

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES**

**WORKSHOP MEETING**

**July 2, 2020**

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on July 2, 2020, by Burgess Miller at 7:00 p.m. Present via Zoom were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

**PUBLIC HEARING**

**Ordinance 20-07-01 – Text Amendment Accessory Structures & Parking Requirements** – This is to amend Title 17 to establish new off-street parking requirements for residential districts and to establish new guidelines with respect to accessory structures. This public hearing was properly advertised. For parking requirements, the proposed changes to this ordinance mirror what are followed by New Market, MD. For townhouses and apartments, it is proposed to have 2 parking spaces per dwelling plus 0.5 per bedroom over 2 bedrooms. The Town Board can choose to ignore the 0.5 parking space requirement if it so chooses. This change affects apartments and townhouses only.

For accessory structures, the town attorney put the proposed changes into the correct ordinance format. Accessory structures will have a maximum height of 16 feet. There is a change in cumulative square feet for accessory structures based on zoning district. It is now 10% of the rear yard not to exceed 1,000 square feet in R-20, R-1, R-2 and R-3 zoning districts.

The Town Board will vote on this at the July 13, 2020 Town Board Meeting.

The public hearing adjourned at 7:24 PM.

**PERSONAL REQUESTS FOR AGENDA:** None

**STAFF REPORTS:**

**Staff Planner Report** – Cindy gave her report.

**Engineer’s Report** – Bruce is on vacation. Drew reported that over 300 cubic yards of concrete have been poured at the water reservoir, and that the waterline has been installed from the booster station, through the AC Jets property, to the water reservoir. The contractor plans on having this project completed in 6 months.

**Main Street Manager Report** – Becky gave her report.

**Zoning Administrator’s Report** – Mark gave his report.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *June 22, 2020 – Town Meeting*

**UNFINISHED BUSINESS:**

**Request for Stop-Sign on Tobias Run from Residents of Glenbrook** – Residents of Tobias Run have asked for the placement of a 3-way stop sign within their neighborhood. The Town Administrator and the

Director of Public Works do not think it is warranted. Due to Covid-19 concerns, the planned meeting with neighborhood residents has been rescheduled to July 13, 2020.

**Cost Estimate for Enclosure Around Well#22 Treatment** – There has been an identified problem of natural manganese depositing on the pump, the drop pipe and the delivery pipe to the treatment plant. To address this a chlorine pellet feeder was installed which brings the manganese out of the solution and keeps it in the well. To protect the device the Town is looking at 2 possible security solutions. One is purchasing a green fiberglass enclosure (6ft. x 5ft. x 5ft.) and placing it over the feeder. The second solution is to build an 8ft. x 8ft. fence (with a gate) around the device. The Director of Public Works provided cost estimates for each. The Town Board would like a cost estimate for vinyl fencing with a gate prior to making a final decision.

**Review of Recommendations from the Planning Commission on Building Height Restrictions** - The Planning Commission reviewed the Town Code and recommended deleting any references to “stories allowed” and limits buildings in all districts a maximum height of 35 feet. The Staff Planner reviewed the changes in each district. The question of how to measure building height was raised. The Director of Public Works has reviewed and recommends the city of Frederick’s definition of measured building height and their drawings which show this calculation. The definition and drawings will be provided at the joint Town Board / Planning Commission workshop Monday, July 6<sup>th</sup>. The Town Attorney needs to place these recommendations in the appropriate format for a text amendment.

**Discussion of Walking Trail Glenbrook / Fountaindale** – This is a continued discussion of a proposed completion of a walking trail along the right-of-way between the Glenbrook subdivision and Fountaindale which would promote use of the walking trails to Rensburg Park. This is to see if there is any interest in pursuing this item. The two residents who border the easement, and have maintained the easement to date, are not in favor of pursuing this item any further. Burgess Miller asked the Commissioners if they were interested in pursuing this further. There was little interest. This item will not be pursued further at this time.

#### **NEW BUSINESS:**

**Review of Covid-19 Protocols for Town Staff** – Two town employees have tested positive for Covid-19. Burgess Miller stated it was only a matter of time before this occurred. Burgess Miller, Commissioner Falcinelli and Drew have been reviewing CDC and Frederick County guidelines concerning exposure protocols and returning to work. Commissioner Falcinelli has combined all the pertinent protocols into one set of draft protocols for town employees to follow. She reviewed these draft protocols. The Town Board was asked to review the policy and provide any recommendations to Commissioner Falcinelli. These protocols will also be reviewed for comment and recommendations by town employees next week. The Town hall has been disinfected and is currently closed to the public. Sneeze guards have been erected in the receptionist area and the office manager’s work area as they tend to have the most contact with the public. Town crews have returned to split crews shifts as was previously utilized when the Covid-19 state of emergency was enacted. Office staff is currently working from home. Commissioner Goodman suggested that the Town get quotes for installing a UV light system as part of the town hall HVAC system which would clean the air/kill viruses as it cycled through the system. He will provide the contact information of companies that provide this service to Drew.

**Request for Handicap Space – 16 Boileau Court** – Cheryl Teter of 16 Boileau Court has requested that a handicap space be designated/installed near her home in Jefferson Village. She understands that this would be a public handicap space and not specifically hers. This handicap parking space is directly opposite the only other handicap space in Jefferson Village and would be helpful. Discussion arose as to the need for more handicap spaces than just these two. It was determined that parking is at a premium in Jefferson Village so 2 handicap spaces would be sufficient at this time. There were no objections to adding this second handicap parking space. Drew will notify the town crews to install.

**Discussion of Celebration Event at the Completion of the Streetscape Project** – With the SHA Streetscape project nearing completion Burgess Miller asked the Town Board for ideas to celebrate its

completion once the project is finished. With Covid-19, it was suggested that perhaps any type of celebration should be scheduled for Spring of 2021. If anyone has any ideas, please send them to Burgess Miller.

**Discussion of Swing Set Area for Heritage Park** – There is a grant that the Town can apply for that would promote businesses and activities in the downtown area. The deadline for this grant is the end of the month. Commissioners Goodman and LaPadula have been discussing possible family friendly additions to Heritage Park. These include installing a swing set or ground slide, picnic tables etc., something which would provide something for children to do in the Main Street area. Drew will be working on this grant and would like a letter of support from the Main Street Program as this helps to promote businesses in the downtown area. Commissioner Bussard suggested that since the Town assumes the liability for this endeavor, that a barrier should be erected between South Jefferson Street and Heritage Park. Commissioner Goodman was asked to provide a list, including costs, of what they would like installed at Heritage Park.

**Executive Session** – Due to the Covid-19 emergency the scheduled executive session regarding employee pay increases has been postponed to the evening of July 13, 2020. Any pay increase will be retroactive to the beginning of the new fiscal year.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Please Complete Your Census Information – Middletown is currently at 81.1% completion. Burgess Miller will be contacting local churches and local service organizations to promote 2020 census completion. Commissioner LaPadula will identify an information sheet that can be used to assist with this endeavor.*
- *Joint Meeting between the Town Board and Planning Commission – Monday, July 6, 2020 at 6:30 PM*
- *Virtual Vintage Vehicles in the Valley – Is happening this weekend. Details have been coordinated with Sgt. Hillman. Green Street will be utilized for filming. Drew will contact Sgt. Hillman to coordinate any last minute details.*
- *Heritage Festival – Burgess Miller and Drew will be meeting with Jennifer Ross to discuss whether to have the Heritage Festival this year. Jennifer currently recommends cancelling the event this year. State guidelines do not promote large gatherings at this time.*

Workshop adjourned at 8:45 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager