MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

August 10th Workshop agenda for the August 15, 2022 Meeting
7:00 p.m.

I.	**Public Comment**	
II.	Minutes of July 2022 Planning Commission workshop [1]	**Approval**
	Minutes of July 2022 Planning Commission meeting [1]	**Approval**
III.	**Plan Review - none**	
IV.	**Zoning**	
	Municipal Code discussion considering sign revisions[1]	**Discussion**
V.	**Comprehensive Plan Update**	
	Chapter 2 History and Land Use [2]	**Review**
	Chapter 3 Housing and Population [2]	**Review**
	Chapter 6 Community Facilities [1]	**Review**
VII.	**Miscellaneous**	
VIII.	**Additional Public Comment**	

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

Meeting link
https://call.lifesizecloud.com/12429552

Passcode
21769
Phone
United States:+1 (312) 584-2401

**** All requests to be on the Planning Commission agenda must be received at the Middletown Municipal Center, 31 W. Main Street, Middletown by 12:00pm on the Monday two weeks prior to the monthly meeting held on the third Monday of each month. All plans being submitted for review must be folded, and an electronic plan is required as well.**

Maryland law and the Planning Commission's Rules of Procedure regarding ex parte communications require all discussion, review, and consideration of the Commission's business take place only during the Commission's consideration of the item at a scheduled meeting. Telephone calls and meetings with Commission members in advance of the meeting are not permitted. Written communications will be directed to appropriate staff members for response and included in briefing materials for all members of the Commission.

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Workshop **July 13, 2022**

The workshop of the Middletown Planning Commission took place on Wednesday, July 13, 2022, at 7:00 p.m. in person and via LifeSize. Those present (quorum) were Commission Chairman Mark Carney, Commission Members Bob Miller, Chris Mills, Sean Mahar, and Alternate Eric Ware. Others present in official capacity: Cindy Unangst (Staff Planner).

JULY MONTHLY PLANNING COMMISSION WORKSHOP:

PLAN REVIEW

Fence replacement for 10 Boileau Drive Site Plan – Cindy explained the applicants request and the applicant, Mike Tabor, provided additional information. Chairman Carney asked whether the issue at hand would be alleviated if the fence replacement approval was given by the Planning Commission. The applicant stated that it would be.

ZONING

Sign ordinance revisions – Cindy went through the diagrams that have now been included along with the proposed text to show the regulations visually. Commission members provided edits that should be made to make them clearer.

COMPREHENSIVE PLAN UPDATE

There was no discussion of the Comprehensive Plan chapters during the workshop. They will be reviewed at the meeting next week.

MISCELLANEOUS

Cindy gave a brief update on the latest developments for the Memorial Hall property project.

Workshop adjourned at 7:45pm.

Respectfully submitted,
Cynthia K. Unangst
Cynthia K. Unangst, AICP
Middletown Staff Planner

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting **July 18, 2022**

The regular meeting of the Middletown Planning Commission took place on Monday, July 18, 2022 at 7:00 p.m. via in-person and Lifesize. Those present (quorum) were Commission Chairman Mark Carney, Commissioner Jean LaPadula (Ex-officio), Commission Members Bob Miller, Chris Mills, Sean Mahar, and Alternate Eric Ware. Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary).

JULY MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT - None

II. Minutes of the June 2022 Planning Commission Workshop – Approved as submitted.

Minutes of the June 2022 Planning Commission Meeting – Approved as submitted.

III. PLAN REVIEW

Fence Replacement for 10 Boileau Drive Site Plan – This is to replace a section of fencing between the Church Street Business center parking lot and 202 South Jefferson Street. According to Town Code, fences in excess of six feet in height in commercial and industrial districts may be approved by the planning commission subject to review of the fence material during site plan review. The applicant is requesting a maximum of 7'2" for the replacement fence as seen from the applicant's property. Due to backfill for a concrete pad poured at 202 South Jefferson Street several years ago, the grade change between properties is now 14" above the applicant's property, so the new fence should not exceed six feet from the raised slab on that side of the property line. The applicant intends to slope the height of the fence down to 4' high on the northern side as was done in the past. The staff Planner reviewed the aerial photograph of the property indicating where the fence will be located. The applicant has materials and is ready for the replacement once approved.

Motion: Commission member Mills motioned to approve the site plan as submitted. Seconded by Commission member Mahar. Motion passed (5-0).

IV. ZONING –

Sign Ordinance Revisions – The Staff Planner reviewed the sign ordinance revisions to date including the diagrams, tables, and the proposed text for each type of sign. The footnotes in each new table will be restarted with number 1. Discussion occurred regarding barber poles. Those barber poles currently erected in town are considered pre-existing nonconforming signs. The Town Board can designate barber poles as historic signs. In table 17.36.150.B. A-Frame and T-Frame signs it was recommended to change Minimum Setback/Distance from Roadway to Minimum Setback/Distance from Road. A definition for Banner Sign will be added to section C. A picture of a banner sign will also

be added to that section as a place holder. Once all corrections and additions are complete, this will be sent to the town board and town attorney for review. The staff planner will include a memorandum with the document.

V. COMPREHENSIVE PLAN UPDATE

Chapter 1 – Introduction – The Staff Planner showed a picture of downtown Middletown that had the power lines removed. Mr. Mattingly recommends leaving the power lines in the picture as this will be part of a government document and should be a true representation. After discussion the planning commission agreed.

Chapter 3 – Natural Features – The Staff Planner reviewed this chapter. Mr. Mattingly recommends not inserting the watershed map into the document as recommended as it would be too small and ineffective. After discussion it was recommended to add the map and include a reference to the appendix where the detailed information will be located.

Chapter 5 – Transportation – This chapter is ready for review.

Chapter 2 – Population and Chapter 4 – Land Use – Much of the history that is in chapter 1 of the 2010 comp plan was pulled and used in the current chapter 2 – History, Housing and Population. Due to the fact that current chapter 4 – Land Use also included historic information but does not have any goals associated with the chapter, that chapter is going to be the new chapter 2. Information in that chapter will lead to the goals for the Population & Housing chapter which will follow. Since current chapter 4 will become current chapter 2 the follow-on chapters will be renumbered accordingly. It was recommended to remove table 4-2 and replace it with a paragraph which summarizes the data.

Updates to these chapters will be brought before the planning commission next month. The goal is to have public hearings on the comp plan in the Fall.

VI. MISCELLANEOUS

There is a meeting July 19, 202 between the Christ Reformed Church representatives and the developers of Memorial Hall. The Town Administrator is attending, but this is not a town issue.

