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## BOARD OF COUNTY COMMISSIONERS

February 1, 2022

### OPEN SESSION AGENDA

- 10:00 AM      MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES: *January 25, 2022*
- 10:05 AM      COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM      STAFF COMMENTS
- 10:15 AM      CITIZEN PARTICIPATION (*citizens are required to submit a request to participate to [khart@washco-md.net](mailto:khart@washco-md.net) or by calling 240.313.2204 at least 24 hours in advance of the meeting*)
- 10:20 AM      ADMINISTRATIVE OFFICE OF THE COURTS SECURITY FUNDING –  
APPROVAL TO ACCEPT GRANT AWARD  
*Kristin Grossnickle, Court Administrator, Circuit Court for Washington County;*  
*Rachel Souders, Senior Grant Manager, Office of Grant Management*
- 10:25 AM      NEXTGEN 911 ADDRESSING AUTHORITY MOU'S WITH TOWNS  
*Bud Gudmundson, GIS Manager, Information Technology*
- 10:35 AM      FISCAL YEAR 2023 RURAL LEGACY PROGRAM GRANT – APPROVAL TO  
SUBMIT APPLICATION AND ACCEPT AWARDED FUNDS  
*Chris Boggs, Rural Preservation Administrator, Planning and Zoning*
- 10:40 AM      DENIAL OF ZONING MAP AMENDMENT RZ-21-003 BLACK ROCK PUD –  
MAJOR REVISION TO APPROVED DEVELOPMENT PLAN  
*Kirk Downey, County Attorney*
- 10:45 AM      CLOSED SESSION - (*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals*)
- 11:15 AM      RECONVENE IN OPEN SESSION

ADJOURNMENT



Open Session Item

**SUBJECT:** Administrative Office of the Courts Security Funding – Approval to Accept Grant Award

**PRESENTATION DATE:** February 1, 2022

**PRESENTATION BY:** Kristin Grossnickle, Court Administrator, Circuit Court for Washington County, Rachel Souders, Senior Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the acceptance of grant funds in the amount of \$426,363.86 for Circuit Court security funding.

**REPORT-IN-BRIEF:** The Circuit Court submitted an application on November 1, 2021 to the Administrative Office of Courts requesting security funding in the amount of \$280,624.18 for the replacement and upgrade the existing, outdated, low resolution camera system, as well as add additional cameras and wiring required for the additional cameras. Included in the request was the replacement of servers and workstations to support the upgraded camera system, purchase and installation of two video intercom door and desk stations and the addition of a second archiver for fail over camera recording.

The Circuit Court also requested funding in the amount of \$145,739.68 to replace and upgrade the existing Access Control System that is currently using outdated technology, to an enhanced security system using encryption. Included in this request is the installation of additional card readers, locking hardware, and to upgrade the access control panels for the system.

**DISCUSSION:** The Office of Grant Management has reviewed the grant funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

**FISCAL IMPACT:** Provides \$426,363.86 for Circuit Court expenses.

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny acceptance of funding

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** NextGen 911 Addressing Authority MOUs with Towns

**PRESENTATION DATE:** February 1, 2022

**PRESENTATION BY:** Bud Gudmundson, GIS Manager, IT Dept.

**RECOMMENDED MOTION:** Approve MOUs with Towns to assign addresses

**REPORT-IN-BRIEF:** NG911 is a nation-wide coordinated effort to move 911 to the next level of technology. A local or regionally managed infrastructure to route 911 calls is planned, and in addition, the address database will be maintained in a GIS (map) format. Our street and address database must be refined to an accuracy level to meet this need which could have life or death consequences. The Planning & Zoning Department maintains the master address database for the entire county and is responsible for assigning new addresses in county areas as needed. The County should be the responsible addressing authority to insure this is done consistently across the county. The Commissioners approved an MOU on 5/19/19 to transfer authority for address assignment and maintenance from the 8 smaller municipalities to the County.

