



## AGENDA FOR THE TOWN MEETING

July 8, 2013

7:00 p.m.

### PLEDGE TO THE FLAG

### CALL TO ORDER

### CONSENT AGENDA

- Town Minutes
- June 6, 2013 – Public Hearings
- June 10, 2013 – Town Meeting

### PERSONAL REQUESTS FOR AGENDA:

*Mr. Cooper Fisher, Marbles Champion – Certificate Presentation*

### STAFF REPORT:

Community Deputy Report

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

### UNFINISHED BUSINESS:

- Middletown Farmers Market Sign
- Discussion of Water Allocation for Active Adult
- AT&T Cellular Lease Amendment (*Action Item #1*)

### REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Planning Commission Liaison	Commissioner Goodman
Parks & Recreation	Commissioner Ventre
Finance	Commissioner Dietrick
Public Information Committee	Commissioner Falcinelli

**NEW BUSINESS:**

- Hailey Development – Additional Water Capacity Discussions

**PUBLIC COMMENTS:**

*Please state Name and Address for the Record*

**ANNOUNCEMENTS:**

*Date Night – “Taste of the Town” - Saturday, July 20, 2013*

**ADJOURNMENT**

**EXECUTIVE SESSION: (If Necessary)**

**Meetings for the month of July 2013**

- |                                       |                                 |               |
|---------------------------------------|---------------------------------|---------------|
| • <i>Planning Commission Workshop</i> | <i>Wednesday, July 10, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i>          | <i>Monday, July 15, 2013</i>    | <i>7:00PM</i> |
| • <i>Parks &amp; Recreation</i>       | <i>Tuesday, July 16, 2013</i>   | <i>7:00PM</i> |
| • <i>Water &amp; Sewer Committee</i>  | <i>Wednesday, July 17, 2013</i> | <i>7:00PM</i> |
| • <i>Town Meeting</i>                 | <i>Monday, July 22, 2013</i>    | <i>7:00PM</i> |
| • <i>Main Street Board</i>            | <i>Thursday, July 25, 2013</i>  | <i>7:00PM</i> |

DRAFT

# BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

## TOWN MEETING MINUTES

### **PUBLIC HEARING**

June 6, 2013

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on June 6, 2013 by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

**PUBLIC HEARING – Ordinance 13-06-01** – Revising the rate schedule for Water and Sewer to include a 2% increase and raising the CIF from \$30.00 to \$33.00. There were no comments. Burgess Miller stated this will be voted on June 10, 2013.

### **PUBLIC MEETING – Constant Yield Tax Rate**

Burgess Miller mentioned to current tax rate is \$.232 per \$100 and the Board has agreed to keep this rate even though the State would endorse \$.234 per \$100.

### **PUBLIC HEARING – FY 2014 Operating Budgets (copy of proposed budgets attached)**

**General Fund** – Proposed revenue is 2.7 million and the proposed expense is 2.4 million. Mabelle Martin, Financial Officer mentioned the \$5000 donation to the Historical Society should be listed in the operating account because it is a recurring expense rather than the CIP budget. The Town Administrator disagreed as the Board approved \$50,000 to be spread out over 10 years. Bob Smart, 7525 Coblenz Rd. feels the Town has good employees and should receive a higher increase, like 4%. Commissioner Goodman mentioned 3% is the norm. Bob Miller, 309 Washington St. agrees with Mr. Smart and mentioned he is receiving a 3.5% increase. Burgess Miller and Commissioner Bussard said they have no problem with this increase. It was mentioned the 3% salary increase would reduce the surplus in the General Fund by \$6,000 and the Water and Sewer Fund by \$4,000.

**Water and Sewer Fund** – Proposed revenue is \$1,224,322 and expenses are \$1,208,360.

### **PUBLIC HEARING – FY 2014 Capital Improvements Program Budget**

**General CIP** – Commissioner Ventre mentioned POS funds are now 90 to 10 split up from 75 to 25 split. Burgess Miller mentioned the amount listed for the purchase of the Memorial Hall is pending receipt of grants that have been applied for.

**Water and Sewer CIP - Mrs. Martin asked if the amount in "Tap Fees" included the Fire Department activity building and was told yes. Since the Town has received this fee in FY2013, \$56,000 should be deducted from the "Tap Fees" line item.**

**The Public Hearing adjourned at p.m. 8:45 p.m.**

**Respectfully submitted,**

**Christine H. Moore  
Administrative Assistant**

DRAFT

***BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND***

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**June 10, 2013**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on June 10, 2013, by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick and Christopher Goodman.

**CONSENT AGENDA**

*Financial Statements*

*Town Minutes – May 13, 2013 Town Meeting*

Commissioner Goodman motioned to accept this consent agenda, seconded by Commissioner Falcinelli and passed unanimously.

