



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Clifford Sweeney, *President*
Timothy O'Donnell, *V.P. & Treasurer*
Joseph Ritz III
Frank Davis
T.J. Burns

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

VIRTUAL TOWN MEETING AGENDA PACKET MONDAY, JULY 13, 2020 – 7:30 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Citizen's Advisory Committee Meeting: Tuesday, July, 21, 2020 at 7:30 p.m. (via Zoom)

~~*Quarterly Planning Commission Meeting: Monday, July 27, 2020 at 7:30 p.m. CANCELED*~~

Town Council Meeting: Monday, August 3, 2020 at 7:30 p.m. (via Zoom & Channel 99)

4. MEETING ITEMS

A. APPROVE MINUTES: JUNE 1, 2020

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)

(A). Renaming Community Park in honor of Gene Myers for consideration.

~~(B). Proclamation making August 4, 2020 National Night Out for consideration. POSTPONED~~

(C). Update on speed and noise along East Main Street.

(D). Update on traffic light pattern at the square.

I. CONSENT AGENDA: NONE

J. TREASURER'S REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (DETAILS ATTACHED)

(1). Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration.

~~(2). Phase two micro grant update for discussion and consideration. CANCELED~~

(3). Approval of Ordinance 20-03 small cell wireless facility for consideration.

(4). Approval of Policy 20-02 small cell wireless facility standards.

(5). Approval of Policy 20-03 updated review fees for consideration *(Board of Appeals, re-zoning, development, annexation, infrastructure).

~~(6). Resolution approving loan funding for the water clarifier for consideration. POSTPONED~~

~~(7). PNC Bank ADA parking spot conversion request for consideration. CANCELED~~

(8). Award Stand 6 forestry bid for consideration.

M. SET AGENDA FOR NEXT MEETING: AUGUST 3, 2020

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

300A South Seton Avenue • Emmitsburg, Maryland 21727

Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

ZOOM MEETING ACCESS INFORMATION:

Topic: Town Meeting: July 13, 2020

Time: Jul 13, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/83460373080>

Meeting ID: 834 6037 3080

Password: 21727

One tap mobile

+13017158592,,83460373080#,,,0#,,21727# US (Germantown)

+13126266799,,83460373080#,,,0#,,21727# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 834 6037 3080

Password: 21727

Find your local number: <https://us02web.zoom.us/j/83460373080>

The town meeting will begin at 7:30 p.m. If you would like to speak during public comment or an agenda item, you must sign-up to speak BEFORE 7:30 p.m. Sign-up to speak by emailing your name, address and topic you'd like to speak on to mshaw@emmitsburgmd.gov or calling (301) 600-6300.

You can also watch the town meeting live on cable channel 99. A recording will be posted to YouTube after (@Town of Emmitsburg).

A. APPROVE MINUTES: JUNE 1, 2020

**MEETING MINUTES
VIRTUAL TOWN MEETING
JUNE 1, 2020
EMMITSBURG TOWN OFFICE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Clifford Sweeney, President; Timothy O'Donnell, Treasurer and Vice President; Joseph Ritz III; Frank Davis; and TJ Burns. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Cole Tabler, Town Accountant; and Zach Gulden, Town Planner. *Others Present* - Deputy Ben Whitehouse.

I. Call to Order

Commissioners O'Donnell, Ritz III, Burns, Davis and Mr. Gulden joined the meeting via a teleconferencing platform. A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the June 1, 2020 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. The next town meeting will occur virtually on July 13, 2020. Mayor Briggs held a moment of silent for the Nation.

Approval of Minutes:

Motion: Commissioner Burns motioned to accept the May 4, 2020 town meeting minutes as corrected; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Motion: Commissioner Burns motioned to accept the May 18, 2020 town meeting minutes as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Police Report:

Deputy Ben Whitehouse presented the police report from May 2020 (exhibit attached). Deputy Whitehouse mentioned the traffic stops were low due to the COVID-19 virus. The Board discussed requesting an SUV police cruiser for the deputies to have better access to the Scott Road Farm and Rainbow Lake areas while patrolling.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from April 2020 (exhibit in agenda packet).

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from April 2020 (exhibit in agenda packet). Commissioner Ritz III exited the teleconferencing platform at 7:54 p.m.

Commissioner Comments:

- Commissioner Burns: He expressed empathy for the individuals going through difficult times.
- Commissioner O'Donnell: He met with town staff regarding the multi-user trails and forestry work.
- Commissioner Davis: He mentioned various residents have been asking when parking enforcement will resume.
- Commissioner Sweeney: Community Heritage Day is scheduled for June 27, 2020 and will only feature evening activities due to the COVID-19 virus.

Mayor's Comments:

Mayor Briggs presented a check to Commissioner Sweeney and the Community Heritage Day planning committee to help fund the Heritage Day fireworks. The Town is hoping to open Community Pool the first week of July. The Mayor has been hosting weekly COVID-19 updates with various guests on channel 99 every Wednesday at 1:00 p.m. He attended the virtual Program Open Space grant meeting on June 28; the Town submitted a grant application for the construction of two mini picnic pavilions in Community Park. Commissioner Ritz III rejoined the teleconferencing platform at 8:23 p.m.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for May 2020 (exhibit in agenda packet). The operating balance forward is \$4,941,327. The top 10 check amounts are listed in the agenda packet.

Administrative Business:

- (A). **Discussion of pool rates for 2020 pool season for consideration:** Commissioner Burns presented the business item. The Board discussed the capacity of the pool, pool rates and how to encourage pool attendance while adhering to social distancing requirements and limited capacity due to the COVID-19 virus.

Commissioner Comments Continued...

- Commissioner Ritz III: He apologized for his brief absence; he was having computer issues.

Public Comments:

No public comment.

Administrative Business Continued:

- (B). **Presentation by the Lions Club for a shed located in Community Park:** Ms. Willets presented the administrative business item and read a request letter from Bill Wivell, Emmitsburg Lions Club member. The Lions Club is requesting a new 14-foot by 28-foot storage shed located at the rear of Community Park. The shed is movable and will not need a concrete pad or electricity. The Lions Club would assume all expenses and the cost of any building permits. *Motion:* Commissioner Davis motioned to approve the Lions Club request; second by Commissioner Burns. Yeas – 4; Nays – 0. Commissioner Sweeney abstained. Commissioner O'Donnell declared the motion passed.
- (C). **Discussion of Renaming Community Park in Honor of Gene Myers:** Commissioner Davis presented the item. He requested Community Park get renamed in honor of Gene Myers who spent years collecting funds and donating time to turn an old farm field into Community Park. Gene Myers also served as Mayor for the Town at one point. The Board gave consent to proceed. The item will be voted on at the next town meeting.

Consent Agenda:

None.

Planning Commission Report:

Commissioner Ritz III presented the report. The Commission last met on May 5, 2020 to review the site plan for the Insurance Brokers of Maryland on East Main Street. Rutter's has submitted their plans to Frederick County. Dunkin Donuts has chosen their builder which will be having a ground breaking ceremony in the next few weeks.

II. Agenda Items

Agenda #1 - Approval of Resolution 20-06R Community Legacy grant submittal authorization ADA curb ramps for consideration: Mr. Gulden presented the agenda item. The Town is applying for \$200,900 in grant funding to replace the sidewalk curb ramps in the sustainable community's district with handicap accessible ramps. Resolution 20-06R is needed to make the Town eligible for grant funding. *Motion:* Commissioner O'Donnell motioned to accept Resolution 20-06R; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #2 - Approval of Resolution 20-07R Community Legacy grant submittal authorization façade improvements for consideration: Mr. Gulden presented the agenda item. The \$75,000 grant application is submitted annually by the Town and provides funding for the Town's Community Legacy façade improvement grant program. *Motion:* Commissioner O'Donnell motioned to accept Resolution 20-07R; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration: The Town has not received the contract from the Sheriff's Office yet; the agenda item is postponed.

Agenda #4 - Presentation and review of the fiscal year 2021 town budget for consideration: Ms. Willets presented the agenda item. The only change made to the budget was the transfer of \$5,200 for multi-user trail maintenance from the fund two Community Gardens and Parks General funds and as requested by Commissioner O'Donnell. No other changes were made to the budget or requested by the Board. *Motion:* Commissioner Davis motioned to accept the fiscal year 2021 budget as amended; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #5 - Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration: Ms. Willets presented the agenda item. If approved, the Mayor plans to bring an employee salary review back to the Board in fall 2020 once the Mayor receives the results of an external salary audit. The Board expressed support for ensuring employee pay is competitive for employee retention. *Motion:* Commissioner Burns motioned to accept the salary chart ordinance 20-07 for fiscal year 2021 as presented; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Set Agenda Items for July 13, 2020 Virtual Town Meeting

1. Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration
2. Phase two micro-grant update for discussion and consideration.
3. Approval of Ordinance 20-03 small cell wireless facility for consideration.
4. Approval of Policy 20-02 small cell wireless facility standards.
5. Approval of Policy 20-03 updated review fees for consideration *(Board of Appeals, re-zoning, development, annexation, infrastructure).
6. Resolution approving loan funding for the water clarifier for consideration.
7. PNC Bank ADA parking spot conversion request for consideration
8. Award Stand 6 forestry bid for consideration

Administrative Business:

- A. Renaming Community Park in honor of Gene Myers for consideration.
- B. Proclamation making August 4, 2020 National Night Out for consideration.
- C. Update on speed and noise along East Main Street.
- D. Update on traffic light pattern at the square.

The Board gave unanimous consent for the July 13, 2020 town meeting agenda.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Ritz III motioned to adjourn the June 1, 2020 town meeting; second by Commissioner Burns. Yeas – 5; Nays – 0. The meeting adjourned at 9:42 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Minutes Approved On:

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER’S REPORT

**Town Manager’s Report
May 2020
Prepared by Cathy Willets**

Streets:

- Staff replaced and repaired some street signs around town.
- Staff prepped for Memorial day:
 - Street sweeping
 - Flags on light poles
 - Mowing
- Staff replaced a speed bump post and sign on 2nd Ave.
- Staff and contractor blacktopped two water leak patches (Waynesboro Pike) and a sink hole (Bunker Hill)
- Staff replaced Census sign on Rte. 140 East

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms.
- Staff conducted monthly park maintenance – playground equipment, roads, fences, pavilions, etc.
- Staff mowed, trimmed and weed killed in parks.
- Staff began sanitizing playground equipment twice a week.
- Staff worked at pool assisting contractor with turning water on, checking for leaks, putting splash pad together, etc.
- Contractor installed back flow preventer at pool.
- Staff weed killed infield on Ballfields #1 & #3 at Community Park.
- Staff filled in ruts behind dugout at Ballfield #6. Seeded and mulched.
- Staff prepared the community garden plots.

Water:

- Rainbow Lake is at the spillway level (16.6 feet).
- The roughing filters are being backwashed two times a day and the DE filters are being done once every other week.
- Well levels (optimum level was determined to be May 2011).

	<u>May 2011</u>	<u>May</u>	<u>Change</u>
○ Well #1:	35’	30’	+5
○ Well #2:	8’	8’	0
○ Well #3:	12’	OFF’	N/A
○ Well #4:	108’	110	-2
○ Well #5:	10’	10’	0

- Water production and consumption. We produced an average of 241,512 GPD. We consumed an average of 213,446 GPD. The difference is "Backwash Water" ... (12.5%).
 - 25.5% of this water came from wells.
 - 6.0% of this water came from Mt. St. Mary's.
 - 68.5% of this water came from Rainbow Lake.

We purchased 449,350 gallons of water from MSM this month.

Wastewater:

- We treated an average of 584,000 gpd (consumed 213,446 GPD) which means that 63.5% of the wastewater treated this month was "wild water".
- We received about 1.9" of precipitation this month (the average is 3.8").
 - We have a precipitation SURPLUS of 2.15" over the last six months. The average precipitation for the period from December 1 through May 31 is 22.3". We have received 24.45" for that period.

Wastewater Treatment:

- We treated an average of 584,000 gpd (consumed 213,446 GPD) which means that 63.5% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of May.
- We did exceed the plant's design capacity one time in the month of May.
 - 05/01 1,226,000 gpd

Trash: Trash pickup will remain Mondays in the month of July.

