

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

TOWN MEETING MINUTES

WORKSHOP MEETING

August 2, 2018

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on August 2, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Rick Dietrick and Tom Catania.

PUBLIC HEARING

Ordinance 18-06-01 – An Ordinance to amend the requirements for a demolition permit; to allow demolition of certain structures under 500 square feet with the authority of the Zoning Administrator – Cindy stated that these changes incorporated the recommendations from the previous zoning administrator. Demolition of a structure less than 500 square feet and not considered a contributing resource to the Middletown Historic District would only require review and approval by the zoning administrator. Demolition of a structure identified as a contributing resource to the Middletown Historic District and/or 500 square feet or larger in size would still be required to go before the planning commission.

Bob Smart, 7525 Coblenz Road, stated that this amendment was a very good measure which decreases the wait time for demolitions and ultimately encourage residents to obtain a demolition permit.

Ordinance 18-06-02 – An Ordinance to amend the use of storage containers within the Town; to authorize the zoning administrator to establish conditions of use and to authorize the use of storage containers in the Town Commercial (TC) and General Commercial (GC) zoning districts – Cindy reviewed the proposed changes to the Town Code. There was no public comment.

Both ordinances will be voted upon at the next Town Board meeting scheduled August 13, 2018.

The public hearing was adjourned at 7:15pm.

STAFF REPORTS:

Community Deputy Report - DFC Hewitt gave the deputy report for July.

Staff Planner Report – Cindy gave report

Engineers Report – Bruce gave his report.

Main Street Manager Report – Becky gave her report.

UNFINISHED BUSINESS:

Review of General Fund Capital Improvements Program (CIP) Budget – The proposed General Fund CIP Budget was reviewed. Projects were prioritized and placed in projected budget years. The Town Engineer included projects that utilized alternative methods for completion which would decrease costs but address infrastructure maintenance. Tar Chip and Fog Sealing (TCS) will be used on identified streets. Public education and awareness for town residents will be implemented. Options for addressing projected budget deficits in the out-years was discussed. This budget will be voted on in September.

Request for a Waiver of the Water Service Connection Policy for 116 West Main Street – Drew reviewed the property owner’s requested waiver to the Town’s water service connection policy. This request was reviewed by the Water and Sewer Committee which recommended no change to the current policy, but suggested an exception or agreement allowing separate billing to the tenant to continue as is. Commissioner Bussard stated that allowing this exception would open the door to others requesting the same type of waiver. Drew stated that this is coming before the board because of the installation of the new water main. To date, two other properties have had to change their service to meet the policy. Commissioner Goodman stated that the town should stick with the policy as it is currently written.

Discussion of Establishing Petition Procedures – Burgess Miller reviewed the proposed draft petition guidelines for the Town. These are based on Maryland state law on petition guidelines. Commissioner Falcinelli noted that there was no definition of what a petition circulator is.

Recommendation on the Microbrewery Text Amendment – to be discussed at the Joint Town Board/ Planning Commission meeting on August 6, 2018.

Parking Concerns on Tobias Run Court – Drew stated that a letter was sent to the Glenbrook HOA alerting them to the fact that residents are parking in posted no parking areas along Tobias Run and parking along the entrance into Tobias Run Court. Emergency access to Tobias Run Court is severely restricted because of this. Drew is working with the HOA for a resolution to this problem.

REPORT OF COMMITTEES:

WATER & SEWER – no report

PUBLIC WORKS – no report

SUSTAINABILITY – no report

PLANNING COMMISSION – no report

PARKS and RECREATION – no report

PUBLIC INFORMATION – no report.

NEW BUSINESS:

Review of Zoning Administrator Job Description – The Town Board has a copy of the proposed job description for review. This position will be advertised once approved.

COMMENT: None.

ANNOUNCEMENTS:

- *National Night Out – Tuesday, August 7, 2018 from 6:00pm to 8:00pm at the Middletown Carnival Grounds.*

Workshop adjourned at 9:10pm.

Respectfully submitted,

Annette Alberghini
Town Receptionist