



**Middletown**  
**VIRTUAL MEETING**  
**AGENDA FOR THE TOWN WORKSHOP**  
**August 6, 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
  - July 27, 2020 – Town Meeting <sup>1</sup>

**UNFINISHED BUSINESS:**

- Cost Estimates for Installation of Scoreboard at Remsberg Park <sup>2</sup>
- Community Parks & Playgrounds – Priority List for Projects <sup>2</sup>
- Comprehensive Plan – Chapter Review <sup>1</sup>
- Discussion of Community Groups Budget Funding <sup>1</sup>

**NEW BUSINESS:**

- Design Proposal for Wiles Branch Park Stream Restoration <sup>1</sup>
- Request for Handicap Space – 10 Boileau Court <sup>1</sup>
- Introduction of Ordinance 20-08-01 – Building Height Definition Amendment <sup>1</sup>

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# Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

## ***NEW BUSINESS: Continued***

- [Review of Preliminary Design for Washington Street – Streetscape](#) <sup>1</sup>
- [Review of Middletown’s Emergency Plan](#) <sup>1</sup>
- Discussion of Use of Municipal Center for Organizations <sup>1</sup>
- Discussion of Main Street Sidewalk Inspections <sup>1</sup>

## **PUBLIC COMMENTS:**

## **ANNOUNCEMENTS:**

- *Please Complete Your Census Information*

## **ADJOURNMENT**

### **Zoom Invitation Information:**

***Topic: Town Workshop - August 6, 2020***

***Time: Aug 6, 2020 07:00 PM Eastern Time (US and Canada)***

#### ***Join Zoom Meeting***

***<https://us02web.zoom.us/j/81379946906?pwd=dmNJYmhkejFYUWkzTlVUTnhCd0Fpdz09>***

***Meeting ID: 813 7994 6906***

***Passcode: 342145***

***One tap mobile***

***+13017158592,,81379946906#,,,,,0#,,342145# US (Germantown)***

***+13126266799,,81379946906#,,,,,0#,,342145# US (Chicago)***

***Dial by your location***

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***+1 312 626 6799 US (Chicago)***

***+1 929 205 6099 US (New York)***

***+1 346 248 7799 US (Houston)***

***+1 669 900 6833 US (San Jose)***

***+1 253 215 8782 US (Tacoma)***

***Meeting ID: 813 7994 6906***

***Passcode: 342145***

***Find your local number: <https://us02web.zoom.us/j/81379946906>***

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**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 8/3/2020

RE: Monthly Planning Update – August

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**Major Subdivisions:**

**Foxfield Section 6 (Coblentz Road) – Active-adult special exception use recommended approval by PC to BOA – January 21, 2020  
Board of Appeals hearing date – August 31, 2020**

**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  
FRO plantings completed – December 23, 2019  
**Next step – submittal of architectural renderings for building #2 for review/approval****

**Hollow Creek Professional Center (Alt. 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  
Board of Appeals approved self-storage use – February 26, 2020 (Expires Feb. 26, 2021)  
Architectural renderings approved by PC – June 15, 2020  
**Next step – submission of FFCP and Improvement plans for PC 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 expired July 12, 2019)  
**BOA variance request submitted July 27, 2020**  
Improvement plans conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)  
**Next step – BOA approval of height variance request, then submittal of letter of credit and signing of PWA’s****

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

**Memorial Park – Shed relocation revised plans approved by PC – July 20, 2020**

**Middletown County Park (Coblentz Road) – FSD and FCP approved – Feb. 17, 2020**

**Middletown Water Storage Tank (Ashky Ct.) –**

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

Improvement Plans conditionally approved – July 15, 2019 (Plans expire July 15, 2022)

**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 & approved by Town Board – May 8, 2017 (informed June 2017 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) –**

Revised site plan conditionally approved – April 20, 2020 (Expires April 20, 2023)

Revised site plan to be revisited in five years – April 2025

**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 and parking requirements– Approved July 13<sup>th</sup>**

**Building height regulation changes – Public hearing to be scheduled**

**Liquor store text amendment inquiries**

**Reports: Annual Planning Report conditionally approved by PC – July 20, 2020**

**Grants:**

**Meetings: Next Middletown Green Team Meeting – August 18, 2020**

**Next Joint town board/planning commission workshop – October 5, 2020**

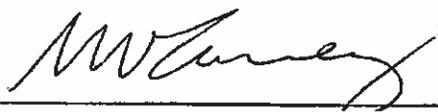


**TOWN OF MIDDLETOWN PLANNING COMMISSION**

**CERTIFICATE OF ADOPTION**

IN ACCORDANCE WITH DIVISION 1, TITLE 1-207 OF THE LAND USE ARTICLE OF THE ANNOTATED CODE OF MARYLAND, THE PLANNING AND ZONING ENABLING ACT, THE TOWN OF MIDDLETOWN PLANNING COMMISSION OFFICIALLY ADOPTS THE FOLLOWING 2019 ANNUAL REPORT, FILING SAME WITH THE MIDDLETOWN BURGESS AND COMMISSIONERS AND THE SECRETARY OF STATE PLANNING.

TOWN OF MIDDLETOWN  
PLANNING COMMISSION

BY:   
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Mark Carney, Chairman

August 3, 2020

# MIDDLETOWN PLANNING COMMISSION

## 2019

# ANNUAL REPORT

Approved August 3, 2020 by Middletown Planning Commission

### **BURGESS & COMMISSIONERS**

John Miller, Burgess (4/2016-4/2020)

Jennifer Falcinelli, Burgess Pro-tem (4/2018-4/2022)

Larry Bussard (4/2018-4/2022)

Richard Dietrick (4/2018-4/2022)

Chris Goodman (4/2016-4/2020)

Tom Catania (4/2016-4/2020)

Andrew J. Bowen, Town Administrator

### **Middletown Planning Commission**

Mark Carney, Chairman (12/2016-12/2021)

David Lake (1/2017-1/2022)

Bob Miller (5/2018-5/2023)

Rich Gallagher (12/2016-12/2021)

Tom Catania, Comm. Ex-Officio (4/2016-4/2020)

Dixie Eichelberger, Alt. (6/2017-2/2021)

Eric Ware, Temp. Alt. (12/2018-5/2022)

### **Middletown Board of Appeals**

Daphne Gabb, Chair (4/17-5/19, 5/2019-5/2022)

Thomas Routzahn (1/2017-1/2020)

Tim Coakley (1/2017-1/2020)

Alex Kundrick, Alternate (3/2017-3/2020)

### **Planning Department Staff**

Cynthia K. Unangst

### **Town Zoning Administrator**

Mark Hinkle

### **Engineering Staff**

Bruce Carbaugh, Director of Public Works

J.R. Hawkins, Project Manager

## **INTRODUCTION**

*The 2019 Planning Report for the Town of Middletown, Maryland was prepared pursuant to the requirements of the Land Use Article of the Annotated Code of Maryland. This report provides a summary of the year's planning activities undertaken by the Planning Commission, Board of Appeals and staff, and also documents development activity.*

Section 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the Planning Commissions of non-charter counties and municipalities prepare, adopt and file an annual report with the local legislative body and a copy of the report be mailed to the Director of the Maryland Department of Planning. The report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is or is not consistent with a variety of adopted plans. The report thus informs both the Planning Commission and local legislative body about the strengths and weaknesses of the local planning program.

**POPULATION IN MIDDLETOWN**

<u>YEAR</u>	<u>POPULATION</u>	<u>INCREASE OR DECREASE</u>
1970 Census	1,262	N/A
1980 Census	1,748	486
1990 Census	1,834	86
2000 Census	2,668	834
<b>2010 Census</b>	<b>4,136</b>	<b>1468</b>
2011 Estimate	4,163	27
2012 Estimate	4,272	109
2013 Estimate	4,295	23
2014 Estimate	4,313	18
2015 Estimate	4,321	8
2016 Estimate	4,336	15
2017 Estimate	4,372	36
2018 Estimate	4,439	67
2019 Estimate	4,514	75

**TEN YEAR PERIODS OF POPULATION GROWTH based on Census**

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	<u>1,468</u>
Total	2,874

**MIDDLETOWN PLANNING COMMISSION**

The Middletown Planning Commission is a five-member commission with two alternates, which has review and approval authority of site plans and subdivisions. In addition, the Planning Commission makes recommendations to the Burgess and Commissioners on rezoning and annexations, and reviews and comments on text amendments and any other issue, which is planning related. The Middletown Planning Commission also makes recommendations to the Middletown Board of Appeals on cases involving special exceptions.

**PLAN REVIEWS - 2019**

All plans reviewed and approved were consistent with the Middletown Comprehensive Plan adopted in 2010, the Middletown Zoning Code, and the Middletown Subdivision Regulations. **(Plan and plat names are shown on attached map.)**

**CONCEPT PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
1. Hollow Creek Prof. Center 821 East Main Street	4	GC	Discussion of retail, office and self-storage development (1/21)
2. Hollow Creek Prof. Center 821 East Main Street	3	GC	Discussion of self-storage facility (12/16)

**SITE PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
3. Valley School 30 East Green Street	1	R-2	Approval of addition of shed to property (Approved 2/18)
4. Water Storage Tank 4A Ashky Court	1	OS	Approval of water storage tank to replace reservoir (Approved 3/18)
5. Miller Property Demolition 203 East Main Street	3	TC	Approval of demolition of three vacant buildings (Approved 4/19)
6. Asian Café Corner of E. Green & N. Church Streets	1	TC	Approval of revisions to overflow parking lot use (Approved 5/20)
7. Miller Property 203 East Main Street	1	TC	Approval of revisions to parking spaces (Approved 6/17)
8. Tabor Barn Demolition 10 Boileau Drive	1	TC	Approval of demolition of barn (Approved 9/16)
9. Hollow Creek Prof. Center 821 East Main Street	3	GC	Approval of retail and office development (Approved 10/21)

**MASTER PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

**PRELIMINARY PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

**MASS GRADING/SWM PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
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None

**IMPROVEMENT PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
10. Franklin Commons Corner of Franklin & Broad Streets	18	R-3	Re-approval of plans for construction of multi-family dwellings (Approved 3/18)
11. Water Storage Tank 4A Ashky Court	1	OS	Approval of water storage tank to replace reservoir (Approved 7/15)
12. Miller Property 203 East Main Street	1	TC	Approval of redline revisions to lighting/fencing (Approved 9/16)

**FOREST CONSERVATION PLANS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
13. Water Storage Tank 4A Ashky Court	1	OS	Approval of Forest Stand Delineation and Preliminary Forest Conservation Plan (PFCP) for water storage tank (Approved 3/18)
14. Water Storage Tank 4A Ashky Court	1	OS	Approval of Final Forest Conservation Plan for water storage tank (Approved 6/17)
15. Hollow Creek Prof. Center 821 East Main Street	3	GC	Approval of PFCP for retail/office development (Approved 11/18)

**SUBDIVISION PLATS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
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None

**ADDITION PLATS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
16. Zion Lutheran Church West Green Street	2	TC	Addition of partial lot to another church-owned lot (Approved 2/18)

**FINAL PLATS**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
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None

**RE-ZONING REQUESTS:**

None

**ANNEXATIONS:**

None

**TEXT AMENDMENTS:**

Text Amendments recommended to Burgess and Commissioners for adoption. (Municipal Code Number):

Self-storage facility text amendment – Planning Commission reviewed and commented on adoption of revisions to provisions pertaining to self-storage facilities, including definitions relating to such. (Sections 17.04.030, 17.48.340) [PC commented 4/15, 7/15 and 8/19; B&C adopted 8/26/2019]

Accessory structures text amendment – Planning Commission reviewed and commented on adoption of revisions to accessory structures. (Section 17.32.170.D) [PC commented 11/18]

**BOARD OF APPEALS: (Applicant names are shown on attached map)**

<u>Applicant</u>	<u>Request</u>	<u>Location</u>	<u>Motion</u>	<u>Date</u>
A. Habitat for Humanity	variances of 9.2' for side yard setbacks	211 S. Jefferson	Approved	3/26
B. Ayers	variance to allow RV in front yard setback	331 S. Church St.	Approved	7/18
C. Parra	variance of 8' from 18' setback for a pool	517 Glenbrook Dr.	Approved	10/17

**INFRASTRUCTURE PROJECTIONS:**

**TRANSPORTATION:**

Action taken by the Town in the year 2019 has been consistent with the Town Comprehensive Plan and best management planning practices.

The Town Comprehensive Plan includes roadway alignments both north and south of town that will be requirements of any future annexation agreements. Future development should incorporate roadway dedication and construction to provide minimum collector type road links from east to west, and a collector from US 40-A north to I-70. With the annexation of the Memar Property, a section of northern alignment, west of Coblenz Road, will be built by the developer.

The State Highway Administration has funded the Main Street streetscape project and the notice to proceed to construction was received on September 6, 2016. The limits of the project extend from the western edge of town to the eastern edge of town, and includes the replacement of water mains from Coblenz Road to Eastern Circle. The SHA scope of work includes replacement of storm water lines in the Main Street SHA right-of-ways and relocating some utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks. The project also includes landscaping and planting of new trees. The project is expected to be completed Summer of 2020.

The Town began discussion with Frederick officials for a Rural Transportation Program in conjunction with Frederick County and other interested municipalities. This program would provide transit service within the Town limits on one scheduled day per week.

**WATER SUPPLY AND DISTRIBUTION:**

The Town depends on 23 wells, 4 major groups of springs, two reservoirs, and a 400,000-gallon elevated water storage tank to supply water to the Town. The current total withdrawal permitted by the Town is 387,000 gallons per day (gpd). The average daily use for 2019 was 310,833 gpd. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and there were no violation levels in 2019. The Town completed the approval process for construction of a stadium style ground storage tank to replace an existing reservoir. Construction will begin in 2020. In addition, the project will remove the abandoned 6" suction water line from the reservoir to the booster station and replace it with a 16" suction supply line to the Town. This will provide the Town with dual suction lines for water supply to the Town. As can be seen in the chart below, the Town's water supply system has adequate reserve with a 10% margin to meet all currently approved development.

**Middletown Water Capacity Calculations**

	<b>ANNUAL AVG (gallons/day)</b>	<b>MAX MONTH (gallons/day)</b>
Annual Appropriation Permit Limit <sup>1</sup>	387,000	504,000
Current Water Demand (3-yr avg) <sup>2</sup>	308,583	394,987
Reserve Capacity <sup>3</sup>	45,861	60,176
Total Demand Use	92%	90%
Available System Capacity	32,255 <sup>4</sup>	48,837 <sup>5</sup>

<sup>1</sup> Hollow Creek, Catoctin Creek and Cone Branch Watersheds

<sup>2</sup> 2017 -2019

<sup>3</sup> Calculated (10% reserve + expected future demand)

<sup>4</sup> (250 gallons/day use = 130 Equivalent Dwelling Units)

<sup>5</sup> (325 gallons/day use = 150 Equivalent Dwelling Units)

**WASTE WATER TREATMENT FACILITIES:**

The Middletown sewage system consists of a wastewater treatment plant (WWTP) located on the west side of Town (West WWTP; design capacity – 250,000 gallons/day (gpd)), and an activated sludge plant located on the east side of Town (East WWTP; design capacity – 350,000 gpd), three (3) sewage pump stations, and a network of 8" to 12" sanitary sewer lines. The East WWTP discharges to Hollow Creek and provides recycled wastewater for irrigation to Hollow Creek Golf Course (June through October). Annual (2019) discharge to Hollow Creek was 81.4 million gallons and to Hollow Creek Golf Course for irrigation was 15.0 million gallons. Average daily flow to the Hollow Creek for 2019 was 223,061 gpd. The West WWTP discharges to Catoctin Creek and had an annual (2019) discharge of 119.5 million gallons. Average daily flow to Catoctin Creek for 2019 was 327,313 gpd.

**PARKS AND GREENWAYS:**

Gravel was added to the walking trail that connects the footbridge over Cone Branch Creek across Franklin Street from the Primary School, and Remsberg Park (a town-owned community recreational park outside of Town limits). Frederick County added walking trails to the Middletown County Park

off Coblenz Road. A walking trail sign was installed on the Cone Branch Trail off East Main Street once that section of the SHA streetscape project had been completed.

### **PROTECTION OF HISTORIC STRUCTURES:**

The Town regulations regarding the demolition of buildings are a zoning control (Section 17.32.160, Zoning, Middletown Municipal Code), which requires a Demolition Permit. This permit allows a building to be inventoried prior to the demolition but does not prohibit demolition. Photos are taken before buildings are to be torn down and are archived.

The Town has two historic districts that are listed in the National Register of Historic Places. Properties that are listed as “Contributing” to the significance of the historic districts may voluntarily participate in government programs that provide financial benefits to property owners who undertake maintenance projects that comply with the Secretary of the Interior’s Standards for Rehabilitation. In order to provide a certain level of customer service to property owners in Middletown, the Town established a Historic Commission to act as a conduit between the property owner and the available programs. The Historic Commission only meets when a property owner wishes to take advantage of these specific programs.

Main Street Middletown, MD, Inc. is a 501(c)(3) organization that supports the economic development of the Town. In February 2019, Main Street Middletown, MD Inc. became the proud owners of 19 and 21 West Main Street. The money was raised through donations and grants from many entities, including Preservation Maryland, MD Heritage Area Authority, and the Department of Housing and Community Development’s Community Legacy Fund. Upon the purchase, Main Street Middletown, MD Inc also worked with the Maryland Historical Trust that placed a perpetual easement on the historic exterior of the property.

Main Street Middletown continued with the Façade Improvement Program with funds being reimbursed to Pyramid Rocks, LLC, owner of the Dr. Lamar House at 200 West Main, and with the Middletown Valley Bank.

### **STRATEGIC PLANNING INITIATIVES**

#### **ZONING ORDINANCE UPDATE**

No updates to the Zoning Code were completed in 2019 aside from the text amendment listed above.

#### **COMPREHENSIVE PLAN REVIEW**

Since there have been no policy changes made in recent years to warrant an update to the Town’s Comprehensive Plan, the update process will begin in 2020 to be completed in conjunction with the availability of the 2020 Census data. The Maryland Department of Planning now requires a ten-year review.

### **PLANNING COMMISSION RECOMMENDATIONS:**

#### **ONGOING RECOMMENDATIONS:**

1. Review walkway and road construction strategies to be incorporated into current & future growth and development.

2. Continue to review and refine a management system which includes checklists for the plan review process to help ensure that files are complete and easily accessible, and which verifies that all agency approvals are in place.
3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.
4. Promote and develop a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.
5. Work closely with the Main Street Program to help revitalize downtown Middletown.
6. Promote sustainable development practices thru the development review process as outlined in the 2010 Middletown Comprehensive Plan, along with potential projects to consider for any applicable funding associated with the Sustainable Communities designation through DHCD.

NEW RECOMMENDATIONS:

1. Work with the Sustainability Committee on implementing energy-saving and renewable energy strategies and policies for the town.
2. Review policies that would provide guidance for sustainability and climate change resiliency as it effects the town and future annexations.
3. Develop a dark-sky policy for future and replacement lighting in the town.
4. Review and develop policies/regulations that would provide guidance for affordable housing and senior care centers.
5. Develop policies and design guidelines for review of architectural plans and for site plan reviews.

# MAIN STREET

## MIDDLETOWN

**TO:** The Burgess and Commissioners  
**FROM:** Becky Axilbund, Main Street Manager  
**RE:** August Workshop Report  
**DATE:** August 6, 2020

**Upcoming Dates: Board Meeting August 27, 2020**

### **Organization Committee:**

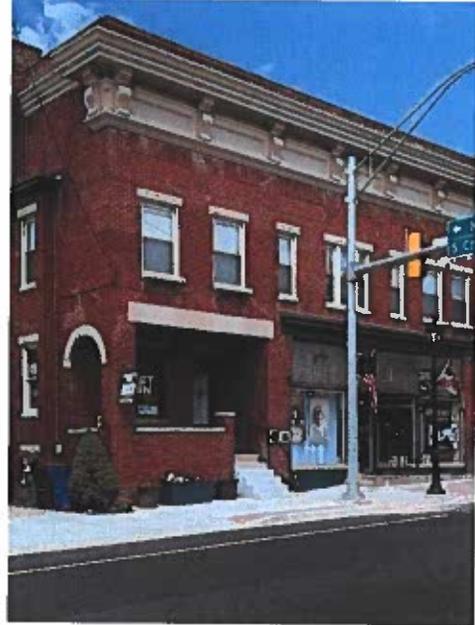
- The Main Street Building committee has several milestone dates in August regarding the rehabilitation of the Main Street building. Monday, August 10 we will have the building open for site visits with final bids due August 17. The building committee will be reviewing bids and plan to make a recommendation to the Main Street Board at the August 27<sup>th</sup> board meeting. This is an exciting time as we are anxious to start work on this project.

### **Economic Development Committee:**

- As stated last month, the EDC hosted a monthly business mixer on understanding Google Analytics. We had a great conversation, and businesses not only got great input from Monica Hauser (web designer), but also helpful information from Brent Riley (West Main Tech, LLC). The EDC has not determined a date for the August business mixer.
- Several members of the EDC and Commissioner Lapadula will be visiting with a local area business owner to introduce the idea of moving their business to the Main Street district.

