



## **SPECIAL AGENDA FOR THE TOWN WORKSHOP**

**June 5, 2014**

**7:00 p.m.**

7:00PM      Community Deputy Monthly Report

7:05PM      Debt Analysis Introduction & Overview – Davenport & Company

### **STAFF REPORTS:**

[Staff Planner](#)

[Zoning Administrator](#)

[Engineer's Report](#)

[Main Street Manager](#)

### **Regular Workshop Items**

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission  
From: Cindy Unangst, Staff Planner  
Date: 6/2/2014  
RE: Monthly Planning Update

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**Major Subdivisions:**

**Coblentz on Green** – SWM Concept Plan – approved by County October 15, 2010  
Water Tap agreement approved by Burgess & Commissioners – March 2012  
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013  
Master Plan Amendment approved - March 11, 2013  
Planning Commission conditionally approved preliminary plan – March 18, 2013  
Improvement plans conditionally approved – October 16, 2013  
Final FRO Plan approved – April 21, 2014

**Foxfield Section 4-** FRO plantings have all been installed. 9 homes still to be built.  
1<sup>st</sup> year FRO review – 67% compliance – 232 additional trees planted (May 2013)  
2<sup>nd</sup> year FRO review – 68% compliance – 196 additional trees were planted (May 2014)

**Site Plans and Minor Subdivisions:**

**AMVETS Expansion Plans – Revised Site Plan approved – May 19, 2014**

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

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

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

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

**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008  
Forest Conservation Plan approved – October 20, 2008  
**Revised Architectural Plans submitted – May 21, 2014**

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

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

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

**Newton Property (Cross Stone Commons)** – Concept Plan submitted – October 1, 2012  
Traffic Impact Study submitted – October 18, 2012  
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)  
FRO Preliminary Plan approved – November 18, 2013  
Addition Plat conditionally approved by PC – November 18, 2013  
Revised Site Plan conditionally approved by PC – November 18, 2013  
Improvement Plans submitted – February 5, 2014  
Revised architectural plans approved by PC – March 17, 2014  
**Final FRO Plan approved – May 19, 2014**

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

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

**Subway property - Garden Center** – Revised Site plan conditionally approved – May 19, 2014

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

**Verizon Small Cell Antenna Installation** – site plan submitted – May 30, 2014

**Annexations:**

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

**Text Amendments:**

**Zoning Code review** – ongoing

**Active Adult text amendment** – received language from Farhad – October 28, 2013  
Planning Commission review – November 18, 2013 (no recommendation)  
Planning Commission recommended approval of text amendment with cluster development regulations – March 17, 2014  
**Public Hearing held May 12, 2014**

