



AGENDA FOR THE TOWN MEETING

October 14, 2013

Revised

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Financial Statements
- Town Minutes
- September 23, 2013 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

- *Delegate Kathy Afzali*

STAFF REPORT:

Community Deputy Report

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

UNFINISHED BUSINESS:

- RER Solar – Revised Proposal Scenario(s)
- Discussion of Memorial Hall – Review of Required Easements

REPORT OF COMMITTEES:

Water/Sewer

Public Works

Planning Commission Liaison

Parks & Recreation

Finance

Public Information Committee

Commissioner Falcinelli

Commissioner Bussard

Commissioner Goodman

Commissioner Ventre

Commissioner Dietrick

Commissioner Falcinelli

NEW BUSINESS:

- [Request from Town of Myersville for Return of Pledged POS Funds for Skatespot](#)
- [Discussion of Purchase of Multifunctional Wide Format Printer](#)
- [Discussion of Purchase of I-Pads for Planning Commission](#)

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

ADJOURNMENT

EXECUTIVE SESSION: (If Necessary)

Meetings for the month of October 2013

- | | | |
|---------------------------------------|------------------------------------|---------------|
| • <i>Parks & Recreation</i> | <i>Tuesday, October 15, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission Workshop</i> | <i>Wednesday, October 16, 2013</i> | <i>7:00PM</i> |
| • <i>Water & Sewer Committee</i> | <i>Wednesday, October 9, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i> | <i>Monday, October 21, 2013</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i> | <i>Thursday, October 24, 2013</i> | <i>7:00PM</i> |
| • <i>Town Meeting</i> | <i>Monday, October 28, 2013</i> | <i>7:00PM</i> |

**TOWN OF MIDDLETOWN
DAILY CASH BALANCE STATEMENT
As Of October 3, 2013**

	Cash Balance
GENERAL FUND	
Operating Accounts	
BB & T Operating Gen Fund	\$ 1,013,890
Petty Cash	200
BB & T Payroll	<u>94,792</u>
	\$ 1,108,882
CIP Accounts	
BB & T Index	\$ 996,072
PNC Investment	<u>205,616</u>
	\$ 1,201,688
TOTAL GF FUNDS AVAILABLE	<u>\$ 2,310,570</u>
Reserved Accounts *	
BB&T Rainy Day Fund	\$ 193,406
BB&T Reserve - Fire Company	
TOTAL GENERAL FUND RESERVES *	<u>\$ 193,406</u>
 WATER & SEWER FUND	
Operating Accounts	
Middletown Valley Bank	\$ 48,430
BB & T Operating W/S Fund	<u>(383,612)</u>
	\$ (335,182)
CIP Accounts	
BB & T Index	\$ 91,263
TOTAL W & S FUNDS AVAILABLE	<u>\$ (243,919)</u>
Reserved Accounts *	
MVB Bonds	\$ 5,120
BB&T Index - Sludge Removal	46,427
BB & T Index - I & I	<u>237,500</u>
TOTAL WATER & SEWER RESERVES *	<u>\$ 289,047</u>

