



SPECIAL AGENDA FOR THE TOWN WORKSHOP

April 3, 2014

7:00 p.m.

- 7:00PM Community Deputy Monthly Report
- 7:05PM **Public Hearing – Ordinance 14-04-01**
AN ORDINANCE TO ESTABLISH SPEED RESTRICTIONS FOR SOUTH JEFFERSON STREET IN THE TOWN OF MIDDLETOWN
- 7:35PM **Public Hearing – Ordinance 14-04-02**
AN ORDINANCE TO AMEND TITLE 17, CHAPTER 17.36, PERTAINING TO A-FRAME, T-FRAME AND SANDWICH BOARD SIGNS; TO AMEND THE DEFINITION OF SUCH SIGNS; TO PROVIDE FOR CONDITIONS UNDER WHICH DISPLAYING SUCH SIGNS REQUIRE AND DO NOT REQUIRE A PERMIT ISSUED BY THE TOWN OF MIDDLETOWN
- 7:40PM **Streetlight Buy-Back Program – Johnson Controls**
Updated Financial Information for Consideration
- 8:00PM David Guiney – Presentation of Civil War Signs

STAFF REPORTS:

[Staff Planner](#)

[Zoning Administrator](#)

[Engineer's Report](#)

[Main Street Manager](#)

Regular Workshop Items

ORDINANCE NO. 14-04-01

AN ORDINANCE TO ESTABLISH SPEED RESTRICTIONS FOR SOUTH JEFFERSON STREET IN THE TOWN OF MIDDLETOWN.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that the following be, and it hereby is, enacted as Title 10, Chapter 10.04, Section 10.04.030 of the Middletown Municipal Code.

TITLE 10 VEHICLES AND TRAFFIC

Chapter 10.04 – Traffic Regulations Generally

10.04.030 SOUTH JEFFERSON STREET

THE SPEED LIMIT SHALL BE 15 MILES PER HOUR ON SOUTH JEFFERSON STREET BETWEEN WASHINGTON STREET AND CHURCH STREET (ROUTE 17).

SECTION III. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2014

PASSED ON THE _____ DAY OF _____, 2014

EFFECTIVE DATE: _____, 2014

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

STAFF REPORT

Date: 3/4/2014

To: Burgess and Commissioners, Middletown
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Sandwich board text amendment

The Middletown Planning Commission on January 20, 2014 reviewed the Sign regulations in relation to temporary sandwich board signs and recommends the following changes to the Town Board for their review, approval, and inclusion in the Town Code. The Planning Commission would like the Town Board to move ahead with the proposed changes at this time, instead of waiting until the time that the Town Board moves thru the Zoning Update process. For the most part, the revisions are based on the new sign regulations approved for the Town of Myersville. At the Town Board meeting on February 10th, the Burgess & Commissioners made no changes to the proposed text. Mr. Clapp sent us two ordinances with one adopting, verbatim, the language that the Planning Commission proposed. He also sent one in which he made a few revisions to “clean” it up a bit. The substance is the same, and I feel that the “cleaned” up version is the best one moving forward.

Below are minutes from discussions that took place within the past four months concerning the proposed text amendment regarding sandwich boards:

November 18, 2013 Planning Commission meeting – Zoning Code Review – 17.36 Signs –

Discussion arose concerning the special exemption given to an off-Main Street business that has signs displayed on Main Street during the day. Chairman Carney asked what the original period of time the business was given for displaying the sign. Cindy stated 1 month if they were open 5 days a week, but a longer time was given since they are open 3 days per week now.

- **Zoning Enforcement:** Commissioner Miller asked if there was enforcement of the ordinance regarding signage for businesses on US 40 Alt. Cindy replied that the Town Board voted a stay of any enforcement as they see it as town business development. The Zoning Administrator agrees with the decision of the Town Board. Chairman Carney asked that zoning enforcement be an agenda item for the joint Town Board/ Planning Commission meeting in January.
- **Special Exemptions Process:** Commissioner Smart stated that nowhere in the ordinance does it specify a process applicants must complete to receive approval from the Planning Commission for special exemptions. Discussion continued regarding incorporating an exemption process for Planning Commission approval for special exemptions for all signs. The Planning Commission cited possible abuse of the system by businesses in the future. Review of town ordinance 17.36.130G. sign permit procedures will be added as an agenda item for the December Planning Commission meeting.

January 20, 2014 Planning Commission meeting – Zoning Code Review – 17.36 Temporary Sign permit procedures – Cindy reviewed the definitions of sandwich board signs and the modified permit procedures for displaying these signs on business property and off business property. This information is based on Myersville’s regulations.

- **Zoning Code Verbiage:** Commissioner Lake suggested removing the statement that temporary sandwich board signs not be displayed for more than 12 hours in a day from both sections regarding temporary signs located on that business property and temporary signs located off business property as point b. in each section states when the signs have to be removed daily. Chairman Carney stated that the words “upside down T” be added in parentheses after the words “T-frame signs” in section 7 of signs placed in front of a business property and also in section C subsection 4 for clarification.
- **Sign Size:** Measurements were taken of several sandwich signs businesses currently used around the Town of Middletown. They were all generally the same size. The Planning Commission discussed setting a maximum size for the entire town to use. The maximum size will be 30 inches wide by 48 inches high.

Action: Commissioner Smart motioned to forward the modified temporary sign permit procedures to the Town Board for recommendation as further clarified. Commissioner Miller seconded. Motion carried (4-0-1). Commissioner Goodman abstained.

February 10, 2014 Burgess & Commissioners meeting - Proposed Text Amendment to Sign Regulations for Sandwich Board’s – Burgess Miller stated that the permit for Sandwich Board signs will be free, each business will be allowed 2 boards offsite within ¼ mile of business. The Board accepted the proposed text amendment for Sandwich Boards. The public hearing will be held on March 6, 2014 at 7pm.

