



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

**June 4, 2015**

**7:00 p.m.**

7:00PM Community Deputy Report

7:05PM **Public Hearings**

[Constant Yield Tax Rate](#)

[Water & Sewer Rate Increase – Resolution 15-01](#)

**Operating Budgets FY 2016**

[General Fund](#)

[Water & Sewer Fund](#)

[Amendments to the Floodplain Regulations - Ordinance No. 15-06-01](#)

AN ORDINANCE TO REPEAL AND RE-ENACT, WITH AMENDMENTS, TITLE 15, CHAPTER 15.20 OF THE MIDDLETOWN MUNICIPAL CODE PERTAINING TO REGULATIONS AND STANDARDS FOR DEVELOPMENT AND CONSTRUCTION WITHIN DESIGNATED FLOOD PLAIN ZONES.

### **STAFF REPORTS:**

[Staff Planner](#)

[Zoning Administrator](#)

[Main Street Manager](#)

[Engineer's Report](#)

---

**Regular Workshop Items**

---



**MIDDLETOWN NOTICE  
OF A PROPOSED  
REAL PROPERTY TAX INCREASE**

The Burgess and Commissioners of Middletown proposes to increase real property taxes.

1. For the tax year beginning July 1, 2015, the estimated real property assessable base will increase by 4.3%, from \$477,187,167 to \$497,830,172.
2. If Middletown maintains the current tax rate of \$0.232 per \$100 of assessment, real property tax revenue will increase by 4.3% resulting in \$47,892 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.2224, the constant yield tax rate.
4. The Town is considering not reducing its real property tax rate enough to fully offset increasing assessments. The Town proposes to adopt a real property tax rate of \$0.232 per \$100 of assessment. This tax rate is 4.3% higher than the constant yield tax rate and will generate \$47,892 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 7:00PM on June 4, 2015 at the Middletown Municipal Center located at 31 West Main Street, Middletown, Maryland 21769.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call 301.371.6171 for further information.



## Burgess and Commissioners of Middletown, Maryland

Fiscal Year 2016  
Tax Rates

<b>Town of Middletown - Property Tax Rate</b>	\$	<b>0.232</b> <i>per \$100 assessed value</i>
---	----	--

<b>Town of Middletown - Personal Tangible Property Tax Rate</b>	\$	<b>0.580</b> <i>per \$100 assessed value</i>
---	----	--

<b>Months</b>	<b>Discount Rate</b>	<b>Interest Rate</b>
July-10	2.00%	
August-10	1.00%	
September-10	Base	Base
October-10		0.67%
November-10		1.33%
December-10		2.00%
January-11		2.67%
February-11		3.33%
March-11		4.00%
April-11		4.67%
May-11		5.33%
June-11		6.00%



**NOTICE OF PUBLIC HEARING  
TOWN OF MIDDLETOWN**

Notice is hereby given that the Burgess and Commissioners of Middletown will hold a Public Hearing on **Thursday, June 4, 2015 beginning at the hour of 7:00 P.M.**, at the Town Office 31 West Main Street, Middletown, Maryland to consider the adoption of a RESOLUTION to establish the following:

**RESOLUTION NO. 15-01**

The Resolution proposes to increase the cost of the rates, for **residential** & **non-residential** users. The tables below provide the proposed rates.

**Residential Rates**

Quarterly Usage	Existing Rates	Proposed Rates	Increase
0 to 3,000 gallons	\$ 67.85	\$ 70.56	4.00%
3,001 to 25,000 gallons	\$ 9.62	\$ 10.00	4.00%
25,001 to 30,000 gallons	\$ 14.41	\$ 14.99	4.00%
30,001 to 35,000 gallons	\$ 19.24	\$ 20.01	4.00%
35,001 to 40,000 gallons	\$ 28.84	\$ 29.99	4.00%
40,001 to 45,000 gallons	\$ 33.62	\$ 34.96	4.00%
45,001 to 50,000 gallons	\$ 38.45	\$ 39.99	4.00%
50,001 to 55,000 gallons	\$ 57.66	\$ 59.97	4.00%
55,001 to 60,000 gallons	\$ 72.08	\$ 74.96	4.00%
60,001 to 65,000 gallons	\$ 86.49	\$ 89.95	4.00%
65,001 to 70,000 gallons	\$ 100.88	\$ 104.92	4.00%
70,001 to 75,000 gallons	\$ 115.32	\$ 119.93	4.00%
75,001 gallons and above	\$ 129.71	\$ 134.90	4.00%

**Non-Residential Rates**

Quarterly Usage	Existing Rates	Proposed Rates	Increase
5/8 to 3/4 inch meter			
Base Use - 3,000 gallons	\$ 67.85	\$ 70.56	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
1 inch meter			
Base Use - 4,200 gallons	\$ 94.94	\$ 98.74	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
1.5 inch meter			

Base Use - 5,400 gallons	\$ 122.08	\$ 126.96	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
2 inch meter			
Base Use - 8,700 gallons	\$ 196.69	\$ 204.56	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
3 inch meter			
Base Use - 33,000 gallons	\$ 746.09	\$ 775.93	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
4 inch meter			
Base Use - 42,000 gallons	\$ 949.56	\$ 987.54	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
6 inch meter			
Base Use - 63,000 gallons	\$ 1424.35	\$ 1481.32	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%
8 inch meter			
Base Use - 87,000 gallons	\$ 1966.94	\$ 2045.62	4.00%
Cost / 1,000 Additional	\$ 9.62	\$ 10.00	4.00%

All citizens wishing to be heard will be recognized at this hearing. Any person desiring a stenographic transcript shall be responsible for supplying a competent stenographer.

**AND**

To increase the Capital Improvement Fee from \$36.00/Quarter to **\$39.00/Quarter**.

Individuals requiring special accommodations are requested to contact Andrew Bowen, Town of Middletown, at (301) 371-6171, as least 72 hours prior to the Public Hearing.

**Example Quarterly Residential Usage  
Residential Only**

Quarterly Usage	Existing Rate	Proposed Rate	Cost Increase / Quarter	Cost Increase / Month
3,000	\$ 67.85	\$ 70.56	\$ 2.71	\$ 0.90
18,000	\$ 212.15	\$ 220.56	\$ 8.41	\$ 2.80
25,000	\$ 279.49	\$ 290.56	\$ 11.07	\$ 3.69

**\*\* This does not include Debt Service Fees or Bay Restoration Fees or Capital Improvement Fee**

# WATER & SEWER RATE COMPARISON

ALL COSTS ARE BASED ON AN AVERAGE QUARTERLY USAGE OF 18,000 GALLONS

UTILITY SYSTEM NAME	RANK	WATER	SEWER	COMBINED	Other Fees	Total	Monthly
WSSC	1	\$ 132.66	\$ 298.40	\$ 431.06	\$ 36.50	\$ 467.56	\$ 155.85
WASHINGTON COUNTY	2	\$ 219.99	\$ 186.89	\$ 406.88	\$ 40.00	\$ 446.88	\$ 148.96
MYERSVILLE	3	\$ 188.58	\$ 188.58	\$ 377.16	\$ 15.00	\$ 392.16	\$ 130.72
THURMONT	4	\$ 129.70	\$ 198.75	\$ 328.45	\$ 15.00	\$ 343.45	\$ 114.48
BRUNSWICK	5	\$ 134.60	\$ 152.00	\$ 286.60	\$ 15.00	\$ 301.60	\$ 100.53
<b>MIDDLETOWN - Proposed (DSF) - 4%</b>	6	<b>\$ 110.28</b>	<b>\$ 110.28</b>	<b>\$ 220.56</b>	<b>\$ 65.00</b>	<b>\$ 285.56</b>	<b>\$ 95.19</b>
<b>MIDDLETOWN - Existing (DSF)</b>	7	<b>\$ 106.08</b>	<b>\$ 106.08</b>	<b>\$ 212.16</b>	<b>\$ 65.00</b>	<b>\$ 277.16</b>	<b>\$ 92.39</b>
<b>MIDDLETOWN - Proposed (CIF) - 4%</b>	8	<b>\$ 110.28</b>	<b>\$ 110.28</b>	<b>\$ 220.56</b>	<b>\$ 54.00</b>	<b>\$ 274.56</b>	<b>\$ 91.52</b>
EMMITSBURG	9	\$ 80.60	\$ 170.60	\$ 251.20	\$ 15.00	\$ 266.20	\$ 88.73
WOODSBORO	10	\$ 89.20	\$ 161.08	\$ 250.28	\$ 15.00	\$ 265.28	\$ 88.43
<b>MIDDLETOWN - Existing (CIF)</b>	11	<b>\$ 106.08</b>	<b>\$ 106.08</b>	<b>\$ 212.16</b>	<b>\$ 51.00</b>	<b>\$ 263.16</b>	<b>\$ 87.72</b>
HAGERSTOWN	12	\$ 61.70	\$ 109.51	\$ 171.21	\$ 82.50	\$ 253.71	\$ 84.57
FREDERICK CITY	13	\$ 82.80	\$ 118.79	\$ 201.59	\$ 27.16	\$ 228.75	\$ 76.25
MT. AIRY	14	\$ 90.96	\$ 87.60	\$ 178.56	\$ 36.00	\$ 214.56	\$ 71.52
FREDERICK COUNTY	15	\$ 103.80	\$ 89.00	\$ 192.80	\$ 15.00	\$ 207.80	\$ 69.27
WALKERSVILLE	16	\$ 72.16	\$ 89.00	\$ 161.16	\$ 15.00	\$ 176.16	\$ 58.72

DSF - Debt Service Fee

CIF - Capital Improvement Fee

**\*As of May 19 2015**



Signifies the municipality rates are unchanged

Signifies a 3% proposed increase

Signifies municipality rates increased

**RESOLUTION 15-01**

**A RESOLUTION TO AMEND TITLE 13, CHAPTER 13.12, SECTION 13.12.060 OF THE MIDDLETOWN MUNICIPAL CODE FOR THE PURPOSE OF REVISING THE RATE SCHEDULE FOR WATER AND SEWER SERVICE FOR RESIDENTIAL USER ACCOUNTS AND NON-RESIDENTIAL USER ACCOUNTS AND THE AMOUNT OF THE QUARTER-ANNUAL CAPITAL IMPROVEMENT FEE.**

**WHEREAS**, the Town of Middletown is authorized to establish rates and charges for water and sewer service pursuant to Annotated Code of Maryland, Environment Article, Section 9-720 *et seq.* and Chapter 13.12 of the Middletown Municipal Code; and

**WHEREAS**, the Burgess and Commissioners of the Town of Middletown have reviewed and considered proposed changes to the water and sewer rates for both residential and non-residential user accounts and the capital improvement fee and find said changes to be reasonably related to the cost of providing such services; and

**WHEREAS**, notice of a public hearing on said changes was duly publicized in a newspaper of general circulation in the Town of Middletown; and

**WHEREAS**, after a public hearing was held on said rate changes, the Burgess and Commissioners deem it to be in the best interest of the Town of Middletown and its citizens to revise said rates in accordance herewith.