### **Design Committee:**

- The Design Committee met with Town Planner, Cindy Unagst to review recommendations made by the Sustainability Committee for tree species to go into the planters that Main Street purchased. Of the native species presented, we recommended a Tulip tree because they do have blooms in the spring.
- Have you noticed the newly painted building at 1 West Main? The painting project is being funded in part by the Main Street Façade Improvement program. Currently, 100-104 and 200 West Main Street are also working on Façade Improvement projects. Completed Façade Improvement projects include the repairs to the historic sign for Main's Ice Cream and repairs to the roof of The Middletown Valley Bank.



#### **Promotions Committee:**

- For the month of August, we have three main themes being highlighted on our Facebook page, Business Spotlight, In the Details, and Throw-back Thursday.
- We are continuing to promote the district via digital ads for August
- We are running the TV Commercial, Welcome to the Valley that emphasizes places to eat, and added the alternate ending to promote Frederick Restaurant Week.
- Frederick Restaurant Week is August 24-30<sup>th</sup> and with Dempsey's Grille, The Main Cup, and Black Hog participating in this Tourism sponsored event.
- Meet Me on Main Campaign was delayed last month due to unforeseen delays. I have been told that filming will occur this month! We have six businesses that we drew names for at random to participate in this first round of video production. They will be modeled after the Meet Me in the Valley TV commercials Main Street had produced last year.

#### **Working with Our Regional Partners:**

- Through the Maryland Main Street Program, we have taken the next step required for membership into the Keep America Beautiful program. This is an initiative that the Maryland Main Street program has headed and strongly encouraged. To date, we have taken staff training and the next step will be to coordinate an area to clean up and inventory the debris according to the Keep America Beautiful standards. We are working with other community groups to assist with this trash-clean-up and inventory of trash. Once that is evaluated and given us a baseline, the area will be cleaned up again, the following year. Keep America Beautiful works to send out positive messaging and content about keeping our environment clean and healthy. While the National Main Street program revolves around four main areas program areas, the Maryland Main Street includes a fifth area, Clean, Green, and Healthy.

- Our Frederick County Main Street art project is officially titled Art on Main. Sometime during the month of August, video production on this project will begin. In addition to the video, this project will include the creation of a rack card, website, and other advertising to encourage visitation to each Main Street community.

**Grants:**

	<b>Purpose/Project</b>	<b>Amount Awarded</b>	<b>Amt Left to Spend</b>
Community Legacy Grant FY 2018	Façade Improvement	50K	200 West Main 100-104 West Main
Community Legacy Grant FY 2019	Façade Improvement	\$15K	1 West Main There <i>may</i> be some funds remaining for a small project
Community Legacy Grant FY 2020	Capital Grant for 19 West Main Street	\$50,000	Need to Spend by June 2021.
<i>MD Heritage Area Grant</i>	<i>Originally for the rehab of 19 West Main.</i>	<i>\$11,643.75 Converted to non-restricted operating funds</i>	
<i>OAG-FY 2019 Repurposed</i>	<i>Originally for decorations, banners, street furniture, a selfie-station for 19 West Main.</i>	<i>\$11,731.70 restricted funds in the budget to cover advertising, business mixers, signage, and cover the basic operating expenses of 19 West Main</i>	
<i>OAG-FY 2020 Repurposed</i>	<i>Originally for Board Development</i>	<i>\$6100 – restricted funds in the budget to cover a new scanner, the public art project (if needed), and local ad placement</i>	<i>Have not spent the \$ on the scanner or the public art project.</i>
OAG-FY 2020	Christmas Decorations website collateral	\$12,900 – these were original grant funds that we did not convert.	\$800 left for Christmas Decorations that we need to spend/use before June 30, 2021.
OAG-FY 2021	Requested 20K for Photography and Videography	Not Awarded Yet	<b>Awards should be officially announced this week!</b>
Community Investment Tax Credits	Provides donors a State Tax Credit	\$10,000	\$9000

<p>NonProfit Recovery Initiative Grant</p>	<p>Provides Operating Cash for MD NonProfits.</p>	<p><i>We requested the capped amount of \$10,000 and was awarded that amount</i></p>	<p><b>This grant will cover specific items such as Business Retention Strategies/EDC, and other operational expenses (new computer for the Main Street Manager).</b></p>
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*Thank you for your continued support of Main Street Middletown, MD Inc.  
We appreciate our partnership with the Town!!*



**Town of Middleton**  
**Zoning Administrator Monthly Staff Report**

**To:** Burgess and Commissioners

**From:** Mark Hinkle, Zoning Administrator

**Date:** August 1, 2020

**RE:** Monthly Zoning Administrator Staff Report for July 2020

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**BOA Hearings:** Case MT-B-20-2 (Foxfield Active Adult) and MT-B-20-3 (Swimming pool) scheduled for August 31, 2020, meeting will be held virtually

**Storage Container & Dumpster Permit:** None

**Home Occupation Permit:** None

**Zoning Violations and Complaints:**

- 1/14/2019 – 819 East Main Street, BB &T bank – Complaint received about unscreened dumpster, investigated and sent letter. Spoke with branch manager and agreed to allow them an extra 30 days so they can deal with their headquarters in North Carolina. The dumpster became obvious once the property next to them was cleared. Spoke with construction company and advised them what would be needed to be properly screened. ***Plan being submitted to headquarters in North Carolina to correct issue. On hold due to Parking lot realignment efforts. Spoke with facilities maintenance 10/7/2019 and they are waiting on a decision on the lot realignment before moving forward***
- 4/24/2019 – 5 East Main Street, Subway – Deteriorating signpost and signage for business no longer on site, letter sent, spoke with owner. Subway will be assigning a new Franchisee in the next 6 months and they plan on renovating and improving the building and signage at that time. ***Working toward renovation of building and signage at same time. 7/15/2020 reached out again to check status of project and updates, no response.***
- 10/23/19- 121-125 W. Main St.-Work without a permit. Sent letter to owner and contacted Frederick County. Stop work order issued by Frederick County. Owner filed for Zoning Certificate but has not applied for permit. Owner is also meeting with

Planning Commission to discuss changes to property. County still has not received Zoning Certificate to begin permit process. County has approved renovations. *Project was approved for two main level business suites, two second floor apartments. Project will go through Planning Commission process to proceed with two third floor apartments. Permits have been issued, case can be closed*

**Miscellaneous:**

- Letter sent to owner of Franklin Commons to submit all required paperwork by January 15, 2020 to comply with decision by Board of Appeals. We did not receive the required information. Certified letter sent to owner to let them know that their past decision has expired and that they would need to file for the case to be re-heard before they can move forward. *7/22/2020 Received paperwork for Board of Appeals application*
- Addressing questions from fire company regarding building a training prop in a sea-tainer at their banquet facility
- Board of Appeals appointments of Sean Mahar and Jonathan Minchoff have completed board
- Spoke with Mike Tabor at length regarding his plans to build on existing foundation on S. Church St.
- Spoke with Maddie Remsburg about her property on S. Jefferson St., she has some concerns that the street is on her property. My recommendation was to get the property properly surveyed and go from there.
- Working with several Middletown Glen citizens and contractors about what their options are regarding pools etc.
- Middletown Vet Clinic has been sold, currently working through permit process.

**Permits:**

<i>June 2020 Zoning Certificates</i>	<i>Address</i>	<i>Permit #</i>	<i>M-town Received</i>	<i>M. Hinkle Approved</i>	<i>County Approval</i>
St. Thomas More	103 Prospect St.	288555	7/6/2020	Yes	Yes
Baker-Finish basement	5 Lamar Ln.	288338	7/6/2020	Yes	Yes
Dibbs-Porch roof	316 Cone Branch	288576	6/29/2020	Yes	Yes
Tabor-Change of Tenant	207 A S. Church	Town	7/6/2020	Yes	Yes
Wastler-Fence	10 Dean Ln.	Town	6/22/2020	Yes	No
Fein-Propane Tank	13 Hoffman Dr.	288267	7/10/2020	Yes	Yes
Scheffler-Finish basement	9 Linden Blvd.	291460	7/16/2020	Yes	Yes
Oden-Fence	625 Glenbrook Dr.	Town	7/20/2020	Yes	No
Wagle-Pool	207 N. Pointe Terr	292681	7/20/2020	Yes	Yes
Hardison-Fence	120 Ivy Hill Dr.	Town	7/21/2020	Yes	No
Fein-Shed	13 Hoffman Dr.	Town	7/21/2020	Yes	No

***BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND***

**TOWN WORKSHOP MEETING MINUTES  
VIRTUAL MEETING**

**REGULAR MEETING**

**July 27, 2020**

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on July 27, 2020, by Burgess Miller at 7:00 p.m. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

**PERSONAL REQUESTS FOR AGENDA:**

**MVAA Request for Installation of Scoreboard at Remsberg Park** – MVAA is interested in having the scoreboard the Town received from Middletown High School placed at Remsberg Park. It has been repaired and is in working order. Although MVAA plans on having a football season, they have not heard whether FCPS will have a season or not. MVAA would like to move football games to the field at Remsberg Park. Currently games help on FCPS property cost approximately \$1200/day. If held at Remsberg Park monies raised could go back into the park maintenance. Drew reviewed an overhead aerial of Remsberg Park and where the scoreboard could be placed. Town engineers would have to design the footings and they could be poured by Town employees. The placing of the scoreboard would require the use of a crane to lift into place. Preliminary costs for that have been estimated to be \$3000-\$5000 to erect. An electrician would have to advise as to the best way to run electricity to the scoreboard once installed. There are currently enough spaces on the panel at the park for the scoreboard. The Town Board would like to know what the total costs for this installation would be. MVAA was hoping that the costs would be shared with the Town. MVAA was instructed to have other plans if the costs to place the scoreboard at its preferred location was too costly. Frederick County will be contacted regarding the permitting process for the scoreboard.

MVAA requested if the Town would provide assistance in moving the storage sheds they have at the Middletown Community Park. MVAA has been notified that the area will be closed for renovations by the County. They would like the Town to move 1 of the sheds closer to the County Park batting cages, and that a second shed could be moved to Remsberg Park so that soccer teams can use them. The Superintendent of Streets and Parks will review the situation and give his opinion to MVAA. It was noted that due to COVID-19 the town is working with split crews so that must be taken into consideration. MVAA has until September 30<sup>th</sup> to move the sheds.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *June 13, 2020 – Town Meeting*

Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Goodman. Motion carried 5-0.

**UNFINISHED BUSINESS:**

**Speed Sign Data Review**

- **Tobias Run** – The 5-days of speed sign data collected for Tobias Run was reviewed. 872 vehicles were recorded. The average speed was 14mph. The 85<sup>th</sup>% speed was 19mph. The highest recorded speed was 28mph.
- **South Jefferson Street** - The speed sign data collected for South Jefferson Street northbound traffic was reviewed. 1390 vehicles were recorded. The average speed was 17mph. The 85<sup>th</sup>% speed was 25mph. The highest recorded speed was 45mph. The Thursday traffic was high due to construction on Main street and traffic being diverted onto South Jefferson.

There is no information on Deputy activity in each neighborhood currently. It was noted that Deputy Chudoba did spend time with the children on Tobias Run talking about bike and road safety. The solutions for each neighborhood would be different depending on the identified issues.

Lacey Gordon, 101 Tobias Run, stated that the speed limit on Tobias Run needs to be reviewed, and the safety of the children crossing the street to go to the playground with no crosswalks in place is another issue. Burgess Miller mentioned several options that could be put in place on Tobias Run. These included: installing “Children at Play” signs and 25mph signs, temporary speed bumps could be installed (and removed in the winter) and crosswalks could be added at identified intersections. Raised speed humps could not be installed (budget constraints). Temporary speed bumps are 4 inches tall and could be installed on streets 22 feet wide or larger. The Town currently has enough for 3.

Jessica Moore, 10 Tobias Run, asked if the speed sign could be moved to measure the speed of those leaving the neighborhood. People tend to speed as they drive toward Glenbrook Drive to exit Tobias Run.

Susan Powell, 108 Tobias Run, asked if it was possible to install multiple speedbumps and crosswalks for safety. Commissioner Falcinelli stated that currently Town policy does not allow multiple speed bumps. The policy would have to be amended to allow that to occur.

Jonathan Pembroke, 18 Tobias Run, asked if it was possible to install painted rumble strips instead of speed bumps. He is willing to get cost estimates for the Town.

**Motion:** Commissioner LaPadula motioned for the Town to install 3 crosswalks at the identified intersection of Tobias Run next to the park. Seconded by Commissioner Goodman. Motion carried (5-0).

Discussion of if the stop sign at the end of Tobias Run leading into the cul-de-sac could then be removed. It was determined that it could lead to right-of-way confusion at that intersection and its removal would be a safety hazard.

Evan Moore, 10 Tobias Run, asked if there is any notification when new signs are installed. New signs are flagged so they are noticed.

**Motion:** Commissioner LaPadula motioned for the Town to install 2 stop signs at the identified intersection of Tobias Run next to the crosswalks. Seconded by Commissioner Dietrick. Motion carried (5-0).

Commissioner Falcinelli stated that the Town will need criteria on temporary speed bumps. Commissioner Bussard asked if the residents had spoken with their neighbors who had been speeding. That is what prompted this agenda item. Residents are trying to take mitigating steps to reduce the safety hazard. The Tobias Run neighborhood will wait for the rest of the speed data collected to see if lowering the speed limit is warranted.

**South Jefferson Street** – Speed limit signs have been installed. Speed sign data for south bound traffic on South Jefferson Street will be captured in “stealth mode”. Any other action will be determined after the August workshop.

**Discussion of Speed Control Measures for Tobias Run/Traffic Mitigation Speed Policy** – The Town Board reviewed a draft policy developed by Burgess Miller. It organizes and formalizes many of the informal practices currently in place. Steps 1-3 can occur concurrently. The speed sign can be moved unless it is currently in use somewhere else. The goal is to have the issue addressed within a 6-week time frame.

**Motion:** Commissioner Falcinelli motioned to approve the Traffic Speed Mitigation Policy as presented. Seconded by Commissioner Dietrick. Motion carried (5-0).

Mrs. Lain, 330 Ingalls Drive, stated she was glad to see the speed study done on Route 17 North and that the 85% speed was 38mph. Speed is still up, so how can ticketing speeders be enough. Since Route 17 is a State road the Town is limited in what it can do.

#### **NEW BUSINESS:**

**Request from Glenbrook Residents for Additional Stop Sign on Glenbrook Drive at Hollow Creek Circle** – The Town has received 12 emails requesting a stop sign at the intersection of Glenbrook Drive and Hollow Creek Circle.

Colleen Sherman, 2 Hollow Creek Circle, stated that once drivers pass the golf course, they speed down the rest of Glenbrook Drive. There is a need for an additional stop sign at that intersection to slow this from happening.

It was noted that Glenbrook Drive is designated a collector road so there are other things the Town must consider. Glenbrook Drive was added to the list of streets using the speed sign to gather data.

**Bee City USA Resolution** – This is a mechanism for the Town to be recognized for what has happened and planned to happen regarding to promote pollinator habitats within Town limits. The language came from Bee City USA. It incorporates more integrated pest management strategies. One of the advantages is a decrease in the amount of mowing that the Town does. The Burgess and Commissioners would be the sponsors for the Town. Middletown Pollinator Conservation efforts would be coordinated with the Department of Public Works. The cost is \$100 per year for the designation. The Sustainability Committee would identify potential habitat areas, like Cone Branch pocket park.

**Motion:** Commissioner Dietrick motioned to approve Resolution No. 20-05 as presented. Seconded by Commissioner LaPadula. Motion carried (5-0).

**MML Statement on Racial Justice Endorsement** – The Town Board is tabling the MML statement endorsement and is creating one of their own. Commissioners Falcinelli and LaPadula have taken the lead on this. Commissioner LaPadula reviewed the draft statement they had created. One of the goals is to incorporate this into Chapter 1 of the 2020 Comprehensive Plan thereby giving this statement more weight. It is complementary to the vision statement. The timing for this is right. The Planning Commission will review and discuss this statement and provide input to the Town Board.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Please Complete Your Census Information* – Residents will now have to mail in their information.

Meeting adjourned at 9:54 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Riccio, Secretary  
Charles Glass, Deputy Secretary

June 2020

Dear Maryland municipal corporations and Baltimore City,

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds Program (CP&P). These proposals will be reviewed and considered for inclusion in the Department's FY 2022 capital budget request.

Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program provides flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

The CP&P Program FY 2022 Grant Proposal Guide and all application materials are available at <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/CP&P-Grant-Process.aspx>. If you would like to apply for CP&P project assistance, please complete the following items: Grant Proposal List, Community Parks and Playgrounds Application and Project Agreement, Project Details, and Supporting Documents. Please e-mail all required forms and attachments by 3:00 p.m. on August 26, 2020 to the program administrator for your County.

After reviewing the online information, if you have any questions concerning the Program or would like a printed copy of the materials, please contact your Program Administrator on the following list. We look forward to working with you to enhance the quality of life in your communities through environmentally sustainable park and recreation facilities.

Sincerely,

Carrie R. Lhotsky  
Grants and Stewardship Manager  
Land Acquisition and Planning

# Chapter 1 INTRODUCTION

## *Vision Statement for the Town of Middletown*

Middletown is a historic small town with strong community spirit. The small town, family-friendly essence of Middletown is valued, as are those aspects that contribute to maintaining that which makes the Town unique while giving access to more urban amenities. The diversification of the economy and opportunities for growth will be pursued with thoughtful planning and citizen involvement. Stewardship of the environment and preservation of our heritage are embraced as we strategize for the future. The historic town center of Middletown will be the social and cultural heart of the community and neighborhoods will exude a small-town charm where people feel safe and secure.

## **PURPOSE OF THE PLAN**

The Middletown Comprehensive Plan provides a framework to guide future decision-making concerning growth, development and the provision of public services. The Plan for the Town reflects the community values of its residents and elected officials. These values are expressed through the Plan's goals and objectives which envision a desired future condition for the community. The goals and objectives are the basis for recommendations contained in the Plan and are the basis for future actions the Town will take regarding development proposals, rezonings, annexations and public works projects.

The adoption of a Comprehensive Plan is important in that it provides the framework for consistent decisions. The Plan gives succeeding administrations a better idea of what values have been expressed through the public planning process.

The Comprehensive Plan (Comp. Plan) has value to the staff planner, the Town Planning Commission, the Board of Appeals, the Burgess and Commissioners, and the citizens of the Town of Middletown. The staff planner uses the Comp. Plan to evaluate land use proposals and to inform property owners about appropriate areas for development. The Planning Commission uses the Comp. Plan to review the present conditions and evaluate proposed land use proposals and projections of future growth of the Town. It also evaluates its progress on issues identified in the Comp. Plan. The Board of Appeals uses the Comp. Plan in approving special exception applications and considers the Comp. Plan when attaching conditions that protect the resident's property rights and welfare. The Burgess and Commissioners use the Comp. Plan to make decisions which are consistent with the adopted course of sustainable development and growth of the Town. Citizens can use the Comp. Plan to judge the decisions of the planning bodies and elected officials, and to gauge the progress made in important areas of growth and development. Equally important is the coordination with County planning efforts since much of the public facility planning efforts, such as parks, schools and libraries, are controlled at the County level.

Coordination with the Town's Comp. Plan will enable the County to provide public facilities sufficient to meet the needs of the Town.

The Comprehensive Plan is also used to coordinate planning activities with other levels of government and regional planning agencies.

**MARYLAND LAND USE ARTICLE**

The state of Maryland requires comprehensive plans to be updated at specified intervals and each municipal comprehensive plan is to include elements that align with the state's core growth and development visions.

These 12 core growth and development visions from the state are as follows:

1. A high quality of life is achieved through universal stewardship of the land, water and air resulting in sustainable communities and protection of the environment;
2. Citizens are active partners in the planning and implementation of community initiatives and are sensitive to their responsibilities in achieving community goals;
3. Growth is concentrated in existing population and business centers, growth areas adjacent to these centers, or strategically selected new centers;
4. Compact, mixed-use, walkable design consistent with existing community character and located near available or planned transit options is encouraged to ensure efficient use of land and transportation resources and preservation and enhancement of natural systems, open spaces, recreational areas, and historical, cultural, and archeological resources;
5. Growth areas have the water resources and infrastructure to accommodate population and business expansion in an orderly, efficient, and environmentally sustainable manner;
6. A well-maintained, multimodal transportation system facilitates the safe, convenient, affordable, and efficient movement of people, goods, and services within and between population and business centers;
7. A range of housing densities, types, and sizes provides residential options for citizens of all ages and incomes;
8. Economic development and natural resource-based businesses that promote employment opportunities for all income levels within the capacity of the State's natural resources, public services, and public facilities are encouraged;
9. Land and water resources, including the Chesapeake and coastal bays, are carefully managed to restore and maintain healthy air and water, natural systems, and living resources;
10. Waterways, forests, agricultural areas, open space, natural systems, and scenic areas are conserved;
11. Government, business entities, and residents are responsible for the creation of sustainable communities by collaborating to balance efficient growth with resource protection; and
12. Strategies, policies, programs, and funding for growth and development, resource conservation, infrastructure, and transportation are integrated across the local, regional, state, and interstate levels to achieve these visions.