ORDINANCE NO. 14-04-02

AN ORDINANCE TO AMEND TITLE 17, CHAPTER 17.36, PERTAINING TO A-FRAME, T-FRAME AND SANDWICH BOARD SIGNS; TO AMEND THE DEFINITION OF SUCH SIGNS; TO PROVIDE FOR CONDITIONS UNDER WHICH DISPLAYING SUCH SIGNS REQUIRE AND DO NOT REQUIRE A PERMIT ISSUED BY THE TOWN OF MIDDLETOWN.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.36 of the Middletown Municipal Code be, and hereby is, amended as follows. Language being deleted is designated by being ~~[in brackets and stricken through.]~~ New language is designated by being in **BOLD CAPITAL LETTERS:**

TITLE 17 ZONING

Chapter 17.36 Signs.

17.36.020 Definitions.

"A-frame/sandwich board/T-frame sign." A sign that is constructed in the shape of an "A", also referred to as a "sandwich board" sign, **OR AN UPSIDE-DOWN "T"; AND WHICH IS** composed of two back to back sign faces oriented in opposing directions aligned in the shape of the letter "A" or **AN UPSIDE-DOWN "T" AND WHICH IS GENERALLY** ~~[This sign is]~~ used to identify goods and services available ~~[on the property on which the sign is located.]~~ **AT THE BUSINESS ESTABLISHMENT OR OTHER ENTITY DISPLAYING OR SPONSORING THE SIGN.**

{All other definitions in section 17.36.020 remain unchanged}

17.36.140 Exempt signs.

A sign permit shall not be required for the following signs; provided, however, that all such signs shall comply with the other applicable requirements of this chapter:

1. Any public notice or warning required by a valid and applicable federal, state, or local law, regulation or ordinance;

2. Signs erected by the town, county, state, or federal government in furtherance of their governmental responsibility;
3. Signs prepared by or for the local, state or federal government marking sites or buildings of historical significance;
4. Political signs that do not exceed six (6) square feet in size;
5. Garage/yard sale signs that do not exceed six (6) square feet in size. Such signs may be displayed only one-day prior to the sale and must be removed within one day after the sale;
6. Incidental signs as defined herein;
7. Ballfield/sports complex signs and scoreboards that face the inside of a playing field;
8. ~~[A frame, sandwich board, or T frame signs as defined herein;~~
- ~~9.]~~ Government sponsored banners affixed to light standards promoting community events.

17.36.150 Temporary signs.

A. *{Unchanged}*

B. A permit is not required for the following types of temporary signs:

1 – 6 *{Unchanged}*

7. A-FRAME/SANDWICH BOARD/T-FRAME SIGNS WHICH ARE PLACED IN FRONT OF OR ADJACENT TO A BUSINESS ESTABLISHMENT FOR THE ANNOUNCEMENT OF DAILY SPECIALS OR FEATURED PROMOTIONS PROVIDED THAT THE FOLLOWING CONDITIONS ARE MET:

A. THE SIGN IS SITUATED ON THE SAME PROPERTY AS THE BUSINESS WHICH IT IS ADVERTISING;

B. THE SIGN IS ONLY DISPLAYED DURING THE BUSINESS HOURS OF THE ESTABLISHMENT AND IS REMOVED AND STORED WITHIN THE PRINCIPAL OR COVERED ACCESSORY BUILDING OF THE ESTABLISHMENT DURING NON-BUSINESS HOURS;

C. THE SIGN IS NOT PLACED IN A LOCATION THAT IMPEDES VEHICULAR OR PEDESTRIAN TRAFFIC, IMPEDES ACCESS TO PARKING OR OBSTRUCTS THE SIGHTLINES OF EITHER;

D. THE SIGN IS NOT FASTENED TO OR ERECTED ON A SIGN POLE;

E. THE SIGN IS ONLY PLACED AT GRADE AND IS NOT ELEVATED OR SUSPENDED ABOVE GRADE AND DOES NOT PROTRUDE OR PROJECT FROM ANY OTHER STRUCTURE;

F. THE PLACEMENT OF THE SIGN COMPLIES WITH THE SETBACK REQUIREMENTS OF ITS RESPECTIVE ZONING DISTRICT;

G. THE SIGN IS NO GREATER THAN 30 INCHES WIDE AND 48 INCHES HIGH IN SIZE.

C. A permit is required for the following types of temporary signs:

1 – 3 {Unchanged}.

4. A-FRAME/SANDWICH BOARD/T-FRAME SIGNS WHICH ARE PLACED AT A LOCATION OTHER THAN THE PROPERTY LOCATION OF THE BUSINESS SPONSORING THE SIGN AND WHICH ANNOUNCES DAILY SPECIALS, FEATURED PROMOTIONS, OR THE LOCATION OF THE BUSINESS. THE ISSUANCE AND HOLDING OF A PERMIT FOR SUCH SIGNS IS SUBJECT TO THE FOLLOWING CONDITIONS BEING MET:

A. THE SIGN IS SITUATED IN A TC TOWN COMMERCIAL DISTRICT OR A GC GENERAL COMMERCIAL DISTRICT AND IS SITUATED WITHIN A ¼-MILE RADIUS OF THE BUSINESS WHICH IT IS ADVERTISING;

B. ONLY ONE SIGN IS PERMITTED FOR ANY ONE STREET;

C. ONLY TWO OFF-SITE SIGNS ARE PERMITTED FOR ANY ONE BUSINESS ESTABLISHMENT;

D. THE INDIVIDUAL, OWNER, OR OTHER PERSON OR ENTITY SPONSORING THE SIGN MUST PROVIDE TO THE TOWN WRITTEN AUTHORIZATION FROM THE PROPERTY OWNER PERMITTING THE PLACEMENT OF THE SIGN ON THE OWNER'S PROPERTY;