**PERSONAL REQUEST FOR AGENDA:**

**Marie Brennan** a 4<sup>th</sup> grader who won "If I were Mayor" contest read here report. Burgess Miller stated she was also a regional finalist and Bailey Broadbent was runner up. The Board presented gift cards to Marie and her teacher Ms. Stalnaker.

**James Goodman, President of the MVFC** – The Board presented a \$50,000.00 donation for the Activities Center.

At this time the Staff Planner presented her report since she was unable to attend the workshop on June 6, 2013

**UNFINISHED BUSINESS**

**Ordinance 13-06-01 – Water & Sewer Rate Increase** – Burgess Miller explained this ordinance calls for a 2 percent rate increase and increasing the Capital Improvement Fee from \$30.00 to \$33.00. The Public Hearing was held on June 6, 2013. Commissioner Dietrick motioned to accept Ordinance 13-06-01 as written, seconded by Commissioner Goodman. The following comments:

Bob Smart, 7525 Coblentz Rd. and member of the Water/Sewer Committee stated 2% is very low considering the state of the water system and the task is for clean water to come in and the dirty water goes out.

Commissioner Falcinelli stated the 2% is by far not enough and Water/Sewer is supposed to be self sufficient. She went on to say that if the General Fund did not grant \$100,000 to the Water/Sewer, residents would be looking at a 12% increase.

Commissioner Goodman explained \$100,000 is being granted from the General fund to cover the cost of purchasing new water meters to replace the existing old meters throughout the Town. The motion before the Board passed with a 3 to 2 (Bussard and Falcinelli) vote.

**Constant Yield Tax Rate** – The Town's current tax rate is 0.2320 per \$100 and the constant yield tax rate proposed by the State is 0.2324 per \$100. Commissioner Bussard motioned to maintain the current rate of 0.2320 per \$100, seconded by Commissioner Goodman and passed unanimously.

**Budget Approvals** – Burgess Miller stated the Public Hearing was held on June 6, 2013.

**General Fund Operating** (copy of proposed budget attached) – Commissioner Goodman motioned to accept this budget as presented with the exception of changing the 2% salary increase to a 3% increase, seconded by Commissioner Bussard. By increasing this, the surplus would be lowered by \$6,000.00. The motion before the Board passed with a 5 to 0 vote.

**General Fund CIP** (copy of proposed budget attached) – Commissioner Dietrick motioned to approve the proposed budget with the understanding that the items hi-lited in yellow will not move forward unless the grants that have been applied for are approved, seconded by Commissioner Goodman and passed unanimously.

**Water & Sewer Fund Operating** (copy of proposed budget attached) – Commissioner Goodman motioned to approve the Water & Sewer Operating budget as presented with the exception of raising the 2% pay increase to 3%, seconded by Commissioner Bussard. Mr. Bussard mentioned the employees have not had salary increases over the last 5 years. The motion before the Board passed with a 4 to 1 (Falcinelli) vote.

**Water & Sewer CIP** (copy of proposed budget attached) – Commissioner Bussard mentioned the storage tank loan will end in 2017. He also mentioned the large reservoir had a serious leak that was repaired and the small reservoir has a leak. Staff is exploring small storage tank instead of using reservoirs. Commissioner Bussard motioned to accept the Water & Sewer CIP budget as presented, seconded by Commissioner Dietrick. This motion passed with a 4 to 1 (Falcinelli) vote

**Annexation Agreement for Middletown Park** – Commissioner Bussard motioned to accept the proposed annexation agreement as presented, seconded by Commissioner Goodman. Bruce Dzielinski, 7769 Coblenz Rd., asked what is the benefit for the Town and was told this is an administrative clean up and could possibly affect the water allocation. Bob Smart mentioned this area is already included in the Town's water allocation. The motion before the Board passed with a 5 to 0 vote.

**Middletown farmers Market Sign** – Katherine Phillips was present and asked if the Board would consider a 2 sided sign. By general consent, the Board agreed with the 36" x 48" sign with a small sign at the bottom to indicate when it is open/closed. Staff will identify an area for placement, subject to Ms. Phillips approval.

**Broad Street Re-Opening Discussion** – Burgess Miller met with representatives from State Highway to discuss the opening of Broad Street from Route 17. Amy Winchester, 203 Franklin St., Josette Dent, 200 E. Main St., Brandi Wynn, 205 Broad Street, J. T. Manson and Lewis Corl, 110 Linden Blvd. discussed:

Having right turn only for vehicles heading north on Route 17 and then right turn onto Franklin

No left turn or vehicles heading south on Route 17

Intersection of Broad and Main Streets very narrow

Speed is a great concern

Safety concerns for children walking to school

From 6 p.m. until 6 a.m. the Fire Department is on a volunteer basis

Installing an electronic gate for emergency vehicles only.

Amy Winchester presented to the Board a petition signed by 30 residents opposing the re-opening of Broad Street.