**DISCUSSION:** Each Town was presented with an MOU and each has signed it. The Planning and Zoning GIS staff will work cooperatively with each Town to assign new addresses. Williamsport and Funkstown signed a revised version, with the clause removed which discusses making changes to existing road names to avoid duplications - that portion of the text stating that the County will “work with” the Town on changes. We feel that an MOU is needed for future address assignments even if old names are not changed, so we modified the MOU to remove that section for Williamsport and Funkstown. This was presented to the Commissioners on July 13, 2021 and the Commissioners asked that we bring it back to them after the Towns had seen it. It is now ready to be accepted and signed by the Commissioners.

**FISCAL IMPACT:** None

**CONCURRENCES:** County Attorney, Emergency Services, Planning and Zoning

**ALTERNATIVES:** Operate without an MOU - not advised

**ATTACHMENTS:** Original MOU and Revised MOU for Williamsport & Funkstown.

**AUDIO/VISUAL NEEDS:** None



ORIGINAL

MEMORANDUM OF UNDERSTANDING

BETWEEN

BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND,  
TOWN OF BOONSBORO, TOWN OF CLEAR SPRING, TOWN OF FUNKSTOWN, TOWN OF  
HANCOCK, TOWN OF KEEDYSVILLE, TOWN OF SHARPSBURG, TOWN OF SMITHSBURG,  
AND TOWN OF WILLIAMSPORT

*Re: Addressing and Road Naming*

This Memorandum of Understanding (“MOU”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Board of County Commissioners of Washington County, Maryland, hereinafter referred to as the “County”), the Town of Boonsboro, the Town of Clear Spring, the Town of Funkstown, the Town of Hancock, the Town of Keedysville, the Town of Sharpsburg, the Town of Smithsburg, and the Town of Williamsport, hereinafter referred to as the “Town” or “Towns.”

RECITALS

The purpose of this MOU is to memorialize the Towns’ and County’s agreement regarding responsibility for assignment of site addresses and approval of proposed road names within the incorporated towns and unincorporated areas of Washington County, Maryland.

The County maintains a geographic information system (“GIS”) and address attribute database for property located within Washington County, Maryland, including unincorporated and incorporated areas.

The Towns and the County recognize the importance of developing and maintaining accurate addresses and road and name information for the protection of public health, safety, and welfare.

The County GIS and attribute databases support the functions of the Washington County Emergency Communications Center by providing a means of verifying information contained within the Master Street Address Guide (“MSAG”).

Duplication of road names and inconsistent addressing has the potential to create confusion among emergency responders, service providers, and the general public.

NOW, THEREFORE, in consideration of the foregoing, the Towns and the County hereto agree as follows:

1. **Effective Date and Term.**

The effective date of this MOU is \_\_\_\_\_, 2022. The initial term of this MOU shall commence on its effective date and continue indefinitely unless terminated by the mutual agreement of all of the parties hereto.

2. **Addressing Ordinance.**

By Ordinance No. ORD-2012-38, the County enacted an ordinance entitled, "An Ordinance to Enact the Addressing Ordinance for Washington County, Maryland," (the "Ordinance"), effective December 18, 2012. The Ordinance, which may be amended from time to time, forms the basis of this MOU.

3. **Authority and Purpose.**

The purpose of this MOU is to formalize an agreement between the municipalities located in Washington County, Maryland, and the County, the authoritative body authorized by the Ordinance to give authority for addressing and road naming within the municipalities of Washington County, Maryland, and to:

- (a) closely coordinate the development review processes within the respective jurisdictions so that further duplication of road names will be minimized;
- (b) ensure that addresses will be assigned to new development that follow a systematic and consistent scheme, and to reduce errors;
- (c) maintain the Master Address File for the entire county in one repository;
- (d) facilitate implementation of Next Generation 911 initiative; and
- (e) to remedy address or road name errors as set forth herein.

4. **Definitions.**

Terms defined in the Ordinance shall be given the same meaning when used in this MOU.

5. **New Road Names.**

The Towns shall submit any new road names to the County for approval as soon as they are submitted for review by the respective jurisdiction. In general, road naming or the naming of private lanes can be initiated by either an entity or a property owner but shall be completed

using the standards promulgated in the Ordinance. The Towns shall have the ability to veto a proposed name, but the Towns have no authority to waive any requirement of the Ordinance.