E. THE SIGN IS ONLY DISPLAYED DURING THE BUSINESS HOURS OF THE ESTABLISHMENT SPONSORING THE SIGN, AFTER WHICH HOURS THE SIGN MUST BE REMOVED;

F. THE SIGN IS NOT PLACED WITHIN ANY PUBLIC RIGHT-OF-WAY AND IS NOT PLACED IN A LOCATION THAT IMPEDES

VEHICULAR OR PEDESTRIAN TRAFFIC, IMPEDES ACCESS TO PARKING OR OBSTRUCTS THE SIGHTLINES OF EITHER;

G. THE SIGN IS NOT FASTENED TO OR ERECTED ON A SIGN POLE;

H. THE SIGN IS ONLY PLACED AT GRADE AND IS NOT ELEVATED OR SUSPENDED ABOVE GRADE AND DOES NOT PROTRUDE OR PROJECT FROM ANY OTHER STRUCTURE;

I. THE PLACEMENT OF THE SIGN COMPLIES WITH THE SETBACK REQUIREMENTS OF ITS RESPECTIVE ZONING DISTRICT;

J. THE SIGN IS NO GREATER THAN 30 INCHES WIDE AND 48 INCHES HIGH IN SIZE.

D. Signs shall not be mounted on any type of utility pole or pole used to display or support traffic control signs or devices.

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2014

PASSED ON THE _____ DAY OF _____, 2014

EFFECTIVE DATE: _____, 2014

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Preliminary Business Case Analysis – Street Light Buyback, Lamp Upgrade & Solar PV

**Middletown Street Light Buyback/ no Cntrl + Solar PV
Pro Forma for Proposed Self-Funding Project**

Include \$600K (est.) for Middletown to pay Potomac Edison for existing asset

Total Project Cost	(\$2,570,197)
Loan Amount	\$2,570,197
Total Estimated Financed Costs	\$2,570,197
Interest Rate	3.200%
Term	15.0

Year	Year	Energy Savings	O&M Savings	SRECS	Energy Savings	Annual Loan Payments	Annual M&V/O&M Costs	Total Payments	Annual Cash Flow
						\$0		\$0	
1	Sep-2015	\$ 53,112	\$ 100,000	\$ 46,440	\$ 199,552	\$215,971	\$5,987	\$221,958	\$ (22,405)
2	Sep-2016	\$ 54,440	\$ 102,500	\$ 46,440	\$ 203,380	\$215,971	\$6,106	\$222,077	\$ (18,697)
3	Sep-2017	\$ 55,801	\$ 105,063	\$ 46,440	\$ 207,304	\$215,971	\$6,228	\$222,199	\$ (14,896)
4	Sep-2018	\$ 57,196	\$ 107,689	\$ 46,440	\$ 211,325	\$215,971	\$6,353	\$222,324	\$ (10,999)
5	Sep-2019	\$ 58,626	\$ 110,381	\$ 46,440	\$ 215,447	\$215,971	\$6,480	\$222,451	\$ (7,004)
6	Sep-2020	\$ 60,092	\$ 113,141	\$ 46,440	\$ 219,673	\$215,971	\$6,610	\$222,581	\$ (2,908)
7	Sep-2021	\$ 61,594	\$ 115,969	\$ 46,440	\$ 224,003	\$215,971	\$6,742	\$222,713	\$ 1,291
8	Sep-2022	\$ 63,134	\$ 118,869	\$ 46,440	\$ 228,443	\$215,971	\$6,877	\$222,848	\$ 5,595
9	Sep-2023	\$ 64,712	\$ 121,840	\$ 46,440	\$ 232,993	\$215,971	\$7,014	\$222,985	\$ 10,007
10	Sep-2024	\$ 66,330	\$ 124,886	\$ 46,440	\$ 237,656	\$215,971	\$7,155	\$223,125	\$ 14,531
11	Sep-2025	\$ 67,988	\$ 128,008	\$ 46,440	\$ 242,437	\$215,971	\$7,298	\$223,269	\$ 19,168
12	Sep-2026	\$ 69,688	\$ 131,209	\$ 46,440	\$ 247,337	\$215,971	\$7,444	\$223,415	\$ 23,922
13	Sep-2027	\$ 71,430	\$ 134,489	\$ 46,440	\$ 252,359	\$215,971	\$7,592	\$223,563	\$ 28,796
14	Sep-2028	\$ 73,216	\$ 137,851	\$ 46,440	\$ 257,507	\$215,971	\$7,744	\$223,715	\$ 33,792
15	Sep-2029	\$ 75,046	\$ 141,287	\$ 46,440	\$ 262,784	\$215,971	\$7,899	\$223,870	\$ 38,914
	Totals	\$952,408	\$1,793,193	\$696,600	\$ 3,442,201	\$3,239,565	\$103,528	\$3,343,093	\$99,108

