



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
DECEMBER 7, 2020**

- I.** Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance remotely were: Dr. Valerie Beaudin, Derek J. Favret, L. Charles Fink, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Dale Clark, Town Treasurer, Marilyn VanWagner, Water Park General Manager, and Todd Pounds, Town Attorney.

With today being Pearl Harbor Day, the Mayor took the opportunity to recognize and have a moment of silence in remembrance of those who fought in World War II, and in particular, those who made the ultimate sacrifice on that fatal day 79 years ago.

- II. Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.

III. Informational Discussion on the following items:

1. Process for zoning code review/recommendation/amendments- With the recent public concerns regarding short-term vacation rentals, Mrs. Wahl and the Town Attorney addressed the Council on the current code and the process of review. Rentals under 30 days are permitted through the Town's zoning ordinance as a permitted bed and breakfast. Mrs. Wahl noted the Town recently posted on its website for clarification the difference between an actual bed & breakfast and a short-term rental/Airbnb.
In review, the Town Attorney finds it appropriate for the Planning Commission to review the Town's zoning code as it relates to short term vacation rentals and provide a recommendation to Council for consideration.
The Council agreed this should be reviewed by the Planning Commission, looking at the pros and cons of both sides. The Council emphasized reaching out to the public, giving opportunity for input on the matter.
2. Water Park FY20 recap and FY21 forecasting – Mrs. Wahl presented to Council a review of the park's normal operation sales trends, the impacts of the 2020 season and plan for the 2021 season. With costs to operate the park increasing, and the demand to reduce the number of people in the park at one time, it was presented for consideration, four scenarios that included adjusted admission rates. Also, the Council liked the idea of keeping one or two days of the week for residents only.
3. FY20 Budget reconciliation - Mr. Clark submitted a report and gave a brief summary of the FY20 budget overages. There was a total of 12 expense line items over budget for FY20. Mr. Clark gave the breakdown of each line item within its fund and provided explanation on the overages.

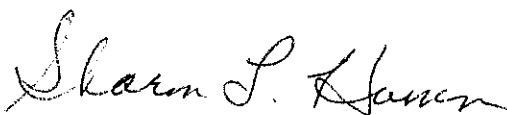
IV. Council Lightning Round –

1. Dr. Beaudin commented it has been a pleasure working with this Council over the past four years, looks forward to the next four, and wished all a Merry Christmas.
2. Mr. Fink commented he looks forward to the next four years for sure!
3. Mr. Jaworski congratulated the Mayor, Holly, Jay, and everyone on the Light Up the Town for doing an excellent job, given the unusual circumstances. Mr. Jaworski reported Holly, Jay and himself are participating in the storm water solutions program, and the next meeting of the Calvert County Economic Development Advisory Committee is scheduled for this Wednesday. Mr. Jaworski reported he and Councilman Morris will participate in another meeting of the Naval Research Lab Remediation Advisory Board this week. Mr. Jaworski thanked Holly and Jay for the placement of the temporary guardrail on 261 and announced the firehouse is selling Christmas trees again this year, so come on by!
4. Mr. Morris asked the Mayor if the Council could be updated on the Highlands water/sewer project at the next Council meeting. Mr. Morris stated he is looking forward to the last meeting of this term and the first meeting of the new term, hoping to be back in town hall soon. Mr. Morris stated, though present times may be difficult, we still have the ability to make happy holiday memories with our loved ones.
5. Mr. Pardieck announced the Opioid Awareness committee will meet on Thursday, December 10th at 6 pm and will give a report at the next Council meeting. Collaborating with some of his neighbors, his community has lighting displays coordinated with music on the FM radio station blinking in time with the music and invites you to come drive through.
6. Mr. Favret reported the Walkable Community group plans to meet next Monday. Mr. Favret reached out to the planning firm to get the results from the three weeklong public input process in hopes they could provide a good view of those results and the comments that were received. He will update everyone at the next Council meeting. Councilman Fink will also be sharing additional funding opportunities.