In 2006, the Maryland General Assembly enacted legislation that affects the laws governing municipal annexation and the makeup of municipal and county comprehensive plans. HB 1141,

Land Use-Local Government Planning, amended Article 23A (which provides most of the powers and limitations for municipalities in MD) and the Land Use Article (formerly Article 66B), Annotated Code of Maryland. It created new responsibilities for municipalities and counties related to annexations, and established new mandatory elements in all municipal and county comprehensive plans. A few of the legislation's key components are listed below.

1. Every municipal comprehensive plan must have a Municipal Growth Element and annexations must be consistent with these elements.
2. All municipal and county comprehensive plans must have a Water Resources Element.
3. Sensitive Areas Elements must address agricultural and forestlands intended for resource protection or conservation as well as wetlands.

## GOALS

All successful planning begins with an idea of a desirable end result. These desired end results are the goals toward which actions are directed. The goals provide the framework for policies and objectives to carry out the goals. The framework for the Plan can be stated in the five major goals below:

### A. Provide for Quality Living Environment

Preserve and promote quality residential developments with adequate provision of public facilities and services and explore opportunities for safe and affordable housing. In addition, new development should be directed to designated development areas and shall be encouraged only where it can be served at a satisfactory level by existing or planned public improvements including roads, sewer, schools, water and park facilities. It is essential that in order to promote and ensure a quality living environment, improvements to the transportation system must be made. Specifically, extension of the Middletown Parkway to address traffic coming from the west should be kept as a priority in Town and County plans. (State visions #'s 3, 4, 5, 6, 7, 12)

### B. Protection of Important Natural Resources and Historic Landmarks

The Town should require that the adverse impacts on the environment from development, including the impact on provision of public utilities, be minimized. It is important that the Town continue to ensure that flooding and erosion control steps are taken and that stormwater management and sediment control regulations are followed. The Town should also encourage the preservation of unique or historic landmarks, protection of the Town watershed and protection of Catoctin Creek and its tributaries. Promote concepts of a sustainable community to meet the needs of the present while ensuring that future generations have the same or better opportunities. (State visions #'s 1, 9, 10, 12)

### C. Encouragement of Sound Economic Base

The Town should provide for a variety of commercial and industrial areas which will be located to minimize the impact on adjoining land uses. It may also be helped by actions and recommendations of Main Street Middletown. The Town's natural and historic assets should also be fully utilized by encouraging tourism through promotions such as the

Heart of the Civil War Heritage Area. The Town will provide for an efficient and streamlined development review process. (State visions #'s 8, 11, 12)

D. Management of Middletown's Future Growth

The Town should ensure that its future growth is managed properly, per the Towns residential and commercial growth policies, by requiring new development provide the necessary water and sewer resources, traffic impact studies and subsequent needed improvements to the Town's transportation infrastructure, and recreational resources for the Town's residents, as determined by the Planning Commission and the Town Board. Additionally, developments will receive a set number of permits per year. (State visions #'s 2, 3, 4, 5, 6, 11, 12)

E. Sustainability of Middletown's Future Growth

The Town of Middletown is committed to fiscally, socially and environmentally responsible land use development. Sustainable development integrates the needs of the Town and its residents in the present generation without sacrificing the ability of future generations to meet their needs by balancing the economy, society and the environment in the process. In looking towards the future, the Town of Middletown will strive towards sustainable living and planning. (State visions #'s 1, 4, 5, 9, 10, 11, 12)

## PLANNING IN MIDDLETOWN

This document is structured around 9 major components; population and housing, physical features, sensitive areas, water resources, sustainability, municipal growth, land use, transportation and community facilities. Each of these components is a chapter in the Plan. Chapters 2 through 9 include background information, issues, objectives, policies, and implementation recommendations. The implementation recommendations include specific actions which are necessary to carry out the goals and objectives of the Plan. This Middletown Comprehensive Plan is the fifth comprehensive update since the original Master Plan was adopted in 1969.

Prior Middletown Comprehensive Plans sought to achieve a diversified community which avoided mixed land uses, provided easily accessible recreational facilities, and encouraged industrial and commercial development. The Plans also intended to provide for improved traffic patterns including a parkway around the downtown area. The Plans also intended for schools to serve as activity centers.

Some of the goals of the previous Plans were achieved in the segregation of new residential development from other commercial and industrial uses. In addition, this residential development became a larger share of the Town's total land use acreage. However, other goals of the Plans were not achieved such as the provision of a complete parkway around Middletown or generally improved transportation patterns.

## NEEDS AND OPPORTUNITIES

The Needs and Opportunities section addresses what the Town of Middletown needs to

make it what it wants to become and what it currently lacks to achieve its vision. This section also showcases existing opportunities available within the community which should be utilized and supported to implement the vision.

Middletown held a community conversation in March 2020 for residents and neighbors to attend and share their goals, visions and wants and needs for the Town. The purpose in having this conversation was to gather broad input describing how attendees viewed the Town currently and their hopes and wants for the future – the vision for Middletown. The facilitator of the community conversation used the input from citizens to construct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) to help gain a more accurate and balanced list of needs and opportunities.

## SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

### Strengths

- Rural character
- Mountain views
- Quality of life
- Small town essence, charm
- Activities for all ages – family-focused
- Family friendliness, welcoming nature
- Overall cleanliness
- Lack of crime
- **Walkability**
- Proximity to good health care, highways
- Business community consistent w/character
- Fiscal soundness
- Good schools
- Long-standing community events
- Emphasis on preservation
- Well-kept parks

### Weaknesses

- Management of growth and taxes
- Empty and blighted buildings
- Commuter traffic and congestion
- **No bike paths**
- Parking downtown
- Lack of consistent community involvement
- Not enough trees
- Not enough activities for seniors
- Stormwater management program
- Impacts of growth

### Opportunities

- Increased coordination with the county on issues that impact the town
- Senior volunteer program
- Preservation success tours/events
- Recreation center/Senior center space
- Sustainability efforts
- **Sidewalk expansion**
- Sewer system
- Parking
- Renovation of old town hall
- Indoor/outdoor pool
- **Walking and biking paths**

### Threats

- Climate change and threats to dark sky
- Growth outside of town
- Insufficient coordination with Frederick County and surrounding government

## **Mission Statement**

At the Town of Middletown we focus every day on enriching the lives of our citizens by creating an exceptional environment and providing exemplary services that enable our community to thrive and prosper.

## **Statement of Values**

To achieve our mission, we will uphold the following values:

- Our organization exists to serve our citizens. We will be open, ensure access, encourage involvement and be accountable to our citizens.
- Middletown strives to be welcoming and respectful to all people. We will treat everyone with dignity, respect and fairness. We condemn racism, bigotry, and hatred in all forms.
- Employees are our most important resource. We will attract and retain the best employees possible and invest in their personal and professional growth.
- We will be honest, ethical and diligent. Our actions will comply with local, state and federal laws.
- We are committed to the values written into the U.S. Constitution that express freedom, justice, and equality, which should be at the heart of every level of government in America, especially the municipal governments that are closest to the People. We are committed to continuing to improve our own organizational operations to align with these principles.
- We strive to achieve the best results through effective teamwork, strategic partnerships and community participation.
- We will provide outstanding customer service that is polite, friendly and responsive.
- We value creative thinking and innovation. We will continue to be recognized in Maryland for excellence in local government.
- We value growth that balances maintaining the small town charm and preservation of the historic character of our town with desired service levels, economic benefits and continued stability for our community.
- We are cost conscious. We spend public funds responsibly and effectively to ensure the short- and long-term financial strength of our town.
- We are committed to proactive, comprehensive planning that includes our residents in creating a guide for the future of our community.
- We will preserve and protect our environment by actively being good stewards of our finite natural resources.

## Chapter 3

### NATURAL FEATURES/SENSITIVE ENVIRONMENTAL AREAS

~~The purpose of the Natural Features/Sensitive Environmental Areas. This chapter is to identify~~ those physical characteristics, natural resources and sensitive areas existing within the Middletown area and ~~to formulate~~ policies and proposals to protect them. ~~The Economic Growth, Resource Protection and Planning Act of 1992, amended Article 66B of the Code of Maryland to require local jurisdictions to incorporate a sensitive areas element into their plans and to adopt corresponding implementing regulations.~~

#### BACKGROUND INFORMATION

The use and intensity of development on land is often a function of the land itself. Physical characteristics of land such as steep slopes, floodplains and wetlands help determine the pattern of development. Middletown ~~is fortunate to have~~ physical characteristics that have minimal constraints on development. However, the variation of relief and physical features require careful development design in order to protect and enhance the property. Some physical features such as wetlands and woodlands serve an important ecological function and, therefore, should be protected from development. Other features such as floodplains should be protected from development due to the potential hazards from natural disasters. Some physical features can influence what land use types are appropriate for an area of Town. ~~The purposes of t~~his chapter ~~will be to~~ provide basic background information; identify constraints to development; identify issues and make proposals.

#### TOPOGRAPHY/STEEP SLOPES

The Town of Middletown is centrally located in the Middletown Valley which is best described as an inter-mountain area of steeply, rolling land, narrow streams and rapid fall from north to south. The fall is about 14 ft. per mile (Catoctin Creek) or about five times that for the Frederick Valley. Surrounding the Middletown Valley on three sides are the Catoctin and South Mountains with elevations over 1,700 ft. above sea level.

The land within the corporate limits is rolling with elevations from 430 ft. along Catoctin Creek in the south west part of Town to ~~810660~~ ft. above sea level ~~at the northeast corner of the recent Memar annexation north of the Middletown County Park, near Middletown High School~~ in the northeast part of Town. There are several large areas on the east side of Town both north and south of Main Street which are relatively level.

The steepest slopes in Middletown occur in the stream valley areas. Because of the proximity to streams, protection of steep slopes as a sensitive area is extremely important. Slopes provide the environment for soil and pollutants to move into the stream system very quickly and at great speeds which can increase erosion and increase the dangers of flooding to human life and

**Commented [CU1]:** If anyone has suggestions on a photo to use for this section, please let me know.

property values. Protection of steep slopes along the stream valley is the first step in protecting water quality. Steep slopes with undisturbed vegetative cover slows runoff, filters sediment and can provide cooler streams by the presence of shade. In addition, the steep slopes along the floodplains provide a natural area for the Town to obtain the benefits of re-forestation. Reforestation along steep slopes also provides aesthetically pleasing areas and habitats for the local plant and animal populations.

The general slopes in Middletown are in the direction of two areas, Catoclin Creek on the west and Cone Branch which flows through the eastern-central portion of Town. The easternmost area of Town slopes to Hollow Creek which is a tributary of Cone Branch. There are two tributaries to Catoclin Creek - Wiles Branch and Tanners Branch, which parallels Main Street and Washington Street and runs from Main's Alley to Walnut Street. Most of the undeveloped land in and around Middletown is open with very little tree cover due to the existing farming in the area. Most of the tree cover is found along the stream valleys.

### FLOODPLAINS & WETLANDS

Commented [CU2]: Potential photo locations again appreciated!

Identification of floodplain/wetlands is important since these are areas that perform important functions such as water recharge, diversified habitat for plants and wildlife, and storage and channeling of water during high stream flow. Floodplains are defined in several ways and two types of floodplains are ~~found~~ in the Middletown area; the ~~one hundred year~~ ~~one hundred-year~~ floodplain and the annual floodplains. One hundred-year floodplains are defined as ~~the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood, those floods that could occur once in 100 years on average.~~ One hundred year floodplains are delineated by the Federal Emergency Management Agency (FEMA) for inclusion in their flood insurance program. Middletown adopted the State Model Floodplain Ordinance on April 13, 1992. The annual floodplain is the area which includes soils identified in the Soil Conservation Survey as soils of generally wet land which provides natural water retention.

The four major streams through Middletown all have floodplains. Catoclin Creek and Hollow Creek have been categorized as having a ~~100-year~~ ~~100-year~~ floodplain. ~~One hundred year~~ ~~One hundred-year~~ floodplain information also exists for Cone Branch and Wiles Branch up to the southern limits of Middletown. All ~~four~~ ~~three~~ streams also have associated floodplain soils.

Wetlands are those areas which are inundated with water for a significant part of the year and/or ~~have~~ the plant species and soils ~~are~~ typical of those found in wet areas. Frederick County's wetlands are non-tidal wetlands. Non-tidal wetlands perform an important function in controlling floods, supporting wildlife and filtering runoff before it enters the groundwater system. Non-tidal wetlands can also retain water like sponges through the dry times of year.

There are six major areas in Middletown which have been identified as wetlands. These include: two areas along Wiles ~~Branch-Creek~~ both north and south of West Main Street; an area along Cone Branch on the north side of Town, west of Coblenz Road; an area south of East Main

Street, along Hollow Creek, areas throughout the Glenbrook Subdivision and Foxfield at Hollow Road and Layla Drive. See Figure 3-1 for wetland and floodplain locations.

It is important to note that additional wetlands may be identified through the development review process as specific properties develop and engineering is undertaken.

### SOILS

The soils in and around Middletown are classified as prime soils. These are the lands best suited to producing food, feed forage, and fiber. The predominate soil types in Middletown are from the Myersville and Fauquier soil series which makes up over 90% of the soil in Middletown. Both the Fauquier and the Myersville ~~Fauquier~~ soils are described as deep, well-drained and highly productive. These soils are commonly associated with the Catoctin soils. There are four areas in Middletown with soils which are classified as floodplain soils and these naturally are along the five streams running through Town: Catoctin Creek; Cone Branch; Wiles Branch; Hollow Creek; and Tanner's Branch. Soils in the Middletown area have been mapped and categorized in the Frederick County Soil Survey according to productivity, resistance to erosion and other factors. A breakdown of these soils indicates that nearly 70% of the land in Middletown is in Class I and II soils which are the two best agricultural soil types.

### STREAMS & BUFFERS



Catoctin Creek

Streams and buffers are valuable to people and vital to our natural resources. They provide drinking water, recreational fishing, water for irrigation, and habitat for local plant and animal species. The streams which flow through Middletown are part of the larger network of streams which flow to the Potomac River and to the Chesapeake Bay. Protection of stream quality on the local level is important in preserving not only the local resource but the regional resources such as water quality, flora and fauna, crabs, clams and rockfish. Stream buffers are essential to preserving stream quality. ~~As stated earlier,~~ vegetative buffers provide soil stabilization, filtration of sediment and shading of the stream which maintains stream quality and mitigate stream temperatures.

**Commented [CU3]:** I have some photos of streams in Middletown to include in this chapter, but if anyone has a particular wonderful one, please send it to me.

The primary waterbody in the Middletown Region is Catoctin Creek which is a winding stream with a ~~30-year~~ 30-year average flow of 72.3 cubic feet per second. In comparison, the Monocacy River in the Frederick Region has a ~~50-year~~ 50-year average flow of 931 cubic feet per second. Although Catoctin Creek is a significant perennial stream, historical records show a low flow of zero during the drought of 1966 (the drought of record.)

**Commented [CU4]:** This paragraph has been sent to the County to be checked and/or updated

The Catoctin Creek watershed contains 121 square miles and drains 78% of the Middletown Valley. All of those areas around Middletown are within the Catoctin Creek watershed with only those areas in the very southern portion of the Middletown Valley not in this watershed. Catoctin Creek and Hollow Creek serve as the Town discharge for sewage effluent. Catoctin Creek also serves as a recreational resource. ~~Tributaries of Catoctin Creek include Middle~~

**Commented [DL5]:** Shouldn't this discussion be limited to the area of Middletown and not the entire valley?

**Commented [CU6R5]:** This paragraph contains just some basic information with much more discussion of the watersheds in the Water Resource Element.

~~Creek, Bolivar Branch, Frostown Branch, Little Catoctin Creek, Hawbottom Branch, Wiles Branch, Tanner's Branch, Cone Branch, and Hollow Creek.~~

~~Little Catoctin Creek meets Catoctin Creek just west of Middletown. This area has been proposed in the past for a possible dam site. However, no further studies have been done on this proposal since 1981. The 1969 Frederick County Water & Sewerage Plan included a recommendation for a reservoir on Little Catoctin Creek. However, the 2008 Frederick County Water and Sewerage Plan does not contain a recommendation for a reservoir on Little Catoctin Creek.~~

## GROUNDWATER

The other important water source in the Middletown Valley is groundwater. The Middletown water supply comes from a series of 4 springs and 20 wells located on the western ridge of Catoctin Mountain near Coxey Brown Road and 20 wells. These springs and wells are carried by a pipe to the Town's water tank/reservoir off Hollow Road. It should be noted that soils of the valley are generally of low porosity and, therefore, unable to store quantities of water large enough to adequately feed the streams during long extended periods of drought. Well yields in the entire Region range from 1 to 225 gallons per minute. The two rock formations, the Catoctin Metabasalt and Mica Schist, have average well yields of 14 and 7 gallons per minute respectively. The Catoctin Metabasalt rock formation is in Hydrologic Unit II which is an average water bearing rock formation. The Mica Schist is in Hydrologic Unit III which is a poor water bearing rock formation.

**Commented [DL7]:** Shouldn't it be stated which watersheds these exist in and whether Middletown has any additional capability to take water from these watersheds?

**Commented [CU8R7]:** There is much more information about the wells and watersheds in the Water Resource Element.

**Commented [CU9]:** The sentences at the end of this paragraph have been sent to the County to verify numbers in this paragraph as well.

## HABITATS OF THREATENED & ENDANGERED SPECIES

The Maryland Natural Heritage Program has identified a number of rare plant and animal species in Frederick County. Rare species which occur in Frederick County are often found in wetlands and rich forest lands. Some of the rare species are on the State's official threatened and endangered species list, and others are proposed to be added to it. According to the Maryland Department of Natural Resources, there are no known threatened or endangered plant or wildlife species in the Middletown area.

## GEOLOGY & MINERAL RESOURCES

Geologic information is important in several ways. First, rock structure influences land form and drainage pattern. Secondly, rock structure also determines groundwater availability. Geology also determines the available resources for mining purposes.

The Middletown Valley is part of the Blue Ridge Province which is one of two major physiographic regions in Frederick County. There are two predominate geologic strata in and around the Town of Middletown. The Catoctin Metabasalt formation (MB) comprises 80% of the sub-strata north of Middletown and the Mica Schist comprises 80% of the sub-strata south of Middletown. In addition, there is a narrow band of Rhyolite tuff (volcanic rock with quartz) which cuts through the center of Middletown.

Many geologic resources in Frederick County are currently mined, although none are located in the Middletown Region. Limestone, shale, and stone aggregate are mined in the Frederick Valley, east of Catoctin Mountain. No mineral resources in the Middletown Region have been identified as having commercial value in the Frederick County Comprehensive Plan.

Commented [CU10]: County staff have been asked whether this is still true.

## FOREST CONSERVATION

In 1991, the State of Maryland enacted the Forest Conservation Act to protect forests by making forest conditions and character an integral part of the site planning process. It is regulated by the Maryland Department of Natural Resources but implemented and administered by local governments. The law's intent is to maximize the benefits of forests and slow the loss of forest land, while allowing development to take place. In 2006, the Burgess and Commissioners adopted Subtitle 16 of Title 5 of the Natural Resources Article of the Annotated Code of Maryland as the "Middletown Forest Resource Ordinance." Prior to the approval of any subdivision of land or development which results in the cumulative disturbance of 40,000 square feet or greater, developers must submit a Forest Stand Delineation and a Forest Conservation Plan which are reviewed and approved by the Middletown Planning Commission.

## EROSION & SEDIMENT CONTROL/STORMWATER MANAGEMENT

Clearing or grading land in excess of 5,000 square feet is not permissible without first obtaining approval of an Erosion and Sediment Control Plan from the Frederick County Soil Conservation District. Frederick County also requires developers to submit a "Stormwater Management Plan" with proposed design and calculations for capacities of stormwater drainage systems for any new subdivision or site development. Current stormwater management requirements address both the quantity and quality of stormwater runoff leaving the development site.

The goal of stormwater management plans is to manage stormwater by using environmental site design to the maximum extent practicable to maintain after development, as nearly as possible, the predevelopment runoff characteristics. This would reduce stream channel erosion, pollution, siltation, sedimentation, and local flooding. The goal is also to use appropriate structural best management practices only when necessary. This helps to restore, enhance, and maintain the chemical, physical, and biological integrity of streams, minimize damage to public and private property, and reduce impacts of land development.

## NATURAL FEATURES ISSUES

As development interest increases in Middletown and the value of natural resources becomes more widely known, the potential for conflict will arise. ~~One of the purposes~~ of this plan is to identify issues which may need to be addressed. Some of the natural resource issues in Middletown are as follows:

1. The primary tools for protecting natural resources are the Open Space Zoning District and specific restrictions applied during the subdivision review process. ~~One of the purposes~~ of the Open Space District ~~is~~ to preserve natural resources and prevent erosion, and limit development on excessive slopes and floodplains. The Open Space

District up to this point has been used primarily for large institutional and park properties. The Open Space District could also be applied more to areas which meet specific criteria for floodplain and steep slopes.

2. The Town of Middletown relies on ground water resources in the Catoclin Mountains east of Middletown. As additional areas are considered for development, large areas should be reserved for future water needs. Identification of these areas would occur through the planning process and review of the water and sewer plan.
3. The Town ~~has~~ adopted a wellhead protection policy ~~in 1996~~ to protect our water resources. This policy needs to be further supported by the County strengthening its wellhead protection program, ~~adopted in 2007~~, as most of our resources exist outside of the municipal boundaries, in the County. The Town has acquired land around its wells and springs outside of the town limits to protect its groundwater resources, however this is a costly endeavor and a stronger county wellhead protection ordinance is needed.
4. ~~New forest conservation laws have been enacted by the State which require implementation by the Town when applicable.~~
5. The Town enacted the State required floodplain regulations which cover FEMA ~~100 year~~ 100-year floodplains. There are additional areas in Town which are floodplain soils such as along Cone Branch. Additional regulations ~~should be~~ were enacted in 2015 to protect ~~these~~ areas.
6. To the extent possible, the natural resource areas such as stream valleys should be incorporated into recreational uses and as areas for reforestation to meet forestry regulations.
7. ~~The water quality standards for sewage discharge to Catoclin Creek and Hollow Creek need to be identified to determine the constraints to development potential.~~
8. The Environmental Protection Agency approved on July 31, 2009, a Total Maximum Daily Load (TMDL) for sediment in the Catoclin Creek Watershed to reduce sediment runoff and discharges into Catoclin Creek and its tributaries. ~~This TMDL could have future quantitative sediment loading limits or caps for all land uses in the Catoclin watershed.~~

**Commented [DL11]:** I do not believe Middletown should suggest any future loading limits if MDL has not specifically stated limits

**Commented [CU12]:** Look into whether this has been determined

**Commented [CU13R12]:** More discussion about the TMDL is in the Water Resource Element and that information will need to be updated.

## NATURAL FEATURES, OBJECTIVES & POLICIES

Two of the goals of the Middletown Comprehensive Plan are to: Provide for a Quality Living Environment, and Protection of Important Natural Resources and Landmarks. Certainly, both ~~of~~

these goals are related to any policies regarding the natural environment. More specific objectives for these goals are as follows:

Commented [DL14]: Point #3 below suggests promoting groundwater recharge to lessen the overall demand...awkward statement...please review. Conservation by itself will reduce the demand on the aquifer...promoting recharge is also good but has no effect on "overall demand"

- A. Protect and Conserve Water Resources
  - 1. The Town shall review development plans outside municipal limits which may impact Town water sources. The Town will keep the County informed of Town's interest in the Middletown Watershed and Catoctin Creek Watershed as an area of critical concern to the Town to protect water resources.
  - 2. The Town shall require environmental waterway easements or designation of open space setbacks along all perennial streams for the purpose of natural resource protection and potential recreational use during the development review process.
  - 3. The Town shall continue to encourage use of water conservation practices through various techniques and devices to promote on-site groundwater recharge ~~to lessen the overall demand on the aquifer.~~
  - 4. The Town shall regulate development in the floodplain according to the adopted Town floodplain regulations.
- B. Encourage Compatibility with Man-Made Development & Natural Environment
  - 1. New development shall minimize the extent of grading and tree cutting ~~as much as possible. If development is to occur on slopes between 15% and 25%, good engineering practices should be required to ensure sediment and erosion control and slope stabilization before, during, and after disturbance activities and to minimize cut and fill.~~
  - 2. ~~Development plans for new development shall indicate t~~The extent of all natural features ~~shall be considered in new development plans~~ in order for the Planning Commission to consider the impact.
  - 3. Annexation policies should encourage continued agricultural uses until development occurs.
  - 3.4. ~~Protect the Town's natural scenic vistas by working with Frederick County to encourage strong land use controls on rural lands adjacent to Middletown.~~

Formatted: List Paragraph, No bullets or numbering

### NATURAL FEATURES IMPLEMENTATION RECOMMENDATIONS

In order to carry out the goals and ~~objectives/policies~~ of the Natural Features/ Sensitive Areas element, the following actions ~~have been approved~~ ~~are proposed~~:

1. Town shall restrict development along all creeks and streams and require a minimum 100 ft. buffer from each bank. This shall be carried out through site plan review by the Planning Commission ~~in accordance with the and adoption of an amendment to the~~ Town Zoning and Subdivision Regulations. The buffer shall include the 100-year floodplain, adjacent non-tidal wetlands, annual floodplain soils, adjacent steep slopes, and in the absence of any of those sensitive areas, a setback measured from the centerline of the stream channel.
2. No development shall be allowed on floodplain soils, or on non-tidal wetlands.
3. Steep slopes along streams shall be priority areas for reforestation under the Middletown Forest Resource Ordinance. This shall be implemented by identification of reforestation areas.
4. The zoning ordinance and subdivision regulations ~~shall have been~~ examined for ~~other~~ possible protections for steeply sloped areas ~~and amendments have been enacted.~~

I think a good job has been done in identifying what the Town needs to do to protect the natural features and environmental elements...I think this needs to be more complete by listing the actions the town has adopted to actually achieve these points...a numbered section would show the town has been diligent in establishing policies and regulations to achieve these goals.

Thanks, Dave

Actions that the Town has taken to achieve protection of natural features:

1. Yard waste program – Since 1991, Middletown has provided paper yard waste bags to its residents. Yard waste bags are picked up once a week from April thru December by the town's trash hauler. The yard waste is taken to the Frederick County landfill where it is turned into mulch. Also, Christmas trees are collected in January.
2. Improvements to town streets – Various town streets have been upgraded with stormwater management features that include Filterra stormwater biofiltration systems.
3. Stream restoration projects –
4. Pet waste program – The Town implemented a pet waste program beginning in 2008 with dog bag waste stations that have been installed in all of the town parks and along all of the walking trails within the town.
5. Water conservation programs – A Water Conservation Public Alert System was created in the early 2000's to keep the public informed as to the current status of the Town's public drinking water system, and established an ordinance that places restrictions on water use which includes penalties for violating water restrictions.
- 4.6. Rain barrels – In order to promote water conservation and decrease runoff to the Chesapeake Bay, the Town has offered rain barrels for sale to town residents at a reduced cost.



\*Approval of Plan by July 2021 ahead of a

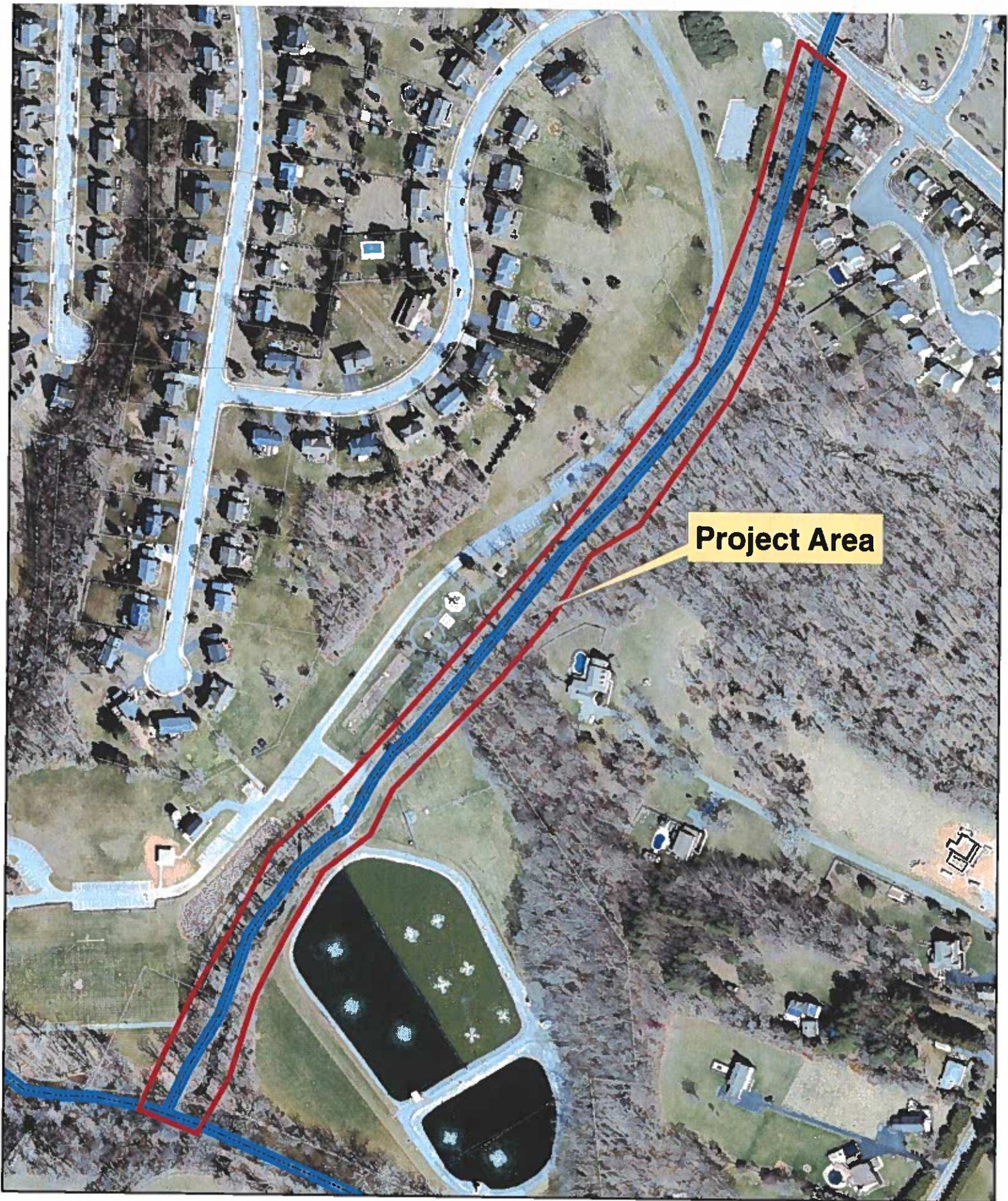
Scope of Work	2020												2021																																																								
	February				March				April				May				June				July				August				September				October				November				December				January				February				March				April				May				June				
Joint Town Board/Planning Commission Meetings (tentative)	3	10	17	24	2	9	16	23	6	13	20	27	4	11	18	25	1	8	15	22	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	1	8	15	22	5	12	19	26	3	10	17	24	31	7	14	21	28
Introduction Chapter																																																																					
Natural Resources																																																																					
Land Use																																																																					
Transportation																																																																					
Community Facilities																																																																					
Sustainability																																																																					
Housing and Population Section																																																																					
Water Resource Element																																																																					
Municipal Growth Element																																																																					
Conclusion Chapter																																																																					
Map Development																																																																					
Agencies Submittals and Review Period																																																																					

\* Agency review extends for 60 days to be scheduled in September

## Community Events - Contributions

Organizations	Board Approved 2017	Board Approved 2018	Board Approved 2019	Board Approved 2020	FY2021 Approved
<b>Middletown Arts and Activities</b>					
Movie Nights in the Park	\$ 6,570.00	\$ 6,700.00	\$ 6,700.00	\$ 4,550.00	\$ 4,480.00
Scarecrow Event	\$ 1,150.00	\$ 730.00	\$ 730.00	\$ 730.00	\$ 930.00
Memorial Day Celebration	\$ 3,620.00	\$ 2,520.00	\$ 2,520.00	\$ 3,045.00	\$ 3,050.00
General Expenses	\$ 50.00				
Less: Charity Golf Tournament					
Remaining Funds	\$ (1,650.00)	\$ (990.00)	\$ (990.00)	\$ (800.00)	\$ (7,500.00)
Sub-Total	\$ 9,740.00	\$ 8,960.00	\$ 8,960.00	\$ 7,525.00	\$ 960.00
<b>Lions Club</b>					
Halloween Parade	\$ 2,000.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Less: Charity Golf Tournament					
Sub-Total	\$ 2,000.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
<b>Christmas in the Valley</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Heritage Weekend**</b>	\$ 8,000.00	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Sub-Total	\$ 8,000.00	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
<b>Middletown Rec Council</b>					
4th of July Celebration	\$ 7,500.00	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
	\$ -				
Sub-Total	\$ 7,500.00	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
<b>National Night Out</b>	\$ 2,010.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
<b>Green Expo/Sustainability</b>		\$ 1,500.00	\$ 2,250.00	\$ 1,450.00	\$ 1,450.00
<b>Childrens Police Junior Academy</b>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Middletown Valley Historical Society</b>	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>Community Events Total</b>	\$ 30,250.00	\$ 32,760.00	\$ 33,510.00	\$ 31,275.00	\$ 22,210.00

7/30/2020



**Town of Middletown**  
Wiles Branch Creek Stream Restoration - MS-4



November 8, 2019

Burgess and Commissioners of Middletown  
ATTN: Mr. Bruce Carbaugh, Town Engineer  
31 West Main Street  
Middletown, MD 21769

RE: Wiles Branch Stream Restoration & Stream Crossing  
Middletown

Dear, Mr. Bruce Carbaugh

Attached is the survey and design proposal for 1,600 linear feet of stream restoration for the main stem of Wiles Branch and its tributary. A proposed new stream crossing to the WWTP will be designed and include all the necessary documentation, such as the Hydrology & Hydraulic report and soil boring reports. FSA will conduct the necessary surveying and design for the stream restoration and the removal of the four existing 60 inch CMP, to be replaced with a bridge span or bottomless arch. Once all work is completed, it will be included in the submittal to MDE, Army Corps of Engineers, Frederick County Conservation District, and Frederick County Development Review for their approval. FSA will provide any revisions during agencies review (excludes any fees).

**SCOPE OF WORK**

Conduct a survey of proposed stream restoration area, produce a base map, and collect stream data for restoration design. Investigate the site for any wetlands. Provide a stream restoration design to provide a stable stream channel and provide any needed engineering for the stream crossing.

**WORK NOT INCLUDED**

Boundary surveys, floodplain studies, geotechnical engineering, wetland delineation, construction oversight, construction stake- out, as-built surveys or other specialty engineering services are not included in this proposal. FSA can provide these services, if requested, for an additional charge.

**COMPENSATION AND TERMS**

Our estimated fee for the above work is:

Site visit, Preliminary Design & Coordination	\$ 1,960.00
Field Survey & Stream Data Collection	\$11,850.00
Geomorphic Design & Engineering	\$21,900.00
<u>Agency Processing and Revisions</u>	<u>\$ 5,742.00</u>
<b>TOTAL</b>	<b>\$41,452.00</b>
Geotech Soil Testing (Budget)	\$ 5,000.00

The survey will be provided in electronic format as a PDF file. Hardcopies will be provided on request for additional cost at the following unit prices:

<b>Size of drawing</b>	<b>Blue Print Cost</b>	<b>Mylar Reproduction Cost</b>	<b>CAD Plot on Translucent Bond*</b>	<b>CAD Plot on Mylar</b>
18" x 24"	\$3.00	\$3.60	\$6.00	\$7.50
24" x 36"	\$6.00	\$7.25	\$12.00	\$15.00
30" x 42"	\$8.75	\$9.25	\$17.50	\$21.50

\*CAD plots on translucent bond will be used for producing prints for interim agency review submittals.

This proposal and its associated cost is based on the rules and regulations in affect at the date of this proposal offer. Should any rules and regulations change during the life of the contract, and should the regulations require additional work by Frederick, Seibert and Associates in order to comply with same, then the estimated cost will need to be readjusted to reflect the extra work required by the new regulations. Plan approval cannot be guaranteed by Frederick, Seibert and Associates, Inc.

Any additional work that may be requested and is not included in the contract will be billed at our unit costs.

All original plans, plats, descriptions and records are the sole property of the firm. No liability is assumed by Frederick, Seibert and Associates, Inc. for the accuracy of the data provided by the client or of data obtained or available from public or governmental records or sources in the public domain. Client shall obtain from the owner thereof any and all consents required to reproduce

data protected by patent, trademark, service mark, copyright or trade secret, and client indemnifies and holds Frederick, Seibert and Associates, Inc. harmless from any claims against Frederick, Seibert and Associates, Inc. for the reproduction of such materials.

The standard of care for all professional services performed or furnished by Frederick, Seibert and Associates, Inc. (Consultant) under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services. Liability of Frederick, Seibert and Associates, Inc. shall be limited to the amount paid by client for the services provided and Frederick, Seibert and Associates, Inc. obligations hereunder shall not include any liability for special, direct, indirect, or consequential damages.

The undersigned by acceptance of this proposal, agrees to pay all attorney's and court costs incurred by Frederick, Seibert and Associates, Inc. if the matter is referred to an attorney to collect all or any portion of the actual fee for services performed.

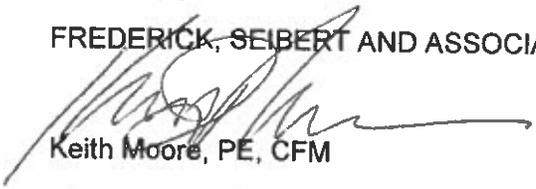
**INVOICES METHOD**

- A. Frederick, Seibert and Associates, Inc. will bill the client monthly on a percentage of the job completed.
- B. Any invoices still unpaid after 30 days will be subject to a 1 1/2% per month interest rate.
- C. We reserve the right to stop work on all projects with an outstanding invoice of more than 45 days.

If the above is acceptable to you, please sign at the bottom where indicated. Return one signed set to us for our files. Please call and inform us when we can start the design work.

Very truly yours,

FREDERICK, SEIBERT AND ASSOCIATES, INC.



Keith Moore, PE, CFM

Director of Engineering



Doug Hutzell

Environmental Project Manager

\*\*\*\*\*

The terms and price above outlined meet with my and/or our approval and you are hereby authorized to proceed with the work.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

MEMORANDUM

Date: 8/6/2020

To: Burgess & Commissioners

From: Cynthia K. Unangst, Middletown Staff Planner

RE: BUILDING HEIGHT ORDINANCE

---

The Town Board previously reviewed recommended changes by the Planning Commission to building heights in the Town Code at their meeting held on Monday, July 13<sup>th</sup>. The commissioners approved of the changes as shown in the attached ordinance which deletes references to the number of stories allowed and limits buildings in all districts to a maximum of thirty-six (36) feet as suggested by Commissioner LaPadula instead of thirty-five feet which is presently the limit in most districts. Thirty-six feet was suggested so the need for variances from the Board of Appeals is decreased. The building height and story definitions used by Frederick City are proposed to be used instead of our current definitions. A public hearing will need to be scheduled.

ORDINANCE NO. 20-08-01

AN ORDINANCE TO AMEND TITLE 17 TO ESTABLISH NEW BUILDING HEIGHT REGULATIONS IN ALL ZONING DISTRICTS.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 17, Chapter 04.030 of the Middletown Municipal Code be, and hereby is amended as shown below. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

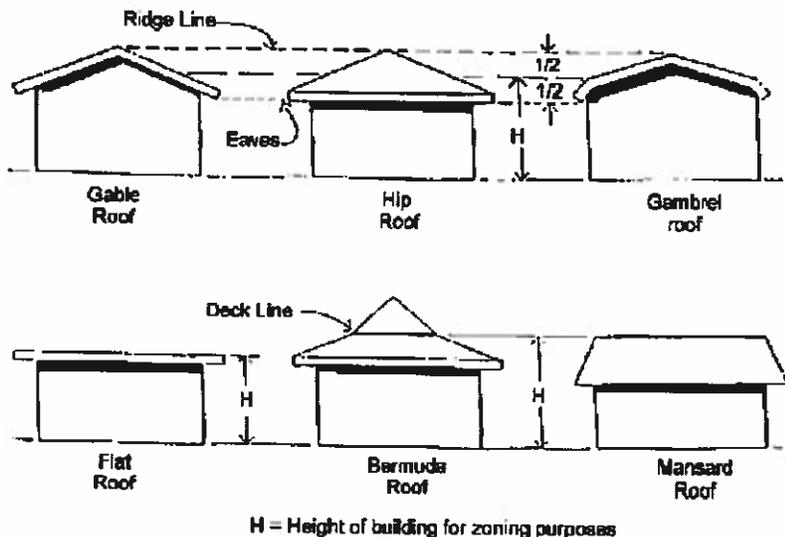
Title 17 - ZONING

Chapter 17.04. ADOPTION, PURPOSE AND DEFINITIONS.

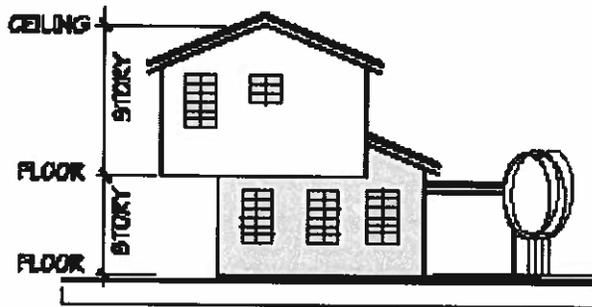
17.04.030 – Definitions.

*[All definitions except "Building Height" and Story remain Unchanged]*

Building, height of. "Height of building" ~~[means the vertical distance from grade plane to the average height of the highest roof surface. As used herein, "grade plane" means a reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than six feet from the building, between the building and a point six feet from the building.]~~ **MEANS THE VERTICAL DISTANCE MEASURED FROM THE AVERAGE FINISHED GRADE GROUND LEVEL ALONG THE FRONT FACADE TO EITHER THE HIGHEST POINT OF A FLAT ROOF OR TO THE POINT ONE-HALF THE DISTANCE BETWEEN THE EAVES AND THE HIGHEST POINT OF A PITCHED ROOF AS ILLUSTRATED IN THE BELOW DRAWINGS:**



"Story" [~~means that portion of a building included between the surface of any floor and the surface of the floor next above it or, if there is no floor above it, the space between such floor and the ceiling next above it. A basement shall be counted as a story if it is used for business or dwelling purposes. A mezzanine floor shall be counted as a story if it covers more than one third of the area of the floor next below it or if the vertical distance between the floor next below it and the floor next above it is twenty (20) feet or more.~~] **MEANS THAT PORTION OF A BUILDING INCLUDED BETWEEN THE UPPER SURFACE OF A FLOOR AND THE UPPER SURFACE OF THE FLOOR OR ROOF NEXT ABOVE AS ILLUSTRATED IN THE BELOW DRAWING:**



**SECTION II. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 16.050 be and is hereby amended as follows. Language being deleted is designated by being ~~{in brackets and stricken through}~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.16 – RESIDENTIAL DISTRICTS

17.16.050 – Building height regulations and unit limitations for structures in residential districts.

