

Town Council Summary from the July 10, 2017 Organizational Meeting

- Council Members Bartram and Crimmins were sworn in prior to the Organizational Meeting.
- The Mayor and Council discussed areas of interest and were assigned to the following Committees:
 - **Auditing Committee** - McMullen
 - **Board of Elections** - Rollins
 - **Ethics Commission** - Bartram
 - **Greenscape Committee** - Crimmins and Rollins
 - **Development Review Board** - Bartram and Crimmins
 - **Historic Preservation** - Furman and Crimmins
 - **Traffic Committee** - Bartram and McMullen
 - **Events Committee** - Disbanded (Council and staff will continue to work on the Events Guide).
 - **Facilities Liaison** - Disbanded
- Council Member McMullen will serve as Mayor Pro Tem.

July 10, 2017 Organizational Meeting 6:30 p.m.

Council Members Bartram and Crimmins were sworn in prior to the Organizational Meeting by Mayor Furman.

Mayor Furman, Council Members Bartram, Crimmins, McMullen, and Rollins, Town Manager Daily, Assistant Town Manager Hoffman, and Clerk-Treasurer Engels were present.

Sean McMullen was nominated to serve as Mayor Pro Tem. See Council Actions.

The Mayor and Council discussed areas of interested and were assigned to the following Committees:

Auditing Committee - McMullen

Board of Elections - Rollins

Ethics Commission - Bartram

Greenscape Committee - Crimmins and Rollins (co-chair)

Development Review Board – Bartram and Crimmins

Historic Preservation - Crimmins

Traffic Committee –Bartram and McMullen (co-chair)

Events Committee – Disbanded – Project Events Guide – Crimmins, Rollins, Hoffman

Facilities Liaison – Disbanded

Council Actions

Council Member Rollins moved to nominate Council Member McMullen to serve as Mayor Pro Tem. The motion passed unanimously.

Council Member Bartram moved to adjourn the Organizational Meeting at 6:57 p.m. The motion passed unanimously.

Town Council Summary from the July 10, 2017 Town Meeting

- Approved the Town Meeting Minutes from June 12, 2017.
- Approved Resolution No. R-11-2017 - A Resolution of the Mayor and Town Council authorizing the Town Manager to enter into a contract with Actualize Studio to create and host a new website for the Town.
- Introduced [Ordinance No. O-02-2017](#) - An Ordinance of the Mayor and Town Council amending Chapter V, "Housing and Building Regulations", by amending and re-enacting Article 1, "Building Code", Section 5-109, "Fences, Walls and Retaining Walls" and Article 2, "Housing Code", Section 5-201, "Montgomery County Housing Code Adopted"; enacting new Sections 5-202, "Maintenance of structures"; and renumbering Sections 5-202, "New Home Warranty and Builder Licensing" and 5-203, "Parking on Yards and Greenspace". *The Public Hearing was set for Monday, August 14, 2017, 7:00 pm.*

Town Meeting 7:03 p.m.

Mayor Furman, Council Members Bartram, Crimmins, McMullen, and Rollins, Town Manager Daily, Assistant Town Manager Hoffman, and Clerk-Treasurer Engels were present. The Pledge of Allegiance was recited and a Moment of Silence was observed.

The Town Meeting Minutes from June 12, 2017 were reviewed and approved. See Council Actions.

From the Mayor and Town Council

Council Member Rollins reported that he attended the annual Maryland Municipal League Conference.

Council Member Crimmins reported that he attended the 4th of July Bike Parade and thanked the staff, volunteers, and Mark Hudson for a well attended event.

Mayor Furman reported that the renovations within the Victorian Room are underway, and that some of the furniture has been returned to their owners, while the rest will be auctioned with proceeds benefiting Noyes Children's Library and the Women's Club of Kensington; the Town continues to work with M&T Bank on the MOU for the mural along Howard Avenue; Park and Planning will be meeting on July 27th to discuss Warner Mansion; and the State Highway Administration (SHA) has indicated that they will be proceeding with the median plantings along Connecticut Avenue.

