



SPECIAL AGENDA FOR THE TOWN WORKSHOP

April 2, 2015

7:00 p.m.

7:00PM Community Deputy Report

7:05PM **Public Hearing – Zoning Amendments**

AN ORDINANCE TO AMEND TITLE 17, CHAPTERS 17.16, 17.28 AND 17.30 OF THE MIDDLETOWN MUNICIPAL CODE TO REVISE THE TYPES OF USES PERMITTED AND USES PERMITTED BY SPECIAL EXCEPTION IN THE R-1, R-2 AND R-3 RESIDENTIAL ZONING DISTRICTS AND OPEN SPACE DISTRICT; TO REVISE AND RESTATE THE PURPOSE INTENDED FOR THE REGULATION OF USES IN THE R-2 AND R-3 RESIDENTIAL ZONING DISTRICTS; TO MAKE OTHER STYLISTIC CHANGES IN THE CHAPTERS REGULATING LAND USE IN THE RESIDENTIAL AND OPEN SPACE DISTRICTS.

7:15PM Public Meeting – Review of West Green Street Improvements with Property Owners

STAFF REPORTS:

[Staff Planner](#)

[Zoning Administrator](#)

[Engineer's Report](#)

Regular Workshop Items

Executive Session

ORDINANCE NO. _____

AN ORDINANCE TO AMEND TITLE 17, CHAPTERS 17.16, 17.28 AND 17.30 OF THE MIDDLETOWN MUNICIPAL CODE TO REVISE THE TYPES OF USES PERMITTED AND USES PERMITTED BY SPECIAL EXCEPTION IN THE R-1, R-2 AND R-3 RESIDENTIAL ZONING DISTRICTS AND OPEN SPACE DISTRICT; TO REVISE AND RESTATE THE PURPOSE INTENDED FOR THE REGULATION OF USES IN THE R-2 AND R-3 RESIDENTIAL ZONING DISTRICTS; TO MAKE OTHER STYLISTIC CHANGES IN THE CHAPTERS REGULATING LAND USE IN THE RESIDENTIAL AND OPEN SPACE DISTRICTS.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.16, Sections 17.16.010, 17.16.020, 17.16.030, 17.16.040, 17.16.060, 17.16.070 and 17.16.080 of the Middletown Municipal Code be, and hereby are, 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 OR NUMBERS:**

TITLE 17 - ZONING

Chapter 17.16 Residential Districts

17.16.010 - R-20 district.

A. Purpose. The R-20 district is intended to encourage and promote the development of single-family residential neighborhoods on large lots free from land usage which might adversely affect such development.

B. Uses Permitted in the R-20 District. No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses:

1. Single-family dwellings;

2. ~~{Churches, public schools, libraries and parks}~~ **PARKS**, playgrounds, family day care homes;

3. Accessory buildings and uses;

4. Home occupations.

C. Special Exceptions in the R-20 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060

1. Community centers, **PLACES OF WORSHIP, LIBRARIES;**

2. Medical ~~{centers}~~ **CARE FACILITIES;**

3. Nursery schools, child care ~~{center;}~~ **CENTERS, PUBLIC SCHOOLS;**

4. Public utility building;

5. Active adult community;

6. Public safety services, subject to site development plan approval.

17.16.020 - R-1 district.

A. Purpose. The R-1 district is intended to encourage and promote the development of single-family residential neighborhoods free from land usage which might adversely affect such development.

B. Uses Permitted in the R-1 District. No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses

~~{1. Single family dwellings;~~

~~2. Churches, schools, libraries, museums and parks, playgrounds, family day care homes;~~

- ~~3. Planned unit developments;~~
- ~~4. Accessory buildings and uses;~~
- ~~5. Home occupations.]~~

- 1. ANY USE PERMITTED IN THE R-20 DISTRICT;**
- 2. PLANNED UNIT DEVELOPMENTS.**

C. Special Exception in the R-1 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060

- ~~1. Barber shops, beauty parlors;~~
- ~~2. Medical centers;~~
- ~~3. Nursery schools, child care center;~~

~~4. Professional office (physician, dentist, architect, engineer, attorney or similar profession);~~

- ~~5. Public utility building;~~
- ~~6. Public safety services, subject to site development plan approval;~~
- ~~7. Community centers.]~~

- 1. ANY SPECIAL EXCEPTION USE IN THE R-20 DISTRICT EXCEPT ACTIVE ADULT COMMUNITIES;**
- 2. BARBER SHOPS, BEAUTY PARLORS;**
- 3. PROFESSIONAL OFFICE (PHYSICIAN, DENTIST, ARCHITECT, ENGINEER, ATTORNEY OR SIMILAR PROFESSION).**

17.16.030 - R-2 medium residential district.

A. Purpose. The R-2 district is intended to ~~{provide an attractive, pleasant living environment at a sufficient density to maintain a high standard of physical maintenance and community service. The district encourages the compact development and the optimum utilization of land appropriate for residential use by encouraging higher density green space communities and planned unit developments while simultaneously leaving sloping areas, floodplains and other unbuildable areas open and available for recreational and athletic purposes.}~~ **ENCOURAGE AND PROMOTE COMPACT DEVELOPMENT AND THE**

OPTIMUM UTILIZATION OF LAND APPROPRIATE FOR RESIDENTIAL USE BY ENCOURAGING HIGHER-DENSITY COMMUNITIES FREE FROM LAND USAGE WHICH MIGHT ADVERSELY AFFECT SUCH DEVELOPMENT.

B. Uses Permitted in the R-2 District. No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses:

1. Any use permitted in the R-1 district (Chapter 17.16);
2. Two-family dwellings;
3. Duplexes;
4. Leasing of rooms by not more than two persons not members of the family

residing in the dwelling[;].

~~5. Planned unit development;~~

~~6. Accessory buildings and uses;~~

~~7. Home occupations.]~~

C. Special Exceptions in the R-2 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060:

1. ~~[Barber shops, beauty parlor]~~ **ANY SPECIAL EXCEPTION USE IN THE R-1 DISTRICT EXCEPT ACTIVE ADULT COMMUNITIES;**

2. Convalescent or nursing home;

3. Bed and breakfast;

~~{4. Medical centers;~~

~~5. Nursery schools, child care center;~~

~~6. Professional office (physician, dentist, architect, engineer, attorney or similar profession);~~

~~7. Public utility building};~~

~~{8} 4. Multifamily dwellings, SUCH AS APARTMENTS {condominiums} containing no more than twelve (12) individual residential units [~~, and townhouses;~~] WITHIN A SINGLE BUILDING;~~

~~{9. Public safety services, subject to site development plan approval;~~

~~{10. Community centers.}~~

5. TOWNHOUSES.

~~{11} 6. Parking lots.~~

17.16.040 - R-3 high density residential district.

A. Purpose. The R-3 district is intended to ~~{make the development of land, having natural and locational advantages, economically feasible by the variety of housing types, while~~

~~continuing to encourage the provision of the basic amenities of an attractive and safe residential environment. This district encourages green space communities and planned unit development and the increased density of all such developments, making their location at the edge of residential neighborhoods, and with good access to major highways, central shopping areas, schools, and other public facilities most essential.]~~ ENCOURAGE AND PROMOTE

INCREASED DENSITY OF RESIDENTIAL COMMUNITIES HAVING NATURAL AND LOCATIONAL ADVANTAGES, WITH ECONOMICALLY FEASIBLE HOUSING TYPES, WHILE CONTINUING TO ENCOURAGE THE PROVISION OF BASIC AMENITIES IN AN ATTRACTIVE AND SAFE RESIDENTIAL ENVIRONMENT.

B. Uses Permitted in the R-3 District. No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses:

1. Any use permitted in the R-2 district (Section 17.16.030(B));
2. Townhouses;
3. Multifamily dwellings such as apartments ~~{and condominiums}~~ containing

no more than twelve (12) individual residential units **WITHIN A SINGLE BUILDING.** ~~{;}~~

- ~~4. Planned unit development;~~
- ~~5. Accessory uses and building;~~
- ~~6. Home occupations.]~~

C. Special Exceptions in the R-3 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060

1. ~~{Barber shops, beauty parlors}~~ ANY SPECIAL EXCEPTION USE IN THE R-2 DISTRICT EXCEPT ACTIVE ADULT COMMUNITIES AND PARKING LOTS;

~~2. Boarding house, lodging house;~~

~~3. Clubs, lodges, fraternal organizations;~~

~~4. Convalescent or nursing home;~~

~~5. Bed and breakfast;~~

~~6. Hospital, sanitarium;~~

~~7. Medical centers;~~

~~8. Nursery schools, child care center;~~

~~9. Professional office (physician, dentist, architect, engineer, attorney, or similar profession);~~

~~10. Public utility building;~~

~~11. Public safety services, subject to site development plan approval;~~

~~12. Business and warehouse facilities;~~

~~13. Community centers.]~~

2. CLUBS, LODGES, FRATERNAL ORGANIZATIONS;

3. BUSINESS WITH WAREHOUSE FACILITIES.

17.16.060 - Off-street parking and loading.

A. There shall be provided in the residential district off-street parking and loading in accordance with the schedule in Chapter 17.32

B. The parking and storage of not more than one **UNREGISTERED** ~~[unlicensed]~~ or inoperative motor vehicle is permitted provided that such a vehicle is effectively screened from adjoining properties.

17.16.070 - Required lot area, lot width and yards.

The following table shows lot area, lot width and yard requirements:

REQUIRED LOT AREA, LOT WIDTH AND YARDS¹ IN RESIDENTIAL DISTRICTS

	Min. Lot Area per Family or Rental Unit (sq. ft.)	Min. Lot Width per Structure (feet)	One Front Yard Depth ³ (feet)	Each Side Yard ² (feet)	One Rear Yard (feet)
R-20 District					
Single-family dwelling	20,000 ⁴	100 ⁵	35	12	40
R-1 District					
Single-family dwelling	10,000	75	35	12	40
R-2 District					
Single-family dwelling	6,000	60	35	12	40
Two-family dwelling	4,000 ⁶	60	35	12	40
Duplex {and condominiums}	6,000	60	35	12	40
R-3 District					
Single-family dwelling	6,000	60	35	12	40
Two-family dwelling	4,000 ⁷	60	35	12	40
Duplex {and condominiums}	6,000	60	35	12	40
Multifamily dwelling {other than condominiums}	4,000 ⁸	—	35	12	40
Townhouses	(See Section 17.16.080)				
Other Uses					
Schools, PLACES	—	—	40	100	100

	Min. Lot Area per Family or Rental Unit (sq. ft.)	Min. Lot Width per Structure (feet)	One Front Yard Depth ¹ (feet)	Each Side Yard ² (feet)	One Rear Yard (feet)
OF WORSHIP, LIBRARIES					
{Churches}	—	—	{40}	{100}	{100}
{Other permitted uses having structures}	{6,000}	{75}	{35}	{12}	{25}

1 Exceptions to yard requirements are allowed for certain uses (Section 17.24.030).

2 Side yard is measured from closest point of structure to side lot line.

3 Does not include street right-of-way. Corner lots shall provide two front yards; the front yard setbacks for single-family dwellings, and multi-family dwellings shall be equal to the height of the dwelling but in no case shall the front yard setback be less than thirty-five (35) feet measured from the curb line.

4 In the R-20 residential district, developments of more than ten (10) lots may have no more than twenty-five (25) percent of the total number of lots from fifteen thousand (15,000) to twenty thousand (20,000) square feet in area provided the average lot size of the development exceeds twenty thousand (20,000) square feet only upon approval of the planning commission.

5 In the R-20 residential district, developments of more than ten (10) lots may have no more than twenty-five (25) percent of the total number of lots with the lot width of eighty (80) to one hundred (100) feet, only upon approval of the planning commission.

6 In the R-2 residential district, two-family dwellings are required to have a minimum lot area of five thousand (5,000) square feet per family or per rental unit when such structures include five or more family or per rental units.

7 In the R-3 residential district, two-family dwellings are required to have a minimum lot area of five thousand (5,000) square feet per family or per rental unit when such structures include five or more family or per rental units.

8 In the R-3 residential district, multi-family dwellings are required to have a minimum lot area of five thousand (5,000) square feet per family or per rental unit when such structures include five or more family or per rental units.

The design requirements for ~~{duplexes and}~~ townhouses would be as follows in Section 17.16.080.

17.16.080 - Townhouse development.

A. *{Unchanged}*

B. *{Unchanged}*

C. Lot Width and Setbacks. The minimum lot width for individual townhouse units is eighteen (18) feet. End units shall provide a minimum side yard setback of ~~{twenty-two (22)}~~ **TWELVE (12)** feet. All units shall have a front yard setback of twenty (20) feet and a rear setback of thirty (30) feet. When adjacent to a street external to the development, the side yard setback shall be twenty-five (25) feet.

D. Row Lengths and Design. There shall be no more than eight townhouse units nor less than three townhouse units in a row. Rows shall be designed so that no more than two attached townhouse units shall have the same front building line. The offset in building lines shall be no less than eighteen (18) inches unless waived by the planning commission. There shall be a minimum ~~{twelve (12)}~~ **TWENTY-FOUR (24)** foot open space ~~{connection}~~ between all end units and townhouse lots. A minimum twelve (12) foot open space ~~{connection}~~ shall be provided for behind the rear yards of all units for access to rear of townhouse lots.

E. *{Unchanged}*

F. Maintenance of Common Areas. If the townhouse development provides for common area, properties or facilities, they shall be conveyed to an incorporated private nonprofit homeowners' association through which each lot owner is automatically a member subject to a charge of a proportionate share of common property maintenance. Such homeowners' association agreements shall be reviewed by the town. Where the extent of the common areas ~~{are}~~ **IS**

limited in size, they may be conveyed to the town subject to agreement of the town. A minimum ten (10) foot open space connection shall be provided for behind the rear yards of all units.

G. *{Unchanged}*

H. *{Unchanged}*

I. *{Unchanged}*

SECTION II. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.28, Sections 17.28.020 and 17.28.030 of the Middletown Municipal Code be, and hereby are, 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 17.28 Open Space District

17.28.020 - Uses permitted in the OS district.

No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses:

A. Farms, tree and plant nurseries;

B. Parks, playgrounds, golf courses, public and private recreational uses and cemeteries;

C. Game, wildlife, and nature study preserves and reservations;

D. Schools, ~~churches~~ **PLACES OF WORSHIP**, community centers, **MUSEUMS**, **LIBRARIES** and other public buildings, and those accessory uses commonly associated with them;

E. Flood control, water protection works, sewage treatment plants and other municipal public works;

F. Public safety services, subject to site development plan approval.

17.28.030 - Uses permitted by special exception.

The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060 of this code:

- A. Greenhouse, nursery;
- B. Medical ~~centers~~ **CARE FACILITIES**;
- C. Public utility buildings, structures and services.

SECTION III. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.30, Section 17.30.040 of the Middletown Municipal Code be, and hereby are, amended as follows. Language being deleted is designated by being ~~in brackets and stricken through~~:

TITLE 17 – ZONING

Chapter 17.30 Agricultural (AG) District

17.30.040 - Required lot area, ~~lot width,~~ yards and other restrictions.

The following restrictions are applicable in the agricultural district:

A. – G. {*Unchanged*}

SECTION IV. 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 _____, 2015

PASSED ON THE _____ DAY OF _____, 2015

EFFECTIVE DATE: _____, 2015

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 4/30/2015

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green - Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)
Final FRO Plan approved – April 21, 2014
Final Plats conditionally approved – November 17, 2014

Foxfield Section 4- 6 homes still to be built.

Site Plans and Minor Subdivisions:

AMVETS Expansion Plans – Revised Site Plan approved – May 19, 2014 (Plans expire 5/19/2017)

Chesterbrook Apts/Middletown Valley Apts - Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
Phase 2 FRO plan conditionally approved – January 19, 2015

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 (Plans expire 11/18/2016)

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
Revised Architectural Plans submitted and reviewed – June 16, 2014
BOA hearing for variance requests (approval received) – December 16, 2014
Architectural plans approved by PC – March 16, 2015

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
SHA comment letter received February 18, 2014

Morrissey – demolition plan for sunroom submitted – March 18, 2015

Newton Property (Cross Stone Commons) – BOA Special Exception Use Hearing – May 8, 2013

Revised architectural plans approved by PC – March 17, 2014

Final FRO Plan approved – May 19, 2014

Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)

Phase 1 Improvement Plans conditionally approved – October 20, 2014

(Plans expire October 20, 2017)

Addition Plat recorded– November 10, 2014

Dedication Plat conditionally approved – March 16, 2015

Phase 2 Improvement Plans conditionally approved – March 16, 2015

Nicholson - Final Plat submitted for review – March 2, 2015

Overfield – demolition plan for carport approved – March 16, 2015

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)

Revised Site Plan Extension request approved for 6-months – March 16, 2015

Revised Improvement Plans conditionally approved – March 16, 2015

Sheffler–Special Exception request - Restricted Vehicle –PC recommended denial–March 16, 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 – town board to be holding public hearings first half of 2015

Subdivision regulations review – Planning Commission began review – January 2015

Reports: Beginning to draft 2014 Annual Report

Meetings: Frederick County Green Team Summit – March 25, 2015

Next Joint town board/planning commission workshop – April 6, 2015

Town of Middletown Zoning Department

To: Burgess and Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 4/2/15

RE: Monthly Zoning Update – March 2015

Board of Appeals BOA Meeting(s): The BoA met in public session on March 17, 2015 at 7:00 pm in the Middletown Municipal Center to hear two appeals. The first appeal heard was filed by property owners at 122 East Main Street. They requested variances of 1.5 feet from both side yard setback distances of six (6) feet outlined in Section 17.32.170(D) of the municipal code in order to construct a two-story garage accessory structure in the rear yard of their residential property. The property owners also applied to the Middletown Planning Commission and the Frederick County Department of Permits & Inspections for demolish permits in order to demolish a dilapidated carport on the property before constructing the two-story garage accessory building. After reviewing the Zoning Administrator's staff report, the applicants' appeal and public comments from a neighbor, the BoA approved their request for variances to both their side yard setback distances by a vote of 3-0. The applicants' demolish permit was approved by the Middletown Planning Commission at their March 16, 2015 meeting. The second appeal heard was filed by a property owner at 9 Linden Blvd for a special exception to several sections of the municipal code (Sections 17.32.060, 17.32.065, 17.32.150, and 17.48.320) dealing with prohibitions/restrictions associated with parking a restricted vehicle in a residentially zoned district. The applicant is requesting a special exception to park a restricted commercial service vehicle (Hawkins Electric Service truck – 25 feet long, 9 feet 4 inches high, and 7 feet six inches wide) in his driveway of his residence at 9 Linden Blvd. After reviewing the Zoning Administrator's staff report, the applicant's appeal, public comments from neighbors and other town residents as well as letters from neighbors and a petition signed by neighbors supporting his special exception request, the BoA approved the applicant's request for a special exception to park a restricted vehicle in his driveway at 9 Linden Blvd by a vote of 3-0. It should be noted that the special exception was granted only to this property owner for his property at 9 Linden Blvd and that the BoA was aware in approving this special exception that the Planning Commission at their March 16, 2015 meeting recommended denial of the special exception appeal. The denial recommendation was based on there being no approved site plan for 9 Linden Blvd that addresses screening and yard setbacks for parking a restricted vehicle in the driveway of this residential property.

Zoning Violations:

- (1) Recreational Vehicle Parked next to garage and not appropriately screened from adjoining properties – 6 North Pointe Terrace. Boat and trailer removed from property as of March 9, 2015. Closed.
- (2) Recreational Vehicle (restricted vehicle) parked in driveway. 1 Walnut Pond Court. Restricted vehicle/motor home no longer parked in driveway as of March 26, 2015. Closed.
- (3) Restricted Vehicle Parked in Driveway. 9 Linden Blvd. BoA approved applicant's request for a special exception to park a restricted vehicle in driveway at 9 Linden Blvd. Closed.

(4) Recreational Vehicle parked in driveway. 16 Locust Blvd. Violation letter sent to homeowner on 16 Jan 15 advising owner that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (camper) in the front yard setback of any residential property – i.e., driveway. Homeowner will be selling the camper and was given until March 31, 2015 to sell the camper and remove it from his driveway. Open.

(5) Recreational Vehicle parked on driveway – side yard. 308 East Main Street. Violation letter sent to homeowner on 20 Jan 15 advising owner that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (utility trailer) in the side and rear yards of any residential lot unless it was appropriately screened from adjoining properties. Open.

(6) Temporary Signs on Cross Stone Commons (CSC) construction site – corner of Middletown Parkway and U.S. Alternate 40. CVS construction sign and CSC real estate signs erected in violation of Section 17.36 of Municipal Code. Several email sent by Zoning Administrator on March 24 and March 25, 2015 to Victor White, Chief Operating Officer and broker for Hogan Companies advising him of the need to move the freestanding CVS construction sign on the site since it is too close to freestanding CSC real estate sign in accordance with Section 17.36.100 – Design standards for permitted sign types. Open.

Miscellaneous: None

March 2015 Zoning Certificates - completed	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Marianne Roderick – finish basement	3 Sara Lane	128091	3/4/15	3/4/15	yes
Kirk & Mary Overfield – build new garage and slab on property after demolishing existing carport; requires variances from side setback distances; appeal filed with BoA.	122 East Main Street	127566	1/12/15	3/26/15	yes
Edward & Lisa Resh – covert closet to storage space for refrigerator in basement by removing two existing n-load bearing walls	68 Boileau Court	128263	3/11/15	3/11/15	yes
Paula Paiva – sign permit to install door sign for photography business (South Church Street Business Center)	207-D South Church Street	Town	3/13/15	3/13/15	no
John & Roslyn Morrissey – demolish/remove existing 10' x 14' sunroom and replace with new 14' x 18' pre-manufactured sunroom after concrete pad is expanded.	202 Lombardy Court	128459	3/13/15	3/23/15	yes

Zoning Certificate submitted- in progress					
Valley Memorial Home (AMVETS) – addition to existing facility to include ADA approved bathroom and storage area in back of facility plus remodeling of existing men’s and women’s bathrooms.	409 West Green Street	127607	2/10/15		yes
Erik Jenkins - installing a new 12' x 16' deck on back of house	8 Linden Blvd	128345	5/14/14		yes

Zoning Certificate submitted -- actions pending and/or suspended					
Ron Terbush – repair porch, <i>demolish & remove existing open shed</i> , remove and replace fence in back yard	100 East Main Street		3/28/14		yes
Travis Warren and Sarah Payne – construct two 6' x 12' wood sheds in alley right-of-way at rear of property	29 East Main Street		9/4/14		no
Meredith McKittrick & Don Troop – install drywall and bathroom in attic of residence	200 Broad Street		2/4/15		yes
Zachary Cohoon – install temporary carport to store recreational/camper trailer	13 Linden Blvd		10/7/14		yes

**Public Works Monthly Report
April 2, 2015**

COMPLETED WORK

Streets and Utilities, Facilities

Snow Removal Costs to Date: Classic (Sidewalks) \$11,268.46 Wastler: \$13515.00 Salt: \$46,053.00 Total Cost \$70,836.00 Budget 63,000.00

Water and Sewer

Valve Turning and Hydrant Flushing Completed. Repair and adjust control valve on Pump 4. Hydrant flow tests for ISO updated rating.

New Projects
none

Unbudgeted Expenses:

Estimated 2015 Dump Truck repair, \$5,000.00

Sludge cost for FY \$ 37,700.00, 66,000 gal hauled, 29512 gal bedded **Total hauled** 390,000 gal **Bedded** 282,744 gal

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

Permit Limits (gal) 387,000/504,000 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	301,000	283,000	129,000	123,000	270,000	237,800	258,000	218,400
February	283,000	289,000	138,000	132,000	353,000	166,000	331,000	175,000
March **	290,000	332,000	138,000	133,000	270,000	318,000	226,000	365,000
April **	305,000	322,000	137,000	132,000	185,000	264,000	129,000	271,000
May	306,000	309,000	132,000	137,000	210,000	324,000	176,000	403,000
June	297,000	308,000	132,000	136,000	204,000	230,000	179,000	261,000
July	292,000	294,000	115,000	134,000	197,258	197,000	157,000	167,000
August	293,000	294,000	98,000	115,000	168,000	172,000	133,000	138,000
September	310,000	306,000	69,000	101,000	140,900	159,800	122,000	145,000
October **	312,000	313,000	62,000	90,000	180,000	172,000	167,000	144,000
Novembr**	288,000	286,000	61,000	87,000	184,000	170,000	114,000	144,000
December	278,000	282,000	97,000	111,000	318,000	231,000	282,000	246,000

Avg Daily/yr 296250 301500 109000 119250 223347 220133 189500 223117
Avg Yr Flw 108.13 110.05 39.79 43.53 81.52 80.35 69.17 81.44

**Hydrants flushed this month

April 12 563,000 gal Oct 12 778,000, April 13 684,039, Oct 13 660,700 April 14 709,560 October 14 725,913

Planned Work

Repair of valve at Boileau, Install Well 15 instruments, Sewer Cleanout repairs in Foxfield., Sanitary Sewer Root Prevention, Removal of 6" valve on 12" HP waterline. Chemical pump installation at Reservoir, Booster station Pump around connection design

PROJECTS

Open Projects

W WWTP: replaced aerator due to failure.

Develop Grease Trap Ordinance and Education Program: No Action

West Green Street: Plan review complete, met with Engineer revisions scheduled for end of March. No action.

Water System: Hydraulic Model: No action, **System:** Reservoir pumping -2200 gpd over drawn due to hydrant flushing otherwise even.

Plant Instrumentation: Installation of new instruments at Well 15 to replace obsolete. No action

Brookridge PS: Control Panel Upgrade. No action

Sidewalk Inspections: No action

Main St. Waterline Replacement: Second review complete and returned to Engineer. Pay Item and Specifications 15% complete and progressing. Met with SHA April 1, 2015 for project review.

Streetscape: Project Design Team meeting on April 1 at SHA headquarters. Town storm drain and waterline discussed. Advertisement for Construction date is Dec 2015. Schedule remains the same.

Street CIP: Broad St Streetscape: Received street plan options for review.

Well 15 Filters: Received Proposal and design summary from supplier, need to verify sewer capacity for backwash. Expect fall 2015 online.

Reservoir Repairs: Final draft has been received. Final review not completed. Meeting with Engineer after Jan 1st. No action

2015 Dump Truck: Repair straightening of dump body after season. Received new spreader.

SSO and I&I: RFP needed - No action. North Church street sewer needs cleaned and televised and maintenance action determined for proposed discharge. Researching manhole flow monitoring equipment for backflow prevention on Washington St.

Drainage Issues: none

Memorial Park: New waterline to facilities planned. Plumbing work completed and restrooms opened.

MDE /Permits: Need to renew sludge permit to MES. No action, DMRQA proceeding.

Developments

Cross Stone: Work has restarted.

Coblentz Property: Frederick County has approved minor SWM modification.

Planned Work

Green Street Specifications and review of revisions

Main St waterline review and specifications

Broad St Streetscape

Continue Fire Hydrant ID tag and numbering system installation

Water System: Manganese Removal Well 15 – Design, install

Regulatory: Grease Ordinance completion.

E WWTP: design spray system for clarifier,