Column Escalations

2.50%

2.50%

2%



Preliminary Business Case Analysis – Street Light Buyback and Lamp Upgrade Only

Middletown Street Light Buyback					Include \$600K (est.) for Middletown to pay Potomac Edison for existing asset				
Pro Forma for Proposed Self-Funding Project									
					Total Project Cost	(\$1,131,886)			
					Loan Amount	\$1,131,886			
					Total Estimated Financed Costs	\$1,131,886			
					Interest Rate	3.200%			
					Term	15.0			
Year	Year	Energy Savings	O&M Savings	SRECS	Energy Savings	Annual Loan Payments	Annual M&V and O&M Costs	Total Payments	Annual Cash Flow
						\$0		\$0	
1	Sep-2015	\$ 15,112	\$ 100,000	\$ -	\$ 115,112	\$95,111	\$3,453	\$98,564	\$ 16,548
2	Sep-2016	\$ 15,490	\$ 102,500	\$ -	\$ 117,990	\$95,111	\$3,522	\$98,634	\$ 19,357
3	Sep-2017	\$ 15,878	\$ 105,063	\$ -	\$ 120,940	\$95,111	\$3,593	\$98,704	\$ 22,236
4	Sep-2018	\$ 16,274	\$ 107,689	\$ -	\$ 123,964	\$95,111	\$3,665	\$98,776	\$ 25,188
5	Sep-2019	\$ 16,681	\$ 110,381	\$ -	\$ 127,063	\$95,111	\$3,738	\$98,849	\$ 28,213
6	Sep-2020	\$ 17,098	\$ 113,141	\$ -	\$ 130,239	\$95,111	\$3,813	\$98,924	\$ 31,315
7	Sep-2021	\$ 17,526	\$ 115,969	\$ -	\$ 133,495	\$95,111	\$3,889	\$99,000	\$ 34,495
8	Sep-2022	\$ 17,964	\$ 118,869	\$ -	\$ 136,833	\$95,111	\$3,967	\$99,078	\$ 37,755
9	Sep-2023	\$ 18,413	\$ 121,840	\$ -	\$ 140,253	\$95,111	\$4,046	\$99,157	\$ 41,096
10	Sep-2024	\$ 18,873	\$ 124,886	\$ -	\$ 143,760	\$95,111	\$4,127	\$99,238	\$ 44,521
11	Sep-2025	\$ 19,345	\$ 128,008	\$ -	\$ 147,354	\$95,111	\$4,210	\$99,321	\$ 48,033
12	Sep-2026	\$ 19,829	\$ 131,209	\$ -	\$ 151,038	\$95,111	\$4,294	\$99,405	\$ 51,633
13	Sep-2027	\$ 20,325	\$ 134,489	\$ -	\$ 154,813	\$95,111	\$4,380	\$99,491	\$ 55,323
14	Sep-2028	\$ 20,833	\$ 137,851	\$ -	\$ 158,684	\$95,111	\$4,467	\$99,578	\$ 59,105
15	Sep-2029	\$ 21,353	\$ 141,297	\$ -	\$ 162,651	\$95,111	\$4,557	\$99,668	\$ 62,983
Totals		\$270,996	\$1,793,193	\$0	\$ 2,064,188	\$1,426,668	\$69,721	\$1,486,387	\$577,801
3. Savings escalation		2.50%	2.50%				2%		



Preliminary Business Case Analysis – Street Light Buyback, Lamp & Pole Upgrade

Middletown Street Light Buyback with Funds for New Poles	
Pro Forma for Proposed Self-Funding Project	
Total Project Cost	(\$1,131,885)
Available Investment for New Poles	(\$350,000)
	(\$1,481,885)
Loan Amount	\$1,481,885
Total Estimated Financed Costs	\$1,481,885
Interest Rate	3.200%
Term	15.0

Include \$600K (est.) for Middletown to pay
Potomac Edison for existing asset

Year	Year	Energy Savings	O&M Savings	SRECS	Energy Savings	Annual Loan Payments	Annual M&V and O&M Costs	Total Payments	Annual Cash Flow
						\$0		\$0	
1	Sep-2015	\$ 15,112	\$ 100,000	\$ -	\$ 115,112	\$124,521	\$3,453	\$127,975	\$ (12,862)
2	Sep-2016	\$ 15,490	\$ 102,500	\$ -	\$ 117,990	\$124,521	\$3,522	\$128,044	\$ (10,053)
3	Sep-2017	\$ 15,878	\$ 105,083	\$ -	\$ 120,940	\$124,521	\$3,593	\$128,114	\$ (7,174)
4	Sep-2018	\$ 16,274	\$ 107,689	\$ -	\$ 123,964	\$124,521	\$3,665	\$128,186	\$ (4,222)
5	Sep-2019	\$ 16,681	\$ 110,381	\$ -	\$ 127,063	\$124,521	\$3,738	\$128,259	\$ (1,197)
6	Sep-2020	\$ 17,098	\$ 113,141	\$ -	\$ 130,239	\$124,521	\$3,813	\$128,334	\$ 1,905
7	Sep-2021	\$ 17,526	\$ 115,969	\$ -	\$ 133,495	\$124,521	\$3,889	\$128,410	\$ 5,085
8	Sep-2022	\$ 17,964	\$ 118,869	\$ -	\$ 136,833	\$124,521	\$3,967	\$128,488	\$ 8,344
9	Sep-2023	\$ 18,413	\$ 121,840	\$ -	\$ 140,253	\$124,521	\$4,046	\$128,567	\$ 11,686
10	Sep-2024	\$ 18,873	\$ 124,886	\$ -	\$ 143,760	\$124,521	\$4,127	\$128,648	\$ 15,111
11	Sep-2025	\$ 19,345	\$ 128,008	\$ -	\$ 147,354	\$124,521	\$4,210	\$128,731	\$ 18,623
12	Sep-2026	\$ 19,829	\$ 131,209	\$ -	\$ 151,038	\$124,521	\$4,294	\$128,815	\$ 22,222
13	Sep-2027	\$ 20,325	\$ 134,489	\$ -	\$ 154,813	\$124,521	\$4,380	\$128,901	\$ 25,913
14	Sep-2028	\$ 20,833	\$ 137,851	\$ -	\$ 158,684	\$124,521	\$4,467	\$128,989	\$ 29,695
15	Sep-2029	\$ 21,353	\$ 141,297	\$ -	\$ 162,651	\$124,521	\$4,557	\$129,078	\$ 33,573
	Totals	\$270,986	\$1,793,193	\$0	\$ 2,064,188	\$1,667,818	\$59,721	\$1,927,539	\$136,649

3. Savings escalation

2.50%

2.60%

2%



Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission
From: Cindy Unangst, Staff Planner
Date: 3/31/2014
RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans conditionally approved – October 16, 2013
Final FRO Plan submitted – March 31, 2014

Foxfield Section 4- FRO plantings have all been installed. 11 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)
2nd year FRO review – ongoing (March and April 2014)

Site Plans and Minor Subdivisions:

AMVETS Expansion Plans – Site Plan approved – October 15, 2012; (Plans expire 10/15/2015)

Chesterbrook Apts/Middletown Valley Apts - Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
SWM waiver received from County – May 12, 2011
SWM admin waiver shall expire on May 4, 2017; final plans approved prior to May 4, 2013.