**SECTION I. BE IT ORDAINED, RESOLVED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 13, Chapter 13.12, Section 13.12.060 of the Middletown Municipal Code be amended as follows. Deleted language is designated by being in ~~brackets and marked through~~ and new language is designated by being in **BOLD NUMERALS OR BOLD CAPITAL LETTERS**, as the case may be:

13.12.060      Rate and fee schedules - Residential and non-residential users.

A.      Residential users of water and sewer services and their accounts will be billed on a tiered system based upon the amount of quarter-annual usage of water and sewer service at the location at which service is provided. Water and sewer rates for such residential accounts shall be as follows:

For Quarter-Annual Usage Of:	The Rate is:
0 to 3000 gallons	<del>[\$67.85]</del> <b>\$70.56</b>
3,001 - 25,000 gallons	<del>[\$9.62]</del> <b>\$10.00</b> per 1,000 gallons
25,001 - 30,000 gallons	<del>[\$14.41]</del> <b>\$14.99</b> per 1,000 gallons
30,001 - 35,000 gallons	<del>[\$19.24]</del> <b>\$20.01</b> per 1,000 gallons
35,001 - 40,000 gallons	<del>[\$28.84]</del> <b>\$29.99</b> per 1,000 gallons
40,001 - 45,000 gallons	<del>[\$33.62]</del> <b>\$34.96</b> per 1,000 gallons
45,001 - 50,000 gallons	<del>[\$38.45]</del> <b>\$39.99</b> per 1,000 gallons
50,001 - 55,000 gallons	<del>[\$57.66]</del> <b>\$59.97</b> per 1,000 gallons
55,001 - 60,000 gallons	<del>[\$72.08]</del> <b>\$74.96</b> per 1,000 gallons
60,001 - 65,000 gallons	<del>[\$86.49]</del> <b>\$89.95</b> per 1,000 gallons
65,001 - 70,000 gallons	<del>[\$100.88]</del> <b>\$104.92</b> per 1,000 gallons
70,001 - 75,000 gallons	<del>[\$115.32]</del> <b>\$119.93</b> per 1,000 gallons
75,001 gallons and above	<del>[\$129.71]</del> <b>\$134.90</b> per 1,000 gallons

B. Nonresidential users of water and sewer services and their accounts will be billed based upon the size of the meter for the location at which service is provided. Water and sewer rates for such nonresidential accounts shall be as follows:

5/8 to 3/4 inch meter	<del>[\$67.85]</del> <b>\$70.56</b> for 3,000 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base
1 inch meter	<del>[\$94.94]</del> <b>\$98.74</b> for 4,200 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base
1 ½ inch meter	<del>[\$122.08]</del> <b>\$126.96</b> for 5,400 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base
2 inch meter	<del>[\$196.69]</del> <b>\$204.56</b> for 8,700 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base
3 inch meter	<del>[\$746.09]</del> <b>\$775.93</b> for 33,000 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base
4 inch meter	<del>[\$949.56]</del> <b>\$987.54</b> for 42,000 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base
6 inch meter	<del>[\$1424.35]</del> <b>\$1481.32</b> for 63,000 gallon base	<del>[\$9.62]</del> <b>\$10.00</b> /1,000 gallons after base





**BURGESS AND COMMISSIONERS OF MIDDLETOWN  
GENERAL FUND – Operating Budget**

**FISCAL YEAR 2016**

	<b>PROPOSED <u>16 LEVELS</u></b>
<b><u>REVENUES</u></b>	
LOCAL TAXES:	1,243,521
COUNTY SHARED TAXES:	1,277,429
STATE-SHARED TAXES:	171,258
LICENSES AND PERMITS:	26,456
PARKS AND RECREATION:	1,900
POLICE PROTECTION:	25,835
OTHER REVENUE:	7,500
<b>TOTAL REVENUES:</b>	<b><u>\$2,753,899</u></b>
<b><u>EXPENDITURES</u></b>	
LEGISLATIVE:	36,500
EXECUTIVE:	6,667
ELECTION EXPENSES:	700
GENERAL SERVICES:	424,020
MAINTENANCE:	181,354
PROFESSIONAL SERVICES	20,000
PLANNING AND ZONING:	52,055
MAIN STREET MANAGER	61,522
PUBLIC SAFETY:	402,509
SANITATION AND WASTE REMOVAL:	276,901
RECREATION & CULTURE	242,574
HIGHWAYS AND STREETS:	518,421
MISCELLANEOUS	288,782
CIP CONTRIBUTION	241,894
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$2,753,899</u></b>
<b>SURPLUS/(DEFICIT)</b>	<b><u>\$ 0</u></b>



**BURGESS AND COMMISSIONERS OF MIDDLETOWN  
WATER AND SEWER FUND – Operating Budget**

**FISCAL YEAR 2016**

<u>REVENUES</u>	<u>PROPOSED</u>
OPERATING REVENUES:	<u>16 LEVELS</u>
	1,281,507
<b>TOTAL OPERATING INCOME</b>	<b><u>\$ 1,281,507</u></b>
OPERATING EXPENSES:	
Administrative	261,031
WATER:	
Salaries	133,411
Water Distribution System	149,230
Water Plant/Tower/Booster Station	89,864
SEWER:	
Salaries	124,358
Sewer Collection System	135,452
East Wastewater Treatment Plant	214,535
West Wastewater Treatment Plant	127,552
CONTINGENCY FUND	43,240
CIP CONTRIBUTION	2,834
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$ 1,281,507</u></b>
<b>SURPLUS/(DEFICIT)</b>	<b><u>\$ 0</u></b>

**ORDINANCE NO. 15-06-01**

**AN ORDINANCE TO REPEAL AND RE-ENACT, WITH AMENDMENTS, TITLE 15, CHAPTER 15.20 OF THE MIDDLETOWN MUNICIPAL CODE PERTAINING TO REGULATIONS AND STANDARDS FOR DEVELOPMENT AND CONSTRUCTION WITHIN DESIGNATED FLOOD PLAIN ZONES.**

**SECTION I. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of Middletown that Title 15, Chapter 15.20 of the Middletown Municipal Code be, and hereby is, repealed and re-enacted as follows:

**Title 15 BUILDINGS AND CONSTRUCTION**

**CHAPTER 15.20 FLOODPLAIN MANAGEMENT**

**ARTICLE I. GENERAL PROVISIONS**

**15.20.010 Findings**

The Federal Emergency Management Agency has identified *special flood hazard areas* within the boundaries of the Town of Middletown. *Special flood hazard areas* are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare. *Structures* that are inadequately elevated, improperly *floodproofed*, or otherwise unprotected from flood damage also contribute to flood losses.

The Town of Middletown, by resolution, agreed to meet the requirements of the National Flood Insurance Program and was accepted for participation in the program on October 23, 1981. As of that date, the initial effective date of the Town of Middletown *Flood Insurance Rate Map*, all *development* and *new construction* as defined herein, are to be compliant with these regulations.

**15.20.020 Statutory Authorization**

The Maryland General Assembly, in Md. Code Ann., Land Use Article, Title 4, has established as policy of the State that the orderly development and use of land and structures

requires comprehensive regulation through the implementation of planning and zoning control, and that planning and zoning controls shall be implemented by local government in order to, among other purposes, secure the public safety, promote health and general welfare, and promote the conservation of natural resources. Therefore, the Burgess and Commissioners of Middletown do hereby adopt the following floodplain management regulations.

#### **15.20.030 Statement of Purpose**

It is the purpose of these regulations to promote the public health, safety and general welfare, and to:

- (A) Protect human life, health and welfare;
- (B) Encourage the utilization of appropriate construction practices in order to prevent or minimize flood damage in the future;
- (C) Minimize *flooding* of water supply and sanitary sewage disposal systems;
- (D) Maintain natural drainage;
- (E) Reduce financial burdens imposed on the *community*, its governmental units and its residents, by discouraging unwise design and construction of *development* in areas subject to *flooding*;
- (F) Minimize the need for rescue and relief efforts associated with *flooding* and generally undertaken at the expense of the general public;
- (G) Minimize prolonged business interruptions;
- (H) Minimize damage to public facilities and other utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges;
- (I) Reinforce that those who build in and occupy *special flood hazard areas* should assume responsibility for their actions;
- (J) Minimize the impact of *development* on adjacent properties within and near *flood-prone* areas;
- (K) Provide that the *flood* storage and conveyance functions of *floodplains* are maintained;

- (L) Minimize the impact of *development* on the natural and beneficial functions of *floodplains*;
- (M) Prevent *floodplain* uses that are either hazardous or environmentally incompatible; and
- (N) Meet community participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations (CFR) at 44 CFR Section 59.22.

**15.20.040 Areas to Which These Regulations Apply**

These regulations shall apply to all *special flood hazard areas* within the jurisdiction of the Town of Middletown, and identified in Section 15.20.050.

**15.20.050 Basis for Establishing Special Flood Hazard Areas and BFEs**

- (A) For the purposes of these regulations, the minimum basis for establishing *special flood hazard areas* and *base flood elevations* is the *Flood Insurance Study* for Frederick County, Maryland And Incorporated Areas dated September 19, 2007, or the most recent revision thereof, and the accompanying *Flood Insurance Rate Map(s)* and all subsequent amendments and revisions to the *FIRMs*. The *FIS* and *FIRMs* are retained on file and available to the public at the Middletown Municipal Center.
  - (B) Where field surveyed topography or digital topography indicates that ground elevations are below the closest applicable *base flood elevation*, even in areas not delineated as a special flood hazard on the *FIRM*, the area shall be considered as *special flood hazard area*.
  - (C) To establish *base flood elevations* in *special flood hazard areas* that do not have such elevations shown on the *FIRM*, the Floodplain Administrator may provide the best available data for *base flood elevations*, may require the applicant to obtain available information from Federal, State or other sources, or may require the applicant to establish *special flood hazard areas* and *base flood elevations* as set forth in Section 15.20.120, Section 15.20.130, and Section 15.20.140 of these regulations.
-

#### **15.20.060 Abrogation and Greater Restrictions**

These regulations are not intended to repeal or abrogate any existing regulations and ordinances, including subdivision regulations, zoning ordinances, *building codes*, or any existing easements, covenants, or deed restrictions. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

#### **15.20.070 Interpretation**

In the interpretation and application of these regulations, all provisions shall be:

- (A) Considered as minimum requirements;
- (B) Liberally construed in favor of the governing body; and,
- (C) Deemed neither to limit nor repeal any other powers granted under State statutes.

Notes referencing publications of the Federal Emergency Management Agency refer to the most recent edition of those publications, are intended only as guidance, and do not bind or alter the authority of the Floodplain Administrator to interpret and apply these regulations.

#### **15.20.080 Warning and Disclaimer of Liability**

The degree of *flood* protection required by these regulations is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur, and *flood* heights may be increased by man-made or natural causes. These regulations do not imply that land outside of the *special flood hazard areas* or uses that are permitted within such areas will be free from *flooding* or *flood* damage.

These regulations shall not create liability on the part of the Town of Middletown, any officer or employee thereof, the Maryland Department of the Environment (MDE) or the Federal Emergency Management Agency (FEMA), for any *flood* damage that results from reliance on these regulations or any administrative decision lawfully made hereunder.

---

---

### 15.20.090 Severability

Should any section or provision of these regulations be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

## ARTICLE II. DEFINITIONS

Unless specifically defined below, words or phrases used in these regulations shall be interpreted to have the meaning they have in common usage and to give these regulations the most reasonable application.

**Accessory Structure:** A building or *structure* on the same lot with, and of a nature customarily incidental and subordinate to, the principal *structure*. For the purposes of these regulations, an accessory structure shall be used solely for parking of vehicles and limited storage.

**Agreement to Submit an Elevation Certificate:** A form on which the applicant for a permit to construct a building or *structure*, to construct certain horizontal additions, to place or replace a *manufactured home*, to substantially improve a building, *structure*, or *manufactured home*, agrees to have an *Elevation Certificate* prepared by a *licensed* professional engineer or *licensed* professional surveyor, as specified by the Floodplain Administrator, and to submit the certificate:

- (1) Upon placement of the *lowest floor* and prior to further vertical construction; and
- (2) Prior to the final inspection and issuance of the Certificate of Occupancy.

**Alteration of a Watercourse:** For the purpose of these regulations, alteration of a watercourse includes, but is not limited to widening, deepening or relocating the channel, including excavation or filling of the channel. Alteration of a watercourse does not include construction of a road, bridge, culvert, dam, or in-stream pond unless the channel is proposed to be realigned or relocated as part of such construction.

**Area of Shallow Flooding:** A designated Zone AO on the *Flood Insurance Rate Map* with a 1-percent annual chance or greater of *flooding* to an average depth of one to three feet where a clearly

defined channel does not exist, where the path of *flooding* is unpredictable, and where velocity flow may be evident; such *flooding* is characterized by ponding or sheet flow.

**Base Building:** The building to which an addition is being added. This term is used in provisions relating to additions.

**Base Flood:** The *flood* having a one-percent chance of being equaled or exceeded in any given year; the base flood also is referred to as the 1-percent annual chance (100-year) *flood*.

**Base Flood Elevation:** The water surface elevation of the *base flood* in relation to the datum specified on the *community's Flood Insurance Rate Map*. In *areas of shallow flooding*, the base flood elevation is the highest adjacent natural grade elevation plus the depth number specified in feet on the *Flood Insurance Rate Map*, or at least four (4) feet if the depth number is not specified.

**Basement:** Any area of the building having its floor subgrade (below ground level) on all sides.

**Building Code(s):** The effective Maryland Building Performance Standards (COMAR 05.02.07), including the building code, residential code, and existing building code.

**Community:** A political subdivision of the State of Maryland (county, city or town) that has authority to adopt and enforce floodplain management regulations within its jurisdictional boundaries.

**Critical and Essential Facilities:** Buildings and other *structures* that are intended to remain operational in the event of extreme environmental loading from flood, wind, snow or earthquakes. [Note: See Maryland Building Performance Standards, Sec. 1602 and Table 1604.5.] Critical and essential facilities typically include hospitals, fire stations, police stations, storage of critical records, facilities that handle or store hazardous materials, and similar facilities.

**Declaration of Land Restriction (Nonconversion Agreement):** A form signed by the owner to agree not to convert or modify in any manner that is inconsistent with the terms of the permit and these regulations, certain *enclosures below the lowest floor* of elevated buildings and certain *accessory structures*. The form requires the owner to record it on the property deed to inform future owners of the restrictions.

**Development:** Any manmade change to improved or unimproved real estate, including but not limited to buildings or other *structures*, placement of *manufactured homes*, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**Elevation Certificate:** FEMA form on which surveyed elevations and other data pertinent to a property and a building are identified and which shall be completed by a *licensed* professional land surveyor or a *licensed* professional engineer, as specified by the Floodplain Administrator. When used to document the height above grade of buildings in *special flood hazard areas* for which *base flood elevation* data are not available, the Elevation Certificate shall be completed in accordance with the instructions issued by FEMA. [Note: FEMA Form 086-0-33 and instructions are available online at <http://www.fema.gov/library/viewRecord.do?id=1383>.]

**Enclosure Below the Lowest Floor:** An unfinished or *flood-resistant* enclosure that is located below an elevated building, is surrounded by walls on all sides, and is usable solely for parking of vehicles, building access or storage, in an area other than a *basement* area, provided that such enclosure is built in accordance with the applicable design requirements specified in these regulations. Also see “Lowest Floor.”

**Federal Emergency Management Agency (FEMA):** The Federal agency with the overall responsibility for administering the National Flood Insurance Program.

**Flood or Flooding:** A general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters, and/or
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

**Flood Damage-Resistant Materials:** Any construction material that is capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Note: See NFIP Technical Bulletin #2, “Flood Damage-Resistant Materials Requirements.”]

**Flood Insurance Rate Map (FIRM):** An official map on which the Federal Emergency Management Agency has delineated *special flood hazard areas* to indicate the magnitude and

nature of *flood* hazards, to designate applicable flood zones, and to delineate floodways, if applicable. FIRMs that have been prepared in digital format or converted to digital format are referred to as Digital FIRMs (DFIRM).

**Flood Insurance Study (FIS):** The official report in which the Federal Emergency Management Agency has provided *flood* profiles, *floodway* information, and the water surface elevations.

**Flood Opening:** A flood opening (non-engineered) is an opening that is used to meet the prescriptive requirement of 1 square inch of net open area for every square foot of enclosed area. An engineered flood opening is an opening that is designed and certified by a *licensed* professional engineer or *licensed* architect as meeting certain performance characteristics, including providing automatic entry and exit of floodwaters; this certification requirement may be satisfied by an individual certification for a specific structure or issuance of an Evaluation Report by the ICC Evaluation Service, Inc. [Note: See NFIP Technical Bulletin #1, “Openings in Foundation Walls and Walls of Enclosures.”]

**Flood Protection Elevation:** The *base flood elevation* plus two (2) feet of freeboard. Freeboard is a factor of safety that compensates for uncertainty in factors that could contribute to *flood* heights greater than the height calculated for a selected size *flood* and *floodway* conditions, such as wave action, obstructed bridge openings, debris and ice jams, climate change, and the hydrologic effect of urbanization in a watershed.

**Flood Protection Setback:** A distance measured perpendicular to the top of bank of a *watercourse* that delineates an area to be left undisturbed to minimize future *flood* damage and to recognize the potential for bank erosion. Along *nontidal waters of the State*, the flood protection setback is:

- (1) 100 feet, if the *watercourse* has *special flood hazard areas* shown on the *FIRM*, except where the setback extends beyond the boundary of the flood hazard area; or
- (2) 50 feet, if the *watercourse* does not have *special flood hazard areas* shown on the *FIRM*.

---

**Flood Zone:** A designation for areas that are shown on *Flood Insurance Rate Maps*:

- (1) **Zone A:** *Special flood hazard areas* subject to inundation by the 1-percent annual chance (100-year) *flood*; *base flood elevations* are not determined.
- (2) **Zone AE and Zone A1-30:** *Special flood hazard areas* subject to inundation by the 1-percent annual chance (100-year) *flood*; *base flood elevations* are determined; *floodways* may or may not be determined.
- (3) **Zone AH and Zone AO:** *Areas of shallow flooding*, with *flood* depths of 1 to 3 feet (usually areas of ponding or sheet flow on sloping terrain), with or without BFEs or designated *flood* depths.
- (4) **Zone B and Zone X (shaded):** Areas subject to inundation by the 0.2-percent annual chance (500-year) *flood*; areas subject to the 1-percent annual chance (100-year) *flood* with average depths of less than 1 foot or with contributing drainage area less than 1 square mile; and areas protected from the *base flood* by levees.
- (5) **Zone C and Zone X (unshaded):** Areas outside of Zones designated A, AE, A1-30, AO, VE, V1-30, B, and X (shaded).
- (6) **Zone VE and Zone V1-30:** *Special flood hazard areas* subject to inundation by the 1-percent annual chance (100-year) *flood* and subject to high velocity wave action.

**Floodplain:** Any land area susceptible to being inundated by water from any source (see definition of “Flood” or “Flooding”).

**Floodproofing or Floodproofed:** Any combination of structural and nonstructural additions, changes, or adjustments to buildings or *structures* which reduce or eliminate *flood* damage to real estate or improved real property, water and sanitary facilities, *structures* and their contents, such that the buildings or *structures* are watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. [Note: State regulations at COMAR 26.17.04.11(B)(7) do not allow new nonresidential buildings in *nontidal waters of the State* to be floodproofed.]

**Floodproofing Certificate:** FEMA form that is to be completed, signed and sealed by a *licensed* professional engineer or *licensed* architect to certify that the design of *floodproofing* and proposed methods of construction are in accordance with the applicable requirements of Section 15.20.340(B) of these regulations. [Note: FEMA Form 086-0-34 is available online at <http://www.fema.gov/library/viewRecord.do?id=1600>.]

**Floodway:** The channel of a river or other *watercourse* and the adjacent land areas that must be reserved in order to pass the *base flood* discharge such that the cumulative increase in the water surface elevation of the *base flood* discharge is no more than a designated height. When shown on a *FIRM*, the floodway is referred to as the “designated floodway.”

**Functionally Dependent Use:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water; the term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**Highest Adjacent Grade:** The highest natural elevation of the ground surface, prior to construction, next to the proposed foundation of a *structure*.

**Historic Structure:** Any *structure* that is:

- (1) Individually listed in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listings on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
- (3) Individually listed on the Maryland Register of Historic Places.

---

**Hydrologic and Hydraulic Engineering Analyses:** Analyses performed by a *licensed* professional engineer, in accordance with standard engineering practices that are accepted by the Maryland Department of the Environment (Nontidal Wetlands & Waterways) and FEMA, used to

---

determine the *base flood*, other frequency floods, *flood* elevations, *floodway* information and boundaries, and *flood* profiles.

**Letter of Map Change (LOMC):** A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective *Flood Insurance Rate Map* or *Flood Insurance Study*. Letters of Map Change include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated *special flood hazard area*. A LOMA amends the current effective *Flood Insurance Rate Map* and establishes that a specific property or *structure* is not located in a *special flood hazard area*.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to *flood zones*, *flood* elevations, *floodplain* and *floodway* delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a *structure* or parcel of land has been elevated by fill above the *base flood elevation* and is, therefore, no longer exposed to *flooding* associated with the *base flood*. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the *community's* floodplain management regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed *flood* protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of *special flood hazard areas*. A Conditional Letter of Map Revision Based on Fill (CLOMR-F) is a determination that a parcel of land or proposed structure that will be elevated by fill would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed. A CLOMR does not revise the effective *Flood Insurance Rate Map* or *Flood Insurance Study*; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA, to revise the effective *FIRM*.

---

**Licensed:** As used in these regulations, licensed refers to professionals who are authorized to practice in the State of Maryland by issuance of licenses by the Maryland Board of Architects,

---

Maryland Board of Professional Engineers, Maryland Board of Professional Land Surveyors, and the Maryland Real Estate Appraisers and Home Inspectors Commission.

**Lowest Floor:** The lowest floor of the lowest enclosed area (including *basement*) of a building or *structure*; the floor of an *enclosure below the lowest floor* is not the lowest floor provided the enclosure is constructed in accordance with these regulations. The lowest floor of a *manufactured home* is the bottom of the lowest horizontal supporting member (longitudinal chassis frame beam).

**Manufactured Home:** A *structure*, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term manufactured home does not include a *recreational vehicle*.

**Market Value:** The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. For the purposes of these regulations, the market value of a building is determined by a *licensed* real estate appraiser or the most recent, full phased-in assessment value of the building (improvement) determined by the Maryland Department of Assessments and Taxation.

**Maryland Department of the Environment (MDE):** A principal department of the State of Maryland that is charged with, among other responsibilities, the coordination of the National Flood Insurance Program in Maryland (NFIP State Coordinator) and the administration of regulatory programs for *development* and construction that occur within the *waters of the State*, including nontidal wetlands, nontidal waters and floodplains, and State and private tidal wetlands (Tidal Wetlands). Unless otherwise specified, “MDE” refers to the Department’s Wetlands and Waterways Program.

**Mixed-use Structure:** Any *structure* that is used or intended for use for a mixture of nonresidential and residential uses in the same structure.

---

**National Flood Insurance Program (NFIP):** The program authorized by the U.S. Congress in 42 U.S.C. §§4001 - 4129. The NFIP makes flood insurance coverage available in communities that agree to adopt and enforce minimum regulatory requirements for *development* in areas prone to *flooding* (see definition of “Special Flood Hazard Area”).

**New Construction:** *Structures*, including additions and improvements, and the placement of *manufactured homes*, for which the *start of construction* commenced on or after October 23, 1981, the initial effective date of the Town of Middletown *Flood Insurance Rate Map*, including any subsequent improvements, alterations, modifications, and additions to such *structures*.

**NFIP State Coordinator:** See *Maryland Department of the Environment (MDE)*.

**Nontidal Waters of the State:** See “Waters of the State.” As used in these regulations, “nontidal waters of the State” refers to any stream or body of water within the State that is subject to State regulation, including the “100-year frequency *floodplain* of free-flowing waters.” COMAR 26.17.04.01 states that “the landward boundaries of any tidal waters shall be deemed coterminous with the wetlands boundary maps adopted pursuant to Environment Article, §16-301, Annotated Code of Maryland.” Therefore, the boundary between the tidal and nontidal waters of the State is the tidal wetlands boundary.

**Person:** An individual or group of individuals, corporation, partnership, association, or any other entity, including State and local governments and agencies.

**Recreational Vehicle:** A vehicle that is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled or permanently towable by a light duty truck, and designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Repetitive Loss:** Flood-related damage sustained by a structure on two separate occasions during a ten (10) year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds twenty-five (25) percent of the market value of the structure before the damage occurred.

**Special Flood Hazard Area (SFHA):** The land in the *floodplain* subject to a one-percent or greater chance of *flooding* in any given year. Special flood hazard areas are designated by the Federal Emergency Management Agency in *Flood Insurance Studies* and on *Flood Insurance Rate Maps* as Zones A, AE, AH, AO, A1-30, and A99, and Zones VE and V1-30. The term includes areas shown on other flood maps that are identified in Section 1.5.