Meetings Attended:

- 05/04 Attended virtual town meeting.
- 05/06 Final walk through a pool bathhouse
- 05/06 Conference call with County Executive
- 05/06 MML webinar Pandemic Response and the Law
- 05/12 Met with Town Clerk and Accountant regarding budget presentation
- 05/13 Conference call with County Executive
- 05/13 2nd Conference call with County Executive
- 05/14 Conference call with County Executive
- 05/18 Attended virtual town meeting
- 05/19 Met with Commissioner O'Donnell, Zach and Forest Service at Rainbow Lake
- 05/20 Conference call with staff and RK&K regarding clarifier
- 05/20 Conference call with County Executive
- 05/21 Conference call with Zach, Mayor, Attorney re: WWTP annexation
- 05/27 Conference call HR regarding COVID-19 procedures
- 05/27 Conference call with County Executive
- 05/28 Conference call with County Executive
- ***** Met with or spoke with the Mayor every day during the COVID-19 shutdown. (03/19-present)**

Noteworthy:

- Staff pumps holding tank every 10 days at 8533 Hampton Valley Rd.
- Staff worked the yard waste dumpster twice in May.
- New MHAA wayside exhibit sign installed on firehouse building.
- Staff and contractor replaced damaged fire hydrant on Mountain View Road.
- Contractor installed new block wall behind 22 East Main St. (old one safety hazard)
- Gas release valve leaking at Community Center. Staff worked with contractor to install a new one.
- VFD for digester #1 has failed at WWTP. Scheduled to be replaced by June 26th.
- CRPS pumps have had a vibration analysis performed. Maintenance was also performed on the pumps, shafts and motors.
- LG Sonic is doing a good job keeping the algae at bay.
- Yearly CCR completed. It has been posted to website and mailed out with quarterly water billing.
- Staff is starting to see an uptick in usage due to yard waterings, pools being filled, etc.
- Water leak repaired on Tract Rd. The line is scheduled to be replaced as soon as COVID-19 restrictions are lifted.

Noteworthy:

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*Note: No parking revenue or enforcement action taken in April 2020, May 2020 and June 2020 due to the COVID-19 virus.

PARKING ENFORCEMENT REPORT
February 2020

Overtime Parking	58
Restricted Parking Zone	20
Street Sweeping	
Parked in Crosswalk	
Parked on Sidewalk/Curb	
Parked Blocking Driveway	
Parked by Fire Hydrant	
Parked Blocking Street	
Failure to Park between Lines	
Left Side Parking	1
Total Meter Money	\$ 914.47
Parking Permits	\$ 60.00
Meter Bag Rental	
Parking Ticket Money	\$ 265.00
Total:	\$1,239.47

PARKING ENFORCEMENT REPORT
March 2020

Overtime Parking	48
Restricted Parking Zone	3
Street Sweeping	
Parked in Crosswalk	
Parked on Sidewalk/Curb	
Parked Blocking Driveway	
Parked by Fire Hydrant	
Parked Blocking Street	
Failure to Park between Lines	
Left Side Parking	1
Total Meter Money	\$0 Parking Suspended
Parking Permits	\$ 345.00
Meter Bag Rental	
Parking Ticket Money	\$ 310.00
Total:	\$ 655.00

D. TOWN PLANNER'S REPORT

**Town Planner's Report
May 2020
Prepared by Zachary R. Gulden, MPA**

Worked remotely from 05/01/20 – 05/31/20 due to COVID-19 Pandemic restrictions

1. Board of Commissioners (BOC)

- Finished the proposed zoning and subdivision ordinance amendments.
- Prepared the COVID-19 business grant letter, application, & eligibility checklist.
- Processed 5 COVID-19 business micro-grant applications.
- Prepared the PNC Bank ADA parking space request presentation.
- Prepared the annexation plan for the WWTP parcels.

2. Grants

- Misc. Census, Community Legacy, Chesapeake Bay Trust, & Keep MD Beautiful grant management.
- Processed a Community Legacy grant application for 26-28 West Main Street.
- Submitted a 1-year time extension request for the Chesapeake Bay Trust rain barrel grant program due to the COVID-19 pandemic.
- Submitted Community Legacy reimbursement requests for:
 - The pool house mural project.
 - 110 E Main St.
- Assisted 133 South Seton Avenue obtain painting quotes for the Community Legacy grant.

3. Municipal Separate Storm Sewer System (MS4)

- Misc. Silo Hill basin retrofit project management.

4. Permits & Zoning

- Processed 7 zoning permit applications:
 - 1x fence.
 - 5x roof.
 - 1x permit renewal – shed.
- Responded to incident reports.
- Created a code enforcement door hanger & tracking log to reduce staff time & cost of mailings.

5. Planning Commission (PC)

- Misc. Rutter's, Dunkin', & Insurance Brokers of MD project management.
- Attended the virtual PC meeting on 05/05 and processed pre/post meeting materials.
- Re-reviewed the Rutter's improvement plan for final approval.
- Worked with MD SHA on line painting error on the left turn lane into Silo Hill Rd.
- Answered questions from potential developers of Emmitt Ridge.

6. Miscellaneous

- Obtained quotes for invasive species control on Stand 5.
- Completed MD MDE permit paperwork for logging Stand 5.
- Prepared Stand 6 logging bidding documents & mailed RFP to potential loggers.
- Worked with a property owner on a potential annexation request.
- Created a “procedures for annexation” packet as a guide for future annexation petitioners.
- Attended the Frederick County Census Committee conference call on 05/15.
- Met Mike Kay from MD DNR, Town Manager, and Commissioner O’Donnell at Stand 5 on 05/19 regarding trail damage due to logging.
- Attended a conference call on 5/21 with Town Manager, Mayor, and Town attorney regarding WWTP annexation.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meeting attended since June 1, 2020

- June 1st, Town Council Meeting (virtual).
- June 3rd, Conference call, Mayors with County Executive Gardner. Town Manager Willets joined in.
- June 3rd, Main Street Program teleconference with Main Street staff. Mayor, Town Manager Willets and Town Clerk Shaw, discussion on becoming a Main Street Affiliate.
- June 3rd, weekly COVID-19 update on channel 99 & social media, Mayor Don Briggs and Jennifer Clements, Principal of Catoclin High School.
- June 4th, Conference call, Mayors with County Executive Gardner. Town Manager Willets joined in.
- June 11th follow up to Governor announcement that restaurants can open with 50% indoor occupancy.
- June 11th, weekly COVID-19 update on channel 99 & social media, Mayor Don Briggs and Commissioner Joe Ritz, III.
- June 14th, Sunday evening, 7 pm, attended Flag Day ceremony at Memorial Park.
- June 17th, weekly COVID-19 update on channel 99 & social media, Mayor Don Briggs and Greg Reaver, president of Emmitsburg Glass Co.
- June 18th, Conference call, Mayors with County Executive Gardner. Town Manager Willets joined in.
- June 18th, Conference call with Town Manager and Town Attorney: 303 W. Lincoln Ave., lease extension with Christ Community Church.
- June 23rd, Mayor welcoming remarks Groundbreaking for *Dunkin* on Silo Hill Parkway. County Council Vice President Michael Blue, Commissioners O'Donnell and Burns also in attendance. Grand opening is planned for Sept 1st.
- June 24th, weekly COVID-19 update on channel 99 & social media, Mayor Don Briggs and Jennifer Joy, Chairperson, Community Heritage Day and community volunteer.
- June 25th, Meeting with Bernard Franklin PhD, Vice President for Student Life, Mount St Mary's University.
- June 27th, Saturday, Community- Heritage Day, music in the park from 6:30 pm- 9:30 pm then fireworks. Vigilant Hose Company drive thru BBQ chicken dinners.
- July 1st, weekly COVID-19 update on channel 99 & social media, Mayor Don Briggs and Sr. Martha Beaudoin, Executive Director, Seton Center.
- July 1st, Meeting with Levi K. Esses, Ed. D., Dean of Students, Mount St. Mary's University.
- July 1st, Teleconference call, Mayor, Town manager and Town Planner and a prospective developer, Irishtown Road.
- July 1st, Mayor, Town Manager and Town Planner teleconference with Emmitsburg postmaster re: mailbox service on East and West Main St. off rear of property North Alley.
- July 3rd, Pool house mural dedication, Mayor remarks, Commissioners Davis and Ritz also attended. Tim Knepp and Sandra Payne, mural artists. Sarah Jackson- Community Legacy, grant Coordinator, Louise Kennelly, executive Director Frederick Arts Council.
- July 3rd, pool opening. Mayor and Commissioners Davis and Ritz.
- July 8th, weekly COVID-19 update on channel 99 & social media, Mayor Don Briggs and Dr. Bonita J. Kempler-Portier, DO, Emmitsburg Osteopathic Primary Care Center, Inc (EOPCC).
- July 13th, Town Council Meeting (virtual).

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

- (A). **Renaming Community Park in honor of Gene Myers for consideration:** Presentation during meeting by Commissioner Davis.

Proposed name: E. Eugene Myers Community Park

Proposed Ceremony Date: Saturday, September 12, 2020

Suggest changing all park signs and references to the park to match the above proposed name.

- (B). Proclamation making August 4, 2020 National Night Out for consideration:**
Presentation at meeting by town staff.

POSTPONED DUE TO COVID-19 VIRUS
Event tentatively rescheduled to October 6, 2020.

- (C). **Update on speed and noise along East Main Street:** Presentation at meeting by town staff.

(D). Update on traffic light pattern at the square: Presentation at meeting by town staff.

I. CONSENT AGENDA

NONE

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of June 29, 2020**

\$5,001,834	Cash Balance June 1, 2020
352,097	Deposits
<u>-254,732</u>	Withdrawals
\$5,099,199	Operating Balance Forward

Top 10 Check Amounts:

<u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check No.</u>
\$18,291	MD Dept of Budget & Mgmt	May 20 Health Insurance	06.03.20	41053
15,912	Zest Engineering	Rainbow Dam Breach Analysis	06.24.20	41146
15,538	UGI Energy Services	May 20 Solar Field #1	06.24.20	41144
12,208	UGI Energy Services	May 20 Solar Field #2	06.24.20	41144
10,796	UGI Energy Services	Apr 20 Solar Field #2	06.03.20	41073
10,650	S&W Construction	Install Retaining Wall	06.03.20	41076
8,475	Ralph Ireland	Community Legacy - 200 East Main Street	06.03.20	41067
8,315	UGI Energy Services	Apr 20 Solar Field #1	06.03.20	41073
7,513	Ralph Ireland	Community Legacy - 1-3 East Main Street	06.03.20	41075
6,640	Adelsberger	Community Legacy - 110 East Main Street	06.24.20	41139

Check dates 05.27.20 to 06.29.20

K. PLANNING COMMISSION REPORT: Presentation at the meeting by Commissioner Ritz.

L. AGENDA ITEMS:

AGENDA ITEM# 1. Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration: Presentation at meeting by town staff.

***Tentative – awaiting contract from Sheriff's Office**

AGENDA ITEM# 2. Phase two micro-grant update for discussion and consideration:
Presentation at meeting by town staff.

CANCELED

AGENDA ITEM# 3. Approval of Ordinance 20-03 small cell wireless facility for consideration: Presentation at meeting by town staff.

ORDINANCE SERIES: 2020
ORD. NO: 20 – 3

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AN ORDINANCE TO AMEND
TITLE 15
OF THE CODE OF EMMITSBURG
ENTITLED
BUILDINGS AND CONSTRUCTION

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that Title 15, Section 15.32 of the Emmitsburg Municipal Code, be amended as follows:

New language is indicated by being in **BOLD, CAPITAL LETTERS**, and deleted language is designated by being in ~~{brackets and strike out}~~.

Chapter 15.32 Telecommunications Facilities

Chapter 15.32 - TELECOMMUNICATIONS FACILITIES

15.32.010 - Purpose and legislative intent.

The Telecommunications Act of 1996 affirmed the ~~{town}~~**TOWN** of Emmitsburg's authority concerning the placement, construction and modification of wireless telecommunications facilities. The ~~{town}~~**TOWN** finds that wireless telecommunications facilities may pose significant concerns to the health, safety, public welfare, character and environment of the ~~{town}~~**TOWN** and its inhabitants. The ~~{town}~~**TOWN** also recognizes that facilitating the development of wireless service technology can be an economic development asset to the ~~{town}~~**TOWN** and of significant benefit to the ~~{town}~~**TOWN** and its residents. In order to insure that the placement, construction or modification of wireless telecommunications facilities is consistent with the ~~{town's}~~**TOWN'S** land use policies, the ~~{town}~~**TOWN** is adopting a single, comprehensive, wireless telecommunications facilities application and permit process. The intent of this chapter is to minimize the negative impact of wireless telecommunications facilities, establish a fair and efficient process for review and approval of applications, assure an integrated, comprehensive review of environmental impacts of such facilities, and protect the health, safety and welfare of the ~~{town}~~**TOWN** of Emmitsburg.

15.32.020 - Title.

The ordinance codified in this chapter shall be known and cited as the wireless telecommunications facilities siting ordinance for the ~~{town}~~**TOWN** of Emmitsburg.

15.32.030 - Severability.

- A. If any word, phrase, sentence, part, section, subsection, or other portion of this chapter or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this chapter, and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.
- B. Any special use permit issued under this chapter shall be comprehensive and not severable. If part of a permit is deemed or ruled to be invalid or unenforceable in any material respect, by a competent authority, or is overturned by a competent authority, the permit shall be void in total, upon determination by the ~~{town}~~**TOWN**.

15.32.040 - Definitions.

For purposes of this chapter, and where not inconsistent with the context of a particular section, the defined terms, phrases, words, abbreviations, and their derivations shall have the meaning given in this section. When not inconsistent with the context, words in the present tense include the future tense, words used in the plural number include words in the singular number and words in the singular number include the plural number. The word "shall" is always mandatory, and not merely directory.

"Accessory facility" or "structure" means an accessory facility or structure serving or being used in conjunction with wireless telecommunications facilities, and located on the same property or lot as the wireless telecommunications facilities, including, but not limited to, utility or transmission equipment storage sheds or cabinets.

"Antenna" means a system of electrical conductors that transmit or receive electromagnetic waves or radio frequency or other wireless signals. Such shall include, but not be limited to radio, television, cellular, paging, personal telecommunications services (PCS), microwave telecommunications and services not licensed by the FCC, but not expressly exempt from the ~~{town's}~~**TOWN'S** siting, building and permitting authority.

"Applicant" means any wireless service provider submitting an application for a special use permit for wireless telecommunications facilities.

"Application" means all necessary and appropriate documentation that an applicant submits in order to receive a special use permit for wireless telecommunications facilities.

"Co-location" means the use of a tower or structure to support antennae for the provision of wireless services without increasing the height of the tower or structure.

"Commercial impracticability" or "commercially impracticable" means the inability to perform an act on terms that are reasonable in commerce, the cause or occurrence of which could not have been reasonably anticipated or foreseen and that jeopardizes the financial efficacy of the project. The inability to achieve a satisfactory financial return on investment or profit, standing

alone, shall not deem a situation to be "commercially impracticable" and shall not render an act or the terms of an agreement "commercially impracticable."

"Completed application" means an application that contains all information and/or data necessary to enable an informed decision to be made with respect to an application.

"FAA" means the Federal Aviation Administration, or its duly designated and authorized successor agency.

"FCC" means the Federal Communications Commission or its duly designated and authorized successor agency.

"Height" means, when referring to a tower or structure, the distance measured from the pre-existing grade level to the highest point on the tower or structure, even if said highest point is an antenna or lightning protection device.

"NIER" means non-ionizing electromagnetic radiation.

"Person" means any individual, corporation, estate, trust, partnership, joint stock company, association of two or more persons having a joint common interest, or any other entity.

"Personal wireless facility." See definition for "wireless telecommunications facilities."

"Personal wireless services" or "PWS" or "personal telecommunications service" or "PCS" shall have the same meaning as defined and used in the 1996 Telecommunications Act.

~~Telecommunication site. See definition for wireless telecommunications facilities.~~ **"SMALL WIRELESS FACILITIES" MEANS A WIRELESS FACILITY THAT IS MOUNTED ON A STRUCTURE FIFTY FEET OR LESS IN HEIGHT OR ON A STRUCTURES NO MORE THAN TEN PERCENT TALLER THAN ADJACENT STRUCTURES WITH AN ANTENNA NO MORE THAN THREE CUBIC FEET AND TOTAL WIRELESS EQUIPMENT NO MORE THAN TWENTY-EIGHT CUBIC FEET.**

"Special use permit" means the official document or permit by which an applicant is allowed to construct and use wireless telecommunications facilities as granted or issued by the {town} **TOWN**.

"State" means the state of Maryland.

"Stealth" or "stealth technology" means to minimize adverse aesthetic and visual impacts on the land, property, buildings, and other facilities adjacent to, surrounding, and in generally the same area as the requested location of such wireless telecommunications facilities, which shall mean using the least visually and physically intrusive facility that is not technologically or commercially impracticable under the facts and circumstances.

"Telecommunications" means the transmission and/or reception of audio, video, data, and other information by wire, radio frequency, light, and other electronic or electromagnetic systems.

"Telecommunications structure" means a structure used in the provision of services described in the definition of "wireless telecommunications facilities."

"Temporary" means temporary in relation to all aspects and components of this ordinance, something intended to, or that does, exist for fewer than ninety (90) days.

"TOWN" means the ~~{town}~~TOWN of Emmitsburg.

"Wireless telecommunications facilities ~~{means and includes a "telecommunications tower" and "tower" and "telecommunications site" and "personal wireless facility" }~~ means a structure, facility or location designed, or intended to be used as, or used to support, antennas or other transmitting or receiving devices. This includes, without limit, **"SMALL WIRELESS FACILITIES", "PERSONAL WIRELESS FACILITY" "TELECOMMUNICATIONS TOWER" AND** towers of all types and kinds and structures that employ camouflage technology, including, but not limited to, structures such as a multi-story building, church steeple, silo, water tower, sign or other structures that can be used to mitigate the visual impact of an antenna or the functional equivalent of such, including all related facilities such as cabling, equipment shelters and other structures associated with the site. It is a structure and facility intended for transmitting and/or receiving radio, television, cellular, paging, 911, personal telecommunications services, commercial satellite services, microwave services and services not licensed by the FCC, but not expressly exempt from the ~~{town}~~TOWN'S siting, building and permitting authority, excluding those used exclusively for the ~~{town}~~TOWN'S fire, police or exclusively for private, noncommercial radio and television reception and private citizen's bands, amateur radio and other similar non-commercial telecommunications where the height of the facility is below the height limits set forth in this chapter.

15.32.050 - Overall policy and desired goals for special use permits for wireless telecommunications facilities.

In order to ensure that the placement, construction, and modification of wireless telecommunications facilities protects the ~~{town}~~TOWN'S health, safety, public welfare, environmental features, the nature and character of the community and neighborhood and other aspects of the quality of life specifically listed elsewhere in this chapter, the ~~{town}~~TOWN hereby adopts an overall policy with respect to a special use permit for wireless telecommunications facilities for the express purpose of achieving the following goals:

1. Implementing an application process for person(s) seeking a special use permit for wireless telecommunications facilities;
2. Establishing a policy for examining an application for and issuing a special use permit for wireless telecommunications facilities that is both fair and consistent;
3. Promoting and encouraging, wherever possible, the sharing and/or co-location of wireless telecommunications facilities among service providers;
4. Promoting and encouraging, wherever possible, the placement, height and quantity of wireless telecommunications facilities in such a manner, including, but not limited to, the use of stealth technology, to minimize adverse aesthetic and visual impacts on the land, property, buildings, and other facilities adjacent to, surrounding, and in generally the same area as the requested location of such wireless telecommunications facilities, which

shall mean using the least visually and physically intrusive facility that is not technologically or commercially impracticable under the facts and circumstances.

15.32.060 - Special use permit application and other requirements.

- A. All applicants for a special use permit for wireless telecommunications facilities or any modification of such facility shall comply with the requirements set forth in this section. The {~~town~~}TOWN manager is the officially designated agency or body of the community to whom applications for a special use permit for wireless telecommunications facilities must be made and that is authorized to review, analyze, evaluate and make decisions with respect to granting or not granting, re-certifying or not re-certifying, or revoking special use permits for wireless telecommunications facilities. The {~~town~~}TOWN may at its discretion delegate or designate other official agencies of the {~~town~~}TOWN to accept, review, analyze, evaluate and make recommendations to the {~~town~~}TOWN with respect to the granting or not granting, re-certifying or not re-certifying or revoking special use permits for wireless telecommunications facilities.
- B. An application for a special use permit for wireless telecommunications facilities shall be signed on behalf of the applicant by the person preparing the same and with knowledge of the contents and representations made therein and attesting to the truth and completeness of the information. The landowner, if different than the applicant, shall also sign the application. At the discretion of the {~~town~~}TOWN, any false or misleading statement in the application may subject the applicant to denial of the application without further consideration or opportunity for correction.
- C. Applications not meeting the requirements stated herein or which are otherwise incomplete, may be rejected by the {~~town~~}TOWN manager.
- D. The applicant shall include a statement in writing:
 - 1. That the applicant's proposed wireless telecommunications facilities shall be maintained in a safe manner, and in compliance with all conditions of the special use permit, without exception, unless specifically granted relief by the {~~town~~}TOWN in writing, as well as all applicable and permissible local codes, ordinances, and regulations, including any and all applicable {~~town~~}TOWN, state and federal laws, rules, and regulations;
 - 2. That the construction of the wireless telecommunications facilities is legally permissible, including, but not limited to, the fact that the applicant is authorized to do business in the state.
- E. No wireless telecommunications facilities shall be installed or constructed until the application is reviewed and approved by the {~~town~~}TOWN, and the special use permit has been issued.
- F. All applications for the construction or installation of new wireless telecommunications facilities shall contain the information hereinafter set forth. The application shall be signed by an authorized individual on behalf of the applicant. Where a certification is called for, such certification shall bear the signature and seal of a professional engineer licensed in the state. The application shall include the following information:
 - 1. Documentation that demonstrates the need for the wireless telecommunications facility to provide service primarily and essentially within the {~~town~~}TOWN. Such

- documentation shall include propagation studies of the proposed site and all adjoining planned, proposed, in-service or existing sites;
2. The name, address and phone number of the person preparing the report;
 3. The name, address, and phone number of the property owner, operator, and applicant, and to include the legal form of the applicant;
 4. The postal address and tax map parcel number of the property;
 5. The zoning district or designation in which the property is situated;
 6. Size of the property stated both in square feet and lot line dimensions, and a diagram showing the location of all lot lines;
 7. The location of nearest residential structure;
 8. The location, size and height of all structures on the property which is the subject of the application;
 9. The location, size and height of all proposed and existing antennae and all appurtenant structures;
 10. The type, locations and dimensions of all proposed and existing landscaping, and fencing;
 11. The number, type and design of the tower(s) ~~{and}~~, antenna(s) **AND SMALL WIRELESS FACILITIES** and small wireless facilities proposed and the basis for the calculations of the tower's capacity to accommodate multiple users;
 12. The make, model and manufacturer of the tower and antenna(s);
 13. A description of the proposed tower ~~{and}~~, antenna(s) **OR SMALL WIRELESS FACILITIES** and all related fixtures, structures, appurtenances and apparatus, including height above pre-existing grade, materials, color and lighting;
 14. The frequency, modulation and class of service of radio or other transmitting equipment;
 15. The actual intended transmission and the maximum effective radiated power of the antenna(s);
 16. Direction of maximum lobes and associated radiation of the antenna(s);
 17. Certification that the NIER levels at the proposed site are within the threshold levels adopted by the FCC;
 18. Certification that the proposed antenna(s) will not cause interference with other telecommunications devices;
 19. A copy of the FCC license applicable for the intended use of the wireless telecommunications facilities;
 20. Certification that a topographic and geomorphological study and analysis has been conducted, and that taking into account the subsurface and substrata, and the proposed drainage plan, that the site is adequate to assure the stability of the proposed wireless telecommunications facilities on the proposed site;
 21. The provisions required by Section 15.32.250 of this chapter.

- G. In the case of a new tower, the applicant shall be required to submit a written report demonstrating its meaningful efforts to secure shared use of existing tower(s) or the use of alternative buildings or other structures within the ~~{town}~~TOWN. Copies of written requests and responses for shared use shall be provided to the ~~{town}~~TOWN in the application, along with any letters of rejection stating the reason for rejection.
- H. The applicant shall certify that the telecommunications facility, foundation and attachments are designated and will be constructed to meet all local, ~~{town}~~TOWN, state and federal structural requirements for loads, including wind and ice loads.
- I. The applicant shall certify that the wireless telecommunications facilities will be effectively grounded and bonded so as to protect persons and property and installed with appropriate surge protectors.
- J. An applicant may be required to submit an environmental assessment analysis and a visual addendum. Based on the results of the analysis, including the visual addendum, the ~~{town}~~TOWN may require submission of a more detailed visual analysis. The scope of the required environmental and visual assessment will be reviewed at the pre-application meeting.
- K. ~~{The}~~ **IN THE CASE OF A NEW TOWER**, the applicant shall furnish a visual impact assessment which shall include:
 - 1. A "zone of visibility map" which shall be provided in order to determine locations from which the tower may be seen.
 - 2. Pictorial representations of "before and after" views from key viewpoints both inside and outside of the ~~{town}~~TOWN as may be appropriate, including, but not limited to, state highways and other major roads, state and local parks, other public lands, historic districts, preserves and historic sites normally open to the public, and from any other location where the site is visible to a large number of visitors, travelers or residents. Guidance will be provided, concerning the appropriate key sites at a pre-application meeting.
 - 3. An assessment of the visual impact of the tower base, guy wires and accessory buildings from abutting and adjacent properties and streets as relates to the need or appropriateness of screening.
- L. The applicant shall demonstrate and provide in writing and/or by drawing how it shall effectively screen from view the base and all related facilities and structures of the proposed wireless telecommunications facilities.
- M. Any and all representations made by the applicant to the ~~{town}~~TOWN on the record during the application process, whether written or verbal, shall be deemed a part of the application and may be relied upon in good faith by the ~~{town}~~TOWN.
- N. All utilities at a wireless telecommunications facilities site shall be installed underground and in compliance with all laws, ordinances, rules and regulations of the ~~{town}~~TOWN, including specifically, but not limited to, the national electrical safety code and the national electrical code where appropriate.
- O. All wireless telecommunications facilities shall contain a demonstration that the facility be sited so as to be the least visually and physically intrusive means that is not commercially or technologically impracticable, and thereby have the least adverse visual effect on the environment of the neighborhood and the ~~{town}~~TOWN and its character, on existing

vegetation, and on the residences in the general area of the wireless telecommunications facility.