Coblentz Grove minor subdivision – FSD & Forest Conservation Plan approved – November 15, 2010
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)
U&O's released for two of the lots – October 29, 2013

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Fire Station plat conditionally approved – October 16, 2013
Fire Station Site Plan conditionally approved – November 18, 2013

Hollow Creek Golf Course SWM Pond #1 Revision plans submitted to County - December 1, 2010
Plans approved by County – December 22, 2010
Revised Plans submitted for PC review – December 30, 2010

Horman Apartments- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008

Middletown H.S. Stadium Concession Stand Expansion Plan – approved June 18, 2012
(Plans expire June 18, 2015)

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010
Revised Concept Plan reviewed by PC – September 16, 2013
Concept Plan sent to SHA for review – September 23, 2013
SHA comment letter received February 18, 2014

More Ice Cream site plan – conditionally approved – June 17, 2013
Change of Use permit approved – July 2, 2013

Newton Property (Cross Stone Commons) – Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
FRO Preliminary Plan approved – November 18, 2013
Addition Plat conditionally approved by PC – November 18, 2013
Revised Site Plan conditionally approved by PC – November 18, 2013
Improvement Plans submitted – February 5, 2014
Revised architectural plans approved by PC – March 17, 2014

Potomac Gun Depot – plans conditionally approved – February 18, 2013
Revised site plan conditionally approved – June 17, 2013

Putman – Site Plan conditionally approved- November 17, 2008
Forest Conservation Plan approved – June 16, 2009
Improvement Plans approved and signed by all agencies – July 2010
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

Subway property - Garden Center – Revised Concept plan reviewed by PC – March 17, 2014

Thompson Funeral Home Parking Lot – revised site plan conditionally approved April 22, 2013
SWM Plans conditionally approved by Frederick County – October 29, 2013

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied – October 11, 2010

Text Amendments:

Zoning Code review – ongoing

Development Review Fees text amendment – Public Hearing – March 24, 2014

Active Adult text amendment – received language from Farhad – October 28, 2013
Planning Commission review – November 18, 2013 (no recommendation)
Planning Commission recommended approval of text amendment with cluster development regulations – March 17, 2014

**Sandwich board text amendment – PC recommended approval – January 20, 2014
Town Board Public Hearing – April 3, 2014**

Adult Uses text amendment – Town Attorney has drafted an ordinance for review

Reports: Draft Annual Report submitted to PC for discussion – March 17, 2014

Meetings: County/Municipal Planners meeting – March 14, 2014

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 4/3/2014

RE: Monthly Zoning Update – March 2014

BOA Hearings: none

Zoning Violations:

- (1) Thompson Parking Lot - actions on permits with county proceeding; required documents provided to town.
- (2) Untagged Vehicle, 5 Young Branch Drive, violation letter sent on 4 Mar 14 - no response received.
- (3) Flashing Open Sign, Asian Café, 7 Church Street, violation letter sent on 11 Mar 14 - Zoning Administrator visited restaurant on 17 Mar 14 and talked with manager; sign to remain in "on" mode; issue resolved.
- (4) Unapproved Wall Signs (Middletown BP), 211 East Main Street; violation letter sent on 11 Mar 14; owner visited ZA 18 Mar 14 and submitted a Zoning Certificate for signs; Zoning Administrator advised owner that sign currently installed violated Municipal Code and that signs needed to be reduced in size. In progress.
- (5) Untagged Vehicle, 5 Young Branch Drive, second violation letter sent certified return mail on 20 Mar 14 giving owner until 4 Apr 14 to comply with Section 17.16.060 of the Middletown Municipal Code. No response received from owners.

Miscellaneous: Several complaints received and investigated - (1) untagged vehicle on Boileau Court and (2) trailer with boat parked in neighbor's front yard on East Main Street.

March 2014 Zoning Certificates	Address	Permit #	M-town Received ZC	M-town ZA Approved	County Approval
Admar Custom Homes – new home construction	7 Hoffman Drive	116318	2/28/14	3/21/14	yes
Chris Hegg – finishing part of basement	13 Tobias Run	116451	3/7/14	3/7/14	yes
Verizon Wireless – replace 6 panel antennas on Water Tower	201 High Street	116577	3/12/14	3/17/14	yes
Ann Matheson – installing 28 solar panels on roof	38 Boileau Court	116737	3/18/14	3/18/14	yes
Ewing Oil – Wall Signs on BP Gas Station Building	211 East Main Street	Town	3/18/14		n/a
William & Kathleen Cipolla – in-ground vinyl lined swimming pool	15 Hoffman Drive		3/20/14		