**Admar Annexation Discussion of Water Allocation for Active Adult** – As a guideline the Town uses 250 gallons per day per Family/Active Adult, the State uses 250 gallons per family and 150 gallons for Active Adult. If the Town reduces the guideline to 200 gallons for the Active Adult, this would generate an additional 18 taps. Commissioner Bussard mentioned this policy was put in for a reason and he is concerned with traffic. Mr. & Mrs. Alex Kandruck, 3 Crone Lane asked if this reduction would be all over or just the Active Adult and was told just the Active Adult. They are against this change if it would increase traffic flow. Mr. Dzielinski said it appears the Town is being a peace mealer. Bugess Miller explain this is just for discussion at this time.

**Fireman's Lane Dedication to the Town** – James Goodman stated the FD Board wants to keep this lane as is and they would be responsible for maintenance and upkeep and would like to revisit again in a year's time. The Fire Department would need to grant an easement to the Town.

#### **REPORTS OF COMMITTEES**

**WATER & SEWER** – Commissioner Falcinelli reported:

**Water usage** - 306,000 gallons per day

**Spring Flow** – 132,000 gallons

**June Meeting** – Cancelled

**Billing Policy** – Committee looking into updating this policy to include monthly billing. Once this policy is established the Glenbrook Subdivision will be used as the test area.

**PUBLIC WORKS** – Commissioner Bussard reported:

**Walnut Street Bridge** – Work has started

**Memorial Park** – replaced basketball nets

**Municipal Center** – install AC window unit in the Deputies' office. Staff is obtaining prices to replace the unit that serves that upstairs area.

**Dump Truck** – is in being repaired at a cost of \$1,000.00

**Wiles Branch Park** – painted picnic tables

Town employees have painted some yellow curbs, changed banners, take 3 fire hydrants to be sand blasted and cold patched some areas.

**PLANNING COMMISSION** – No report

**PARKS & RECREATION** – No Report

**FINANCE** – No Report

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

**Quarterly update** – Please give Ann items you want included in this update.

**e-mail** – residents are encouraged to sign up to receive all e-mail updates. The Town also has a facebook page

#### **NEW BUSINESS**

**Request for 5K & 10K run in Middletown** – Atlantic Edge a profit enterprise is requesting the Town's endorsement for the November 2, 2013 run. By general consent, the Board agreed to table this and request more information.

#### **PUBLIC COMMENTS**

**Josette Dent** – asked the status on sidewalks and was told that sidewalks repairs along Main St. is pending on the Streetscape program.

**Michael Brennan** – Thanked the Board for recognizing his daughter and if he was not being transferred he would be living in the Middletown Community. The Board thanked Mr. Brennan for his service to our country.

**Bob Smart** – mentioned that Cris Moore is retiring and that this is her last meeting.

**ANNOUNCEMENTS**

June 24, 2013 Town meeting cancelled due to the MML Convention

Monday, July 8, 2013 at 6:00 p.m. Room dedication to Louise V. Snodgrass

June 14, 2013 – Movie Night at the Middletown Park

June 29, 2013 – Independence Day with fireworks celebration at Middletown Park

July 4, 2013 – Town Workshop cancelled

**MEETINGS FOR THE MONTH**

<i>Planning Commission Workshop</i>	<i>Wednesday, June 12, 2013</i>	<i>7:00 p.m.</i>
<i>Water &amp; Sewer Committee</i>	<i>CANCELLED</i>	
<i>Planning Commission</i>	<i>Monday, June 17, 2013</i>	<i>7:00 p.m.</i>
<i>Parks &amp; Recreation</i>	<i>Tuesday, June 18, 2013</i>	<i>7:00 p.m.</i>
<i>Town Board Meeting</i>	<i>CANCELLED</i>	<i>7:00 p.m.</i>
<i>Main Street Board</i>	<i>Thursday, June 27, 2013</i>	<i>7:00 p.m.</i>

**ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 9:05 p.m.

Respectfully submitted,

Christine H. Moore  
Administrative Assistant

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 7/1/2013

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

**Foxfield Section 4-** FRO plantings have all been installed. 16 homes still to be built.  
1<sup>st</sup> year FRO review – 67% compliance – 232 additional trees planted (May 2013)

**Minor Site Plans and 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 signed by County – July 17, 2008  
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** – Preliminary/Final Plat conditionally approved – Nov. 15, 2010  
FSD & Forest Conservation Plan approved – November 15, 2010  
Improvement Plans conditionally approved – February 21, 2011  
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)  
Building permits applied for – October 30, 2012

**Cone Branch Walking Trail** – Concept plans approved – March 19, 2012  
Improvement plans conditionally approved – January 21, 2013

**Fire Co Activities Center-** SWM Plan approved by Frederick County – November 3, 2011  
Improvement Plans conditionally approved – April 22, 2013  
Revised Site Plan conditionally approved – April 22, 2013 (Plans expire April 22, 2016)  
Building permit issued – May 24, 2013

**Fire Station** – Concept plan submitted to PC for comments – April 22, 2013

**Hollow Creek** – Revised Site Plan approved and signed – October 14, 2010  
Revised Site Plan (leaderboard) approved – February 21, 2011; (Plans expire February 21, 2014)