No building [~~will~~] **SHALL** exceed [~~two and one-half stories or~~] thirty-~~{five}~~ **SIX** (3~~{5}~~**6**) feet in height. No one structure in any residential district may contain or include more than twelve (12) individual and separate dwelling units within the structure.

**SECTION III. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.150 be and is hereby amended as follows. Language being deleted is designated by being ~~{in brackets and stricken through}~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.17 – RESIDENTIAL DISTRICTS

17.17.150 - Development standards. (Overlay zoning districts)

- A. {Unchanged}
- B. {Unchanged}

- C. { *Unchanged* }
- D. Height Limitation. Building height is limited to a maximum of ~~[two and one half stories or]~~ thirty-~~[five]~~ **SIX** (3~~[5]~~**6**) feet in height ~~[whichever is greater]~~.
- E. . { *Unchanged* }

**SECTION III. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 20.015 be and is hereby amended as follows. Language being deleted is designated by being ~~[in brackets and stricken through]~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.20 – COMMERCIAL DISTRICTS

17.20.015 - MB mixed business district.

- A. { *Unchanged* }
- B. { *Unchanged* }
- C. Required Lot Area, Lot Width, and Yards in the MB District. The following requirements apply in the MB district:
  1. Minimum area of lot size: one acre;
  2. Setback requirements for front, rear, and side yard: thirty (30) feet; provided, however, that for any lot on which a structure exceeding thirty (30) feet in height is situated, the thirty (30) foot setback requirement shall be increased by one foot for every foot of the structure which exceeds thirty (30) feet in height. Additionally, for any portion of a structure which is adjacent to a residential district or state highway, the setback requirement is one hundred (100) feet for that portion of the structure which is adjacent to such residential district or state highway;
  3. Structure height: ~~[fifty (50)]~~ **THIRTY-SIX (36)** feet;
  4. Lot width: one hundred (100) feet. The planning commission may, however, permit a lot width of not more than fifty (50) feet if the planning commission approves a landscaping plan which, in the commission's opinion, provides an adequate buffer for adjacent property.
- D. { *Unchanged* }
- E.. { *Unchanged* }
- F. { *Unchanged* }
- G. { *Unchanged* }

**SECTION IV. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 20.030 be and is hereby amended as follows. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.20 – COMMERCIAL DISTRICTS

17.20.030 – Building regulations in commercial districts.

No building shall exceed ~~three stories or~~ thirty-~~five~~ **SIX** (3~~5~~**6**) feet in height or exceed sixty thousand (60,000) square feet in size.

**SECTION V. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 24.020 be and is hereby amended as follows. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.24 – INDUSTRIAL DISTRICTS

17.24.020 – Building height regulation in industrial districts.

No building in the SC/LM district shall exceed ~~three stories or forty five (45)~~ **THIRTY-SIX (36)** feet in height.

**SECTION VI. 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 \_\_\_\_\_, 2020**  
**PASSED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020**  
**EFFECTIVE DATE: \_\_\_\_\_, 2020**

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

BY: \_\_\_\_\_  
John D. Miller, Burgess



**Town of Middletown**  
Washington Street - Streetscape Project

**EROSION SEDIMENT CONTROL NARRATIVE**

THE CONSTRUCTION PROJECT WILL BE PHASED AND WILL BE MANAGED BY THE TOWN OF MIDDLETOWN. THE DISTURBED AREA OF THE RESPECTED CONSTRUCTION PHASES WILL BE INDIVIDUALLY LESS THAN 5000 S.F. PER PHASE AND FULLY STABILIZED PRIOR TO THE BEGINNING OF THE NEXT PHASE OF THE PROJECT.

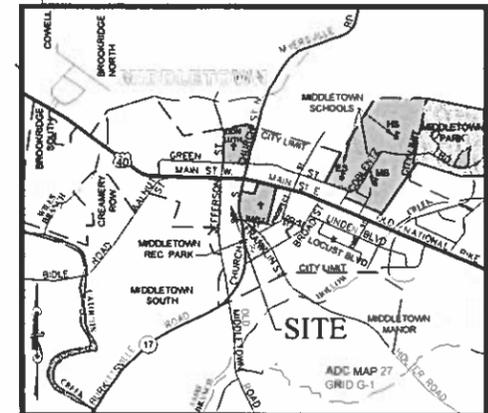
THE TOWN OF MIDDLETOWN WILL MONITOR THE PROJECT AND IMPLEMENT ANY EROSION SEDIMENT CONTROL PROCEDURES AS NEEDED TO PREVENT ANY SEDIMENT FROM LEAVING THE PROJECT IN ACCORDANCE WITH STANDARD OPERATIONS OF A ROUTINE MAINTENANCE PROJECT.

**STORMWATER MANAGEMENT NARRATIVE**

THE PURPOSE OF THE PLAN SHOWN HEREON IS FOR MAINTENANCE IMPROVEMENTS TO WASHINGTON STREET. THE EXISTING STREET CURB AND SIDEWALKS HAVE DETERIORATED AND NEEDS REPLACED IN ORDER TO SERVE THE ADJOINING RESIDENTIAL LOTS WITH ADEQUATE ACCESS AND ASSIST THE TOWN OF MIDDLETOWN WITH ROUTINE MAINTENANCE. STREET LIGHTING AND THE ADDITION OF STORM DRAINAGE INLETS ADDED TO THE EXISTING STORM DRAIN SYSTEM WILL ALSO IMPROVE STREET DRAINAGE ON THE WESTERN PORTION OF THE PROJECT.

THE PROJECT WILL BE MANAGED BY THE TOWN OF MIDDLETOWN AND THERE WILL BE NO CHANGE IN PRE DEVELOPMENT TO POST DEVELOPMENT HYDRAULIC/STORMWATER MANAGEMENT SO THERE IS NO ADDITIONAL STORMWATER MANAGEMENT REQUIRED.

THE PLAN REPRESENTS A COMBINED SWM CONCEPT/SWM DEVELOPMENT AND IMPROVEMENT PLAN AND IS HEREBY SUBMITTED FOR APPROVAL.



VICINITY MAP SCALE: 1" = 2,000'

**Professional Certification**

I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland.

License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**OWNER/DEVELOPER'S CERTIFICATION**

I HEREBY CERTIFY THAT THE DESIGN, GRADING, CONSTRUCTION AND/OR DEVELOPMENT WILL BE DONE IN ACCORDANCE WITH THE 1984 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL. I HAVE A CERTIFICATE OF ATTENDANCE AT A MARYLAND DEPARTMENT OF ENVIRONMENT APPROVED TRAINING PROGRAM FOR THE CONTROL OF EROSION AND SEDIMENT BEFORE BEGINNING THE PROJECT.

DATE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**ENGINEER/ARCHITECT DESIGN CERTIFICATION**

I HEREBY CERTIFY THAT THE DESIGN HAS BEEN DESIGNED IN ACCORDANCE WITH LOCAL ORDINANCES, CODES AND THE 1984 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**SHEET INDEX:**

COVER SHEET	C 10
GENERAL NOTES	C 11
EXISTING CONDITIONS - 0+00 - 2+50	C 20
PROPOSED SIDEWALK IMPROVEMENTS 0+00 - 2+50	C 21
EXISTING CONDITIONS - 2+50 - 4+00	C 30
PROPOSED SIDEWALK IMPROVEMENTS 2+50 - 4+00	C 31
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PROPOSED SIDEWALK IMPROVEMENTS 4+00 - 6+00	C 41
STREET RECONSTRUCTION NOTES AND DETAILS	C 50
STORM DRAIN IMPROVEMENTS AND NOTES & DETAILS	C 60

**TOWN OF MIDDLETOWN**

**GENERAL NOTES**  
03/14/2018

- ALL CONSTRUCTION MATERIALS AND METHODS TO BE IN ACCORDANCE WITH MARYLAND'S STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MATERIALS AND STATE DEPARTMENTS AS APPLICABLE, ALL TYPES OF MATERIALS, STANDARDS AND AS SHOWN IN THE CONTRACT DOCUMENTS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL LOCAL, STATE & FEDERAL CONSTRUCTION AND SAFETY REGULATIONS ARE FOLLOWED THROUGHOUT THE CONSTRUCTION ACTIVITIES ASSOCIATED WITH THIS PROJECT.
- THE TOWN OF MIDDLETOWN IS NOT RESPONSIBLE FOR THE CONTRACTOR'S MEANS OR METHODS FOR CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PERFORMANCE OF ANY WORK FOR THIS CONSTRUCTION. THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR OBTAINING THE WORK OF ABILITY AND OBTAINING ALL NECESSARY PERMITS WITH ALL FEDERAL, STATE AND LOCAL CODES AND REGULATORY REQUIREMENTS.
- THE CONTRACTOR SHALL NOTIFY THE FOLLOWING AT LEAST THREE WORKING DAYS BEFORE STARTING ANY CONSTRUCTION:
  - TOWN OF MIDDLETOWN (301) 371-4177
  - ALLIANT POWER ELECTRIC (410) 664-2444
  - VERIZON FIBER OPTICS (410) 275-2155
  - MIDDLESEX COUNTY GAS (410) 660-3500
  - POTOMAC GAS (301) 462-2151
  - COMCAST TV CABLE (800) 486-4822 EXT 133
  - NETS UTILITY ALL UTILITIES (410) 257-7777
- A REPRESENTATIVE MEETING WILL BE HELD WITH THE TOWN OF MIDDLETOWN AND MIDDLESEX COUNTY PRIOR TO THE START OF CONSTRUCTION. CONTACT THE TOWN OF MIDDLETOWN FOR ALL WATER, SEWER, GAS, FIBER, AND READY MATERIALS. THE TOWN WILL RETAIN JURISDICTION AND ADDITIONAL COPS TO BE PROVIDED AS NECESSARY FOR THE CONTRACTOR'S USE.
- ALL UTILITIES SHALL BE REPAIRED TO THE TOWN PRIOR TO RELEASE OF FINAL PAYMENT. THE TOWN WILL BE RESPONSIBLE FOR THE REPAIR OF UTILITIES AND TO BE RESPONSIBLE FOR THE REPAIR.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE TOWN OF MIDDLETOWN. THE TOWN OF MIDDLETOWN SHALL HAVE FINAL AUTHORITY ON THE CONSTRUCTION WORK SCHEDULE.
- THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITIES OR STRUCTURES ARE SHOWN IN AN APPROXIMATE MANNER ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES AND STRUCTURES BEFORE COMMENCING THE WORK. THE CONTRACTOR SHALL CONTACT MIDDLESEX COUNTY AT LEAST THREE WORKING DAYS IN ADVANCE OF THE WORK.
- EXISTING UTILITIES ARE SHOWN FROM AVAILABLE RECORDS. CONTRACTOR SHALL FIELD VERIFY ALL UTILITIES. IF NECESSARY, ALL LOCATIONS AND DEPTHS FROM A TO 3 METER DEPTHS, AND UTILITIES DEPTHS FROM THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF UTILITIES AT THE EXISTENCE AND REPAIRING ACCORDANCE WITH THE REQUIREMENTS OF THE UTILITY OWNER.
- SHOULD THE CONTRACTOR DISCOVER ANY UNRECORDED UTILITIES, THE PLANS AND DESIGN SHALL BE REVISED TO AVOID SUCH UTILITIES. THE TOWN AND THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY TO AVOID AN ACCEPTABLE RESOLUTION.
- THE CONTRACTOR SHALL RESTORE ALL DAMAGE TO ROADWAYS, GRASS AREAS, SIDEWALKS, PAVEMENT, CURB & GUTTER, AND GRAVEL AREAS FROM CONSTRUCTION OF WORK AT AN ADDITIONAL COST TO THE OWNER AND TO THE SATISFACTION OF THE TOWN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL AND TRAFFIC SIGNALS AND ALL ROADWAY CLOSURES TO VEHICLES AND TRAFFIC SIGNALS THROUGHOUT THE PROJECT PERIOD OF THIS WORK.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN ALL TRAFFIC SIGNALS AND TRAFFIC CONTROL DEVICES THROUGHOUT THE PROJECT PERIOD OF THIS WORK.
- REMOVAL AND REPLACEMENT OF EXISTING CURB & GUTTER AND SIDEWALK SHALL BE TO THE NEAREST INCH.
- PROVIDE IMPRESSED HAWK APPROPRIATELY AT THE INTERSECTION OF ALL NEW SIDEWALKS AND STREETS AND SIDEWALKS TO THE TOWN.
- ALL NEW SIDEWALKS SHALL BE CONCRETE OR ASPHALT CONCRETE WITH A FINISH AS SHOWN IN THE PLANS.
- REPLACEMENT OF ANY CONCRETE WORK SUCH AS CURB, GUTTER, SIDEWALK, SIDEWALK APPROX. ETC. SHALL BE CONCRETE OR ASPHALT CONCRETE WITH A FINISH AS SHOWN IN THE PLANS. ALL UTILITIES SHALL BE PROTECTED BY ELECTRICAL LINES, CONCRETE, FURNISHING, WATER AND SEWER LINES ARE IN THE UTILITY.
- CONTRACTOR SHALL ADJUST ALL EXISTING UTILITIES TO MATCH PROPOSED GRADE.
- ALL EXISTING SIGNS SHALL BE RELOCATED OR REPLACED WITH SIGNS AT LOCATIONS DESIGNATED BY THE TOWN REPRESENTATIVE.
- ALL EXISTING SIGNPOSTS SHALL BE RELOCATED OR REPLACED AS SHOWN ON THE PLANS.
- THE CONTRACTOR SHALL RELOCATE THE RELAY STATION OF EXISTING ELECTRICAL, PHONE, CABLE TV, AND GAS UTILITIES WITH THE UTILITY OWNERS AND THE TOWN REPRESENTATIVE.
- THE CONTRACTOR SHALL RELOCATE OR REMOVE ALL EXISTING SIGNPOSTS, SIGNPOSTS, AND SIGNPOSTS TO ALLOW FOR CONSTRUCTION AND TO ALLOW FOR CONSTRUCTION AND TO ALLOW FOR CONSTRUCTION AND TO ALLOW FOR CONSTRUCTION.
- EXPANSION JOINTS ARE TO BE PLACED BETWEEN 8 FEET OF NEW CONCRETE AND EXISTING CONCRETE.



**GRAPHIC SCALE**



**OWNER/DEVELOPER**

TOWN OF MIDDLETOWN, MARYLAND  
31 WEST MAIN STREET  
MIDDLETOWN, MARYLAND 21769  
ATTENTION: JR. HAWKINS, P.E. (CIP PROJECT MANAGER)

**TRIAD ENGINEERING, INC.**  
1075-D SHERMAN AVENUE  
HAGERSTOWN, MD 21740  
PH: 301.787.6400 FAX: 301.787.2424  
OFFICE LOCATION: MARYLAND & PENNSYLVANIA & VIRGINIA & WEST VIRGINIA

NO.	DESCRIPTION	DATE

CADD FILE	03180717-C-1.0.dwg
DRAWN BY	BJS
CHECKED BY	BJS
DATE	05-27-20
SCALE	1" = 100'

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 14883 (EXPIRATION DATE 07/09/21)

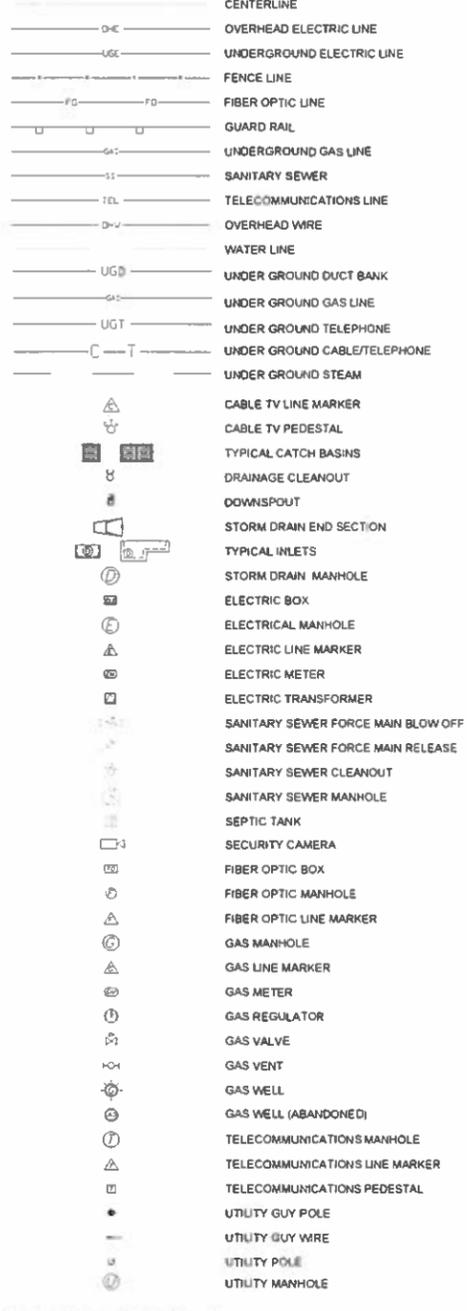
TOWN OF MIDDLETOWN  
**PPR WASHINGTON STREET SIDEWALK IMPROVEMENTS**  
COVER SHEET / 10  
ZONING: B-1  
TAX MAP: 501  
UNIVERSITY CODE: 021403050216  
GRID: \_\_\_\_\_  
PARCEL: \_\_\_\_\_  
ELEC. DIST: 03

**TRIAD ENGINEERING, INC.**  
www.triadeng.com  
SHEET NUMBER  
**C.1.0**  
JOB NO. 03-19-0717

**LEGEND:**  
EXISTING



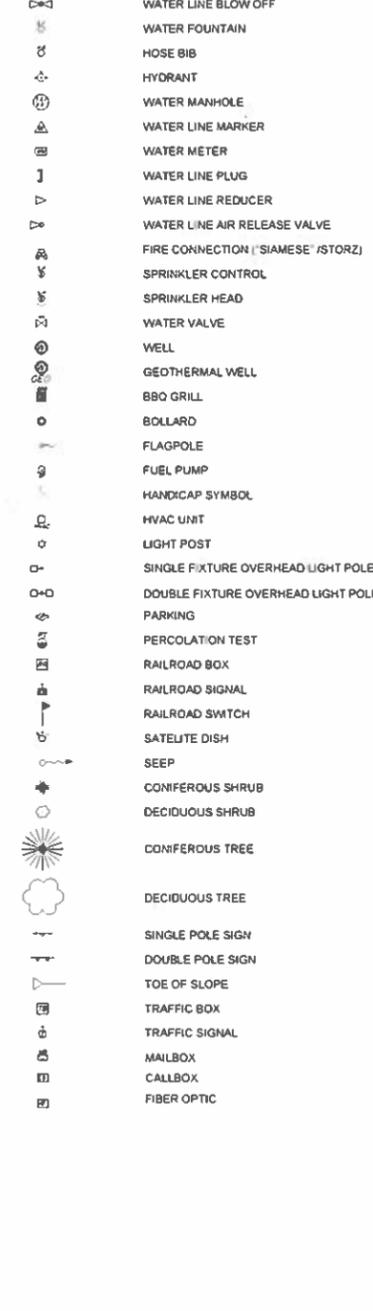
**PROPOSED**



**EXISTING**



**PROPOSED**



- WATER LINE BLOW OFF
- WATER FOUNTAIN
- HOSE BIB
- HYDRANT
- WATER MANHOLE
- WATER LINE MARKER
- WATER METER
- WATER LINE PLUG
- WATER LINE REDUCER
- WATER LINE AIR RELEASE VALVE
- FIRE CONNECTION ("SIAMESE" /STORZI)
- SPRINKLER CONTROL
- SPRINKLER HEAD
- WATER VALVE
- WELL
- GEO THERMAL WELL
- BBO GRILL
- BOLLARD
- FLAGPOLE
- FUEL PUMP
- HANDICAP SYMBOL
- HVAC UNIT
- LIGHT POST
- SINGLE FIXTURE OVERHEAD LIGHT POLE
- DOUBLE FIXTURE OVERHEAD LIGHT POLE
- PARKING
- PERCOLATION TEST
- RAILROAD BOX
- RAILROAD SIGNAL
- RAILROAD SWITCH
- SATELITE DISH
- SEEP
- CONIFEROUS SHRUB
- DECIDUOUS SHRUB
- CONIFEROUS TREE
- DECIDUOUS TREE
- SINGLE POLE SIGN
- DOUBLE POLE SIGN
- TOE OF SLOPE
- TRAFFIC BOX
- TRAFFIC SIGNAL
- MAILBOX
- CALLBOX
- FIBER OPTIC

