B. Cumbo, Jeffrey J. Krahlung, Patrick J. Mahoney, and Eric M. Reinhardt, Council Members, Dr. James Parent, Town Administrator, Elissa Levan, Town Attorney, Sharon L. Humm, Town Clerk, Cheri Beard, Assistant Town Treasurer, Jay Berry, Superintendent of Public Works, Paul Woodburn, Town Engineer, William Watson, Code Enforcement Officer, Marilyn Van Wagner, Water Park General Manager, Jon Castro, WWTP Superintendent, Connie O'Dell, Economic Development/Special Events Coordinator, Chris Jakubiak, Planning and Zoning Administrator and First Sergeant Jones. Absent were Robert E. Carpenter, Council Member and Leslie Porter, Town Treasurer.

II. Pledge of Allegiance. Mr. Reinhardt led the Pledge of Allegiance.

III. Approve the Agenda.

MOTION: Mr. Mahoney moved to approve the agenda. Seconded by Mr. Krahlung.

Councilman Mahoney noted that the agenda contained a typo in the date. The date of the October Council meeting was changed from October 17th to October 10th but was not reflected as such on the agenda heading. The agenda stands amended as noted.

The Council voted on the agenda as amended, all in favor.

IV. Approval of the minutes of the September 19, 2013 Town Council Meeting.

MOTION: Mr. Mahoney moved to approve the minutes of the September 19, 2013 Town Council Meeting. Seconded by Mr. Krahlung, all in favor.

Approval of the minutes of the September 19, 2013 Executive Session.

MOTION: Mr. Mahoney moved to approve the minutes of the September 19, 2013 Executive Session. Seconded by Mr. Cumbo, all in favor.

V. Petitions and Communications

A. Presentation by Jan Ritter – Bob and Jan Ritter, residents of Horizons on the Bay, were present to present to the Mayor the book, “Breaking Tecumseh’s Curse” written by Jan Ritter along with her husband Bob.

B. Deputy’s Report – First Sergeant Jones submitted the attached written report and was present to address the Council. Councilman Krahlung inquired as to where the fight that led to an arrest took place. First Sergeant Jones stated Cap n Bigs.

- C. Public Works Report** – Mr. Berry submitted the attached written report and was present to address the Council. Councilman Mahoney asked the time line of BGE’s underground work, Dr. Beaudin asked the status of the street light at 15th Street, and Mr. Krahlung asked for an update on the suggestion he made of a mirror at 260 and G Street.
- D. Code Enforcement Officer’s Report-** Mr. Watson submitted the attached written report and was present to address the Council.
- E. Town Engineer’s Report** – Mr. Woodburn submitted the attached written report and was present to address the Council.
- F. Water Park Report** – Mrs. VanWagner submitted the attached written report. Ms. Van Wagner reported that Councilman Cumbo and she attended the World Waterpark Convention in Florida. Mr. Cumbo presented the Mayor and Council members with a copy each of the World Waterpark Convention Magazine that contained a 5 page story on the Chesapeake Beach Water Park written by Laura Krick and Ms. Van Wagner.
- G. Wastewater Treatment Plant Report** – Mr. Castro submitted the attached written report and was present to address the Council. Mr. Castro introduced employee Tim McCoy to the Mayor and Council, conveying his confidence in Mr. McCoy being able to run the Plant if the occasion arose.
- H. North Beach Volunteer Fire Department Report** – No report was submitted.
- I. Treasurer’s Report** – No report.
- J. Chesapeake Beach Special Events Report** – Mrs. O’Dell submitted the attached written report. Mrs. O’Dell stated the Haunted Waterpark will be October 20th, the CB fall/winter events brochure is out and showed off the newest Chesapeake Beach giveaway, the Chesapeake Beach Crab Mallet, which will be at the Fall MML Conference.
- K. Re-Districting Update** – Dr. Beaudin reported that a meeting was held and three sub committees have been established, each committee working independently, and would be submitting recommendations. Public Hearings will be held on February 11th and February 14th, 2014 at the Mary Harrison Center from 7 to 9 p.m. to accept public input.
- L. Mayor’s Report** –
1. The Mayor stated he received a letter from the Chairman of the Pat Carpenter Holiday Parade inviting the Town to participate in the parade which is being held December 7th in North Beach. The Town will have 2 floats and invites everyone to come out.
 2. The Mayor announced the Twin Beach Players will put on a performance beginning October 18th through November 3rd at the Boys and Girls Club and encouraged all to come out and support our local theatre company.