**Hollow Creek Golf Course SWM Pond #1** Revision plans submitted to County 12/1/2010  
Plans approved by County – December 22, 2010  
Revised Plans submitted for PC review – December 30, 2010  
Revised Plans submitted to SCD for review – January 5, 2011

**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)

**Middletown H.S. C-container site plan** – conditionally approved February 18, 2013

**Miller (Ingalls)** – Concept and Phase I & II Plan submitted – September 20, 2010  
Approved and signed – September 27, 2010

**More Ice Cream site plan** – conditionally approved – June 17, 2013

**Newton Property (Cross Stone Commons)** – Concept Plan discussion – June 18, 2012  
Concept Plan submitted – October 1, 2012  
Traffic Impact Study submitted – October 18, 2012  
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)  
Revised Concept Plan reviewed by PC – May 20, 2013

**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 conditionally approved – July 20, 2009  
Improvement Plans approved and signed by all agencies – July 2010  
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

**Right A Way Powder Coating site plan** – conditionally approved – June 17, 2013

**Rock Star, LLC (personal trainer) site plan** – conditionally approved – June 17, 2013

**Rudy pool demolition site plan** – approved – June 17, 2013

**Subway property** – site plan reviewed for ice cream parlor during workshop discussion– May 15, 2013

**The Valley School** – BOA special exception use hearing – May 8, 2013 (Approved)  
**Demolition plan and Forest Conservation Plan submitted – June 3, 2013**  
**Forest Conservation Plan approved – June 17, 2013**  
**Site Plan submitted – July 1, 2013**  
**Improvement Plans submitted – July 1, 2013**

**Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 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

**County Park –** Annexation agreement approved by BOCC – May 30, 2013  
**Annexation agreement approved by Town Board – June 10, 2013**

**Reports:**

**Meetings:** **Maryland Planning Directors Roundtable – Annapolis – June 13, 2013**  
**Frederick County Municipal Planners Quarterly meeting – June 14, 2013**

**Town of Middletown Zoning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Zoning Administrator

Date: 7/1/2013

RE: Monthly Zoning Update

---

**P & Z Issues:**

**Zoning Code review - ongoing**

**BOA Hearings:**

**Variance request approved for a 10-foot variance for a deck at 212 Layla Drive – 6/24/2013.**

**Zoning Violations: none**

<b>June 2013 Zoning Permits</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received</b>	<b>C Unangst Approved</b>	<b>County Approval</b>
Warren - garage and interior renovations	3 Tobias Run Court	110049	6/5/2013	6/11/2013	yes
Rock Star LLC – change of use	14-2A W. Main St.	109979	5/28/2013	6/18/2013	yes
Rudy – pool demolition	101 Broad Street	110332	4/29/2013	6/19/2013	yes
Warner – deck with steps	212 Layla Drive	109814	5/28/2013	6/24/2013	yes
Verts – fence	1 Valley View Court	Town	6/11/2013	6/11/2013	n/a
Maddox – fence	312 E. Main St.	Town	6/13/2013	6/18/2013	n/a



**TO: The Burgess and Commissioners**  
**FROM: Becky Reich, Main Street Manager**  
**DATE: July 1, 2013**  
**RE: July Workshop/Town Meeting**

**PROMOTION:**

- Taste of the Town has been the focus of Main Street in the last few weeks. With the event scheduled for Saturday, July 20, we are closing in on details – working with the Town for the license to host the wineries, coordinating with the health department, planning the decorations, etc. We are looking forward to the event this year and sales to date have been stronger than this time last year!
- The Sesquicentennial Committee met on June 11 to begin discussing next steps and fund-raising goals. We reviewed the planned events that were outlined in the Heritage Area Grant. Between the three organizations – Main Street, the Historical Society and Central Maryland Heritage League) we reached the consensus that it is a reasonable expectation to plan, organize, and execute a new, 1-day festival. Once we have received the results of the grant request, we can prioritize the other commemorative activities: developing the outdoor exhibit sign, developing three retractable banners discussing the Middletown Civil War experience, and the conservation treatment and purchase of archival case for the ransom note. Other items discussed included identifying other key people in town to ask to join the Sesquicentennial Committee, centering the event on Jefferson Street and in the Middletown Valley Bank lot and parking lot, the formation of the Sesquicentennial website, creating items to sell, identifying different advertising venues, and establishing a separate checking account. One fundraising idea is to host a preview party where guests have a sneak-peak of the ransom letter, along with hearing noted guest speakers that evening.