**Adult Uses text amendment – Town Attorney is drafting an ordinance for review**

**Reports: Draft Annual Report recommended by PC for approval – May 19, 2014**

**Meetings: Summer 2014 Maryland Planning Director’s Roundtable – June 5, 2014**

**Local Government Exchange for Planners in Central MD – June 10, 2014**

## Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 6/5/2014

RE: Monthly Zoning Update – May 2014

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**BOA Hearings:** none

### **Zoning Violations:**

- (1) Thompson Parking Lot – sporadic construction activities have been noted on parking lot. Letter sent by Town Administrator to owner on May 13, 2014 outlining the continuing violations of Middletown zoning ordinances and the fines assessed to date for each day where no construction activities were noted.
- (2) Wall Signs (Middletown BP), 211 East Main Street; owner finally provided zoning administrator updated photos and dimensions of new signs installed. Signs were installed in accordance with zoning ordinance so Zoning Certificate was approved. Item closed.
- (3) Tax Preparation Business (Home Occupation Permit Questionnaire) - 311 South Jefferson Street. Letter sent on 10 April 2014 to applicants asking them to address the traffic congestion/traffic safety issues identified for this business based on the number of complaints received from residents on South Jefferson Street. Applicants instructed to cease business activities from unauthorized residential location until safety issues are addressed in writing to Zoning Administrator. Written response received from applicants. A second letter will be sent to applicants seeking further clarification on parking issues during business hours, especially January through mid-April tax season. Open item.
- (4) Recreational Vehicle Storage - 22 Woodmere Circle. Letter sent on May 6, 2014 to owners advising them that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (ski jet and trailer) in the side and rear yards of any residential lot unless it was appropriately screened from adjoining properties. I talked with home owner and he moved ski jet inside garage. Owner stored boat trailer/utility trailer in front of detached garage until he can sell it. See miscellaneous section below. Closed.
- (5) Motor Vehicle Parked on Lawn - 3 Valley View Court. Letter sent on May 29, 2014 to home owner advising them that it was a violation of Section 17.32.060 of the Municipal Code to park a motor vehicle in a Residential District on grass, mulch or any other surface that is not gravel or paved area. Open.
- (6) Motor Vehicle Parked on Lawn - 501 East Main Street. Letter sent on May 29, 2014 to home owner advising them that it was a violation of Section 17.32.060 of the Municipal Code to park a motor vehicle/motor vehicles in a Residential District on grass, mulch or any other surface that is not gravel or paved area. Open.

### **Miscellaneous:**

(1) Parking recreational/restricted vehicle in front of detached garage - 22 Woodmere Circle. The way the house and garage are constructed on the property, the trailer parked in front of the detached garage is in fact approximately 80 feet from the front property line and well beyond the front yard setback distance (35 feet) for this property. Therefore, under some condition, a resident may park recreational equipment in front of a detached garage since the equipment is not being parked in the front setback area of the lot. For approximately 75 percent of the newer homes built in Middletown, the front of the garages (attached to homes) are within the 35 foot front setback area of the lot so recreational equipment cannot be parked in front of the garage per se. In

25 percent of properties in town, that is not true depending on the shape and size of the lot and when there is a detached garage. Front and side definitions of buildings become more problematic and open to interpretation. (2) Real Estate Signs for Miller Property at 203 East Main Street - Reviewed and approved real estate sign for Miller Property under Sections 17.36.100 (Freestanding Signs) and 17.36.150 (Temporary Signs) of the Middletown Municipal Code. Artist rendering of the sign provided along with the dimensions (not to exceed thirty-two (32) square feet in size.

<b>May 2014 Zoning Certificates</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Timothy Wilson - installing 40 roof-mounted solar panels	209A Washington Street	118156	5/5/14	5/5/14	yes
John Geldner - installing 100 roof-mounted solar panels	606 West Green Street	118249	5/7/14	5/7/14	yes
Zion Lutheran Church - build storage shed for equipment storage	107 West Main Street	118106	5/8/14	5/8/14	yes
Ewing Oil - news signs at Middletown BP gas station	211 East Main Street	Town	3/18/14	5/13/14	no
Joe Sheedy - install above ground swimming pool	7 Young Branch Drive	118343	5/9/14	5/13/14	yes
Richard Brenner - installing 29 roof-mounted solar panels	1 Young Branch Drive	118499	5/12/14	5/14/14	yes
George Rhoderick - repairing existing front porch	204 East Main Street	118324	5/2/14	5/15/14	yes
Richard Goodyear - installing 48 roof-mounted solar panels	107 Mina Drive	118609	5/16/14	5/16/14	yes
Michael Shockley - constructing new roof over existing patio	24 Woodmere Circle	118393	5/12/14	5/19/14	yes
Admar Custom Homes (New Home Construction)	5 Gladhill Drive	118307	5/8/14	5/20/14	yes
Erik Jenkins - installing new 12' x 16' deck	8 Linden Blvd		5/14/14		
James Higley - installing 63 roof-mounted solar panels	604 West Green Street	118789	5/22/14	5/22/14	yes
Scott Morrison - installing 30 roof-mounted solar panels	115 Mina Drive	118790	5/22/14	5/22/14	yes
Randy Bilder/Maulura Ahmed - Garden Center	5 East Main Street	118641	5/7/14	5/27/14	yes
Kyle Reise - installing 53 roof-mounted solar panels	602 West Green Street	118867	5/27/14	5/27/14	yes
William Cipolla - installing in-ground swimming pool	15 Hoffman Drive	118904	3/20/14	5/28/14	yes
Chester Moore - installing 48 roof-mounted solar panels	16 Hoffman Drive	119000	5/30/14	5/30/14	yes