**Start of Construction:** The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a *structure* on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a *manufactured home* on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a *basement*, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of *accessory structures*, such as garages or sheds not occupied as dwelling units or not part of the main *structure*. For *substantial improvements*, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**Structure:** That which is built or constructed; specifically, a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a *manufactured home*.

**Substantial Damage:** Damage of any origin sustained by a building or *structure* whereby the cost of restoring the building or *structure* to its before damaged condition would equal or exceed 50 percent of the *market value* of the building or *structure* before the damage occurred. Also used as “substantially damaged” structures. [Note: See “Substantial Improvement/Substantial Damage Desk Reference” (FEMA P-758).]

**Substantial Improvement:** Any reconstruction, rehabilitation, addition, or other improvement of a building or *structure*, the cost of which equals or exceeds 50 percent of the *market value* of the building or *structure* before the *start of construction* of the improvement. The term includes *structures* which have incurred *substantial damage*, regardless of the actual repair work performed. The term also includes structures which have incurred *repetitive loss* or substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a building or *structure* to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified

by the local code enforcement official prior to submission of an application for a permit and which are the minimum necessary to assure safe living conditions; or

- (2) Any alteration of a *historic structure*, provided that the alteration will not preclude the *structure's* continued designation as a *historic structure*.

[Note: See “Substantial Improvement/Substantial Damage Desk Reference” (FEMA P-758).]

**Temporary Structure:** A *structure* installed, used, or erected for a period of less than 180 days.

**Variance:** A grant of relief from the strict application of one or more requirements of these regulations.

**Violation:** Any construction or *development* in a *special flood hazard area* that is being performed without an issued permit. The failure of a building, *structure*, or other *development* for which a permit is issued to be fully compliant with these regulations and the conditions of the issued permit. A building, *structure*, or other *development* without the required design certifications, the *Elevation Certificate*, or other evidence of compliance required is presumed to be a *violation* until such time as the required documentation is provided.

**Watercourse:** The channel, including channel banks and bed, of *nontidal waters of the State*.

**Waters of the State:** [See Environment Article, Title 5, Subtitle 1, Annotated Code of Maryland.]

Waters of the State include:

- (1) Both surface and underground waters within the boundaries of the State subject to its jurisdiction;
- (2) That portion of the Atlantic Ocean within the boundaries of the State;
- (3) The Chesapeake Bay and its tributaries;
- (4) All ponds, lakes, rivers, streams, public ditches, tax ditches, and public drainage systems within the State, other than those designed and used to collect, convey, or dispose of sanitary sewage; and

- (5) The *floodplain* of free-flowing waters determined by MDE on the basis of the 100-year *flood* frequency.

### **ARTICLE III. ADMINISTRATION**

#### **15.20.100 Designation of the Floodplain Administrator**

The Staff Planner is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

- (A) Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.
- (B) Enter into a written agreement or written contract with another Maryland *community* or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the *community* of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations (CFR) at 44 CFR Section 59.22.

#### **15.20.110 Duties and Responsibilities of the Floodplain Administrator**

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- (A) Review applications for permits to determine whether proposed activities will be located in flood hazard areas.
- (B) Interpret *floodplain* boundaries and provide available *base flood elevation* and *flood hazard* information.
- (C) Review applications to determine whether proposed activities will be reasonably safe from *flooding* and require *new construction* and *substantial improvements* to meet the requirements of these regulations.
- (D) Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is

required; in particular, permits from MDE for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, *structures*), any *alteration of a watercourse*, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency *floodplain* of free-flowing *nontidal waters of the State*.

- (E) Verify that applicants proposing an *alteration of a watercourse* have notified adjacent communities and MDE (NFIP State Coordinator), and have submitted copies of such notifications to FEMA.
- (F) Approve applications and issue permits to develop in *flood* hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.
- (G) Inspect or cause to be inspected, buildings, *structures*, and other *development* for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or *violations* have been committed.
- (H) Review *Elevation Certificates* and require incomplete or deficient certificates to be corrected.
- (I) Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain *FIRMs*, including *hydrologic and hydraulic engineering analyses* prepared by or for the Town of Middletown, within six months after such data and information becomes available if the analyses indicate changes in *base flood elevations* or boundaries.
- (J) Maintain and permanently keep records that are necessary for the administration of these regulations, including:
  - (1) *Flood Insurance Studies, Flood Insurance Rate Maps* (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and
  - (2) Documentation supporting issuance and denial of permits, *Elevation Certificates*, documentation of the elevation (in relation to the datum on the *FIRM*) to which

*structures* have been *floodproofed*, other required design certifications, *variances*, and records of enforcement actions taken to correct *violations* of these regulations.

(K) Enforce the provisions of these regulations, investigate *violations*, issue notices of *violations* or stop work orders, and require permit holders to take corrective action.

(L) Advise the Middletown Board of Appeals regarding the intent of these regulations and, for each application for a *variance*, prepare a staff report and recommendation.

(M) Administer the requirements related to proposed work on existing buildings:

(1) Make determinations as to whether buildings and *structures* that are located in *flood* hazard areas and that are damaged by any cause have been *substantially damaged*.

(2) Make reasonable efforts to notify owners of *substantially damaged structures* of the need to obtain a permit to repair, rehabilitate, or reconstruct, and prohibit the non-compliant repair of *substantially damaged* buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or *structure* to prevent additional damage.

(N) Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged *structures*; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged *structures* information related to the proper repair of damaged *structures* in *special flood hazard areas*; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance (ICC) coverage under NFIP flood insurance policies.

---

(O) Notify the Federal Emergency Management Agency when the corporate boundaries of the Town of Middletown have been modified and:

---

- (1) Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
  - (2) If the *FIRM* for any annexed area includes *special flood hazard areas* that have *flood zones* that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the *FIRM* and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place within six months of the date of annexation and a copy of the amended regulations shall be provided to MDE (NFIP State Coordinator) and FEMA.
- (P) Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for *development* in the SFHA, and number of *variances* issued for *development* in the SFHA.

#### **15.20.120 Use and Interpretation of FIRMs**

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of *special flood hazard areas*, *floodplain* boundaries, and *floodway* boundaries. The following shall apply to the use and interpretation of *FIRMs* and data:

- (A) Where field surveyed topography indicates that ground elevations:
- (1) Are below the *base flood elevation*, even in areas not delineated as a *special flood hazard area* on a *FIRM*, the area shall be considered as *special flood hazard area* and subject to the requirements of these regulations;
  - (2) Are above the *base flood elevation*, the area shall be regulated as *special flood hazard area* unless the applicant obtains a *Letter of Map Change* that removes the area from the *special flood hazard area*.
- (B) In FEMA-identified *special flood hazard areas* where *base flood elevation* and *floodway* data have not been identified and in areas where FEMA has not identified

*special flood hazard areas*, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.

- (C) *Base flood elevations* and designated *floodway* boundaries on *FIRMs* and in *FISs* shall take precedence over *base flood elevations* and *floodway* boundaries by any other sources if such sources show reduced *floodway* widths and/or lower *base flood elevations*.
- (D) Other sources of data shall be reasonably used if such sources show increased *base flood elevations* and/or larger *floodway* areas than are shown on *FIRMs* and in *FISs*.
- (E) If a Preliminary *Flood Insurance Rate Map* and/or a Preliminary *Flood Insurance Study* has been provided by FEMA:
  - (1) Upon the issuance of a Letter of Final Determination by FEMA, if the preliminary flood hazard data is more restrictive than the effective data, it shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
  - (2) Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Section 15.20.050(C) and used where no *base flood elevations* and/or *floodway* areas are provided on the effective *FIRM*.
  - (3) Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary *base flood elevations*, *floodplain* or *floodway* boundaries exceed the *base flood elevations* and/or designated *floodway* widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

---

**15.20.130 Permits Required and Expiration**

- (A) It shall be unlawful for any *person* to begin any *development* or construction which is wholly within, partially within, or in contact with any flood hazard area established in Section 15.20.050, including but not limited to: filling; grading; construction of new

*structures*; the *substantial improvement* of buildings or *structures*, including repair of *substantial damage*; placement or replacement of *manufactured homes*, including *substantial improvement* or repair of *substantial damage* of *manufactured homes*; erecting or installing a *temporary structure*, or *alteration of a watercourse*, until a permit is obtained from the Town of Middletown. No such permit shall be issued until the requirements of these regulations have been met.

- (B) In addition to the permits required in paragraph (A), applicants for permits in *nontidal waters of the State* are advised to contact MDE. Unless waived by MDE, pursuant to Code of Maryland Regulations 26.17.04, Construction on Nontidal Waters and Floodplains, MDE regulates the “100-year frequency floodplain of free-flowing waters,” also referred to as *nontidal waters of the State*. To determine the 100-year frequency floodplain, hydrologic calculations are based on the ultimate *development* of the watershed, assuming existing zoning. The resulting flood hazard areas delineated using the results of such calculations may be different than the *special flood hazard areas* established in Section 15.20.050 of these regulations. A permit from the Town of Middletown is still required in addition to any State requirements.
- (C) A permit is valid provided the actual start of work is within 180 days of the date of permit issuance. Requests for extensions shall be submitted in writing and justifiable cause demonstrated. The Floodplain Administrator may grant, in writing, one or more extensions of time, for additional periods not exceeding 90 days each and provided there has been no amendment or revision to the basis for establishing *special flood hazard areas* and BFEs set forth in Section 15.20.050.

#### **15.20.140 Application Required**

Application for a permit shall be made by the owner of the property or the owner’s authorized agent (herein referred to as the applicant) prior to the start of any work. The application shall be on a form furnished for that purpose.

#### **(A) Application Contents**

At a minimum, applications shall include:

- (1) Site plans drawn to scale showing the nature, location, dimensions, and existing and proposed topography of the area in question, and the location of existing and proposed *structures*, excavation, filling, storage of materials, drainage facilities, and other proposed activities.
- (2) Elevation of the existing natural ground where buildings or *structures* are proposed, referenced to the datum on the *FIRM*.
- (3) Delineation of flood hazard areas, designated *floodway* boundaries, *flood zones*, *base flood elevations*, and *flood protection setbacks*. *Base flood elevations* shall be used to delineate the boundary of flood hazard areas and such delineations shall prevail over the boundary of SFHAs shown on *FIRMs*.
- (4) Where floodways are not delineated or *base flood elevations* are not shown on the *FIRMs*, the Floodplain Administrator has the authority to require the applicant to use information provided by the Floodplain Administrator, information that is available from Federal, State, or other sources, or to determine such information using accepted engineering practices or methods approved by the Floodplain Administrator. [Note: See “Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-Year) Flood Elevations” (FEMA 265).]
- (5) Determination of the *base flood elevations*, for *development* proposals and subdivision proposals, each with at least 5 lots or at least 5 acres, whichever is the lesser, in *special flood hazard areas* where *base flood elevations* are not shown on the *FIRM*; if *hydrologic and hydraulic engineering analyses* are submitted, such analyses shall be performed in accordance with the requirements and specifications of MDE and FEMA.
- (6) *Hydrologic and hydraulic engineering analyses* for proposals in *special flood hazard areas* where FEMA has provided *base flood elevations* but has not delineated a *floodway*; such analyses shall demonstrate that the cumulative effect of proposed *development*, when combined with all other existing and anticipated

development will not increase the water surface elevation of the *base flood* by more than one foot, or a lower increase if required by MDE.

- (7) For encroachments in *floodways*, an evaluation of alternatives to such encroachments, including different uses of the site or portion of the site within the *floodway*, and minimization of such encroachment.
- (8) If fill is proposed to be placed for a purpose other than to elevate *structures*, the applicant shall indicate the intended purpose for the fill.
- (9) For proposed buildings and *structures*, including *substantial improvement* and repair of *substantial damage*, and placement and replacement of manufactured homes, including *substantial improvement* and repair of *substantial damage*:
  - (a) The proposed elevation of the *lowest floor*, including *basement*, referenced to the datum on the *FIRM* and a signed *Agreement to Submit an Elevation Certificate*.
  - (b) The signed *Declaration of Land Restriction (Nonconversion Agreement)* that shall be recorded on the property deed prior to issuance of the Certificate of Occupancy, if the application includes an *enclosure below the lowest floor* or a crawl/underfloor space that is more than four (4) feet in height.
  - (c) A written evaluation of alternative methods considered to elevate *structures* and *manufactured homes*, if the location is in *nontidal waters of the State* and fill is proposed to achieve the elevation required in Section 15.20.330(A) or Section 15.20.340(A).
- (10) For *accessory structures* that are 300 square feet or larger in area (footprint) and that are below the *base flood elevation*, a variance is required as set forth in Article VII. If a variance is granted, a signed *Declaration of Land Restriction (Nonconversion Agreement)* shall be recorded on the property deed prior to issuance of the Certificate of Occupancy.

