



AGENDA FOR THE TOWN WORKSHOP

August 6, 2015

7:00 p.m.

Public Hearings

- 7:00 PM** **Ordinance 15-07-01 – Revisions to Middletown Zoning Fee Schedule**
AN ORDINANCE TO REVISE THE FEE SCHEDULE PERTAINING TO APPLICATIONS FOR A SPECIAL EXCEPTION SUBMITTED FOR RESIDENTIAL PURPOSES PURSUANT TO §17.48.220 (RESIDENTIAL USES IN THE GC DISTRICT, §17.48.320 (RESTRICTED VEHICLES IN RESIDENTIAL DISTRICTS), §17.48.360 (FENCES) AND §17.48.400 (SOLAR COLLECTION SYSTEMS, FREESTANDING); TO PROVIDE THAT THE FEE FOR EACH SUCH APPLICATION SHALL BE \$150.00 PLUS \$100.00 FOR ADVERTISING.
- 7:15 PM** **Capital Improvement Program**
 General Fund
 Water & Sewer Enterprise Fund

STAFF REPORTS:

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

Regular Workshop Items

ORDINANCE NO. 15-07-01

AN ORDINANCE TO REVISE THE FEE SCHEDULE PERTAINING TO APPLICATIONS FOR A SPECIAL EXCEPTION SUBMITTED FOR RESIDENTIAL PURPOSES PURSUANT TO §17.48.220 (RESIDENTIAL USES IN THE GC DISTRICT, §17.48.320 (RESTRICTED VEHICLES IN RESIDENTIAL DISTRICTS), §17.48.360 (FENCES) AND §17.48.400 (SOLAR COLLECTION SYSTEMS, FREESTANDING); TO PROVIDE THAT THE FEE FOR EACH SUCH APPLICATION SHALL BE \$150.00 PLUS \$100.00 FOR ADVERTISING.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.52, Section 17.52.040 of the Middletown Municipal Code be, and hereby is amended as follows. New language is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

TITLE 17 ZONING

17.52.040 Fee Schedule

The fees for the services to be rendered as set forth in this Chapter are as stated in the following Fee Schedule.

**BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND
FEES FOR VARIOUS LAND USE, PERMITTING,
SUBDIVISION AND ZONING PROCEDURES**

<u>Permits</u>	<u>Fee</u>
<u>Residential Permits</u>	
Internal Improvements	\$25.00
External Improvements	\$25.00
<u>New Residence Permits</u>	
Single-Family Unit-	\$200.00
Multi-Family Unit-	\$200.00 + \$100.00/additional unit
Demolition	\$50.00

<u>Commercial Permits</u>	
Internal Improvements	\$100.00
External Improvements	\$100.00
Structure Conversion	\$100.00
New Commercial	\$500.00
Demolition	\$100.00
Change of Use	\$50.00 + all other applicable fees
Home Occupation	\$50.00 + all other applicable fees

<u>Construction</u>	<u>Fee</u>
<u>New Subdivision</u>	
Construction Inspection	1% of Total Cost Estimates for Stormwater Management, Sediment & Erosion Control and Public Improvements

<u>Development</u>	<u>Fee</u>
<u>Concept Plan</u>	\$250.00 + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Site Plan</u>	
Residential	\$250.00 + \$10/unit + \$15.00/Sheet Electronic Filing Fee
All Other	\$350.00 + \$50/acre + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Preliminary Plan Review</u>	
All Subdivisions	\$350.00 + \$50/lot + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Mass Grade Plan Review</u>	
All Subdivisions	\$250.00 + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Improvement Plan Review</u>	\$300.00/page + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee

<u>Forestry Plan Review</u>	
Simplified Forest Plan	\$200.00 + \$15.00/Sheet Electronic Filing Fee
Preliminary Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Final Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Inspection Fee	\$50.00 per inspection +1% of Total Cost Estimates for Plant Material and Planting
<u>Final Plat Review</u>	
Combined Prelim/Final	\$250.00 + \$50/lot + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
Correction Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Addition Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Final Plat	\$300.00 + \$25/Lot + \$100.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Resubmission</u>	50% of original fee + 25% of Original Legal Fee and/or Engineering Fee + \$15.00/Sheet Electronic Filing Fee

<u>Administrative</u>	<u>Fee</u>
<u>Board of Appeals</u>	
Variance	\$100.00 + \$100 advertising for non principal structure \$200.00 + \$100 advertising for principal structure
Special Exception	\$300.00 + \$100 advertising
SPECIAL EXCEPTION APPLICATION FOR RESIDENTIAL PURPOSES SUBMITTED UNDER §17.48.220 (RESIDENTIAL USES IN THE GC DISTRICT), §17.48.320 (RESTRICTED VEHICLES IN RESIDENTIAL	\$150.00 + \$100 advertising

DISTRICT), §17.48.360 (FENCES – IN RESIDENTIAL DISTRICT) AND §17.48.400 (SOLAR COLLECTION SYSTEMS, FREESTANDING – IN RESIDENTIAL DISTRICT)	
Administrative Error	\$200.00 + \$100 advertising
<u>Text Amendment</u>	\$300.00 + \$200 advertising + \$150.00 Legal Fee
<u>Rezoning Request</u>	\$400.00 + \$20/acre + \$200.00 advertising
<u>Annexation Review</u>	\$1,000.00 + \$50/acre + \$150.00 Legal Fee + \$200.00 advertising
<u>Recording Fees</u>	
Plats	\$75 fee + \$5/plat
All other Documents	\$50.00/document
<u>Public Works Agreement Review</u>	\$225.00 + \$150.00 Legal Fee
<u>HOA Document Review</u>	\$225.00 + \$150.00 Legal Fee
<u>Water & Sewer Master Plan Change</u>	\$500.00 + \$100.00 Engineering Fee

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 _____, 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



BURGESS AND COMMISSIONERS OF MIDDLETOWN

GENERAL CAPITAL IMPROVEMENT BUDGET

FY 2016 - FY 2020

	FY '16	FY '17	FY '18	FY '19	FY '20
INCOME					
CASH RESERVES	\$1,186,719	\$1,117,767	\$501,610	\$313,170	\$264,087
INTEREST INCOME	\$2,967	\$2,794	\$1,254	\$783	\$660
OPERATING INCOME From Previous Years	\$304,008	\$241,894	\$300,000	\$350,000	\$400,000
PROGRAM OPEN SPACE and Community Parks & Playground	\$144,205	\$700,000	\$6,000		
Loan - West Green Street	\$1,000,000				
OTHER					
SUB-TOTAL	\$2,637,899	\$2,062,455	\$808,864	\$663,953	\$664,747
PROJECTS					
Highways & Streets					
1.00 WEST GREEN STREET IMPROVEMENTS					
Broad St. - Franklin Street (Inlets and Road Reconstruction)	\$1,000,000	\$700,000	\$123,866	\$123,866	\$123,866
Manda Drive - Mill & Overlay	\$20,000	\$250,000	\$125,000		
2.17 Lombardy Court - Selective Patching, Mill & Overlay		\$78,000			
Broad St. - Main to Locust Alley (Road Reconstruction)		\$200,000	\$68,000		
Manda Court - Mill & Overlay					
2.33 Franklin St. to Walnut Pond - Selective Patching, Mill & Overlay		\$60,000			
Linden Blvd. (Broad Street to Pine Street)					\$25,000
Linden Blvd. Culvert Replacement			\$20,000	\$100,000	
Locust Blvd. & Court (Road Reconstruction)		\$275,000	\$140,000		
Prospect St. (Road Reconstruction)				\$35,000	\$315,000
Young Branch Drive - Mill & Overlay					\$95,000
SWM Fence Replacements	\$21,984	\$32,045			
Recreation & Culture					
Walking Trail Land Acquisition - East Main Street to Linden Blvd (100% POS Grant - Town Share \$0)	\$25,750		\$8,028		
Middletown Park - Skatespot (75% Grant POS; 25% Skateboard Group - Town Share \$0)	\$12,150				
Remsburg Park - Bleachers (90% Grant POS; 10% Town \$1,215)	\$45,000				
Remsburg Park - Walking Trail and Bridge over Cone Branch Creek (90% Grant; POS 10% Town \$4,500)	\$25,076				
Remsburg Park - Totlot (90% Grant POS; 10% Town \$2,508)	\$47,872				
Wiles Branch Park - Dog Park (75% Grant CP&P 25% Town Share \$11,968)	\$3,100				
Wiles Branch Park - Shingle Replacements	\$24,100				
Foxfield Walking Path & Booster Station Overlay	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Middletown Valley Historical Society (Recurring Annual Donation - Operating Expenses \$5,000)					
General Services Administration & Operations					
Municipal Center - HVAC Replacement	\$90,000				
Municipal Center - Carpet Replacement 2nd Floor	\$20,000				
Municipal Center - Boiler Replacement to Natural Gas	\$30,000				
Maintenance Facility HVAC Mini-Split System	\$4,500				
Truck Replacements and New Trucks	\$65,000			\$130,000	
Backhoe Replacement Lease (4 years)	\$15,200	\$15,200			\$6,200
Computer Replacements (3 Computers/Year)	\$5,400	\$5,600	\$5,800	\$6,000	\$6,200
SUB-TOTAL	\$1,520,132	\$1,560,845	\$495,694	\$399,866	\$570,066
SURPLUS/(DEFICIT)	\$1,117,767	\$501,610	\$313,170	\$264,087	\$94,681