6. **Road Signage.**

The Towns or private developers shall be responsible for providing or updating road signage, as needed or required. The County shall not provide signage inside municipal jurisdictions. House number sizing shall be in accordance with the specifications outlined in the Ordinance or the Towns' formally adopted building codes. Location of posted numbers to the structure or property access shall follow the provisions of the Ordinance. The Towns or entity that is responsible for issuing Use & Occupancy Permits shall enforce proper address posting on new and existing structures.

7. **New Land Development Activity.**

Any new land development activity within the Towns (building permit, entrance permit, site plan, plat, or other request from a property owner) shall be routed to (or require that an application for an address be sent to) the County. The addresses shall be assigned to conform to the existing numbering schema of the Towns. A Town Numbering System Boundary ("NSB") shall be drawn around the existing town numbering area and approved by the both the Town and the County. That NSB shall remain fixed, even if the Town annexes additional land outside of the NSB. The County shall have the authority to provide an address for any new land development activity. Once assigned, the address will be provided to the Town and the Town will notify the applicant. Either a paper or electronic process for the submissions of applications is acceptable.

8. **Road Naming Changes.**

Overall, if an address or a road naming change are required, either as a result of land development, property owner request, or through identification by the Division of Emergency Services, the County Planning Department, or other emergency services entities, the County shall work with the Towns in an efficient manner using standards promulgated in the Ordinance in order to change the address or road name to ensure the safety of citizens.

9. **Duty of Owner.**

The duty of Owner, as that term is defined in the Ordinance, shall apply within the Towns as well.

10. **Addressing File.**

The Towns and the Division of Emergency Services shall consider the Addressing File as maintained by the County Planning Department as the master address file for the County. The County Planning Department shall also maintain the master road list, and the prohibited words list for Washington County.

11. **Violations and Penalties.**

The Towns shall decide if they will adopt the Violations and Penalties section of the Ordinance. The County shall not be responsible for enforcement inside of Town municipal boundaries. The County may provide notification to municipalities when property owners are not in compliance with any portion of the Ordinance. Any correspondence to resolve these violations must come directly from the Towns and reference an appropriate section of this MOU or adopted ordinances. The Towns must also follow the Notification of Address Change and information to be included on an address change letter portion of the Ordinance to maintain a minimum level of information for relevant agencies. The Washington County Planning Department must be notified of all Address Changes that are initiated by the Towns.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals by their duly authorized representatives and signatories.

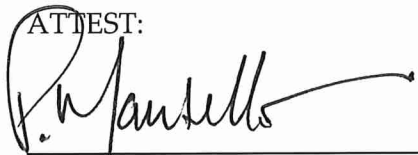
ATTEST:

\_\_\_\_\_  
Krista L. Hart, Clerk

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

BY: \_\_\_\_\_(SEAL)  
Jeffrey A. Cline, President

ATTEST:

  
\_\_\_\_\_  
Paul Mantello, Town Manager

MAYOR AND COUNCIL OF THE TOWN  
OF BOONSBORO

BY:  \_\_\_\_\_(SEAL)  
Howard W. Long, Mayor

ATTEST:

*Juanita Grimm*  
Juanita Grimm, Town Clerk

MAYOR AND COUNCIL OF THE TOWN OF  
CLEAR SPRING

BY: *Paul D. Hose Jr.* (SEAL)  
Paul D. Hose, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Brenda Haynes, Town Manager

MAYOR AND COUNCIL OF THE TOWN OF  
FUNKSTOWN

BY: \_\_\_\_\_ (SEAL)  
Paul Crampton, Jr., Mayor

ATTEST:

*Joseph Gilbert*  
Joseph Gilbert, Town Manager

MAYOR AND COUNCIL OF THE TOWN OF  
HANCOCK

BY: *Dr. Ralph Salvagno* (SEAL)  
Dr. Ralph Salvagno, Mayor

ATTEST:

*Richard L. Bishop*  
Richard L. Bishop, Town  
Administrator

MAYOR AND COUNCIL OF THE TOWN OF  
KEEDYSVILLE

BY: *Ken Lord* (SEAL)  
Ken Lord, Mayor

ATTEST:

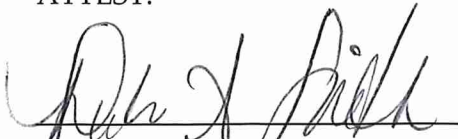
*Carrie Estell*  
~~Kimberly Fulk~~, Town Clerk  
*Carrie Estell*