- (11) For *temporary structures* and temporary storage, specification of the duration of the temporary use.
- (12) For proposed work on existing buildings, *structure*, and *manufactured homes*, including any improvement, addition, repairs, alterations, rehabilitation, or reconstruction, sufficient information to determine if the work constitutes *substantial improvement* or repair of *substantial damage*, including but not limited to:
- (a) If the existing building or *structure* was constructed after October 23, 1981, evidence that the work will not alter any aspect of the building or *structure* that was required for compliance with the floodplain management requirements in effect at the time the building or *structure* was permitted.
  - (b) If the proposed work is a horizontal addition, a description of the addition and whether it will be independently supported or structurally connected to the *base building* and the nature of all other modifications to the *base building*, if any.
  - (c) Documentation of the *market value* of the building or *structure* before the improvement or, if the work is repair of damage, before the damage occurred.
  - (d) Documentation of the actual cash value of all proposed work, including the actual cash value of all work necessary to repair and restore damage to the before-damaged condition, regardless of the amount of work that will be performed. The value of work performed by the owner or volunteers shall be valued at market labor rates; the value of donated or discounted materials shall be valued at market rates.
- 
- (13) Certifications and/or technical analyses prepared or conducted by a *licensed* professional engineer or *licensed* architect, as appropriate, including:
-

- (a) The determination of the *base flood elevations* or *hydrologic and hydraulic engineering analyses* prepared by a *licensed* professional engineer that are required by the Floodplain Administrator or are required by these regulations in: Section 15.20.190 for certain subdivisions and *development*; Section 15.20.320(A) for *development* in designated *floodways*; Section 15.20.320(C) for *development* in flood hazard areas with *base flood elevations* but no designated *floodways*; and Section 15.20.320(E) for deliberate alteration or relocation of *watercourses*.
  - (b) The *Floodproofing Certificate* for nonresidential *structures* that are *floodproofed* as required in Section 15.20.340(B).
  - (c) Certification that engineered *flood openings* are designed to meet the minimum requirements of Section 15.20.330(C)(3) to automatically equalize hydrostatic flood forces.
- (14) For nonresidential *structures* that are proposed with *floodproofing*, an operations and maintenance plan as specified in Section 15.20.340 (B)(3).
  - (15) Such other material and information as may be requested by the Floodplain Administrator and necessary to determine conformance with these regulations.

**(B) New Technical Data**

- (1) The applicant may seek a *Letter of Map Change* by submitting new technical data to FEMA, such as base maps, topography, and engineering analyses to support revision of *floodplain* and *floodway* boundaries and/or *base flood elevations*. Such submissions shall be prepared in a format acceptable to FEMA and any fees shall be the sole responsibility of the applicant. A copy of the submittal shall be attached to the application for a permit.
- 
- (2) If the applicant submits new technical data to support any change in *floodplain* and designated *floodway* boundaries and/or *base flood elevations* but has not sought a *Letter of Map Change* from FEMA, the applicant shall submit such data

to FEMA as soon as practicable, but not later than six months after the date such information becomes available. Such submissions shall be prepared in a format acceptable to FEMA and any fees shall be the sole responsibility of the applicant.

**15.20.150 Review of Application**

The Floodplain Administrator shall:

- (A) Review applications for *development in special flood hazard areas* to determine the completeness of information submitted. The applicant shall be notified of incompleteness or additional information that is required to support the application.
  - (B) Notify applicants that permits from MDE and the U.S. Army Corps of Engineers, and other State and Federal authorities may be required.
  - (C) Review all permit applications to assure that all necessary permits have been received from the Federal, State or local governmental agencies from which prior approval is required. The applicant shall be responsible for obtaining such permits, including permits issued by:
    - (1) The U.S. Army Corps of Engineers under Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act;
    - (2) MDE pursuant to COMAR 26.23 (Nontidal Wetlands) and Section 401 of the Clean Water Act;
    - (3) MDE for construction on *nontidal waters of the State* pursuant to COMAR 26.17.04.
  - (D) Review applications for compliance with these regulations after all information required in Section 15.20.140 of these regulations or identified and required by the Floodplain Administrator has been received.
- 
-

### **15.20.160 Inspections**

The Floodplain Administrator shall make periodic inspections of *development* permitted in *special flood hazard areas*, at appropriate times throughout the period of construction in order to monitor compliance. Such inspections may include:

- (A) Stake-out inspection, to determine location on the site relative to the flood hazard area and designated *floodway*.
- (B) Foundation inspection, upon placement of the *lowest floor* and prior to further vertical construction, to collect information or certification of the elevation of the *lowest floor*.
- (C) Inspection of *enclosures below the lowest floor*, including crawl/underfloor spaces, to determine compliance with applicable provisions.
- (D) Utility inspection, upon installation of specified equipment and appliances, to determine appropriate location with respect to the *base flood elevation*.
- (E) Final inspection prior to issuance of the Certificate of Occupancy.

### **15.20.170 Submissions Required Prior to Final Inspection**

Pursuant to the *Agreement to Submit an Elevation Certificate* submitted with the application as required in Section 15.20.140(A)(9), the permittee shall have an *Elevation Certificate* prepared and submitted prior to final inspection and issuance of a Certificate of Occupancy for elevated *structures* and *manufactured homes*, including new *structures* and *manufactured homes*, substantially-improved *structures* and *manufactured homes*, and additions to *structures* and *manufactured homes*.

## **ARTICLE IV. REQUIREMENTS IN ALL FLOOD HAZARD AREAS**

---

### **15.20.180 Application of Requirements**

The general requirements of this section apply to all *development* proposed within all *special flood hazard areas* identified in Section 15.20.050.

---

## 15.20.190 Subdivision Proposals and Development Proposals

### (A) In all *flood zones*:

- (1) Subdivision proposals and *development* proposals shall be consistent with the need to minimize flood damage and are subject to all applicable standards in these regulations.
- (2) Subdivision proposals and *development* proposals shall have utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (3) Subdivision proposals and *development* proposals shall have adequate drainage paths provided to reduce exposure to flood hazards and to guide floodwaters around and away from proposed *structures*.
- (4) Subdivision proposals and *development* proposals containing at least 5 lots or at least 5 acres, whichever is the lesser, that are wholly or partially in flood hazard areas where *base flood elevation* data are not provided by the Floodplain Administrator or available from other sources, shall be supported by determinations of *base flood elevations* as required in Section 15.20.140 of these regulations.
- (5) Subdivision access roads shall have the driving surface at or above the *base flood elevation*.

### (B) In *special flood hazard areas of nontidal waters of the State*:

- (1) Subdivision proposals shall be laid out such that proposed building pads are located outside of the *special flood hazard area* and any portion of platted lots that include land areas that are below the *base flood elevation* shall be used for other purposes, deed restricted, or otherwise protected to preserve it as open space.
- (2) Subdivision access roads shall have the driving surface at or above the *base flood elevation*.

#### **15.20.200 Protection of Water Supply and Sanitary Sewage Systems**

- (A) New and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems.
- (B) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into systems and discharges from systems into floodwaters.
- (C) On-site waste disposal systems shall be located to avoid impairment to or contamination from them during conditions of *flooding*.

#### **15.20.210 Buildings and Structures**

New buildings and *structures* (including the placement and replacement of *manufactured homes*) and *substantial improvement* of existing *structures* (including *manufactured homes*) that are located, in whole or in part, in any *special flood hazard area* shall:

- (A) Be designed (or modified) and constructed to safely support flood loads. The construction shall provide a complete load path capable of transferring all loads from their point of origin through the load-resisting elements to the foundation. *Structures* shall be designed, connected and anchored to resist flotation, collapse or permanent lateral movement due to structural loads and stresses, including hydrodynamic and hydrostatic loads and the effects of buoyancy, from *flooding* equal to the *flood protection elevation* or the elevation required by these regulations or the *building code*, whichever is higher.
- (B) Be constructed by methods and practices that minimize flood damage.
- (C) Use *flood damage-resistant materials* below the elevation of the *lowest floor* required in Section 15.20.330(A) or Section 15.20.340(A).
- (D) Have electrical systems, equipment and components, and mechanical, heating, ventilating, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment located at or above the elevation of the *lowest floor* required in Section 15.20.330(A) or Section 15.20.340(A). Electrical wiring systems are

permitted to be located below elevation of the *lowest floor* provided they conform to the provisions of the electrical part of the *building code* for wet locations. If replaced as part of a *substantial improvement*, electrical systems, equipment and components, and heating, ventilation, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment shall meet the requirements of this section.

- (E) As an alternative to paragraph (D), electrical systems, equipment and components, and heating, ventilating, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment are permitted to be located below the elevation of the *lowest floor* provided they are designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to that elevation.
- (F) Have the electric panelboard elevated at least three (3) feet above the BFE.
- (G) Comply with the specific requirements of Article V.
- (H) Comply with the requirements of the most restrictive designation if located on a site that has more than one *flood zone* designation (A Zone, designated *floodway*).

#### **15.20.220 Placement of Fill**

- (A) Disposal of fill, including but not limited to earthen soils, rock, rubble, construction debris, woody debris, and trash, shall not be permitted in *special flood hazard areas*.
- (B) Fill proposed to be placed to elevate *structures* in flood hazard areas shall comply with the *floodways* requirements in Section 15.20.320(A), Section 15.20.320(B), and Section 15.20.320(C) and the limitations of Section 15.20.330(B).

#### **15.20.230 Historic Structures**

---

Repair, alteration, addition, rehabilitation, or other improvement of *historic structures* shall be subject to the requirements of these regulations if the proposed work is determined to be a *substantial improvement*, unless a determination is made that the proposed work will not preclude

---

the *structure's* continued designation as a *historic structure*. The Floodplain Administrator may require documentation of a *structure's* continued eligibility and designation as a *historic structure*.

#### **15.20.240     Manufactured Homes**

- (A) New *manufactured homes* shall not be placed or installed in *floodways*.
- (B) For the purpose of these regulations, the *lowest floor* of a *manufactured home* is the bottom of the lowest horizontal supporting member (longitudinal chassis frame beam).
- (C) New *manufactured homes* located outside of *floodways*, replacement *manufactured homes* in any flood hazard areas, and *substantial improvement* (including repair of *substantial damage*) of existing *manufactured homes* in all flood hazard area, shall:
  - (1) Be elevated on a permanent, reinforced foundation in accordance with Article V;
  - (2) Be installed in accordance with the anchor and tie-down requirements of the *building code* or the manufacturer's written installation instructions and specifications; and
  - (3) Have *enclosures below the lowest floor* of the elevated *manufactured home*, if any, including enclosures that are surrounded by rigid skirting or other material that is attached to the frame or foundation, that comply with the requirements of Article V.

[Note: See "Protecting Manufactured Homes from Floods and Other Hazards: A Multi-Hazard Foundation and Installation Guide" (FEMA P-85).]

#### **15.20.250     Recreational Vehicles**

*Recreational vehicles* shall:

- 
- (A) Meet the requirements for *manufactured homes* in Section 15.20.240; or
  - (B) Be fully licensed and ready for highway use; or
  - (C) Be on a site for less than 180 consecutive days.
-

### **15.20.260 Critical and Essential Facilities**

*Critical and essential facilities* shall:

- (A) Not be located in *floodways*; or
- (B) If located in flood hazard areas other than *floodways*, be elevated to the higher of elevation required by these regulations plus one (1) foot, the elevation required by the *building code*, or the elevation of the 0.2 percent chance (500-year) flood.