March 2014 Zoning Certificates	Address	Permit #	M-town Received ZC	M-town ZA Approved	County Approval
Carroll Leatherman (Steve Greenbaum) – hanging business sign	17 West Main Street	Town	3/24/14	3/24/14	n/a
Ronnie & Innes Youkins – construct steps to basement	22 Boileau Court	116968	3/24/14	3/28/14	yes
Admar Custom Homes – new home construction	5 Hoffman Drive		3/26/14		
More's Ice Cream – Freestanding Sign	13 West Main Street	Town	3/27/14	4/1/14	n/a
Ron Terbush – repair porch, <i>demolish and remove existing open shed</i> , remove and replace fence in back yard	100 East Main Street		3/28/14		
Candlelight Floral Designs – change of use to floral design shop from consignment store	10 West Main Street	Town	3/28/14	4/2/14	n/a
Candlelight Floral Design - sign permit	10 West Main Street	Town	3/28/14		
Matt Feldman – partially finish basement; no bathroom	12 Gladhill Drive	117117	3/31/14		
Jeffrey Hoffman – repair stairway and smoke damage in basement because of fire	70 Boileau Court	117097	3/31/14	4/2/14	yes

**Public Works Monthly Report
April 3, 2014**

Streets and Utilities, Facilities

New Business

springline walked from Coxy Brown to Wright Receiver, 5ft wide swath cleared of trees and debris, markers installed, 10 fire hydrants stripped and powder coated and rebuilt for proper operation. Curb stops excavated and straightened for proper operation and shut off. Assist in exercising valves, repair chevy dump, CBPS generator assessment needs new fuel solenoid, install drug box, open park restrooms, repair grass areas affected by snow removal, Manda MH riser repair, turn hard valves with machine, grade stones at Wellfield 1, restart furnace with Thompson Gas, 17th snow removal, repair plows, water and sewer training, wash trucks, clean storage bay, weld trailer, springline clearing, remove tire from Willes Branch, repair valve boxes, repair salt building back wall – pushed out. Subaru exhaust shield repair, clean storm drain, down pine tree removal, camera relocation, salt delivery, cold patch streets.

Water and Sewer

New Business

install new grit separator reducer, turned system valves several in need of repair – leaking, Well 8 out of service, CBPS pump 1 leaking fluid, scheduling tree removal at original spring, proposal for SS cleaning in Glenbrook (2800 lf 12" and 1400 lf 8"), pumped out effluent PS line vaults started pumps and check flowrates (P1 145gpm , PS 148gpm), adjusted muffin monster to 6 gpm at W WWTP, cleaning organizing, water shut offs, snow event, diagnose leaking valves, meter repairs, caustic pump rebuild, turned spring valve (up to 98 then down to 80gpm)

Unbudgeted Expenses. New turbidimeter for WWTP \$1,100 (23yrs old), Muffin Monster at W WWTP \$10,644 (used CBPS budgeted unit), CBPS muffin monster failed 1/31 cost \$11,889.00 (orig budget \$9800), Pista Grit reducer \$2400.00

Sludge cost for FY \$33,930.00 36000 gal hauled, 20230 gal bedded **Total hauled 35100gal Bedded 243282gal**

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 381,500/486,300 AD/MMU 250,000 AD 250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	291,000	301,000	137,000	129,000	270,000	270,000	235,000	258,000
February	288,000	283,000	137,000	138,000	280,000	353,000	288,000	331,000
March **	284,000	290,000	137,000	138,000	276,000	270,000	190,000	226,000
April **	311,000	305,000	141,000	137,000	172,700	185,000	188,000	129,000
May	296,000	306,000	140,000	132,000	192,761	210,000	204,000	176,000
June	304,000	297,000	140,000	132,000	206,907	204,000	229,000	179,000
July	300,000	292,000	123,000	115,000	173,000	197,258	124,000	157,000
August	300,000	293,000	96,000	98,000	162,000	168,000	120,000	133,000
September	309,000	310,000	78,000	69,000	159,000	140,900	133,000	122,000
October **	311,000	312,000	79,000	62,000	215,000	180,000	248,000	167,000
November**	278,000	288,000	120,000	61,000	233,000	184,000	243,000	114,000
December	287,000	278,000	126,000	97,000	217,000	318,000	147,000	282,000

Avg Daily/yr 296417 296250 121167 109000 213114 223347 195750 189500
 Avg Yr Flw 108.19 108.13 44.23 39.79 77.79 81.52 71.45 69.17

**Hydrants flushed this month

April 11 696,000, April 12 563,000 gal Oct 12 778,000, April 13 684,039, Oct 13 660,700

Planned Work

Hydrant flushing, TV and replace Well 8 drop pipe, pump and motor, replace the relief valve at the booster station, install relief valve at Well 15, Install rubber roof on spring meter bldg, install concrete pads between reservoir, SS cleaning in Glenbrook, Sewer Cleanout repairs in Foxfield,

PROJECTS

Old Business

W WWTP: UV system repairs continuing, Connectors and main wiring to be repaired replaced next. Control panel partially rebuilt. No action.

Walnut Street Bridge: Retainage reduction and asbuilts to complete. No Action.

Develop Grease Trap Ordinance and Education Program: Have a DRAFT of the Ordinance completed. Develop details to match ordinance but now on hold due to other priorities. Size the interceptor for the FD banquet hall and have determined that the Ordinance is workable. No Action

West Green Street: Plans to be reviewed. No action.

Water System: Hydraulic Model: No action, **System:** Some loss due to over pumping at the reservoir in February.

Brookridge PS: Will need to upgrade panel with VFD's for 3 phase. No action

Sidewalk Inspections: none completed this month. Brookridge subdivision remains.

Main St. Waterline Replacement: No action.

Streetscape: Met with consulting engineer that will be designing the new storm drain system. Toured the work limits and provided documentation as to existing collection system.

Street CIP: Eastern Circle scheduled for mill and overlay in the Spring. Met with contractor to discuss the spring work.

Well 15 Filters: Have sketch plans 90% complete, need to create the control scheme and turn over to Engineer for formal plans and construction permit to be submitted to MDE. No action (budgets)

Reservoir Repairs: Met the Engineer and reviewed the study. The final draft is to me completed the first week of April.