- P. Both the wireless telecommunications facility and any and all accessory or associated facilities shall maximize the use of building materials, colors and textures designed to blend with the structure to which it may be affixed and/or to harmonize with the natural surroundings. This shall include the utilization of stealth or concealment technology as may **BE** required by the ~~{town}~~TOWN.
- Q. At a telecommunications site, an access road, turn around space and parking shall be provided to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall at all times minimize ground disturbance and the cutting of vegetation. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion.
- R. A person who holds a special use permit for wireless telecommunications facilities shall construct, operate, maintain, repair, provide for removal of, modify or restore the permitted wireless telecommunications facilities in strict compliance with all current applicable technical, safety and safety-related codes adopted by the ~~{town}~~TOWN, county, state, or United States, including, but not limited to, the most recent editions of the National Electrical Safety Code and the national electrical code, as well as accepted and responsible workmanlike industry practices and recommended practices of the National Association of Tower Erectors. The codes referred to are codes that include, but are not limited to, construction, building, electrical, fire, safety, health, and land use codes. In the event of a conflict between or among any of the preceding the more stringent shall apply.
- S. A holder of a special use permit granted under this chapter shall obtain, at its own expense, all permits and licenses required by applicable law, rule, regulation or code, and must maintain the same, in full force and effect, for as long as required by the ~~{town}~~TOWN or other governmental entity or agency having jurisdiction over the applicant.
- T. With respect to this application process, the board may conduct an environmental review of the proposed project in combination with its review of the application under this law.
- U. The applicant shall examine the feasibility of designing a proposed tower to accommodate future demand for at least five additional commercial applications, for example, future co-locations. The tower shall be structurally designed to accommodate at least five additional antenna arrays equal to those of the applicant, and located as close to the applicant's antenna as possible without causing interference. This requirement may be waived, provided that the applicant, in writing, demonstrates that the provisions of future shared usage of the tower is not technologically feasible, is commercially impracticable or creates an unnecessary and unreasonable burden, based upon:
1. The foreseeable number of FCC licenses available for the area;
 2. The kind of wireless telecommunications facilities site and structure proposed;
 3. The number of existing and potential licenses without wireless telecommunications facilities spaces/sites;
 4. Available space on existing and approved towers.

- V. The owner of the proposed new tower, and his/her successors in interest, shall negotiate in good faith for the shared use of the proposed tower by other wireless service providers in the future, and shall:
1. Respond within sixty (60) days to a request for information from a potential shared-use applicant;
 2. Negotiate in good faith concerning future requests for shared use of the new tower by other telecommunications providers;
 3. Allow shared use of the new tower if another telecommunications provider agrees in writing to pay reasonable charges. The charges may include, but are not limited to, a pro rata share of the cost of site selection, planning, project administration, land costs, site design, construction and maintenance financing, return on equity, less depreciation, and all of the costs of adapting the tower or equipment to accommodate a shared user without causing electromagnetic interference.

Failure to abide by the conditions outlined above may be grounds for revocation of the special use permit for the tower.

- W. There shall be a pre-application meeting. The purpose of the pre-application meeting will be to address issues which will help to expedite the review and permitting process. A pre-application meeting shall also include a site visit if there has not been a prior site visit for the requested site. Costs of the ~~{town}~~TOWN'S consultants to prepare for and attend the pre-application meeting will be borne by the applicant.
- X. The holder of a special use permit shall notify the ~~{town}~~TOWN of any intended modification of a wireless telecommunication facility and shall apply to the ~~{town}~~TOWN to modify, relocate or rebuild a wireless telecommunications facility.
- Y. In order to better inform the public, in the case of a new telecommunication tower, the applicant shall, prior to the public hearing on the application, hold a "balloon test." The applicant shall arrange to fly, or raise upon a temporary mast, a minimum of a three foot in diameter brightly colored balloon at the maximum height of the proposed new tower. The dates, (including a second date, in case of poor visibility on the initial date), times and location of this balloon test shall be advertised by the applicant seven and fourteen (14) days in advance of the first test date in a newspaper with a general circulation in the ~~{town}~~TOWN. The applicant shall inform the ~~{town}~~TOWN, in writing, of the dates and times of the test, at least fourteen (14) days in advance. The balloon shall be flown for at least four consecutive hours sometime between seven a.m. and four p.m. on the dates chosen. The primary date shall be on a weekend, but in case of poor weather on the initial date, the secondary date may be on a weekday.
- Z. The applicant will provide a written copy of an analysis, completed by a qualified individual or organization, to determine if the tower or existing structure intended to support wireless facilities requires lighting under Federal Aviation Administration Regulation Part 77. This requirement shall be for any new tower or for an existing structure or building where the application increases the height of the structure or building. If this analysis determines that the FAA must be contacted, then all filings with the FAA, all responses from the FAA and any related correspondence shall be provided in a timely manner.

15.32.070 - Location of wireless telecommunications facility.

- A. Applicants for wireless telecommunications facilities shall locate, site and erect said wireless telecommunications facilities in accordance with the following priorities, one (1) being the highest priority and four (4) being the lowest priority.
1. On ~~{town}~~TOWN-owned property or facilities;
 2. On existing structures without increasing the height of the tower or structure;
 3. On non-residential properties;
 4. On other properties in the ~~{town}~~TOWN.
- B. If the proposed site is not the highest priority listed above, then a detailed explanation must be provided as to why a site of a higher priority was not selected. The person seeking such an exception must satisfactorily demonstrate the reason or reasons why such a permit should be granted for the proposed site, and the hardship that would be incurred by the applicant if the permit were not granted for the proposed site.
- C. An applicant may not by-pass sites of higher priority by stating the site proposed is the only site leased or selected. An application shall address co-location as the preference of the ~~{town}~~TOWN. If such option is not proposed, the applicant must explain to the reasonable satisfaction of the ~~{town}~~TOWN why co-location is commercially ~~or otherwise~~ impracticable. Agreements between providers limiting or prohibiting co-location shall not be a valid basis for any claim of commercial impracticability or hardship.
- D. Notwithstanding the above, the ~~{town}~~TOWN may approve any site located within an area in the above list of priorities, provided that the ~~{town}~~TOWN finds that the proposed site is in the best interest of the health, safety and welfare of the ~~{town}~~TOWN and its inhabitants and will not have a deleterious effect on the nature and character of the community and neighborhood.
- E. The applicant shall submit a written report demonstrating the applicant's review of the above locations in order of priority, demonstrating the technological reason for the site selection. If appropriate, based on selecting a site of lower priority, a detailed written explanation as to why sites of a higher priority were not selected shall be included with the application.
- F. Notwithstanding that a potential site may be situated in an area of highest priority or highest available priority, the ~~{town}~~TOWN may disapprove an application for any of the following reasons.
1. Conflict with safety and safety-related codes and requirements;
 2. Conflict with the historic nature or character of a neighborhood or historical district;
 3. The use or construction of wireless telecommunications facilities which is contrary to an already stated purpose of a specific zoning or land use designation;
 4. The placement and location of wireless telecommunications facilities which would create an unacceptable risk, or the reasonable probability of such, to residents, the public, employees and agents of the ~~{town}~~TOWN, or employees of the service provider or other service providers;
 5. Conflicts with the provisions of this chapter.

15.32.080 - Shared use of wireless telecommunications facilities and other structures.

- A. Locating on existing towers or other structures without increasing the height, as opposed to the construction of a new tower, shall always be preferred by the {town}TOWN. The applicant shall submit a comprehensive report inventorying existing towers and other suitable structures within four miles of the location of any proposed new tower, unless the applicant can show that some other distance is more reasonable and demonstrate conclusively why an existing tower or other suitable structure cannot be used.
- B. An applicant intending to locate on an existing tower or other suitable structure shall be required to document the intent of the existing owner to permit its use by the applicant.
- C. Such shared use shall consist only of the minimum antenna array technologically required to provide service primarily and essentially within the {town}TOWN, to the extent practicable, unless good cause is shown.

15.32.090 - Height of telecommunications tower(s).

- A. The applicant shall submit documentation justifying the total height of any tower, **SMALL WIRELESS** facility and/or antenna and the basis therefore. Such documentation will be analyzed in the context of the justification of the height needed to provide service primarily and essentially within the {town}TOWN, to the extent practicable, unless good cause is shown.
- B. If the need for a new tower can be proven, the maximum permitted height of a new tower shall be twenty feet (20) above the neighboring tree height or the height of any nearby obstruction that would effectively block the signal in that direction.
- C. No wireless facility constructed after the effective date of the ordinance codified in this chapter, including allowing for all attachments, shall exceed that height which shall permit operation without required artificial lighting of any kind in accordance with municipal, {town}TOWN, state, and/or any federal statute, law, local law, {town}TOWN ordinance, code, rule or regulation.
- D. SMALL WIRELESS FACILITIES MUST BE LOCATED AT A MINIMUM HEIGHT OF 15 FEET ABOVE GRADE.**
- E. ALL SMALL WIRELESS FACILITIES MUST ADHERE TO THE STANDARDS SET FORTH IN POLICY 2020-02 SMALL WIRELESS FACILITY STANDARDS.**

15.32.100 - Appearance and visibility of wireless telecommunications facilities.

- A. Wireless telecommunications facilities shall not be artificially lighted or marked, except as required by law.
- B. Towers shall be galvanized and painted with a rust-preventive paint of an appropriate color to harmonize with the surroundings and shall be maintained in accordance with the requirements of this chapter.
- C. If lighting is required, applicant shall provide a detailed plan for sufficient lighting of as unobtrusive and inoffensive an effect as is permissible under state and federal regulations.

- D. ALL WIRELESS TELECOMMUNICATION FACILITIES SHALL UTILIZE STEALTH OR CAMOUFLAGE SITING TECHNIQUES THAT ARE ACCEPTABLE TO THE TOWN, UNLESS SUCH CAN BE SHOWN TO BE COMMERCIALY IMPRACTICABLE.**
- E. ALL ANTENNAS AND SMALL WIRELESS FACILITIES SHALL BE FLUSH-MOUNTED OR AS CLOSE TO FLUSH-MOUNTED ON THE SUPPORT STRUCTURE AS IS FUNCTIONALLY POSSIBLE UNLESS IT CAN BE DEMONSTRATED BY CLEAR AND CONVINCING TECHNICAL EVIDENCE THAT SUCH HAS THE EFFECT OF PROHIBITING THE PROVISION OF SERVICE TO THE INTENDED SERVICE AREA, ALONE OR IN COMBINATION WITH ANOTHER SITE(S) OR UNLESS THE APPLICANT CAN PROVE THAT IT IS COMMERCIALY IMPRACTICABLE.**
- F. IF ATTACHED TO A BUILDING, ALL ANTENNAS AND SMALL WIRELESS FACILITIES SHALL BE MOUNTED ON THE FASCIA OR THE BUILDING AND CAMOUFLAGED SO AS TO MATCH THE COLOR AND, IF POSSIBLE, THE TEXTURE OF THE BUILDING, OR IN A MANNER SO AS TO MAKE THE ANTENNAS AS VISUALLY INNOCUOUS AND UNDETECTABLE AS IS REASONABLY POSSIBLE GIVEN THE FACTS AND CIRCUMSTANCES INVOLVED.**
- G. ALL VISIBLE SMALL WIRELESS FACILITIES PLACED ON A STRUCTURE MUST BE PAINTED WITH NON-REFLECTIVE PAINT OF THE SAME COLOR AS THE STRUCTURE ON WHICH IT IS SITED SO THAT THE INSTALLATION CLOSELY MATCHES THE EXISTING PAINT.**
- H. SMALL WIRELESS FACILITIES MUST BE PLACED AS MUCH AS POSSIBLE IN LINE WITH OTHER UTILITY FEATURES AND IN A LOCATION THAT DOES NOT CREATE ANY OBSTRUCTION, IMPEDIMENT, OR HINDERANCE TO THE USUAL TRAVEL OR PUBLIC SAFETY ON A RIGHT-OF-WAY.**
- I. ALL SMALL WIRELESS FACILITIES MUST ADHERE TO THE STANDARDS SET FORTH IN POLICY 2020-02 SMALL WIRELESS FACILITY STANDARDS.**

15.32.110 - Security of wireless telecommunications facilities.

All wireless telecommunications facilities and antennas shall be located, fenced or otherwise secured in a manner that prevents unauthorized access, specifically:

1. All antennas, towers and other supporting structures, including guy wires, shall be made inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or collided with; and
2. Transmitters and telecommunications control points shall be installed in such a manner that they are readily accessible only to persons authorized to operate or service them.

15.32.120 - Signage.

Wireless telecommunications facilities shall contain a sign no larger than four square feet in order to provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities and shall contain the name(s) of the owner(s) and operator(s) of the antenna(s) as well as emergency phone number(s). The sign shall be on the equipment shelter or cabinet of the applicant and be visible from the access point of the site and must identify the equipment owner of the shelter or cabinet. The sign shall not be lighted, unless lighting is required by applicable law, rule or regulation. No other signage, including advertising, shall be permitted.

15.32.130 - Lot size and setbacks.

All proposed towers and any other proposed wireless telecommunications facility structures shall be set back from abutting parcels, recorded rights-of-way and road and street lines by the greater of the following distances: a distance equal to the height of the proposed wireless telecommunications facility structure plus ten percent of the height of the facility or structure, or the existing setback requirement of the underlying zoning district, whichever is greater. Any accessory structure shall be located so as to comply with the applicable minimum setback requirements for the property on which it is situated.