### **15.20.270 Temporary Structures and Temporary Storage**

In addition to the application requirements of Section 15.20.140, applications for the placement or erection of *temporary structures* and the temporary storage of any goods, materials, and equipment, shall specify the duration of the temporary use. *Temporary structures* and temporary storage in *floodways* shall meet the limitations of Section 15.20.320(A) of these regulations. In addition:

(A) *Temporary structures* shall:

- (1) Be designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic loads and hydrostatic loads during conditions of the *base flood*;
- (2) Have electric service installed in compliance with the electric code; and
- (3) Comply with all other requirements of the applicable State and local permit authorities.

(B) Temporary storage shall not include hazardous materials.

### **15.20.280 Gas or Liquid Storage Tanks**

- 
- (A) Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the *base flood*.
-

- (B) Above-ground tanks in flood hazard areas shall be anchored to a supporting structure and elevated to or above the *base flood elevation*, or shall be anchored or otherwise designed and constructed to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the *base flood*.
- (C) In flood hazard areas, tank inlets, fill openings, outlets and vents shall be:
- (1) At or above the *base flood elevation* or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the *base flood*; and
  - (2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the *base flood*.

#### **15.20.290 Functionally Dependent Uses**

Applications for *functionally dependent uses* that do not conform to the requirements of these regulations shall be approved only by *variances* issued pursuant to Article VII. If approved, *functionally dependent uses* shall be protected by methods that minimize flood damage during the *base flood*, including measures to allow floodwaters to enter and exit, use of *flood damage-resistant materials*, and elevation of electric service and equipment to the extent practical given the use of the building.

### **ARTICLE V. REQUIREMENTS IN FLOOD HAZARD AREAS**

#### **15.20.300 General Requirements**

In addition to the general requirements of Section 4.0, the requirements of this section shall:

- 
- (A) Apply in flood hazard areas, including *special flood hazard areas* along *nontidal waters of the State*.
-

- (B) Apply to all *development, new construction, substantial improvements* (including repair of *substantial damage*), and placement, replacement, and *substantial improvement* (including repair of *substantial damage*) of *manufactured homes*.

#### **15.20.310 Flood Protection Setbacks**

Within areas defined by *flood protection setbacks* along *nontidal waters of the State*:

- (A) No new buildings, *structures*, or other *development* shall be permitted unless the applicant demonstrates that the site cannot be developed without such encroachment into the *flood protection setback* and the encroachment is the minimum necessary after consideration of varying other siting standards such as side, front, and back lot line setbacks.
- (B) Disturbance of natural vegetation shall be minimized and any disturbance allowed shall be vegetatively stabilized.
- (C) Public works and temporary construction may be permitted.

#### **15.20.320 Development that Affects Flood-Carrying Capacity of Nontidal Waters of the State**

##### **(A) Development in Designated Floodways**

For proposed *development* that will encroach into a designated *floodway*, Section 15.20.140(A)(7) requires the applicant to submit an evaluation of alternatives to such encroachment, including different uses of the site or the portion of the site within the *floodway*, and minimization of such encroachment. This requirement does not apply to fences that do not block the flow of floodwaters or trap debris.

Proposed *development* in a designated *floodway* may be permitted only if:

- (1) The applicant has been issued a permit by MDE; and
- (2) The applicant has developed *hydrologic and hydraulic engineering analyses* and technical data prepared by a *licensed* professional engineer reflecting such changes, and the analyses, which shall be submitted to the Floodplain

Administrator, demonstrate that the proposed activity will not result in any increase in the *base flood elevation*; or

- (3) If the analyses demonstrate that the proposed activities will result in an increase in the *base flood elevation*, the applicant has obtained a Conditional Letter of Map Revision and a Letter of Map Revision from FEMA upon completion of the project. Submittal requirements and fees shall be the responsibility of the applicant.

**(B) Development that Includes the Placement of Fill in Nontidal Waters of the State**

For proposed *development* that includes the placement of fill in *nontidal waters of the State*, other than *development* that is subject to paragraph (D), a hydraulically-equivalent volume of excavation is required. Such excavations shall be designed to drain freely.

**(C) Development in Areas with Base Flood Elevations but No Designated Floodways**

For *development* in *special flood hazard areas* of *nontidal waters of the State* with *base flood elevations* but no designated *floodways*:

- (1) The applicant shall develop *hydrologic and hydraulic engineering analyses* and technical data reflecting the proposed activity and shall submit such technical data to the Floodplain Administrator as required in Section 15.20.140(A)(6). The analyses shall be prepared by a *licensed* professional engineer in a format required by FEMA for a Conditional Letter of Map Revision and a Letter of Map Revision upon completion of the project. Submittal requirements and fees shall be the responsibility of the applicant.
- (2) The proposed *development* may be permitted if the applicant has received a permit by MDE and if the analyses demonstrate that the cumulative effect of the proposed *development*, when combined with all other existing and potential flood hazard area encroachments will not increase the *base flood elevation* more than 1.0 foot at any point.

**(D) Construction of Roads, Bridges, Culverts, Dams and In-Stream Ponds**

Construction of roads, bridges, culverts, dams, and in-stream ponds in *nontidal waters of the State* shall not be approved unless they comply with this section and the applicant has received a permit from MDE.

**(E) Alteration of a Watercourse**

For any proposed *development* that involves *alteration of a watercourse* not subject to paragraph (C), unless waived by MDE, the applicant shall develop *hydrologic and hydraulic engineering analyses* and technical data reflecting such changes, including the *floodway* analysis required in Section 15.20.140(A), and submit such technical data to the Floodplain Administrator and to FEMA. The analyses shall be prepared by a *licensed* professional engineer in a format required by MDE and by FEMA for a Conditional Letter of Map Revision and a Letter of Map Revision upon completion of the project. Submittal requirements and fees shall be the responsibility of the applicant.

*Alteration of a watercourse* may be permitted only upon submission, by the applicant, of the following:

- (1) A description of the extent to which the *watercourse* will be altered or relocated;
- (2) A certification by a *licensed* professional engineer that the flood-carrying capacity of the *watercourse* will not be diminished;
- (3) Evidence that adjacent communities, the U.S. Army Corps of Engineers, and MDE have been notified of the proposal, and evidence that such notifications have been submitted to FEMA; and
- (4) Evidence that the applicant shall be responsible for providing the necessary maintenance for the altered or relocated portion of the *watercourse* so that the flood carrying capacity will not be diminished. The Floodplain Administrator may require the applicant to enter into an agreement with the Town of Middletown specifying the maintenance responsibilities; if an agreement is required, the permit shall be conditioned to require that the agreement be recorded on the deed of the property which shall be binding on future owners.

### **15.20.330 Residential Structures and Residential Portions of Mixed Use Structures**

New residential *structures* and residential portions of mixed use *structures*, and *substantial improvement* (including repair of *substantial damage*) of existing residential *structures* and residential portions of mixed use *structures* shall comply with the applicable requirements of Article IV and this section. See Section 15.20.350 for requirements for horizontal additions.

#### **(A) Elevation Requirements**

- (1) *Lowest floors* shall be elevated to or above the *flood protection elevation*.
- (2) In *areas of shallow flooding* (Zone AO), the *lowest floor* (including *basement*) shall be elevated at least as high above the *highest adjacent grade* as the depth number specified in feet on the *FIRM* plus two (2) feet, or at least four (4) feet if a depth number is not specified.
- (3) *Enclosures below the lowest floor* shall meet the requirements of paragraph (C).

#### **(B) Limitations on Use of Fill to Elevate Structures**

Unless otherwise restricted by these regulations, especially by the limitations in Section 15.20.320(A), Section 15.20.320(B), and Section 15.20.320(C), fill placed for the purpose of raising the ground level to support a building or *structure* shall:

- (1) Consist of earthen soil or rock materials only.
- (2) Extend laterally from the building footprint to provide for adequate access as a function of use; the Floodplain Administrator may seek advice from the State Fire Marshal's Office and/or the local fire services agency;
- (3) Comply with the requirements of the *building code* and be placed and compacted to provide for stability under conditions of rising and falling floodwaters and resistance to erosion, scour, and settling;
- (4) Be sloped no steeper than one (1) vertical to two (2) horizontal, unless approved by the Floodplain Administrator;

- (5) Be protected from erosion associated with expected velocities during the occurrence of the *base flood*; unless approved by the Floodplain Administrator, fill slopes shall be protected by vegetation if the expected velocity is less than five feet per second, and by other means if the expected velocity is five feet per second or more; and
- (6) Be designed with provisions for adequate drainage and no adverse effect on adjacent properties.

**(C) Enclosures Below the Lowest Floor**

- (1) *Enclosures below the lowest floor* shall be used solely for parking of vehicles, building access, crawl/underfloor spaces, or limited storage.
  - (2) *Enclosures below the lowest floor* shall be constructed using *flood damage-resistant materials*.
  - (3) *Enclosures below the lowest floor* shall be provided with *flood openings* which shall meet the following criteria: [Note: See NFIP Technical Bulletin #1, "Openings in Foundation Walls and Walls of Enclosures Below Elevated Buildings."]
    - (a) There shall be a minimum of two *flood openings* on different sides of each enclosed area; if a building has more than one *enclosure below the lowest floor*, each such enclosure shall have *flood openings* on exterior walls.
    - (b) The total net area of all *flood openings* shall be at least 1 square inch for each square foot of enclosed area (non-engineered *flood openings*), or the *flood openings* shall be engineered *flood openings* that are designed and certified by a *licensed* professional engineer to automatically allow entry and exit of floodwaters; the certification requirement may be satisfied by an individual certification or an Evaluation Report issued by the ICC Evaluation Service, Inc.
-

- (c) The bottom of each *flood opening* shall be 1 foot or less above the higher of the interior floor or grade, or the exterior grade, immediately below the opening.
- (d) Any louvers, screens or other covers for the *flood openings* shall allow the automatic flow of floodwaters into and out of the enclosed area.
- (e) If installed in doors, *flood openings* that meet requirements of paragraphs (a) through (d), are acceptable; however, doors without installed *flood openings* do not meet the requirements of this section.

#### **15.20.340 Nonresidential Structures and Nonresidential Portions of Mixed Use Structures**

New nonresidential *structures* and nonresidential portions of mixed use *structures*, and *substantial improvement* (including repair of *substantial damage*) of existing nonresidential *structures* and nonresidential portions of mixed use *structures* shall comply with the applicable requirements of Article IV and the requirements of this section. See Section 15.20.350 for requirements for horizontal additions.

##### **(A) Elevation Requirements**

Elevated *structures* shall:

- (1) Have the *lowest floor* (including *basement*) elevated to or above the *flood protection elevation*; or
- (2) In *areas of shallow flooding* (Zone AO), have the *lowest floor* (including *basement*) elevated at least as high above the *highest adjacent grade* as the depth number specified in feet on the *FIRM* plus two (2) feet, or at least four (4) feet if a depth number is not specified; and
- (3) Have *enclosures below the lowest floor*, if any, that comply with the requirements of Section 15.20.330(C); or
- (4) If proposed to be elevated on fill, meet the limitations on fill in Section 15.20.330(B).

**(B) Floodproofing Requirements**

- (1) *Floodproofing* of new nonresidential buildings is not allowed in *nontidal waters of the State* (COMAR 26.17.04.11(B)(7)).
- (2) *Floodproofing* for *substantial improvement* of nonresidential buildings is allowed in *nontidal waters of the State*.
- (3) If *floodproofing* is proposed, *structures* shall:
  - (a) Be designed to be dry *floodproofed* such that the building or *structure* is watertight with walls and floors substantially impermeable to the passage of water to the level of the *flood protection elevation* plus 1.0 foot, or
  - (b) If located in an *area of shallow flooding* (Zone AO), be dry *floodproofed* at least as high above the *highest adjacent grade* as the depth number specified on the *FIRM* plus three (3) feet, or at least five (5) feet if a depth number is not specified; and
  - (c) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
  - (d) Have *floodproofing* measures that are designed taking into consideration the nature of flood-related hazards; frequency, depth and duration of *flooding*; rate of rise and fall of floodwater; soil characteristics; flood-borne debris; at least 12 hours of flood warning time from a credible source; and time necessary to implement any measures that require human intervention;
  - (e) Have at least one door above the applicable flood elevation that allows human ingress and egress during conditions of *flooding*;
  - (f) Have an operations and maintenance plan that is filed with local emergency management officials and that specifies the owner/occupant's responsibilities to monitor flood potential; the location of any shields, doors, closures, tools, or other goods that are required for implementation;

maintenance of such goods; methods of installation; and periodic inspection; and

- (g) Be certified by a *licensed* professional engineer or *licensed* architect, through execution of a *Floodproofing Certificate* that states that the design and methods of construction meet the requirements of this section. The *Floodproofing Certificate* shall be submitted with the construction drawings as required in Section 15.20.140(A)(13).