V. Adjournment:

The meeting adjourned at 7:25 p.m. on a motion by Councilwoman Beaudin. Seconded by Councilman Favret, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk



To: The Honorable Mayor and Town Council
Subject: Zoning Code Review by the Planning & Zoning Commission

From: Holly Wahl, Town Administrator

Date: December 2, 2020

I. BACKGROUND:

As the Town Council is aware, the Town's Planning & Zoning Commission is in the middle of the 2040 Comprehensive Plan update. The Commission has had discussions during the past public meetings expressing their interest in reviewing the Town's Zoning code as it relates to short term vacation rentals. It is understood that the Planning & Zoning Commission intends to review this topic at an upcoming Planning & Zoning Commission public meeting.

II. PROCESS:

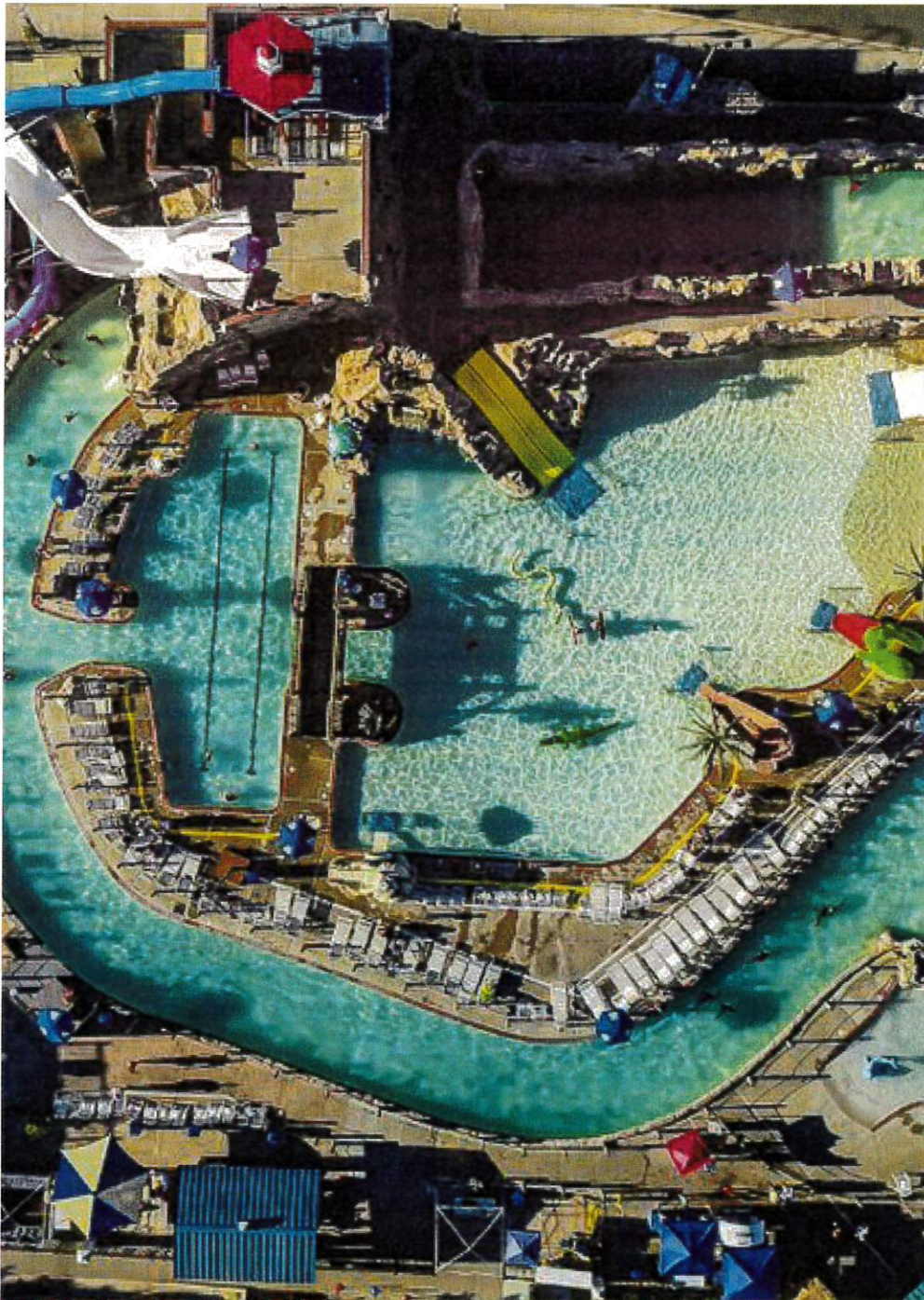
It is appropriate for the Planning & Zoning Commission to review the Town's Zoning Code as it relates to short term vacation rentals and provide a recommendation to the Town Council on the matter. This recommendation could be a part of the Comprehensive Plan update or be addressed as a separate matter. Per section 245-13 of the Town Code, "Powers and duties of the Planning and Zoning Commission" the process for zoning code review should start with the Planning & Zoning Commission.

