



**CALVERT COUNTY
ECONOMIC DEVELOPMENT
ADVISORY COMMISSION**

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Board of Commissioners
Christopher J. Gadway
Earl F. Hance
Mike Hart
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Steven R. Weems

MINUTES

December 8, 2021

Linda L. Kelley Animal Shelter – 5055 Hallowing Point Road

MEMBERS PRESENT: Bonnie Barrett, Tony DeStefano, Lisa Height-Gross, Larry Jaworski, Gwyn Novak, Kevin Phillips, Carrie Polk, Stephen Riffin, Scott Russey, Kasia Sweeney

MEMBERS ABSENT: Mike Benton, Stacey Hann-Ruff*

GUESTS PRESENT: Mel Brennan – United Way, Alessia O’Dell – Career and Technology Academy, Steve Wall – Maryland Department of Commerce

STAFF PRESENT: Danita Boonchaisri, Kathy MacAdams, Ashley Greely, Savannah Manning, Rachel O’Shea

***Excused Absence**

I. CALL TO ORDER

The meeting was called to order at 9:04 a.m. by Larry Jaworski.

II. CALL FOR AGENDA REVISIONS AND APPROVAL OF AGENDA

With a call for agenda revisions being made by Jaworski, and none being received, a **motion** was made by Tony DeStefano to approve the agenda as submitted. The **motion** was seconded by Gwyn Novak, and carried.

III. APPROVAL OF MINUTES FROM THE AUG. 4, 2021, MEETING

On a **motion** by Jaworski, seconded by Carrie Polk and carried, the minutes from the Aug. 4, 2021, meeting were approved as submitted.

IV. NEW BUSINESS

A. Department of Economic Development Staffing Changes

Danita Boonchaisri shared that, following the departure of former Economic Development director Kelly Robertson-Slagle, there have been multiple staffing changes in the Economic Development office. This includes Boonchaisri as acting director, Kathy MacAdams as acting deputy director, and Ashley Greely as business retention specialist. It is expected a new, permanent director will be selected shortly. It was also shared that staff continues to telework due to numerous office relocations in Prince Frederick to accommodate construction of a new County Administration Building. It is expected this condition will continue until the new building has been constructed.

B. EDAC Survey Results

A Google Forms survey was sent to the members of EDAC to better gauge the direction of EDAC in 2022. Savannah Manning shared the survey results to the EDAC. Through the survey results, it was determined that most members felt as if the three most important priorities for the EDAC to address over the next 12 months included addressing workforce challenges, implementing small business assistance programs, and providing updates on the Economic Development Strategic Plan. The survey results also showcased that Economic Development, in order to better keep the EDAC engaged, should show how EDAC is making a difference. Lastly, EDAC members would like to see more committee work, presentations from resource partners, and information/updates provided by Economic Development staff.

C. Member Engagement

DeStefano discussed the current participation rate of EDAC members and community support. He shared that there are currently three vacancies and the EDAC is actively seeking local business owners to fill these vacancies; any suggestions should be given to Boonchaisri. Boonchaisri stated that in order to better engage members throughout the year, staff will send emails in the months without meetings with relevant information and updates, as well as invite industry experts to speak on economic issues at future EDAC meetings. The timing of the meetings was also discussed, including the possibility of altering meeting times, as well as hybrid meetings.

D. 2022 Meeting Suggestions

MacAdams requested that any EDAC member interested in holding a meeting at their business should let her know. Slots to host are available for February 9, April 13, June 8, September 14 and November 9. MacAdams will also reach out to Dominion to determine if they will host a meeting and tour of their facility in Lusby.

E. 2022 Job Fair

MacAdams shared that the spring job fair is tentatively scheduled for March 22, 2022, at the Prince Frederick Volunteer Fire Department. A list of participating businesses will be sent to EDAC in advance. Any businesses interested in participating should contact MacAdams. It was recommended staff poll businesses that participated in the 2021 summer job fair to gauge hiring and retention success rates.

F. Future Business Leaders of America – Business Competition

MacAdams shared that the Huntingtown Future Business Leaders of America club is organizing a business competition. They are currently seeking judges and coaches for this event. Any interested parties should reach out to MacAdams for more details.

V. PRESENTATION – Mel Brennan, CEO of United Way

Mel Brennan, the newly appointed CEO of United Way of Southern Maryland, shared a presentation about the goals and newly focused direction of United Way.

VI. OLD BUSINESS

A. Economic Development 2021-2024 Strategic Plan Discussion and Approval by EDAC

On a **motion** by DeStefano, seconded by Bonnie Barrett and carried, the Economic Development 2021-2024 Strategic Plan was approved as submitted.

B. COVID-19 Relief Summary

Greely shared a presentation detailing the process of how the Department of Economic Development disbursed \$3.16 million to support local businesses during the COVID-19 pandemic.

C. Ethics Form Reminder

Greely provided a brief reminder that 2022 Ethics Forms are to be sent out by the Board of County Commissioners soon, and all EDAC members will be required to complete them by the due date.

D. Text Amendment – Request for Comments

Boonchaisri and O’Shea reviewed the following text amendments:

Text Amendment Case No. 21-01a – Text amendments are being proposed to the Calvert County Zoning Ordinance, Prince Frederick Town Center Zoning Ordinance-Chapter III, E, 1 Permitted Number of Dwelling Units.

This text amendment dictates that the number of dwelling units per gross acre not exceed 14 in the Prince Frederick Town Center.

On a **motion** made by DeStefano and seconded by Scott Russey, the EDAC voted unanimously to support this text amendment with the condition to allow grandfathering of any projects currently planned or in concept to move forward with a density of up to 24 units.

Text Amendment Case No. 21-01b – Text amendments are being proposed to the Calvert County Zoning Ordinance-Section 3-2.04, Residential Uses & Definitions, Use #8 Dwelling, Attached (Duplex, Triplex, Fourplex and Townhouse) & Use #9 Dwelling, Attached: Multi-family

This text amendment dictates that in the Prince Frederick Entry, Village and New Town Districts, at least 50% of the site be reserved for commercial, office or industrial use and that the Planning Commission may flex the percentage ratio of the required conditions to a minimum of 40% commercial if it can be demonstrated that the proposed development will contribute to the Town Center housing mix or contribute to a true “mixed use.”

On a **motion** made by DeStefano and seconded by Russey, the EDAC voted unanimously to support this text amendment.

VII. NEXT MEETING

The next EDAC meeting is scheduled for Wednesday, Feb. 9, 2022, with location to be determined.

VIII. ADJOURNMENT

With there being no further business, a **motion** to adjourn was made Jaworski at 10:34 a.m. The **motion** was seconded by Lisa Height-Gross, and carried.

Following the meeting several members took a tour of the Linda L. Kelley Animal Shelter.