** These funds have been reserved for specific purposes and are not available for use.*

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2014
 For the 2 Months Ended August 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,080,728	\$ 577,949	\$ (502,779)
Tangible Personal Property	33,500	4,419	(29,081)
Public Utilities	9,618		(9,618)
Franchise (Cable)	44,125		(44,125)
Penalties & Interest	<u>9,105</u>	<u>22</u>	<u>(9,083)</u>
	\$ 1,177,076	\$ 582,390	\$ (594,686)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 40,628		\$ (40,628)
Highway Gasoline & Licenses	<u>122,500</u>	<u>100,723</u>	<u>(21,777)</u>
	\$ 163,128	\$ 100,723	\$ (62,405)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 755,958	\$ 81,414	\$ (674,544)
Tax Equity Grant	<u>584,765</u>	<u>146,191</u>	<u>(438,574)</u>
	\$ 1,340,723	\$ 227,605	\$ (1,113,118)
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900		(4,900)
Planning / Zoning Fees	<u>9,500</u>	<u>5,070</u>	<u>(4,430)</u>
	\$ 16,350	\$ 5,070	\$ (11,280)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 1,900</u>	<u>\$ 250</u>	<u>\$ (1,650)</u>
	\$ 1,900	\$ 250	\$ (1,650)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 24,000</u>		<u>\$ (24,000)</u>
	\$ 24,000		\$ (24,000)
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations			
Bank Shares Grant	1,491		(1,491)
Miscellaneous & Donations	<u>8,509</u>	<u>60</u>	<u>(8,449)</u>
	\$ 10,000	\$ 60	\$ (9,940)
OPERATING REVENUES	\$ 2,733,177	\$ 916,098	\$ (1,817,079)
State Grants & Interest	\$ 217,963	\$ 120	\$ (217,843)
TOTAL REVENUE	\$ 2,951,140	\$ 916,218	\$ (2,034,922)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2014
 For the 2 Months Ended August 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 1,000	\$ (11,000)
Communications	3,480	540	(2,940)
Dues & Subscriptions	7,222	7,285	63
Office Supplies & Exp	3,600	388	(3,212)
Advertising	750		(750)
Meetings & Conventions	9,900	(344)	(10,244)
	<u>\$ 36,952</u>	<u>\$ 8,869</u>	<u>\$ (28,083)</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 500</u>	<u>\$ (5,500)</u>
	\$ 6,000	\$ 500	\$ (5,500)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
GS - Capital Outlay		\$ 4,200	\$ 4,200
Administrative Salary	195,536	35,282	(160,254)
Postage & Printing	2,500		(2,500)
Communications	7,925	1,044	(6,881)
Computer Expenses	16,905	8,191	(8,714)
Office Supplies & Exp	23,520	1,170	(22,350)
Office Maintenance	45,368	2,478	(42,890)
Dues & Subscriptions	150	111	(39)
Professional Services	6,600	300	(6,300)
Meetings & Conventions	100		(100)
Water and Sewer Grant	<u>100,000</u>		<u>(100,000)</u>
	<u>\$ 398,604</u>	<u>\$ 52,776</u>	<u>\$ (345,828)</u>
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	85,572	13,203	(72,369)
Maintenance Salary	28,085	3,452	(24,633)
Communications	6,600	898	(5,702)
Supplies & Expenses	13,760	1,388	(12,372)
Dues & Meetings		115	115
Landscaping/Beautification			
Maintenance & Repairs	19,480	2,129	(17,351)
Tools & Equipment	3,000		(3,000)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2014
 For the 2 Months Ended August 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
	\$ 156,497	\$ 21,185	\$ (135,312)
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,500		\$ (12,500)
Legal - Development			
Legal - Ordinances	7,500	361	(7,139)
	<u>\$ 20,000</u>	<u>\$ 361</u>	<u>\$ (19,639)</u>
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 44,356	\$ 6,561	\$ (37,795)
Other Expenses	1,300	219	(1,081)
	<u>\$ 45,656</u>	<u>\$ 6,780</u>	<u>\$ (38,876)</u>
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 32,136	\$ 7,035	\$ (25,101)
Town Contribution	12,000	8,500	(3,500)
	<u>\$ 44,136</u>	<u>\$ 15,535</u>	<u>\$ (28,601)</u>
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 15,000		\$ (15,000)
School Crossing Guards	16,309		(16,309)
Community Deputy Program	353,499	170	(353,329)
	<u>\$ 384,808</u>	<u>\$ 170</u>	<u>\$ (384,638)</u>
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 275,447	\$ 37,144	\$ (238,303)
<u>RECREATION AND CULTURE</u>			
Park Salary	37,892	8,768	(29,124)
Park Electric	1,500	30	(1,470)
Maintenance & Repairs	32,800	3,089	(29,711)
Mowing	34,651	4,095	(30,556)
Remsberg Park - Interest	20,968	5,529	(15,439)
Remsberg Park - Principal	102,582	25,358	(77,224)
	<u>\$ 230,393</u>	<u>\$ 46,869</u>	<u>\$ (183,524)</u>

