

**Boards and Commissions Combined Annual Report 2024**

**Affordable Housing and Community Equitable Development Commission**

**Alcoholic Beverage Control Board**

**Annapolis Conservancy Board**

**Annapolis Environmental Commission**

**Art in Public Places Commission**

**Audit Committee**

**Board of Appeals**

**Building Board of Appeals**

**Board of Supervisors of Elections**

**Civil Service Board**

**Commission on Aging**

**Education Commission**

**Ethics Commission**

**Financial Advisory Commission**

**Heritage Commission**

**Historic Preservation Commission**

**Human Relations Commission**

**Maritime Advisory Board**

**Planning Commission**

**Police and Fire Retirement Plan Commission**

**Port Wardens**

**Public Safety Disability Retirement Board**

**Recreation Advisory Board**

**Transportation Board**

Red -missing Blue – Draft green - did not meet in 2021 black – submitted



Cynthia Gaines, Deputy City Clerk  
*City of Annapolis*  
 Office of the City Clerk  
 160 Duke of Gloucester Street,  
 Annapolis, MD 21401-2535

Phone: 410-263-7942 / Fax: 410-280-1853 / TDD-TTY Relay: 711 / E-mail: [cgaines@annapolis.gov](mailto:cgaines@annapolis.gov)

January 16, 2024

TO: Regina C. Watkins-Eldridge, MMC  
 City Clerk

FROM: Cynthia Gaines  
 Deputy City Clerk

RE: Annual Report FY 2023 – Alcoholic Beverage Control Board

**Duties:** To act on applications regarding alcoholic beverage licenses; to adopt, administer and enforce rules; and to discipline a licensee who violates the rules or other laws.

**Attendance:**

Members	Jan 4	Feb 1	Mar 1	Apr 5	May 3	Jun 7	Jul 5	Aug 2	Sep 6	Oct 4	Nov 1	Dec 6
James Praley III, Chairman	√	√	√	√	√	√	√	√	√	√	√	√
Kia Baskerville, Vice Chairman	√	√	√	√	√	√	×	√	R			
Dick Peterson	√	√	√	√	√	√	√	√	√	√	√	√
Clare Conger	√	×	×	√	√	√	√	√	√	√	×	√
C. Ryan Chitwood	√	√	√	√	√	√	√	√	√	√	√	√

✓ Present      X Absent      E Term expired  
 R Resigned    A Appointed

The Alcoholic Beverage Control Board completed Forty years of operation on December 30, 2023, and in compliance with Section 7.12.040 of the Annapolis City Code, a report of its activities during calendar year 2023 is submitted herewith.

License renewals were processed in March and April 2023. All licensees were in good standing with respect to City fees and State taxes. One Hundred and Seventeen (117) licenses were renewed.

The Board issued forty-one sidewalk cafe licenses for consumption of alcoholic beverages on City property, and seven sidewalk cafe licenses without alcohol, collecting, eleven thousand four hundred eighty dollars (\$11,480) in license fees.

The following establishments were fined or suspended for a violation of the Alcoholic Beverage Control Board Rules and Regulations:

<i>Name of Establishment</i>	<i>Amount of Fine</i>
Annapolis Wine & Spirits	\$500.00
Bay Ridge Wine & Spirits	\$500.00
Davis' Pub	\$500.00
Dry 85	\$500.00
Eastport Kitchen	\$500.00
Federal House Bar & Grill	\$500.00
Graduate Annapolis	\$500.00
Latitude 38	\$500.00
Mi Lindo Cancun	\$500.00
Mills Fine Wine & Spirits	\$500.00
Parole Liquors	\$500.00
Picante	\$500.00
Rams Head Tavern	\$500.00
Red Red Wine Bar	\$750.00
Sabor Latino Restaurant	\$500.00
Tequila Sunrise	\$500.00
Westin Annapolis	\$500.00

Fines collected in 2023 for violations of the Alcoholic Beverage Control Board Rules and Regulations was eight thousand seven hundred and fifty dollars. (\$8,750.00)

The Board heard and acted upon the following matters, collecting two thousand eight hundred and fifty dollars (\$2,850.00) in application fees:

<i>Number of Applications</i>	<i>Type of Application</i>	<i>Application Fee Collected</i>
1	Transfer License	\$225.00
6	New License	\$1,350.00
6	Substitution	\$1,350.00

Two hundred and sixty six (266) Special Class C, One-Day Liquor Licenses were issued by the Office of City Clerk on behalf of the Board, totaling nineteen thousand five hundred seventy-five (\$19,575.00).

In August of 2023, One hundred and seventeen licenses were renewed, collecting four hundred sixty-one thousand, one hundred and thirty dollars (\$461,130.00) in license fees.

The election of officers were held in August 2023. James Praley III. was re-elected Chairman and Clare Conger was elected Vice-Chair.

The Alcoholic Beverage Control Board held 12 meetings in 2023

*Respectfully submitted to the Mayor and City Council by the*

ALCOHOLIC BEVERAGE CONTROL BOARD



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James Praley III, Chairman



# Annapolis Environmental Commission

## 2024 Annual Report

January 15, 2025

TO: Regina C. Watkins-Eldridge, MMC  
City Clerk

FROM: Jeremy Hanson  
Chair, Annapolis Environmental Commission

RE: Annual Report 2024 – Annapolis Environmental Commission

**Duties:** To be concerned with the protection and improvement of the natural health and welfare of the environment, the land, waters, noise, and air of the City and environs, and the recycling or the reuse of solid wastes. The Commission shall study the pollution of the land, air and waters and make recommendations to the Mayor, City Council and others, determining the source of these problems, collecting information about solutions to these problems, and educating the public (and individuals or organizations who are the source of particular problems) concerning their relations to the problems and their relation to the solutions.

**Attendance:**

Members	Jan	Feb	Mar	Apr	May	Jun
Bill O’Leary (re-appointed in Sep 2024)	x	absent	x	absent	x	x
Paul Murphy (re-appointed in Sep 2024)	x	absent	absent	absent	x	x
Jeremy Hanson, Chair	x	x	x	x	x	x
Jenny Janis, Vice-Chair	x	x	x	absent	x	x
Linda Mathieu	x	x	x	x	x	x
Mary Ann Marbury	x	x	x	absent	x	x
Sarah Oliver	x	absent	x	x	absent	absent
Catherine Welker	x	x	x	x	x	x
Alycia Roberson	x	absent	absent	x	x	x

<b>Members</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Bill O'Leary	x	NoMtg	absent	absent	x	NoMtg
Paul Murphy	x	NoMtg	x	absent	x	NoMtg
Jeremy Hanson, Chair	x	NoMtg	x	x	x	NoMtg
Jenny Janis, Vice-Chair	absent	NoMtg	x	x	absent	NoMtg
Linda Mathieu	x	NoMtg	absent	x	x	NoMtg
Mary Ann Marbury	x	NoMtg	x	x	x	NoMtg
Sarah Oliver (resigned Sep 2024)	absent	NoMtg	-	-	-	NoMtg
Catherine Welker	x	NoMtg	x	x	absent	NoMtg
Alycia Roberson	x	NoMtg	absent	x	absent	NoMtg

**Activities:** The Annapolis Environmental Commission continued our ongoing work to review and comment on development projects, proposed legislation, and concerns of City residents. The AEC had a full or nearly full cohort of nine members for the first time in recent years. With this stability we focused on providing letters of support for grant applications for the City or other partners and advising City Council and City Staff on our priorities.



Jeremy Hanson  
Chair



Chartered 1708

## City of Annapolis

Office of Finance  
160 Duke of Gloucester Street  
Annapolis, MD 21401  
410-263-7952  
[finance@annapolis.gov](mailto:finance@annapolis.gov)

January 16, 2025

TO: Regina C. Watkins-Eldridge, MMC  
City Clerk  
(emailed to [Boards@annapolis.gov](mailto:Boards@annapolis.gov))

FROM: Ward 8 Alderman Ross H. Arnett III  
Chair, Audit Committee (AC)

RE: Annual Report 2024 – AC

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**Duties:** The Audit Committee (AC) is composed of three Alderpersons, three volunteer civilians, and one member of the Financial Advisory Commission (FAC). Collectively, members' experience includes demonstrated knowledge of financial reporting, audit committees, and/or auditing. Members have equal voting rights.

The purpose of the AC is to provide independent review and oversight of the City's financial reporting processes, internal controls, external/internal auditors, and City internal audit services, if any.

**Acknowledgment:** The work and accomplishments of the AC would not have been possible without the outstanding guidance and support from the City Manager and Finance Director.

**Zoom Meeting Attendance:** See attachment. Currently, there is one civilian AC position available. Ald. Tierney attended her last AC meeting on May 20, 2024. Ald. Huntley and Mr. Nobile, CPA attended their first AC meeting as new members on September 16, 2024.

**Activities:** See attachment.

Respectfully,

Ross H. Arnett III  
Chair, Financial Advisory Commission  
(by email)



## Board of Appeals 2024 Annual Report

December 6, 2024

TO: Regina C. Watkins-Eldridge, MMC  
City Clerk

FROM: Robert P. Gallagher  
Chair

RE: Annual Report 2024 – Board of Appeals

### **Duties:**

The Board of Appeals of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are five members and one alternate member on a full Board of Appeal, serving from different areas of the City. The alternate position is currently vacant.

The criteria for membership include the following:

- Must be a resident of the City of Annapolis
- Must attend monthly meetings and other assemblage as needed
- Must commit the time needed to review applications, deliberate, and decide variances, appeals and special exception requests, as well as other applications as necessary.

Under section 21.08.040 of the City Code, the Board of Appeals is charged with the following duties:

1. To hear and decide appeals, pursuant to the provisions of Zoning Code Chapter 21.30 where it is alleged there was error in any order, requirement, decision or determination made by an administrative official or body in the enforcement of: (a) this Zoning Code, or (b) any ordinance adopted pursuant to this Zoning Code.
2. To hear and decide applications for special exceptions pursuant to Chapter 21.26 of this Zoning Code.