3. The Mayor stated he attended and had great fun at the Beach Bucs pep rally and encouraged all to come out and show support for the kids.
4. The Mayor announced that he had posted a message on his Facebook page soliciting volunteers for the Town's Board of Appeals, Board of Elections and Planning and Zoning Commission and if anyone was interested to send their resume to the Town Hall.

VI. Resolutions & Ordinances

- A. Introduce Ordinance O-13-14, an Ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the fiscal year July 1, 2012 to June 30, 2013 to reallocate budget appropriations and ratifying all prior expenditures consistent with said reallocations. A public hearing will be held at 7:55 p.m. prior to the next regularly scheduled meeting.**
- B. Vote on Resolution CAR-1-13, a resolution of the Town Council of Chesapeake Beach, Maryland, amending the Town Charter to amend Section C-303, "Meetings", to provide that regular Council meetings shall begin at 7 P.M. on the third Thursday of the month unless the date and/or time of any such meeting is changed by a majority vote of the Council.**

MOTION: Mr. Mahoney moved to approve Resolution CAR-1-13. Seconded by Dr. Beaudin. Ayes, Dr. Beaudin, Mr. Krahling, Mr. Mahoney and Mr. Reinhardt. Opposed, Mr. Cumbo. **Motion Passes.**

VII. Report of Officers, Boards and Committees:

- A. Planning & Zoning Commission** – There was a meeting held October 9, 2013. Mr. Jakubiak was present to address the Council.
- B. Presentation by the Planning Commission Chairman and Zoning Administrator-** Mr. Jakubiak presented to the Council recommendations by the Planning Commission on the adoption of three zoning amendments. The Attorney will put the amendments in legal form and present to the Council for review. An ordinance will be introduced at the December Council meeting and a public hearing set for January at which time Planning Chairman Labar and Mr. Jakubiak will be present to answer questions.
- C. Board of Appeals** – There was no hearing held in October.
- D. Water Park Advisory Board** – Mr. Cumbo reported that attending the World Waterpark Convention proved to be very beneficial and will be sharing information with the committee when they meet in a few weeks.
- E. Skateboard Park Committee** – Mr. Woodburn stated he had the final site plan on the park if anyone would like to review.

F. Election Advisory Committee – No report.

G. Chesapeake Beach Oyster Cultivation Society Committee – Mr. Bacon was present to give the water monitoring report. Mr. Bacon took the opportunity to say that the Oyster Committee meeting Tuesday evening had a surprise presentation. Kaitlyn Straub, fifth grader from Sunderland Elementary and granddaughter of Town Administrator Dr. Parent, did an outstanding job in presenting her tri-fold on “Amazing Oysters”.

H. Bayfront Park Committee – No report.

VIII. Unfinished Business: None

IX. New Business:

1. Consider awarding a contract to Cowie Associates PC in an amount not to exceed \$25,500 to provide architectural design services for the Veterans’ Park upgrades.

MOTION: Mr. Cumbo moved to approve awarding a contract to Cowie Associates PC in an amount not to exceed \$25,500 to provide architectural design services for the Veterans’ Park upgrades. Seconded by Mr. Mahoney. Ayes, Mr. Cumbo and Mr. Mahoney. Opposed, Dr. Beaudin, Mr. Krahling and Mr. Reinhardt. **Motion Fails.**

X. Public Comment:

Public comment was received by:

1. David Coull of 7942 Delores Court, after expressing his unreserved disappointment in the failure of moving forward with the Veterans’ Park architectural design services, urged the Council to reconsider their decision.