Town of Middletown
Water Sewer Fund
Capital Improvement Program

Main Street Waterline Reservoir Cover Replacment Loans

		Burgess and Commissioners of Middletown				
		Water & Sewer Capital Improvement Program				
		FY 2016 - FY 2020				
INCOME		FY '16	FY '17	FY '18	FY '19	FY '20
	CASH Reserves	\$120,000	\$262,676	\$352,500	\$821,854	\$815,123
	DEBT SERVICE FEE - NEW HOMES	\$138,800	\$149,400	\$156,400	\$161,600	\$166,800
	CAPITAL IMPROVEMENT FEE	\$139,464	\$150,192	\$160,920	\$171,648	\$178,800
	Inflow & Infiltration - Reserve Account	\$75,000		\$420,000		
	Land Leases	\$184,642	\$192,028	\$199,709	\$207,697	\$216,005
	Tap Fees (See Growth Projections)	\$1,060,000	\$700,000	\$520,000	\$20,000	\$20,000
	Main Street Waterline Loan	\$2,250,000	\$2,250,000			
	Reservoir Cover Loan		\$300,000			
	Total Revenue	\$3,967,906	\$4,504,296	\$1,809,529	\$1,382,799	\$1,396,728
Debt Service						
	WATER STORAGE TANK LOAN	\$111,820	\$111,806			
	EAST WWTP LOAN	\$241,265	\$241,265	\$241,265	\$241,265	\$239,265
	MAIN STREET WATERLINE & RESERVOIR LOAN	\$60,540	\$193,564	\$326,411	\$326,411	\$326,411
DEVELOPMENT PROJECTS						
	Brookridge WTP (Loan Payments)	\$200,000	\$201,361			
	<i>Outstanding Balance - \$401,361.82</i>					
	Total Debt Service	\$613,625	\$747,995	\$567,676	\$567,676	\$565,676
Net Income		\$3,354,281	\$3,756,300	\$1,241,854	\$815,123	\$831,053
Projects						
Ranking	SYSTEM UPGRADE PROJECTS					
	WATER SYSTEM					
	Well #15 Iron & Manganese Removal	\$160,000				
1.00	Main Street Waterline Program	\$2,000,000	\$2,500,000			
1.33	Reservoir - Dual Feed Cover/Liner Replacement	\$440,000	\$360,000			
1.50	Stream Erosion - Well Field Restoration	\$125,000				
	Reservoir - Fence Replacement/Relocation	\$38,105				
	Well Fields - Scada Control System		\$27,800			
	Booster Station - Replace Starters with VFD's		\$125,000			
	Booster Station - Pump Bypass Connections	\$8,000	\$15,000			
	Water Distribution - Repair PRV Vault & Hydrants & PLD Listening					
	Ford Transit Van - Meter Tech Vehicle	\$46,500				
	Locust Blvd & Locust Court Waterline Replacement		\$310,000			
	Broad St. to East Green St. Waterline Replacement	\$40,000				
	WASTEWATER SYSTEM					
	West WWTP - Curtain Replacement	\$60,000				
	West WWTP - Aerator Replacement	\$8,000				
	East WWTP - Bar Screen Refurbishment	\$40,000				
	East WWTP - Influent Flume & Ultrasonic Meter		\$14,000			
	East WWTP - Sludge Mag Meter		\$8,000			
	Inflow & Infiltration	\$75,000		\$420,000		
	Brookridge PS Vault Magmeter & Cabinet		\$11,000			
	Brookridge PS - 3 Phase VFD and New Pump Installation	\$20,000				
	Cone Branch PS - New Pumps	\$31,000	\$33,000			
	Total Projects	\$3,091,605	\$3,403,800	\$420,000	\$0	\$0
Surplus / Deficit		\$262,676	\$352,500	\$821,854	\$815,123	\$831,053

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 8/3/2015

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
HOA documents approved by PC – May 18, 2015
Signed mylars submitted to Town; getting ready to apply for grading permits

Foxfield Section 4- 5 homes still to be built.