3. To hear and decide applications for variances from the terms of this Zoning Code, pursuant to the provisions of Chapter 21.28 and from the terms of Title 20 – Subdivisions, pursuant to the provisions of Chapter 20.32.
4. To hear and decide applications for zoning district boundary adjustments pursuant to the provisions of Zoning Code Chapter 21.20.
5. To hear and decide applications for physical alteration of a nonconforming use pursuant to the provisions of Chapter 21.68.
6. To hear and decide all matters referred to it or upon which it is required to decide by this Zoning Code, and as prescribed by the Land Use Article of the Annotated Code of Maryland as may be amended from time to time.

The agendas and minutes of all meetings are recorded, filed and available on the City website. Nine in-person meetings and three virtual meetings were held.

**Attendance:**

The Board of Appeals held twelve meetings in 2024.

	Mar 5	Apr 2	May 7	May 22	Jun 4	Jul 2
<b>Robert Gallagher, Chair</b>	X	X	--	X	X	X
<b>Christian Zazzali, Vice-Chair</b>	X	X	--	--	X	X
<b>Nadine Chien</b>	--	X	X	X	X	X
<b>Michael Walsh</b>	--	X	X	X	--	X
<b>Robert Hector III</b>	X	X	X	--	X	X

	Sep 3	Sep 18	Oct 1	Nov 6	Nov 20	Dec 3
<b>Robert Gallagher, Chair</b>	X	X	X	X	X	X
<b>Christian Zazzali, Vice-Chair</b>	X	X	X	X	X	X
<b>Nadine Chien</b>	X	--	X	X	X	X
<b>Michael Walsh</b>	X	X	X	X	X	--
<b>Robert Hector III</b>	X	X	X	X	--	X

X – Present.

– Absent.

**Activities:**

During 2024, the Board reviewed the following projects:

1. **Variance Applications:**

- 5 Tyler Place - Steep slope and buffer disturbance for new dwelling. Approved 5-0.
- 11 Gilmer Street - Reduction of setbacks for addition to existing house. Approved 3-1.
- 7 Lee Street - Reduction of required lot area to allow motor vehicle storage. Approved 3-0.
- 612 Second Street & 208 Eastern Avenue - Variances to bulk regulations in conjunction with a

subdivision application to reconfigure church. Approved 4-0.

- 1009 Moss Haven Court - To remove more than allowed woodlands for construction of new dwelling. Denied 3-0.
- 416 Chesapeake Avenue - Reduction of setbacks for new dwelling. Approved 3-0.
- 813 Carrollton Avenue - reduction of setbacks for addition to house. Approved 4-0.
- 140 Lafayette Avenue - For disturbance to slope for construction of garage. Approved 5-0.
- 1207 McGuckian Street - Reduction of setback for new house. Approved 5-0.
- 318 Halsey Road - Disturbance of steep slopes for deck replacement and additions to rear and front porches. Approved 5-0.
- 418 Third Street - Reduction to setback for second-story deck. Approved 5-0.
- 12, 14, 16, 18 Market Space (Iron Rooster) - Variance and Special Exception for expansion of existing restaurant and reduction of setback for replacement of rear egress stairs. Approved 5-0.
- 1106 Van Buren Street - Reduction of setbacks for expansion of existing house. Approved 3-0.
- 4 Shiley Street - Disturbance of slopes for construction of new single family dwelling. Approved 4-0.

2. **Extension requests:**

- 86 State Circle - Establishment of a nine-room inn. Approved 5-0.

3. **Special Exception requests:**

- 222 Severn Avenue - To allow retail sales of non-maritime-related goods in a WM zoning district. Approved 3-0.
- 121 Hillsmere Drive - To establish a supermarket with over 500 gross square feet. Approved 4-0.
- 938 Bay Ridge Road - To establish a restaurant with over 50 seats in existing building. Approved 5-0.
- 2134 Forest Drive - To allow seasonal outdoor seating in community shopping district. Approved 4-0.
- 2012 West Street - For expansion of existing liquor store into existing adjacent storefront. Approved 5-0.
- 121 Main Street - To allow a cigar lounge as an accessory use within existing tobacco shop. Approved 3-0.

4. **Appeals:**

- 518 Sixth Street - Appeal from approval of modifications to the site design plan.
- 305 State Street - Appeal from denial of demolition permit.
- Athens Annapolis - Appeal from decision that planned development approval has been abandoned and expired, and that certain permits have been voided or expired.

\_\_\_\_\_/S/\_\_\_\_\_  
Robert P. Gallagher, Chair  
on behalf of the Chair, and on behalf of the Board Members



# Building Board of Appeals 2024 Annual Report

December 18, 2024

TO: Regina C. Watkins-Eldridge, MMC  
City Clerk

FROM: Jay Schwarz  
Chair

RE: Annual Report 2024 – Building Board of Appeals

**Duties:** The Building Board of Appeals of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are five members serving from different areas of the City.

Board Members are: Jay Schwarz, Chair; Robert Hruby, Vice Chair; Tyson Dorman, Matthew Evans and Ryan Webb. Mr. Webb joined the Board in January, 2024. Sheryl Wood serves as contract counsel for the Board.

The agendas and minutes of all meetings are recorded, filed and available in the Department of Planning and Zoning and on the City website. One in-person meeting was held and one virtual meeting was held.

**Attendance:**

Members	1/30	8/29
Jay Schwarz, Chair	X	X
Robert Hruby, Vice Chair	X	X
Tyson Dorman	--	X
Matthew Evans	X	X
Ryan Webb	X	X

X = Present

**Activities:**

On August 29, 2024, the Board heard appeal FENCE-2024-00042, 301 Georgetown Road involving the dispute of a split-rail fence having been placed between the Georgetown Grove and Mariner's Point communities. By a vote of 2-3, the appeal was denied.

Also on August 29, 2024, the Board heard appeal BLD21-0433, 518 Sixth Street involving the lifting of a Stop Work order on the subject property. After lengthy testimony, the Board decided that the issue is not within the Board's jurisdiction, and denied the appeal 3-0 (with 2 abstentions).

**Administrative:**

Board counsel is currently drafting the Building Board of Appeals Rules of Procedure, which are expected to be finalized and published in early 2025.

  
Jay Schwarz, Chair *Rec Br*



## Board of Supervisors of Elections - 2024 Annual Report

February 14, 2025

TO: Regina C. Watkins-Eldridge MMC, City Clerk

FROM: Eileen Leahy, Chair

RE: Annual Report 2024 – Board of Supervisors of Elections

The board shall have charge of and make provisions for all municipal elections to be held in the City, or any part of the City, including every general, primary, and special election. The board shall have power to make all necessary rules and regulations, inconsistent with this chapter, with reference to the registration of voters and the conduct of elections, including special elections. The board shall have power to summon judges, and any witnesses involved and to require their appearance before them, and to administer oaths and record testimony from such judges and witnesses.

### Composition:

Three residents and voters of the City, at least two of whom shall be members of the leading political parties of the State. Names for consideration are submitted to the Mayor by the Democratic and Republican central committees. Members are nominated by the Mayor and appointed by the City Council

Term - Four years beginning the second Monday of March following the municipal general election.

### Membership:

- Keanuú Smith-Brown (Democrat) was appointed to the Board of Supervisors of Elections on March 14, 2022 and served as Chair from April 21, 2022 to March 21, 2024. On July 18, 2024 Mr. Smith Brown resigned from the Board of Supervisors of Elections.
- Debbie Yatsuk (Republican) was appointed to the Board of Supervisors of Elections on March 14, 2022.
- Eileen Leahy (Democrat) was re-appointed to the Board on March 14, 2022. On March 21, 2024 Ms. Leahy was elected Chair of the Board of Supervisors of Elections for a one-year term.

- Liam Mercer (Democrat) was sworn in as a Member of the Board of Supervisors of Elections on December 2, 2024.

City Staff: The Board of Supervisors of Elections are ably supported by the following:

- Regina Watkins-Eldridge MMC, City Clerk
- Ashley Leonard Esq., Assistant City Attorney
- Cynthia Reuter, Legislative and Policy Analyst
- Theresa Bucolo, Election Administration Assistant

Meeting Dates: Regular monthly meetings are held every third Thursday at 7:00 PM. Meetings are held virtually or in-person depending on the business at hand.

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Smith-Brown	x	-	x	x	x	x	-	-	-	-	-	-
Leahy	x	x	x	x	x	x	x	x	x	x	x	No mtg.
Yatsuk	x	x	x	x	x	x	x	x	x	x	x	No mtg.
Mercer	-	-	-	-	-	-	-	-	-	-	-	No mtg.

## ACTIVITIES FOR 2022

### January

January 18, 2024: Regular Monthly Meeting. All members present. No public comments were received. An update on the Task Force to Study the City Municipal Elections Final Report was given and an initial discussion held regarding the task force’s eleven recommendations. Amended July 2023 Campaign Fund Reports were reviewed and approved. A motion to draft legislation to replace the current absentee ballot code with mail-in voting was approved. The 2023 Annual Report for the Board of Supervisors of Elections was presented by Chair, Smith-Brown and approved.

### February

February 16, 2024: Regular Monthly Meeting. In-person. Leahy and Yatsuk present. An online comment submission was made by John Michael Gudger, and in-person public comment was made by Andrew Miller. Both comments concerned the recommendations made by the Task Force on the Study of City Municipal Elections. Priorities leading up to the 2025 Elections were identified and discussed – replacing absentee ballots with mail-in ballot voting, clarification of ballot question procedures, and changes to fair election practices. Additional discussion held on the recommendations made by the Task Force to Study the City Municipal Elections.

### **March**

March 15, 2024: Regular Monthly Meeting. All members present. No public comments were received. Discussion on held changes to fair election practices Proposed legislation was reviewed concerning election definitions, ballot questions, main-in voting, and reporting deadlines. Motion made and approved for changes to ballot questions and surplus funds. Eileen Leahy was approved to be Chair effective 3/21/24-3/20/25.