Locust Ct waterline Extension: Remaining work will be completed soon and yard restoration can be completed.

County Waterline Interconnection: No action

Linden Blvd Walk Path: Drainage issue water ponding on path. Will need to have pipe installed to resolve. No actions.

New Business

Booster Station: Created budget plan for replacement of the booster station piping. (Steel unlined pipe, pin holes)

W&S Budget: completed a 3 year operating and 5 year CIP budget.

Developments

Coblentz Road Subdivision: Received revised Asbuilts.

Coblentz Property: No action.

Fire Department Activities Building: Need to send a letter to Fire Department regarding the use and maintenance of the grease interceptor. No action.

Planned Work

Water System: Manganese Removal Well 15 -- Design, relief valve purchase and install

W Green St: Review plans

Booster Station: Pipe leak repair, replace relief valve, paint skid.

Regulatory: Grease Ordinance completion.

E WWTP: design spray system for clarifier,

Municipal Center: Spot light for flag pole (drew)

Remsberg Park: Fence installation, paved path project, pavilion project. (Paul)

Memorial Park: Memorial water fountain purchase and installation.

Cross Stone: No action.

FD Site Plan: No action.

Projects on Hold:

Well Field Stream Restoration, School House Dr and Green Street intersection, Elm Street Parking Lot (permit apps expired 3/2010), S Broad St.

Directors Current Project List

PRIORITIES

Well 15 Filters design and relief valve
Budget General Fund
Locust Ct waterline construction completion.
Remsberg Park Tree issue
Order surge relief for well 15, clean and paint booster skid, multitrode probe
Spring house membrane roof
Adjust regional PRV's 45 psi at Glenbrook HP
Copies of HVAC plans to vendors
Uv system repairs
Letter to hollow creek for backflow
Letter to Fire Department regarding grease trap maintenance
Hydraulic Model Maps – review and revise
Trace Locate Shopping Ctr W/L – meter in vault?
Pull transducer at Well 16 and send back
Contact APSC- Ewwtp Power correction Capacitance – reduces surging, install on service if not there
Well Field Generator Connection
Maple Street Waterline Replacement- Postponed
Brookridge PS Control Upgrade
Order spot light for flag - Drew
Replace transducer at Golf Course pond

PLAN REVIEW

West Green St
Cross Stone Improvement Plans

BOOSTER STATION

Weld pinhole in Tee Replace relief valve and spool piece
Check P4 claval pilot or main valve reduced pumping
Repaint skid
Inspect impellers and adjust PRV

RESERVOIR

Waterline to chem plant
Replacement Study second draft review first week of April

PARKS

Remsberg Park Fencing and path projects. Both will require layout and finalization of details
Memorial Park Fountain NEW - Paul
Wiles Branch Park B Ball seal and stripe - Paul
Memorial Park Partition Replacement Design

ROADS

Patching Contract
Mill and Overlay Eastern Circle
Crosswalk installation at Franklin and Broad St

SANITARY SEWER

I&I project Design

CIP PROJECT STATUS

See attached

MIDDLETOWN CIP PROJECT STATUS

April 1, 2014

WATER AND SEWER	Project Manager	Priority	STATUS	FY 14	FY 15
WATER SYSTEM					
Main Street Waterline Program	Bruce		no action		\$247,500
Waterline Replacement at Walnut St Bridge	Bruce		completed	\$127,430	
Reservoir - Dual Feed Cover/Liner Replacement	Bruce	1-1	on schedule	\$40,000	\$275,000
Manganese Removal - Well #15	Bruce	2-2	delayed	\$110,000	
Upgrade to VFD's Brookridge South WTP	Bruce		cancelled	\$19,000	
Mill & Overlay Reservoir Roadway	Bruce		no action		\$20,000
Reservoir Fence Replacement/Relocation	Bruce		no action		\$18,900
Generator Connection for Well Field	Bruce		completed		
Maple Street - Waterline Replacement	Bruce		cancelled	\$8,200	
WASTEWATER SYSTEM					
West WWTP - New Chemical Storage Building	Bruce		cancelled	\$30,000	\$12,800
Influent Flume & Ultrasonic Meter EWWTP	Bruce		suggest delay		\$80,000
West WWTP - Curtain Replacement	Bruce		on schedule		\$11,000
Brookridge PS Vault Megmeter & Cabinet	Bruce		suggest delay		\$25,000
Cona Branch PS - Control Panel Upgrade	Bruce		suggest delay		
GENERAL FUND					
STREETS					
WEST GREEN STREET IMPROVEMENTS					
Walnut Street Reconstruction - West Main to Bridge	Drew/Bruce	5-2	not on schedule	797,812	697,612
Bridge Replacement - Walnut Street	Bruce		complete	80,000	
Eastern Circle - Mill & Overlay	Bruce		complete	228,208	
Franklin St. to Broad St. - Selective Patching, Mill & Overlay	Bruce	3-1	on schedule	70,000	40,000
Franklin St. to Walnut Pond - Selective Patching, Mill & Overlay	Bruce		on schedule		15,000
Broad St. - 304 to Franklin (Inlet and Road Reconstruction)	Bruce		on schedule		
Broad St. - Main to Linden Blvd (Engineering Only)	Bruce		not on schedule, suggest delay	180,000	
SWM Fence Replacements	Bruce		no action		30,000
Salt Building - Equipment Storage Shed	Bruce		completed	16,400	22,600
Dump Truck Replacement	Bruce		no action		35,000
			suggest promoting		68,000
Recreation & Culture					
Walking Trail Land Acquisition - East Main Street to Linden Blvd (10 Drew			in progress	42,000	
Walking Trail Construction - East Main Street to Linden Blvd	Drew		in progress	68,801	
Remsburg Park Netting (76% Grant POS 28% BVAA - Town Share \$0)	Bruce (Paul	4-1	not started	20,956	
Walking Trail - Remsburg Park (76% Grant POS 28% Town - Town Share \$0)	Bruce (Paul	6-2	not started	28,000	
War Memorial Improvements	Drew/ Bruce		complete, over budget	15,000	
Foodfield Walking Trail Signage (76% Grant POS 28% Town - Town Share	Drew		in progress	5,400	
Wilkes Branch Walking Trail Signage (76% Grant POS 28% Town - Town Share	Drew		in progress	6,000	
Basketball Resurfacing - Wilkes Branch Park	Drew/Paul	7-3	not started	17,000	
Purchase Memorial Hall			cancelled	150,000	
Remsburg Park - Bleachers	Drew		no funding cancelled	12,150	
Remsburg - Toilet	Drew		no funding cancelled	25,076	
Wayfinding Signs	Drew		no funding cancelled	15,000	15,000
General Services Administration & Operations					
Municipal Center - HVAC Replacement	Bruce		no action	5,200	23,000
Computer Replacements (3 Computers/Year)	Drew		april agenda for approval		5,400
Water & Sewer CIP Funding					
Waterline Replacement at Walnut St Bridge	Bruce		complete	127,430	