VII. Additional Public Comment –

Chris Johnson, 34 Boileau Court, asked who is responsible for the inspections of the Memorial Hall site? The issue is an 8' deep hole with no shoring that has standing water in it. The County does all inspections. Mr. Johnson is welcome to report his observations to the County. The Town Administrator will also be notified of the hazard.

Meeting adjourned at 8:24 PM.

Respectfully submitted,

Annette Alberghini
Recording Secretary

Sections of the Middletown Municipal Code relating to Signs

17.12.040 Posting and zoning of annexed areas.

A. During the two-week period prior to the date of the hearing required by Article 23A, Section 19 of the Annotated Code of Maryland on any proposed annexation of land, the land which is proposed to be annexed shall be continuously posted with a sign to provide public notice of the date, time, place and subject matter of the annexation hearing. The sign shall be at least three (3) square feet in area, shall identify the name of the person or entity seeking the annexation and shall be posted in a conspicuous place on the property fronting a public right-of-way. The owner of the land, applicant or other person or entity seeking the annexation shall be solely responsible for providing and posting the sign which shall be subject to the approval of the town administrator.

(Ord. No. 09-03-02, § I, 3-9-2009; Ord. 07-11-01 § 1, 2007)

17.17.150 Development standards.

E. Design Guidelines. The following design guidelines are intended to promote development that is consistent with adopted goals and objectives from the town's comprehensive plan. The following guidelines encourage a higher level of design quality while at the same time providing the flexibility to encourage creativity and innovation on the part of developers and designers.

9. Signage. Signage is intended to visually tie the development together, give direction, and allow an element of marketability. Applicants shall submit a signage plan with the site improvement plan of development. The signage plan shall include measurements to the property line and a cut sheet of proposed signage, including dimensions, location, style, luminance and heights.

a. Project Development Signs.

i. A project development sign is one in which signage for the whole development is provided.

ii. Freestanding signs shall be limited to a maximum of six feet in height, or as modified in the approved master plan.

iii. Directional signs for the entire development shall be allowed on property within the overlay district in the form of sign easements.

iv. Directional signage shall not exceed six square feet or as modified in the approved overlay district master plan.

b. Site Signs.

i. A site sign is one in which signage for the use of a particular property is provided. This shall include directional signs.

ii. All freestanding signs shall not be more than six feet in height or as modified in approved overlay district master plan.

iii. All freestanding signs shall be placed a minimum of half the required setback from the lot line or right-of-way to allow clear and ample visual sight lines.

iv. Any signage attached to a building shall not project more than one foot from the building facade, nor any taller than the building's roof line.

(Ord. No. 20-08-01, § III, 9-14-2020; Ord. 08-01-02 § 1 (part), 2008)

17.20.015 MB mixed business district.

B. Uses Permitted in the MB District.

2. Retail Purposes. In the MB district, use for retail sales purposes shall be permitted if the size of that portion of the structure which is designated for such use is either the lesser of three thousand (3,000) square feet of gross floor area of the entire structure or fifty (50) percent of the entire structure. Notwithstanding the foregoing, if the total gross acreage of the site on which a building is to be used for retail purposes exceeds ten (10) acres, then twenty (20) percent of the entire site may be used entirely for retail purposes provided that the twenty (20) percent portion used for retail purposes has frontage on and access to a major road, and provided that no sign for any one individual retail user shall exceed one hundred (100) square feet in size.

E. Special Conditions.

The primary purpose of the MB district is to provide for gross leasable areas (GLA) of one thousand five hundred (1,500) or more square feet. Smaller users are subject to restricted signage requirements applicable to the MB district and to the parking requirements for the particular use.

G. Signs. All signs shall conform to the provisions of Chapter 17.36 of the Middletown Municipal Code.

(Ord. No. 20-08-01, § III, 9-14-2020; Ord. No. 15-05-01, § I, 5-11-2015, eff. 10-1-2015; Ord. 07-01-01 § 2 (part), 2007: Ord. 04-09-02 § 1 (part), 2004)

17.32.170 Modifications to yard requirements.

C. Allowable Projections of Business Structures into Yards. Signs, awnings, canopies, marquees as attached to and part of a building may project into the front yard in the commercial districts only.

F. Allowable Projections of Freestanding Signs into Yards. Freestanding signs (not attached to a building) as permitted in the particular district may project into the front yard.

(Ord. No. 20-07-01, § II, 7-13-2020; Ord. No. 10-11-02, § I, 11-8-2010; Ord. 08-01-01 § 2 (part), 2008; Ord. 04-05-01 § 1, 2004; Ord. 182 § 8.1, 1976)

17.44.070 Public hearings.

All appeals and applications for variance and special exceptions shall be heard and considered in a public hearing. The board shall schedule the hearing at a reasonable time and shall give not less than ten (10) days' public notice thereof by the posting in a conspicuous place on or near the property of at least one sign of at least three square feet in area stating the date, time, location and purpose of the hearing. The zoning administrator or agents may require additional posting in a place of common use or entrance to the community if in the judgment of the zoning administrator such posting is needed to adequately notify interested parties.

(Ord. No. 15-12-02, § I, 12-14-2015; Ord. 182 § 10.6, 1976)

17.48.030 Barber shops and beauty parlors.

Barber shops and beauty parlors in R districts are subject to the requirements of the district in which located except as herein provided:

A. The beautician or barber shall be a resident of the dwelling;

B. The operation is limited to only one operating chair;

C. That there is not exterior evidence other than a permitted sign not exceeding two square feet, to indicate that the building is being used for any purpose other than that of a dwelling;

D. Only one person other than the resident operator may be employed;

E. Sufficient off-street parking in the side or rear yard shall be provided with three spaces being the minimum;

F. That there is no show or display window.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.050 Bed and breakfast homes.

Bed and breakfast homes in the R-1, R-2, R-3, and TC districts are subject to the requirements of the district in which the bed and breakfast home will be located except as herein provided:

A. The property for a bed and breakfast home shall not constitute a nuisance because of increased traffic, noise, odor, or any other activity associated with the use which may be disruptive to the residential character of the neighborhood.

B. There shall be no exterior evidence that the building is being used for any purpose other than a residence except for one permitted sign of no more than two square feet.

C. Off-street parking shall be provided; one space per guest room plus one additional space for each home occupant and/or employee(s). In no case shall parking be provided in the front yard. All parking areas shall be adequately screened as required

by the site plan approval of the planning commission once the special exception has been granted.