MOTION: Mr. Cumbo moved to ask Council to reconsider awarding a contract to Cowie Associates PC in an amount not to exceed \$25,500 to provide architectural design services for the Veterans’ Park upgrades. Seconded by Mr. Mahoney. Ayes, Mr. Cumbo and Mr. Mahoney. Opposed, Dr. Beaudin, Mr. Krahling and Mr. Reinhardt. **Motion Fails.**

Councilman Cumbo excused himself from the meeting in protest of the failed vote to appropriate funding from the approved budget to consider awarding a contract to Cowie Associates PC in an amount not to exceed \$25,500 to provide architectural design services for the Veterans’ Park upgrades.

2. Joe Johnson of 8089 Windward Key Drive asked the deadline date to register to vote on the December 7th Special Election. (The Mayor thought it to be 21 days before the election date but would confirm before the close of the meeting).

3. Randy Getman of 3240 Ina Chase stated he was a veteran, supported the need for park renovations but wasn't sure it would or should take \$350,000 to do so.

XI. Council Lightning Round:

1. Dr. Beaudin had no comment.
2. Mr. Krahling stated concerning the Veterans' Park, he isn't against the veterans and is all for fixing the lime leaching but feels our veterans could be honored in other ways instead of spending an extravagant amount of money to beautify the park.
3. Mr. Reinhardt stated concerning the Veterans' Park that he has sincere gratitude for all veterans but his goal is to cut the size of government and shrink government spending.
4. Mr. Mahoney wished everyone a Happy Veterans Day.
5. Mayor Wahl confirmed that the deadline date for registering to vote for the special election of December 7th will be 21 days before the election date.

XII. Adjournment:

There being no further business, the meeting adjourned at 9:13 p.m. on a motion by Mr. Mahoney. Seconded by Mr. Krahling, all in favor.

Submitted by,


Sharon L. Humm
Town Clerk

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: October 2, 2013
To: Sharon Humm
From: First Sergeant Roscoe Jones
Re: Sheriff's Office Report-Chesapeake Beach

In September, the Sheriff's Office handled 376 calls for service in Chesapeake Beach. This is down from 483 calls in August.

Call Breakdown for September:

206 calls were self-initiated (patrol checks, follow-up investigations, etc)

170 calls were received by other means (citizens, alarm companies, etc)

Of the 376 calls, we handled:

- 1 Assault (Closed by arrest)
- 3 CDS Violations (All closed by arrests)
- 6 Thefts (3 closed by arrest, 3 under investigation)
 - *Theft of lawnmower (Under investigation)*
 - *Attempted Theft of money (Under investigation)*
 - *Theft of bicycle (Under investigation)*
 - *Theft of services from Smokey Joe's (Closed by arrests)*
 - *Theft of candy from Fastop (Closed by arrest)*
 - *Theft of food from Roland's (Closed by arrest)*
- 1 Destruction of Property
 - *Wooden posts removed from fence (Under investigation)*
- 1 DWI

Breakdown of Dispatched/Self Initiated Calls

911 hang up – 4	Fight – 1 (Arrest made)	Suspicious person – 10
Accident – 9	Firearms complaint – 2 (Unfounded)	Suspicious vehicle – 7
Alarm – 9	Follow up – 5	Theft – 12
Animal complaint – 4	Found/recovered property – 1	Traffic complaint – 7
Assault – 2	Fraud – 2	Traffic enforcement – 3
Assist motorist – 3	Harassment - 1	Trespassing - 5
Assist other department – 2	House/building check – 2	Unauthorized Use M/V – 1 (Arrest made)
Assist sick/injured – 3	Intoxicated person – 2	Unknown problem – 4
Attempt to locate – 7	Noise complaint – 2	Warrant service - 2
Burglary – 1	Parking complaint – 2	
CDS Violation – 3	Patrol check – 188	
Check welfare – 10	Police information – 6	
Conservator – 5	Protective/Peace order – 2	
Destruction of property – 5	Special assignment – 4	
Disorderly – 20	Stolen vehicle – 1 (Cancelled)	
Domestic – 6	Suicide attempt – 1 (Unfounded)	
DWI – 1	Summons service – 2	
Eviction – 3	Summons service – 6	

Note – The reportable incident totals on page 1 may differ from the dispatched totals on page 2. The breakdown on page 2 represents all calls dispatched/self initiated by the sheriff's office. The totals listed on page 1 may be less due to factors the deputy learns upon arrival to the scene



Jay Berry,
Superintendent Public Works

October 10, 2013

Public Works Report

Water Park- the Park has been drained and we will start to prepare it for the winter as time permits.