Zoning Certificate submitted to ZA -- no action taken					
Ron Terbush – repair porch, <i>demolish &amp; remove existing open shed</i> , remove and replace fence in back yard	100 East Main Street		3/28/14		
Erik Jenkins - installing a new 12' x 16' deck on back of house	8 Linden Blvd		5/14/14		



April 11 696,000, April 12 563,000 gal Oct 12 778,000, April 13 684,039, Oct 13 660,700 April 14 709,560

### **Planned Work**

one hydrant to repair, replace Well 8 drop pipe, pump and motor, install relief valve at Well 15, Maple Street waterline replacement, potable waterline to chemical building, SS cleaning in Glenbrook, Sewer Cleanout repairs in Foxfield,

## **PROJECTS**

### **Old Business**

**W WWTP:** UV system repairs continuing, Connectors and main wiring to be repaired replaced next. Control panel partially rebuilt. Researching wire replacement

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

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

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

**Water System: Hydraulic Model:** No action, **System:** Reservoir pumping is equal for May.

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

**Sidewalk Inspections:** 73 new 5 reinspections, approximately 100 remain

**Main St. Waterline Replacement:** No action

**Streetscape:** Received call from Architectural Historian regarding the stone box culverts. Projected design completion is November 2105.

**Street CIP:** Eastern Circle scheduled for mill and overlay in late June early July.

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

**Reservoir Repairs:** Met the Engineer and reviewed the study. The final draft has been received June 3, 2014.

**Locust Ct waterline Extension:** Sodding of yard is complete. Project complete.

### **New Business**

**Patching Contract:** Completed survey and budget. Met with contractor for several CIP estimates including Elm St wall.

**Remsberg Park:** Fencing completed.

**Municipal Center:** Flag spotlights completed

**2015 Dump Truck:** Review and order new truck

**Sanitary Sewer Overflows:** Managed overflows on May 16 and filed reports with MDE. We need to make the I & I project a priority.

**Municipal Center:** Second floor carpet installation proposal.

**Wiles Branch Park:** Basketball Court Resurfaced and striped

### **Developments**

**Cross Stone:** Completed review of the Improvement Plans.

**Coblentz Road Subdivision:** Received revised Asbuilts.

**Coblentz Property:** Received Improvement Plans for review.

**Fire Department Activities Building:** Need to send a letter to Fire Department regarding the use and maintenance of the grease interceptor. No action. Drain needs to be installed on the vault hatch.

### **Planned Work**

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

**Patching Contract**

**W Green St:** Review plans

**Booster Station:** Control Valve 4 pilot to be rebuilt

**Regulatory:** Grease Ordinance completion.

**E WWTP:** design spray system for clarifier,

**Memorial Park:** Memorial water fountain purchase and installation.

### **Projects on Hold:**

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

## **Directors Current Project List**

### **PRIORITIES**

Well 15 Filters design and relief valve

Remsberg Park Tree issue

Order multitrode probe

Adjust regional PRV's 45 psi at Glenbrook HP

Copies of HVAC plans to venders

Uv system repairs

Letter to hollow creek for backflow

Letter to Fire Department regarding grease trap maintenance

Hydraulic Model Maps – review and revise

Trace Locate Shopping Ctr W/L – meter in vault?

Pull transducer at Well 16 and send back

Contact APSC- Ewwtp Power correction Capacitance – reduces surging, install on service if not there

Maple Street Waterline Replacement scheduling for repair

Brookridge PS Control Upgrade

Replace transducer at Golf Course pond

### **PLAN REVIEW**

West Green St

Coblentz Property Improvement Plan Review

### **BOOSTER STATION**

Check P4 claval pilot or main valve reduced pumping

Adjust PRV

### **RESERVOIR**

Waterline to chem plant, emergency shower

Replacement Study draft review.

### **PARKS**

Memorial Park Fountain NEW - Paul

Memorial Park Partition Replacement Design

### **ROADS**

Patching Contract

Mill and Overlay Eastern Circle

Retaining wall repair at Elm Street

### **SANITARY SEWER**

I&I project Design

### **CIP PROJECT STATUS**

See attached



**TO:** The Burgess and Commissioners  
**FROM:** Becky Reich, Main Street Middletown Manager  
**RE:** June Workshop Report  
**DATE:** June 4, 2014

### **PROMOTIONS:**

- **SESQUICENTENNIAL!** – We are in the final days of the event – and a lot of my time will be dedicated to this event over the last few weeks of planning and implementing everything that we have worked so hard for with the 150<sup>th</sup> activities.
  - Invitations to the Preview Party have been placed in your boxes. These invites are being sent also to elected officials, Frederick County tourism leaders, and the press.
  - We have already sold tickets to the preview party as well as Taste of the Town!
  - Please start looking for printed advertisements in the Valley Citizen and around Town about the event! Talk the event up to your friends! It promises to be a great day!
- Saturday, June 7, we will be participating in the First Call Civil War Expo – where history will be partnered with the arts in Frederick’s First Saturday event. Enjoy interactive visual, literary and performing arts activities related to the Civil War period. Preview upcoming Civil War 150<sup>th</sup> Anniversary commemorations related to the Battle of Monocacy and Emancipation in Maryland. 12 noon-9pm. Downtown Frederick on Patrick and Market Streets. According to Liz Shatto at the Heart of the Civil War Heritage Area, we should anticipate large crowds, up to 11,000 people!
- Sunday, June 8-11 Tim Coakley and I will be once again promoting Middletown at the MML Main Street Exhibit Hall, complete with all of our Sesquicentennial gifts and goodies! We appreciate the opportunity to attend the MML conference.
- Friday, June 13, we will be at the Movie Night in the Park selling our tickets and Sesquicentennial Commemorative gifts.
- Friday and Saturday June 27 and 28 we will be at the Monocacy Reenactment in Woodsboro. This promises to be a big event too, with vendor fees at \$200. Main Street Middletown has secured a free vendor spot so we can promote our Sesquicentennial activities!

### **ORGANIZATION:**

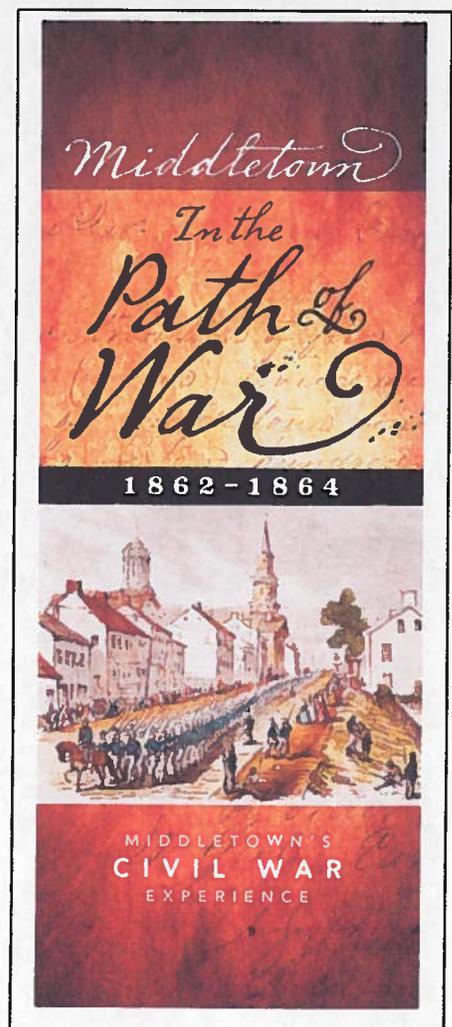
- Main Street Middletown held a 1-day board retreat and worked on our annual plans, revised our budget based on those plans, and developed some long-term goals that we would like to achieve over the next 3-5 years. We will put our goals in a written plan in the next month.
- We voted in our newest Board Member, Linda Kinslow, VP of Operations at the Middletown Valley Bank. Linda has been volunteering with Main Street through Taste of the Town last year and as a member of the Sesquicentennial Committee. We are excited to have Linda join us as she has already initiated the sale of the Sesquicentennial coins in all of the Middletown Valley Bank branches!
- I met with Robin Bowers and discussed potential partnering fundraising projects between Main Street and the Middletown Library.
- I attended the required Maryland Main Street quarterly meeting that was held Wednesday, June 4 in Westminster.