### **April**

April 18, 2024: Regular Monthly Meeting. Virtual. All members present. No public comments were received. Draft legislation on mail-in voting, penalties/fees, reporting deadlines, ballot questions, surplus funds, and recount was reviewed and discussed. An update on the Memorandum of Understanding (MOU) between the City of Annapolis and the Anne Arundel County Board of Elections was given. A report on the City Council's work session with the Task Force to Study the City Municipal Election concerning the latter's recommendations was given. Priorities for 2024 discussed.

### **May**

May 16, 2024: Regular Monthly Meeting. Virtual. All members present. No public comments were received. Proposed legislation on mail-in voting, definitions, penalties/fees, reporting deadlines, ballot questions, surplus funds, and recount was reviewed and discussed. MOU is still under review.

### **June**

June 6, 2024: Special Meeting. Virtual. All members present. No public comments received. Action on proposed changes to legislation made - definitions (accepted), mail-in voting (accepted), provisional voting and canvassing (deferred), penalties/fees(no action taken), surplus funds and reporting deadlines (accepted), ballot questions (accepted), and recount (deferred).

June 20, 2024: Regular Meeting Virtual. All members present. No public comments received. Announced that an Election Administration Assistant has been hired and will begin working on June 24, 2024. A presentation on "ranked choice voting" was given by Harry Huntley and Ryan Kirby from the organization - Ranked Choice Voting. Legislation reviews on provisional voting, canvassing, recount and fair election practices done. No MOU update. Priorities for FY25 discussed.

### **July**

July 18, 2024: Regular Monthly Meeting. In-person. All members present. Public comments were submitted by Keanuu Smith-Brown and Trudy McFall. Mr. Smith-Brown submitted his resignation from the Board of Supervisors of Elections. Ms. McFall requested feedback on working with the Anne Arundel County Board of Elections of which she is the Char. Noted that the "2025 Election Year" has begun. Legislation reviews on provisional voting and canvassing done. FY25 Priorities approved. Campaign Fund Reports due July 1, 2025 and received were

reviewed. Candidates will be notified if their submission was compliant or an amended report is needed. Timeline and process for filling the board vacancy was reviewed.

### **August**

August 22, 2024: Regular Meeting Virtual. All members present. No public comments received. Certificate of Candidacy (Mayor) for Jared Littmann was reviewed and approved. Legislative review done, but no action taken. Amended Campaign Fund Reports were reviewed and approved. Fair Election Practices were discussed but no action taken.

### **September**

September 19, 2024: Regular Meeting Virtual. All members present. No public comments received. Certification of Candidacy (Alderman) – Ronald M. Gunzburger was reviewed and approved. Amended Campaign Fund Reports were reviewed and approved. Updates on Legislation Review and Fair Election Practices were given.

### **October**

October 17, 2024: Regular Meeting Virtual. All members present. No public comments received. Certificate of Candidacy (Alderwoman) – Karma O’Neill was reviewed and approved. Certification of Candidacy (Mayor) – Rhonda Pindell Charles was reviewed and approved. Legislation review done – no action taken. Nomination by Petition Election Code was reviewed. A Nomination by Petition Form was reviewed. Fair Election Practices and Late Fee Waiver form were reviewed. Noted that an outstanding late fee for the July 2024 campaign fund reports has been paid.

### **November**

November 21, 2024: Regular Meeting Virtual. All members present. No public comments received. Certificate of Candidacy (Alderman) – Harry Huntley was reviewed and approved. A Voter Education/Election Communication Plan (draft) was presented by Michelle Stephensen, Public Information Officer for the City of Annapolis and discussed. Updates and a timeline for implementation will be presented at the next meeting. Report on Rules Committee and Finance Committee feedback given. Review of Campaign Fund Report changes.

### **December**

December 19, 2024 – cancelled.

Eileen Leahy, Chair

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_



**ETHICS COMMISSION**  
c/o CITY OF ANNAPOLIS OFFICE OF LAW  
160 DUKE OF GLOUCESTER STREET  
ANNAPOLIS, MARYLAND 21401

CITY LIAISON:  
D. Michael Lyles, City Attorney

Telephone (410) 263-7954  
Facsimile (410) 268-3916

**2024 Annual Report**  
**January 31, 2025**

The Ethics Commission (“the Commission”) enforces financial disclosure requirements, conducts information programs and disseminates ethical requirements, investigates conflict of interest violations, issued advisory opinions, and maintains certain reports and statements. This annual report to the City is provided in accordance with City Code 2.04.080. This Ethics Commission is currently comprised of the following five members:

- a. Pegeen Townsend, Chair
- b. James Dolezal, Vice Chair
- c. David Bliden
- d. Phillip Chambers
- e. Patrick Hogan

The Commission met two times in 2024. Other Commission business was processed and coordinated via email exchanges because of the simplicity of a request or the lack of a specific need to meet. Meeting dates for calendar year 2024 and attendance are shown below:

- March 22, 2024 – Townsend, Bliden, and Dolezal
- December 17, 2024 – Townsend, Bliden, Hogan, and Dolezal

The Commission received and acted upon three Advisory Opinion requests regarding Ethic Code interpretation and applicability of the financial disclosure requirements. No changes were made to the Ethics Law, City Code 2.08, in 2024. In compliance with State Law, the required Local Government Ethics Law Annual certification was file with the State Ethics Commission on September 23, 2024.

The Commission also reviewed and provided comments on the City of Annapolis’ Standard Operating Procedure to request remote participation and for how those requests are evaluated and accepted. On September 30, 2024, Chair Townsend, in conjunction with the City Legal Department, participated in an orientation session for newly appointed Alderman Huntley. As required, the Commission obtained and reviewed the submitted Calendar Year 2023 Financial Disclosure Statements. Most recently, 2024 Financial Disclosure forms were prepared for the Office of Law distribution to City officials and employees in January. In support of the 2024 disclosures, the Commission will post a listing of the 2024 Financial Institutions and Businesses Doing Business with Annapolis on the City’s web page.

As always, the Commission is appreciative of the support provided by the Office of Law throughout the year.

This report has been reviewed and concurred with by the members of the Commission.

Respectfully submitted,

A handwritten signature in blue ink that reads "Pegeen Townsend". The signature is written in a cursive, flowing style.

Pegeen Townsend  
Chair

Cc: D. Michael Lyles, City Attorney  
Joel A. Braithwaite, Assistant City Attorney  
Kerry E. Berger, Assistant City Attorney



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## City of Annapolis

Office of Finance  
160 Duke of Gloucester Street  
Annapolis, MD 21401  
410-263-7952  
[finance@annapolis.gov](mailto:finance@annapolis.gov)

January 9, 2025

TO: Regina C. Watkins-Eldridge, MMC City Clerk  
(by email to [Boards@annapolis.gov](mailto:Boards@annapolis.gov))

FROM: Frederick C. Sussman, Esquire  
Chair

RE: Annual Report 2024 – Financial Advisory Commission (FAC)

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**Duties:** The Financial Advisory Commission (FAC) is composed of seven members with demonstrated knowledge of public finance, appointed by the Mayor and confirmed by a majority vote of the City Council. Each member serves a term of four years, commensurate with the term of the Mayor and City Council, or until the member's successor is confirmed. The purpose of the FAC is to advise the Mayor and the Aldermen/Alderwomen on financial issues at a high level.

These issues may include, but are not limited to, the review of collective bargaining agreements prior to execution and annual reports on the amount of public debt the City may incur without jeopardizing its bond rating.

James A. Cardillo became Vice Chair on January 11, 2024. N. Perry Hepworth attended his last meeting as a member on April 30, 2024. There are two vacancies on the FAC.

**Zoom Meeting Attendance:** See attachment.

**Activities:** See attachment.

Respectfully,

Frederick C. Sussman, Esquire  
Chair, Financial Advisory Commission



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## City of Annapolis Financial Advisory Commission Zoom Meeting Attendance - Calendar Year 2024

Member	11-Jan	Feb	14-Mar	11-Apr	30-Apr	9-May	13-Jun	11-Jul	Aug	12-Sep	10-Oct	Nov	12-Dec
Atty. Frederick C. Sussman	*	0	*	*	*	*	*	*	0	*	*	0	*
James A. Cardillo	*	0	*	*	*	*	*	*	0	*	*	0	*
Patrick Bannon	A	0	*	*	*	A	*	A	0	A	*	0	A
Frank A. Brown	*	0	*	*	A	*	*	*	0	*	*	0	A
N. Perry Hepworth	*	0	*	*	*	A	NA	NA	NA	NA	NA	NA	NA
Edward Meehan	*	0	A	A	A	*	*	*	0	*	*	0	*

\* Attended

0 No Meeting

A Absent

NA Not Applicable

R Regular Meeting

S Special Meeting



Chartered 1708

# City of Annapolis

## ATTACHMENT Calendar Year 2024 Annual Report – Financial Advisory Commission (FAC) – Activities

<b><i>Meeting Date</i></b>	<b><i>Attendees</i></b>	<b><i>Absentees</i></b>	<b><i>Discussion Points/ Meeting Purpose</i></b>	<b><i>Votes/Outcomes</i></b>
<p>January 11, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Frank A. Brown, N. Perry Hepworth, and Edward J. Meehan; Ward Five Alderman Brooks Schandelmeier, Ward Eight Alderman Ross H. Arnett III, Assistant City Manager Victoria J. Buckland, City Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Chief of Comprehensive Planning Eric Leshinsky, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>Patrick Bannon</p>	<ul style="list-style-type: none"> <li>● Assistant City Manager report</li> <li>● Audit Committee report</li> <li>● Economics of Community Design presentation</li> <li>● FAC Annual Report – CY 2023</li> <li>● FAC officer election – CY 2024</li> <li>● Finance Department report</li> <li>● Leadership retreat</li> <li>● National Community Survey (NCS)</li> </ul>	<ul style="list-style-type: none"> <li>● Approved CY 2023 FAC Annual Report</li> <li>● Reappointed FAC Chair; appointed new Vice Chair</li> </ul>
<p>March 14, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Patrick Bannon, Frank A. Brown, and N. Perry Hepworth; Ward Eight Alderman Ross H. Arnett III, Assistant City Manager Victoria J. Buckland, City Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Assistant City Finance Director Julie Donnelly, Senior Accountant Kim Ellen</p>	<p>Edward J. Meehan</p>	<ul style="list-style-type: none"> <li>● Finance Department report</li> <li>● FY 2023 Annual Comprehensive Financial Report (ACFR) presentation</li> <li>● Self-insurance claim liabilities</li> </ul>	<ul style="list-style-type: none"> <li>● None</li> </ul>

