



## February 2026 Work Session Minutes

Tuesday, February 3, 2026, at 6:30 PM

Virtual Meeting

3820 40th Avenue Cottage City, Maryland 20722

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This meeting was hosted in person and on Zoom:

[https://us02web.zoom.us/rec/share/HDuHAOHgYasn4Xls1nM76Go3y855iMT5ML4eEL4CDXWQjaHMBa3E1jJGXofch9h9.Qj\\_eoLEaLOYsN0b5?startTime=1770161306000](https://us02web.zoom.us/rec/share/HDuHAOHgYasn4Xls1nM76Go3y855iMT5ML4eEL4CDXWQjaHMBa3E1jJGXofch9h9.Qj_eoLEaLOYsN0b5?startTime=1770161306000)

Phone: 301-715-8592 | Meeting ID: 831 6186 6672 | Passcode: rx+b+3fX

### **Call to Order at 6:31 PM**

#### **Attendees**

1. Ward 1 – Commissioner Salsich
2. Ward 2 – Commissioner Henderson
3. Ward 3 – Commissioner Wheatley
4. Ward 4 – Commissioner Givens
5. At-Large – Commissioner Brooks
6. John Hoatson – Town Manager
7. John O'Connor – Grants Manager
8. Kevin Best – Town Attorney
9. Laura Guischard – resident

#### **Agenda**

##### **1. Call to Order and Roll Call (2:50)**

All Commissioners are present and accounted for. Agenda is fine as is, budget discussion will have to be tabled.

##### **2. Public Comments (4:57)**

None.

##### **3. Town of Cottage City Ordinance 2026-01, Amending Chapter 9 of the Town Code to enhance unpaid traffic ticket enforcement (10:53)**

This will be up for a vote at the next town meeting. The fare summary is posted in the *Prince George's County Post* on February 5.

Cottage City Commission, Town of Cottage City, Ordinance Number 2026-01, introduced by the Cottage City Commission. An ordinance of the Cottage City Commission amending Chapter 9 of the Town Code to enhance enforcement mechanisms for unpaid municipal traffic, i.e. automated speed and red light systems and parking violations, including booting, towing, and impoundment for repeat violators, along with new municipal infraction authorized for violators, i.e. scofflaws, who commit multiple unpaid violations and generally related to vehicles and traffic safety.

Commissioner Henderson wants the fines spelled out.

#### **4. Town of Cottage City Proposed Ordinance on Declaration of a Snow Emergency (9:11)**

Town Manager believes it would be useful to be able to create a snow emergency plan. He also wants to add parameters for the Snow Angel program, including that Snow Angels will only shovel a sidewalk adjacent to a residence, and one clear safe path from the sidewalk to the main entrance of the home. They will not do driveways, parking areas, steps beyond the primary access path, or areas deemed unsafe due to ice conditions.

The Commission should discuss the creation of an ordinance and then the Town Manager will move forward with drafting the legislature.

The purpose of the snow and ice emergency plan is to protect public safety and allow Town of Cottage City to effectively clear snow and ice from town-maintained streets, sidewalks, and public areas during severe winter weather events.

This plan shall be implemented under the authority of the Town of Cottage City. A snow and/or ice emergency may be declared by the Commission Chair or Vice Chair when weather conditions warrant special measures to ensure public safety and effective snow removal.

Upon declaration of a snow or ice emergency, the commission chair or vice chair may impose temporary restrictions on on-street parking and other activities as necessary. The declaration shall remain in effect until officially lifted by the town.

During a declared snow emergency, on-street parking may be restricted on all town-maintained streets, where parking is normally permitted on both sides. Parking shall be permitted only in driveways or on the even-numbered side of the street during the initial phase of snow removal.

Vehicles shall remain parked on the even-numbered side of the street until the next calendar day following the clearing of snow and ice from the odd number side. Once the odd-numbered side has been cleared, all vehicles must be moved to the even number side to allow clearing of the even number side.

During the snow emergency, vehicles parked in driveways may temporarily block sidewalks to accommodate the maximum number of vehicles. All sidewalks must be cleared of vehicles within 24 hours following the cessation of snowfall and the completion of snow removal on both sides of the street.

Except for sidewalk areas with driveways, as noted above, nothing in this plan permits parking in areas where parking is otherwise prohibited.

Any vehicle parked in violation of this plan may be issued a citation and/or towed and impounded by the Town of Cottage City Police Department. Any person issued a citation for violation of this plan shall be subject to a fine of \$250.

Implementation of snow, ice, or other emergency situation, required parking restrictions shall be publicized prior to enforcement through the town's website, official town social media accounts, Constant Contact notifications

For questions, concerns, or additional information during a snow and/or ice emergency, residents should contact the Town of Cottage City at the phone number.

Poolesville has a similar ordinance in place.

Commissioner Salsich wants to know what happens if a car can't park on the opposite side of the street. Some areas of town cannot be restricted. There are areas for which one can only park on one side of the street.

Commissioner Henderson wants parameters on the definition of senior and disabled for the Snow Angel program.

Commissioner Wheatley thinks people should be allowed to temporarily park on the grass.

Commissioner Givens wants signs for clarity. He also thinks the Snow Angel program shouldn't be staffed by Town staff but rather by volunteers.

Commissioner Brooks is concerned that there won't be enough parking if half the sides of the streets are unavailable. He also doesn't think the Snow Angel program should fall onto Public Works.

Laura Guischard noted that people may not be able to move their cars from the odd to even side if they are blocked by snow.

Commissioner Wheatley thinks 24 hours might not be enough time to clear snow.

#### **5. Business License Renewal (36:18)**

Town Manager proposes a mechanism and SOP to enforce that businesses are renewing their business licenses in a timely manner. Office manager has been putting together a list of businesses. Notices drafted to businesses that aren't in compliance. Not all businesses have been contacted yet. They all need to apply or renew by July 1.

Commissioner Givens suggested perhaps a discount for early renewal.

These letters will also be sent in Spanish.

#### **6. Upcoming Events (45:35)**

Police Chief swearing-in ceremony is scheduled for 7 PM on Wednesday, February 11. Black History month celebration is scheduled for 2 PM on Saturday, February 21. Entertainment and the speaker have been secured.

#### **7. Public Works (48:13)**

Commissioner Givens is thankful that staff pitched in to clear snow but underscored the need to fully staff the Public Works department and noted that there is a risk in having administrative

staff do manual labor. Commissioners Wheatley, Brooks, and Henderson echoed the appreciation for town staff.

**8. Adjournment (57:38)**

**The motion to adjourn was made at 7:26 PM by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.**