## ECONOMIC DEVELOPMENT:

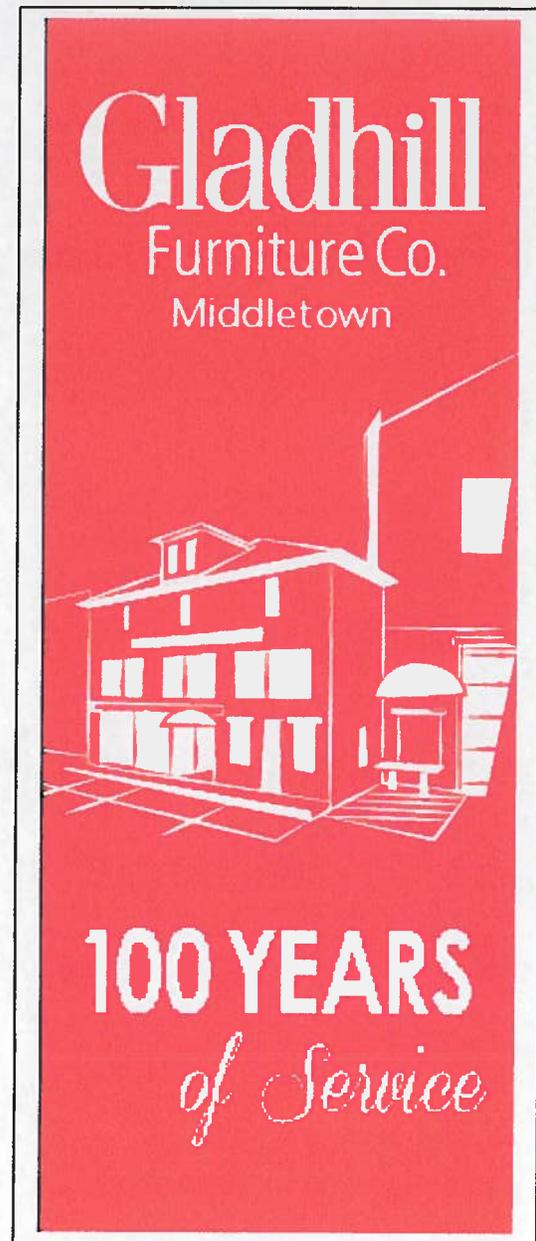
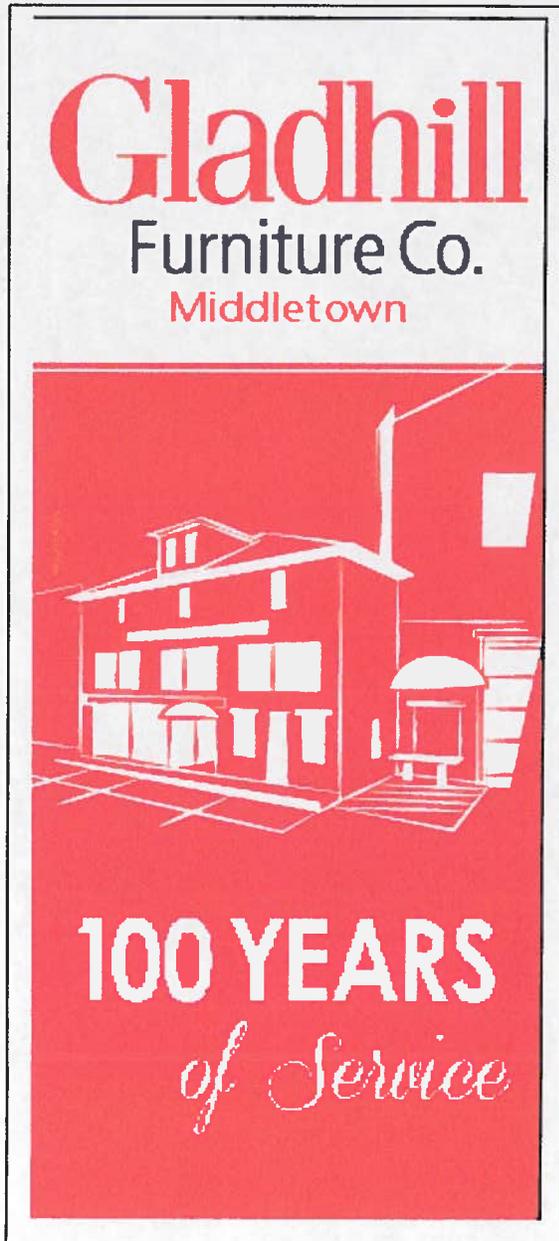
- I attended an event sponsored by the Tourism Council of Frederick County and I wanted to share with you a few statistics that I heard about Tourism.
  - Frederick County is 8<sup>th</sup> in the State, with \$351,000,000 in Visitor Spending!
  - Tourism Employment = 3908 direct jobs (Calendar Year 2012)
  - Tourism Labor Income = \$109,000,000 direct/\$215,000,000 total (Calendar Year 2012)
  - We are part of the 15-County Journey Through Hallowed Ground – tourism is responsible for creating over 54,000 jobs throughout this nationally marketed Heritage Area.
  - Tourism accounts for 1 of every 8 jobs in America.
  - Without Tourism, folks would pay \$1093 more in federal taxes!
  - In 2011, direct traveler spending was \$813 billion, which supported 7.5 million American jobs, and generated \$124 billion in taxes. Broken down, that is \$2.2 billion a day, \$92.8 million an hour, \$1.5 million a minute, and \$25,778 a second!
- Tourists are looking for authentic experiences, and spend money at those places to achieve that unique experience, purchase that one-of-a-kind gift, and enjoy a different slice of life. Middletown has wonderfully preserved historic buildings, one-of-a-kind restaurants and stores, and beautiful natural surroundings. With the 150<sup>th</sup>, we are showcasing an interesting aspect of our history. Projects that bring a spot light to what makes Middletown distinctive will help create a vibrant, thriving, downtown experience for residents and visitors.

## DESIGN:

- One of the charges of the Main Street Middletown Design Committee has been to assist with Town groups when they want to purchase the decorative street banners that line Main Street. For example, we worked with the High School in 2012 to host a design competition for the Summer Banners (that are hanging now) and in 2013, we assisted the Heritage Festival with their yellow banners. This is the banner design selected for the Sesquicentennial commemoration.



- The Banner Guidelines state that “any organization or person responsible for Town Sponsored events is eligible to request and purchase banners relevant to the event. In addition, the Burgess and Commissioners will consider applications by any citizen, business, or organization celebrating a Landmark Event that pertains to the history of the Town of Middletown.”
  - Gladhill Furniture has made such a request.
  - *The Design Committee is requesting that the Burgess and Commissioners determine if Gladhill’s 100<sup>th</sup> anniversary fits the definition of “Landmark Event.”*
  - In addition, Gladhill’s would like to have the banners hung in October, November 2014 and again in February and March 2015 for their commemorative purposes.



*Thank you for your continued support of  
Main Street Middletown!*