Graffiti – At the time of this report there is no new graffiti.

Water leak- There was a lateral line leak in Chesapeake Village and on 1st that have been repaired at this time.

Wet wells- The slow start contactor for Richfield Station wet well was received and installed last week. We are back to both pumps running at this location.

Water meter/MXU- We have completed our 3rd quarter water bill readings. This will generate a new list of malfunctioning MXU's that we must repair or replace.

Ball fields - We continue to maintain the fields.

Rail Way Trail- We are replacing hand rails and pickets on the trail as needed. The cameras are being installed and should be complete at this time.

Flushing water lines - We have completed all of the flushing at this time and will be Flushing again in March of next year. I am working out a schedule to flush 3 times a year starting after our next regularly scheduled flush cycle.



MEMORANDUM

TO: Mayor and Town Council
FROM: Bill Watson, Code Enforcement Officer
DATE: October 10, 2013
SUBJECT: Code Enforcement Status Report

Vehicles Addressed

Location	Status
8206 E Street – Inoperable Vehicle	Removed
8321 Bayside – Inoperable Vehicle	Letter, Affidavit, Citation sent. Removed
3814 26 th Street – Inoperable Vehicle	Letter, Affidavit, Citation sent. Tagged
7790 C Street – Inoperable Vehicle	Called Unit Owner, Tenant removed vehicle

Grass & Other Violations

Location	Status
7524 C Street – No gutters on house	Gutters Installed
8140 Harrison Boulevard – Tall Grass	Mowed
7405 Woodshire Avenue – Multiple families in SF Dwelling	Owner requested to go to District Court
3907 16 th Street – Multiple families in SF Dwelling	Owner is trying to evict 2 nd family

Abandoned Homes

Location	Status
8098 Windward Key Drive – Exterior Maintenance	FNMA bought at auction, Notice run in local paper 9/6/13
4017 17 th Street – Tall Grass, Inoperable Vehicle	Attempting to locate Owner
7429 B Street – Remains of Foundation, Tall Grass	Attempting to locate Owner
3910 14 th Street – Tall grass, vines on house, gutters have growth	Mowed



TOWN OF CHESAPEAKE BEACH
Engineering Report

NEW BUSINESS

Fishing Creek Bridge (MD Route 261) – The project is moving fast as weekly coordination meetings are being held. Coordination on utilities is of primary focus. BGE is planning to run their lines underground from Mears to Gordon Stinnett. Our recent focus has been on Verizon and Comcast. The current plan has these lines being placed overhead on the west side of the bridge. We are working with Verizon (lead agency) to have these placed underground or at least set up to allow them to go underground at a later date. A pedestrian overlook has been added on the northeast side of the bridge at our request. Informational signage ideas have been provided to SHA for their incorporation on the overlook. Final sewer and water relocation plans have been filed with SHA for inclusion their bid and construction package.

Skate Park – Final design plans are ongoing by the skateboard consultant. The consultant, Wally Holiday, is moving forward with final design and bid plans. Structural designs and stormwater management designs are currently underway and 80% construction plans have been delivered to the town for review.

Veterans Park – An Architectural design RFI has been developed and sent out to move the project forward. Architectural bids will be received to move the project forward the second week of October.

WWTP – (ENR upgrades) – Construction continues with demolition and the installation of sediment control devices. Numerous shop drawings submittals continue to be forwarded by the contractor and have been reviewed and approved by the Town and MDE. The new sludge building has begun and the UV tank is being constructed.