TO: Burgess and Commissioners
FROM: Becky Reich, Manager
RE: Workshop Report
DATE: March 27, 2014

DESIGN:

- The Design Committee met March 11, then attended the Planning Commission Workshop on Wednesday, March 12, 2014. Main Street has enjoyed working with the Planning Commission on this project and we look forward to continuing to offer the Design Committee's expertise as the additional buildings on the lot are designed.
- The Design Committee has been working with volunteer Wil Kessinger to develop the banner for the Town Banner Poles for the Sesquicentennial event.

ORGANIZATION:

- Grants & Budget – I have completed the TRIPP Grants which requests additional funding for Sesquicentennial expenses, Taste of the Town expenses, and an advertising campaign for FY 2015. We are very excited about our advertising campaign for 2015 which includes a monthly ad in the Valley Citizen.
- Training Dates for Board members –
 - Please give a shout out to Michelle Beadle as she is attending Main Street Training on Monday, April 7, 2014 in Delaware that will concentrate on Economic Development.
 - Other opportunities to learn more about the Main Street 4-Point Approach will be held Wednesday April 16 and Thursday, April 17 – at the Admiral Inn in Fells Point, Baltimore, presented by Maryland Main Street. Attendance is free, and Board members do not have to attend both days. If the Burgess or any of the Commissioners would like to attend, please let me know.
- Board Retreat – Saturday, May 3, 2014 at the FNP Lodge. This is our annual retreat. We do have a Board member who is rotating off, and have several new volunteers in mind and who are interested to serve. Main Street will keep the Burgess and Commissioners informed of our growing Board.

ECONOMIC DEVELOPMENT:

- NEW BUSINESS OPENING – and one closing – DeJa New is closing its doors at the end of March. Candlelight Floral Design has agreed to move into that space. Look for more news as they get closer to their move-in and we schedule a Ribbon Cutting Ceremony for them in either late April or Early May.
- Main Street, in particular, is working with local businesses to see how we can get the businesses involved. We are going beyond talking about donations (which we are always

in need of), but also, trying to come up with exciting and different ways the businesses can be more interactive with the event. For example, I have been working with Gladhill's to brainstorm on ideas and strategies for getting folks who attend the event to be sure to go down the hill and look at Gladhills.

PROMOTIONS:

DATES TO REMEMBER:

- April 5 – Bell and History Day – please go support our Sesquicentennial Partners the Middletown Valley Historical Society and the Central Maryland Heritage League
- June 7 – FIRST CALL – This is a Civil War Expo and it coincides with the Arts-themed First Saturday in downtown Frederick. Main Street and our Sesquicentennial Partners will be here! Come visit us!
- June 14 – Barnstormers – This event is sponsored by the Frederick County Landmarks Foundation. Every year, the Frederick County Landmarks Foundation sponsors a tour of historic barns in the County. This year, they are concentrating in the southern Middletown Valley along Holter Road & Old Middletown Road. Not only do visitors get a docent-led tour, but artists are also on site painting the barns and landscape. The evening will conclude with a reception and silent auction for the art at the Fox Haven Farm and Learning Center.
- June 27-28-29 – Monocacy Junction Re-Enactment - Main Street Middletown and its Sesquicentennial Partners have been granted permission to set up a tent here free (saving us \$200!). This will be a major re-enactment with hundreds of soldiers, lots of vendors, and lots of visitors. It will be a great opportunity to tell people about the Middletown Sesquicentennial Commemorative Events.

SESQUICENTENNIAL:

- Be sure to check out our website – www.CivilWarMiddletownMD.com – we are live except the shopping cart. We anticipate this to be completed within the week when our inventory arrives with tickets, commemorative t-shirts, and coins all on sale. This website was made possible through a Heritage Area Mini Grant and Ellen Baker donating her time as a match for the grant.
- April 10, 2014 – Either Devra Boesch or I will ride in the police car when the ransom note will be delivered to the paper conservationist. So, if you see us – that is what is happening!
- **Presentation by David Guiney, Principal and Senior Planner of Interpretive Direction**
David's experience is derived from a 40-year career with the National Park Service as a ranger, interpreter, and national-level planner. He began his career at Harpers Ferry Center, the National Park Service's national center for publications, museum exhibits, waysides, historic furnishings, and films. He was a pioneer wayside exhibit planner. Project Parks include Acadia NP, Gettysburg NMP, Crater Lake NP, and Carlsbad Caverns NP just to name a few. He authored the Museum Exhibit Planner a software application for managing exhibit content. In 2007, the National Park Service, Washington Office, presented David with the NPS Sequoia Award for Interpretation.