D. The original structure in which the bed and breakfast home is located shall have been built prior to 1950.

E. The structure shall serve as the primary residence of the owner or manager, and the bed and breakfast home use shall be operated as an accessory use to the owner's or manager's residence.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. No. 09-03-03, § II, 3-9-2009; Ord. 08-03-02 § 1 (part), 2008; Ord. 182 § 10.5.7 (part), 1976)

17.48.060 Bulk petroleum storage.

Bulk petroleum storage facilities in an SC/LM district are subject to the requirements of that district except as herein modified and provided:

A. Total storage not to exceed sixty thousand (60,000) gallons;

E. In no case shall the sign identifying the business located on the premises exceed fifty (50) square feet in size.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.190 Professional office.

A. Professional offices (physician, dentist, architect, engineer, attorney, or similar licensed professionals) in R districts are subject to the requirements of the district in which located except as herein modified and provided:

1. The professional person shall be a resident of the dwelling;

2. That there is not exterior evidence, other than a permitted sign not exceeding two square feet, to indicate that the building is being used for any purpose other than that of a dwelling;

3. That there is no show window or display window;

B. In the R-3 district a nonresident office of a physician and/or dentist is permitted subject to the requirements of that district except as herein modified and provided:

1. No more than one physician or dentist and three other employees at one time;

2. That there is no exterior evidence, other than a permitted sign not exceeding two square feet, to indicate that the building is being used for any purpose other than residential;

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015;Ord. 182 § 10.5.7 (part), 1976)

17.48.240 Vehicle repair and service—GC and SC/LM districts.

Vehicle repair and service facilities in a GC and SC/LM district are subject to the requirements of that district except as herein provided:

A. All repairs shall be conducted entirely within an enclosed building.

B. Vehicle parking or storage shall not be permitted in any yard area adjacent to an R district.

C. Screening as approved by the planning commission following special exception use approval shall be required along all R district boundaries.

D. All buildings shall be set back at least forty (40) feet from the front yard line. In the GC district, all buildings shall be set back forty (40) feet from all side yard and rear yard lines. In the SC/LM district, all buildings shall be set back twenty (20) feet from all side yard and rear yard lines.

E. Vehicles repaired shall be limited to automobiles and trucks, not to include tandem axle or tractor trailer trucks.

F. In no case shall the sign identifying the business exceed fifty (50) square feet in size.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.270 Accessory retail sales and repair.

Accessory retail sales and repair in the SC/LM district are subject to the requirements of that district except as herein provided and modified:

A. The retail sales or incidental repair of products are limited to those stored, manufactured or warehoused on the premises.

B. The area of retail sales or repair shall not exceed twenty-five (25) percent of the floor space owned, occupied or leased by an individual tenant within the building devoted to manufacturing, storage or warehousing of the product or material.

C. The retail portion of the building shall conform to the parking requirements for retail stores or shops as set forth in Section 17.32.060(B).

D. Access to the property shall be from a major street (arterial or collector) as designated in the town comprehensive plan.

E. Hours of operation wherein the premises are open to the general public shall be addressed at time of review by the board of appeals.

F. In no case shall the sign identifying the business or businesses located on the premises or within the building exceed fifty (50) square feet in size. Such a sign shall be located on the building and not be freestanding and conform to Chapter 17.36.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.280 Farm supply and hardware sales.

Farm supply and hardware sales in the SC/LM district are subject to the requirements of that district except as herein provided and modified:

A. Such a use shall have access from a major street (arterial or collector) as designated in the town comprehensive plan;

B. Any area devoted to retail sales of hardware and farm supply shall comply with the parking requirements for retail stores or shops as set forth in Section 17.32.060(B);

C. Expansion or additions to buildings or properties containing such uses shall be permitted subject to the above requirements and the general requirements of that district. concept plan approval for any such expansion or addition shall be submitted to the Middletown planning commission for review and recommendation;

D. In no case shall the sign identifying the business exceed fifty (50) square feet in size.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.290 Repair services.

Repair services in the SC/LM district are subject to the requirements of that district except as herein provided and modified:

A. One parking space per three hundred (300) square feet of gross floor area shall be provided.

B. Access shall be from a major street (arterial or collector) as designated in the town comprehensive plan.

C. In no case shall the sign identifying the business or businesses located on the premises or within the building exceed fifty (50) square feet in size. Such a sign shall be located on the building and not be free standing and otherwise conform to Chapter 17.36.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.330 Antique malls.

Antique malls in the SC/LM district are subject to the requirements of that district except as herein modified and provided:

A. Concept plan review and recommendation is required by the Middletown planning commission to include a parking designated area and sidewalks;

B. Hours of operation shall be addressed by the board of appeals;

C. Parking shall be provided at a rate of one space per three hundred (300) square feet of leasable floor area;

D. Signs shall be limited to fifty (50) square feet in size and shall be affixed to the building;

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.350 Commercial tour bus parking.

Commercial tour bus parking facilities in the SC/LM district are subject to the requirements of that district except as modified in this chapter:

A. Concept plan review and recommendation by the Middletown planning commission for commercial tour bus parking is required; at a minimum the concept plan shall require:

1. Minimum fifty (50) foot setback and naturally landscaped buffer and screening from all residential districts;
2. All parking areas be paved and provide a paved turnaround with no backing onto public streets permitted;
3. All lighting is directed on-site;
4. Proposed sign sizes and location.
5. Minimum lot area of forty thousand (40,000) square feet.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. 182 § 10.5.7 (part), 1976)

17.48.390 Community centers, places of worship, libraries and public schools.

The following conditions shall be satisfied in order to grant a special exception for a community center in the residential districts:

A. Minimum Lot Area: Forty thousand (40,000) square feet.

B. Minimum Lot Width: Two hundred (200) feet.

C. Minimum Setbacks: Forty (40) foot front yard, fifty (50) foot side yard, and fifty (50) foot rear yard.

D. Building Coverage: Twenty-five percent (25%) maximum.

E. Screening and buffers shall be provided and shall be reviewed by the planning commission as part of the concept plan review and recommendation process.

F. At the time of concept plan submission, a statement identifying all accessory uses including hours of operation, frequency of activity, and average number in attendance shall be submitted for review and approval by the planning commission.