	<p>April 11, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Maronski, and Madeleine Horrell (COATV)</p> <p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Patrick Bannon, Frank A. Brown, and N. Perry Hepworth; Ward Eight Alderman Ross H. Arnett III, City Manager Michael D. Mallinoff, Assistant City Manager Victoria J. Buckland, City Finance Director Jodee Dickinson, Budget Manager Katie Connolly, Budget Analyst Kapri Turner, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>Edward J. Meehan</p>	<ul style="list-style-type: none"> <li>• Audit Committee report</li> <li>• City Budget – FY 2025 presentation</li> <li>• City Manager report</li> <li>• Debt Capacity update</li> <li>• Finance Department report</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>Special Meeting April 30, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Patrick Bannon, and N. Perry Hepworth; Assistant City Manager Victoria J. Buckland, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Senior Accountant Kim Ellen Maronski, and Mark Hildebrand (COATV)</p>	<p>Frank A. Brown, and Edward J. Meehan</p>	<ul style="list-style-type: none"> <li>• City Budget – FY 2025</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<p>May 9, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Frank A. Brown, and Edward J. Meehan; Ward Eight Alderman Ross H. Arnett III, Assistant City Manager Victoria J. Buckland, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>Patrick Bannon, and N. Perry Hepworth</p>	<ul style="list-style-type: none"> <li>• City Budget – FY 2025</li> <li>• Finance Department report</li> <li>• O-9-24 FY 2025 Changes in Exempt Service Job Classification</li> </ul>	<ul style="list-style-type: none"> <li>• Approved FAC correspondence entitled “Financial Advisory Commission Report on Proposed FY 2025 Operating Budget, FY 2025 Capital Budget, and FY 2026-2030 Capital Program, FY 2025 Fees and FY 2025 Fines” to be sent to City Council</li> <li>• No position taken on O-9-24</li> </ul>	

<p>June 13, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Patrick Bannon, Frank A. Brown, and Edward J. Meehan; Ward Eight Alderman Ross H. Arnett III, City Manager Michael D. Mallinoff, Assistant City Manager Victoria J. Buckland, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Human Resources Manager Tricia Hopkins, Isler Dare Atty. Garrett Wozniak, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>		<ul style="list-style-type: none"> <li>• Audit Committee report</li> <li>• City Manager report</li> <li>• Finance Department report</li> <li>• Review of proposed union contracts</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>July 11, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Frank A. Brown, and Edward J. Meehan; Ward Five Alderman Brooks Schandelmeier, Ward Eight Alderman Ross H. Arnett III, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>	<p>Patrick Bannon</p>	<ul style="list-style-type: none"> <li>• Audit Committee report</li> <li>• Finance Department report</li> <li>• Land and Infrastructure Valuation Study</li> <li>• Spending Affordability</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>September 12, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Frank A. Brown, and Edward J. Meehan; Ward 2 Alderwoman Karma O'Neill, Ward Eight Alderman Ross H. Arnett III, Assistant City Manager Victoria J. Buckland, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>		<ul style="list-style-type: none"> <li>• Assistant City Manager report</li> <li>• Audit Committee report</li> <li>• Bond Ordinance O-15-24</li> <li>• Collective Bargaining Process</li> <li>• Finance Department report</li> <li>• Spending Affordability</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended City Council approve O-15-24</li> <li>• Approved FAC correspondence to be sent to City Council on Collective Bargaining Process</li> </ul>

<p>October 10, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, Patrick Bannon, Frank A. Brown, and Edward J. Meehan; Ward Eight Alderman Ross H. Arnett III, Assistant City Manager Victoria J. Buckland, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Senior Accountant Kim Ellen Maronski, and Madeleine Horrell (COATV)</p>		<ul style="list-style-type: none"> <li>• Assistant City Manager report</li> <li>• Audit Committee report</li> <li>• Finance Department report</li> <li>• Spending Affordability</li> </ul>	<ul style="list-style-type: none"> <li>• Approved FAC correspondence to be sent to City Council on Spending Affordability</li> <li>• Approved CY 2025 meeting schedule</li> </ul>
<p>December 12, 2024 8:00 a.m. Zoom Videoconference</p>	<p>Chair Frederick C. Sussman, Vice Chair James A. Cardillo, and Edward J. Meehan; Ward Eight Alderman Ross H. Arnett III, Finance Director Jodee Dickinson, City Atty. D. Michael Lyles, Senior Accountant Kim Ellen Maronski, and Mark Hildebrand (COATV)</p>	<p>Patrick Bannon, and Frank A. Brown</p>	<ul style="list-style-type: none"> <li>• Audit Committee report</li> <li>• Finance Department report</li> <li>• R-55-24 Budget Timeline legislation</li> <li>• Spending Affordability</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>





## **ANNAPOLIS HERITAGE COMMISSION ANNUAL REPORT FOR 2024**

### **CITY CODE SECTION 2.48.360**

#### **DUTIES**

The Commission shall advise on and facilitate the development of programs and activities that increase public awareness, appreciation and preservation of the cultural heritage of the City of Annapolis. The Commission shall have discretion to develop programs and projects in partnership with the Historic Preservation Commission and other heritage-related agencies and organizations that keeps the cultural heritage alive in our memory as a part of what has shaped us as a people, nation, and culture. This can include commemorative events, publications, monuments, markers, awards and other educational activities. The Commission shall consider as a primary component of program and project development the educational value and public benefit associated with the Commissions proposed activities.

#### **MEETINGS**

At the Call of the Chair.

#### **MEMBERSHIP CRITERIA AND STATUS**

##### **Membership Criteria**

The Commission consists of seven residents and up to five at large members who have a demonstrated knowledge and interest in the history and culture of Annapolis. Four of the twelve positions may include, by way of example, representatives from Historic Annapolis Foundation, Maryland State Archives, Four Rivers Heritage Area of Annapolis, London Town, and South County and the Annapolis History Consortium. The members shall be appointed by the Mayor subject to confirmation by the Council.

##### **Membership Status**

Marcie Taylor-Thoma is Chairman and Robert Worden is the Vice Chairman. John Tower, Chief of Historic Preservation, served as the staff representative. Kim Consoli, Recording Secretary, and Shari Pippen, Historic Preservation Assistant, performed administrative functions for the Commission.

**Membership Status**

<u>COMMISSIONER</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
Marcie Taylor-Thoma, Chair	10-26-15	5-13-19	6-30-25
Robert L. Worden, Vice Chair	10-13-11	8-1-24	8-1-27
Alma H. Cropper	10-31-11	7-1-24	7-1-27
Karen Theimer-Brown	1-27-20	7-10-23	7-1-26
David Haight	9-14-20		6-30-23
Todd Powell	10-11-21	7-1-24	7-1-27
Reid Bowman	2-28-22		6-30-25
Dr. Eric Elston	7-1-23		7-1-26

**Membership Attendance**      X = Attended

<u>2024</u>	<u>Jan. 3</u>	<u>March 6</u>	<u>Sept. 4</u>	<u>Nov. 6</u>
Marcie Taylor-Thoma, Chair	X	X	X	X
Robert L. Worden, Vice Chair	X	X	X	X
Alma H. Cropper				
Karen Theimer-Brown	X	X		X
David Haight	X	X	X	X
Todd Powell		X	X	X
Reid Bowman	X	X	X	
Dr. Eric Elson		X	X	X

## **MEETING TOPICS**

### **January 3, 2024**

Proposed signs for Lafayette at Ogle Hall.

Proposed signs at the Paca House by DAR.

Election of Officers.

Hillman Garage Signage.

### **March 6, 2024**

Maryland 250 – Karen Brown

Visit Annapolis Lafayette Sign & Plans – Heather Ersts

The Annapolis Friends of Lafayette updates – Marcie Taylor-Thoma

Bates Legacy Center Project – Eric Elston

Hillman Garage signage – John Tower

Paca House signage – Karen Brown

### **September 4, 2024**

Lafayette signs at Ogle Hall and Chase Lloyd house – John Tower

Continuing discussion on historic marker at the Rosenwald School.

St. Anne's Reconciliation plaque.

### **November 6, 2024**

Maryland 250 – Karen Brown

Visit Annapolis Rack Cards – Heather Ersts

The Lafayette Markers' Update – Marcie Taylor-Thoma

Administrative Report – John Tower

*Marcie Taylor-Thoma*

Marcie Taylor-Thoma, Chairman  
Annapolis Heritage Commission

Report prepared 12/23/24  
John J. Tower  
Shari L. Pippen



## HISTORIC PRESERVATION COMMISSION ANNUAL REPORT FOR 2024

### CITY CODE SECTION 21.08.060

#### **DUTIES per City Code 21.08.060(E)**

- The Historic Preservation Commission shall hold no fewer than one regular meeting monthly to discharge its duties.
- Consistent with the City's policies and procedures, employees may be assigned to the Commission, and such services and facilities made available as are deemed necessary or appropriate for the proper performance of its duties.
- The Historic Preservation Commission shall annually file a report with the City Council summarizing the Commission's discharge of its responsibilities.
- The Historic Preservation Commission shall decide applications for Certificates of Approval pursuant to the provisions of [Chapter 21.56](#).
- The Historic Preservation Commission may accept and use gifts in the exercise of its functions, subject to any applicable City policies or procedures regarding acceptance or use of gifts by public officials.
- The Historic Preservation Commission may direct studies, reports, and surveys to identify historically, culturally, archaeologically, or architecturally significant landmarks, sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the City, State or Nation.
- The Historic Preservation Commission may adopt and utilize in its review of applications rehabilitation and new construction design guidelines and criteria for designated landmarks, sites, structures, and districts which are consistent with the U.S. Secretary of the Interior's standards for rehabilitation. Guidelines may include design characteristics intended to meet the needs of particular types of landmarks, sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature, do not affect historic, cultural, archaeological, or architectural significance, and do not require review by the Commission.
- To adopt sidewalk café furniture guidelines for use by operating establishments located in the historic district, which hold permits issued pursuant to [Chapter 7.42](#) of the Annapolis City Code. In adopting any such guidelines, the Historic Preservation Commission shall consider the requirements of [Section 7.42.020\(F\)](#) of the Annapolis City Code.
- Consistent with the City's Charter, ordinances, resolutions, local public law, policies, and procedures covering the acquisition of easements, to accept historic preservation easements, when deemed appropriate by the Commission, on designated landmarks, structures, or sites and on sites or structures located in, or adjacent to, a designated district, landmark, site, or structure.
- To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this Zoning Code.