15.32.140 - Retention of expert assistance and reimbursement by applicant.

- A. The ~~{town}~~TOWN may hire any consultant and/or expert necessary to assist the ~~{town}~~TOWN in reviewing and evaluating the application, including the construction and modification of the site, once permitted, and any requests for re-certification.
- B. An applicant shall deposit with the ~~{town}~~TOWN funds sufficient to reimburse the ~~{town}~~TOWN for all reasonable costs of consultant and expert evaluation and consultation to the ~~{town}~~TOWN in connection with the review of any application including the construction and modification of the site, once permitted. The initial deposit shall be eight thousand five hundred dollars (\$8,500.00). The placement of the eight thousand five hundred dollars (\$8,500.00) with the ~~{town}~~TOWN shall precede the pre-application meeting. The ~~{town}~~TOWN will maintain a separate escrow account for all such funds. The ~~{town}~~TOWN'S consultants/experts shall invoice the ~~{town}~~TOWN for its services in reviewing the application, including the construction and modification of the site, once permitted. If at any time during the process this escrow account has a balance less than two thousand five hundred dollars (\$2,500.00), the applicant shall immediately, upon notification by the ~~{town}~~TOWN, replenish said escrow account so that it has a balance of at least five thousand dollars (\$5,000.00). Such additional escrow funds shall be deposited with the ~~{town}~~TOWN before any further action or consideration is taken on the application. In the event that the amount held in escrow by the ~~{town}~~TOWN is more than the amount of the actual invoicing at the conclusion of the project, the remaining balance shall be promptly refunded to the applicant.
- C. The total amount of the funds needed as set forth in subsection (B) of this section may vary with the scope and complexity of the project, the completeness of the application and other information as may be needed to complete the necessary review, analysis and inspection of any construction or modification.

15.32.150 - Exceptions from a special use permit for wireless telecommunications facilities.

- A. No person shall be permitted to site, place, build, construct, modify or prepare any site for the placement or use of wireless telecommunications facilities as of the effective date of this ordinance without having first obtained a special use permit for wireless telecommunications facilities. Notwithstanding anything to the contrary in this section, no special use permit shall be required for those noncommercial exceptions noted in the definition of wireless telecommunications facilities.
- B. All wireless telecommunications facilities existing on or before the effective date of the ordinance codified in this chapter shall be allowed to continue as they presently exist, provided however, that any visible modification of an existing wireless telecommunications facility must comply with this chapter.

15.32.160 - Public hearing and notification requirements.

- A. Prior to the approval of any application for a special use permit for wireless telecommunications facilities, a public hearing shall be held by the ~~{town}~~TOWN, notice of which shall be published in the official newspaper of the ~~{town}~~TOWN no less than ten calendar days prior to the scheduled date of the public hearing. In order that the ~~{town}~~TOWN may notify nearby landowners, the application shall contain the names and address of all landowners whose property is located within fifteen hundred (1,500) feet of any property line of the lot or parcel on which the new wireless telecommunications facilities are proposed to be located.
- B. There shall be no public hearing required for an application to co-locate on an existing tower or other structure, as long as there is no proposed increase in the height of the tower or structure, including attachments thereto.
- C. The ~~{town}~~TOWN shall schedule the public hearing referred to in subsection (A) of this section once it finds the application is complete. The ~~{town}~~TOWN, at any stage prior to issuing a special use permit, may require such additional information as it deems necessary.

15.32.170 - Action on an application for a special use permit for wireless telecommunications facilities.

- A. The ~~{town}~~TOWN will undertake a review of an application pursuant to this law in a timely fashion and shall act within a reasonable period of time given the relative complexity of the application and the circumstances, with due regard for the public's interest and need to be involved, and the applicant's desire for a timely resolution. **IN THE CASE OF AN APPLICATION FOR SMALL WIRELESS FACILITIES, THE TOWN SHALL REVIEW AN APPLICATION FOR COLLOCATION OF A SMALL WIRELESS FACILITY ON AN EXISTING STRUCTURE WITHIN SIXTY (60) DAYS AND REVIEW AN APPLICATION FOR PLACEMENT OF A SMALL WIRELESS FACILITY ON A NEW STRUCTURE WITHIN NINETY (90) DAYS.**

- B. The ~~{town}~~TOWN may refer any application or part thereof to any advisory or other committee for a nonbinding recommendation.
- C. After the public hearing and after formally considering the application, the ~~{town}~~TOWN may approve, approve with conditions, or deny a special use permit. Its decision shall be in writing and shall be supported by substantial evidence contained in a written record. The burden of proof for the grant of the permit shall always be upon the applicant.
- D. If the ~~{town}~~TOWN approves the special use permit for a wireless telecommunications facility, then the applicant shall be notified of such approval in writing within ten calendar days of the ~~{town's}~~TOWN'S action, and the special use permit shall be issued within thirty (30) days after such approval. Except for necessary building permits, and subsequent certificates of compliance, once a special use permit has been granted hereunder, no additional permits or approvals from the ~~{town}~~TOWN, such as site plan or zoning approvals, shall be required by the ~~{town}~~TOWN for the wireless telecommunications facilities covered by the special use permit.
- E. If the ~~{town}~~TOWN denies the special use permit for wireless telecommunications facilities, then the applicant shall be notified of such denial in writing within ten calendar days of the ~~{town's}~~TOWN'S action.
- F. Any party or person aggrieved by the decision of the ~~{town}~~TOWN may appeal that decision to the circuit court of Frederick County in accordance with Title 7 of the Maryland Rules of Procedure.

15.32.180 - Re-certification of a special use permit for wireless telecommunications facilities.

- A. Between twelve (12) months and six months prior to the five year anniversary date after the ~~{effect}~~—EFFECTIVE date of the special use permit and all subsequent five year anniversaries of the effective date of the original special use permit for wireless telecommunications facilities, the holder of a special use permit for such wireless telecommunication facilities shall submit a signed written request to the TOWNTOWN for re-certification. In the written request for re-certification, the holder of such special use permit shall note the following:
 - 1. The name of the holder of the special use permit for the wireless telecommunications facilities;
 - 2. If applicable, the number or title of the special use permit;
 - 3. The date of the original granting of the special use permit;
 - 4. Whether the wireless telecommunications facilities have been moved, relocated, rebuilt, or otherwise visibly modified since the issuance of the special use permit and if so, in what manner;
 - 5. If the wireless telecommunications facilities have been moved, relocated, rebuilt, or otherwise visibly modified, then whether the ~~{town}~~TOWN approved such action, and under what terms and conditions, and whether those terms and conditions were complied with;

6. That the wireless telecommunications facilities are in compliance with the special use permit and compliance with all applicable codes, laws, rules and regulations;
 7. Re-certification that the tower and attachments both are designed and constructed and continue to meet all local, ~~{town}~~TOWN, state and federal structural requirements for loads, including wind and ice loads such re-certification shall be by a professional engineer licensed in the state, the cost of which shall be borne by the applicant.
 - 8. IF THE WIRELESS TELECOMMUNICATIONS FACILITY IS LOCATED ON PRIVATE PROPERTY, A COPY OF THE LEASE OR CONSENT OF THE PROPERTY OWNER.**
- B. If, after such review, the ~~{town}~~TOWN determines that the permitted wireless telecommunications facilities are in compliance with the special use permit and all applicable statutes, laws, local laws, ordinances, codes, rules and regulations, then the ~~{town}~~TOWN shall issue a re-certification of the special use permit for the wireless telecommunications facilities, which may include any new provisions or conditions that are mutually agreed upon, or that are required by applicable statutes, laws, ordinances, codes, rules or regulations. If, after such review it is determined that the permitted wireless telecommunications facilities are not in compliance with the special use permit and all applicable statutes, laws, ordinances, codes, rules and regulations, then the ~~{town}~~TOWN may refuse to issue a re-certification special use permit for the wireless telecommunications facilities, and in such event, such wireless telecommunications facilities shall not be used after the date that the applicant receives written notice of the decision by the ~~{town}~~TOWN until such time as the facility is brought into compliance. Any decision requiring the cessation of use of the facility or imposing a penalty shall be in writing and supported by substantial evidence contained in a written record and shall be promptly provided to the owner of the facility.
- C. If the applicant has submitted all of the information requested and required by this ordinance, and if the review is not completed, as noted in subsection (B) of this section, prior to the five-year anniversary date of the special use permit, or subsequent five year anniversaries, then the applicant for the permitted wireless telecommunications facilities shall receive an extension of the special use permit for up to six months, in order for the completion of the review.
- D. If the holder of a special use permit for wireless telecommunications facilities does not submit a request for re-certification of such special use permit within the time frame noted in subsection (A) of this section, then such special use permit and any authorizations granted thereunder shall cease to exist on the date of the fifth anniversary of the original granting of the special use permit, or subsequent five year anniversaries, unless the holder of the special use permit adequately demonstrates that extenuating circumstances prevented timely re-certification request. If the holder agrees that there were legitimately extenuating circumstances, then the holder of the special use permit may submit a late re-certification request or application for a new special use permit.
- E. Any party or person aggrieved by the decision of the ~~{town}~~TOWN may appeal that decision to the circuit court of Frederick County in accordance with Title 7 of the Maryland Rules of Procedure.

15.32.190 - Extent and parameters of special use permit for wireless telecommunications facilities.

The extent and parameters of a special use permit for wireless telecommunications facilities shall be as follows:

1. Such special use permit shall be non-exclusive;
2. Such special use permit shall not be assigned, transferred or conveyed without the consent of the ~~{town}~~TOWN, which consent will not be unreasonably withheld;
3. Such special use permit may, following a hearing upon due prior notice to the applicant, be revoked, canceled, or terminated for a violation of the conditions and provisions of the special use permit, or for a material violation of this chapter after prior written notice to the holder of the special use permit.

15.32.200 - Application fee.

- A. ~~[At the time that a person submits an application for a special use permit for a new tower, such person shall pay a non-refundable application fee of five thousand dollars (\$5,000.00) to the {town}TOWN. If the application is for a special use permit for co-locating on an existing tower or other suitable structure, where no increase in height of the tower or structure is required, the non-refundable fee shall be two thousand dollars (\$2,000.00). This fee is in addition to, and not included in, the eight thousand five hundred dollar (\$8,500.00) payment referred to in Section 15.32.140.]~~ **PERMIT FEES ARE TO BE ESTABLISHED FROM TIME TO TIME BY POLICY, RESOLUTION, OR ORDINANCE BY THE TOWN AND SHALL BE PAID AT THE TIME OF APPLICATION.**
- B. No application fee is required in order to re-certify a special use permit for wireless telecommunications facilities, unless there has been a visible modification of the wireless telecommunications facility since the date of the issuance of the existing special use permit for which the conditions of the special use permit have not previously been modified. In the case of any modification, the fees provided in subsection (A) shall apply.

15.32.210 - Performance security.

The applicant and the owner of record of any proposed wireless telecommunications facilities property site shall, at its cost and expense, be jointly required to execute and file with the ~~{town}~~TOWN a bond, or other form of security acceptable to the ~~{town}~~TOWN as to type of security and the form and manner if executed, in an amount of at least seventy-five thousand dollars (\$75,000.00) and with such sureties as are deemed sufficient by the ~~{town}~~TOWN to assure the faithful performance of the terms and conditions of this chapter and conditions of any special use permit issued pursuant to this chapter. The full amount of the bond or security shall remain in full force and effect throughout the term of the special use permit and/or until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the issuance of the original special use permit.

15.32.220 - Reservation of authority to inspect wireless telecommunications facilities.

In order to verify that the holder of a special use permit for wireless telecommunications facilities and any and all lessees, renters, and/or licenses of wireless telecommunications facilities, place and construct such facilities, including towers and antennas, in accordance with all applicable technical, safety, fire, building, and zoning codes, laws, ordinances and regulations and other applicable requirements, the **TOWN** may inspect all facets of said permit holder's, renter's, lessee's or licensee's placement, construction, modification and maintenance of such facilities, including, but not limited to, tower's antennas and buildings or other structures constructed or located on the permitted site.

15.32.230 - Annual NIER certification.

The holder of the special use permit shall, annually, certify to the ~~{town}~~**TOWN** that NIER levels at the site are within the threshold levels adopted by the FCC.

15.32.240 - Liability insurance.

- A. A holder of a special use permit for wireless telecommunications facilities shall secure and at all times maintain public liability insurance for personal injuries, death and property damage, and umbrella insurance coverage, for the duration of the special use permit in amounts as set forth below:
1. Commercial general liability covering personal injuries, death and property damage: one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate;
 2. Automobile coverage one million dollars (\$1,000,000.00) per occurrence/two million dollars (\$2,000,000) aggregate;
 3. Workers compensation and disability: statutory amounts.
- B. The commercial general liability insurance policy shall specifically include the ~~{town}~~**TOWN** and its officers, boards, employees, committee members, attorneys, agents and consultants as additional named insureds.
- C. The insurance policies shall be issued by an agent or representative of an insurance company licensed to do business in the state and with a best rating of at least A.
- D. The insurance policies shall contain an endorsement obligating the insurance company to furnish the ~~{town}~~**TOWN** with at least thirty (30) days prior written notice in advance of the cancellation of the insurance.
- E. Renewal or replacement policies or certificates shall be delivered to the ~~{town}~~**TOWN** at least fifteen (15) days before the expiration of the insurance that such policies are to renew or replace.
- F. Before construction of a permitted wireless telecommunications facilities is initiated, but in no case later than fifteen (15) days after the grant of the special use permit, the holder of the special use permit shall deliver to the ~~{town}~~**TOWN** a copy of each of the policies or certificates representing the insurance in the required amounts.