☐ § 245-13 **Powers and duties of Planning and Zoning Commission.**
[Amended 10-20-1988 by Ord. No. O-88-11]

The Planning and Zoning Commission shall have the following powers and duties:

- A. To review, evaluate, and approve or disapprove plans for subdivisions in accordance with these Subdivision Regulations;
- B. To review and make recommendations to the Town Council regarding:
 - (1) Proposed amendments to the Town Critical Area Protection Program and Critical Area District Map.
 - (2) Proposed changes or amendments to the Town Comprehensive Plan.
 - (3) Proposed changes or amendments to the Town Zoning Ordinance.^[1]
[1] Editor's Note: See Ch. 290, Zoning.
 - (4) Proposed changes or amendments to the Town Subdivision Regulations.
 - (5) Proposed changes or amendments to the Town Road Ordinance.
 - (6) Proposed changes or amendments to the Town Water and Sewer Policy Manual.
 - (7) Proposed changes or amendments to the Town Stormwater Management Ordinance.
 - (8) Proposed changes or amendments to the Town Soil Erosion Control Ordinance.
 - (9) Proposed acquisition and development of lands for open space or recreational purposes.
 - (10) Proposed designation of historic sites or districts.
 - (11) Proposed changes in land use management classifications or development arising from state or federal programs or policies.

Chesapeake Beach Water Park - December 2020



COVID-19 Impact Summary

A summary of fiscal impacts due to the adjustment of operations in response to the COVID-19 pandemic. This report outlines preliminary options, for consideration, moving forward in the 2021 Season.

INTRODUCTION

The Chesapeake Beach Water Park is a self sustaining public asset, operating under a zero based budget with expenses matching revenues.

Per Resolution, R-20-3 the Mayor and Town Council limited access to the Park to Town and County guests only to limit the localized spread of COVID-19.

“

The Town Council remains focused on residents safety as we continue to plan for COVID-19 impacts. ”

Mayor Patrick "Irish" Mahoney

The alternative option considered was to keep the park closed to all, but it was recognized that this would be a disservice to the residents and would decrease localized employment opportunities. The Council's decision to open the park in a limited capacity provided employment for 180 local residents and safe local enjoyment for Town and County residents.

Safety being the first priority, through safe practices, and capacity restrictions, the park incurred (0) zero reported COVID instances.

In the 2020 season, the seasonal costs of operations were covered by the seasonal revenues; however, the seasonal costs did not cover the fixed costs. Fixed costs are the costs that the park incurs regardless of the status of the facility being open or closed. The annual fixed costs average \$700,000+.

The purpose of this report is to review the parks normal operation sales trends, review the impacts of the 2020 season and plan for the 2021 season; with the goal of reducing fiscal shortfalls and maintaining the Town Council's priority of safety and resident enjoyment.

