

**AGENDA**  
**COMMISSIONERS OF POOLESVILLE**  
**June 6, 2022**  
**19721 BEALL STREET**  
**7:00 PM**

*To join the meeting, go to Youtube.com. Search "Pooleville"  
Click the "Filter" Icon and Click "Today"  
The Town Commission Meeting will be visible  
A link is also on the Town Webpage*

*The meeting starts at 7 PM. You will only be able to see the meeting once it starts*

1. **Call To Order**

2. **Pledge Of Allegiance**

3. **Public Hearing:**

Ordinance 220 - Accessory Structures

Documents:

[ACCESSORYZONINGORD.PDF](#)

4. **Announcements**

5. **Commissioners/Committee Reports**

Kerri Cook - Events

Martin Radigan - Planning Commission

Ed Reed - Fair Access and Sustainable Pooleville

Jim Brown - Fair Access

Jeff Eck - Parks, Recreation and Streets

6. **Approval Of Minutes**

6.I. Minutes Of May 16, 2022

7. **Public Comment**

*To be able to speak during public comment, either in person or virtual, you will need to contact Town Hall by noon on the day of the meeting. You will have to have access to Zoom Conferencing to join the meeting virtually.*

8. **New Business**

9. **Old Business**

9.I. Ordinance 221 - Assistant Town Manager

Documents:

[ORD 221.PDF](#)

10. **Town Manager's Report**

11. **Adjournment**

**Public Testimony is Limited to Three Minutes**  
**This is a tentative agenda subject to change.**

**Ordinance No. 220**  
**Introduced: May 2, 2022**  
**Public Hearing:**  
**Enacted:**  
**Effective:**

**COMMISSIONERS OF POOLESVILLE, MARYLAND**  
**ACCESSORY STRUCTURES**

AN ORDINANCE of the Town of Poolesville, Maryland to add to the Poolesville Code of Ordinances a new notation in the Zoning Code to address the existing policy of the number and size of accessory structures on a lot.

PURSANT to Section 82.12(65) of the Charter of the Town of Poolesville, Maryland, Title 4 of the Land Use Article of the Annotated Code of Maryland, and applicable provisions of the Code of the Town of Poolesville, the Commissioners of the Town of Poolesville are empowered to exercise planning and zoning powers within the Town of Poolesville, Maryland; and

WHEREAS, under the requirements of Land Use Article of the Maryland Annotated Code and the Poolesville Planning and Zoning Commission shall review proposed zoning amendments and offer comment thereon; and

WHEREAS, the Commissioners of Poolesville giving public notice as required by law, held a public hearing on the Ordinance on \_\_\_\_\_ to receive public input and comment.

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSIONERS OF  
POOLESVILLE, MARYLAND THAT:

**Section One: That the following notation shall be added to the Zoning Code of the Town of  
Pooleville:**

- An accessory buildings' maximum floor area may be increased up to the maximum square footage of the size of an allowable additional accessory building but then shall be deemed as the two allowable accessory buildings permitted.
- A detached garage's maximum floor area may be increased up to the maximum square footage of the size of an allowable accessory building but then shall be deemed as the two allowable accessory buildings permitted.
- Accessory Building height is measured from the ground to the roof peak.

**Section Two: Severability.**

Should any provision, section, paragraph or subparagraph of this Ordinance, including any code or text adopted hereby, be declared null and void, illegal, unconstitutional, or otherwise determined to be unenforceable for a court having jurisdiction, the same shall not affect the validity, legality, or enforceability of any other provision, section, paragraph or subparagraph hereof, including any code text adopted hereby. Each such provision, section, paragraph or subparagraph is expressly declared to be and is deemed severable.

**Section Three: Section headings, chapter headings, titles.**

Section headings, chapter headings, titles, etc., are for the purpose of description or case of use and do not form a part of the text of this Ordinance or any Code or text adopted hereby.

**Ordinance No. 221**  
**Introduced: May 2, 2022**  
**Public Hearing:**  
**Enacted:**  
**Effective:**

**COMMISSIONERS OF POOLESVILLE, MARYLAND**  
**ASSISSTANT TOWN MANAGER**

AN ORDINANCE of the Town of Poolesville, Maryland to add to the Poolesville Code of Ordinances adding a new position entitled “Assistant Town Manager” and outlining the details and duties of said office.

PURSANT to Section 82.12(19) of the Charter of the Town of Poolesville, Maryland, the Commissioners of the Town of Poolesville are empowered to create offices for the proper administration of the Town; and

WHEREAS, the Commissioners of Poolesville held a public hearing on the Ordinance on \_\_\_\_\_ to receive public input and comment.

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSIONERS OF POOLESVILLE, MARYLAND THAT:

**Section One: That the following Division 4 “Assistant Town Manager” be added to Article II of the Code of the Town of Poolesville as follows:**

DIVISION 4. Assistant Town Manager

Sec. 2.21. Creation of office.

There is hereby created the office of Assistant Town Manager. The Assistant Town Manager shall be a qualified administrator who shall assist in administering the general operation of Town government and shall be directly responsible to the Town Manager.

Sec. 2.22. Appointment.

The Commissioners may appoint an Assistant Town Manager.

Sec. 2.23. Removal.

The Assistant Town Manager may be removed from office by a vote of three (3) Commissioners.

Sec. 2.24. Compensation.

The Assistant Manager shall receive such compensation as the Commissioners shall determine.

Sec. 2.25. Powers and Duties.

The Assistant Town Manager shall be responsible to the Town Manager for the proper administration of all affairs of the Town, and to that end have the power and shall be required to:

- A. Assist the Town Manager in the administration of the Zoning and Subdivision Ordinances and oversee the enforcement of Town codes.
- B. Work directly with the Planning Commission and engineering staff for all planning activities.
- C. Serve as a liaison between the Town Manager and operating department heads and various boards, committees, and agencies as assigned by the Town Manager.
- D. Provide staff support to various boards and commissions as assigned by the Town Manager.
- E. Recommend classification, changes in classification, filling of vacancies, promotions, demotions, suspensions, dismissals, pay changes, advance leave, or any change in status of Town employees.
- F. Assist the Town Manager in the implementation of Town policies, procedures, and goals. Meet with the Town Manager and Town Commissioners on a regular basis to assure that policies and goals of the Town are met.
- G. Respond to local citizens inquiries about Town planning and zoning regulations and ordinances; and assist in resolving complex disputes between the Town's staff and applicants as required.
- H. Assist the Town Manager with preparation of the annual budget and the disbursement of all moneys.

- I. The Assistant Town Manager shall perform such other duties as may be required or assigned by the Town Manager.

**Section Two: Severability.**

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