15.32.250 - Indemnification.

- A. Any application for wireless telecommunication facilities that is proposed for ~~{town}~~**TOWN** property, pursuant to this chapter, shall contain a provision with respect to indemnification. Such provision shall require the applicant, to the extent permitted by the law, to at all times defend, indemnify, protect, save, hold harmless, and exempt the ~~{town}~~**TOWN**, and its officers, boards, employees, committee members, attorneys, agents, and consultants from any and all penalties, damages, costs, or charges arising out of any and all claims, suits, demands, causes of action, or award of damages, whether compensatory or punitive, or expenses arising therefrom, either at law or in equity, which might arise out of, or are caused by, the placement, construction, erection, modification, location, products performance, use, operation, maintenance, repair, installation, replacement, removal, or restoration of said facility, excepting, however, any portion of such claims, suits, demands, causes of action or award of damages as may be attributable to the negligent or intentional acts or omissions of the ~~{town}~~**TOWN**, or its servants or agents. With respect to the penalties, damages or charges referenced herein, reasonable attorney's fees, consultant's fees, and expert witness fees are included in those costs that are recoverable by the ~~{town}~~**TOWN**.
- B. Notwithstanding the requirements noted in subsection (A) of this section, an indemnification provision will not be required in those instances where the ~~{town}~~**TOWN** itself applies for and secures a special use permit for wireless telecommunications facilities.

15.32.260 - Fines.

- A. In the event of a violation of this chapter or any special use permit issued pursuant to this chapter, the ~~{town}~~TOWN may impose and collect, and the holder of the special use permit for wireless telecommunications facilities shall pay to the ~~{town}~~TOWN, fines or penalties as set forth below.
- B. A violation of this chapter is hereby declared to be an offense, punishable by a fine not exceeding three hundred fifty dollars (\$350.00) per day per occurrence or imprisonment for a period not to exceed six months, or both for conviction of a first offense; for conviction of a second offense both of which were committed within a period of five years, punishable by a fine not less than three hundred fifty dollars (\$350.00) nor more than seven hundred dollars (\$700.00) or imprisonment for a period not to exceed six months, or both, and, upon conviction for a third or subsequent offense all of which were committed within a period of five years, punishable by a fine not less than seven hundred dollars (\$700.00) nor more than one thousand dollars (\$1,000.00) or imprisonment for a period not to exceed six months, or both. However, for the purpose of conferring jurisdiction upon courts and judicial officers generally, violations of this article or of such ordinance or regulation shall be deemed misdemeanors and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations. Each week's continued violation shall constitute a separate additional violation.
- C. Notwithstanding anything in this chapter, the holder of the special use permit for wireless telecommunications facilities may not use the payment of fines, liquidated damages or other penalties to evade or avoid compliance with this chapter or any section of this chapter. An attempt to do so shall subject the holder of the special use permit to termination and revocation of the special use permit. The ~~{town}~~TOWN may also seek injunctive relief to prevent the continued violation of this chapter, without limiting other remedies available to the ~~{town}~~TOWN.

15.32.270 - Default and/or revocation.

- A. If wireless telecommunications facilities are repaired, rebuilt, placed, moved, re-located, modified or maintained in a way that is inconsistent or not in compliance with the provisions of this chapter or of the special use permit, then the ~~{town}~~TOWN shall notify the holder of the special use permit in writing of such violation. Such notice shall specify the nature of the violation or non-compliance and that the violations must be corrected within seven days of the date of the postmark of the notice, or of the date of personal service of the notice, whichever is earlier. Notwithstanding anything to the contrary in this subsection or any other section of this chapter, if the violation causes, creates or presents an imminent danger or threat to the health or safety of lives or property, the ~~{town}~~TOWN may, at its sole discretion, order the violation remedied within twenty-four (24) hours.
- B. If within the period set forth in (A) above the wireless telecommunications facilities are not brought into compliance with the provisions of this chapter, or of the special use permit, or substantial steps are not taken in order to bring the affected wireless telecommunications

facilities into compliance, then the {town}TOWN may revoke such special use permit for wireless telecommunications facilities, and shall notify the holder of the special use permit within forty-eight (48) hours of such action.

15.32.280 - Removal of wireless telecommunications facilities.

- A. Under the following circumstances, the {town}TOWN may determine that the health, safety, and welfare interests of the {town}TOWN warrant and require the removal of wireless telecommunications facilities.
1. Wireless telecommunications facilities with a permit have been abandoned (i.e. not used as wireless telecommunications facilities) for a period exceeding ninety (90) consecutive days or a total of one hundred eighty (180) days in any three hundred sixty-five (365) day period, except for periods caused by force majeure or acts of god, in which case, repair or removal shall commence within ninety (90) days;
 2. Permitted wireless telecommunications facilities fall into such a state of disrepair that it creates a health or safety hazard;
 3. Wireless telecommunications facilities have been located, constructed, or modified without first obtaining, or in a manner not authorized by, the required special use permit, or any other necessary authorization.
- B. If the {town}TOWN makes such a determination as noted in subsection (A) of this section, then the {town}TOWN shall notify the holder of the special use permit for the wireless telecommunications facilities within forty-eight (48) hours that said wireless telecommunications facilities are to be removed, the {town}TOWN may approve an interim temporary use agreement/permit, such as to enable the sale of the wireless telecommunications facilities.
- C. The holder of the special use permit, or its successors or assigns, shall dismantle and remove such wireless telecommunications facilities, and all associated structures and facilities, from the site and restore the site to as close to its original condition as is possible, such restoration being limited only by physical or commercial impracticability, within ninety (90) days of receipt of written notice from the {town}TOWN. However, if the owner of the property upon which the wireless telecommunications facilities are located wishes to retain any access roadway to the wireless telecommunications facilities, the owner may do so with the approval of the {town}TOWN.
- D. If wireless telecommunications facilities are not removed or substantial progress has not been made to remove the wireless telecommunications facilities within ninety (90) days after the permit holder has received notice, then the {town}TOWN may order officials or representatives of the {town}TOWN to remove the wireless telecommunications facilities at the sole expense of the **FACILITIES** owner or special use permit holder.
- E. If, the {town}TOWN removes, or causes to be removed, wireless telecommunications facilities, and the owner of the wireless telecommunications facilities does not claim and remove it from the site to a lawful location within ten days, then the {town}TOWN may take steps to declare the wireless telecommunications facilities abandoned, and sell them and their components.

- F. Notwithstanding anything in this section to the contrary, the ~~{town}~~TOWN may approve a temporary use permit/agreement for the wireless telecommunications facilities, for no more than ninety (90) days, during which time a suitable plan for removal, conversion, or re-location of the affected wireless telecommunications facilities shall be developed by the holder of the special use permit, subject to the approval of the ~~{town}~~TOWN, and an agreement to such plan shall be executed by the holder of the special use permit and the ~~{town}~~TOWN. If such a plan is not developed, approved and executed within the ninety (90) day time period, then the ~~{town}~~TOWN may take possession of and dispose of the affected wireless telecommunications facilities in the manner provided in this section.

15.32.290 - Relief or waiver or exemption.

Any applicant or permittee desiring relief, waiver or exemption from any aspect or requirement of this chapter may request such at the pre-application meeting, provided that the relief or exemption is contained in the original application for either a special use permit, or in the case of an existing or previously granted special use permit, a request for modification of its tower and/or facilities. Such relief may be temporary or permanent, partial or complete. However, the burden of proving the need for the requested relief, waiver or exemption is solely on the applicant to prove. No such relief or exemption shall be approved unless the applicant demonstrates by clear and convincing evidence that, if granted the relief, waiver or exemption will have no significant ~~{effect}~~ EFFECT on the health, safety and welfare of the TOWNTOWN, its residents and other service providers.

15.32.300 - Periodic regulatory review by the ~~{town}~~TOWN.

- A. The ~~{town}~~TOWN may at any time conduct a review and examination of this entire chapter.
- B. If after such a periodic review and examination of this chapter, the ~~{town}~~TOWN determines that one or more provisions of this chapter should be amended, repealed, revised, clarified, or deleted, then the ~~{town}~~TOWN may take whatever measures are necessary in accordance with applicable ordinance in order to accomplish the same. It is noted that where warranted, and in the best interests of the ~~{town}~~TOWN, the ~~{town}~~TOWN may repeal this entire chapter at any time.
- C. Notwithstanding the provisions of subsections (A) and (B) of this section, the ~~{town}~~TOWN may at any time, and in any manner (to the extent permitted by federal, state, or local law), amend, add, repeal, and/or delete one or more provisions of this chapter.

15.32.310 - Adherence to state and/or federal rules and regulations.

- A. To the extent that the holder of a special use permit for wireless telecommunications facilities has not received relief, or is otherwise exempt, from appropriate state and/or federal agency rules or regulations, then the holder of such a special use permit shall adhere to, and comply with, all applicable rules, regulations, standards, and provisions of any state or federal agency, including, but not limited to, the FAA and the FCC. Specifically included in this requirement

are any rules and regulations regarding height, lighting, security, electrical and RF emission standards.

- B. To the extent that applicable rules, regulations, standards, and provisions of any state or federal agency, including but not limited to, the FAA and the FCC, and specifically including any rules and regulations regarding height, lighting, and security are changed and/or are modified during the duration of a special use permit for wireless telecommunications facilities, then the holder of such a special use permit shall conform the permitted wireless telecommunications facilities to the applicable changed and/or modified rule, regulation, standard, or provision within a maximum of twenty-four (24) months of the effective date of the applicable changed and/or modified rule, regulation, standard, or provision, or sooner as may be required by the issuing entity.

15.32.320 - Conflict with other laws.

Where this chapter differs or conflicts with other laws, rules and regulations, unless the right to do so is preempted or prohibited by the ~~{town}~~**TOWN**, state or federal government, this chapter shall apply.

15.32.330 - Effective date.

This chapter shall be effective immediately upon passage, pursuant to applicable legal and procedural requirements.

15.32.340 - Authority.

This chapter is enacted pursuant to the applicable authority granted by the federal and state governments.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this ___ day of _____, 2020
by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:
COMMISSIONERS:

EMMITSBURG BOARD OF

Madeline K. Shaw, Town Clerk

Clifford L. Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2020.

Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Madeline Shaw, Town Clerk
Date:

AGENDA ITEM# 4. Approval of Policy 20-02 small cell wireless facility standards:
Presentation at meeting by town staff.

POLICY SERIES: 2020
Policy No. P20 - 02

Page 1 of 3

**TOWN OF EMMITSBURG
SMALL WIRELESS FACILITY STANDARDS**

As of this date and pursuant to Title 15, Section 15.32.050 entitled “Telecommunications Facilities” of the Emmitsburg Municipal Code, small wireless facility standards and permitting shall be as follows:

HEIGHT STANDARDS:

1. Small wireless facilities may not be mounted on structures greater than 50-feet in height including the antenna.
2. Small wireless facilities may not be mounted on structures more than 10 percent taller than other adjacent structures.
3. Small wireless facilities may not be mounted on existing structures which cause the structure to extend to a height of more than 50-feet or more than 10 percent above its preexisting height as a result of the collation of new antenna facilities.

ANTENNA AND OTHER SMALL WIRELESS EQUIPMENT SIZE STANDARDS:

4. Each antenna associated with a small wireless facility can be no greater than 3 cubic feet in volume.
5. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, can be no more than 28 cubic feet in volume.

INSTALLATION, PLACEMENT, AND DESIGN STANDARDS:

6. Small wireless facilities must not project over the roadway, pedestrian path or sidewalk, unless otherwise approved by the Director of Public Works.
7. New poles or other structures that support small wireless facilities must maintain a minimum three (3) foot horizontal clearance from existing sidewalks and roadways and a minimum five (5) foot horizontal clearance from the outside edge of driveway aprons and handicapped ramps, unless a lesser clearance is approved by the Director of Public Works.
8. Small wireless facility antenna must be located a minimum of 15-feet above grade, unless otherwise approved by the Director of Public Works.
9. Any exterior attachments to structures (other than cabling or base stations), must be a minimum of eight (8) feet above grade, unless otherwise approved by the Director of Public Works.