**MEETINGS per Rules of Procedure 3.3, 3.4, and 5.1**

Public Hearings are held on the second Tuesday of the month at 7 pm. Administrative Meetings are held on the fourth Thursday of the month at 7 pm. No Public Hearings or Administrative Meetings take place in August. No Administrative meetings take place in November or December. The minutes of all meetings are recorded, filed, and available in the Planning & Zoning Department as well as on the City’s website.

**MEMBERSHIP CRITERIA AND STATUS per City Code 21.08.060(B)**

At least two members of the Commission shall possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36. C.F.R. Part 61.

The criteria for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one or more of the fields listed in Subsection (B) of this section or active membership in a preservation-related organization. The requirement for membership under the category of specific knowledge may be satisfied by formal post-secondary education, employment or practical experience in one or more of the above-listed fields. The requirement for Commission membership under the category of professional or academic training may be satisfied by, at a minimum, two years' experience as a professional or a bachelor's degree in one or more of the above-listed fields.

**Membership Status**

COMMISSIONER	APPOINTED	REAPPOINTED	EXPIRES
Kim Finch	9/28/2007	6/28/2021	7/31/2024
Roberta “Bobbi” Collins, Chair	9/25/2017	9/14/2020	7/31/2023
Dr. Wilford Scott	7/23/2018	6/28/2021	7/31/2024
William W. Williams, RA	9/23/2019	7/23/2022	7/31/2025
Kevin Smith, Vice Chair	10/18/2021		7/31/2024
Leslie Xavier	9/31/2021		7/31/2024
Kimberly Golder	8/1/2023		8/1/2026
Brendan Greeley	3/11/2024		7/31/2027
Mary Bannon	8/1/2024		8/1/2027
Eric Groft	8/1/2024		8/1/2027
Cecil Cummins	8/1/2024		8/1/2027

**Membership Attendance X - Attended**

<b>2024</b>	<b>Feb 13 &amp; 22</b>	<b>March 12 &amp; 28</b>	<b>April 9</b>	<b>May 14</b>	<b>June 11</b>	<b>July 25</b>	<b>Sept. 10 &amp; 26</b>	<b>Oct. 8</b>	<b>Nov. 12</b>	<b>Dec. 10</b>
Kim Finch	X	XX	X	X	X	-	X	<b>NOT REAPPOINTED</b>		
Bobbi Collins, Chair	XX	<b>NOT REAPPOINTED</b>								
Dr. Wilford Scott	XX	XX	-	X	X	-	XX	X	X	X
William Williams	XX	XX	X	X	X	X	XX	X	X	X
Kevin Smith, Vice Chair	XX	XX	X	X	X	X	X	<b>RESIGNED/MOVED</b>		
Leslie Xavier	X	X	X	X	-	X	X	<b>NOT REAPPOINTED</b>		
Kimberly Golder	X	XX	X	X	-	-	X	X	X	X
Brendan Greeley		XX	X	X	X	X	XX	-	X	X
Mary Bannon	<b>APPOINTED 8-1-24</b>						X	X	X	X
Cecil Cummins	<b>APPOINTED 8-1-24</b>						-	X	X	X
Eric Groft	<b>APPOINTED 8-1-24</b>						X	-	X	X

**Staff Participation**

The Chief of Historic Preservation John Tower served as the staff representative for the meetings and Historic Preservation Assistant Shari Phippen performed administrative functions for the Commission. Kim Consoli is the Recording Secretary.

**Application Statistics**

**Public Hearing Approvals**

12 applications were reviewed and approved at Public Hearings.

**Administrative Approvals**

259 applications were reviewed and approved administratively.

Three applications were withdrawn, three applications were denied and 19 applications have been received and are currently under review.

**Historic Preservation Tax Credits**

19 new applications were approved for FY25 tax credits and 13 applications were carried-over from prior years. FY25 total credits of \$114,213.00 were given with carry-over credits of \$88,669.74 for FY26.



William W. Williams, Vice Chairman  
Historic Preservation Commission



## **2024 ANNUAL REPORT**

### **Annapolis Human Relations Commission**

These are highlights of the activities of the Annapolis Human Relations Commission in 2024 and consistent with its mission to eliminate discrimination and promote equal opportunity:

#### Public Housing

Commissioners held several discussions about conditions in public, public/private and subsidized housing facilities in the City of Annapolis which included several leaders involved with this issue. Community activist Toni Pratt Strong questioned the value of preparing a report based on a “town hall” meeting that would likely be poorly attended. City Attorney Michael Lyles stated that City government is not responsible for the state of conditions in public housing facilities. The maintenance problems in these units have been the result of lack of adequate funding by the U.S. Department of Housing and Urban Development (HUD). There has been ongoing litigation as to who has responsibility. Nancy Libson, the chair of the Housing and Community Equity Development Commission, said that residents have a legitimate grievance in terms of the existing conditions; she agreed that a hearing with no chance of redress would be a mistake.

The Human Relations Commission adopted a statement that was communicated to the Mayor and City Council. The Commission, it said, “is appalled by the overall neglect and discrimination that the residents of the City’s public housing facilities have experienced over the years and how the proverbial buck continues to get passed from one City administration to another”. While expressing support for the class action lawsuit by the residents of the City’s public housing facilities and the third party complaint the City has filed against HUD, the Commission urged the parties to pursue mediation to settle the various issues involved.

#### HRC Goal Setting

Commissioner Mundy prepared a plan, with suggested objectives and timelines, for the Commission’s work in 2024. It was based on a “brainstorming” session on which she led Commissioners. There was general agreement that priority be given to tackling actions that can be more easily achieved. Two were identified: improvements to the Commission’s page at the City website and training opportunities.

Several web page changes were adopted. Complaints can now be submitted electronically, a description of the Commission’s complaints process has been added, an interactive map has been created to identify whether or not an alleged act of discrimination has occurred within the geographical boundaries of the City, and a video has been prepared in which the Commission chair describes the work of the Commission. Arrangement also were made for Commissioners to participate in Inclusion + Training offered to City employees by the Office of Human Resources.

## Comprehensive Hate Crimes Prevention Program

Anne Arundel County hired a consultant to manage a \$1.2 million grant it received from the U.S. Department of Justice to initiate a hate crimes program. It will be overseen by the Office of Equity and Human Rights. The consultant told Commissioners that she is doing outreach to stakeholders and seeks to develop a multi-purpose team and especially engage with the police departments. She wants to avoid working in silos and intends to focus on engagement, education and empowerment. She wants to have help from the City and County Human Relations Commissions and plans to hold a joint meeting with these two entities in January or February. Responding to hate crimes and bias incidents has been a long-term priority for the City Human Relations Commission.

## Responses to Hate Crimes and Bias Incidents

There were two widely publicized hate crimes in Annapolis in the past few months. One involved a racist attack aimed at a cycling club; the other constituted vandalism at a tattoo shop. The chair of the Commission's Outreach Committee is reaching out to the victims of these incidents to determine whether they are satisfied with the manner in which City officials have responded. As a result of an effort by the Office of Human Resources, Captain Amy Miguez, outreach commander for the Annapolis Police, has arranged for the Human Relations Commission to receive copies of police reports that involve alleged hate crimes.

## *Annapolis Ahead 2050: Comprehensive Plan*

With respect to the extent to which the suggestions of the Commission were incorporated into the comprehensive plan, considerable attention was given to expanding public transportation, supporting and empowering public housing residents, and addressing the lack of housing availability. But there was no mention of dealing with the symptoms and causes of social divisions among communities or making Annapolis a "Hate Free City".

## 2025 Fair Housing Action Plan

The Baltimore Metropolitan Council is preparing a five-year update to its Fair Housing Action Plan with the involvement of stakeholders throughout Maryland. The Annapolis Human Relations Commission is one of these since it has responsibility for administering the City's fair housing ordinance. The overall goal is to improve the public's knowledge and awareness of the Federal Fair Housing Act and related laws, regulations and requirements. The Commission chair has attended the meetings of this workgroup. The 2020 report called on the Commission to create a fair housing speakers bureau to conduct outreach to organizations serving protected classes and low income individuals. No progress was made on this goal due to the pandemic, but the Commission is recommending that it be included in the 2025 plan. Commissioners will be seeking training in order to carry out this responsibility.

### Other Activities

The Commission chair presented awards to graduating seniors at the annual programs of Annapolis and St. Mary's High Schools. The Commission chair attended the 2024 Human Rights Day in Annapolis, which focused on key legislative initiatives regarding human relations that would come before the General Assembly session. Commissioner Mundy attended a training for members of City Boards and Commissions.

2024 Meeting Attendance Record of Commissioners

	February	March	April	May	June	October	November	December
Keller	X	X	X	X	X	X	X	X
Hatch	X	E	X	X	X	X	X	X
Leitch	X	X	X	X		Term Expired		
Sims								
Katchmar	E	X	X	X	X	X	E	X
Knight								
Hurley	X	X	X	X		X	X	X
Williams	X	E	X	X	X	X	X	X
Moody						Term Expired		
Mundy	X	X	X	X	X	X	X	X

Key: X- Attended, E- Excused absence



MARITIME ADVISORY BOARD  
THE CITY OF ANNAPOLIS

MUNICIPAL BUILDING  
ANNAPOLIS, MARYLAND 21401  
(410) 263-7940

January 22, 2025

Regina C. Watkins-Eldridge, MMC, City Clerk  
City of Annapolis  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401

Re: 2024 Annual Performance Statement

Dear Ms. Watkins-Eldridge:

At the regular meeting of the City of Annapolis Maritime Advisory Board (MAB) held on January 21, 2025, the MAB approved the following annual report and performance statement.