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 2 Months Ended August 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 91,927	\$ 14,064	\$ (77,863)
Street Lighting	151,200	13,524	(137,676)
Storm Water Management	1,500	3,418	1,918
Snow Removal	52,125		(52,125)
Repairs & Resurfacing	100,000	1,286	(98,714)
Signs	3,500		(3,500)
Truck Repair & Operation	19,300	2,472	(16,828)
Equipment Repairs & Ops	11,800	444	(11,356)
Mowing	31,744	5,120	(26,624)
Interest	8,478	(1,203)	(9,681)
East Green St - Principal	11,000		(11,000)
Case Loader - Principal	14,555	14,554	(1)
	<u>\$ 497,129</u>	<u>\$ 53,679</u>	<u>\$ (443,450)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	1,500	462	(1,038)
Community Events	82,358	19,556	(62,802)
Payroll Taxes	44,420	6,833	(37,587)
Insurance - Property	12,748	13,196	448
Insurance - Employee	107,892	45,696	(62,196)
Retirement/Pension	54,607	1,863	(52,744)
Web Page & Directory	5,555	3,044	(2,511)
Real Estate Taxes	753	712	(41)
Other	3,500	325	(3,175)
	<u>\$ 318,433</u>	<u>\$ 96,687</u>	<u>\$ (221,746)</u>
TOTAL EXPENDITURES	<u>\$ 2,414,755</u>	<u>\$ 340,555</u>	<u>\$ (2,074,200)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 536,385	\$ 575,663	\$ 39,278
CASH RESERVES	\$ 1,091,102	\$ 1,189,963	\$ 98,861
SURPLUS / (DEFICIT)	<u>\$ 1,627,487</u>	<u>\$ 1,765,626</u>	<u>\$ 138,139</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 2 Months Ended August 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 553,200	\$ 169	\$ (553,031)
Sewer Revenue	552,046	115	(551,931)
Penalties/Reconnects	14,500	3,637	(10,863)
Rain Barrel Sales	4,575		(4,575)
General Fund Grant/Misc	100,000	235	(99,765)
TOTAL OPERATING REVENUE	\$ 1,224,321	\$ 4,156	\$ (1,220,165)
 <u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 41,993	\$ 6,932	\$ (35,061)
Communications	7,000	1,067	(5,933)
Postage	9,000	9,000	
Office Supplies/Expense	11,000		(11,000)
Legal - Other	8,500	3,187	(5,313)
Meetings & Seminars	250		(250)
Advertising	500		(500)
Uniforms	2,800	195	(2,605)
Dues/Subscrip/Certifications	500		(500)
Travel			
Payroll Taxes	18,471	3,220	(15,251)
Insurance - Prop. & Liability	8,000	8,942	942
Insurance - Workers Comp	12,306	1,391	(10,915)
Insurance - Health	46,504	14,621	(31,883)
Retirement/Pension	18,968	503	(18,465)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150		(3,150)
Waterline / I & I Loans	32,550	120,335	87,785
Sub-Total	\$ 221,784	\$ 169,685	\$ (52,099)
 <u>Vehicles & Equipment</u>			
1999 Truck	\$ 3,700		\$ (3,700)
2001 Truck	3,400	113	(3,287)
2008 Truck	3,200	329	(2,871)
2012 Truck		190	190
Misc Equipment	4,275		(4,275)
Bobcat Mini-Excavator		94	94
Case Backhoe	3,000		(3,000)
Sub-Total	\$ 17,575	\$ 726	\$ (16,849)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 2 Months Ended August 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 115,895	\$ 17,072	\$ (98,823)
Water Distribution System			
Supplies	2,500	179	(2,321)
Repairs & Maintenance	22,000	2,810	(19,190)
Water Meters	105,838		(105,838)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	9,600	206	(9,394)
Sub-Total	\$ 145,438	\$ 3,195	\$ (142,243)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 31,370	\$ 1,152	\$ (30,218)
Supplies	7,000	144	(6,856)
Repairs & Maintenance	28,600	6,260	(22,340)
Chemicals	20,000	3,135	(16,865)
Tools & Equipment	2,400	124	(2,276)
Testing & Analysis	9,000	2,208	(6,792)
Sub-Total	\$ 98,370	\$ 13,023	\$ (85,347)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 359,703	\$ 33,290	\$ (326,413)
SEWER			
Salaries	\$ 114,952	\$ 18,605	\$ (96,347)
Sewer Collection System			
Cone Branch PS	34,364	9,294	(25,070)
Brookridge South PS	9,700	784	(8,916)
Foxfield PS	5,940	3,381	(2,559)
Sanitary Sewerlines & Manholes	10,500		(10,500)
I & I Accrual	75,000	12,500	(62,500)
Sub-Total	\$ 135,504	\$ 25,959	\$ (109,545)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 2 Months Ended August 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,000	\$ 2,534	\$ (30,466)
Supplies	10,500	1,120	(9,380)
Repairs & Maintenance	9,700	4,533	(5,167)
Chemicals	42,000	4,191	(37,809)
Tools & Equipment	8,400	(55)	(8,455)
Testing & Analysis	19,500	2,098	(17,402)
Sludge Hauling Expense	56,400	7,857	(48,543)
Sub-Total	\$ 179,500	\$ 22,278	\$ (157,222)
West Wastewater Treatment Plant			
Electric	\$ 20,000	\$ 1,547	\$ (18,453)
Supplies	750		(750)
Repairs & Maintenance	6,700	490	(6,210)
Chemicals	47,520	6,721	(40,799)
Tools & Equipment	1,000	59	(941)
Testing & Analysis	7,800	860	(6,940)
Sludge Hauling Expense	22,650	3,288	(19,362)
Sub-Total	\$ 106,420	\$ 12,965	\$ (93,455)
TOTAL SEWER EXPENSES	\$ 536,376	\$ 79,807	\$ (456,569)
TOTAL WATER/SEWER EXPENSES	\$ 1,135,438	\$ 283,508	\$ (851,930)
CONTINGENCY FUND - 6.7%	\$ 76,074	\$ 18,995	\$ (57,079)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,211,512	\$ 302,503	\$ (909,009)
NET INCOME (LOSS)	\$ 12,809	\$ (298,347)	\$ (311,156)

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

REGULAR MEETING

September 23, 2013

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on September 23, 2013, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Town Minutes – September 9, 2013 Town meeting

Commissioner Bussard motioned to accept this consent agenda, seconded by Commissioner Ventre and passed unanimously.

PERSONAL REQUEST FOR AGENDA:

James Goodman, President MVFC – Waterline Easement Discussion – Mr. Goodman asked the Board if they could move the easement for the proposed waterline to right along the property line as they do not know what the future may hold for the Fire Company if they will need to expand or not. The Board had no problem with doing this.

Mr. Goodman also asked the Board what they could do for them in regards to the Fire Company giving the Town the land for the waterline easement? Mr. Goodman asked if the Board would consider giving the Fire Company free water. Burgess Miller stated that the Board will refer this to the Water & Sewer Committee for their review and will get back with the Fire Company as soon as they make a determination.

Brent Harne, MVFC – Demolition permit – Mr. Harne stated that the County is asking for some sort of documentation in regards to the demolition of the pavilion. Mr. Harne stated that they do not plan on taking the pavilion down until after their butchering in the winter, sometime in February. Drew stated that the Fire Company can fill out a zoning certificate for the demolition of the pavilion and we can keep it on file until that time and they can use the zoning certificate to provide to the County for proof of the demolition.

Unfinished Business: None

New Business:

Request for Outdoor Music at Hollow Creek – Drew stated that Hollow Creek is asking for outside music on Saturday, September 28, 2013 following the Heritage Festival.

Motion by Bussard to allow Hollow Creek to have outside music on Saturday, September 28, 2013 as long as they follow the same guidelines as they do for their Friday Night Music permit, seconded by Dietrick. Motion carried 5-0.

Frederick County Legislative Package – Burgess Miller stated that no changes will be submitted.

ANNOUNCEMENTS

Heritage Festival – Saturday, September 28, 2013

November 10, 2013 – War memorial dedication at 1pm.

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 7:35p.m.