**DESIGN:**

- The Design Committee met on June 20 to review the Character Maintenance booklet. We are in the process of compiling comments to send back to the graphic designer. The focus of the booklet is to provide an educational look at Middletown's architectural history and best practices on building maintenance. The full Main Street Board was so impressed by the quality of the photographs and text, that we have already begun investigating different avenues to print hard-backed copies to sell as coffee-table book.
- The Design Committee has developed a work plan for FY 2014. Key issues include working with the Economic Development Committee on how the publication of the Character Maintenance booklet can be tied to economic development goals (ie – encouraging businesses to apply for the new local tax credit).
- The Design Committee is currently working on design ideas for the decorating the Town during the Sesquicentennial.

**ECONOMIC DEVELOPMENT:**

- The Economic Development Committee has developed a work plan for FY 2014. In the work plan, the Economic Development Committee identified a few key issues such formalizing a speaker series, and applying for grant funds to develop a business recruitment plan. The Committee is currently working on updating our business inventory to provide specific information as requested by the Maryland Main Street program.

**ORGANIZATION:**

- Main Street Manager attended the workshop on applying for the Humanities Council grants. The goal of the Humanities Council is to fund events/projects that promote dialogue between citizens that explores history, architecture, archeology, philosophy, ethics, literature, art history, and the social sciences. The Maryland Humanities Council is a 501c3 and matching funds are required. The Maryland Humanities Council is in part funded by the National Endowment of the Arts.
- Main Street Middletown represented Middletown at the Maryland Municipal League Conference June 23-25.
- Main Street Board member, Daphne Gabb has volunteered to head up the SHA Streetscape Citizen's Task Force. Thank you, Daphne!
- Main Street Middletown successfully closed out the Heart of the Civil War Mini Grant.