G. In making their determination, the board of appeals should consider particularly the effect upon adjacent property of the following:

1. Signs and lighting;
2. Extent and appearance of structure(s);
3. Traffic generation and movement;

4. Parking and loading;

5. Emission of noise, odors, fumes, vibration or other hazards.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. No. 10-10-02, § VIII, 10-25-2010)

17.48.420 Licensed class A off site retail alcoholic beverage establishments in the general commercial district.

In the GC district, licensed class A off sale retail alcoholic beverage establishments ("licensed establishment") are subject to the requirements of that district and shall satisfy the following requirements:

A. The licensed establishment shall have at least ten (10) off-street nondedicated parking spaces available for its patrons;

B. In addition to complying with the sign standards set forth in Chapter 17.36 (Signs), no temporary window signs shall be permitted;

C. The hours of operation may not exceed 9:00 a.m. to 10:00 p.m. Monday through Saturday, and 10:00 a.m. to 9:00 p.m. on Sundays, and

D. The licensed establishment may not be located within one thousand (1,000) feet of a school or place of worship; and

E. No outside accessory structures such as ice machines, vending machines, shall be permitted.

(Ord. No. 20-12-01, § II, 2-8-2021)

Chapter 2

HISTORY AND LAND USE

Introduction

Description of the Town & Regional Context

Middletown, located on the Maryland Historic National Scenic Byway, can be described as a historic small town which, over the last 35 years, has become increasingly linked with the Washington Metropolitan area as growth from this area has spread into Frederick County. It is included in the Heart of the Civil War Heritage Area, as designated by the State, and boasts a large number of historic residences along the Old National Pike. An especially unique characteristic of Middletown is the view from Braddock Mountain. Due to the inter-mountain terrain, many views of Middletown are available. Depending on traffic, both Baltimore and Washington are within an hour's drive from Town. Frederick County is considered part of the Washington Metropolitan Statistical Area and has a county population of 271,717 (2020) persons according to the Frederick County Planning Department. This is

expected to increase to 331,700 by 2040. Middletown is located 40 miles northwest of Washington D.C. and 45 miles west of Baltimore and has a 2020 population of 4,943 persons. The projected population for 2040 is 6,1165,092 people.

Commented [CU1]: Check on whether this needs to be updated once this information is received from the County in August 2022

Middletown encompasses 1,386 acres and has the sixth largest population of 12 incorporated towns in Frederick County. It is largely a residential community within the agriculturally dominated Middletown Valley. Land uses near the Town include large scale residential development east of its border with agricultural and scattered residential north, west and south of the corporate limits. The downtown area includes small specialty commercial establishments and there is a small shopping center with a grocery store on the eastern edge of Town as well as a new shopping center with a CVS, restaurants, and other services. Frederick City provides a wide range of goods and services and is located 8 miles to the east over Braddock Mountain. Another city, Hagerstown (43,527 population), is located 14 miles west over South Mountain. Other incorporated areas in the Middletown Valley include Brunswick City (7,762 population), 8 miles south and Myersville (2,225 population), 5 miles north. The Town Limits Map, Figure 2-1, following this chapter shows the layout of the Town.

Historic Development

Development in the Middletown Valley began about 1740 with English settlers. These were soon followed by German immigrants who came to dominate the Valley. The Town of Middletown was originally laid out by Michael Jesserong, who deeded building lots described as being in the Town of Middletown[1]. The origin of the name is unclear, perhaps owing to the central location of the Town in the valley between

[1] George C. Rhoderick, Jr., The Early History of Middletown, 1989

the Catoctin and Blue Ridge (or South) Mountains. Middletown was incorporated in 1834 with Jacob Hoffman serving as the first Burgess.

HISTORICAL EVENTS

Middletown has experienced many historical events that occurred during our nation's development. In 1755 Colonel George Washington accompanied General Braddock on the old Indian Trail that ran through the valley on his way to Fort Cumberland. Westward expansion occurred on Main Street including the construction of the Old National Pike in 1806 and in 1896 Car 11 of the Frederick Middletown Railway made its first run to Middletown. The Civil War brought both armies passing through Town on their way to the battles of South Mountain and Antietam. In the aftermath of those battles, Middletown opened its churches and homes to care for the wounded. Confederate General Jubal Early held the Town for ransom as recreated annually during the Heritage Days celebration.

Recent development trends in the Middletown area show development east and west of Town and continued low density residential development in the annexed areas that were previously zoned agricultural. Since 1972, the corporate limits of Middletown have changed through both annexation and de-annexation of properties. As of July 2022, the land area of Middletown is 859 acres larger than the 1972 corporate limits, which was 502 acres.

In 2017, the Town commemorated its 250th anniversary of its official founding in 1767. To use the 250th as an opportunity to create long term tourism product(s), the Town converted an under-utilized room in Town Hall into a gallery with permanent interpretative panels explaining the Town's history via locations, people, and events. In addition, the Town converted an empty lot at the corner of Jefferson and Main Street

and created Heritage Park, complete with landscape, hardscape, and another large interpretative panel that was installed on the side of 28 West Main Street. This intersection is the historic "square corner" of Town. It is now a focal point for town-wide events.

Heart of the Civil War Heritage Area

Middletown is part of the Heart of the Civil War Heritage Area, which stretches across much of western Maryland and provides recognition and funding for places whose history is intertwined with the Civil War. The Heritage Areas program encourages communities to identify, protect, and promote their unique heritage and to capitalize on that heritage through economic development tourism initiatives. State funds and assistance are made available for interpretive and infrastructure improvements in State-approved heritage areas.

The Management Plan of the Heart of the Civil War Heritage Area (HCWHA) was adopted and made a part of the comprehensive plans of Carroll, Frederick, and Washington counties in 2006 and included the Town of Middletown within the boundaries of the certified HCWHA. The HCHWA Plan recognized Middletown as the first Target Investment Zone (TIZ) for Frederick County, a designation indicating high potential for enhanced visitor services that creates opportunities for additional heritage area benefits. For the Middletown TIZ to be activated – and to receive the funding associated with having an active TIZ – the Town submitted a detailed work program showing how Heritage Area funds would be used. The Town endorses the Maryland Heritage Areas Authority's Management Plan for the Heart of the Civil War Heritage Area.

JOURNEY THROUGH HALLOWED GROUND

Middletown is also a part of the Journey Through Hallowed Ground National Heritage Area. Citizens wishing to become involved in the Town's historical heritage activities can contact the Middletown Valley Historical Society and the Central Maryland Heritage League both located in downtown Middletown.

BYGONE BUSINESSES

In the early days, Middletown had large and thriving businesses owing a great deal to its location on the Old National Highway. At one time, Middletown was the voting place for the entire valley from the Mason-Dixon Line to the Potomac River. There were various trades and other business in addition to those serving the outlying agricultural area. Among the major businesses which were located in the Town were the Hanover Shoe Company, the Valley Register Publishing Company,

C.F. Main & Sons Ice Cream, Gladhill Furniture, Southern States Co-op, the Granger's Mutual Insurance Company, the South Mountain Creamery, L.Z. Derr General Store, Shafer's Plumbing & Heating, American Store, Arnett's Grocery, and the Middletown Cannery. For a variety of reasons, most of these companies have closed.