Site Plans and Minor Subdivisions:

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
Meeting with Town Board on July 13th to discuss intersection improvements
Phase 2 Improvement Plans submitted for review and approval – July 24, 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
Currently approved SWM plans remain valid until May 4, 2017

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

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
Site plan conditionally approved by PC – July 20, 2015

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
Addition Plat recorded– November 10, 2014
Dedication Plat conditionally approved – March 16, 2015
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire March 2018)
CVS proposed to open on August 16, 2015

Nicholson - Final Plat submitted for review – March 2, 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 (Oct. 2015)
Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)
Cost estimates approved – July 30, 2015

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 - 2015

Subdivision regulations review – Planning Commission introduction of proposed changes – August 17, 2015

Reports:

Meetings: Next Middletown Green Team Meeting – August 19, 2015

Next Joint town board/planning commission workshop – October 5, 2015

Town of Middletown Zoning Department

To: Burgess and Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 8/6/15

RE: Monthly Zoning Update – July 2015

Board of Appeals (BoA) Meeting(s): No BoA meeting was held in July 2015.

Zoning Violations:

- (1) Recreational Vehicle parked on driveway – side yard. 308 East Main Street. Violation letter sent to homeowner on January 20, 2015 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.
- (2) Two Recreational Vehicle (utility trailers) parked on driveway – side yard. 12 Woodmere Circle. Violation letter sent to homeowner on June 29, 2015 advising owner that it was a violation of the municipal code, Section 17.32.140 to park/store recreational vehicles (utility trailers) in the side and rear yards of any residential lot unless they are appropriately screened from adjoining properties. I discussed these trailers with property owner on the telephone who now lives in Florida. Owner said that the trailers will be removed from property by end of August 2015. Open.
- (3) Recreational Vehicle (ski jet on trailer) parked on driveway – side yard. 10 Woodmere Circle. Violation letter sent to homeowner on June 29, 2015 advising owner that it was a violation of the municipal code, Section 17.32.140 to park/store recreational vehicles (ski jet on trailer) in the side and rear yards of any residential lot unless the ski jet and trailer is appropriately screened from adjoining properties. Visit to property on 3 Aug 15 showed ski-jets and trailer still parked in driveway. A second violation letter will be sent to homeowner. Open.
- (4) Recreational Vehicle (utility trailer) parked on driveway – side yard. 11 Woodmere Circle. Violation letter sent to homeowner on June 30, 2015 advising owner that it was a violation of the municipal code, Section 17.32.140 to park/store recreational vehicle (utility trailer) in the side and rear yards of any residential lot unless it is appropriately screened from adjoining properties. Owner said he will remove the utility trailer from his property by the end of July 2015. Additionally, the owner will notify the Zoning Administrator via email when he brings his enclosed utility trailer to his property and parks it in his driveway for 2 to 5 days. Closed.
- (5) Parking of unlicensed/inoperable vehicles in side and rear yard of residence. 107 West Green Street. Violation letter sent to homeowner on June 30, 2015 advising owner that it was a violation of the municipal code, Section 17.16.060 and 17.32.060 to park/store an unlicensed and/or inoperable vehicle in the side and rear yards of any residential lot unless it is appropriately screened from adjoining properties. Additionally, motor vehicles were parked on grass in rear yard. Finally, two or more unlicensed or inoperative automobiles or other vehicles, machinery or parts thereof constitute a junk yard in accordance with the definition for a junk yard in the municipal code. Junk yards are prohibited in all districts. Property owner visited office on 7 Jul 15

and said that corrective actions would be completed by 21 Jul 15. Site visit noted that several corrective actions have been taken but other actions still need to be completed. Open.

(6) Utility trailer (recreational vehicle) parked in Jefferson Village. 63 Boileau Court. Violation letter sent on June 30, 2015 to property owner advising owner that it was a violation of the municipal code, Section 17.32.140 to park or store a recreational vehicle or equipment in multifamily developments such as townhouse developments and apartment complexes where the provided parking is common parking except upon approval of a site plan or preliminary plan for such parking areas. Visit to Jefferson Village on 3 Aug 15 found no utility trailer parked in vicinity of 63 Boileau Court. Closed.