Thank you,



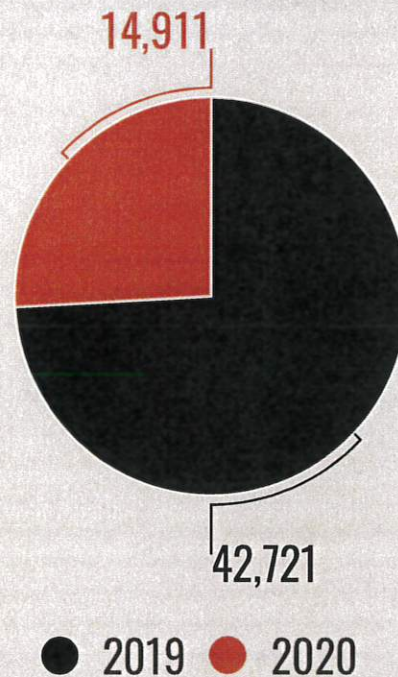
Holly Kamm Wahl
Town Administrator

QUICK STATS

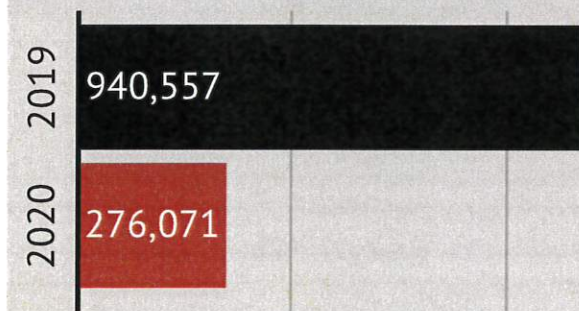
In the 2020 season, revenues decreased by (71%), a total decrease of (\$664,486).

The seasonal guest count decreased by 27,810 guests due to COVID-19 capacity restrictions. To account for the decrease in revenues, expenses were reduced. This resulted in a total seasonal cost reduction of (38%) a decrease of (\$283,346).

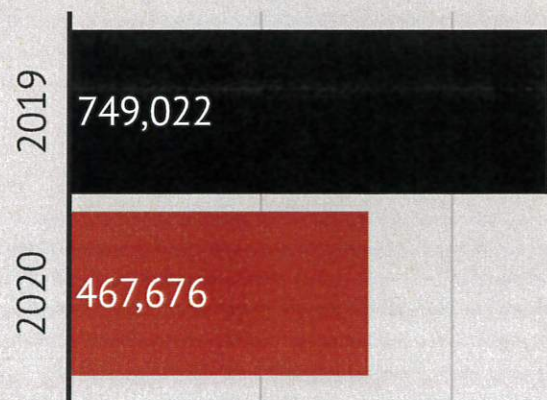
Guest Count



Revenues



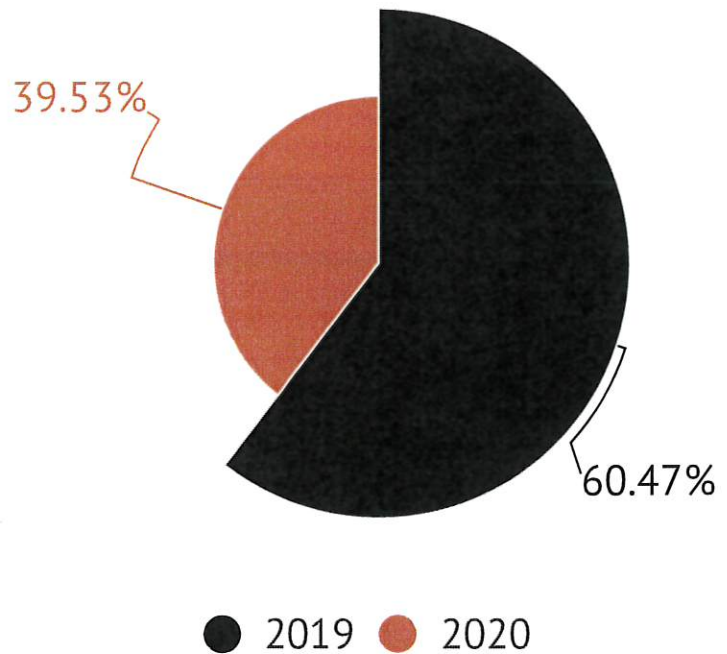
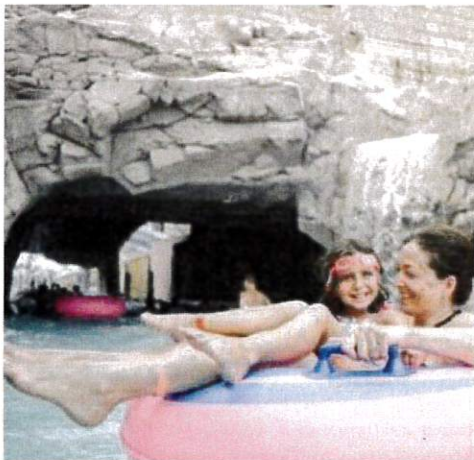
Expenses



QUICK STATS CONT.