Historic Sites

The historical past of Middletown is easily recognized even to the casual observer in both the Town and the surrounding Region. This evidence of the past is seen throughout Frederick County, but especially in Middletown with its early development as a turnpike town. The 1990 Frederick County Comprehensive Plan recognized the importance of the historic past and in 1991, the County began a four-year project to complete a county-wide historic sites inventory. This project began in

the late 1970's but lapsed in the early 1980's because of loss of funds. The survey was resumed in February 1991 with the aid of a matching grant from the Maryland Historical Trust, the state historic preservation agency.

The benefits of historic preservation are both tangible and intangible. The tangible benefits include construction related jobs, increased tourism, and returning vacant structures to the tax rolls. The intangible benefits include a greater appreciation of historic heritage and stability of the neighborhood. Sites recognized in and around the Middletown corporate limits during the survey are as follows:

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There are eight zoning districts in use in Middletown which encompass all the land area in Town. There are four residential districts, three commercial districts, and an open space district. The largest zoning district in terms of land area is the OS Open Space District which includes the Richland Golf Course. The second largest zoning district in terms of land area is the R-1 Residential zone which includes approximately 294 acres (24% of the total land area in Town). An overlay district was added to the zoning code in 2008 and is known as the Neo-Traditional Residential (NTR) Overlay

District. This district can be overlain only on the R-3 zoning district and provides for smaller setbacks and the inclusion of alleys with greater design guidelines than the other residential districts. The Middletown Glen subdivision off East Green Street was developed using the NTR regulations. The Current Zoning Map, Figure 2-4, following this chapter shows the existing zoning as of 2022.

It is important to note the difference in land use and zoning. A particular zoning on a property can provide for different land uses and, in some cases, the existing land use is non-conforming and would not be permitted under present regulations. A non-conforming use is one which existed prior to the adoption of the specific regulation. There are two remaining non-conforming use properties in Middletown which are the BP Station and the funeral home located on East Main Street.

Table 2-1 shows the eight zoning districts in Town with the amount of developed and undeveloped acreage in each category. This table includes acreage of some parcels which are developed but not to the fullest extent allowed by the zoning regulations.

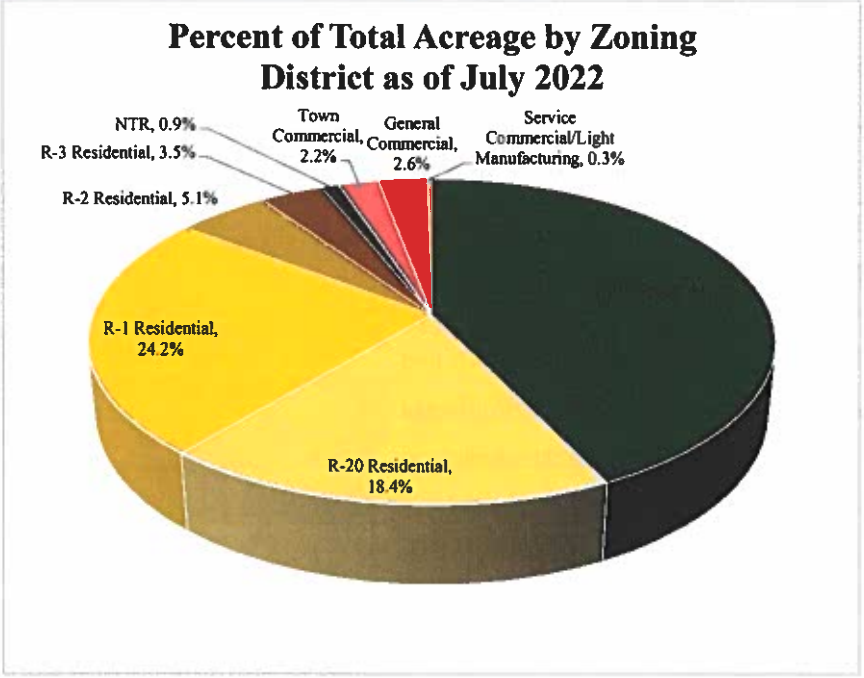

TABLE 2-1
DEVELOPED & UNDEVELOPED TOWN ACREAGE BY ZONING DISTRICT

Zoning District	Acres Developed	Acres Percentage	Undeveloped	Percentage	Total
Open Space	n/a	n/a	n/a	n/a	518
R-20 Residential	129	58%	94[2]	42%	223
R-1 Residential	273	94%	16	6%	289
R-2 Residential	63	84%	12	16%	75
R-3 Residential + NTR[3]	63	100%	0	0%	63
Town Commercial	27	100%	0	0%	27
General Commercial	24	75%	8[4]	25%	32
Service Commercial/ Light Manufacturing	4	100%	0	0%	4
Total Acres	**583**	**82%**	**130**	**18%**	**1231**

Source: Frederick County Planning Department and Middletown Planning Staff 2020

[2] Annexation of 94 acres occurred in 2018.
[3] NTR – Neo Traditional Residential
[4] Site plan approval of 6 acres occurred in 2020.

SUBDIVISION ACTIVITY

Major subdivision activity took place in the late 1970's with the development of the Woodmere Subdivision and the Jefferson Village Subdivision. However, by the 1980's, subdivision activity was minimal due in part to a sewer moratorium in the early 1980's. This restraint on development continued to have an impact on Town growth thru the 1980's although several properties proposed annexation. During the years 1982 to 1989, there were a total of 57 lots created averaging seven new lots per year. By 1990, subdivision activity increased due to three large developments which had been in the planning stages since the late 1980's. Those subdivisions were Brookridge South, North Pointe and Sections I and II of Foxfield. From 1990-2000 subdivision activity averaged 29 new lots per year. In addition, approved but not recorded lots accounted for another 595 lots. In the 1990's, the average lot size generally increased from the 1980's except for 1992 which included several small parcels in the older downtown area. In the late 1990's, subdivision activity declined while the town constructed the new east end sewerage facility and upgraded its water distribution facilities. The 400,000-gallon elevated water storage tank was erected to the rear of the school complex. The distribution lines were pressure zoned throughout town while new wells were added to the system and improvements were made in the watershed area. With consciously planned efforts and the subdivisions of Glenbrook and Foxfield moving forward, an increase in subdivision activity began in 2000. Over 500 lots were approved between 2000-2003, with an additional 60 lots approved in 2006. Since that time, subdivision activity has been limited with just 88 lots approved between 2008 and 2022 in four subdivisions. Average lot size has remained steady the past two decades at 0.3 acres.