(7) Unlicensed vehicle parked in driveway. 111 Ivy Hill Drive. Violation letter sent to homeowner on 29 Jun 15 that it was a violation of Section 17.16.060 of the Middletown Municipal Code to park in a residential district an unlicensed or inoperative motor vehicle that is not effectively screened for adjoining properties. Screening shall be reviewed and approved by the Zoning Administrator in order to comply with this subsection of the Code. The property owner and I discussed his options regarding his unlicensed vehicle which are: screen it from adjoining/adjacent properties, remove it from his property, or register/tag the vehicle. The owner said he would license the vehicle by the end of July 2015. Open.

(8) Junk Storage in front yard setback of property. 208 Green Street. Violation letter sent to homeowners on 1 Jul 15 regarding a large number of discarded household items, automobile parts, and other miscellaneous items to numerous or varied to catalogue stored in the front yard setback of their property. The owners were advised that the storage of these miscellaneous items constituted their property being used as a junk yard and that junk yards are a prohibited use in any districts in Middletown. Property inspected on several occasions in early to mid-July. The excessive number of miscellaneous items have been removed from the front yard setback of property. Closed.

(9) Restricted Vehicle parking in residentially zoned neighborhood. 2 or 3 Manda Court. The WLR Automotive Group, Inc. in Frederick MD was sent a violation letter on 6 Jul 15 noting that a vehicle registered to their corporation, a Freightliner Sprinter van, was being parked on Manda Court in Middletown on a fairly regular basis in violation of the town's municipal code. The Sprinter van is 9.3 feet (restricted vehicle height is 8 feet or higher) so that it is classified as a restricted vehicle. The municipal code prohibits restricted vehicles from being parked in residentially zoned neighborhoods. Open.

(10) Parking of two unlicensed/inoperable vehicles in rear yard of residence and questions on height of accessory building (garage) being constructed. 122 East Main Street. Violation letter send to homeowners on 29 Jul 15 regarding height of their garage (accessory structure) under construction. During their application to the Board of Appeals for a variance from Section 17.32.170(D) (5), *Modification to yard requirements*, it was discussed that the garage should be no greater than twenty (20) feet in height to meet the variances requested from the Board of Appeals based on the narrowness of property. Owners were advised that an accessory building greater than 20 feet in height must provide an additional one foot of setback for each foot of additional height over 20 feet. The Board of Appeals approved a variance of 1.5 foot to each of the side yard setbacks on March 17, 2015 based on the accessory building being no higher than 20 feet. If the garage structure is greater than 20 feet in height, the owners are in violation of the Board of Appeals ruling that granted them a variance of 1.5 feet for both of their side property lines. Also, during visit, it was noted that two unlicensed or inoperative motor vehicles were stored/parked on property. One vehicle was parked on grass and the other parked on the asphalt driveway. In accordance with Section 17.16.060 of the municipal code, only one unlicensed or inoperative motor vehicle may be parked on a residentially zoned property provided it is effectively screened from adjoining properties. Neither of the vehicles on the property were screened from adjoining or adjacent properties. Additionally, under Section 17.32.060 of the code, it is a violation to park a motor vehicle on grass, mulch, or any surface that is not a gravel or paved area. Also, two or more unlicensed or inoperable motor

vehicles parked or stored on a property fits the definition of a junk yard. A junk yard is defined in the municipal code as the “...abandonment, demolition, dismantling, storage, or salvaging of two or more unlicensed or inoperative automobiles or other vehicles.” Section 17.32.040, *Prohibited uses*, paragraph C. of the municipal code states that “Junk yards are prohibited in all districts.” Open.

(11) Signs posted on property without zoning certificate (sign application) being submitted and approved by zoning administrator. 31 East Main Street (Thompson Funeral Home). Violation letter sent to Thompson Funeral Home 29 Jul 15 for several free-standing signs posted at the entrance and exit to the parking lot for Thompson Funeral Home constructed on West Green Street for which no zoning certificate (sign application) was submitted and approved by the zoning administrator. Open.