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

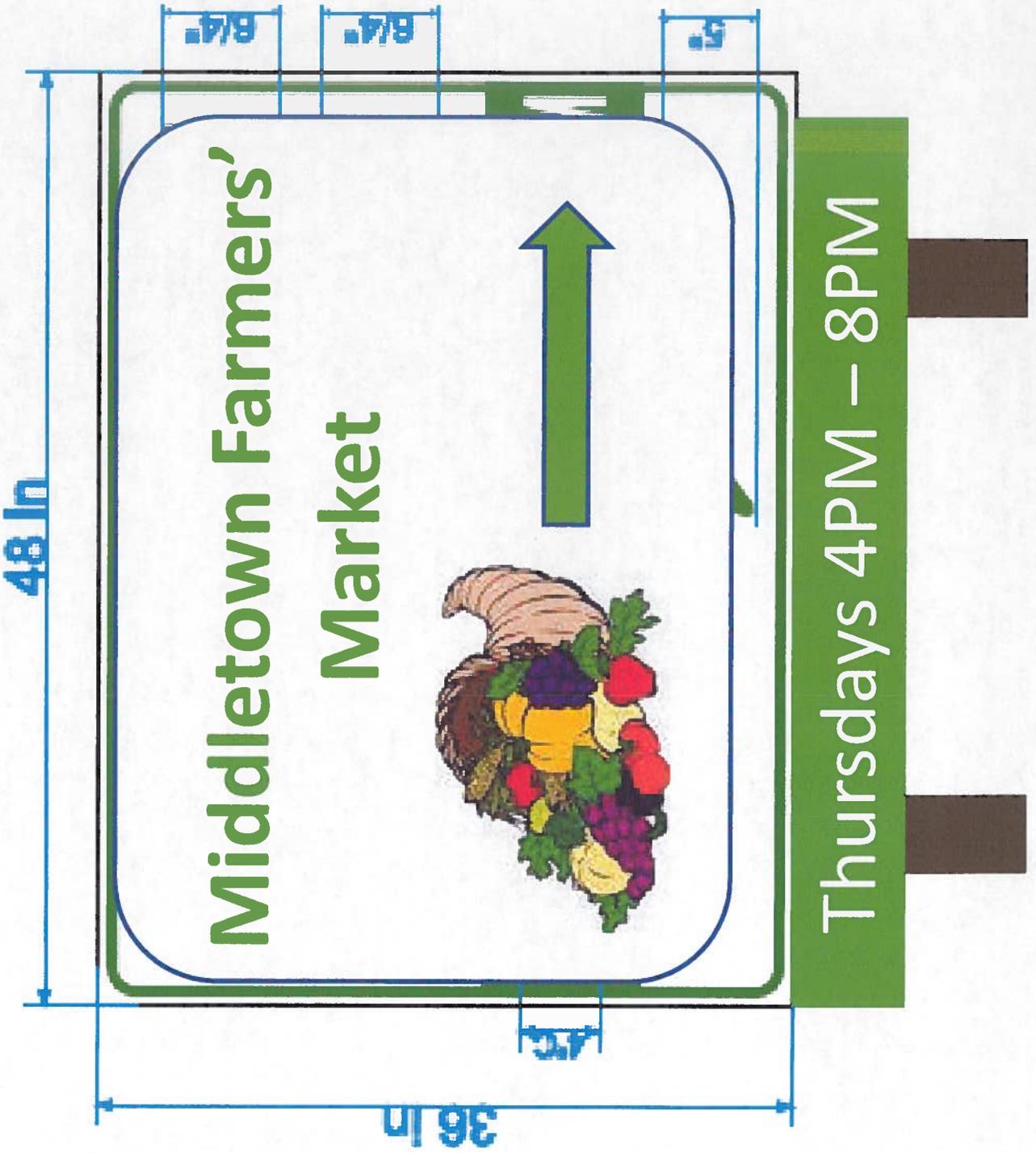


# Proposed Farmers' Market Sign Locations

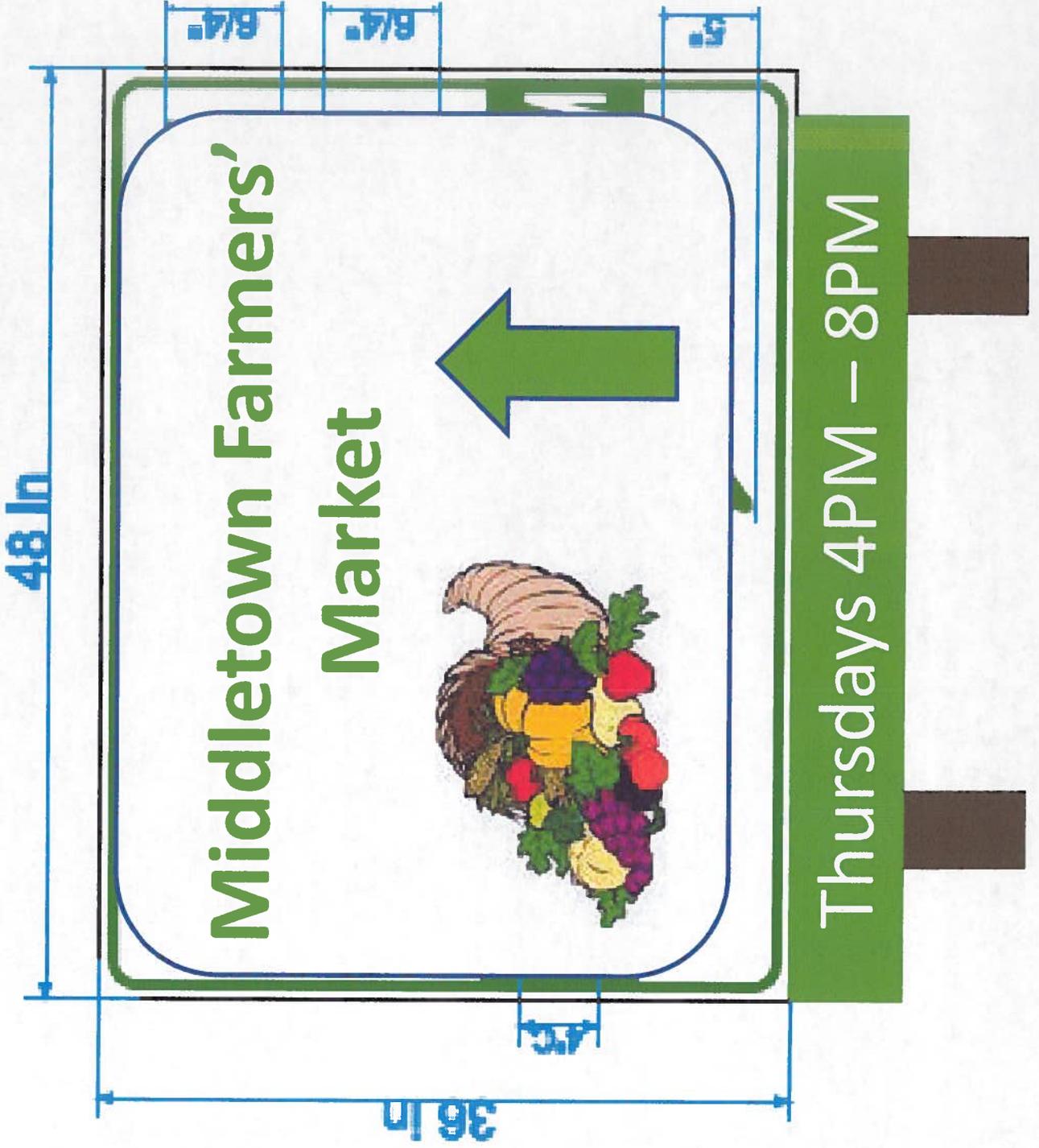
Town of Middletown - Frederick County



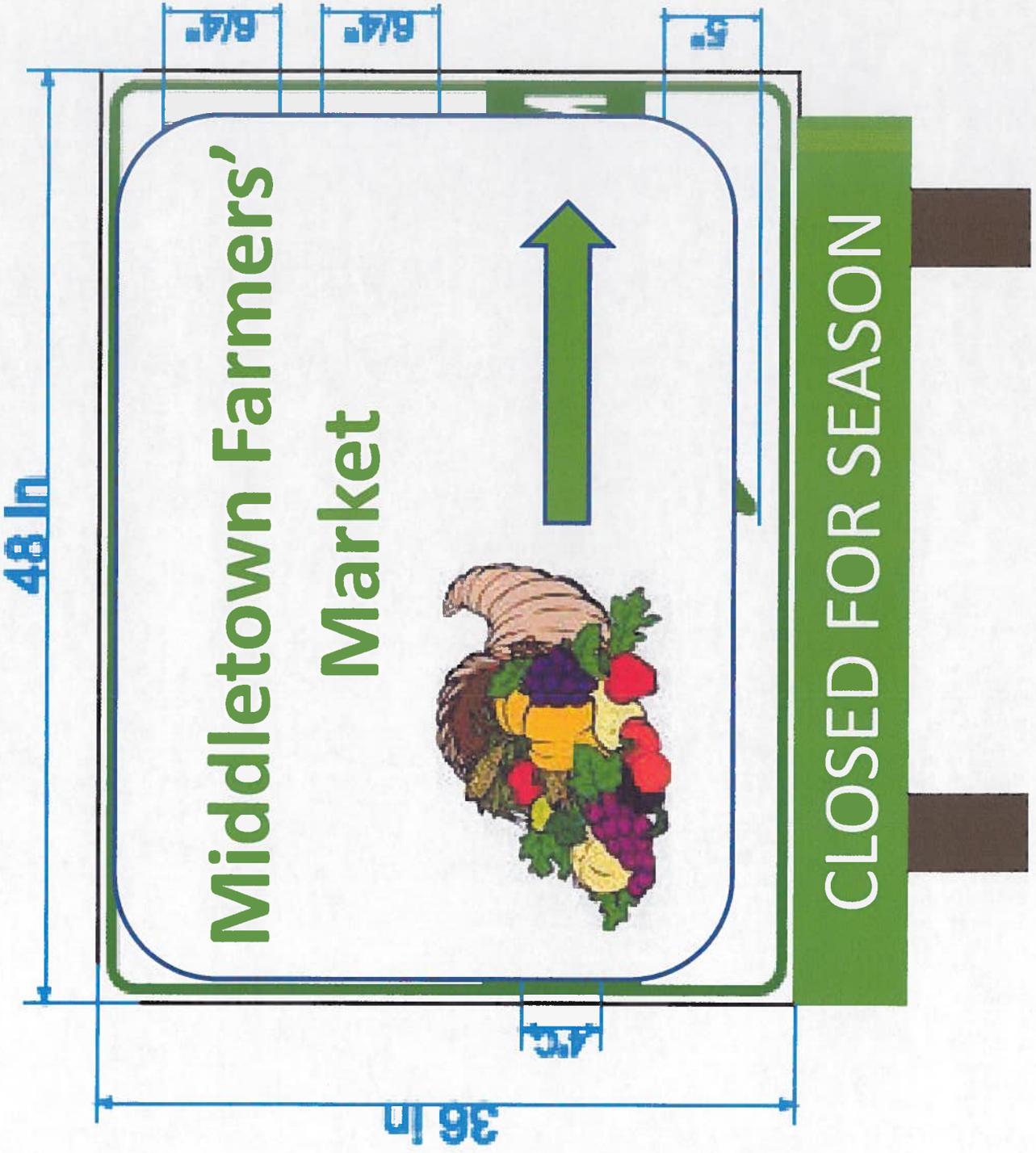
Sign #1 – During Season



Sign #2 – During Season



Sign #1 – Off Season



Sign #2 – Off Season





## Drew Bowen

---

**From:** kphillipsent@comcast.net  
**Sent:** Tuesday, June 25, 2013 8:03 PM  
**To:** Drew Bowen  
**Subject:** Re: sign

Hello Mr. Bowen: Thanks for your patience. The Middletown Farmers Market can contribute \$260.00 of the total \$520.00 cost. Originally Main Street was going to help also but without the Logo's I'm not sure if they will participate. I emailed Becky and posed the question but have not heard from her. Do you think the Town will pick up the other half of the cost?

Katherine Phillips  
MFM Manager

---