Respectfully submitted,

Ann Griffin
Office Manager

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 10/2/2013

RE: Monthly Planning Update

Major Subdivisions:

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

Foxfield Section 4- FRO plantings have all been installed. 13 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)

Minor Site Plans and Subdivisions:

AMVETS Expansion Plans – Site Plan approved – October 15, 2012; (Plans expire 10/15/2015)

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

Coblentz Grove minor subdivision – Preliminary/Final Plat conditionally approved – Nov. 15, 2010
FSD & Forest Conservation Plan approved – November 15, 2010
Improvement Plans conditionally approved – February 21, 2011
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)
Building permits applied for – October 30, 2012

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

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

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Concept Site Plan reviewed by PC at their August meeting

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

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

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

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008

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

Middletown H.S. C-container site plan – conditionally approved February 18, 2013
Approval extended until October 18, 2013

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

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

Newton Property (Cross Stone Commons) – Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
Revised Concept Plan reviewed by PC – May 20, 2013
FRO Plan submitted – July 22, 2013
Addition Plat reviewed by PC – August 19, 2013
Site Plan reviewed by PC – August 19, 2013
SWM Development Plan submitted to County – October 2, 2013

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

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

Right A Way Powder Coating site plan – conditionally approved – June 17, 2013
Change of use permit approved – August 27, 2013

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

The Valley School – BOA special exception use hearing – May 8, 2013 (Approved)
Forest Conservation Plan approved – June 17, 2013 (fee-in-lieu paid 7/8/2013)
Demolition Plan approved – July 15, 2013
Site Plan and Improvement Plans approved by Planning Commission – August 19, 2013

**Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 2013
SWM Plans submitted to Frederick County – August 14, 2013**

Annexations:

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

County Park – Annexation agreement approved by BOCC – May 30, 2013
Annexation agreement approved by Town Board – June 10, 2013
Annexation recommended for approval by PC – September 16, 2013
Public Hearing scheduled for December 5, 2013

Reports:

Meetings: MD Planning Director’s Roundtable – October 16, 2013

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Zoning Administrator

Date: 10/2/2013

RE: Monthly Zoning Update

P & Z Issues:

Zoning Code review – ongoing

New State FRO Ordinance – Forest Preservation Act of 2013

House Bill 706 requires the following amendments to the Town’s Forest Resource Ordinance:

- Add definition of “Stream Restoration Project”
- Add the following project types to the current list of projects that are exempt from the provisions of the Forest Resource Ordinance:
 - Stream restoration projects that meet certain criteria
 - Maintenance or retrofitting of stormwater management structures with certain stipulations
 - Redevelopment of previously developed areas covered by impervious surface where located within a Priority Funding Area

BOA Hearings:

Zoning Violations: none

September 2013 Zoning Permits	Address	Permit #	M-town Received	C Unangst Approved	County Approval
Weiland – deck and stairs	2 Stone Springs Lane	112267	8/12/2013	9/3/2013	yes
Tuten – solar panels	5 Layla Drive	112645	9/17/2013	9/17/2013	yes
Admar Homes – sfd	17 Hoffman Drive	111999	8/21/2013	9/23/2013	yes
Tuten – 2 solar panels	5 Layla Drive	112781	9/11/2013	9/23/2013	yes
Edsall–deck&screen porch	19 Wagon Shed Lane	112850	9/23/2013	9/25/2013	yes
Tiede – fence	7 Manda Court	Town	9/3/2013	9/6/2013	n/a
Smith – fence	6 Gladhill Drive	Town	9/3/2013	9/6/2013	n/a
Carney – fence	22 Gray Fox Court	Town	9/9/2013	9/10/2013	n/a
Roberts – fence	503 E. Main Street	Town	9/23/2013	9/24/2013	n/a

**Public Works Monthly Report
October 3, 2013**

Streets and Utilities, Facilities

New Business

Rebuilt inlet tops on Ali and Eastern Circle, Aerate Remsberg Fields fail - ground too hard, mowed several areas, mowed SWM ponds, Chevy Dump Truck wiring problem, install ladder at CBPS, change oil on deweze, change oil in 595, paint no parking signs, change oil in road saw, pump class, sewer plant plug valve remove refurbish, telescopic valve rebuild, repaired blower and chain saw, clean truck 8 and 1, pickup material for market sign Reservoir grate fabrication. clean sidewalks and pavilions, visit springs, took surplus equipment to sale, heritage banners installed on Main St, checked all fire extinguishers , put up community signs and repaired seesaw, sprayed toy boxes for weeds, installed posts at Remsberg Fields, washed benches at Townhall, trimmed bushes at various locations, lamp replacement at townhall, paint curbs, grout tile at townhall, well 16 check valves and pump rate. bags at townhall, check and repair park toys, check exit signs, put up bunting, Heritage setup and takedown, Topsoil delivered to Walnut St, W&S locates at Woodmere, 120 E Main St service repair. Assist W&S with UV light analysis, resupply dog bags at parks, remove Heritage Banners, leak at restroom in park.

Water and Sewer

New Business

CBPS ladder replacement, setup bypass clean wetwell, Reviewed plug valve and pipe replacement at W WWTP, 2" air release installed at the reservoir meter vault and transducer, Emptied fluoride day tank cleaned and washed hydroxide scales down, Touchup sludge return line, Cleaned CL2 tank at W WWTP, Checked well depths, Telescopic valve repair, plug valve repaired, Golf course samples, Foxfield fan motor taken to Roberts for repair, Setup bypass pump for W WWTP, Exercised Well 16 and adjust flow in anticipation of Reservoir project, Installed 1 new meter, Locate 20 shut offs, 10 actually shutoff, Scrape and paint reservoir building doors, repair control valve on P4 not pumping correctly, flushed Glenbrook Townhouse section – manganese complaint, Summers drive PRV leaking, service repair 120 E Main St, repair curb boxes and replace 1 MXU

Sludge cost for FY \$12,470.00 36000 gal hauled, 43792 gal bedded **Total hauled 129000gal Bedded 110478gal**

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

Permit Limits (gal) **381,500/486,300 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	333,000	291,000	142,000	137,000	241,000	270,000	206,000	235,000
February	275,000	286,000	141,000	137,000	199,000	280,000	172,000	288,000
March **	293,000	284,000	141,000	137,000	223,000	276,000	188,000	190,000
April **	311,000	305,000	141,000	137,000	172,700	185,000	188,000	129,000
May	296,000	306,000	140,000	132,000	192,761	210,000	204,000	176,000
June	304,000	297,000	140,000	132,000	206,907	204,000	229,000	179,000
July	300,000	292,000	123,000	115,000	173,000	197,258	124,000	157,000
August	300,000	293,000	96,000	98,000	162,000	168,000	120,000	133,000
September	309,000	310,000	78,000	69,000	159,000	140,900	133,000	122,000
October **	322,000	311,000	83,000	79,000	240,000	215,000	218,000	248,000
Novembr**	369,000	278,000	102,000	120,000	228,000	233,000	255,000	243,000
December	343,000	287,000	134,000	126,000	267,000	217,000	258,000	147,000

Avg Daily/yr 312917 295000 121750 118250 205364 216347 191250 187250
 Avg Yr Flw 114.21 107.68 44.44 43.16 74.96 78.97 69.81 68.35

**Hydrants flushed this month

Apr 10 used 660,000 gal, Nov 10 680,000 gal, April 11 696,000, April 12 563,000 gal Oct 12 778,000, April 13 684,039

Planned Work

replace the relief valve at the booster station, valve installation and repair at reservoir, install buried bisulfate line at Filter Bldg, SS cleaning in Glenbrook, Rebuild UV at W WWTP, Sewer Cleanout repairs in Foxfield, Repair valve boxes.

PROJECTS

Old Business

W WWTP: Tested UV system for repairs, technician due on site Oct 8 to begin rebuild.

WWTP NPDES PERMIT RENEWAL: Permit has been received.

Walnut Street Bridge: Final surface paving will be completed on Monday October 7 (ref:furniture store sale) Projected final cost at this time is \$504,000. Budget is \$500,000.00

Develop Grease Trap Ordinance and Education Program: Have a DRAFT of the Ordinance completed. Develop details to match ordinance but now on hold due to other priorities. Size the interceptor for the FD banquet hall and have determined that the Ordinance is workable.

West Green Street: Plans to be reviewed. No action. Responded to Board of Ed questions regarding painted walking path.

Water System: Hydraulic Model: No action, **System:** Leak rate at the reservoir is currently 35,000 gallons per day. We anticipate this work to be performed the last week of October. Public notice will be required as well as water use restrictions.

Brookridge PS: Will need to upgrade panel with VFD's for 3 phase and purchase in next budget year. Cost is \$13,000.00. No action

Sidewalk Inspections: 26 Inspections and 6 reinspections

Main St. Waterline Replacement: Reviewed proposals for the waterline design and have requested in the CIP budget. Design needs to be completed to provide to SHA streetscape project. No action.

Streetscape: Need to review plans and provide comments to SHA. No action.

Street CIP: Eastern Circle scheduled for mill and overlay this fall.

Well 15 Filters: Continue working with 2 vendors for equipment selection. No action.

Energy Use Audit: Met with vendor and accepted a proposal to change out all existing T12 U tube florescent lamps to T8 lamps and electronic ballasts and other misc lighting. This is a 80/20 cost share with Potomac Edison but we have obtained the \$7200.00 value at no cost to the Town. Projected energy savings is \$2049.00 per year. Installation is complete and all ballasts and lamps including the basement were replaced. The original proposal did not include the basement lights.

HVAC and Control System: Need to provide plans to contractors. No action.

Townhall: Training Room AC/ Heatpump Replacement cost is \$7,200.00 and has been installed. Completed.

Well 9: Potomac Edison will be adding a third transformer to balance the voltage. No Action

Reservoir Repairs: Kickoff meeting held on Aug 16. Completion of study in 8 weeks.

War Memorial: Semi circular wall is complete. Memorial foundations to be placed week of Monday Oct 7.

Locust Ct waterline Extension: Easement documents and design are complete. Contractor has provided a price proposal and starting date.

New Business

Misc: Boiler / Pressure Vessel Inspections completed

County Waterline Interconnection: Met with County representatives regarding emergency connection for reservoir work if needed.

Developments

Coblentz Road Subdivision: Received Asbuilts for review.

Foxfield Active Adult: No action

Coblentz Property: Met with Developer regarding storm drainage. Have provided IP plans to Consultant for water modeling update and projection of usage and PRV settings.

Fire Department Activities Building: Need to send a letter to Fire Department regarding the use and maintenance of the grease interceptor. Waterline construction continues.

Brookridge WellHouse: SWM Asbuilts completed and approved

Planned Work

Walnut St Bridge: Close out.

Booster Station: Pipe leak repair, replace relief valve, paint skid.

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

Regulatory: Grease Ordinance completion.

Operations: Surge device installation at Foxfield PS.

E WWTP: design spray system for clarifier,

Municipal Center: Spot light for flag pole,

Foxfield PS: Installation of surge device.

Remsberg Park: Fence installation, paved path project.

North Point SWM Pond: Fence replacement

Projects on Hold:

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

Directors Current Project List**PRIORITIES**

Green St Ped walkway – school request

Locust Ct waterline easement, design and construction.

Training Room 2nd source heat setup

Adjust regional PRV's 45 psi at Glenbrook HP

County Interconnect Springline replace valve and add valve.

Info and letter to Vanmetre properties for waterline

Walnut St Bridge Inspection ongoing each week – pay estimate end of month

Copies of HVAC plans to venders

Hydrant test at firemans lane

Well 15 Filters design and relief valve

Uv system repairs

Letter to hollow creek for backflow

Letter to Fire Department regarding grease trap maintenance

Hydraulic Model Maps – review and revise

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

Program CBPS dialer – Doug

Pull transducer at Well 16 and send back

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

Foxfield PS Surge Device

Well Field Generator Connection

Maple Street Waterline Replacement

Brookridge PS Control Upgrade

Reprogram E WWTP Dialer

Order spot light for flag

Replace transducer at Golf Course pond

PLAN REVIEW

Cross Stone Review

FD Site Plan

West Green St

BOOSTER STATION

Weld pinhole in Tee Replace relief valve and spool piece

Check P4 claval pilot or main valve reduced pumping

Repaint skid

Repair p1 and p2

Budget for pipe replacement

Inspect impellers and adjust PRV

RESERVOIR

Waterline to chem plant

PARKS

Memorial Park Fountain NEW - Paul

Wiles Branch Park B Ball seal and stripe - Paul

Remsberg Park Fencing – TBD filed restoration 2 fields mid September

Memorial Park Partition Replacement Design

ROADS

Patching Contract

Mill and Overlay Eastern Circle



TO: The Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
RE: October Workshop
DATE: October 2, 2013

PROMOTION:

- Sesquicentennial – We had a very successful meeting in September and have broken out smaller tasks and smaller committees. We are working on the website, have a brochure ready to solicit donations, and I have started working with the consultants (having gone through an RFP process). We have a list of items that we wish to sell to generate interest in the event and help raise funds as well. My goal is to have the items sell for the entire year of 2014 – so items will be collectible for the year only and a mix of items that I think we can coordinate their sale at our local businesses.
- Middletown Arts and Activities – Main Street is going to decorate a Scarecrow!
- Heritage Festival – Main Street was happy with the success of the carnival cut-out and we were very excited to have placed second in the parade!
- Main Street Middletown is starting to plan for Christmas in the Valley

DESIGN:

- The Design Committee has reviewed one building of the four that are proposed for the Cross Stone Commons development. We reviewed the 10,800 square foot building as well as the overall site plan. Our comments to date include:
 - The front building that is sited at an angle, we would prefer to see it aligned with the National Road; this would be in keeping with the new National Road Corridor Management Plan Guidelines;
 - Suggestions on how to further break the massing and how to further individualize the leasable spaces so that it would have a look more like “Main Street” than a strip shopping center; and
 - Are the second story of the buildings usable space (could it be developed as rental housing units)? After attending the Maryland Economic Business Development Conference, one of the recurring themes was the emphasis on mixed-use development.

ECONOMIC DEVELOPMENT

- This week is Economic Development Week and I attended the Maryland Economic Business Development Conference. It was very good! Themes that were discussed included:
 - Community distinctiveness - the World Bank has a new publication called the Economics of Uniqueness – we are interested now in what makes us stand out, what makes us different.
 - Think of sustainable as enduring - and not just buildings, but what are the enduring values of our community,

- Inventory the existing assets – we make choices, do we invest inside of Town or outside of Town?
- Inventory existing assets
- Educate your community about your assets to reduce the need to regulate
- Trends to watch with Millennials (getting married later, buying a house later, greater reliance on public transportation, even spatial needs from the big desktop computers and large stereo systems to the iPad, e-Readers, and other trends that impact home building and where people want to live).
- We have shifted from a Service Economy to an Experience Economy; and
- Community Branding

I have downloaded the first Key Note Speaker's presentation; if you would like a copy, I can provide it for you.

- Thank you for the Proclamation for Business Appreciation Week – October 7-11, 2013. Main Street has worked with the Frederick County Department of Economic Development & Business Retention to visit several Middletown businesses on Wednesday, October 9, 2013:
 - Middletown Valley Bank at 9:45-10:15
 - Maggie's at 10:15-10:45
 - O'Keefe Legal at 11:00-11:30
 - Orchid Cellars at 1:00-1:30

Main Street has certificates of appreciation to deliver to all of the Main Street businesses. Please join us if you would like to come along!

ORGANIZATION:

- I will be attending a workshop at the request of the Burgess and Commissioners on insurance for out-door, town events.
- We have closed out the FY 2012-13 TRIPP Grant for advertising.

Thank you for your continued support of Main Street Middletown!



Maryland Department of Planning
Maryland Historical Trust

- BURGESS
- COMMISSIONERS
- ADMINISTRATOR
- PLANNING & ZONING

Sustainable _____ Attainable _____

September 24, 2013

Andrew J. Bowen, Town Administrator
31 West Main Street
Middletown, Maryland 21769

RECEIVED

SEP 25 2013

Re: Memorial Hall, Frederick County
Maryland Historical Trust Preservation Easement Program
Maryland Heritage Areas Authority Grant FY2014

TOWN OF MIDDLETOWN, MD.

Dear Mr. Bowen:

Congratulations on being awarded a FY-2014 Maryland Heritage Areas Authority (MHAA) grant. As required by a grant awarded through the Maryland Heritage Areas Authority Financing Fund to the Burgess and Commissioners of Middletown (Town of Middletown), the Maryland Historical Trust (Trust) has examined the proposed project property to determine whether, prior to the disbursement of funds, the grantee or owner of the property must convey a perpetual preservation easement to the Trust.