Miscellaneous:

(1) Zoning Certificate, permit #132312, was issued/approved on July 9, 2015 for a change of use/change of tenant for the property located at 2 East Main Street for the Connection Christian Church of Middletown. The use of the building is for church services and Sunday school classes on the weekend and bible study and youth group activities during the week. Church staff is stressing to parishioners and visitors to use public parking lots as well as approved parking lots when attending activities sponsored by the church. The previous tenant was Earthsong Music Studio and real estate office (Permit #105000, approved on November 28, 2012). The number of parking spaces needed for this church is modest and all parking needed to support the activities can be accommodated using public parking lots in the vicinity of the building’s downtown location as well as on-street parking on Garage Drive, West Main Street and West Green Street. Additionally, the church has received written approval from Middletown Valley Bank (MVB) and the Asian Cafe to use their parking lots on Sundays and other times the bank is not open for business (business hours 8:00 am to 5:00 pm, Monday through Friday). The parking lot across from Asian Cafe is available evenings and on Sundays based on the MVB staff not using this parking lot during the hours the church will conduct its evening activities.

(2) A Zoning Certificate was approved for a change of tenant for property located at 121-125 West Main Street. The property is owned by the Zion Lutheran Church. The office space they were renting in the east side of the first floor of the building will now be used for a Clothes Closet outreach ministry program. The Clothes Closet Ministry will operate two mornings a month and will offer free donated clothing to those in need in the Middletown Valley. With the property being located a few houses up from the Middletown Food Bank, the church determined this property was an ideal location to support their community outreach ministry. Clients of the property will use the public parking lot next to Middletown Food Bank facility or the public parking lot across the street next to Dempsey’s Grill.

(3) Two temporary business signs were removed from Ivy Hill Drive and East Green Street that were posted in violation of Section 17.36.150, subparagraph B.5. – Temporary signs, of the municipal code.

July 2015 Zoning Certificates - completed	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Affordable Rental Property Management. Applicant is Lauri Palmer – install/construct a 8’ x 15’ (120 sq. ft.) shed in rear yard of property	323 South Jefferson Street	Town	7/6/15	7/6/15	no
Connection Christian Church of Middletown (Hogan Properties) – change of use/change of tenant	2 East Main Street	132312	7/8/15	7/9/15	yes
Zion Lutheran Church – change of use/change of tenant	121-125 West Main Street	Town	7/8/15	7/14/15	no
Kathleen Chaney – repair/replace existing bathroom on first floor of residence	105 Rod Circle	132462	7/13/15	7/14/15	yes
Lloyd E. Hill – installation of forty-five (45) roof-mounted solar panels (Solar City Corp)	20 Woodmere Circle	132548	6/8/15	7/16/15	yes
James Romano – installation of twenty-seven (27) roof-mounted solar panels (Solar City Corp)	3 Farmstead Place	132547	7/1/15	7/16/15	yes
Sheryl Silvern – installation of twenty-one (21) roof-mounted solar panels (Solar City Corp).	9 Groff Court	132545	7/14/15	7/16/15	yes
Itisree & Suranjoy Das – construction of a 18’ x 20’ deck off the rear of house	9 Wagon Shed Lane	132496	7/14/15	7/15/15	yes
Venkateswara R. Pavuluri – build a 18’ x 15’ deck on rear of house	18 Bankbarn Circle	132633	7/14/15	7/20/15	yes
Monica Morehouse – erect a 6’ high wooden fence on the rear of property adjacent to 22 Woodmere Circle. Fence cannot be any closer than 61 foot from property corner between 21 and 22 Woodmere Circle	21 Woodmere Circle	Town	7/16/15	7/17/15	no

July 2015 Zoning Certificates – completed	Address	Permit #	M-town Received ZC	Rforrester Approved	County Approval
Jim West – construct a 16’ x 22’ deck on the rear of house (corner lot) – see notes on zoning certificate	301 Cone Branch Drive	132384	7/10/15	7/21/15	Yes
Christian Sakoian – finish basement to include installation in walls, sheetrock, and new electrical outlets	5 Knoll Side Lane	132853	7/23/15	7/24/15	yes
Carol Sigler – install a prefabricated 10’ x 12’ shed in rear yard of property.	32 Boileau Court	Town	7/29/15	7/29/15	yes
Howard Levine – installation of ninety-nine (99) roof-mounted solar panels	208 Mina Drive	133172	7/30/15	7/31/15	yes
Murphy Properties II LLC – renovate interior of property: add master bedroom and bathroom in attic area and alter first floor room plan; finish basement and add full bathroom	212 Broad Street	131975	5/7/15	7/2/15	yes
Goodwill Industries of Monocacy Valley, Inc. (owners – Middletown Association LTD Partners) – change of use/change of tenant in former CVS Pharmacy at the Town Center Shopping Center.	805 East Main Street	133089	6/25/15	7/2/15	yes