The Maritime Advisory Board (MAB) was created in 1988 “[t]o provide input and assistance to appropriate city officials, boards and commissions based upon positions and viewpoints espoused by the maritime industry and trade.” The Board’s duties include:

Provide expert and informed analysis, based upon marine industry and trade positions and viewpoints, of the facts relating to the marine industry and pleasure boating in the City on relevant matters pending before the City Council, or any city agency, board or commission, including the advantages and disadvantages of any particular action;

Make such recommendations to any decision-making body, agency, board, commission or official of the City on matters relating to the marine industry and pleasure boating in the City as the council deems appropriate;

The full text of the City Code pertaining to the MAB is set forth at Section 2.28.230 *et seq.*

The MAB has established the following goals and objectives to be met during the 2025 calendar year:

- Continue to provide input, assistance, analysis and recommendations on relevant matters pending before the City Council and any city agency, board or commission.
- Continue to make recommendations on matters relating to the maritime industry and pleasure boating in the City as the City Council and City Departments and agencies deem appropriate.

- Consistent with the to-be adopted “Annapolis Comprehensive Plan 2040”, encourage the City to commence implementation of the recommendations of that Plan as will relate to the maritime industry.
- Seek the expansion of public water access and community boating opportunities available to City residents.
- Continue to work with City staff regarding the recommendations of the City Dock Action Committee.
- Continue review of maritime zoning for opportunities for properties unaffected by O-25-21.

The MAB has established the following goals and objectives proposed to be met during each of the next four ensuing fiscal years:

- Commence, continue and expand implementation of the recommendations of the to-be-adopted “Annapolis Comprehensive Plan 2040”.
- Work with City staff on the implementation of the recommendations of the City Dock Action Committee.
- Continue periodic review of current maritime zoning, rules and regulations, and make recommendations to the appropriate agency and City Council to ensure the fair utilization of and safety on City waterways.
- Continue to encourage the attraction of national and international yachting events to the City including proactive approach with local yacht clubs on timing and coordination of upcoming events and the City’s role in those events.
- Establish and promote the City as a “one-stop shopping” community for maritime products and services.
- Periodically review long-term management of the City waterways.

Inasmuch as the MAB is an advisory Board, and the amount and subject matter of the input and advice to a particular “decision-making body, agency, board, commission or official” varies from year-to-year, the annual performance standard of necessity is whether the MAB has satisfactorily provided such input, assistance, analysis and recommendations on matters relating to the marine industry and pleasure boating in the City. To that end in 2024 the MAB has:

- Continued to review and make recommendations for the Charter Dock policy.

January 22, 2025

- Continued to review and made recommendations on improvement of street-end access points and public water access areas, including the Public Water Access Plan.
- Continued to review and make recommendations regarding the long-range plan for Susan Campbell Park and the City Dock, including pump-out facilities, Harbormaster's office and visiting boater facilities.
- Received and reviewed updated staff reports on stray electric current at Truxtun Park boat ramp.
- Received monthly staff reports on economic development and the Economic Gardening Program.
- Received and reviewed the summary of the first annual report required by the Maritime Task Force legislation.
- Continued a working subcommittee to explore recognition of individuals prominent in the local maritime community.
- Reviewed and made recommendations on O-2-24 (Hours for Tolson Street Park and Tucker Street Park).
- Reviewed and made recommendations on O-12-24 (Maritime Industry Economic Development Fund).
- Reviewed and made recommendations on R-46-24 (A Task Force to Study Houseboats, Floating Homes and Other Residential Maritime Vessels).
- Reviewed the report of the Small Maritime Business Task Force completed pursuant to O-25-21.
- Reviewed need for additional speed zones/no wake signage in outer Annapolis harbor and entrance to Back Creek.
- Reviewed capital budget projects including electrical upgrade at City Dock and replacement of public moorings.
- Provided on-going interface with the Anne Arundel County Maritime Industry Advisory Board.
- The MAB has fully complied with and adhered to the performance standards established for the preceding year.

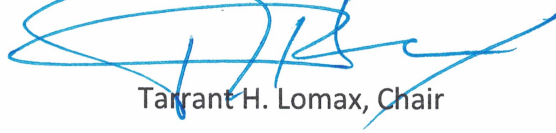
A matrix of attendance is attached hereto.

In closing, the MAB notes that it is incumbent upon the Council, and each city official, board and commission considering a matter relating to the maritime industry, City waters and recreational and commercial boating in the City to bring that matter to the attention of the MAB. The Council and each such city official, board and commission should be reminded to bring such matters to the attention of the MAB.

January 22, 2025

If you, the Mayor, members of the Council or staff have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'T. Lomax', is written over the text 'Very truly yours,'.

Tarrant H. Lomax, Chair

cc: MAB Members  
Christopher N. Jakubiak, AICP, Director, Planning & Zoning  
Hope Stewart, SMBE





# Planning Commission 2024 Annual Report

December 6, 2024

TO: Regina C. Watkins-Eldridge, MMC  
City Clerk

FROM: Robert Waldman  
Chair

RE: Annual Report 2024 – Planning Commission

## **DUTIES AND MEMBERSHIP**

The Planning Commission of the City of Annapolis is a volunteer group of citizens selected by the Mayor with the approval of the City Council. There are seven members on a full Planning Commission, serving from different areas of the City.

### Membership Criteria

- Must be a resident of the City of Annapolis
- Must attend monthly meetings and other assemblage as needed
- Must have a demonstrated interest with regard to planning policy, land use matters and procedures of the City.

### **Duties under section 21.08.030 of the City Code:**

1. Review all proposed amendments to this Zoning Code and Zoning Map and to report to the City Council its findings and recommendations in the manner prescribed in this Zoning Code, Chapter 21.32 and Chapter 21.34.
2. Receive the Planning and Zoning Director's recommendations related to the effectiveness of this Zoning Code and report its conclusions and recommendations to the City Council not less frequently than once a year.

3. Hear and decide applications on planned developments pursuant to the provisions of Zoning Code Chapter 21.24
4. Execute all powers conferred to Planning Commissions under the Land Use Article of the Annotated Code of Maryland as may be amended from time to time.
5. On referral by the Director of Planning and Zoning of a major site design, the Planning Commission shall hold a public hearing and make recommendations. Under Section 21.22.060, the Planning Commission makes decisions on both preliminary and final major site designs.
6. On referral by the Director of Planning and Zoning on structures greater than three thousand two hundred fifty square feet in R2-NC zoning districts the Planning Commission shall hold a public hearing and make recommendations. Under section 21.40.060, the Planning Commission reviews and approves these types of applications.
7. The Planning Commission shall provide written findings for every decision under this title. The application shall be approved only if the majority of the members of the Planning Commission find that all of the necessary review criteria have been met.
8. For applications under [Section 21.08.030\(E\)3](#) of this title, the Planning Commission shall grant or deny applications based on whether they satisfy all the standards imposed by Section 21.24.090. The Commission may consider each standard individually but shall only vote on the application as a whole.

The minutes of all meetings are recorded, filed and available in the Planning and Zoning Department as well as online. There are generally no minutes for work sessions.

In January 2024, Robert Waldman was elected chair of the Commission and Tom Sfakiyanudis was elected Vice Chair.

The Commission is staffed by the Department of Planning and Zoning. Kimberly Consoli serves as the liaison to the Commission and recording secretary. A contract attorney is assigned by the City Attorney to serve as counsel to the Board. Lisa Bell served in that capacity until August 2024, and Sheryl Wood became the Commission’s counsel in September 2024.

Fifteen Planning Commission meetings were held in 2024; eleven meetings were in person at City Hall and four were virtual.

**Attendance:**

	Jan 4	Jan 18	Feb 1	Feb 15	Mar 7	Apr 4	May 9	May 14
<b>Robert Waldman, Chair</b>	--	X	X	X	X	X	X	X
<b>Tom Sfakiyanudis Vice Chair</b>	X	--	X	X	X	--	--	X
<b>Diane Butler</b>	X	--	X	X	X	X	X	X
<b>Stephen Reilly</b>	X	X	X	X	--	X	X	--
<b>Quentin Cummings</b>	N/A	N/A	N/A	X	X	X	--	--

<b>Alex Pline</b>	X	X	X	--	--	--	X	X
<b>Everett Bellamy</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	<b>Jun 6</b>	<b>Jul 11</b>	<b>Jul 18</b>	<b>Sep 5</b>	<b>Oct 3</b>	<b>Nov 7</b>	<b>Dec 5</b>	
<b>Robert Waldman, Chair</b>	X	X	X	X	X	X	X	
<b>Tom Sfakiyanudis Vice Chair</b>	X	X	X	--	X	X	--	
<b>Diane Butler</b>	X	X	X	X	X	X	--	
<b>Stephen Reilly</b>	--	X	X	--	X	X	--	
<b>Quentin Cummings</b>	X	X	--	X	X	X	X	
<b>Alex Pline</b>	X	X	--	X	X	--	X	
<b>Everett Bellamy</b>	N/A	N/A	N/A	N/A	N/A	N/A	X	

X = Present -- = Absent

N/A = Not appointed

Quentin Cummings joined the Commission in February, 2024 and Everett Bellamy joined in December, 2024.