Staff Coverage

In a regular season, the park averages 43 staff members during the weekdays and 52 on the weekends. During COVID-19, the Park was able to operate with an average of 34 staff members.



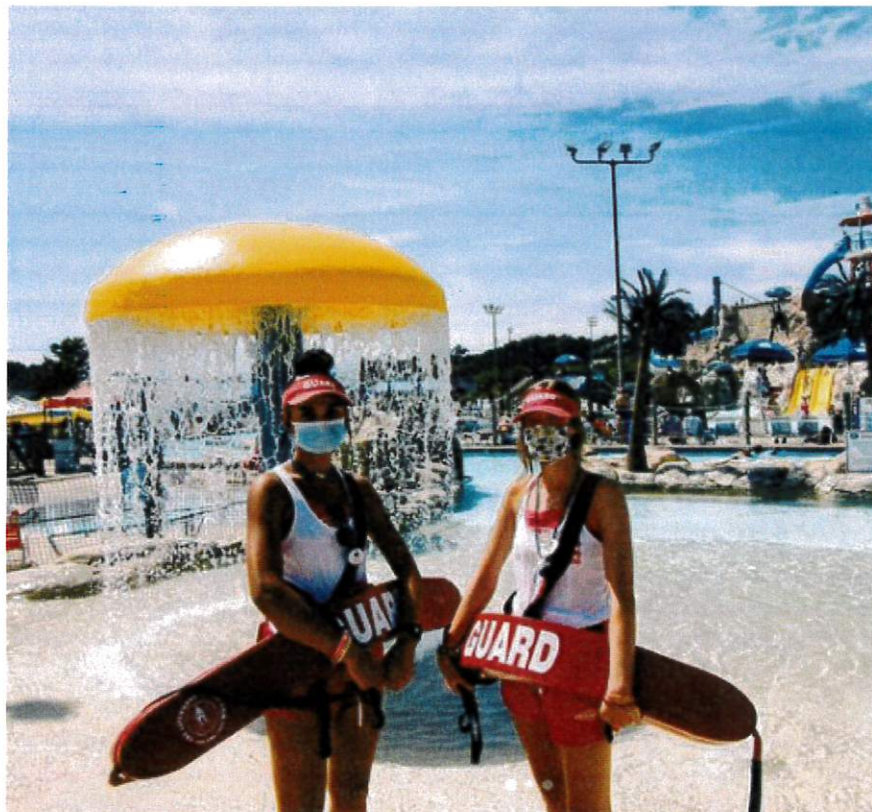
As shown in the chart above, staffing levels decreased greatly with the change in capacity.

Current Impact to Reserves is **-\$0**

This includes Water Park Reserves and General Fund Reserves.

Resident Satisfaction & Safety

Enjoyment by Town and County guests was at an all time high, thanks to the staff of the Water Park and the Town Council's decision to limit capacity during a time where residents felt it was unsafe to travel and appreciated the reduction of crowds in the Park. Staff continually monitored safety protocols to ensure guests felt safe and that they were safe. The decreased attendance level provided increased ability for lifeguards to conduct guest safety checks and water monitoring with clear view points of guests.

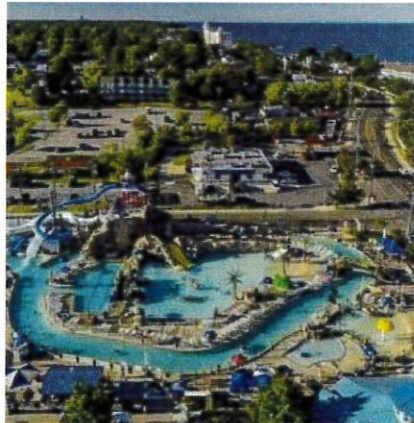


Safety Measures Implemented

1. **Virtual Interactions:** All orientations, interviews and employment training were conducted virtually, with the exception of our Lifeguards.
2. **Health Screenings:** Health questionnaires were required before entering the work place.
3. **Capacity:** Guest count decreased to 25% of legal capacity.
4. **Electronic Registration:** New electronic reservation system implemented to monitor attendance expectations.
5. **Contract Tracing:** Every guest entering the Park was registered for Health Department contract tracing.
6. **Sanitizing:** Sanitizing protocols within each department with frequency determined by guest count. Installed 25 sanitizing stations. Plexiglass sneeze guards at all point of sales.
7. **Online Food ordering:** Decreased lines, decreased contact.
8. **Mandatory Masks:** Enforced for all guests over the age of 5.

Key Lessons Learned

1. The Town Council's decision to open the park in a limited capacity provided local employment, local enjoyment with seasonal costs offset by seasonal revenues.
2. The legal capacity of the Park at **1,363** is too high for guest enjoyment, and safety protocols, regardless of a pandemic. The Park has self set its capacity at 800 for the last several years and will continue to monitor.
3. Decreasing capacity will increase local attendance.
4. Increasing capacity with local only restrictions will not increase attendance or revenues.
5. Spending patterns are different for local Guest vs. General Admission Guests.





**Town of Chesapeake Beach
Treasurer's Report
Work Session
December 2020**

FY20 Budget Review - Summary

There were a total of 12 expense line items over budget for FY20. The breakdown for each fund was as follows

General Fund – 5 line items

Mitigation Fund – 0 line items

WRTP Fund – 3 line items

Utility Fund – 2 line items

Water Park Fund – 2 line items

The next couple of pages provides the additional detail on each budget line items that was over budget for FY20.

General Fund Budget

- Retirement (100-6000-602300) was over budget by \$7719.77. The FY20 budget was unfortunately planned approximately \$7,000 less than FY19 budget and should have been planned with a slight increase for FY20.
- Legal Counsel (100-6000-620600) was over budget by \$4,157.01. Charges that impacted the line item budget were the expenses associated with the Board of Appeals, Ethics Commission, Board of Elections and fees related to the Maloof property.
- Planning and Zoning (100-6000-621200) was over budget by \$4,973.31. The budget was impacted by the expense associated with bringing new Commission Members



up to speed on the comprehensive plan update as well as sea level rise mapping.

- IT Support (100-6000-621600) was over budget by \$4,646.84. The FY20 budget was impacted due to incremental expenses due to COVID-19.
- Landfill Tipping Fees (100-6500-684700) was over budget by \$1,147.86. This was due to a FY19 charge being expensed in FY20.

The total amount for the five line items in the General Fund is \$22,647. Underage in the Special Events line item will cover the five overages.

WRTP Fund Budget

- Land Tipping Fees (300-6975-684701) was over budget by \$33,683.91. Fees were unfortunately increased after the FY20 budget was passed and services were contracted by Town Council approval.
- Utilities line item (300-6975-687501) was over budget by \$20,255.09. The Utility bills increased once the ENR upgrade was completed and was not planned for accordingly.
- The Insurance line item (300-6975-780000) was over budget by \$17,139.10. This was due to the re-assessed value of our assets at the Treatment Plant after the completion of the ENR upgrade.

The total for the three transactions in the WRTP Fund is \$71,080. Underage in Chemicals \$(58,000), Lab Analysis & Supplies \$(6,730) and Equipment Repair \$(6,350) will cover the three overages.

Utility Fund Budget

- Interest Expense (400-6900-625300) was over budget by \$727.20. The Town had administrative fees that are part of this line item that were not budgeted in FY20.



- Utilities (400-6900-687500) was over budget by \$468.81. This was just slightly over budget and there were no unexpected costs absorbed during the year.

The total for the two transactions in the Utility Fund was \$1,197. Underage in the Banking Fees line item will cover the two overages.

Water Park Fund Budget

- Retirement (500-6925-602300) was over budget by \$1,601.78. The line item was under planned for FY20. The FY20 budget was approximately \$2,200 lower than the FY19 plan.
- Professional Fees (500-6925-623900) was over budget by \$4,824.12. The reason for the over expenditure was some higher than anticipated legal fees for FY20.

The total for the two transactions in the Water Park Fund is \$6,427. Underage in the Utilities line item will cover the two overages.

The recommendations provided for all the funds will enable the Town to reconcile our line item budget for FY20.