#### **15.20.350 Horizontal Additions**

- (A) A horizontal addition proposed for a building or *structure* that was constructed after the date specified in Section 15.20.010 shall comply with the applicable requirements of Article IV and this section.
  - (B) In *nontidal waters of the State* that are subject to the regulatory authority of MDE, all horizontal additions shall comply with the applicable requirements of Article IV and this section and:
    - (1) If the addition is structurally connected to the *base building*, the requirements of paragraph (C) apply.
    - (2) If the addition has an independent foundation and is not structurally connected to the *base building* and the common wall with the *base building* is modified by no more than a doorway, the *base building* is not required to be brought into compliance.
  - (C) For horizontal additions that are structurally connected to the *base building*:
    - (1) If the addition combined with other proposed repairs, alterations, or modifications of the *base building* constitutes *substantial improvement*, the *base building* and the addition shall comply with the applicable requirements of Article IV and this section.
-

(2) If the addition constitutes *substantial improvement*, the *base building* and the addition shall comply with all of the applicable requirements of Article IV and this section.

(D) For horizontal additions with independent foundations that are not structurally connected to the *base building* and the common wall with the *base building* is modified by no more than a doorway, the *base building* is not required to be brought into compliance.

(E) A horizontal addition to a building or *structure* that is not *substantial improvement*, and is not located in *nontidal waters of the State*, is not required to comply with this section.

[Note: See “Substantial Improvement/Substantial Damage Desk Reference” (FEMA P-758).]

#### **15.20.350 Accessory Structures**

(A) *Accessory structures* shall be limited to not more than 300 square feet in total floor area.

(B) *Accessory structures* shall comply with the elevation requirements and other requirements of Section 15.20.330, the *floodproofing* requirements of Section 15.20.340(B), or shall:

(1) Be useable only for parking of vehicles or limited storage;

(2) Be constructed with *flood damage-resistant materials* below the *base flood elevation*;

(3) Be constructed and placed to offer the minimum resistance to the flow of floodwaters;

(4) Be anchored to prevent flotation;

(5) Have electrical service and mechanical equipment elevated to or above the *base flood elevation*; and

(6) Have *flood openings* that meet the requirements of Section 15.20.330(C).

## **ARTICLE VI. RESERVED**

## **ARTICLE VII. VARIANCES**

### **15.20.360 General**

The Middletown Board of Appeals shall have the power to consider and authorize or deny *variances* from the strict application of the requirements of these regulations. A *variance* shall be approved only if it is determined to not be contrary to the public interest and where, owing to special conditions of the lot or parcel, a literal enforcement of the provisions of these regulations, an unnecessary hardship would result.

Upon consideration of the purposes of these regulations, the individual circumstances, and the considerations and limitations of this section, the Middletown Board of Appeals may attach such conditions to *variances* as it deems necessary to further the purposes of these regulations.

The Middletown Board of Appeals shall notify, in writing, any applicant to whom a *variance* is granted to construct or substantially improve a building or *structure* with its *lowest floor* below the elevation required by these regulations that the *variance* is to the floodplain management requirements of these regulations only, and that the cost of Federal flood insurance will be commensurate with the increased risk, with rates up to \$25 per \$100 of insurance coverage.

A record of all *variance* actions, including justification for issuance shall be maintained pursuant to Section 15.20.110 (J) of these regulations.

### **15.20.370 Application for a Variance**

- (A) The owner of property, or the owner's authorized agent, for which a *variance* is sought shall submit an application for a *variance* to the Floodplain Administrator.
- (B) At a minimum, the application shall contain the following information: name, address, and telephone number of the applicant and property owner; legal description of the property; parcel map; description of the existing use; description of the proposed use; site map showing the location of flood hazard areas, designated *floodway* boundaries, *flood zones*, *base flood elevations*, and *flood protection setbacks*; description of the

*variance* sought; and reason for the *variance* request. *Variance* applications shall specifically address each of the considerations in Section 15.20.380.

- (C) If the application is for a *variance* to allow the *lowest floor* of a building or *structure* below the applicable minimum elevation required by these regulations, the application shall include a statement signed by the owner that, if granted, the conditions of the *variance* shall be recorded on the deed of the property.

#### **15.20.380 Considerations for Variances**

The Floodplain Administrator shall request comments on *variance* applications from MDE (NFIP State Coordinator) and shall provide such comments to the Middletown Board of Appeals.

In considering *variance* applications, the Middletown Board of Appeals shall consider and make findings of fact on all evaluations, all relevant factors, requirements specified in other sections of these regulations, and the following factors:

- (A) The danger that materials may be swept onto other lands to the injury of others.
- (B) The danger to life and property due to *flooding* or erosion damage.
- (C) The susceptibility of the proposed *development* and its contents (if applicable) to flood damage and the effect of such damage on the individual owner.
- (D) The importance of the services to the *community* provided by the proposed *development*.
- (E) The availability of alternative locations for the proposed use which are not subject to, or are subject to less, *flooding* or erosion damage.
- (F) The necessity to the facility of a waterfront location, where applicable, or if the facility is a *functionally dependent use*.
- 
- (G) The compatibility of the proposed use with existing and anticipated *development*.
- 
- (H) The relationship of the proposed use to the comprehensive plan and hazard mitigation plan for that area.

- (I) The safety of access to the property in times of flood for passenger vehicles and emergency vehicles.
- (J) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site.
- (K) The costs of providing government services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
- (L) The comments provided by MDE (NFIP State Coordinator).

#### **15.20.390 Limitations for Granting Variances**

The Middletown Board of Appeals shall make an affirmative decision on a *variance* request only upon:

- (A) A showing of good and sufficient cause. Good and sufficient cause deals solely with the physical characteristics of the property and cannot be based on the character of the improvement, the personal characteristics of the owner/inhabitants, or local provision that regulate standards other than health and public safety.
- (B) A determination that failure to grant the *variance* would result in exceptional hardship due to the physical characteristics of the property. Increased cost or inconvenience of meeting the requirements of these regulations does not constitute an exceptional hardship to the applicant.
- (C) A determination that the granting of a *variance* for *development* within any designated *floodway*, or flood hazard area with *base flood elevations* but no designated *floodway*, will not result in increased flood heights beyond that which is allowed in these regulations.
- (D) A determination that the granting of a *variance* will not result in additional threats to public safety; extraordinary public expense, nuisances, fraud or victimization of the public, or conflict with existing local laws.

- (E) A determination that the building, *structure* or other *development* is protected by methods to minimize flood damages.
- (F) A determination that the *variance* is the minimum necessary to afford relief, considering the flood hazard.

## ARTICLE VIII. ENFORCEMENT

### 15.20.400 Compliance Required

- (A) No building, *structure* or *development* shall hereafter be located, erected, constructed, reconstructed, improved, repaired, extended, converted, enlarged or altered without full compliance with these regulations and all other applicable regulations.
- (B) Failure to obtain a permit shall be a *violation* of these regulations and shall be subject to penalties in accordance with Section 15.20.420.
- (C) Permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the specific activities set forth in such approved plans and applications or amendments thereto. Use, arrangement, or construction of such specific activities that are contrary to that authorization shall be deemed a *violation* of these regulations.

### 15.20.410 Notice of Violation and Stop Work Order

If the Floodplain Administrator determines that there has been a *violation* of any provision of these regulations, the Floodplain Administrator shall give notice of such *violation* to the owner, the owner's authorized agent, and the *person* responsible for such *violation*, and may issue a stop work order. The notice of *violation* or stop work order shall be in writing and shall:

- (A) Include a list of *violations*, referring to the section or sections of these regulations that have been violated;
- (B) Order remedial action which, if taken, will effect compliance with the provisions of these regulations;
- (C) Specify a reasonable period of time to correct the *violation*;

- (D) Advise the recipients of the right to appeal; and
- (E) Be served in person; or
- (F) Be posted in a conspicuous place in or on the property and sent by registered or certified mail to the last known mailing address, residence, or place of business of the recipients.

**15.20.420 Violations and Penalties**

*Violations* of these regulations or failure to comply with the requirements of these regulations or any conditions attached to a permit or *variance* shall constitute a misdemeanor. Any *person* responsible for a *violation* shall comply with the notice of *violation* or stop work order. Failure to comply shall be alternatively or in addition deemed a civil infraction and a fine of up to \$1,000.00 may be imposed, but this does not excuse the violation. Each day a *violation* continues shall be considered a separate offense. The violation must be corrected prior to any further work progressing on the project. Nothing herein contained shall prevent the Town of Middletown from taking such other lawful action as is necessary to prevent or remedy any *violation*.

**ARTICLE IX. SUBSEQUENT AMENDMENTS**

**15.20.430 Subsequent Amendments**

All ordinances or parts of ordinances that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency. This ordinance shall be amended as required by the Federal Emergency Management Agency, Title 44, Code of Federal Regulations. All subsequent amendments to this ordinance are subject to the approval of the Federal Emergency Management Agency and the Maryland Department of the Environment.

---

---

**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

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 6/1/2015

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:**

**AMVETS Expansion Plans** – Revised Site Plan approved – May 19, 2014 (Plans expire 5/19/2017)  
**Building permit received and expansion proceeding – May 2015**

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

**Fire Station** – Concept plan submitted to PC for comments – April 22, 2013  
Fire Station plat conditionally approved – October 16, 2013  
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

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

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

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

**Newton Property (Cross Stone Commons)** – BOA Special Exception Use Hearing – May 8, 2013  
Revised architectural plans approved by PC – March 17, 2014  
Final FRO Plan approved – May 19, 2014  
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)  
Phase 1 Improvement Plans conditionally approved – October 20, 2014  
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)

**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)  
**Building permit applied for – May 2015**

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

**Annexations:**

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

**Text Amendments:**

**Zoning Code review – town board to be holding public hearings first half of 2015**

**Subdivision regulations review – Planning Commission began review – January 2015**

**Reports:**

**Meetings:** Next Middletown Green Team Meeting – June 17, 2015

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

## Town of Middletown Zoning Department

To: Burgess and Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 6/4/15

RE: Monthly Zoning Update – May 2015

---

**Board of Appeals (BoA) Meeting(s)**: No BoA meeting was held in May 2015. The BoA members, however, reviewed and responded to a May 18, 2015 letter they received from the Middletown Planning Commission (PC). The PC requested the BoA reconsider their decision rendered on March 17, 2015, Case Number MT-B-15-3, in granting Brian C. Sheffler II, 9 Linden Blvd, a special exception to park a restricted vehicle on his driveway at 9 Linden Blvd. In a May 26, 2015 letter to the Chairman of the Middletown PC, the BoA Chairman officially notified the PC Chairman that the BoA declined the PC's request to reconsider the case. The BoA will include this request as one of their agenda item at their next scheduled BoA public meeting.

### **Zoning Violations:**

- (1) Recreational Vehicle parked on driveway – side yard. 308 East Main Street. Violation letter sent to homeowner on 20 Jan 15 advising owner that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (utility trailer) in the side and rear yards of any residential lot unless it was appropriately screened from adjoining properties. Open.
- (2) Storage Container placed in driveway in residential zone. 100 Ivy Hill Drive. Violation letter sent on April 28, 2015 to homeowner advising them that it was a violation of Section 17.32.045 of the municipal code to place a storage container on their property without first getting approval from the planning commission. Staff Planner provided copy of violation letter. Storage container removed from property on May 25, 2015. Closed.
- (3) Storage Shed placed on property without zoning certificate. 117 Ivy Hill Drive. Violation letter sent on April 28, 2015 to homeowner advising them that it was a violation of Section 17.08.030 of the municipal code to place a storage shed (accessory building) on their property without getting a zoning certificate issued from and approved by the zoning administrator. Owner was not aware that a zoning certificate was required to install a shed on their residential property. A zoning certificate was submitted and approved. Closed.
- (4) Camper trailer (recreational vehicle) parked on driveway. 117 Prospect Street. Violation letter sent on May 6, 2015 to property owner advising owner that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (camper trailer) in the front yard setback area including the driveway of any lot, and that such equipment is not permitted to be parked or stored on public streets and right-of-ways. Additionally, if recreational equipment is stored in the side or rear yards of any residential lot, it shall be appropriately screened from adjoining properties. Open.