From the Town Manager and Staff

Town Manager Daily reported that he spoke with William Huggins with regards to various code violations at 10619 Connecticut Avenue, and they will be addressing the issues.

Mr. Daily briefed the Mayor and Council on the proposed draft legislation for allowing Class D

alcohol licenses within the Town.

Mayor Furman stated that the Town currently allows three (3) Class A (off sale) alcohol licenses within the Town, and that the Council will need to discuss any potential restrictions if they decide to allow the issuance of Class D licenses.

Town Manager Daily reported that the Town staff was working on submitting the Community Parks and Playground grant next month for a small pavilion at St. Paul Park. The proposed location of the pavilion is between the basketball court and playground.

Mayor Furman and Council Member Rollins discussed the proposed pavilion, which would include lighting, benches, and a grill, with an estimated cost of \$30,000.

Proposed Annexation

Mayor Furman announced the formation of an Annexation Committee to review the proposed annexation of certain streets on the north side of Town. The streets, all currently within the Walter Johnson cluster, include the following: the north side of Perry Avenue (3507-3613); Decatur Avenue (3500-3610); Madison Street (10815-10819); St. Paul Street (10724-10728); and University Boulevard (3404-3700). The proposed annexation would include 35 homes and former Council Member David Beaudet will chair the Committee.

Dave Beaudet stated that he initially approached the Town about possibly annexing just the north side of Perry Avenue, where the Town already maintains the street, to help with traffic control issues; however, neighboring streets had expressed interest in annexation as well.

Town Manager Daily noted that the staff, along with the Annexation Committee, will be surveying the proposed properties of their interest, and will proceed once 50 percent have expressed an interest in possibly being annexed.

Public Appearances

Jack Gaffey stated that he appreciated SHA repainting the intersection at Connecticut and Howard Avenues.

Helen Wilkes and Gloria Capron discussed the Greenscape Committee and commended Council Member Rodriguez for the work completed under his leadership. They would like to see the Committee work on providing uniformity within the Town's parks and open spaces through benches, lighting, and plantings; and expressed a desire to plan low maintenance plants and suggested hiring a landscape designer as necessary.

The Mayor noted that Council Member Crimmins and Council Member Rollins will be the new Chair and Co-Chair of the Greenscape Committee.

Council Member Crimmins stated that he will be contacting former Council Member Rodriguez, along with the members of the Greenscape Committee.

Bridgit Hill-Zayat confirmed with the Council that the proposed traffic signs for the pitchfork area of Baltimore Street would be on an upcoming agenda, and also stated that she will be working with Cliff Scharman on a community solar coop.

Joseph Campbell clarified Council assignments from the Organization Meeting; requested that a brick crosswalk be constructed at the intersection of Kensington Parkway and Kent Street; and questioned why the Agenda was not posted on the Town's website until Monday morning.

The Council noted that the Agenda was sent out on Thursday through the email notification system; however, there was an issue with website that prevented it from being posted until Monday morning. The Council confirmed that they would have staff review Mr. Campbell's request for a brick crosswalk.

Gloria Capron noted that a crosswalk connection may be needed for the steps adjacent to Warner Park (Carroll Place at Kent Street), as the County Parks Department is currently designing the Reading Garden.

Helen Wilkes noted that Parks has discussed the possibility of removing the steps to create a landing near the connection.

Mayor Furman noted that Council Member Rollins requested a Resolution supporting the Summit Avenue Extension, and that the Montgomery County Department of Transportation (MCDOT) will be holding a second community meeting to discuss the project on Thursday, September 14th, 7 pm. The Mayor stated that we could review a Resolution following the MCDOT meeting.

Council Member Rollins stated he was disappointed in the letter sent from our District 18 and County Council Members regarding the Summit Avenue Extension project, and announced that he strongly supports the project, as it is within the approved 2012 Kensington and Vicinity Sector Plan.