Zoning Certificate submitted– in progress					
Staley-Schubert, LL – change of use/change of tenant to house offices and storage for Garden Center (Patrick Ellis applicant).	6 North Church Street		4/8/15		yes
Pat Putman – construct new building to house Putman Plumbing & Heating offices/warehouse	9 Boileau Drive		5/12/15		yes
Harry & Kathleen Carew – finish basement to include the installation of a cooking stove	20 Walnut Pond Court		7/8/15		yes

Zoning Certificate submitted -- actions pending and/or suspended					
Ron Terbush – repair porch, demolish & remove existing open shed, 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	Sheds cannot be constructed in right of way. Sheds must be no closer than 6 feet from the rear or side property lines	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	Owner decided to not install a temporary carport on property	yes
James Dunkley – install 6’ fence reduced gradually down to 4’ fence in front yard as a privacy screen.	107 North Pointe Terrace	Town	4/22/15	Denied – violates municipal code; can only have 3’ tall fence in front yard of residence	no
Joseph Sadler – construct a 40’ x 60’ storage shed in rear yard of property using a prefabricated kit	402 Franklin Street	131239	5/13/15	Denied 6/12/15 by Frederick County	yes
Middletown High School – replace siding and windows and enclose porch area of press box at football stadium.	200 School House Drive	130470	4/30/15	Withdrawn by FCPS	yes



The Heart of Middletown

TO: The Burgess and Commissioners
FROM: Becky Reich, Main Street Middletown Manager
RE: August 6, 2015 Workshop

ORGANIZATION COMMITTEE:

- Main Street Middletown conducted an intensive Saturday afternoon Strategic Planning workshop on Saturday, June 27, 2015. At this meeting, we reviewed our prior Strategic Plan and made changes as priorities have shifted; for example, a year ago, we did not know if the Streetscape project would truly come to fruition, whereas now it is on the horizon.
- The results of the Strategic Planning session for the Organization Committee includes:
 - Adding a new event in the spring of 2016
 - Implementing a better system to recruit and track volunteers;
 - Identifying small fundraising activities that we can engage in through-out the year, and at Town events.
 - Maintain our goal for the budget to be based on three main streams of revenue: fundraisers, donations, and grants.
- The Organization Committee is concentrating our efforts this month on our upcoming fundraiser, The Heat is On! 5K and Fun Run. We are very excited about this event and hope that if you cannot run in the event, or volunteer, to please come out and cheer the runners! Clapping and cheering will reiterate what a great and friendly community we have in Middletown!
- The Organization Committee will meet several times in preparation for our event, but our monthly meetings routinely occur on the third Thursday of the month (August 20, 2015).

ECONOMIC DEVELOPMENT COMMITTEE:

- The EDC hosted a second business mixer at the end of June and we will have another mixer with a guest speaker to discuss Social Media integration. Based on the business inventory and feedback from the mixers, this topic was identified as an area of interest.
- The EDC and other Main Street volunteers will once again have a booth at the Frederick Chamber of Commerce's Business Expo which is Tuesday, October 13 from 9:00am to 4:00pm. Main Street will be handing out our new, Shop Local reusable bags.
- Business Appreciation Week is October 19-23. Main Street has assisted the County with coordinating a full day of visits in Middletown and accompanied the County representatives while they visit here. This year, the County is encouraging all of our Main Street Economic Development Committee to be part of the group, as well as our local elected officials. If you are interested, please let me know.
- EDC is looking at businesses that we can recognize for their partnerships and efforts working with the Main Street program and we will present this award during Business Appreciation Week.
- Annual work plans for the EDC that were revised at the June Strategic Planning retreat include:

- Creating, in conjunction with the Promotions Committee, a Welcome Packet to give new businesses, a modified version to give to existing businesses, and a third version to hand out to prospective businesses.
- Creating a How to Manage Road Construction Projects handbook. We envision this as program that will involve all of the Main Street committees as well as input from several county partners.
- The EDC routinely meets the first Monday of the month at 8:00am.