**Miscellaneous:** None

<b>May 2015 Zoning Certificates - completed</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Russell Currey – install 30 solar panels flush to the roof of existing dwelling (Solar City)	104 East Main Street	130296	5/4/15	5/12/15	yes
Trung Vu & Uyen Nguyen – erected a 10’ x 12’ prefabricated storage shed in side/rear yard of property	117 Ivy Hill Drive	Town	5/5/15	5/6/15	no
Annalisa Geiger – place a 10’ x 10’ prefabricated storage shed in rear yard of property 6’ from side property line and 15’ from rear gate of property on a pad installed by shed installers	307 West Main Street	Town	5/6/15	5/16/15	no
Admar Custom Homes – new single family home (rancher)	4 Gladhill Drive	129491	4/17/15	5/6/15	yes
Brittan Reisse – renovate space in Town Center Shopping Center for change of use/change of tenant – Supercuts Hair Salon	811 West Main Street	130477	4/20/15	5/28/15	yes
Steve Barmoy – install 31 solar panels to the roof of dwelling	24 Knoll Side Lane	130494,	5/14/15	5/14/2015	no
Xiaojun Hu – construct a 15’ x 16’ deck and a 12’ x 14’ screened porch on the rear of residence. The deck and porch to be built on same level.	8 Gladhill Drive	130767	5/18/15	5/27/15	yes
Jack & Kristie Lu – install a 20’ x 16’ deck with steps to grade on the rear of house.	11 Hoffman Drive	130809	5/26/15	5/26/15	yes

<b>Zoning Certificate submitted– in progress</b>					
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
Middletown High School – replace siding and windows and enclose porch area of press box at football stadium.	200 School House Drive		4/30/15		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		5/7/15		yes
Carroll H. Kehne – install 39 solar panels mounted flush to the roof of residential dwelling	5 Lauber Court		5/12/15		yes
Joseph Sadler – construct a 40’ x 60’ storage shed in rear yard of property using a prefabricated kit	402 Franklin Street		5/13/15		yes
Bart Bartram – remove existing deck from rear of house and install 12’ x 14’ pressure treated pine deck. Install an Ornamental Aluminum Fence (6 foot) on both sides and back of rear yard	41 Boileau Court		5/28/15		yes

<b>Zoning Certificate submitted -- actions pending and/or suspended</b>					
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		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 font 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



*The Heart of Middletown*

TO: The Burgess and Commissioners  
FROM: Becky Reich, Main Street Manager  
RE: Workshop Report  
DATE: June 2, 2015

**ORGANIZATION:**

- Please welcome our new Board members, Sean O’Keefe, Chris Popple, and Greg Wigle! Our new Board members were voted in at our May meeting. We are excited to have these Main Street business owners on our Board and the talents they bring to the table!
- The Main Street Board also voted in our new slate of officers: President-Ellen Baker, Vice President-Janice Rockwell, Recording Secretary-Linda Kinslow, and Treasurer-Greg Beal. Please congratulate our new officers and thank them for their volunteer commitment!
- We have scheduled our Board Retreat for Saturday, June 27, 2015 in which we will review our strategic plan and evaluate our priorities. Going through the exercise of identifying “opportunities” and “threats” allows Main Street to remain flexible and available to put our energies in the areas that need attention now and yet, continue the work of the mission. We have also invited all of our Committee volunteers to the Board Retreat for the second half of the day, so we can all meet at once, discuss projects where the Committee responsibilities overlap, and define those projects and responsibilities where two, three, or even all four committees have a stake in the project.
- The Organization Committee is spearheading our summer fundraising event, a 5K Road Race and Fun Run, called The Heat is On. We have officially opened up the registration for the race, and have received several sponsors at the top giving level including the Middletown Valley Bank, The Middletown Valley Medical Center, Hello Gorgeous, Sportsland, The Main Cup, Candlelight Floral Design, and Pulse Publishing. We are partnering with the Middletown Branch library and proceeds from the event will benefit both local nonprofits.
- I will attend the required quarterly Main Street Meeting in Brunswick on Wednesday, June 10, 2015.
- Our website project is on-track and following the grant conditions.

**DESIGN:**

- The Design Committee will meet on June 11, 2015 in which we will be reviewing more edits of the Design Guidelines booklet. We anticipate having all edits completed by our July meeting. The Design Committee is working on the annual work plan for the June Board Retreat.
- We have identified several properties that we believe are strong candidates for the plaque program.

**PROMOTIONS:**

- The Promotions Committee is secured two advertising campaigns to promote the Main Street businesses at a discounted rate. Please look for the ads in the upcoming issues of Find It Frederick and The Frederick Guide.

- The Promotions Committee is researching shopping bags and starting a Buy Local campaign. This project will officially start in the next fiscal year, but research for different products and design is on-going. We believe we can also have this project double as one of the requirements for the Green Team –Sustainable Maryland projects.

#### ECONOMIC DEVELOPMENT:

- The Economic Development Committee would like to invite the Burgess and Commissioners to the upcoming Business Mixer that will be Wednesday, June 24, 2015 at 8am and hosted by the Kehoes at More Ice Cream.
- The Economic Development Committee is working and will coordinate with the Town a list of FAQs and answers about the Green Street Construction. We will make a hand out available to Main Street businesses and will introduce the product at the next Main Street business mixer. Drew Bowen will be our guest speaker and give a brief overview of the project to the business owners.
- The Economic Development Committee is working with the Promotions Committee on a Welcome Packet for new businesses in Town.

#### GRANTS:

- Main Street received official notice that we were awarded just shy of \$6800 in TRIPP grants! We are very pleased and excited to receive this grant!
- Main Street is investigating the Community Legacy Grant application as a possible source of funding for streetscape furniture. The grant application should be released in early June and due mid-July.

#### GREEN TEAM:

- Main Street is very excited to be part of the newly formed Green Team and we are working on a community survey to insure the team works on projects that are of interest to the larger community.

*Main Street Middletown thanks you for  
your support of the Main Street Program!*

---

**Public Works Monthly Report**  
**June 4, 2015**

**COMPLETED WORK**

**Streets and Utilities, Facilities**

Cold patching, pressure wash park facilities, signs to Shannon Baum for refurb, restore playing fields,

**Water and Sewer**

Repair of chlorine analyzer and upgrade of Field Service contract to include repairs. Brookridge PS pump clog. Painting, cleaning, preventive maintenance.

**New Projects**

**Wiles Branch Walking Path:** Repaving of walk patch from Main St to the W WWTP entrance has been completed by Remsberg Paving. Excellent finished product.

**Wellfield Stream Bank:** Engineering proposal from Frederick Seibert and Assoc for FY 2016.

**Unbudgeted Expenses:**

Estimated 2015 Dump Truck repair, \$5,000.00

Sludge cost for FY \$ 47,850.00, 54,000 gal hauled, 32,700 gal bedded **Total hauled** 495,000 gal **Bedded** 354,858 gal

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

**Permit Limits (gal)      387,000/504,000 AD/MMU                      250,000 AD                      250,000 AD**

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	301,000	283,000	129,000	123,000	270,000	237,800	258,000	218,400
February	283,000	289,000	138,000	132,000	353,000	166,000	331,000	175,000
March **	290,000	332,000	138,000	133,000	270,000	318,000	226,000	365,000
April **	322,000	311,000	132,000	135,000	264,000	233,000	271,000	171,000
May	309,000	308,000	137,000	139,000	324,000	185,000	403,000	161,000
June	297,000	308,000	132,000	136,000	204,000	230,000	179,000	261,000
July	292,000	294,000	115,000	134,000	197,258	197,000	157,000	167,000
August	293,000	294,000	98,000	115,000	168,000	172,000	133,000	138,000
September	310,000	306,000	69,000	101,000	140,900	159,800	122,000	145,000
October **	312,000	313,000	62,000	90,000	180,000	172,000	167,000	144,000
Novembr**	288,000	286,000	61,000	87,000	184,000	170,000	114,000	144,000
December	278,000	282,000	97,000	111,000	318,000	231,000	282,000	246,000

Avg Daily/yr    297917    300500    109000    119667    239430    205967    220250    194617  
 Avg Yr Flw      108.74    109.68    39.79    43.68    87.39    75.18    80.39    71.04

\*\*Hydrants flushed this month

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

**Planned Work**

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

## PROJECTS

### Open Projects

**W WWTP:** Electrical system traced out in preparation for removal of old lab and sulfur dioxide building. 2 new roofs scheduled for mid June installation and painting of same buildings to follow.

**Develop Grease Trap Ordinance and Education Program:** No Action

**West Green Street:** Have received the "final documents" from the Engineer for review. The review will likely take 3 weeks and will not start until after the Main ST waterline specifications are complete. The deadline for completion is June 19 to be submitted to MDSHA. This project will not likely bid until late July early August. **ACTION REQUIRED BY BOARD:** Street Lighting Options : 1 Normal process PECO owns them, 2 Town specifies and installs and owns the system. Pays unmetered and non tariffed rate.

**Water System: Hydraulic Model:** No action, **System:** Reservoir pumping even.

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

**Brookridge PS:** Control Panel Upgrade. No action

**Sidewalk Inspections:** No action

**Main St. Waterline Replacement:** Final plans are complete and submitted to MDSHA (there will be minor revisions to accommodate the SD design). Pay Item and Specifications 75% complete and progressing. Cost estimate has been updated but MDSHA would like to have it broken down to line item pricing rather than lump sum. June 19 submittal deadline.

**Streetscape:** Project Design Team meeting held on May 13. SHA is reviewing the SD design and expects this project to receive funding with an AD Date of Dec 8.

**Street CIP: Broad St Streetscape:** Received street plan options for review. Notified Engineer that the project is currently delayed to the end of August.

**Well 15 Filters:** Received Proposal and design summary from supplier, need to execute PO for system and design work, need to verify sewer capacity for backwash. Expect fall 2015 online. No action.

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

**2015 Dump Truck:** Repair straightening of dump body after season. Phil will see if this can be repaired locally.

**SSO and I&I:** RFP needed - No action. North Church street sewer needs cleaned and televised and maintenance action determined for proposed discharge. Manhole flow level monitoring equipment purchased delivery by end of June. SS main clog with backup 122 E Main St June 1. Foreign object removed from the SS line.

**Drainage Issues:** Tobius Run inlets and pipe clogged with leaves June 1. Letter to be sent this fall and signs posted regarding No Dumping Leaves into storm drain structures.

**Memorial Park:** New waterline to facilities planned. No Action

**MDE /Permits:** Received MCI Sludge permit. DMRQA proceeding.

**Meter Reading Van:** Order placed May 12, 2015. Build Date: Not on the schedule, currently finishing 2015 orders ahead of the 2016 model year.

**Meter Installations:** Training for new meter reading equipment completed June 3.

**Eagle Scout Project:** Met with candidate on May 20 to discuss project and scheduled to meet again on June 4.

Remsburg Path work scheduled for June 20, remaining work scheduled for first week of August. **BOARD ACTION**

**REQUIRED:** location for benches needed or delegate to staff as to distribution of benches. Eagle Scout will be installing one bench June 20.

### Developments

**Cross Stone:** Utility work started.

**Coblentz Property:** Review completed for revised grading, plan signature updated. Guarantee Estimate to be reviewed.

**14 Eastern Circle:** Plans have been submitted to MDE for approval. Cost estimate forthcoming.

### Planned Work

Green Street Specifications and review of revisions

Main St waterline, specifications to be completed.

Broad St Streetscape

Continue Fire Hydrant ID tag and numbering system installation

Water System: Manganese Removal Well 15 – Design, install

Regulatory: Grease Ordinance completion.

E WWTP: design spray system for clarifier,