**From:** "Drew Bowen" <[Drew@ci.middletown.md.us](mailto:Drew@ci.middletown.md.us)>  
**To:** "[kphillipsent@comcast.net](mailto:kphillipsent@comcast.net)" <[kphillipsent@comcast.net](mailto:kphillipsent@comcast.net)>  
**Sent:** Thursday, June 20, 2013 12:23:03 PM  
**Subject:** RE: sign

Thanks

**Andrew J. Bowen**  
**Town Administrator**  
31 West Main Street  
Middletown, MD 21769  
[abowen@ci.middletown.md.us](mailto:abowen@ci.middletown.md.us)  
301.371.6171 Ext. 12 (Office)  
301.371.6474 (Fax)  
240.674.8937 (Cell)

---

**From:** [kphillipsent@comcast.net](mailto:kphillipsent@comcast.net) [<mailto:kphillipsent@comcast.net>]  
**Sent:** Thursday, June 20, 2013 12:19 PM  
**To:** Drew Bowen  
**Subject:** sign

Hello- the signs look okay except for the time. Market is from 4-7pm. I'll look at the locations and send you an accounting in the next few days. Originally Main Street was going to participate but I haven't talked to Becky to know if they are still in since we dropped all logo's. Decisions, decisions. I'll try to be as quick as possible with answers. Thanks for your help.