ANNEXATIONS

Another major aspect of development is the annexation of land into the Town. Annexations increase the size of the corporate limits typically through landowner petition. All annexations require a public hearing process and referral to the County and State for comment. The County must review the annexation in light of the current county zoning classification. If the proposed annexation is inconsistent with the current county zoning, then the County must decide whether to grant a waiver of zoning consistency if requested. If the County does not grant the waiver, then the five-year rule applies in which the municipality must wait five years before the new zoning classification is applied. When the zoning change is from one residential zone to another, the five-year rule will not kick in unless the density change of the proposed zoning is denser by 50 percent or greater. Since 1972, there has been over 859 acres of land annexed into Middletown and 33 acres de-annexed from Middletown. The annexed area has more than doubled the size of the corporate limits of Middletown.

The changes to the zoning district acreage as a result of annexation are as follows:

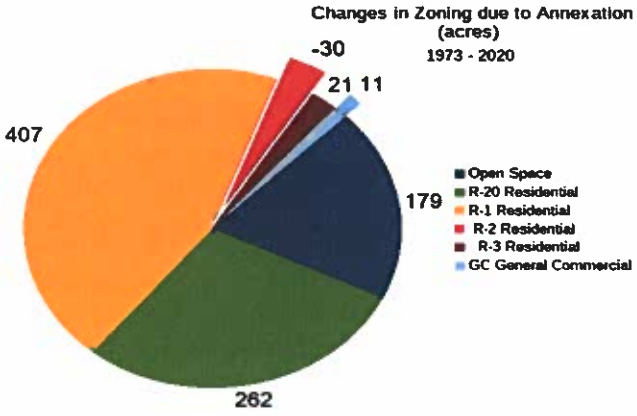

TABLE 2-2

ANNEXATIONS: 1972-2020

Approved Year	Name	Acreage	Location	Zoning
1972	Woodmere South	5	S Woodmere S. Subd.	R-1
1973	Airview/Valley Center	43	N & S side Main St.	R-1, GC
1973	Board of Education	50	Green St.	O-S
1979	De-Annexation Middletown South	-33	W MD 17, S Town	R-2
1988	Egon Elsner	0.776	Val-E-Drive (Jesserong Dr.)	R-1
1989	Lancaster	3	Washington St.	R-2
1989	Valley Land Investors	73	S US 40-A, W Town	R-1
1990	Middletown Sewer Plant	16	S US 40-A, S Town	O-S
1991	Coblentz Ltd Ptnrshp	30	E Coblentz RD	R-20
1991	Glenbrook	289	S US 40-A, E Town	R-1, R-3, GC
1992	Routzahn	10	N E. Main St., W Coblentz Rd	R-1
1992	Coblentz Ltd Ptnrshp	14	W Coblentz Rd	R-20
1993	J.H. Remsberg	13	W Holter Rd	R-1
1994	Cone Branch pump stn	0.5		OS
1997	Coblentz Ltd Ptnrshp	118	E. Coblentz Rd	R-20
2000	Johnson (Foxhole)	6	E. Coblentz Rd	R-20
2000	Well Fields (4 Parcels)	16	W. Hollow Rd	OS
2002	Fred. Co. Public Schools	17	Franklin St.	OS
2002	Middletown Vol. Fire Dept.	4	Franklin St.	OS
2013	Middletown County Park	74	Coblentz Road	OS
2018	Memar Corp (Admar)	94	Coblentz Road	R20

Source: Middletown Planning Staff 2020

The location of annexed and de-annexed land is shown on Figure 2-5 following this chapter.

the Catoctin and Blue Ridge (or South) Mountains. Middletown was incorporated in 1834 with Jacob Hoffman serving as the first Burgess.

HISTORICAL EVENTS

Middletown has experienced many historical events that occurred during our nation's development. In 1755 Colonel George Washington accompanied General Braddock on the old Indian Trail that ran through the valley on his way to Fort Cumberland. Westward expansion occurred on Main Street including the construction of the Old National Pike in 1806 and in 1896 Car 11 of the Frederick Middletown Railway made its first run to Middletown. The Civil War brought both armies passing through Town on their way to the battles of South Mountain and Antietam. In the aftermath of those battles, Middletown opened its churches and homes to care for the wounded. Confederate General Jubal Early held the Town for ransom as recreated annually during the Heritage Days celebration.

Recent development trends in the Middletown area show development east and west of Town and continued low density residential development in the annexed areas that were previously zoned agricultural. Since 1972, the corporate limits of Middletown have changed through both annexation and de-annexation of properties. As of July 2022, the land area of Middletown is 859 acres larger than the 1972 corporate limits, which was 502 acres.

In 2017, the Town commemorated its 250th anniversary of its official founding in 1767. To use the 250th as an opportunity to create long term tourism product(s), the Town converted an under-utilized room in Town Hall into a gallery with permanent interpretative panels explaining the Town's history via locations, people, and events. In addition, the Town converted an empty lot at the corner of Jefferson and Main Street

and created Heritage Park, complete with landscape, hardscape, and another large interpretative panel that was installed on the side of 28 West Main Street. This intersection is the historic "square corner" of Town. It is now a focal point for town-wide events.

Heart of the Civil War Heritage Area

Middletown is part of the Heart of the Civil War Heritage Area, which stretches across much of western Maryland and provides recognition and funding for places whose history is intertwined with the Civil War. The Heritage Areas program encourages communities to identify, protect, and promote their unique heritage and to capitalize on that heritage through economic development tourism initiatives. State funds and assistance are made available for interpretive and infrastructure improvements in State-approved heritage areas.

The Management Plan of the Heart of the Civil War Heritage Area (HCWHA) was adopted and made a part of the comprehensive plans of Carroll, Frederick, and Washington counties in 2006 and included the Town of Middletown within the boundaries of the certified HCWHA. The HCHWA Plan recognized Middletown as the first Target Investment Zone (TIZ) for Frederick County, a designation indicating high potential for enhanced visitor services that creates opportunities for additional heritage area benefits. For the Middletown TIZ to be activated – and to receive the funding associated with having an active TIZ – the Town submitted a detailed work program showing how Heritage Area funds would be used. The Town endorses the Maryland Heritage Areas Authority's Management Plan for the Heart of the Civil War Heritage Area.

JOURNEY THROUGH HALLOWED GROUND

Middletown is also a part of the Journey Through Hallowed Ground National Heritage Area. Citizens wishing to become involved in the Town's historical heritage activities can contact the Middletown Valley Historical Society and the Central Maryland Heritage League both located in downtown Middletown.

BYGONE BUSINESSES

In the early days, Middletown had large and thriving businesses owing a great deal to its location on the Old National Highway. At one time, Middletown was the voting place for the entire valley from the Mason-Dixon Line to the Potomac River. There were various trades and other business in addition to those serving the outlying agricultural area. Among the major businesses which were located in the Town were the Hanover Shoe Company, the Valley Register Publishing Company,

C.F. Main & Sons Ice Cream, Gladhill Furniture, Southern States Co-op, the Granger's Mutual Insurance Company, the South Mountain Creamery, L.Z. Derr General Store, Shafer's Plumbing & Heating, American Store, Arnett's Grocery, and the Middletown Cannery. For a variety of reasons, most of these companies have closed.

