



AGENDA FOR THE TOWN WORKSHOP

January 2, 2020

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

COMMUNITY DEPUTY REPORT

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Staff Planner

Engineer's Report

Main Street Manager

Zoning Administrator

CONSENT AGENDA

- Town Meeting Minutes
 - December 5, 2019 – Town Workshop
 - December 9, 2019 – Town Meeting

UNFINISHED BUSINESS:

- Discussion of Rural Transportation³
- Review of Accessory Structures Amendments³
- Tree City USA²

NEW BUSINESS:

- 2020 Budget Workshop Dates¹

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

³ Third Appearance on Town Agenda

PUBLIC COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/31/2019

RE: Monthly Planning Update – January

Major Subdivisions:

**Foxfield Section 6 (Coblentz Road) – Special exception materials submitted for active-adult use -
December 9, 2019**

Site Plans, Plats and Minor Subdivisions:

Caroline's View/Horman Apartments (East Green Street)- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Revised Improvement Plan mylars signed – July 21, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Cross Stone Commons (Middletown Parkway) – Revised Site Plan conditionally approved – 10/20/14
Improvement Plan mylars signed – November 6, 2015
Revised Forest Conservation Plan approved – January 21, 2019
FRO plantings completed – December 23, 2019
Next step – submittal of architectural renderings for building #2 for review/approval

Dowd Property (Alternate 40A) – Forest Stand Delineation approved – April 16, 2018
Revised Site plan conditionally approved by PC – October 21, 2019 (Plans expire 10/21/22)
Revised Preliminary Forest Conserv. Plan conditionally approved – November 18, 2019
Revised Special Exception materials for self-storage use recommended for approval by PC – December 16, 2019
Next step – BOA review/approval of special exception for self- storage use; submission of FFCP and Improvement plans for review;

Franklin Commons (Franklin Street) -
Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)
BOA approved height variance request – July 12, 2018 (BOA approval expires July 12, 2019)
Improvement plans conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)
Next step – submittal of letter of credit and signing of PWA's

Jiffas (Summers Drive) – Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)
Forest Conservation Plan approved – October 20, 2008
Architectural plans approved by PC – March 16, 2015
BOA approval for variance requests – March 29, 2016 (**Expired March 29, 2017**)

Next step – apply for variance requests for siting of duplex building

Middletown Water Storage Tank (Ashky Ct.) –

Site Plan approved by PC – March 18, 2019 (Plans expire 3/18/22)

Final Forest Conservation Plan conditionally approved by PC – June 17, 2019

Improvement Plans conditionally approved – July 15, 2019 (Plans expire 7/15/22)

Miller Property (East Main Street) – Phase III Revised Site plan approved by PC – June 17, 2019

Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019

Next step – submittal of Phase IV site plan for review and approval

Richland Driving Range (Glenbrook Drive)– Concept plan reviewed by PC – January 18, 2016

Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)

Improvement Plans reviewed and tabled by PC – September 17, 2018

Next step – submittal of improvement plans for review and approval

School Complex roadway plans (Schoolhouse Drive) – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)

SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

(Planning Commission reviewed plans as courtesy to Town Board. No expiration date of approval due to type of plans – i.e., no structures, etc. – just changes to roadways, sidewalks.)

St. Thomas More Academy Site Plan revision (Prospect St) –

conditionally approved August 20, 2018 (Expires August 20, 2021)

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 by Town Board – October 11, 2010

Admar Property – PC approval of consistency with zoning/comp plan – February 20, 2017

Public Hearing - April 5, 2018

Town Board passed annexation resolution – April 9, 2018

Text Amendments: Accessory structures – under review by Town Board

Residential parking requirements for townhouses and apartments – under review by Town Board

Reports:

Grants:

Meetings: Next Middletown Green Team Meeting – January 21, 2020

Next Joint town board/planning commission workshop – February 3, 2020

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

December 5, 2019

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on December 5, 2019, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Tom Catania and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Community Deputy Report – Deputy Chudoba gave the Deputy report for November.
Staff Planner Report – Cindy report is attached.
Engineer’s Report – Bruce gave his report.
Main Street Manager’s Report — Becky gave her report.
Zoning Administrator’s Report – Mark gave his report.

CONSENT AGENDA:

- *Town Minutes – November 25, 2019 – Town Meeting*

UNFINISHED BUSINESS:

Historic Wayfinding Signs – Burgess Miller presented the Board with his proposal of Historic Downtown Middletown signs that he is proposing to put along Main Street. Burgess Miller stated that right now the proposal is for 1 sign to be installed on the East Side of Town. Burgess Miller stated that the cost for this sign is approximately \$2,028.75.

NEW BUSINESS:

2020 Town Election Dates & Information – Burgess Miller presented the Board with the 2020 Election dates.

2020 Town Meeting Cancellations – Drew presented the Board with the 2020 meeting cancellations due to Holidays and workshop meetings in the same week.