**PROJECT NOTES:**

- 1 NO SUBSURFACE INVESTIGATION HAS BEEN PERFORMED BY TRIAD ENGINEERING, INC. TO DETERMINE THE EXISTENCE OR LOCATION OF GROUND WATER, ROCK, OR OTHER NATURAL OR MAN-MADE FEATURES EXCEPT AS SPECIFICALLY INDICATED. NO ENVIRONMENTAL STUDIES HAVE BEEN CONDUCTED BY OUR FIRM.
- 2 EXISTING UTILITY INFORMATION SHOWN HEREON IS FROM NUMEROUS SOURCES INCLUDING BUT NOT LIMITED TO PROPERTY OWNER, UTILITY OWNER, PAST SITE PLANS AND DRAWINGS AND LOCATION OF SURFACE FEATURES. EXACT LOCATIONS SHALL BE DETERMINED IN THE FIELD BEFORE BEGINNING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY MISS UTILITY AND ANY OTHER UTILITY AND SUBSURFACE INVESTIGATIVE SERVICES AT (1-800-237-7777) A MINIMUM OF 48 HOURS BEFORE BEGINNING ANY WORK SHOWN ON THESE DRAWINGS. ANY DAMAGE TO UTILITIES BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR AT HIS EXPENSE AND TO THE SATISFACTION OF THE UTILITY OWNER. HAND PIT EXCAVATION SHALL BE PROVIDED AS NEEDED BY CONTRACTOR TO LOCATE EXISTING UNDERGROUND UTILITIES.
- 3 THE CONTRACTOR SHALL NOTIFY THE APPLICABLE MUNICIPAL, COUNTY AND/OR STATE AUTHORITIES AT LEAST 48 HOURS BEFORE BEGINNING ANY WORK WITHIN PUBLIC RIGHT (S) OF WAY.
- 4 THE CONTRACTOR SHALL VERIFY ALL SURFACE AND SUBSURFACE CONDITIONS (LOCATIONS AND ELEVATIONS) PRIOR TO BIDDING AND START OF CONSTRUCTION. ANY DISCREPANCIES BETWEEN THE DRAWINGS AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE OWNER AND/OR ENGINEER BEFORE PROCEEDING IF THEY AFFECT THE DESIGN FEASIBILITY OF THIS PROJECT. ANY DAMAGE TO FACILITIES, STRUCTURES, PAVEMENT OR OTHER MAN-MADE ITEMS ON OR ADJACENT TO THE SITE OR NOT SPECIFICALLY INDICATED FOR DEMOLITION SHALL BE REPAIRED OR REPLACED AT CONTRACTOR'S EXPENSE AND TO THE SATISFACTION OF THE OWNER.
- 5 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR COMPLYING WITH ALL APPLICABLE LEGAL AND REGULATORY REQUIREMENTS. CONTRACTOR SHALL OBTAIN ANY BONDS REQUIRED BY COUNTY/STATE FOR WORK WITHIN COUNTY/STATE RIGHT-OF-WAYS.
- 6 TEMPORARY EROSION CONTROL MEASURES WILL BE USED TO CORRECT CONDITIONS THAT DEVELOP DURING CONSTRUCTION THAT ARE UNFORESEEN DURING THE DESIGN STAGE OR THAT ARE NEEDED TO TEMPORARILY CONTROL EROSION THAT DEVELOPS DURING NORMAL CONSTRUCTION PRACTICES.
- 7 TRIAD ENGINEERING, INC. WILL NOT BE RESPONSIBLE FOR ANYTHING TO DO WITH CONSTRUCTION UNLESS CONTRACTED BY THE OWNER OR CONTRACTOR TO PERFORM A SPECIFIC SERVICE.
- 8 JOB SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- 9 NO TITLE REPORT HAS BEEN CONDUCTED BY THIS COMPANY OR FURNISHED TO US BY OTHERS. PROPERTY LINE INFORMATION HAS BEEN TAKEN FROM DEED (S) OF RECORD AND NOT FIELD VERIFIED.
- 10 IT SHALL BE THE SOLE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER TO OBTAIN ALL NECESSARY EASEMENTS AND/OR RIGHT OF WAYS NECESSARY IN ORDER TO COMPLETE THE PROJECT SHOWN ON THESE PLANS. TRIAD ENGINEERING, INC. WILL ASSUME NO RESPONSIBILITY OR LIABILITY ASSOCIATED WITH THE ACQUIRING OF OFFSITE EASEMENTS AND RIGHT OF WAYS.
- 11 SITE CONTRACTOR MAY HAVE TO MODIFY FINISH GRADES SHOWN NEXT TO BUILDINGS DUE TO TYPE OF WALL CONSTRUCTION PROVIDED. GENERALLY A MINIMUM FINISH GRADE 6 INCHES BELOW FINISH FLOOR FOR MASONRY CONSTRUCTION AND 12 INCHES BELOW FINISH FLOOR FOR WOOD/SIDING CONSTRUCTION SHOULD BE MAINTAINED. CONTRACTOR MUST PROVIDE POSITIVE SURFACE DRAINAGE AWAY FROM ALL UNITS.
- 12 IF A STORMWATER MANAGEMENT STRUCTURE IS PRESENT ON THIS SITE, CONSTRUCTION INSPECTION AND ASBUILT CERTIFICATION OF THIS STRUCTURE OR STRUCTURES BY A REGISTERED PROFESSIONAL ENGINEER WILL BE REQUIRED. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE INSPECTING ENGINEER PRIOR TO THE START OF CONSTRUCTION IN ORDER TO DETERMINE WHEN INSPECTIONS WILL BE REQUIRED. IT SHALL ALSO BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE ENGINEER WHEN THE STRUCTURE HAS BEEN COMPLETED AND STABILIZED IN ORDER THAT THE ASBUILT SURVEY MAY BE PERFORMED. STABILIZATION IS DEFINED AS HAVING A STAND OF GRASS OR OTHER SUITABLE VEGETATIVE COVER AS SPECIFIED ON THESE PLANS.
- 13 FINAL APPROVAL OF A STORMWATER MANAGEMENT STRUCTURE MUST BE GRANTED BY THE APPROPRIATE GOVERNMENT AGENCY/AGENCIES. APPROVAL BY THE INSPECTING ENGINEER DOES NOT GUARANTEE THAT ADDITIONAL WORK WILL NOT HAVE TO BE PERFORMED ON A STORMWATER MANAGEMENT STRUCTURE IN ORDER FOR IT TO COMPLY WITH THE STANDARDS OF THE GOVERNMENT AGENCY OR AGENCIES THAT ARE RESPONSIBLE FOR APPROVING THE STRUCTURE. TRIAD ENGINEERING, INC. ITS PERSONNEL AND ITS SUBCONTRACTORS WILL NOT BE LIABLE FOR ANY ADDITIONAL WORK ASSOCIATED WITH A STORMWATER MANAGEMENT STRUCTURE IN ORDER TO HAVE IT CONFORM TO NECESSARY STANDARDS.
- 14 ALL SPECIFICATIONS SHOWN HEREIN SHALL BE USED AND LOCAL, STATE AND FEDERAL SPECIFICATIONS SHALL BE MINIMUM STANDARD.
- 15 THE TOWN OF MIDDLETOWN WILL OBTAIN THE GRADING PERMIT.

**TRIAD ENGINEERING, INC.**  
1075-D SHERMAN AVENUE  
HAGERSTOWN, MD 21740  
PH: 301.797.6400 FAX: 301.797.2424  
OFFICE LOCATIONS  
MARYLAND · PENNSYLVANIA · VIRGINIA · WEST VIRGINIA

REV #	DATE	DESCRIPTION

CADD FILE 03190717-1-1.dwg	CHECKED BY BJS	SCALE AS SHOWN
DRAWN BY STAFF	DATE 05-27-20	

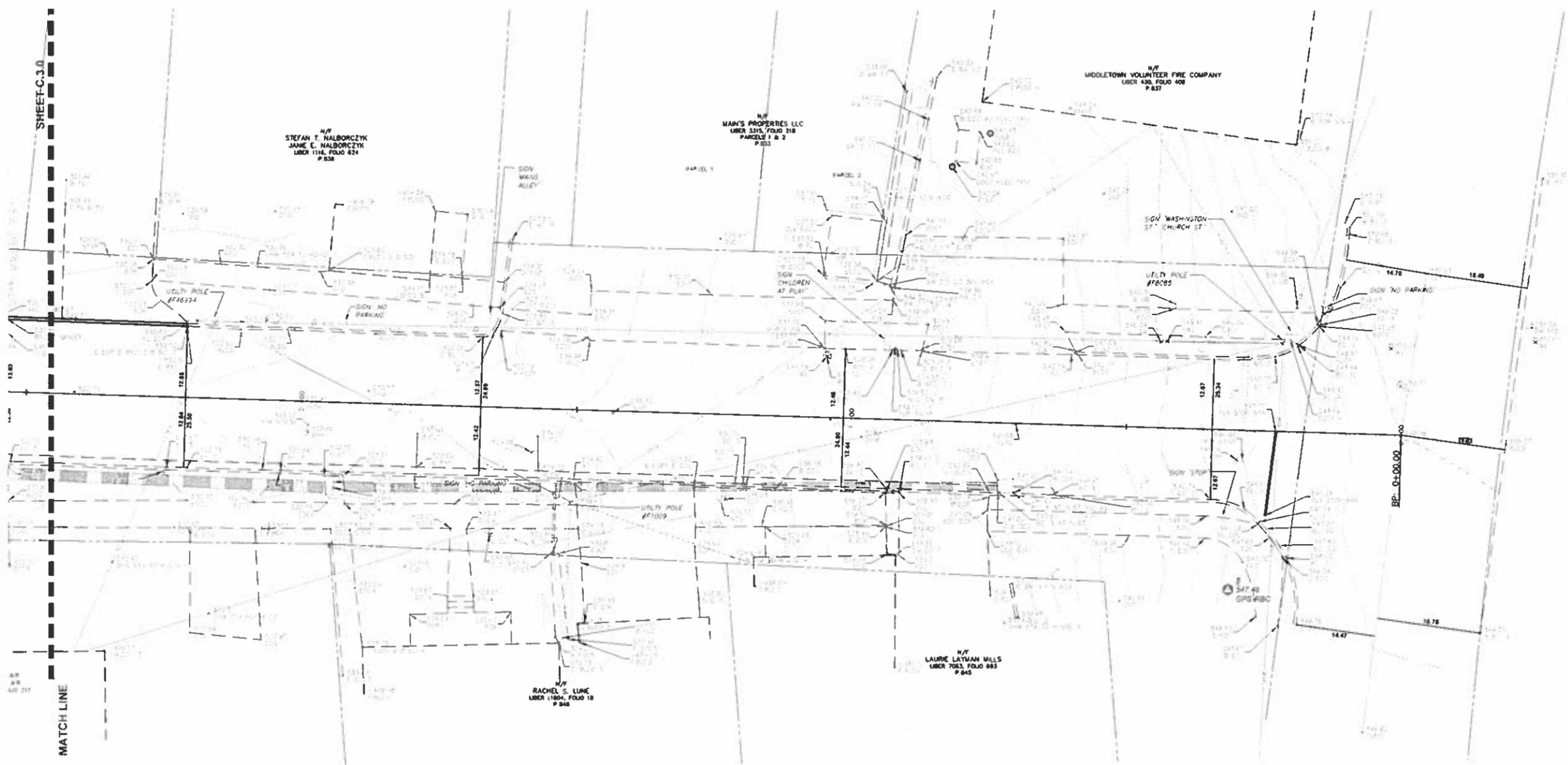
WE HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 34690 EXPIRES 03/31/2021

TOWN OF MIDDLETOWN  
**WASHINGTON STREET  
SIDEWALK IMPROVEMENTS**  
**NOTES AND LEGEND**

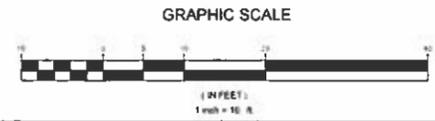
**TRIAD**  
TRIAD ENGINEERING, INC.  
www.triadeng.com

SHEET NUMBER  
**C.1.1**  
JOB NO. 03-19-0717

TRAVERSE				
Point #	Elevation	Northing	Easting	Description
5	547.48	647294.67	1158230.96	GPS-RBC



- General Notes:**
- No site report performed by or provided to Triad Engineering, Inc. regarding the property shown herein. This plot makes no attempt to locate any easements or rights of way, if any exist, other than those shown herein.
  - No boundary survey has been performed by Triad Engineering, Inc.
  - The horizontal datum is NAD 83/2011 Maryland State Plane Coordinate System; vertical datum is NAVD83 both derived from GPS observations.
  - The topography shown herein is based on a field run survey by Triad Engineering, Inc. October 29, 30 & 31, 2019.



**TRIAD ENGINEERING, INC.**  
 1075-D SHERMAN AVENUE  
 HAGERSTOWN, MD 21740  
 PH: 301.797.6400 FAX: 301.797.2424  
 OFFICE LOCATIONS  
 MARYLAND - PENNSYLVANIA - VIRGINIA - WEST VIRGINIA

NO.	DESCRIPTION	REV. #	DATE	BY

CADD FILE 03190717-C-2-0.dwg	CHECKED BY BJS	SCALE 1"=10'
DRAWN BY STAFF	DATE 02-14-20	

HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 13844 EXPIRATION DATE 07/06/21

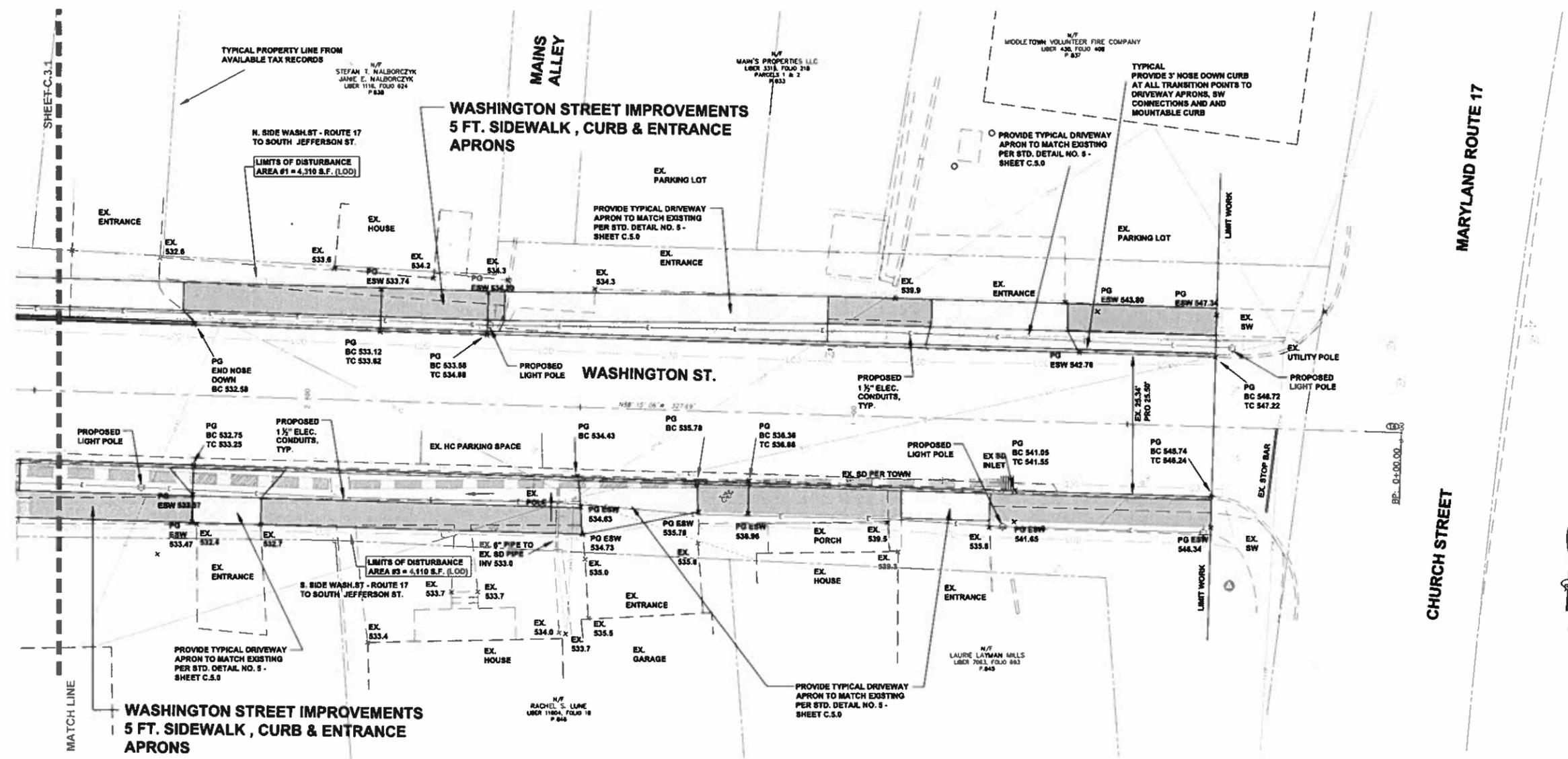
TOWN OF MIDDLETOWN WASHINGTON STREET SIDEWALK IMPROVEMENTS		EXISTING CONDITIONS	
ZONING R-1	WATERSHED CODE 021403050216	GRID	ELEC. DIST. 03
TAX MAP 501	PARCEL		

**TRIAD**  
 TRIAD ENGINEERING, INC.  
 www.triadeng.com  
**SHEET NUMBER**  
**C.2.0**  
 JOB NO. 03-19-0717

**OWNER/DEVELOPER**  
 TOWN OF MIDDLETOWN, MD  
 31 WEST MAIN STREET  
 MIDDLETOWN, MARYLAND 21769  
 ATTENTION: J.R. HAWKINS, P.E.  
 (CIP PROJECT MANAGER)

Centerline Data			
Point #	Northing	Easting	Bearing
13	647332.51	1157934.93	N 88°15'06" W
14	647332.51	1158262.47	

**TRIAD ENGINEERING, INC.**  
 1075-D SHERMAN AVENUE  
 HAGERSTOWN, MD 21740  
 PH: 301.797.8400 FAX: 301.797.2424  
 OFFICE LOCATIONS  
 MARYLAND - PENNSYLVANIA - VIRGINIA - WEST VIRGINIA



SHEET-C.3.1

MATCH LINE

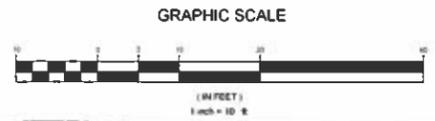
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DRAWN BY	BJS
CHECKED BY	BJS
DATE	05-22-20
SCALE	1"=10'

HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 3488, EXPIRATION DATE 07/09/21

TOWN OF MIDDLETOWN	WASHINGTON STREET
SIDEWALK IMPROVEMENT PLAN	
ZONING R-1	WATERSHED CODE 071400060216
TAX MAP 501	GRID
	PARCEL
	ELEC. DIST. 03

**TRIAD**  
 TRIAD ENGINEERING, INC.  
 www.triadeng.com  
 SHEET NUMBER  
**C.2.1**  
 JOB NO. 03-19-0717

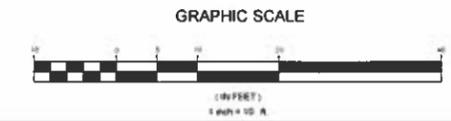
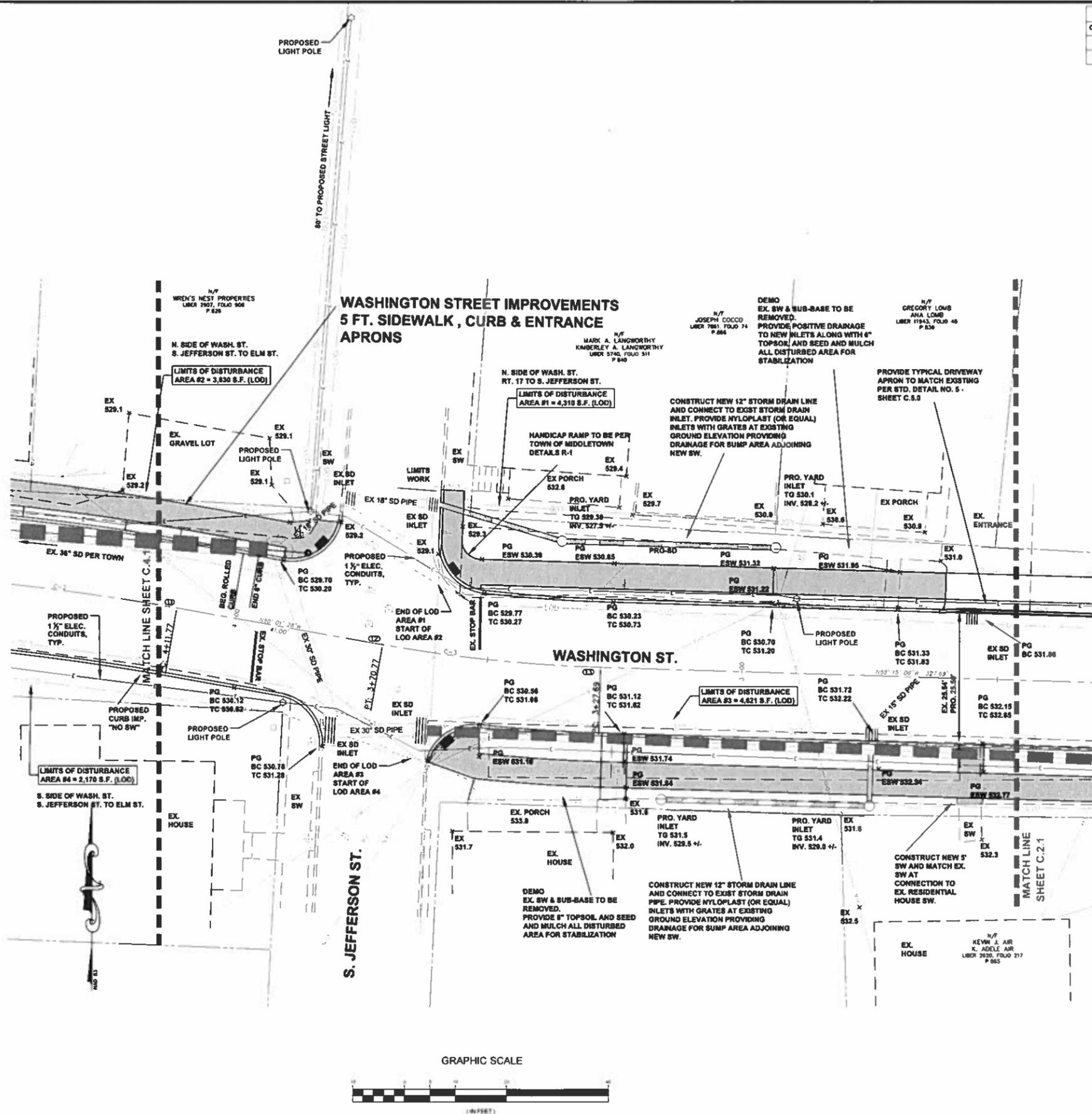


**OWNER/DEVELOPER**  
 TOWN OF MIDDLETOWN, MD  
 31 WEST MAIN STREET  
 MIDDLETOWN, MARYLAND 21769  
 ATTENTION: J.R. HAWKINS, P.E.  
 (CIP PROJECT MANAGER)



Centerline Curve Data					
Curve #	Radius	Length	Chord Direction	Start Point	End Point
C-2	500.00	36.30	N82° 06' 14"W	(1157851.73, 647344.01)	(1157815.78, 647349.00)
C-3	300.00	43.08	N84° 08' 17"W	(1157834.93, 647332.51)	(1157892.11, 647336.91)

Centerline Data				
Point #	Northing	Easting	Bearing	
10	647349.00	1157815.78	N82°06'14"W	
11	647344.01	1157851.73		
12	647336.91	1157892.11	N84°08'17"W	
13	647332.51	1157934.93		



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1075-D SHERMAN AVENUE  
HAGERSTOWN, MD 21740  
PH: 301.797.6400 FAX: 301.797.2424  
OFFICE LOCATIONS: MARYLAND, PENNSYLVANIA, VIRGINIA, WEST VIRGINIA

OWNED BY: [ ]  
REV. # DATE DESCRIPTION

03190717-C-3.1.dwg  
DRAWN BY: STAFF  
CHECKED BY: BJS  
DATE: 05-25-20  
SCALE: 1"=10'

TOWN OF MIDDLETOWN  
WASHINGTON STREET  
SIDEWALK IMPROVEMENT PLAN

ZONING: R-1  
TAX MAP: 503  
GRID: [ ]  
PARCEL: [ ]  
ELEC. DIST: 03

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SHEET NUMBER  
**C.3.1**  
JOB NO. 03-19-0717

OWNER/DEVELOPER  
TOWN OF MIDDLETOWN, MD  
31 WEST MAIN STREET  
MIDDLETOWN MARYLAND 21769  
ATTENTION: J.R. HAWKINS P.E.  
(CIP PROJECT MANAGER)

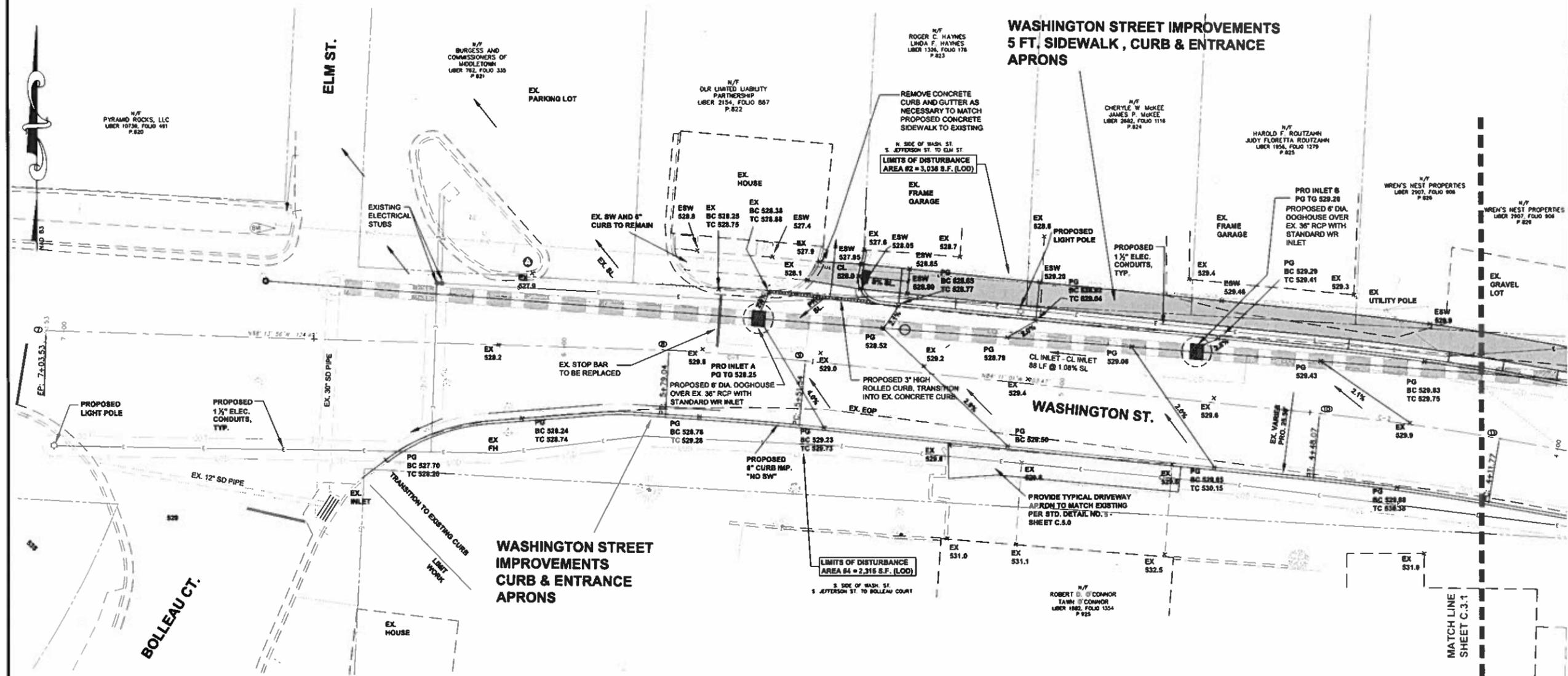


Centerline Curve Data					
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C-1	625.38	27.50	N85° 30' 18" W	(1157712.85, 647359.48)	(1157885.43, 647361.64)
C-2	500.00	36.30	N82° 08' 14" W	(1157851.73, 647344.01)	(1157815.78, 647349.00)

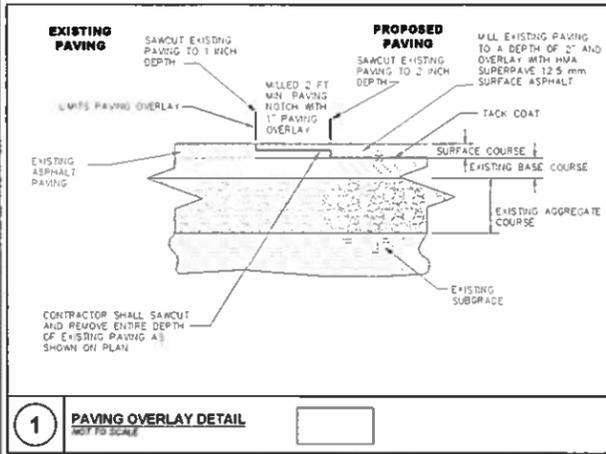
  

Centerline Data			
Point #	Northing	Easting	Bearing
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8	647361.64	1157885.43	
9	647359.48	1157712.85	N84° 11' 01" W
10	647349.00	1157815.78	
11	647344.01	1157851.73	

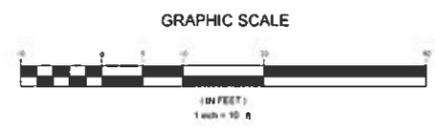
### WASHINGTON STREET IMPROVEMENTS 5 FT. SIDEWALK, CURB & ENTRANCE APRONS



### WASHINGTON STREET IMPROVEMENTS CURB & ENTRANCE APRONS



- General Road Overlay Notes**
1. No subsurface investigation has been performed by TRIAD Engineering, Inc.
  2. Utility lines shown hereon were derived from existing records.
  3. The Contractor shall be responsible for all coordination with all utility companies.
  4. All disturbed areas are to be stabilized with topsoil, seed and mulch. Additional topsoil shall be placed if needed as directed by the Town of Middletown.
  5. Feathering of "HMA" will not be allowed.
  6. Subgrade deficiencies must be corrected using methods approved by the Town of Middletown.
  7. All material incorporated into the work (ie HMA, aggregate, seed, etc.) shall meet all applicable SHA specifications.
  8. Contractor must get Town of Middletown approval before making any changes to approved plans.
  9. The Contractor shall contact "Miss Utility" a minimum of 72 hours before starting work.
  10. "HMA" shall be inspected by the Town. Compaction to be done by an independent third party inspection firm.
  11. Any damage to adjoining roads, utilities, private property, etc. caused by the Contractor, will be repaired or replaced in kind by the Contractor to the satisfaction of the Town of Middletown.
  12. Anything that needs to be removed or relocated to complete the work as shown will be the Contractor's responsibility.
  13. Limits of work shall be marked on the pavement.
  14. Traffic control shall be the responsibility of the Contractor.
  15. All saw cuts shall be painted in the field by the Contractor and approved by the Town of Middletown before any cutting is permitted.
  16. Tack coat required between existing and new paving surface.
  17. Pavement millings to be removed from the site by the contractor at their expense and placed on the millings pile located at Remsburg Park.
- General Notes**
1. At completion of paving overlay, the roadway paint striping is to be replaced as per pre construction conditions.



**OWNER/DEVELOPER**  
TOWN OF MIDDLETOWN MD  
31 WEST MAIN STREET  
MIDDLETOWN, MARYLAND 21789  
ATTENTION: J.R. HAWKINS, P.E.  
(CIP PROJECT MANAGER)

**TRIAD ENGINEERING, INC.**  
1075-D SHERMAN AVENUE  
HAGERSTOWN, MD 21740  
PH: 301.797.8400 FAX: 301.797.2424  
OFFICE LOCATIONS: MARYLAND • PENNSYLVANIA • VIRGINIA • WEST VIRGINIA

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DRAWN BY	STAFF	DATE	05-25-20	REV #	DATE

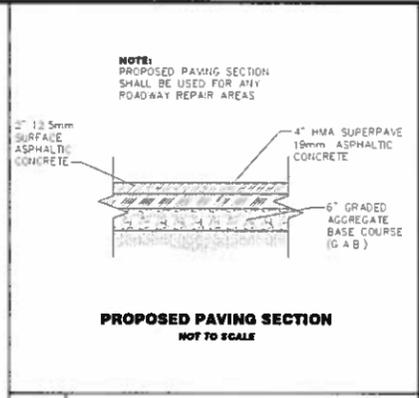
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TOWN OF MIDDLETOWN  
**WASHINGTON STREET**  
SIDEWALK IMPROVEMENT PLAN

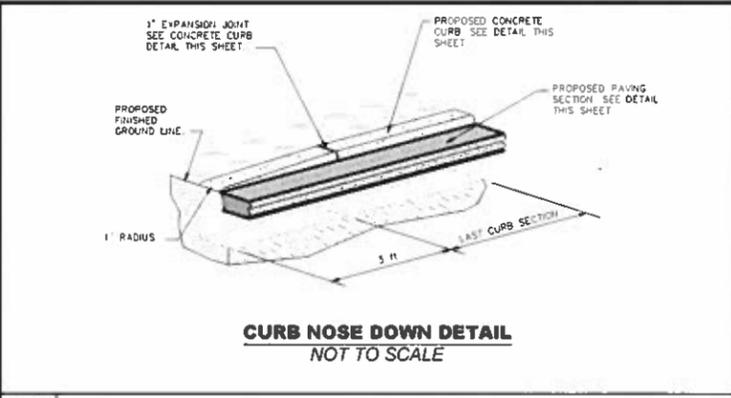
ZONING R-1 WATERSHED CODE: 021403050216  
TAX MAP 501 GRID PARCEL ELEC DIST 03

**TRIAD**  
TRIAD ENGINEERING, INC.  
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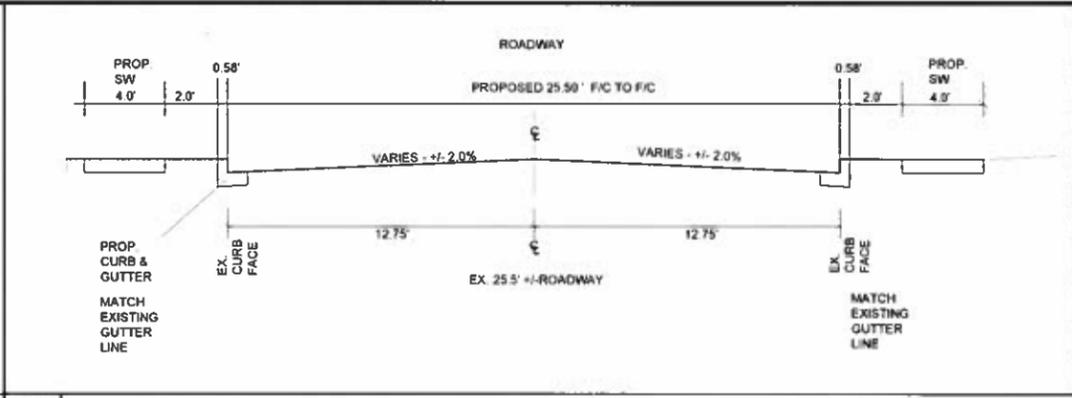
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JOB NO. 03-19-0717



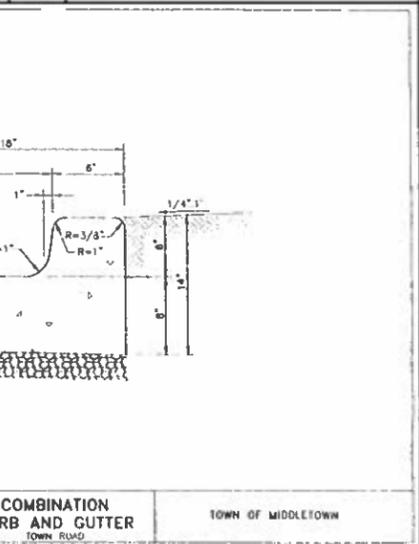
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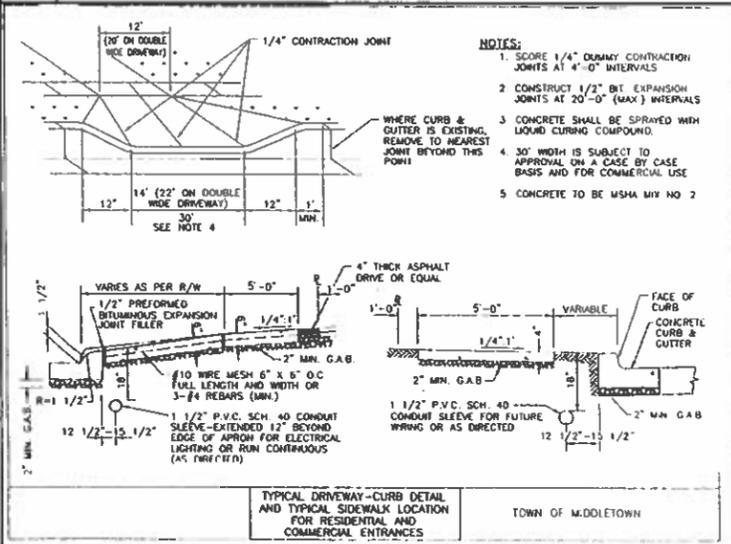
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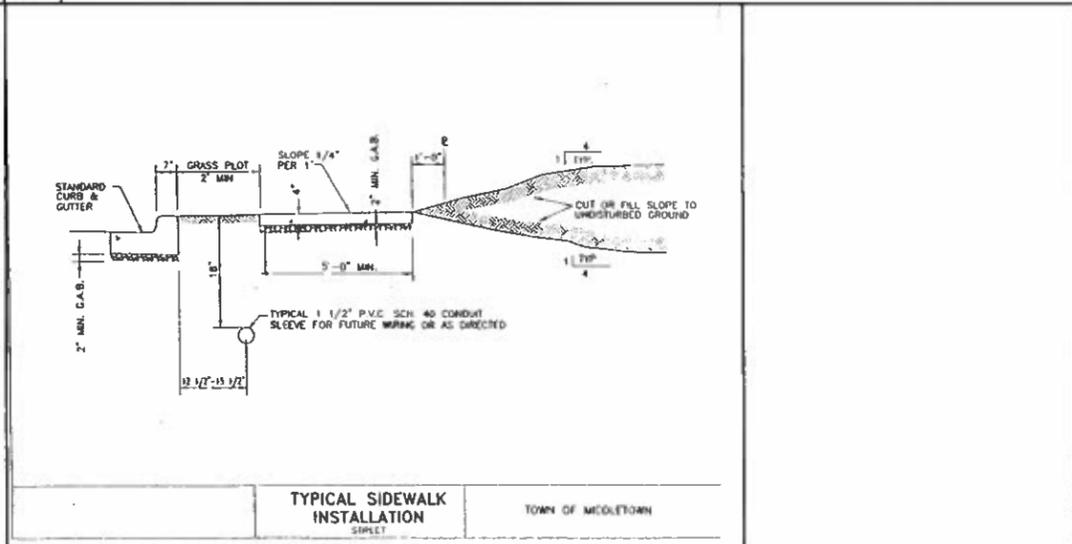
**3 TYPICAL ROADWAY SECTION WASHINGTON STREET SIDEWALK IMPROVEMENTS**  
NOT TO SCALE