After review of the documentation provided, the Trust has determined that Memorial Hall, is eligible for the National Register of Historic Places and not already adequately represented among the Trust's existing easements. Therefore, the Trust will require the conveyance of a perpetual preservation easement on the interior and exterior of the building and archeology on the property. The Trust will prepare the Deed of Easement and all photographic exhibits. A site visit will be necessary for the photography and will be arranged at a time and date most convenient for you.

Enclosed with this letter is a packet outlining on the process of conveying a preservation easement, including basic preservation easement background information, a checklist of required items to begin processing, the format for the required Certificate of Title, a copy of our standard deed of easement, procedures to review changes to an easement property, as well as a copy of the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

You should be aware that all work on the property must comply with the Secretary of the Interior's *Standards for Rehabilitation*. The Trust will need to review your proposed scope of work submitted on a Changes/Alterations Application form as soon as possible to ensure compliance with the *Standards*.

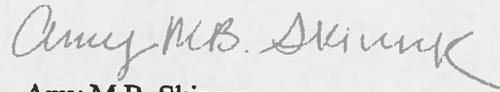
More information is available on the Trust's website <http://mht.maryland.gov>. All questions regarding the **Easement program** should be directed to Amy Skinner, Administrator, at (410) 514-7632 / askinner@mdp.state.md.us. Any questions regarding your **MHAA grant** should be directed to Richard Hughes, Administrator of the Maryland Heritage Areas program at, 410-514-7685 or rhughes@mdp.state.md.us or Jennifer Ruffner, Assistant Administrator of the Maryland Heritage Areas program, at 410-514-7612 or jruffner@mdp.state.md.us.

Sincerely,

Martin O Malley Governor
Anthony G. Brown, Lt. Governor

Richard Eberhart Hall, AICP Secretary
Amanda Stakem Conn, Esq. Deputy Secretary

Andrew J. Bowen
Memorial Hall
September 24, 2013



Amy M.B. Skinner
Easement Administrator
Maryland Historical Trust

Enclosures

cc: Richard Hughes, MHT
Jennifer Ruffner, MHT



Town Of Myersville

- BURGESS
- COMMISSIONERS - *VENTRE*
- ADMINISTRATOR
- PLANNING & ZONING

TOWN HALL
301 Main St., P.O. Box 295
Myersville, MD 21773

Town Office

Phone: 301-293-4281
Fax: 301-293-3080
www.Myersville.org

September 25, 2013

Andrew Bowen, Administrator
Town of Middletown
31 West Main Street
Middletown, Maryland 21769

RECEIVED

SEP 27 2013

TOWN OF MIDDLETOWN, MD.

RE: MYERSVILLE FY 2010 POS FUNDS SKATE SPOT

Mr. Bowen,

On behalf of the Mayor and Council for the Town of Myersville, this letter serves as the Town's formal request for return of approximately \$6,000 in POS funds, which were directed by the Mayor and Council of Myersville to be afforded to the Town of Middletown in FY10 for use by Middletown for construction of a skatespot to be located in the Middletown Community Park. It is the understanding of the Town of Myersville that the park has not proceeded as planned and the County, which owns and operates the park, has not approved of the proposed use to date.

As you may be aware, POS funds are allocated by the State Department of Natural Resources with the expectation that funds be drawn down through project commencement within 3 fiscal years of issuance. While the Mayor and Council would certainly support future efforts for construction of this project, in an effort to expend this specific allocation in a timely manner, the Town has identified and authorized use of the existing funds for a separate project within the Town of Myersville that will more readily meet the State's expectations.

The Town understands that it must proceed through the appropriate County and State offices for transfer and reallocation and will proceed accordingly upon confirmation from the Town of Middletown that the funds have been relinquished.

Proposed Solution - Hardware

**Ricoh MP CW2200SP Multifunctional Wide Format
Versatile Full-Color Wide Format Print/Scan Options**

- Print from Standard PostScript 3 and HDI Drivers
- Print from External USB or SD Card
- Scan to Email, Folder, FTP; Scan to USB or SD Card

Fast Print & Scan Speeds

- B/W Print Speed: 3.2 D-Size Drawings per Minute
- Color Print Speed: 1.1 D-Size Drawings per Minute
- Scan Speed: 3.1 ips B&W; 1.05 ips Color

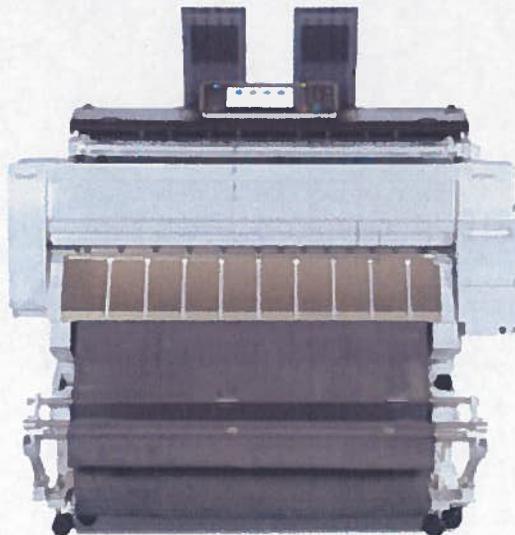
Extremely Low Cost Per Page vs. Competitive Color Inkjet Systems

- Lower Total Operating Costs vs. Traditional Wide Format Inkjet Devices
- Extended Preventive Maintenance Cycles
- Rated Print Head Replacement at over 196,000 Sq. Ft.
- Lower Power Consumption