10. Replacement poles and fixtures must be the same height as the pole and fixtures being replaced, unless approved by the Director of Public Works. Any replacement pole, including all required guying, may not intrude on any sidewalk or passageway more than the existing pole.
11. All small wireless equipment installed underground, at ground level, or on a pole must be placed in an enclosure.
12. All small wireless equipment must be consistent with industry standards.
13. Antennas must include shielding or otherwise be placed in an enclosure, except as approved by the Director. If attached to the top of the pole, the facility must be designed to appear like a continuous vertical extension of the pole. Antennas must not extend more than 36 inches in length, extending vertically from the base of the antenna, either at the top of the pole or structure, or on the related equipment housing, except that up to six (6) inches in additional height may be permitted for connectors.
14. All wires/cables must be located inside the structure, unless Applicant proves to the Town's satisfaction that this is not practical, in which case the wire/cable must be installed in a conduit attached flush to the structure and painted with non-reflective paint of the same color as the structure on which it is installed or otherwise concealed to the extent possible. Whenever possible, the Applicant must utilize existing ducts, conduits, or other facilities for the installation of connecting fiber.
15. All visible small wireless equipment placed on a structure, including antennas, must be painted with non-reflective paint of the same color as the structure on which it is sited so that the installation closely matches the existing paint. The Applicant must work with the structure manufacturer or owner regarding the specifics for the color match, and work with the equipment manufacturer regarding paint specifications as well as the method for cleaning the equipment and applying the paint. Antennas and shrouds must be painted to have the least visual impact possible; colors must be approved by the Town as part of the permit. Paints must be lead and chromate free. Resistance to ultra violet light, road salt compounds, industrial chemical fumes, solvents for removal of graffiti off painted surfaces, flame or high temperatures, and corrosion.
16. No writing, symbol, logo or other graphic representation which is visible from the nearby street or sidewalk is allowed to appear on any exterior surface of the small wireless facility unless allowed by agreement with the Town, required by law or regulation, or as a Town-approved concealment element. Notwithstanding the previous sentence, Applicant must tag all attachments to structures to allow for ready identification of the small wireless facility owner and type of attachment.
17. No visible lighting is allowed on any small wireless facilities, except as required by law or as allowed by the Town.
18. Any new pole installed to support a small wireless facility must be consistent and compatible with surrounding poles and structures.
19. Installation of small wireless facilities must not impact existing Town street trees.
20. Installation of small wireless facilities must not impact line of sight for vehicle or pedestrian movements.

21. Installation of small wireless facilities must not create any Americans with Disabilities Act violations.
22. Small wireless facilities must not interfere with the function of the pole or structure to which the equipment is attached or interfere with other public facilities, including but not limited to:
 - a. Signs
 - b. Traffic signals
 - c. Street lighting
 - d. Bike racks
 - e. Benches
 - f. Fire hydrants
 - g. Water meters
 - h. Sewer cleanouts
 - i. Stormwater facilities
 - j. Other utilities
23. In an area of the Town where utilities are underground, all small wireless equipment must also be placed in an underground vault.
24. Small wireless facilities must be placed, as much as possible, in line with other utility features and in a location that minimizes any obstruction, impediment, or hindrance to the usual travel or public safety on a right-of-way.
25. The Applicant must incorporate ambient noise suppression measures, place small wireless equipment in locations less likely to impact adjacent residences or businesses, or both, and must comply with all applicable noise regulations.
26. The Town strongly encourages the collocation of small wireless facilities on existing structures. To minimize visual clutter, distractions to vehicular traffic, and the hazard of poles adjacent to roadways, free standing poles for small cell facilities must be spaced a minimum of 250 feet from other free standing small cell facility poles on each side of a street. An exemption may be granted by the Director of Public Works if the Applicant can demonstrate that this restriction has the effect of prohibiting the provision of wireless services.
27. Small wireless equipment installed at ground level must incorporate concealment elements into the proposed design. Concealment may include, but is not limited to, incorporating small wireless equipment into the base of the pole, landscaping and strategic placement in less obtrusive locations.
28. Small wireless equipment installed at ground level must be painted to have the least visual impact possible; colors must be approved by the Town as part of the permit. Paints must be lead and chromate free. Resistance to ultra violet light, road salt compounds, industrial chemical fumes, solvents for removal of graffiti off painted surfaces, flame or high temperatures, and corrosion.

SMALL WIRELESS FACILITY CONDITIONS:

1. Applicant must be a member of "Miss Utility" and comply with state law regarding marking utilities.
2. Small wireless facilities located in public right-of-way must not cause a safety hazard to the public.
3. A small wireless facility must be removed from the public right-of-way within 90 days of the final Right-of-Way Access/Attachment payment to the Town for the small wireless
4. If a Town project requires small wireless facilities to be removed or relocated, the Applicant must remove or relocate all equipment within 30 days' notice by the Town at the Applicant's sole cost.
5. Applicant must obtain a permit from the Town for any maintenance of small wireless facilities following initial installation.
6. Applicants for small wireless facilities may request a right-of-way agreement for multiple installations with the Town.

SUBMITTAL REQUIREMENTS:

Applicant is required to submit the following information with the permit application:

1. Documentation certified by a Maryland Professional Engineer that the pole or other structure to which the small wireless equipment is proposed to be attached is structurally adequate to support the small wireless equipment.
2. Applicant must provide certified analysis showing that the proposed Facility satisfies the Federal Communication Commission ("FCC")'s Radio- Frequency (RF) exposure guidelines applicable on an individual basis, and on a cumulative basis (considering all frequencies, and all emitting sources as may be required by FCC regulations).
3. Applicant must provide a completed utility permit application and checklist.
4. Written authorization from the structure owner that demonstrates that the Applicant has the authority to install a small wireless facility on the structure.
5. Prior to permit issuance, the permittee shall post a performance security in a form acceptable to the Town and Town Attorney. The security shall be a bond, irrevocable letter of credit, or certificate of guarantee issued by a surety company or financial institution authorized to do business in the State of Maryland. The applicant shall determine the cost of work using average cost data from recent bids for comparable work received by government agencies. The applicant shall provide the cost estimates to the Town, which shall be reviewed by and may be modified by the Town Engineer. If the Town's Engineer determines the cost estimate to be higher, the Town's price shall prevail.
6. All other information otherwise required by the Town Code and for an application for Alteration of Infrastructure Permit.
7. Permit fees are to be established from time to time by policy, resolution, or ordinance by the Town and shall be paid at the time of application.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this policy shall take effect this ____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

_____ APPROVED _____ VETOED

This _____ day of _____, 2020.

Donald N. Briggs, Mayor

**AGENDA ITEM# 5. Approval of Policy 20-03 updated review fees for consideration
*(Board of Appeals, re-zoning, development, annexation,
infrastructure):** Presentation at meeting by town staff.

POLICY SERIES: 2020
Policy No. P20 – 03

Page 1 of 3

**TOWN OF EMMITSBURG
REVIEW FEES POLICY**

This Policy will replace previously adopted Policy P99-03.

1. Board of Appeals: [~~\$100 + \$50 cost of advertising = \$150~~]
 - A. SPECIAL EXCEPTION: \$500.00**
 - B. VARIANCE: \$300.00**
 - C. ZONING ADMINISTRATOR APPEAL: \$300.00**
 - D. HEARING CONTINUANCES IF REQUESTED BY APPLICANT: \$150.00**

2. Re-Zoning: [~~\$150 plus \$75 for advertising = \$225~~]
 - A. ZONING TEXT AMENDMENT: \$1,000.00**
 - B. ZONING MAP AMENDMENT: \$1,000.00 + \$15.00 PER ACRE**

3. Development Review:
 - A. Sketch [Plan] PLAT: [~~No Fee~~] \$350.00**
 - B. Preliminary SUBDIVISION [Plan] PLAT: [~~\$100.00 plus \$15.00 per lot~~] \$1,000.00 + \$25.00 PER LOT + \$10.00 PER ACRE**
 - C. FINAL SUBDIVISION PLAT: \$500.00 + \$25.00 PER LOT**
 - D. COMBINED PRELIMINARY / FINAL SUBDIVISION PLAT: \$850.00 + \$50.00 PER LOT**
 - E. [€-] Record Plat: \$75.00 plus \$15.00 per lot**
 - F. [~~D-~~] Site Plan: [~~\$100.00 plus \$10.00 per acre~~] \$1,000.00.**
 - G. ADDITION PLAT: \$350.00 PLUS \$25.00 PER LOT**

- H. [~~E.~~] Improvement [~~Plans~~] PLAT: [~~(\$100 plus \$15.00 per lot)~~] \$200.00 PER SHEET**
 - I. FOREST STAND DELINEATION PLAN: \$350.00**
 - J. [~~F.~~] PRELIMINARY Forest Conservation PLAN: [~~(\$150 plus \$10.00 per lot)~~] \$350.00**
 - K. FINAL FOREST CONSERVATION PLAN: \$350.00**
 - L. COMBINED PRELIMINARY / FINAL FOREST CONSERVATION PLAN: \$700.00**
 - M. REQUEST FOR FOREST CONSERVATION EXEMPTION: \$35.00 PER EXEMPTION**
 - N. ANNEXATION: \$1,000.00 + \$50.00 PER ACRE. \$0.00 IF INITIATED BY THE TOWN**
 - O. LEGAL DOCUMENTS (PUBLIC WORKS AGREEMENTS, LETTERS OF CREDIT, EASEMENTS, SEWER/WATER TAP AGREEMENTS, HOMEOWNER ASSOCIATION DOCUMENTS, ETC.): \$250.00 PER DOCUMENT**
- 4. INFRASTRUCTURE PERMIT**
- A. ANY WORK INVOLVING TOWN WATER/SEWER SYSTEM: \$100.00**
 - B. WIRELESS TELECOMMUNICATION'S FACILITY:**
 - a) NEW TOWER, SUPPORT STRUCTURE, OR SUBSTANTIAL MODIFICATION: \$8,500.00 ESCROW DEPOSIT PLUS \$5,000.00 APPLICATION FEE.**
 - b) CO-LOCATING ON AN EXISTING TOWER OR OTHER SUITABLE STRUCTURE, WHERE NO INCREASE IN HEIGHT OF THE TOWER OR STRUCTURE IS REQUIRED: \$8,500.00 ESCROW DEPOSIT PLUS \$2,000.00 APPLICATION FEE.**
 - c) RE-CERTIFY THE SPECIAL USE PERMIT WITHOUT MODIFICATION: \$0.00**
- 5. THIRD PARTY REVIEW FEES: APPLICANTS ARE REQUIRED TO REIMBURSE THE TOWN FOR REASONABLE COSTS INCURRED BY THE TOWN FROM THIRD PARTIES WHO INVOICE THE TOWN FOR THEIR**

SERVICES RENDERED TO THE TOWN. ALL BILLING RATES, FEES, AND OUT-OF-POCKET COSTS OF ALL SUCH THIRD-PARTY COSTS SHALL BE BILLED AT THEIR RATES OTHERWISE CHARGED TO THE TOWN. THIRD PARTY COSTS INCLUDED BUT ARE NOT LIMITED TO, ENGINEERING FEES, CONSULTING FEES, LEGAL FEES, INSPECTION FEES, COURT REPORTING FEES, ADVERTISING COSTS FOR PUBLISHING AND POSTING OF PUBLIC NOTICES, ETC.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this policy shall take effect this 13th day of July, 2020.

PASSED this 13th day of July, 2020.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, President

_____ APPROVED _____ VETOED

this 13th day of July, 2020.

Donald N. Briggs, Mayor

Table 1 of 4

	Annexation	BOA - Variance	BOA - Special Exception	BOA -Zoning Administrator Appeal
Brunswick	\$1,500 + \$20/acre	\$725	\$1,400	\$675
Burkittsville	*	*	*	*
Emmitsburg	\$0.00	\$150	\$150	\$150
Frederick City	\$4,400 + \$10/acre	Residential \$300, Nonresidential \$650	\$650	\$300
Frederick County	N/A	\$592.00	\$889	\$355
Middletown	\$1,400 +\$50/acre	\$300	\$400	\$300
Mount Airy	*	*	*	*
Myersville	\$250/Acre	\$250	\$500	\$250
New Market	*	\$365	\$365	\$365
Rosemont	\$0.00	\$0.00	\$0.00	\$0.00
Thurmont	\$500 + \$25/acre	\$50	\$50	\$50
Walkersville	\$500 +\$20/acre	\$300	\$800	\$300
Woodsboro	*	*	*	*
AVERAGE	\$1,213 + \$63/acre	\$303	\$520	\$311

* No reply to our information request to date.