MAYOR AND COUNCIL OF THE TOWN OF  
SHARPSBURG

BY: *Russ Weaver* (SEAL)  
~~Hal Spielman~~, Mayor  
*Russ Weaver*



ATTEST:

  
Debra Smith, Town Manager

MAYOR AND COUNCIL OF THE TOWN OF  
SMITHSBURG

BY:  (SEAL)  
Jack Kesselring, Mayor

ATTEST:

\_\_\_\_\_  
Donald L. Stotemyer, Town  
Manager

MAYOR AND COUNCIL OF THE TOWN OF  
WILLIAMSPORT

BY: \_\_\_\_\_ (SEAL)  
William Green, Mayor

REVISED

MEMORANDUM OF UNDERSTANDING

BETWEEN

BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND,  
TOWN OF FUNKSTOWN, AND TOWN OF WILLIAMSPORT

*Re: Addressing and Road Naming*

This Memorandum of Understanding ("MOU") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Board of County Commissioners of Washington County, Maryland, (hereinafter referred to as the "County"), the Town of Funkstown, and the Town of Williamsport, hereinafter referred to as the "Town" or "Towns."

RECITALS

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July 13, 2021

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ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_(SEAL)  
Jeffrey A. Cline, President

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF  
FUNKSTOWN

\_\_\_\_\_  
Brenda Haynes, Town Manager

BY: \_\_\_\_\_(SEAL)  
Paul Crampton, Jr., Mayor

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF  
WILLIAMSPORT

\_\_\_\_\_  
Donald L. Stotelmyer, Town  
Manager

BY: \_\_\_\_\_(SEAL)  
William Green, Mayor

July 13, 2021



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Open Session Item

**SUBJECT:** FY23 Rural Legacy Program Grant – Approval to Submit Application and Accept Awarded Funds

**PRESENTATION DATE:** February 1, 2022

**PRESENTATION BY:** Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

**RECOMMENDED MOTION:** Move to approve the submission of the grant application for the fiscal year 2023 Rural Legacy Program, in the amount of \$4,200,000 and to accept awarded funding.

**REPORT-IN-BRIEF:** Each year the Department of Planning and Zoning submits a funding request to the Maryland Department of Natural Resources for the purchase of easements in the County's Rural Legacy Area. Rural Legacy properties are lands of significant agricultural, historic, environmental, public and cultural value inside of the designated Rural Legacy Area, which is concentrated around the Antietam Battlefield. Past Rural Legacy grants have significantly contributed to the progress Washington County has made toward the stated goal of 50,000 permanently preserved acres of land. To date, the County has preserved over 8,000 acres of land through the Rural Legacy Program.

**DISCUSSION:** The Office of Community Grant Management has reviewed the grant application and funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