Standard Single Roll Feed plus Single Sheet Bypass Feed

- Output Paper Size: Maximum Roll Feeder – Width: 36", Length: 590" ; Maximum Bypass – Width 36", Length: 78.7"

3GB Standard System Memory plus 250GB HDD facilitates Document Storage



Centric Proposed Financials

RICOH	U.S. Communities Pricing
63 Month FMV Lease – Includes Centric Parts & Labor Maintenance	Ricoh MP CW2200SP Multifunctional Wide Format System \$154.00 / Month
Purchase Option	\$7,578.00
Comprehensive Parts & Labor Maintenance	\$ 28.00 / Month <ul style="list-style-type: none"> • Includes up to 1,000 Sq. Ft./Month (166 D-Size Drawings)– overages billed quarterly @ \$0.028 per Sq. Ft. • Paper, Ink Cartridges and Print Heads sold separately
Service & Supply Program: Includes Parts, Labor, Preventative Maintenance, Delivery, Network Installation , IT Help Desk Support, Unlimited Training	



Date: October 4, 2013
To: Burgess & Commissioners
From: Mark Carney - Chairman, Planning Commission
Chris Goodman - Liaison
RE: iPads for the Planning Commission

After many months of technical review and discussions with Drew and the Town's IT consultant, we recommend that the Burgess and Commissioners authorize approval for iPads for the Planning Commission (PC) and Staff. The implementation of iPads for the PC will promote the Town's vision to be sustainable and business friendly. Historically paper copies of drawings (up to 20 copies) were required for submittal under the PC review process. The use of iPads will allow electronic review and eliminate the reproduction of drawings. This will also save businesses and property owners the cost of printing drawings for submittals.

Recently we have been utilizing the FTP site (electronic file storage) through PC member's personal computers/iPads to minimize paper copies for the PC meetings; however we have found that we have run into obstacles. Some members have had difficulty downloading files and paper copies have had to be printed anyway. Other members have not connected to the FTP site prior to meetings and did not have all materials available to them at the meetings.

A total of 5 iPads (16 MB with WiFi only) would be needed. [Retail price of \$499/total: \$2495] (PC members Miller, Smart and Commissioner Goodman already have iPads; two additional iPads would be needed if PC members Miller and Smart left the PC). We would also recommend the purchase of pdf review software (PDF Expert or equivalent: \$9.99 – \$14.99 each/total \$79.92 – \$119.92; other PDF apps are free or low cost) and a file transfer service (Send Space or Hightail or equivalent: \$97.00 - 159.00/year – one user (staff)). [Total current cost for iPads, software and file transfer service: ~\$2773.92 + tax; plus a recurring annual fee of \$97.00 - 159.00].

As part of this implementation, we would implement a file transfer system that would allow staff to send a link to all PC members who would download all the files (typically large PDF files of drawings and staff memos) and have them located on their iPad for their review and comment. We will also provide training using readily available materials for all PC members at one of the regularly scheduled workshops.

We would like to get these iPads as soon as possible as we have significant plan reviews coming up with Cross Stone Commons and the Coblentz Property.

Please call me or Chris if you have any questions.

2013/14 Plans to Review

(electronic filing fees based on \$50 for < 5 sheets and \$100 for ≥ 5 sheets)

Coblentz property – Mass Grading plans - \$100
FRO Plans - \$50
Final Plat(s) - \$50

Cross Stone Commons – Site Plan - \$100
Mass Grading plans - \$100
Improvement plans - \$100
FRO Plans - \$50

Fire Station – Site Plan - \$50
Improvement plans - \$50-\$100

Hollow Creek – Site Plan - \$50
Improvement plans - \$50

Miller property – Site Plan - \$50
Improvement plans - \$50

TOTAL - \$850

Per Randy Frey – 24” x 36” cost is typically \$1.50 per sheet
Per Bill Brennan – 24” x 36” cost is typically \$1.00 per sheet

Example: Fire Company Activities Center plans:
Site plan – 4 sheets x \$1.00 x 16 (required #) = \$64
Improvement plans – 10 sheets x \$1.00 x 18 (required #) = \$180

Future developments – Admar annexation – possible electronic filing fees of ~\$500

2013 Plans to Review

	Proposed Filing*	Estimated	Actual
	Fee	Cost per plan**	sheets/savings
Coblentz Property			
Improvement plans	\$100	\$675	46/\$483
Mass Grading plans	\$100	\$210	
FRO plans	\$50	\$60	
Final Plat	\$50	\$45	
Cross Stone Commons			
Site plan	\$100	\$288	
Mass Grading plans	\$100	\$105	
Improvement plans	\$100	\$540	
FRO plans	\$50	\$60	
Correction plat	\$50	\$30	
Fire Station			
Site plan	\$100	\$96	
Improvement plans	\$100	\$270	
Correction plat	\$50	\$30	
Hollow Creek			
Site plan	\$50	\$48	
Improvement plans	\$50	\$135	
Miller Property			
Site plan	\$50	\$48	
Improvement plans	\$50	\$135	
Valley School			
Site plan	\$50	\$48	3/\$31.50
Improvement plans	\$100	\$135	8/\$84
FRO plan	\$50	\$60	
TOTALS	\$1,350	\$3,018	

* \$50/\$100 fee in addition to three or four paper copies and an electronic copy (instead of add'l 7 paper copies for PC members)

** cost per page based on \$1.50 per sheet with Cindy estimating the number of plan sheets

Actual savings based on no plan copies for the 7 PC members