‘E’ Street Pump Station Influent Sewer Pipe and Storm Drain Inlet/Pipe Repair – The Town DPW&T staff are locating the belly by camera and will then perform a test hole over the sewer pipe to determine the extent of the ‘belly’ in the pipe. Recommendation for repairs will follow the test holes investigation.

OLD BUSINESS

Fishing Creek Dredge – We are working with the Corps of Engineers to close the site out and close all open permits. The contractor is due back in August to perform a final cleanup and stabilization. A meeting with MDE and the Corps was held in late July to go over final punch list items by the contractor. Some closure items have been performed and some remain (primarily stabilization).

Fishing Creek Bridge (MD Rt. 261) – We are continuing to coordinate with the MSHA design team for the bridge replacement project. We were informed that the project is funded and scheduled to bid in 2013 with a 2015 construction completion anticipated. SHA has taken a

second look at the bridge geometrics and is currently working with the Town to work out design and construction specifics. We are also working with the various utility companies (AT&T, Verizon, Comcast and BGE) to have their utilities relocated prior to construction. The Town has also recently met with SHA to detail the relocation of the Town water and sewer lines, and all overhead utility lines. We continue to assist SHA in their design efforts.

Kellams Field – We are working with American Irrigation to determine the connection needs (pressure & volumes) for the purple pipe. This work can be performed in conjunction with the WWTP upgrades. We hope to install most of the improvements this summer with available grant funding.

MD Route 261 Sidewalk – Design plans are underway to extend a pedestrian walkway from Beach Elementary School to Chesapeake Village and Bayfront Park. The site survey and environmental plans are complete. Preliminary discussions with the Critical Area Commission and the State Highway Administration have commenced to gain their support of the project and the alignment. A plan has been presented to SHA proposing a crossing from west side of 261 to east side of 261 at brownies beach. We await review comments.

Purple Pipe – We are developing layouts for installation of the pipe to serve the Route 260 landscaping areas and Kellams Field. Operation of the system will commence with the ENR project.

Trail – Concept site plans for a Trail extension from the Trestle and thru the Richfield Station Rail bed have been developed and provided to the Critical Area Commission and the State Highway Administration (SHA). We are currently researching critical area woodland mitigation possibilities and property title issues (we spoke to the Title Abstractor Terry Erder on 1/9/13 and more research has been completed – an extensive report has been compiled from Terry which she believes gives title to the town). We are currently seeking guidance from title attorneys and the town attorney to gain title insurance. Preliminary Environmental studies are complete to move forward with the Trail extension plans and the Critical Area Commission has requested a meeting to help move us through the process. The meeting was held and they presented several mitigation programs. We also marked in the filed the trail alignment for a field review by the C.A.C. The C.A.C. approved the concept plan. A final title report has been delivered which outlines that the Town does have title to the trail bed through Richfield Station. There are a few old development bank liens that need to be cleaned up and the attorney is moving forward getting this done. The attorney has presented closure documents for signature by the lien holders.

Water Park - Preliminary design and information gathering has begun with the Salisbury State University “BEACON” consultant. A meeting was held to review their initial results and a draft report of water park economic analysis was provided. We await the final report, which will be available this fall.

Water Park (Repairs / Maintenance) – Short and long term maintenance, repair and upgrade items will be developed soon for the end of the 2013 season.



Water Park Report
Marilyn VanWagner, General Manager Water Park
October 03, 2013

2013, End of Season Details -

The Park is in the final stages of clean-up from the 2013 Season. All equipment and work areas have been deep cleaned, closed off, and shut down for the winter. We continue to close the season out by finalizing the inventory in each department. End of season meetings have been set up with our top vendors to review sales for the season and discuss what changes need to take place for next season.

Staffing -

Final interviews for next season's supervisors will take place in November. All 2013 employees, if recommended by their immediate superiors, were given the opportunity to interview for supervisory positions for the 2014 Season. Once final decisions are made and the supervisors are selected, they will be enrolled in the proper training classes.