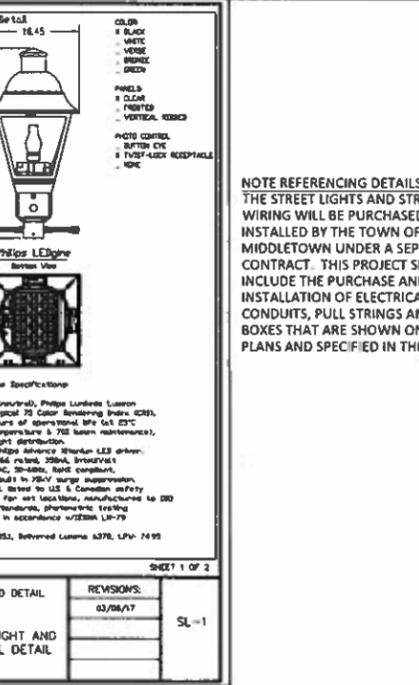
**4 TOWN OF MIDDLETOWN COMBINATION CURB AND GUTTER DETAIL**  
NOT TO SCALE



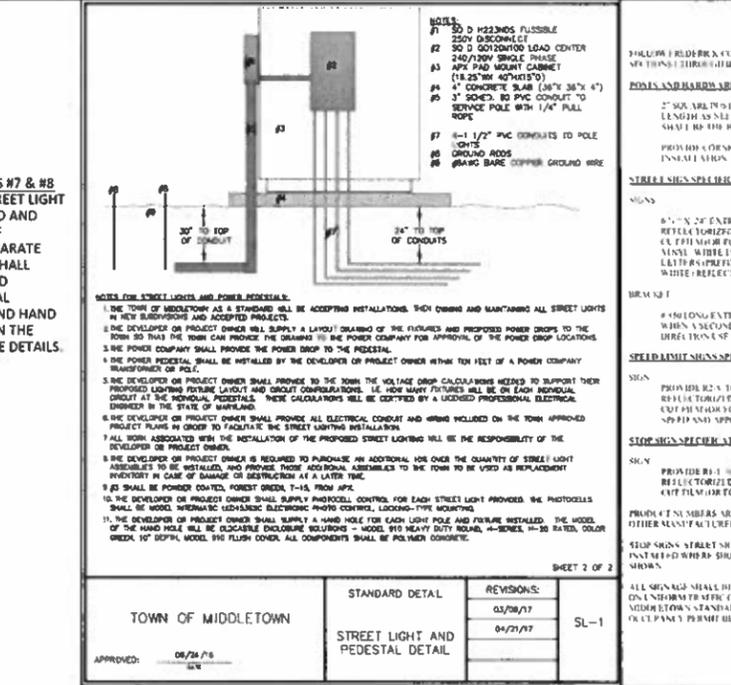
**5 TOWN OF MIDDLETOWN TYPICAL DRIVEWAY APRON DETAIL**  
NOT TO SCALE



**6 TOWN OF MIDDLETOWN TYPICAL SIDEWALK DETAIL**  
NOT TO SCALE



**7 TOWN OF MIDDLETOWN LIGHT DETAIL**  
NOT TO SCALE



**8 TOWN OF MIDDLETOWN PEDESTAL DETAIL**  
NOT TO SCALE

**9 SIGNAGE NOTES**  
NOT TO SCALE

**10 PAVING AND STRIPING NOTES**  
NOT TO SCALE

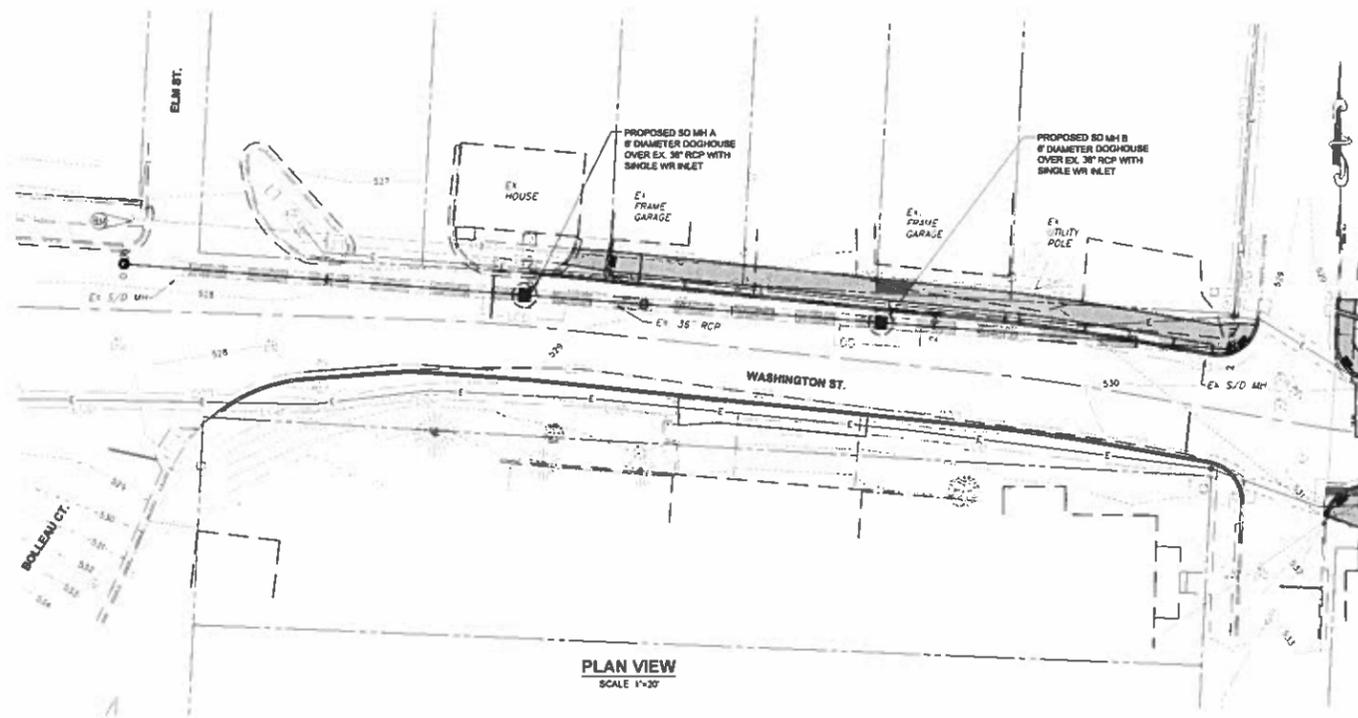
**TRIAD ENGINEERING, INC.**  
1075-D SHERMAN AVENUE  
HAGERSTOWN, MD 21740  
PH: 301.797.6400 FAX: 301.797.2424  
OFFICE LOCATIONS: MARYLAND • PENNSYLVANIA • VIRGINIA • WEST VIRGINIA

PROJECT NO.	03-19-0717
DATE	05-27-20
DRAWN BY	BJS
CHECKED BY	AWG
SCALE	AS SHOWN
DATE	05-27-20
PROJECT	WASHINGTON STREET SIDEWALK IMPROVEMENTS

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 1668 EXPIRATION DATE 07/09/11

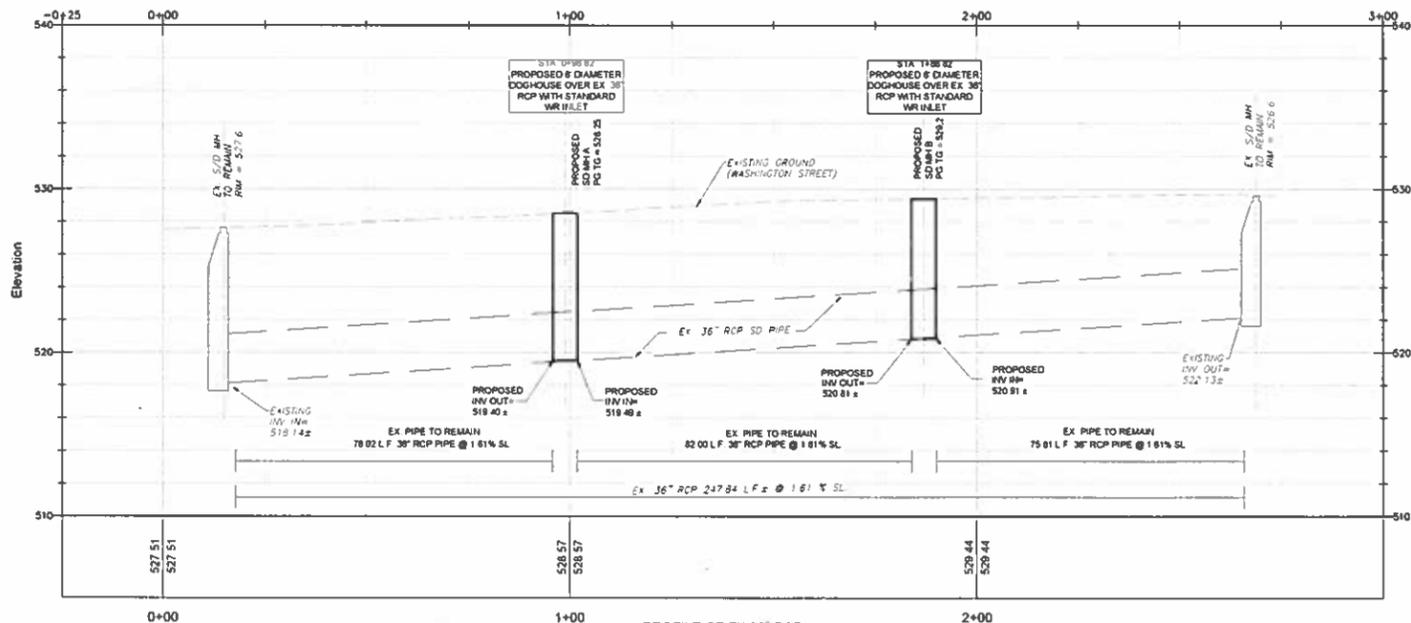
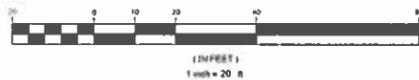
TOWN OF MIDDLETOWN  
**WASHINGTON STREET SIDEWALK IMPROVEMENTS**  
STREET CURB & SIDEWALK NOTES AND DETAILS

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TRIAD ENGINEERING, INC.  
www.triadeng.com  
SHEET NUMBER  
**C.5.0**  
JOB NO. 03-19-0717

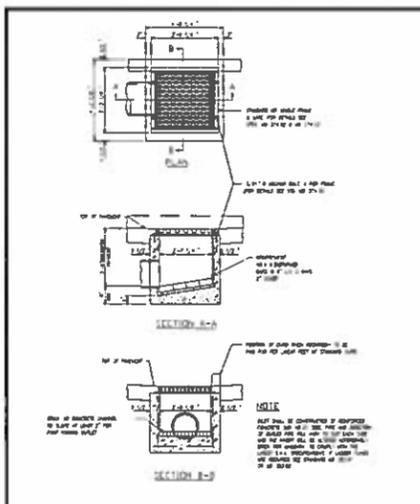


PLAN VIEW  
SCALE 1"=20'

GRAPHIC SCALE



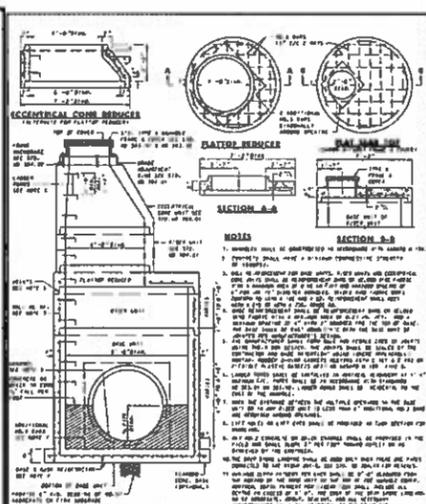
PROFILE OF EX 36" RCP  
SCALE HORZ: 1"=20'  
VERT: 1"=5'



APPROVED	DESIGNED	CHECKED	DATE

Maryland Department of Transportation  
STATE HIGHWAY ADMINISTRATION  
STANDARDS FOR SUBSTRUCTURES AND INCIDENTAL STRUCTURES

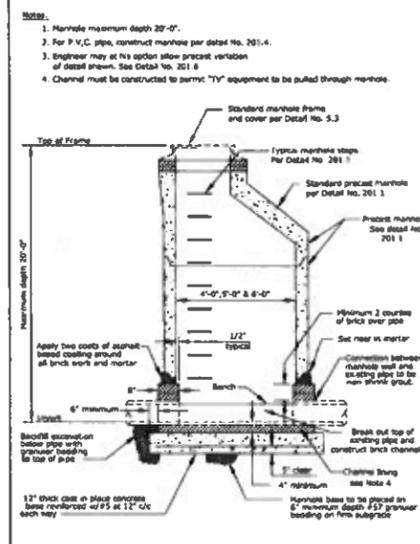
SINGLE WR INLET  
STANDARD NO. MD 374.05



APPROVED	DESIGNED	CHECKED	DATE

Maryland Department of Transportation  
STATE HIGHWAY ADMINISTRATION  
STANDARDS FOR SUBSTRUCTURES AND INCIDENTAL STRUCTURES

72" DIAMETER PRECAST MANHOLES  
FOR 42" & 48" PIPES  
STANDARD NO. MD 384.05

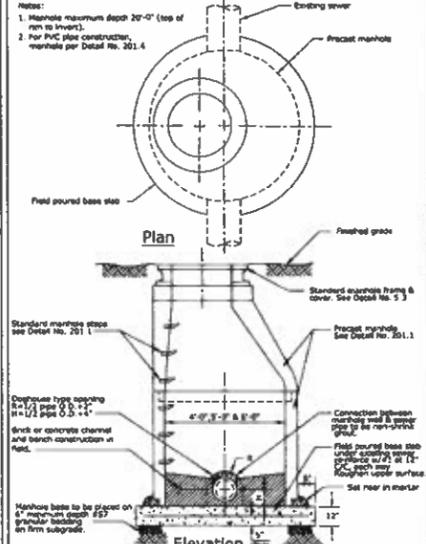


Revisions	DATE	BY	DESCRIPTION
1			PRELIMINARY
2			REVISED

Frederick County  
Division of Utilities & Solid Waste Management  
Department of Engineering & Planning

Precast Concrete  
Manhole Built Over  
Existing Sewer Type I

Detail No. 201.5  
Date: 8.2.2015



Revisions	DATE	BY	DESCRIPTION
1			PRELIMINARY
2			REVISED

Frederick County  
Division of Utilities & Solid Waste Management  
Department of Engineering & Planning

Precast Concrete  
Manhole Built Over  
Existing Sewer Type II

Detail No. 201.6  
Date: 8.2.2015

**TRIAD ENGINEERING, INC.**  
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HAGERSTOWN, MD 21740  
PH: 301.797.6400 FAX: 301.797.2424

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TOWN OF MIDDLETOWN  
WASHINGTON STREET

STORM DRAIN IMPROVEMENTS  
AND NOTES & DETAILS

ZONING R-1  
TAX MAP 501

WATERSHED CODE 021403090218

PARCEL: ELEC. DIST. 03

GRID: 501

OWNER/DEVELOPER  
TOWN OF MIDDLETOWN MD  
31 WEST MAIN STREET  
MIDDLETOWN, MARYLAND 21769  
ATTENTION JR HAWKINS PE  
(CIP PROJECT MANAGER)

www.triadeng.com

SHEET NUMBER  
**C.6.0**

JOB NO. 03-19-0717



**Burgess and Commissioners of  
Middleton, Maryland**

**Emergency Management Plan**

## **I. Purpose**

The purpose of Middletown's Emergency Management Plan is to identify the municipality's responsibilities in preparing for, mitigating, responding to, and recovering from an emergency. These emergencies are unplanned events that can cause deaths or significant injuries to the public, disrupt the daily operations of the municipality, cause physical or environmental damage, or threaten the municipality's financial abilities.

For the purpose of this plan, all references to Middletown are the municipal boundaries of the Town. This is due to the fact that the Burgess and Commissioners do not have any jurisdiction outside the Town limits.

## II. Contact List

The following list includes points of contact and their phone numbers for different emergency situations.

Central Alarm (Fire, Rescue & Police) -	911 Emergency 301-694-1603 Non-Emergency	24 Hour 24 Hour
Frederick County Sheriff's Office -	301-694-2071	24 Hour
Frederick County Water & Sewer -	301-694-2194	24 Hour
Maryland State Police -	301-663-3101	24 Hour
Maryland Department of the Environment -	410-243-8700	24 Hour
Middletown Town Office -	301-293-3818 Emergency 301-371-6171 Non-Emergency	24 Hour
Red Cross -	301-662-5131	24 Hour
State Highway Administration, Statewide Operations Center -	1-800-543-2515 or 410-582-5650	24 Hour

### **III. Situation and Assumptions**

#### ***A. Situation***

1. Middletown is a small residential community with a downtown commercial/residential area that is located in Frederick County, Maryland. Two state roads serve as the main intersecting streets – U.S. Alternate Route 40 and MD Route 17. The area surrounding the town is mostly farming with some county residential subdivisions. Middletown is the regional center for the Middletown Planning Region and is situated in a valley area to the west of Frederick, the county seat for Frederick County.
2. Potential emergencies include fire, lightning, severe winter storms, tornadoes, severe winds, drought, excess rain and floods, downed wires, water contamination, water treatment chemical accidents, hazardous materials vehicle accidents, major traffic accident, and malfunctioning systems for traffic control, water and sewer, and electricity.

#### ***B. Assumptions***

1. This plan has been developed as the initial reference for local authorities. It assumes that outside assistance will be available for most major disaster situations. This plan is to allow Middletown to be prepared to carry out disaster response and short-term recovery operations on an independent basis.
2. Most emergency situations will be handled routinely by the emergency services agencies of Frederick County. Frederick County has its own Emergency Operations Plan to which this plan refers.
3. When the emergency exceeds the local government's capability to respond, assistance will be requested from the County first and then the State government through the Maryland Emergency Management Agency (MEMA).

### **IV. Concept of Operations**

- A. It is the duty of Middletown government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. Middletown must depend initially upon its own and locally available resources.

B. If Middletown has committed all of its resources and still cannot cope with the emergency or disaster, the Town requests assistance from the County.

C. The County will determine if additional assistance is needed from the State or Federal government according to their Concept of Operations section.

D. The Town Administrator will be responsible for coordinating all emergency operations. In the event that the Town Administrator is not available, the Town's Water & Sewer Superintendent will be responsible for coordinating all emergency operations.

E. Response and recovery operations will be governed by the following priorities:

- Protecting and saving lives.
- Protecting the public health.
- Alleviating hardship.
- Protecting property.

## **V. Responsibilities**

### ***A. Town Administrator***

The Town Administrator is responsible for coordinating all emergency efforts. He or she will notify the Burgess and Commissioners of all emergency situations.

### ***B. Burgess and Commissioners***

The Burgess and Commissioners are responsible for exercising overall responsibility for plans and operations for emergency and disaster assistance within Middletown through the Town Administrator.

They have the authority to order evacuations and to implement this plan.

### ***C. Frederick County Sheriff's Department***

The Town deputies from the Frederick County Sheriff's Department provide police services necessary to assure the safety and welfare of the residents of Middletown in coordination with Frederick County Sheriff's office and the Maryland State Police.

They provide for search and rescue in coordination with the Maryland State Police and other agencies.

They assist the Town Administrator in disseminating emergency alert and warning notifications.

### ***D. Support Organizations***

These organizations include those County, State, Federal, and emergency agencies identified in the Frederick County Emergency Operations Plan.

## **VI. Continuity of Government**

### ***A. Lines of Succession***

- Burgess
- Burgess Pro Tempore
- Commissioners

### ***B. Preservation of Record***

1. Records deemed essential to the continuation of government functions, and records required to protect the rights and interests of individuals, are kept in a sealed vault in the Middletown Municipal Center at 31 W. Main Street and are stored in the State Archives in Annapolis.
2. Copies of the important Emergency Management documents and work products of Middletown are kept on file at the Middletown Municipal Center at 31 W. Main Street.

## **VII. Administration and Logistics**

### ***A. Financial Administration***

1. Expenditures necessitated by emergencies will first be made by the use of funds regularly appropriated in the annual budget.
2. Records of time, supplies, and other resources expended in an emergency shall be maintained by the Town Administrator.
3. If private property is used by the Town under a declared State of Emergency, the owner may be compensated for its use and for any damage.

### ***B. Administrative Policies***

1. Protecting and saving lives, protecting the public health, alleviating hardship, and protecting property will be the main priorities of response and recovery operations.
2. To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

3. All emergency assistance available shall be provided without discrimination as to race, religion, sex, color, age, economic status, or national origin.
4. Emergency operations will be conducted utilizing all practical means to protect the environment.

### ***C. Mutual Aid Agreements***

Should local government resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and private organizations, in accordance with existing or emergency negotiated mutual aid agreements. Such assistance may take the form of personnel, equipment, supplies, or other capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible. Copies of any mutual aid agreements will be on file in the Town office at the Municipal Center once executed.

### ***D. Resources***

These include the local volunteer fire company, the Director of the Frederick County Public Safety Division, the Frederick County Board of Education, and local churches. Also included are those resources listed in the Frederick County Emergency Operations Plan.

### ***E. Reports and Records***

1. During emergency operations, every effort will be made to document each occurrence/transaction sufficiently so that complete records can be reconstructed and claims properly verified after the emergency period has passed.
2. Required records will be submitted to the appropriate authorities.
3. Records of expenditures and obligations in emergency operations must be maintained, including time, supplies, and other resources expended.

### ***F. Use of Town Employees During Emergencies***

1. While response and recovery tasks will be in keeping with their normal, day-to-day jobs, most of the time, the Town Administrator

may assign any employee to perform work that is not within the scope of their usual employment and may be at any location in the Town.

2. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime, if necessary, in accordance with State laws, regulations, and procedures.

**G. Description of water system's characteristics**

1. Attached to the appendices are maps showing the following:
  - a) Maps showing water intake, well locations, and spring location.
  - b) A description of the treatment provided.
  - c) A map showing distribution area for the Town.

**VIII. Plan Development and Maintenance**

**A.** The Town Administrator will be responsible for developing, reviewing, and updating this plan.

**B.** The Burgess and Commissioners will be responsible for giving the Town Administrator the authority to implement this plan.

**C.** This plan applies to all local agencies, boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.

**D.** This plan shall be effective upon approval by the Burgess and Commissioners of Middletown, Maryland.

**E.** Updating and training staff with regard to this Emergency Plan will be conducted on a yearly basis.

## **IX. Authorities and References**

### ***A. Authorities***

1. Article 16A, Maryland Annotated Code, State Emergency Management and Civil Defense Act.
2. PL 93-288, Disaster Relief Act of 1974.
3. Frederick County Resolution 75-8-4.
4. Local Resolution

### ***B. References***

1. Emergency Operations Plan, Frederick County, MD

## **X. Definitions**

See Frederick County Emergency Operations Plan.

## **XI. Appendices**

See the Contact List at the beginning of this document. Following is a list of possible emergencies. Middletown will in most cases utilize the assistance of those responsible for the Frederick County Emergency Operations Plan which contains Frederick County's procedures for dealing with these emergencies.

- A. Fire**
- B. Lightning**
- C. Severe Winter Storm**
- D. Tornado**
- E. Severe Wind**
- F. Drought**
- G. Excess Rain and Flooding**
- H. Downed Wires**
- I. Water Contamination**
- J. Water Treatment Chemical Accident**
- K. Hazardous Materials Vehicle Accident**
- L. Major Traffic Accident**
- M. Malfunctioning Systems**
  - 1. Traffic Control
  - 2. Water and Sewer
  - 3. Electricity