2020 Joint Meeting Schedule – Cindy provided the Board with the proposed 2020 Joint Meeting dates.

Board of Appeals Appointment – Burgess Miller stated that Tim Coakley’s term is up January 5, 2020. Burgess Miller has not spoken to Tim to see if he wants to be re-appointed. Burgess Miller reach out to Tim and report back to the Board.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Christmas in the Valley – Saturday, December 7, 2019 from 4-8pm.*

Workshop adjourned at 8:00pm.

Respectfully submitted,

Ann Griffin,
Office Manager

DRAFT

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

December 9, 2019

The first regular meeting of the Burgess and Commissioners of Middletown was called to order on December 9, 2019, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Tom Catania and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA:

- *Financial Statements*
- *Town Minutes – November 25, 2019 – Town Meeting*

Motion by Commissioner Dietrick to approve the consent agenda as presented, seconded by Commissioner Bussard. Motion carried 6-0.

UNFINISHED BUSINESS:

Historic Wayfinding Sign – Burgess Miller presented the Board with 2 different colored signs that state Historic Downtown 1.5 miles ahead. Burgess Miller stated that the price of this sign is approximately \$2,028.75. Drew presented the Board with the breakdown of the outstanding budgeted money for signs. Burgess Miller is proposing to put one sign up for now on the East side of Town at Water Plant Road. The Board would like to get a cut out of the proposed sign to see if the size proposed the size is what they want to go with. It was the consensus of the Board to move forward with this.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for November – 284,740 gal., spring flow for November – 74,322, East WWTP treated 200,000 gals. and the West WWTP treated 218,000 gals.

Booster Station pump 3 is out of service and will need either rebuilt or replaced. Received the first submittal of drawings for the Booster Station Process pipe replacement for review.

Reservoir tank final documents are complete and final review is in progress; prepared to send out to bid this month with a January bid date.

No meeting in December.

PUBLIC WORKS – Commissioner Bussard reported:

Rensberg park turnaround has been completed. Broad Street design is 90% complete, ADA sidewalk install continues, ADA ramp for the rear of the building sketch is underway and the last pick-up for yard waste is Tuesday, December 31, 2019.

SUSTAINABILITY – Commissioner Dietrick no report.

PLANNING COMMISSION – Commissioner Catania reported:

Workshop December 11 and meeting December 16 at 7pm., on the agenda will be the Hollow Creek Professional Center architecture renderings and revised concept plan.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

Committee will meet to discuss POS priorities for next year.

PUBLIC INFORMATION – Commissioner Falcinelli reported:
Sign up for our notifications to be notified by email, text or phone call.

NEW BUSINESS:

2020 Town Election Dates & Information – Nominating Convention will be held on Tuesday, February 25, 2020 at 7pm. and Election Day is Monday, April 6, 2020 from 7am.-8pm.

2020 Town Meeting Cancellations – There will be no meeting on May 25, 2020 and September 28, 2020.

2020 Joint Meeting Schedule – The Planning Commission and Town Board will meet on February 3, 2020, May 4, 2020, July 6, 2020 and October 5, 2020 at 6:30pm.

Board of Appeals Terms – Burgess Miller stated that Tim Coakley’s term is up on January 5, 2020. Motion by Commissioner Goodman to re-appoint to BOA for a 3-year term, seconded by Commissioner Catania. Motion carried.

PUBLIC COMMENTS:

Commissioner Catania stated that he visited Mountain Postal today and spoke to a lady that worked there and she commented very highly about working with the Town and Main Street how it has been such a pleasure.

Commissioner Falcinelli thanked the Town Staff and Main Street Middletown for all their help with Christmas in the Valley.

Burgess Miller thanked all Town Staff for all they do not only for the Town events but on a daily basis. Burgess Miller stated that our Town Staff does an outstanding job.

ANNOUNCEMENTS:

Meeting adjourned at 7:40pm.

Respectfully submitted,

Ann Griffin
Office Manager

Email from County Executive Regarding Rural Transportation

Dear Mayors,

I have been brainstorming ideas with my Transit staff about ways to provide rural transportation. It is a hard nut to crack but the need will seem to grow over time rather than diminish as people live longer and need more transportation options. I have tossed around ideas from expanding the Taxi Access Program and making it more generous in terms of the current value to rural customers (living outside the city of Frederick and surrounding areas), adding shuttle service into and out of the City of Frederick (very expensive), and evaluating a rural in-house on demand type service for just low income households and seniors. All of these ideas have pros and cons and unfortunately a fairly significant cost per person.

I want to simply run another idea by all of you and get your thoughts on it. If the county bought a small shuttle bus that seats 12 as well as a wheelchair and hired a driver and a dispatcher, we could consider running a shuttle around your town and maybe out into the nearby county to take people to the local grocery store and shopping area, the branch library, and so forth and run the shuttle a couple of times in the morning and afternoon, one day per week in each of 4 or 5 communities or local towns that currently have no or limited service. The idea would be to provide people living within the community the option to get to the grocery store, hairdresser, library, or wherever they wanted to go one day per week. We could possibly allow people to call for a pickup at their home if it was not far off the route to accommodate some seniors. This would allow residents and seniors to plan a day when they could go to the grocery store or run other errands and know that they could get out that one day per week. If we also ran a shuttle to Frederick, now or in the future, or ran a Paratransit pickup in the area, there could be a connection to that service as well.

The annual operating cost of this service would be about \$130,000. We could run it as a pilot for a year to see if it was utilized.

I would like your initial reaction to this idea as a concept. And, I would like to know if you would be willing to contribute a relatively small amount of money to help support this type of service. It would be nice to make it a free one day circulator.

This is just a concept at this point so I am looking for an initial reaction or feedback to determine if this is worth pursuing further. If there is interest, I would then plan a meeting.

Thanks much,

Jan

Jan H. Gardner
Frederick County Executive 12 E. Church St.
Winchester Hall Frederick, MD 21701

Middletown Planning Office

MEMORANDUM

Date: 11/20/2019

To: Burgess & Commissioners
Drew Bowen, Town Administrator
Mark Hinkle, Zoning Administrator

From: Cynthia K. Unangst, Middletown Staff Planner

RE: ACCESSORY STRUCTURES TEXT AMENDMENT

The Burgess & Commissioners referred to the Planning Commission the proposed changes to Section 17.32.170.D. – Allowable Projections of Accessory Buildings into Yards as drafted by the Zoning Administrator.

The Planning Commission reviewed the proposed changes at their meeting on November 18, 2019, and the PC recommended edits are shown with track changes:

PROPOSED: Allowable Projections of Accessory Buildings into Yards. The following regulations apply to any accessory building, use or structure within the Town.

Location. All accessory buildings and structures shall be located behind the front building line of the principal building.

Easements. No accessory building or structure, except for public utility panels or boxes, shall be erected in any easement areas. All accessory buildings or structures shall be a minimum of one foot off easements.

Height. One-story ~~or 10 feet in height~~, or a maximum of 15 feet with roof. Accessory structures may not exceed the height of any principal building.

Size. Accessory buildings or structures may project into yards provided that: (1) An accessory structure shall be limited in size, when located on a residential zoned property, to the following. (a) The total square footage of all floors of the accessory structure shall not exceed the above grade finished square foot size of primary dwelling. (b) The cumulative area of all accessory structures may not exceed the following, based on the residential zone.

Zone	Minimum Lot Size	Cumulative square footage allowed for all accessory structures
R-20		
Single family dwelling	20,000	10% of rear yard not to exceed 2,000 square feet

Commented [CU1]: Due to the definition of shed in the Zoning Code, the PC thought that it should be 15 feet rather than 10 feet. The greater height will also allow RC's to be parked in accessory garages. "Shed" means a structure of no more than one story with a maximum height of fifteen (15) feet that is not intended for the storage of cars or trucks.

R-1		
Single family dwelling	10,000	10% of rear yard not to exceed 1,000 square feet
R-2		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
R-3 & TC		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
Multi-family dwelling	4,000	10% of rear yard not to exceed 400 square feet

The square footage allowed for business purposes in an accessory structure shall be 600 square feet. (2) When more than ten (10) feet from the building, it may project into the side or rear yards providing it projects no closer than six feet to the side or rear lot lines; (3) garage accessory buildings entered from alley or street in the case of double frontage lots are not closer than ten (10) feet to the street or alley line; (4) one-story or 10 feet in height, or a maximum of 15 feet with roof accessory structures on townhouse lots may be located up to two feet of a side property line and six feet of a rear property line provided the accessory structure is no more than eighty (80) square feet in size.

No accessory structure may be used for living, sleeping or other occupancy quarters. It is the homeowner's responsibility to have the accessory structure approved by his or her homeowners' association where applicable. A Zoning Certificate from the Town does not negate a homeowners' association's covenants and/or restrictions.

Commented [CU2]: As a note, the PC is concerned with the enforceability of this regulation.



MEMORANDUM

DATE: December 9, 2019
TO: Burgess and Commissioners
FROM: Andrew J. Bowen, Town Administrator
SUBJECT: Budget Workshop Dates

Below is the proposed Budget Workshop Schedule below for the FY 2021 budget process:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Monday	March 23, 2020	6:30PM	Water & Sewer Operating Budget
Thursday	April 2, 2020	6:30PM	Water & Sewer CIP
Monday	April 13, 2020	6:30PM	Water & Sewer Operating & CIP
Monday	April 27, 2020	6:30PM	General Fund Operating Budget
Thursday	May 7, 2020	6:30PM	General Fund CIP
Monday	May 11, 2020	6:30PM	General Fund Operating & CIP Community Groups