Ordinances, Resolutions, Regulations

Resolution No. R-11-2017 – A Resolution of the Mayor and Town Council authorizing the Town Manager to enter into a contract with Actualize Studio for creation and hosting of a new Town of Kensington website was presented. See Council Actions.

Council Member Crimmins stated that he, along with Mayor Furman and staff, met with Justin Watson, Actualize Studio, to discuss the proposed new website. Mr. Crimmins stated that the existing website was in need of a facelift to help engage the community. The Town received three proposals and he believed that Actualize Studio offered the greatest experience and expertise to design the Town's next website.

Justin Watson, Actualize Studio, explained his local connection to Kensington and his work with the Kensington Historical Society on their recently updated website.

Council Member Bartram questioned whether Actualize Studio has worked with other municipal governments.

Mr. Watson explained that although they have not worked with other municipalities, they have designed sites for both for profit and non-profit organizations, which have had a similar functionality to the Town's needs.

Yvonne Gurney questioned the completion date and the monthly maintenance cost of the website.

Julie O'Malley questioned whether access to the Town Directory would be included on the website.

Helen Wilkes noted that in collecting data for the upcoming Town Directory, she has been informing Residents that it would not be available online at this time.

Gloria Capron confirmed with the Council that the new website would be mobile friendly, and suggested a protective pass code if the Directory was ever added.

Joseph Campbell stated that he supports upgrading the website, which was long overdue, and questioned volume of traffic to the existing site and how Actualize Studio was selected.

The Mayor explained that the Directory is listed within the contract as an ad-on item if the Town decides to include it at a future date.

Council Member Crimmins stated that two other proposals, MuniCode and K-Town Studios, were received; however, he believed that Actualize Studios offered an incredible value while offering hosting and security features to meet the Town's needs.

Mr. Watson explained that he hopes to complete the website by the end of the year and that there would be a \$100 monthly hosting fee, which includes maintenance and backups. He added that social media could be added easily and plans to begin the design phase of the website with an online survey of the community.

Ordinance No. O-02-2017 –An Ordinance of the Mayor and Town Council amending Chapter V, "Housing and Building Regulations", by amending and re-enacting Article 1, "Building Code", Section 5-109, "Fences, Walls and Retaining Walls" and Article 2, "Housing Code", Section 5-201, "Montgomery County Housing Code Adopted"; enacting new Sections 5-202, "Maintenance of structures"; and renumbering Sections 5-202, "New Home Warranty and Builder Licensing" and 5-203, "Parking on Yards and Greenspace" was introduced. The Public Hearing was set for Monday, August 14, 2017, 7:00 pm. See Council Actions.

Town Manager Daily stated that the Ordinance would limit the height of a fence within the front plane of a property to four (4) feet, which was the previous regulation in the County before a text amendment a few years ago.

Council Actions

Council Member McMullen moved to approve the Town Meeting Minutes from June 12, 2017. The motion passed unanimously.

Council Member Crimmins moved to approve Resolution No. R-11-2017, authorizing the Town Manager to enter into a contract with Actualize Studio, LLC, to create and host a new website for the Town, as amended to correct the cost from \$24,460 to \$25,460. The motion passed unanimously.

Council Member McMullen moved to introduce Ordinance No. O-02-2017 - An Ordinance of the Mayor and Town Council amending Chapter V, "Housing and Building Regulations", by amending and re-enacting Article 1, "Building Code", Section 5-109, "Fences, Walls and Retaining Walls" and Article 2, "Housing Code", Section 5-201, "Montgomery County Housing Code Adopted"; enacting new Sections 5-202, "Maintenance of structures"; and renumbering Sections 5-202, "New Home Warranty and Builder Licensing" and 5-203, "Parking on Yards and Greenspace". The Public Hearing was set for Monday, August 14, 2017, 7:00 pm. The motion passed unanimously.

Council Member McMullen moved to adjourn the Town Meeting at 8:46 pm. The motion passed unanimously.