PROMOTIONS COMMITTEE:

- The Promotions Committee has secured a discounted funding rate for Main Street businesses for the summer issue of Find It Frederick and The Frederick Guide. Due out any day, please pick up your free copy and see Main Street Middletown's co-op ad!
- As a result of the Strategic Planning Retreat, the Promotions Committee will work on formalizing our marketing plan. The PC has already started implementing parts of an overall strategy to increase our presence on social media and presenting a consistent look/brand through our Constant Contact messaging. Formalizing the plan will allow all Board members to understand how we all can promote Main Street Middletown.
- Other goals from the Strategic Planning workshop include:
 - Sponsoring a Main Street Middletown booth at the Frederick Chamber's Business Expo.
 - Working with the Organization Committee on our new event for Spring, 2016.
 - Working with the EDC on Welcome Packets and Managing Road Construction projects.
 - Working with the Design Committee Way-finding signs and a new program, a flag initiative.
- Main Street Manager has also talked with many of the businesses along Main Street about the upcoming Heritage Festival and provided tips on how businesses can make the most of a festival event. (Heritage Festival is September 26)
- Main Street Manager has reached out to MACC to see how we can best assist with Scarecrow Festival (October) and the Memorial Day Ice Cream Social. Main Street is pleased we can partner with other Town groups.
- The Promotions Committee has also started on the first project of the new Fiscal year with the design and purchase of re-usable Middletown bags! These re-usable bags will encourage everyone to shop local. Main Street will be distributing the bags at the Frederick Chamber event, Christmas in the Valley, the Farmer's Market, and other venues/events.
- The Promotions Committee routinely meets the second Wednesday of the month at 9:00am.

DESIGN:

- The Design Committee met July 9 and July 16 and have sent a full version of the Design Guidelines to several cold readers before we send the final version to the graphic designer.
- The SHA Streetscape Task Force asked the Design Committee to make recommendations on patterns and colors for the details of the sidewalk for US 40 Alt/Main Street project. The Design Committee will continue to assist the Streetscape Task Force as needed.
- As a result of the June Strategic Planning Retreat, the Design Committee has added some new priorities to the Annual Plan to include:
 - Working with the EDC and PC on a Managing Road Construction handbook.
 - Working with the PC on Wayfinding signage
 - Working with the Organization Committee to raise funds or obtain grant funds for additional plaques to be added than the original three that have been identified and budgeted for FY 2016.
 - Implementing an initiative that will provide Main Street property owners a discounted-bulk-rate on the purchase of American flags, as well as information on flag etiquette.
- The Design Committee meets the second Thursday of each month (August 13, 2015).

MAIN STREET'S GREEN COMMITTEE:

- The Maryland Main Street program includes a 5th Point to the National Main Street's 4-Point Approach. Officially, the Safe, Clean, and Green 5th Point is essentially how can Main Street assist the community in matters of sustainability. To date, Middletown's Main Street program has implemented sustainable practices in what we do internally – for example, we no longer make copies of staff reports, agendas, and minutes for all Board members. We have a new Board member who has agreed to head up this committee, Sean O'Keefe. Currently, Sean and the Main Street Manager serve on the Town's Green Committee. We believe this will be a platform for us to spur additional projects.
- A great example of a Green Committee type project would be the reusable shopping bags, assisting other local businesses so they can be listed in the Maryland Green Registry, and working with the Town on projects that promote sustainable practices.

GRANTS:

- The website committee has finalized the content of the website and we are now collecting photographs and sending them over to our consultant. The website committee consists of members from each of the Main Street Committees and will be a very good product. We are very excited about it!
- Main Street is already thinking about next year's grant cycle – Heritage Area Grants in February 2016 as a possible source of funds to enhance the 250th Anniversary of Middletown; TRIPP Grants in March 2016; and Community Legacy Grants in July 2016 for Streetscape lights and furniture.

STREETSCAPE TASK FORCE:

- **Main Street agreed with the Streetscape Task Force's recommendation for the decorative street lights to extend from Bussard to Church at a cost of \$99,000.** This would almost cover the east to west Main Street business district and visually connect Gladhill's, South Mountain Collision Center, Main Street Dog Groomers, Med-Source, the Middletown Valley Historical Society, and the Doctor Lamar House to the "up-hill" part of the Main Street district. Achieving the cohesive look throughout the Main Street business district is a key component of the Main Street program and further emphasizes our identity as a distinctive commercial district. This is already a visual challenge due to the geography. Adding the decorative street lights to include the western part of the district is of utmost importance. The estimated costs were provided to me by Chris Weber, SHA project manager.

Bussard to Elm Street = Estimated Cost of \$40,000

Elm to Church Street = Estimated Cost of \$59,000

***Thank You for Your Continued Support of
Main Street Middletown!***