Historic Sites

The historical past of Middletown is easily recognized even to the casual observer in both the Town and the surrounding Region. This evidence of the past is seen throughout Frederick County, but especially in Middletown with its early development as a turnpike town. The 1990 Frederick County Comprehensive Plan recognized the importance of the historic past and in 1991, the County began a four-year project to complete a county-wide historic sites inventory. This project began in

the late 1970's but lapsed in the early 1980's because of loss of funds. The survey was resumed in February 1991 with the aid of a matching grant from the Maryland Historical Trust, the state historic preservation agency.

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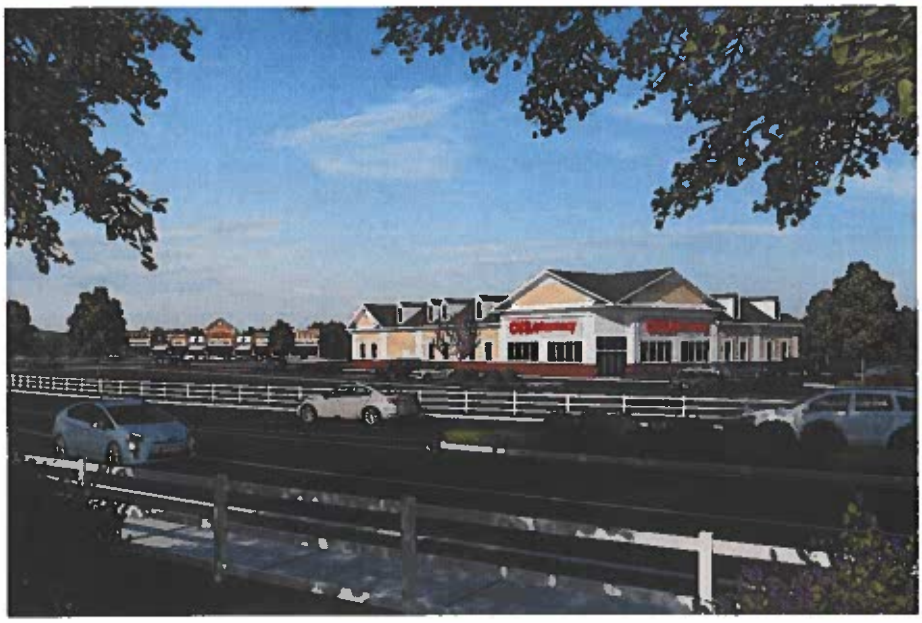

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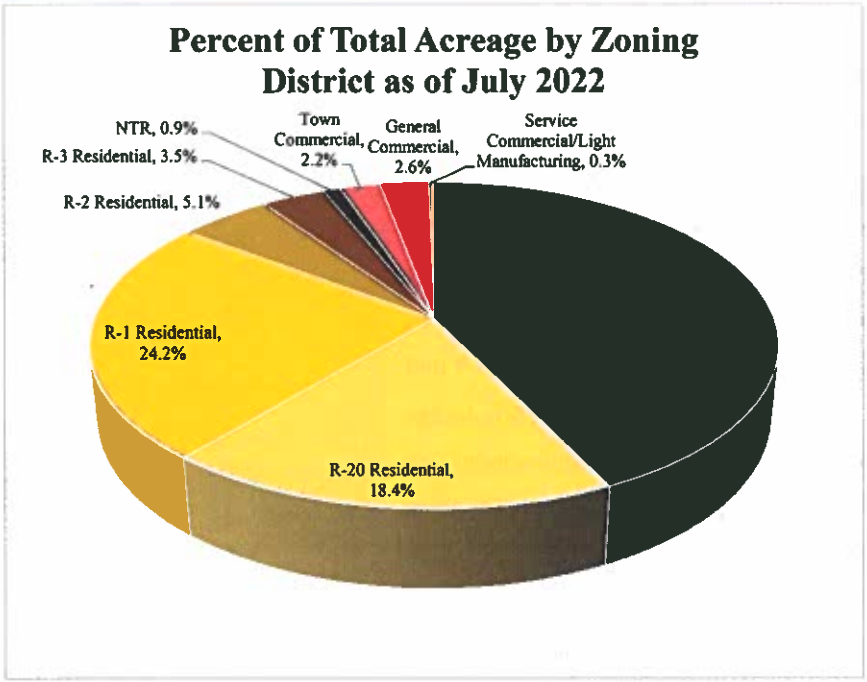

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[2] Annexation of 94 acres occurred in 2018.
[3] NTR – Neo Traditional Residential
[4] Site plan approval of 6 acres occurred in 2020.

SUBDIVISION ACTIVITY

Major subdivision activity took place in the late 1970's with the development of the Woodmere Subdivision and the Jefferson Village Subdivision. However, by the 1980's, subdivision activity was minimal due in part to a sewer moratorium in the early 1980's. This restraint on development continued to have an impact on Town growth thru the 1980's although several properties proposed annexation. During the years 1982 to 1989, there were a total of 57 lots created averaging seven new lots per year. By 1990, subdivision activity increased due to three large developments which had been in the planning stages since the late 1980's. Those subdivisions were Brookridge South, North Pointe and Sections I and II of Foxfield. From 1990-2000 subdivision activity averaged 29 new lots per year. In addition, approved but not recorded lots accounted for another 595 lots. In the 1990's, the average lot size generally increased from the 1980's except for 1992 which included several small parcels in the older downtown area. In the late 1990's, subdivision activity declined while the town constructed the new east end sewerage facility and upgraded its water distribution facilities. The 400,000-gallon elevated water storage tank was erected to the rear of the school complex. The distribution lines were pressure zoned throughout town while new wells were added to the system and improvements were made in the watershed area. With consciously planned efforts and the subdivisions of Glenbrook and Foxfield moving forward, an increase in subdivision activity began in 2000. Over 500 lots were approved between 2000-2003, with an additional 60 lots approved in 2006. Since that time, subdivision activity has been limited with just 88 lots approved between 2008 and 2022 in four subdivisions. Average lot size has remained steady the past two decades at 0.3 acres.