Season Passes -

Season Passes are currently being reviewed to see how we can give our Season Pass users more value for their dollar. We are reviewing several plans offered by other parks to see what works best for both the guest experience and the bottom line. In the 2014 Season, besides the benefit of no waiting in lines, Season Pass holders will also enjoy discounts on food at our Beachcomber Grill and other fun discounts. The price for Season Passes will also be discounted for those that purchase earlier in the season. We expect to have these new Season Pass Packages available starting in mid-November.

Maintenance -

The Water Park Advisory Committee recently walked the park and noted all items that need attention. Over the next few weeks we will look at getting estimates on each of these items and then look at how to prioritize them based on the budget. We will also update our five year plan and see if any of the previous quotes that we received need to be adjusted.

I am currently attending classes at the World Water Park Convention in West Palm Beach, Florida. Councilman Stewart Cumbo is also attending the convention this year. Together we have spent several hours at the trade show talking to all the vendors and suppliers who are offering the materials and products that we are specifically looking for. We will take all of this information back home to discuss with the Water Park Advisory Committee.



Chesapeake Beach Wastewater Treatment Plant Report
Jon Castro, Superintendent
October 10, 2013

Plant Operation:

Bearing Construction has been working on the floor and wall for the new UV tank. The concrete has been poured for both and are waiting for the forms to be removed. Bearing is also gearing up to begin work on the Aeration Basins and the new Sludge Building. The trailers for the contractors as of September 24, 2013 now have electric power and computer access. The next progress meeting will be held on October 7, 2013 along with a safety meeting for construction site work.

The plant went off electric power grid for Eneroc for fours on September 11, 2013. Eneroc will credit the Town in payment for this that will help reduce the electric cost for the plant.

The Town has a buyer for the plant's old generator. The plant is scheduled to get a new generator in the ENR Upgrade. Power and Compression will pay \$9,000.00 for the old generator. This money will go toward the ENR Upgrade and help save on the project's cost.

There were no incidents to report in the plant's Solids and Handling Operation or the Lab Sampling Operation with Duffield Hauling and Chesapeake Labs.

Plant operations for this monthly report did not use the Shell Fish Tank on any occasions since the last report. The last time it was put into operation was on August 6, 2013.

The plant had no emergency alarms responded to during this report period.

The Wastewater Treatment Plant had no spills to report for the October report. The plant did have one permit parameter issue for the month of September to report. The one issue was in the Fecal Coliform limit. The September Fecal issue was caused by construction work at the Effluent Tanks to make way for a new ENR Upgrade disinfection system and equipment failure for process control.

Future Projects:

The ENR Project for the Chesapeake Beach Wastewater Treatment Plant has completed the permit process and design stage. The bid for the ENR construction was awarded to Bearing Construction and construction began on June 10, 2013.

The plant records will be put into the Sure Scan System with the help of Town Employee Fran Addicott to ensure a better system of storing plant data.



Connie S. O'Dell
Special Events/Economic Development

Special Events/Economic Development Report

Chesapeake Beach Fall/Winter Events Brochure

The fall/winter calendar of events brochure is here. Don't forget to pick one up today. They are available at the reception desk anytime. Please let me know if you would like them for your business and I will be happy to drop them off to you.

Chesapeake Beach Newsletter – Fall/Winter

We are now collecting information for the Fall Newsletter. The fall edition will highlight all of the "Winter Happenings" as well as a calendar of events that runs through January 2014. Please email all materials that you would like considered for inclusion to codell@chesapeake-beach.md.us or BDFdesign@comcast.net no later than October 20, 2013.

Chesapeake Beach Annual Calendar – 2014 Edition

Calling all amateur photographers! Now is the time to send in those precious memory shots. You know; that glorious sunset or sunrise, that beautiful heron you saw on the Railway Trail, that amazing rainbow that ended at Veterans' Park. The Calendar Committee will soon be meeting to select the photos for the 2014 edition. Email your entries in the highest resolution possible to BDFdesign@comcast.net or save them to a disc or flash drive and drop them off at Town Hall. Make sure you attach your name and contact information to all submissions. **It is imperative that we are able to contact you concerning your entries.**

Haunted Waterpark – October 20, 2013

The Twin Beach Players Youth Troupe (and friends) under the direction of Miss Regan Cashman, with help from Special Events and Public Works will be transforming the Water Park into a Spooktacular Haunted Water Park. Join us for the fun and festivities on October 20, 2013. If you would like a vendor table to hand out treats to the kids, please contact me via email or by calling Town Hall. Rain date is October 27, 2013. Watch out for things that go bump in the night..... You don't want to miss this one!!

South Side Walking Tour

The newly formed "History Committee" met on September 24. Several points of interest were discussed and focus will begin with the area from the Railway Museum to Bayfront Park. Seven people participated in the first meeting and we encourage anyone who is interested to join us for the second meeting on October 22 at 1:00 PM here in Town Hall. Bring any interesting tidbits of south side history to the meeting.

MML Fall Conference

We will be traveling to Solomon's Island for the Fall Conference beginning on October 16, 2013. Our table top display will feature the CBOCS program as well as the attractions and businesses that entice guests to our beautiful community.

Please contact Special Events Coordinator Connie O'Dell at 301-938-4061 or email special-events@chesapeake-beach.md.us to volunteer or discuss any community events.



PLANNING & ZONING MEMORANDUM

To: Mayor and Town Council
From: Christopher Jakubiak, AICP,
Planning and Zoning Administrator
Date: October 4, 2013
Re: Report

The **Planning Commission** will meet on October 9 to continue its review and deliberation of amendments to the Critical Area regulations contained in the Zoning Ordinance.

The Planning Commission will also consider minor amendments to the townhouse condominium phasing plan in Richfield Station. Such amendments include the proper recordation of a required storm drain easement over residential lot. At the direction of the Zoning Administrator and Planning Commission, the developer of townhouses in Richfield Station is now providing "as-built" plans of the townhouse projects, which will improve the understanding among lot owners of their property boundaries and rights prior to and following lot purchase.

The Planning Commission recommends adoption of three zoning amendments, the Council's consideration of which is scheduled to begin at the meeting of October 10. In summary:

- The first amendment clarifies that the Planning Commission is not required any longer (under state law) to meet every month, only when business is before it.
- The second amendment provides for minor administrative adjustments of set backs and open space standards on lots. This would allow the Zoning Administrator (after notification to affected property owners) to reduce a required front, side, or rear yard by not more than 12% and to reduce the open space requirement by not more than 10%. This authority would allow certain very minor improvements projects (decks, additions, new single-family homes) to forgo the expensive and time-consuming variance process with the Board of Appeals when only a very small modification of the requirements is advisable. The amendment requires that neighbors be notified of a request for an administrative variance and it provides opportunity for objections to be heard.
- The third amendment improves the site plan review process--which is the process by which development projects are reviewed and approved. It provides more predictability in terms of process for developers and more transparency for the public. It provides a new "concept" stage where many issues can be resolved prior to the investment of large sums for engineering.

The **Board of Appeals** will not meet in October.

BID SUMMARY

Architectural Design Services Contract for Veterans' Park Rehabilitation

Bid Date: August, 2013

Scope of Services: "See attached"

<u>Summary of Bids:</u>	Hourly not to exceed Quote
1. Edge Architecture	\$26,730.00
2. Cowie Associates, PC	\$25,500.00
3. Bignell, Watkins, Hasser, PA	\$28,000.00

Discussion: Consider awarding the contract to Cowie Associate, PC not to exceed \$25,500.00

PROJECT CONSTRUCTION BUDGET \$350,000.00

**TOWN OF CHESAPEAKE BEACH
INVITATION TO BID
ARCHITECTURAL DESIGN SERVICES PROPOSAL AND CONTRACT FOR
VETERANS' MEMORIAL PARK UPGRADES**

General Details:

Sealed bids for an architectural design services contract for the Chesapeake Beach Veterans' Memorial Park upgrade project will be received by the Town of Chesapeake Beach, 8200 Bayside Road, P.O. Box 400, Chesapeake Beach, Maryland 20732 until 5:00 pm prevailing time on Thursday, September 19, 2013.

The bid documents are available between 8:30 am and 4:30 pm weekdays at the Town Hall Office at the above address beginning August 26, 2013.

A pre-proposal design meeting will be held on Monday, September 5, 2013 at 2:00 p.m. (Town Hall) to go over the project in more detail and provide for an opportunity to walk the project limits and ask questions.

All questions shall be forward to Paul Woodburn, P.E., Town Engineer at pwoodburn@bendyer.com.

Project Outline & Design Guidelines:

The Town of Chesapeake Beach, Maryland, Mayor and Town Council wish to provide upgrades to the existing Veterans' Memorial Park. The park is a pedestrian friendly centrally located park in the Town located directly on the Chesapeake Bay at the intersection of a Maryland Routes 260 and 261. The ½ acre± park was designed in 2000 and constructed shortly thereafter. It is the Towns opinion that the park features need to be refurbished and upgraded to improve ongoing maintenance items and enhance and improve on the overall make up and appearance of the park. The Town is generally satisfied with the layout of the original design and does not wish to start over. The project is slated to begin design in October, 2013 with a construction start of March 1, 2013.

The Mayor has established an advisory group to advise the Town Council on the development upgrades needed to the Park. Below are a number of elements that they wish to have included and addressed as part of this project.

- Refurbish the waterfall wall and replace the waterfall wall lettering.
- Add lighting to better accent the park and fountain (the area should pop at night without affecting the residential areas).
- Provide electrical outlets for Christmas lighting.
- Replace the memorial bricks in the honor roll area with new polar engineering (1-800-546-7993) or equal concrete bricks or incorporate a new brick wall memorial located in the same area.
- Provide a solution(s) to the lime leach out from brick seating benches.

- Provide ventilation recommendations for water fall pump room and circulation waterfall.
- Incorporate new gold lettering into the rear of the existing waterfall and make recommendations to hide staining on the black wall behind the waterfall.
- Provide sound system connection locations for events. (portable speakers, microphone, sound system etc. not included).
- Make sure all proposals take into consideration the close proximity to the bay and the harsh effects of the salt water and the general environment.
- Provide a new monument sign design / display at the MD Route 261 frontage for approaching cars.
- Provide ground mounted interpretative and history sign locations.

Deliverables:

The Town is requesting a fixed fee lump sum design services contract, which shall include all deliveries and reimbursables to provide all design services and associated construction documents, including specifications, necessary to permit for construction the park rehabilitation and upgrades. The Town will assist in providing all support services listed below and will work closely with the winning Architect from design and through the bid process.

Design Phase:

A. Town Responsibility:

- Preparing for use a survey as-built base sheet in AutoCAD 7 (or newer).
- Assist with filing, zoning, building and grading permit applications (permit application fees will be provided by the Town).
- Provide civil engineering support as necessary (sediment control, stormwater management and critical area).
- Assemble and process bid packages for the construction project.
- Irrigation modifications/relocations as necessary.
- Landscape design.

B. Architect Responsibility:

- Prepare all architectural design features and specifications and upgrades including but not limited to, sidewalks, walkways, benches, signage, electrical outlets, ventilation lighting, and audio ports.
- RFI responses during bidding phase for architectural questions and incorporate one round of value engineering/architectural design changes.
- Prepare and provide architectural portions of bid and permit package. Respond to and resolve permit agency and bid questions and comments.
- Prepare presentation renderings and attend up to four Town design meetings and one Town Council presentation.
- Prepare one construction cost estimate.

- Provide design deliverables in hard copy and .pdf @ 30%, 60% and 100% (permit) levels.

Design deliverables will include 30%, 60% and 100% progress plans and specifications in hard copy and pdf. All design and associated specifications shall become the property of the Town if a contract is awarded to the Bidder. All reimbursables shall be included within the Lump Sum Design Bid.