## ACTIVITIES

### Review of Ordinances

The Commission reviewed and voted on the following seven ordinances, with written recommendations and comments which were forwarded to the City Council:

- O-33-23: Expiration of Special Exceptions to City Zoning Requirements. The Commission voted 4-0 to recommend approval, with added recommendations.
- O-26-23: Forest Conservation Plan Appeals. The Commission voted 6-0 to recommend approval, with amendments.
- O-7-24: Annual Budget & Appropriation and Tax Levy. The Commission voted 4-0 to recommend approval, with added recommendations.
- O-13-24: Expanding Daycare Act. The Commission voted 5-0 to recommend approval.
- O-12-24: Maritime Industry Economic Development Fund. The Commission voted 4-0 to recommend approval, with comments.
- O-6-24: Citywide Prohibition on New Drive-through Windows. The Commission voted 3-1 to recommend approval, with additional recommendations.
- O-10-24: Outdoor Dining Requirements in Annapolis. The Commission voted 5-0 to recommend approval, with additional recommendations.

### Work Sessions

Two joint work sessions with the Historic Preservation Commission were held on the City Dock Resiliency Plan, on May 14 and October 3, 2024.

### Planned Developments and Major Site Design Plan Reviews

The Commission reviewed the following projects and prepared written approvals:

- SDP2023-00054 - City Dock Resiliency Improvements. The Commission voted 5-0 to approve the application, with additional conditions.
- PD2017-002 - Special Mixed Planned Development known as “Parole Place.” The Commission voted 6-0 to approve the application, with additional conditions.

#### **Annapolis Ahead Comprehensive Plan 2040**

- The Commission voted 4-0 to approve the Draft Comprehensive Plan on January 4, 2024.
- The Commission officially transmitted a resolution hereby adopting the Draft Annapolis Ahead Comprehensive Plan 2040 and recommending the Plan to the Annapolis City Council for adoption along with its detailed review and recommendation on February 6, 2024.

#### **Other Updates**

- The Commission reviewed and approved the Maryland Department of Planning Annual Report for 2023
- The Commission reviewed and approved the Preliminary Maritime Economic Development Director’s Annual Report.

Reviewed and approved by the Planning Commission 2nd day of January, 2025.



City of Annapolis

Office of Finance

160 Duke of Gloucester Street  
Annapolis, MD 21401

December 17, 2024

TO: Regina C. Watkins-Eldridge, MMC  
City Clerk

FROM: Joseph Semo  
Chair

RE: Annual Report 2024 – Police & Fire Retirement Plan Commission

**Duties:** The Police & Fire Retirement Commission is composed of the City Manager, Finance Director, Human Resources Manager, Chair of Finance Committee, representative of Police and Fire Departments, a local banking representative appointed by the Mayor, and a representative jointly designated by certified bargaining units for Police and Fire. Each member has a term of three years or until a successor is appointed. The purpose of the Police & Fire Retirement Commission is to review the funding of the retirement plan and the reports of the consulting actuary with respect to the long-term funding adequacy of the retirement plan, and to oversee the investments made for the retirement plan. The Commission issues reports to the City Council upon request and with respect to such matters as it deems appropriate.

**Attendance:**

Members	Jan (23)	Feb	Mar (26)	Apr	May (28)	June	Jul (23)	Aug	Sep (24)	Oct (6)	Nov (14)	Dec
Joseph Semo, Chair	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Ald. Elly Tierney	-	NoMtg	✓	NoMtg	-	NoMtg	✓	NoMtg	-	NoMtg	NoMtg	NoMtg
Jodee Dickinson, Finance Director	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Patricia Hopkins, Human Resource Manager	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Mary Kathleen Sulick	-	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Michael Mallinoff, City Manager	✓	NoMtg	✓	NoMtg	-	NoMtg	-	NoMtg	-	NoMtg	NoMtg	NoMtg
John Wardell II	✓	NoMtg	✓	NoMtg	-	NoMtg	-	NoMtg	✓	NoMtg	NoMtg	NoMtg
John Ortlieb	✓	NoMtg	✓	NoMtg	-	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg
Amy Miguez	✓	NoMtg	-	NoMtg	✓	NoMtg	✓	NoMtg	✓	NoMtg	NoMtg	NoMtg

**Activities:** During 2024, the Police & Fire Plan Commission held five meetings, generally, every other month to oversee the investment of the assets of the Police & Fire Retirement Plan and the performance of the Asset Managers selected to invest the assets of the plan. See attached report from Mariner Institutional (f/k/a AndCo Consulting). In addition, other areas of interest include the following: a review of the City's Pension Valuation; continued discussions of the City contributions to the Pension Fund; and review of the Plan's asset allocation.

\_\_\_\_\_  
Joseph Semo, Chair

**City of Annapolis Police and Fire Retirement Plan**  
**Financial Highlights: Fiscal Year Ending June 30, 2024**

**Strategy and Allocation:**

The City of Annapolis Police and Fire Retirement Plan (the "Plan") is expected to provide retirees with benefits as detailed in the Plan's controlling documents. The Plan's investment portfolio is managed with a long-term, growth-oriented allocation structure and is evaluated by its effectiveness in achieving the following objectives: (1) generating a long-term investment return that meets the Plan's actuarial interest rate assumption; and (2) achieving such investment returns with an acceptable level of risk.

To achieve the Plan's investment objectives, the Plan has adopted an asset allocation structure that embraces a combination of traditional, publicly held equity and fixed income investments as well as private investments which seek to capitalize on unique investment opportunities. This asset allocation structure has evolved since 2011 when the first private investment commitment was made to capitalize on dislocations that stemmed from the 2008 Global Financial Crisis.

The Plan's returns since early 2009 have been strong and in excess of the actuarial assumed rate of return objective. As reflected on the following page, the Retirement Plan has achieved a return of 8.1% for the trailing 15 years. Longer-term, results have been solid as the Plan has produced an annualized return of 8.4% since October, 1982.

Looking forward, the Commission will continue to focus on a combination of traditional and alternative investments to build a diversified and productive portfolio. The Retirement Plan's asset allocation structure as of June 30, 2024, was as follows:

Asset Class	Actual as of 6/30/2024	Policy Target	Policy Range
Domestic Equities	37.5%	36.00%	26% - 46%
Global/International Equities	13.1%	13.00%	8% - 18%
Fixed Income	9.6%	10.00%	5% - 15%
Global Tactical Asset Allocation	8.7%	9.00%	6% - 12%
Real Estate	11.4%	8.00%	5% - 11%
Infrastructure	2.6%	3.00%	1% - 5%
Alternatives*	12.1%	19.00%	11% - 27%
Cash	5.0%	2.00%	0% - 4%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	

*\*Hedge funds, private market and opportunistic investment strategies.*

**Investment Market Performance:**

After experiencing losses in 2022 due to widespread inflationary pressures and higher interest rates, the broad U.S and global equity markets have produced robust gains over the past two years. U.S. equities represented by the S&P 500 Index were up 24.6% and 22.1% for the 1- and 2-year annualized year periods, respectively, as of June 30, 2024, the Retirement Plan's fiscal year end. U.S. small and mid-cap equities as well as international developed and emerging market equities produced attractive but smaller gains over the same periods. The U.S. equity market's strong performance has continued to be largely driven by outsized gains tied to a handful of technology companies linked to the development of artificial intelligence platforms. In addition, the U.S. Federal Reserve's interest rate cuts in the second half of 2024 and a moderately strong economic environment have also helped support the equity market's continued advance.

The Bloomberg U.S. Aggregate Bond Index, which is representative of the broad, investment grade (high quality) U.S. bond market, returned 2.6% for the Retirement Plan's fiscal year ending June 30<sup>th</sup> and a more muted return of 0.8% for the trailing two years. These positive returns are better than the significant losses experienced in 2022 but they are still reflective of a challenging interest rate environment where short term yields have fallen due to the Fed's rate cuts but longer term yields have risen due to continued inflationary concerns. The most attractive returns in the fixed income markets came from lower quality/high yield bonds as reflected by the Bloomberg High Yield Index which returned 10.4% and 9.7% for the 1- and 2-year annualized year periods ending June 30, 2024.

The following table summarizes the equity and fixed income capital market returns for the six months and 1- & 2-year annualized periods ending June 30, 2024.

Capital Market Returns as of June 30, 2024			
Equities	Year-to-date	1 Year	2 Year
U.S. Large Cap (S&P 500)	15.3%	24.6%	22.1%
U.S. Mid Cap (Russell Mid Cap)	5.0%	12.9%	13.9%
U.S. Small Cap (Russell 2000)	1.7%	10.1%	11.2%
Intl Developed (MSCI EAFE)	5.3%	11.5%	15.1%
Intl Emerging (MSCI EM)	7.5%	12.6%	7.0%
Fixed Income			
Investment Grade (BB US Agg)	-0.7%	2.6%	0.8%
High Yield (BB US Corp HY)	2.6%	10.4%	9.7%
Global (BB Global Agg)	-3.2%	0.9%	-0.2%

**Plan Performance:**

The Retirement Plan ended the current fiscal year with a gain of 11.7% and an ending market value of \$214.5 million vs. \$196.4 million as of June 30, 2023.

A summary of the Plan's annualized and fiscal year performance for periods ending June 30 is as follows:

Annualized Returns as of June 30, 2024								
	1 YR	2 YR	3 YR	4 YR	5 YR	7 YR	10 YR	15 YR
Total Plan	11.7%	10.3%	3.1%	9.0%	7.2%	7.0%	6.5%	8.1%
Policy Benchmark	12.2%	10.9%	3.3%	8.6%	7.7%	7.6%	6.7%	8.1%

Fiscal Years Ending										
	6/30/24	6/30/23	6/30/22	6/30/21	6/30/20	6/30/19	6/30/18	6/30/17	6/30/16	6/30/15
Total Plan	11.7%	9.0%	-9.9%	28.5%	0.6%	5.4%	7.1%	11.6%	0.4%	4.2%
Policy Benchmark	12.2%	9.7%	-10.5%	26.4%	4.7%	6.7%	8.2%	9.9%	1.1%	3.1%



# Port Wardens 2024 Annual Report

January 10, 2025

To: Regina C. Watkins-Eldridge, MMC, City Clerk

From: Brian Adams  
Urban Forester  
Staff Liaison to the Board of Port Wardens

Re: Annual Report 2024 – Board of Port Wardens

The authority of the Board of Port Wardens is established by City Code, Title 15, Harbors and Waterfront Areas. Under Section 15.16.020: “The Port Wardens shall regulate the placement, erection and construction of structures and other barriers within or on the waters of the City, including but not limited to, the issuing of licenses to create or build wharves or piers and the issuing of permits for mooring piles, floating wharves, buoys or anchors. The Port Wardens shall regulate the materials and construction and make certain that the placement, erection, or construction of structures or other barriers in City waters do not render navigation too close and confined and are undertaken in a manner and of materials as to be sufficiently substantial and lasting. The Port Wardens also shall make certain that the proposed structure or barrier will not increase materially water pollution or erosion, or materially impair marine life, wildlife or conservation, or have a material impact upon increasing boat congestion, or impede navigable access by the public to the harbor lines from any point of public property or easement area established for the benefit of the public that includes shoreline notwithstanding developable waterway areas.”