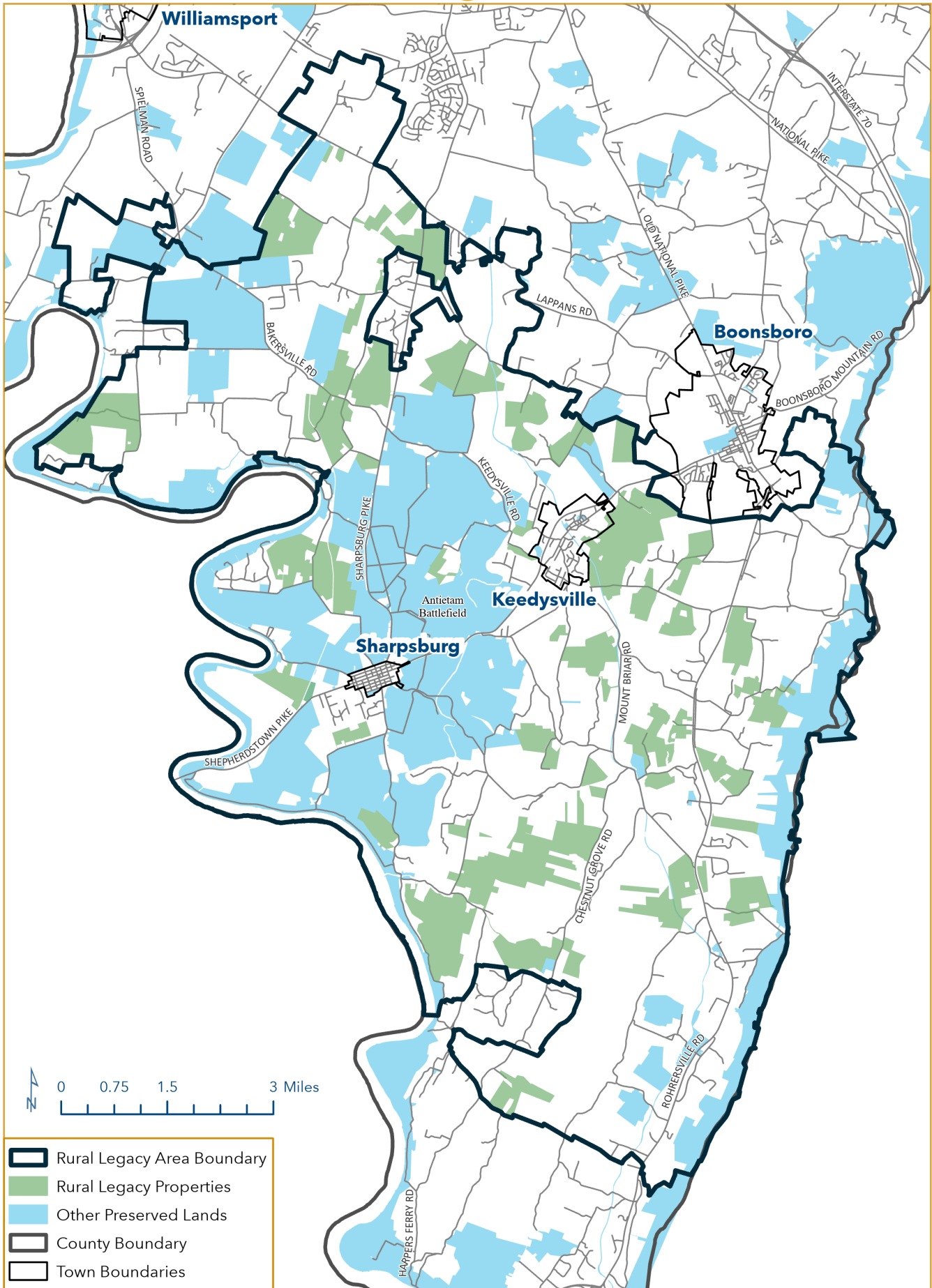
**FISCAL IMPACT:** There are recurring department operating expenses for the inspections of the easement properties by staff. Time required for inspections are 8 hours per year or \$240.00 per year and the cost is covered by the Department of Planning and Zoning.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Deny approval for the submission of this request

**ATTACHMENTS:** Rural Legacy Area Map

**AUDIO/VISUAL NEEDS:** N/A





Open Session Item

**SUBJECT:** Denial of Zoning Map Amendment RZ-21-003 Black Rock PUD – Major Revision to approved Development Plan

**PRESENTATION DATE:** February 1, 2022

**PRESENTATION BY:** Kirk C. Downey, County Attorney

**RECOMMENDED MOTION:** I move to adopt the Decision and Findings of Fact and to deny the requested major change to the Black Rock PUD in RZ-21-03. .

**REPORT-IN-BRIEF:** Application has been made by Morris & Ritchey Associates to revise the approved development plan for the Black Rock PUD from 595 residential dwelling units to 1,148 units, thereby increasing the approved residential density from 2.7 dwelling units per acre to 5.2 dwelling units per acre. The two subject parcels of this rezoning request are located approximately 1.5 miles east of the intersection of Robinwood Drive and Edgewood Drive and contain approximately 220.11 acres.

**DISCUSSION:** After considering the matter at a public information meeting, the Planning Commission unanimously recommended denial of the proposed map amendment. A public hearing was held on the proposal before the Board of County Commissioners. At a subsequent regularly-scheduled meeting, the Board of County Commissioners reached a consensus to deny the requested major change to the approved Planned Unit Development. The proposed Decision and Findings of Fact have been prepared and are ready for adoption by the Board.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Washington County Planning Commission

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Distributed Separately