Katherine Phillips  
MFM Manager



## **Burgess and Commissioners of Middletown, Maryland**

### **Policy on Residential Growth – Adopted July 17, 2003** **Amended on August 22, 2011**

#### **Policy Statement**

It is the policy of the Town of Middletown that all new residential development resulting from annexation, will not occur before the first quarter of 2015.

Existing lots of record for single-family units are excluded from this policy, provided that adequate water and sewer capacity exists at the time of requested residential development.

#### **Development Criteria**

For development to be considered in the year 2015 and beyond, all of the following criteria must be met:

- ✓ Developer must provide 250 gallons of allocable water per unit, and may be required to cover all costs of physical connection to the Town system,
- ✓ Developer must pay a proportionate share of cost to upgrade/increase sewer capacity, based on all factors at time of Water/Sewer certification,
- ✓ Prior to Preliminary Site Plan approval, all Middletown schools located within the corporate limits of Middletown must be less than 105% capacity as rated at the time of the most recently submitted Frederick County Public Schools Quarterly Enrollment report, and approval will only be valid for two years after the Plan is signed by the Middletown Planning Commission,
- ✓ Developer must provide a Traffic Impact Study at the request of the Town, to be conducted during a period of time approved by the Town, and solutions to all identified problems related to the requested development must be corrected at the cost to the developer,
- ✓ Developer must provide usable recreation space, as determined by the Planning Commission, at .05acres/unit for the total number of units in the development,
- ✓ No development will receive more than 20 residential permits per year. However, the Town shall not approve more than 30 residential permits per calendar year for all residential development within the Town, and all residential permit allocations for each residential development will be determined by the Town.
- ✓ The Town will determine and negotiate through Public Works Agreements all necessary off-site improvements that will be required to be constructed by and at the cost to the developer,
- ✓ Other factors as determined by the Town that may be applicable to each individual development request in addition to those listed herein.



## Burgess and Commissioners Middletown, Maryland

### Historical Water Use By Street & Residential Type

#### Active Adult Section

Street Name	Historical Qrt Average Usage	Historical Daily Average
Crone	7,210.08	80.11
Derr	10,263.94	114.04
Everhart	5,857.14	65.08
Keller	6,744.03	74.93
Lamar	6,911.02	76.79
Rhoderick	9,100.00	101.11
Sara	9,000.00	100.00
Stine	5,828.13	64.76
<b>Overall Average</b>	<b>7,614.29</b>	<b>84.60</b>

#### RESIDENTIAL Single Family SECTIONS EXAMPLES

##### Brookridge South

Street Name	Historical Qrt Average Usage	Historical Daily Average
Knoll Side	14,998.52	166.65
Ivy Hill	15,699.96	174.44
Young Branch	18,177.85	201.98
<b>Overall Average</b>	<b>16,292.11</b>	<b>181.02</b>

##### Cone Branch Estates

Street Name	Historical Qrt Average Usage	Historical Daily Average
Woodmere Circle	16,238.92	180.43

##### Glenbrook

Street Name	Historical Qrt Average Usage	Historical Daily Average
Brooklodge	15,632.91	173.70
Farmstead Place	14,024.17	155.82
Glenbrook	16,227.71	180.31
Hollow Creek	11,461.25	127.35
Tile Silo	15,974.45	177.49
Tobias Court	16,552.17	183.91
Tobias Run	15,224.29	169.16
Wagon Shed	13,331.83	148.13
Wagon Shed Court	13,329.67	148.11
<b>Overall Average</b>	<b>14,639.83</b>	<b>143.36</b>

**RESIDENTIAL Town Houses SECTIONS EXAMPLES**

**Jefferson Village**

<b>Street Name</b>	<b>Historical Qrt Average Usage</b>	<b>Historical Daily Average</b>
<b>Boileau Court</b>	<b>12,712.17</b>	<b>141.25</b>

**Glenbrook**

<b>Street Name</b>	<b>Historical Qrt Average Usage</b>	<b>Historical Daily Average</b>
<b>Bank Barn</b>	<b>9,973.50</b>	<b>110.82</b>
<b>Smokehouse</b>	<b>7,890.24</b>	<b>87.67</b>
<b>Stone Spring</b>	<b>9,799.92</b>	<b>108.89</b>
<b>Wash House</b>	<b>8,754.57</b>	<b>97.27</b>
<b>Overall Average</b>	<b>9,104.56</b>	<b>101.16</b>