The Board of Port Wardens of the City of Annapolis is a volunteer group of citizens selected by the Mayor with approval of the City Council. There are five members for a full Board of Port Wardens, each serving for a term of three years.

Regular public meetings are held on the fourth Tuesday of each month, exclusive of August and December, and special meetings are held as needed. Applications for marine construction are reviewed by staff for regulatory compliance and placed on a hearing agenda for the Board’s review. During 2024, the Board of Port Wardens conducted virtual public hearings regarding twenty eight (28) applications as follows:

- PORT-2023-00021: 107 Spa View Avenue, Spa Creek - Approved
- PORT-2023-00020: 697 Glendon Avenue, Back Creek - Approved
- PORT-2023-00022: Spa Cove Apartments, Spa Creek - Approved
- PORT-2023-00025: 7046 Bembe Beach Road, Back Creek - Approved



- PORT-2023-00024: 24 Chesapeake Landing, Severn River - Approved
- PORT-2023-00026: 7310 Edgewood Road, Back Creek - Approved
- PORT-2023-00027: 7074 Bembe Beach Road, Back Creek - Approved
- PORT-2024-00001: 301 Fourth Street, Spa Creek - Approved
- PORT-2024-00002: 607 Creek View Drive, Spa Creek - Approved
- PORT-2024-00003: 609 Creek View Drive, Spa Creek - Approved
- PORT-2024-00004: 7 Loudon Lane, Severn River - Approved
- PORT-2024-00005: 105 Eastern Avenue, Back Creek - Approved
- PORT-2024-00006: Quarter Landing, Spa Creek - Approved
- PORT-2024-00007: 6 Loudon Lane, Severn River - Approved
- PORT-2024-00008: Tucker Street Boat Ramp, Weems Creek - Denied
- PORT-2024-00010: City Dock, Spa Creek - Approved
- PORT-2024-00011: 952 Creek Drive, Spa Creek - Approved
- PORT-2024-00012: 517 Horn Point Drive, Severn River - Approved
- PORT-2024-00014: Tucker Street Boat Ramp, Weems Creek - Approved
- PORT-2024-00016: 198 Acton Road, Spa Creek - Approved
- PORT-2024-00017: 2 Severn Avenue, Severn River - Approved
- PORT-2024-00019: Sixth Street Park, Back Creek - Approved
- PORT-2024-00020: 29.5 Eastern Avenue, Severn River - Approved
- PORT-2024-00021: 23 Eastern Avenue, Severn River - Approved
- PORT-2024-00022: 25.5 Eastern Avenue, Severn River - Approved
- PORT-2024-00023: 144 Spa Drive, Spa Creek - Approved
- PORT-2024-00024: 32 Williams Drive, Weems Creek - Approved
- PORT-2024-00025: 198 Acton Road, Spa Creek - Approved

Attendance at hearings in 2024 was as follows:

Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Robert Shapiro,	x	x	x	x	x	x	x	NoMtg	x	x	x	NoMtg
Harold Siegel, Vice Chair	x	x	x	x	x	x	x	NoMtg	x	x	x	NoMtg
Scott Anderson	x	x	x	x	x	absent	x	NoMtg	absent	x	x	NoMtg
Jonathan McCopp	x	x	absent	x	x	x	x	NoMtg	x	x	x	NoMtg
Jared Lerner	absent	x	absent	x	x	x	x	NoMtg	x	x	absent	NoMtg

Robert Shapiro, Chair  
 Harold Siegel, Vice Chair  
 Scott Anderson, Member  
 Jonathan McCopp, Member  
 Jared Lerner, Member

Report Prepared by:

Brian Adams  
 Urban Forester  
 Staff Liaison



## Annapolis Transportation Board

### ANNUAL REPORT FOR 2024

TO: Regina C. Watkins-Eldridge, MMC, City Clerk  
 CC: Hilary Raftovich  
 FROM: Kurt Riegel, Chairman

**Duties:** To provide informed analysis of the facts relating to transportation matters affecting the City and all transportation matters pending before the City Council or before any City agency.

#### Attendance

Ward	Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Elizabeth Dolezal			X	X				*	X			
2	Kurt Riegel	X	X	X	X	X		X	*	X	X	X	X
3	Tom Shock	X	X	X	X			X	*		X		
4	Vacant								*				
5	John Giannetti Jr.		X						*				
6	Charles Brooks								*				
7	Vacant								*				
8	David M. DiQuinzio			X	X	X	X	X	*		X	X	X
AL	Vince Harriman	X				X	X		*		X		X
AL	Forest Landa								*				X
AL									*				
AL	Tara Ashmore	X						X	*	X		X	X
AL									*				
AL	Edward Bergman	X	X					X	*			X	X
AL	Hugh Hayes		X	X	X		X	X	*	X	X	X	X
USNA	Zoë Johnson	X	X	X	X		X	X	*	X	X	X	
SJC	Taylor Waters	X	X	X	X	X			*		X		

*New members during the year: Forest Landa, Edward Bergman*

*Members leaving during the year: Tom Shock, Charles Brooks*

## **January**

Discussion of ATB's parking recommendations in ordinances 30-23 and 31-23, and news that allowing bicycles on sidewalks will be introduced soon in the state senate. Question about safety/pedestrian issues at the intersection of state route 665(Aris T Allen) & Chinquapin Rd.

## **February**

City will look into ATB recommendation for crosswalk at the end of Duke of Gloucester. ATB will submit a resolution regarding the Bicycle Path across the Naval Academy Bridge.

## **March**

ATB submitted a resolution regarding the Bicycle Path across the Naval Academy Bridge to the City.

## **April**

The Transportation Committee and the Transportation Department are hosting happy hours at Hillman Garage to educate the community on using the App and the 2 hour parking benefit. Chronic vacancies on ATB discussed, city very slow in filling them. Zoe provided updates. One on the sidewalks at the intersection of Route 450 and King George Street, the Naval Academy is making small repairs before commissioning week. And the Naval Academy will to replace a leaning wall that is part of the Academy Garage

## **May**

Data was received on Parking District 5, and will be analyzed by ATB with a view toward recommendations regarding its future.

## **June**

Chronic vacancies on ATB discussed, city very slow in filling them. Update on the analysis of the bike path across the Naval Academy Bridge, 2 designs remaining, one which would use the existing bike lane on the bridge. State Highway is managing the project which continues in the design phase. Two alternatives will be taken to a 30% design phase, including hydrology and hydraulics analysis (storm water impact). Part of the delay was a change in the consultant completing the design. Once the 30% design is complete, the alternatives would be presented for comment.

## **July**

GoTime micro transit pilot is now operational. Parking District 5 recommendation has been updated and transmitted to the City. No response has been received and there is no indication that the recommendation is being considered. Two alternatives were detailed regarding the bike path across the Naval Academy Bridge. And will be taken to a 30% design phase, including hydrology and hydraulics analysis (storm water impact). Will Rowell noted an event at the Marshall Center Summer camp at Quiet Waters. The Crowns-ville AAA repairs bikes (Wheels of Hope) and will be delivering repaired bikes at the White Oak Pavilion on July 18th at 9 am. He also made the Board aware of an incident that occurred to a bike group called Push and Pedals on King George Street. Kurt Riegel presented slides on Transportation in the Netherlands. Tara Ashmore provided input to MDOT regarding possible cancellation of commuter lines.

## **August (no meeting)**

### **September**

Updates from SP Plus and Premium Parking, all lots going gateless. Premium Parking's operation of Hillman Garage has multiple problems with user friendliness and ease of use, plus predatory fines not found in other garages. ATB provided feedback on the Homeowners Residential Parking for 24 hour passes. We received an update on GoTime, the new on demand micro transit pilot program for Annapolis, and meant to replace the orange and purple bus lines. Two ATB member nominations in process, Bob Madden and Forest Landa. Parking District 5 recommendations, our addendum, was mentioned. We may explore similar issues with District 8. Annapolis Transportation Plan Update is in process. Bicycle path across the Naval Academy Bridge decision is yet to come.

### **October**

Micro Transit increased by 40% in September. The Transit Development Plan is well underway, going as planned and expected to be in full draft for review and comment in December. Ordinances O-16-24: Special Residential Parking Districts - Permit Renewals, and O-25-24: Special Residential Parking Districts, were referred to the ATB which found the ordinances in order. The Naval Academy is hosting a virtual community meeting on Wednesday regarding changes to the perimeter wall and impacts to parking, sidewalks, etc. to the area around Gate 3 off King George Street.

### **November**

Two nominations are in process, Robert Madden and Forest Landa. The process for confirming new members at the Council and City level is cumbersome and un-reasonably long and has suggested on-the-spot swearing in of new members at the city council meeting that approves members of boards and commissions, all at once rather than one by one. There was discussion of each ATB member's primary interest and priority for the coming year.

### **December**

Ald Rob Savidge presented on Transportation Sustainability, lessons from Sweden. The ATB may consider in the coming year policy recommendations concerning: Reaffirm prior recommendation for Fare Free Transit, Reaffirm prior recommendation regarding deleting Parking District 5, reforming Hillman Garage procedure/software, Resident and City Employee Free Parking, City Employee Free Parking. Ed Bergman asked about an organized trip to fare free cities in the US.

Signed: Kurt Riegel, Chairman