Table 2 of 4

	Forest Conservation Plan	Forest Stand Delineation Plan	Forest Conservation Exemption	Improvement Plan	Preliminary Subdivision Plan
Brunswick	Frederick County	Frederick County	Frederick County	\$250/sheet	\$2,950 + \$5/acre + \$20/lot
Burkittsville	*	*	*	*	*
Emmitsburg	\$150 + \$10/lot		\$0.00	\$100 + \$15/lot + \$200/sheet	\$100 + \$15/lot
Frederick City	\$950 + \$10/acre		\$100	\$700	\$3,700 + \$5/acre + \$20/lot
Frederick County	\$478		\$59/exemption	\$108 + \$403/sheet	\$3,959 + \$7/acre + \$30/lot
Middletown	\$200 + \$4/acre + \$15/sheet	\$200 + \$4/acre + \$15/sheet	\$0.00	\$1,000 + \$15/sheet	\$1,050 + \$50/lot
Mount Airy	*	*	*	*	*
Myersville	\$250	\$250	\$0.00	\$250/sheet	\$500 + \$50/lot
New Market	\$200/sheet	\$100/sheet	\$75	\$200/sheet	\$3,600 + \$7/acre + \$28/lot
Rosemont	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Thurmont	Frederick County	Frederick County	Frederick County	\$250	Residential \$350 + \$25/lot Nonresidential \$500
Walkersville	Frederick County	Frederick County	Frederick County	\$550/sheet	\$350 + \$25/acre + \$45/lot
Woodsboro	*	*	*	*	*
AVERAGE	\$346	\$346	\$35	\$266/sheet + \$432	\$1,656 + \$10/acre + \$28/lot

Table 3 of 4

	Final Subdivision Plan	Combined Subdivision Plan	Site Plan	Sketch Plan
Brunswick	\$700 + \$55/lot	\$1,000 + \$60/lot	Residential \$1,500 + \$55/lot + \$10/unit Nonresidential \$1,500 + \$75/acre + \$35/lot	\$675
Burkittsville	*	*	*	*
Emmitsburg	\$100 + \$15/lot	\$100 + \$15/lot	\$100 + \$10/acre	\$0.00
Frederick City	\$800 + \$10/lot	N/A	\$2,000 + \$10/unit	\$0.00
Frederick County	\$732 + \$30/lot	\$4,885	\$2,737 + \$10/lot	\$732
Middletown	\$500 + \$25/lot + \$15/sheet	\$850 + \$50/lot + \$15/sheet	\$550 + \$10/unit + \$15/sheet	\$950
Mount Airy	*	*	*	*
Myersville	\$500	\$500	\$500 + \$50/acre	\$250
New Market	\$680 + \$28/lot	\$2,800	Residential \$1,550 + \$55/lot Nonresidential \$2,100 + \$55/lot	\$610
Rosemont	\$0.00	\$0.00	\$0.00	\$0.00
Thurmont	Residential \$350 + \$25/lot Nonresidential \$500	Residential \$350 + \$25/lot Nonresidential \$500	Residential \$350 + \$25/lot Nonresidential \$500	\$250
Walkersville	\$100 + \$20/lot	\$100 + \$35/lot	\$400/sheet + \$85/acre	\$350
Woodsboro	*	*	*	*
AVERAGE	\$461 + \$21/lot	\$1,074 + \$21/lot	\$1,887 + \$36/lot	\$382

Table 4 of 4

	Addition Plan	Zoning Text Amendment	Zoning Map Amendment	Public Works Agreement Review	HOA Document Review
Brunswick	\$700 + \$35	\$1,150	\$1,500 + \$20/acre	\$200	\$300
Burkittsville	*	*	*	*	*
Emmitsburg	\$100 + \$15/lot	\$0.00	\$0.00	\$0.00	\$0.00
Frederick City	\$700	\$4,400	\$4,400 + \$10/acre	\$400	\$400
Frederick County	\$732	\$2,345	\$2,345 + \$20/acre	\$413	\$413
Middletown	\$100 + \$10/lot +\$15/sheet	\$600	\$600 + \$20/acre	\$425	\$425
Mount Airy	*	*	*	*	*
Myersville	\$100	\$500	\$500	\$500	\$500
New Market	\$610	\$1,500	\$1,200 + \$10/acre	\$400	\$400
Rosemont	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Thurmont	Residential \$350 + \$25/lot Nonresidential \$500	\$0.00	\$0.00	\$0.00	\$0.00
Walkersville	\$100 + \$10/lot	\$0.00	\$0.00	\$250	\$250
Woodsboro	*	*	*	*	*
AVERAGE	\$364	\$1,200	\$1055 + \$16/acre	\$259	\$269

AGENDA ITEM# 6. Resolution approving loan funding for the water clarifier for consideration: Presentation at meeting by staff.

POSTPONED

AGENDA ITEM# 7. PNC Bank ADA parking spot conversion request for consideration: Presentation at meeting by town staff.

CANCELED

AGENDA ITEM# 8. Award Stand 6 forestry bid for consideration: Presentation at meeting by town staff.

TIMELINE & BIDS RECEIVED:

RFP Published June 1, 2020
Deadline, bids due by July 1, 2020

No bids were received by the due date. The following bid was received by email on July 6, 2020:

Company:	Location:	Bid Amount:
Tipton's, Inc.	Union Bridge, MD	\$37,500.00

Clarence Tipton, owner of Tipton's Inc., stated they missed the bidding deadline due to a family emergency.

The Town attorney stated that the Mayor and Board of Commissioners have the ability to waive a technical defect (bid tardiness) with a bid per Section 3.12.050.E. of the Town's procurement ordinance.

RFP ADVERTISEMENT:

- Public Notice under RFP Tab on Town's Website – 06/01/2019 to 07/01/2020.
- Public Notice on Town's Facebook and Channel 99 – 06/01/2020.
- Frederick News Post Publication – 06/01/2020 & 06/08/2020.
- Notice on MML Classifieds – 06/01/2020 to 07/01/2020.
- RFP mailed to 11 known logging firms – 06/01/2020.

STAFF MEETING DATES:

- June 15, 2020 – Optional site visit with Town Forester.

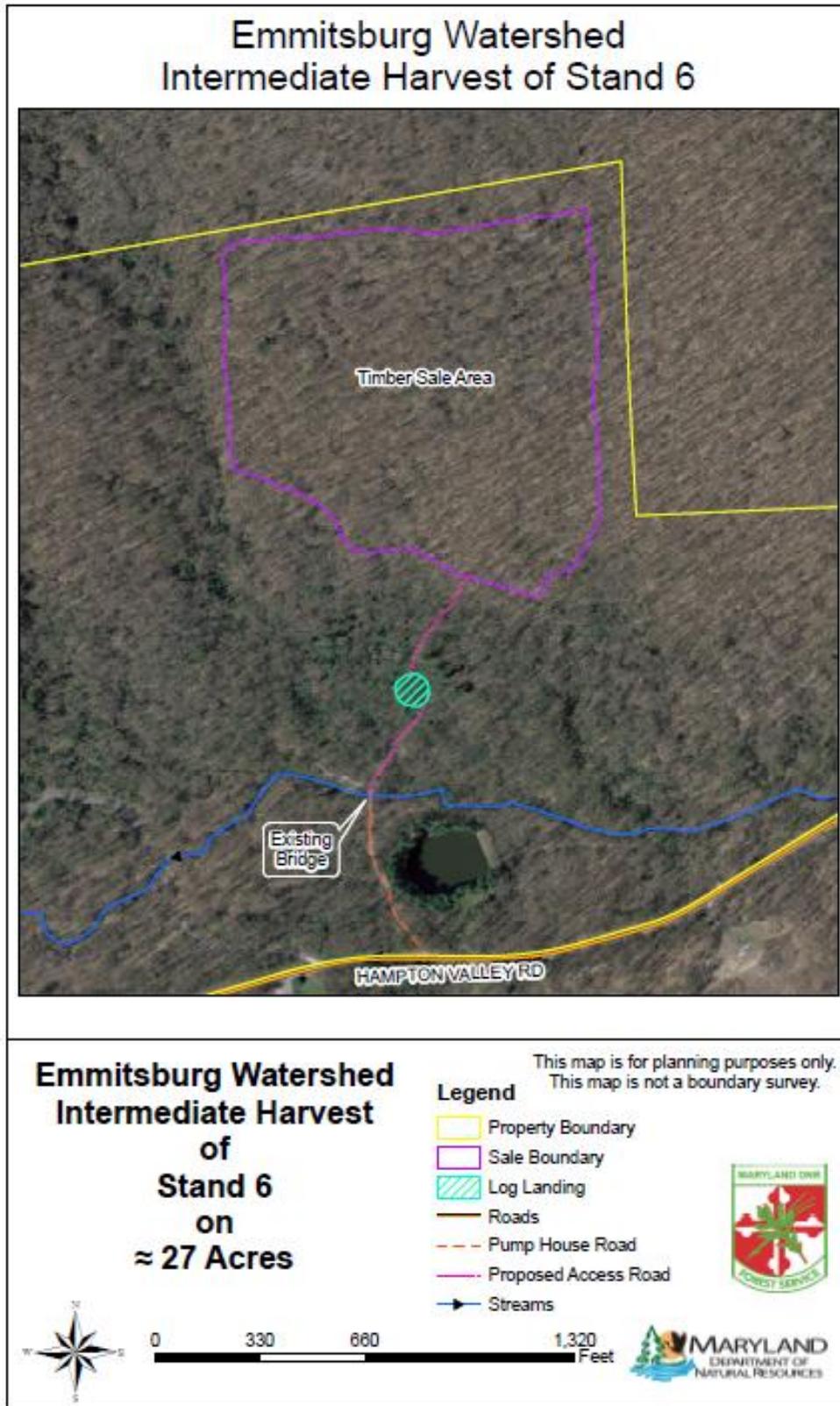
TOWN STAFF RECOMMENDATION:

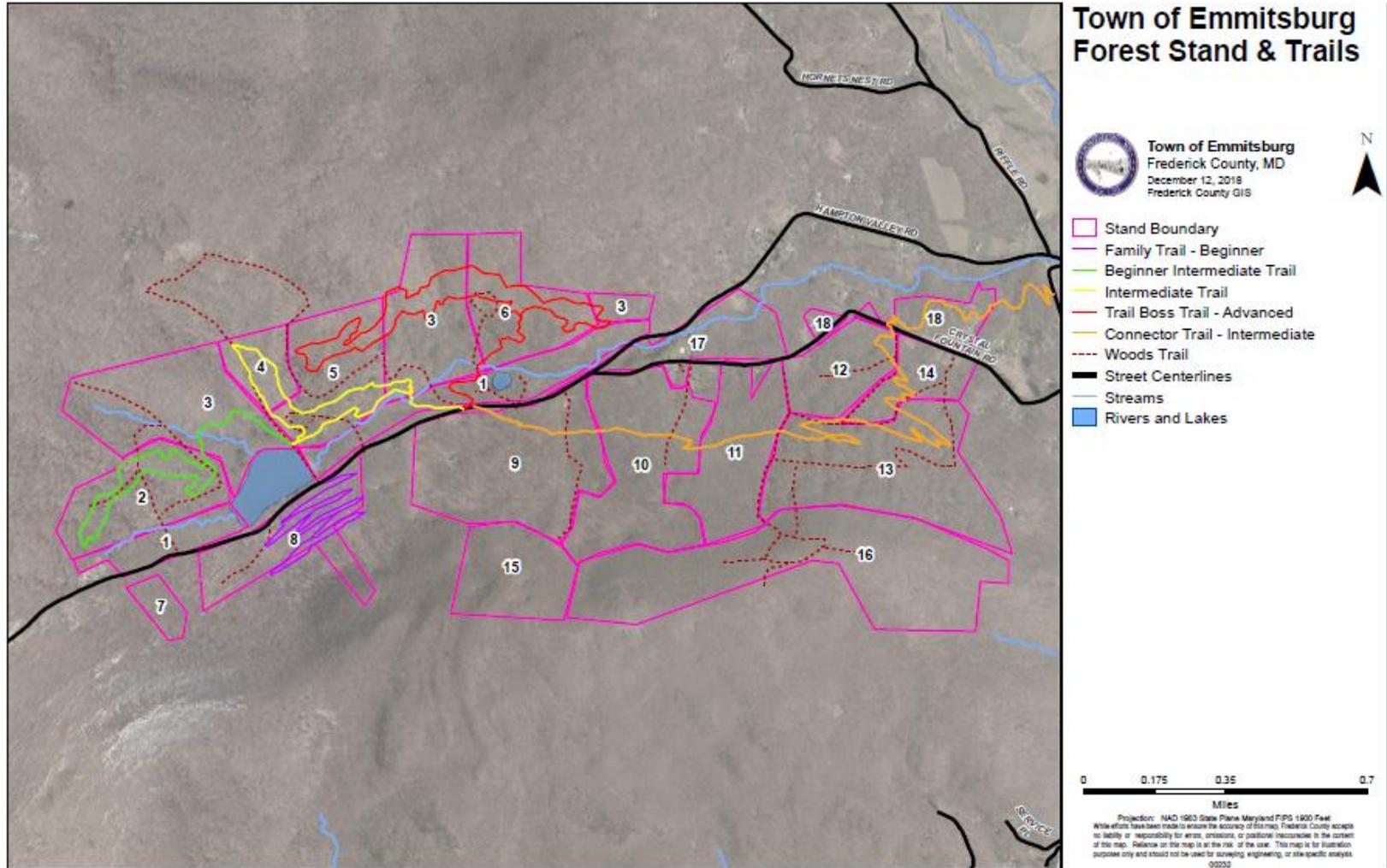
Staff recommends Tipton's Inc. for the following reasons:

1. Tipton's Inc. was the logger for Stand 5. Mike Kay, Maryland Department of Natural Resources, inspected the site after the logging was completed, and he was very satisfied with their work.
2. The timber is valued at \$37,285.46 per Mr. Kay, and their bid exceeds the valued amount.

RECOMMENDED MOTION:

Motion to approve Tipton's Inc. Stand 6 logging bid in the amount of \$37,500.00 and waive the bid's tardiness technical defect.





M. SET AGENDA FOR NEXT MEETING: AUGUST 3, 2020

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.
- D.