ANNEXATIONS

Another major aspect of development is the annexation of land into the Town. Annexations increase the size of the corporate limits typically through landowner petition. All annexations require a public hearing process and referral to the County and State for comment. The County must review the annexation in light of the current county zoning classification. If the proposed annexation is inconsistent with the current county zoning, then the County must decide whether to grant a waiver of zoning consistency if requested. If the County does not grant the waiver, then the five-year rule applies in which the municipality must wait five years before the new zoning classification is applied. When the zoning change is from one residential zone to another, the five-year rule will not kick in unless the density change of the proposed zoning is denser by 50 percent or greater. Since 1972, there has been over 859 acres of land annexed into Middletown and 33 acres de-annexed from Middletown. The annexed area has more than doubled the size of the corporate limits of Middletown.

The changes to the zoning district acreage as a result of annexation are as follows:

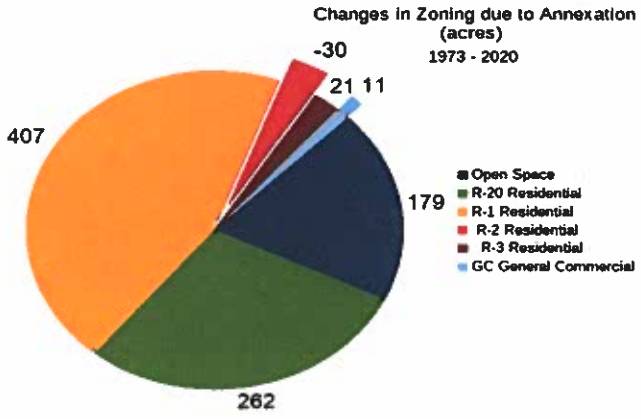


TABLE 2-2

ANNEXATIONS: 1972-2020

Approved Year	Name	Acreage	Location	Zoning
1972	Woodmere South	5	S Woodmere S. Subd.	R-1
1973	Airview/Valley Center	43	N & S side Main St.	R-1, GC
1973	Board of Education	50	Green St.	O-S
1979	De-Annexation Middletown South	-33	W MD 17, S Town	R-2
1988	Egon Elsner	0.776	Val-E-Drive (Jesserong Dr.)	R-1
1989	Lancaster	3	Washington St.	R-2
1989	Valley Land Investors	73	S US 40-A, W Town	R-1
1990	Middletown Sewer Plant	16	S US 40-A, S Town	O-S
1991	Coblentz Ltd Ptnrshp	30	E Coblentz RD	R-20
1991	Glenbrook	289	S US 40-A, E Town	R-1, R-3, GC
1992	Routzahn	10	N E. Main St., W Coblentz Rd	R-1
1992	Coblentz Ltd Ptnrshp	14	W Coblentz Rd	R-20
1993	J.H. Remsberg	13	W Holter Rd	R-1
1994	Cone Branch pump stn	0.5		OS
1997	Coblentz Ltd Ptnrshp	118	E. Coblentz Rd	R-20
2000	Johnson (Foxhole)	6	E. Coblentz Rd	R-20
2000	Well Fields (4 Parcels)	16	W. Hollow Rd	OS
2002	Fred. Co. Public Schools	17	Franklin St.	OS
2002	Middletown Vol. Fire Dept.	4	Franklin St.	OS
2013	Middletown County Park	74	Coblentz Road	OS
2018	Memar Corp (Admar)	94	Coblentz Road	R20

Source: Middletown Planning Staff 2020

The location of annexed and de-annexed land is shown on Figure 2-5 following this chapter.

Chapter 3

HOUSING & POPULATION

Introduction

The purpose of this chapter is to look at past and projected growth trends and characteristics of the population. The past trends indicate a history of the pace of development. The population characteristics will help determine the type of facilities and services needed to serve the population and the household characteristics describe the living conditions of the population.

Housing Goals:

1. **Redevelopment or renovation of old homes, and re-use of existing properties.**

2. **Encourage a variety of housing types to maintain the Town as an inter-generational community and provide a range of housing types for citizens of all incomes and ages.**
3. **Establish safe and permanent affordable housing as a long-term strategy to meet the needs of the Town's households that face a high-cost burden.**
4. **Maintain quality and character of existing neighborhoods.**
5. **Remain flexible to accommodate changing housing needs over time.**

Executive Summary

In order to meet the housing goals above, the Town will need to:

1. Facilitate public awareness of the town's tax credit and technical assistance programs.
2. Promote renovation and rehabilitation of existing housing stock for both owner-occupied and renter-occupied units, where needed.
3. Support a comprehensive land use pattern that encourages multiple housing types and varying densities.
4. Continue to build relationships with builders and non-profit developers to increase the affordable housing stock.
5. Educate the community about the blighted property ordinance and any assistance programs that homeowners can apply for.
6. Promote the maintaining and sustaining of Middletown's historic architecture thru education and engagement.

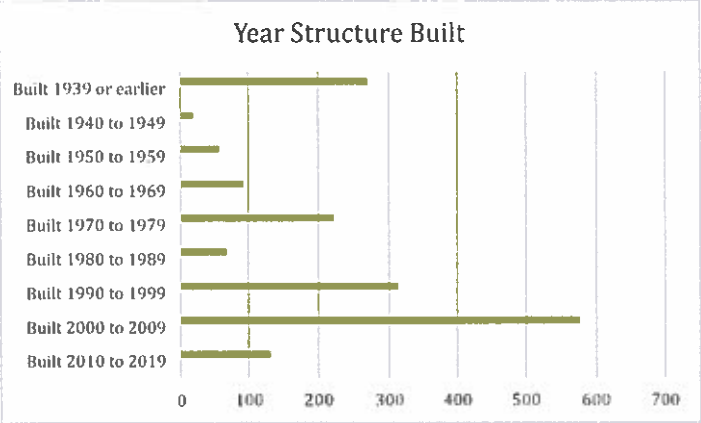
7. Promote infill development and other redevelopment options for underutilized residential or commercial lots and promote the infill of the existing Main Street district with business and high-density residential uses.

Goal: Redevelopment or renovation of old homes, and re-use of existing properties

In 2007, the Town Code was modified to require a demolition site plan be reviewed and approved by the Middletown Planning Commission along with the demolition permit application. Although the regulations represent an increase in public review, they do not prohibit the demolition of a building be it historic or otherwise. Increased development pressure can be expected to be a threat to historic structures and sites as economic considerations may encourage demolition rather than re-use.

Commented [CU1]: This paragraph was moved from the Land Use chapter per discussion at the PC July meeting.

Roughly 24% of the housing in Middletown was built before 1970. Generally, structures over 50 years old can qualify as historic buildings provided other criteria are met. Graph 3-1 below shows the share of housing units in Middletown constructed in each decade. Since 1970, the largest increase in housing units in one decade occurred between 2000 and 2009 when over 570 new housing units were built, for 33% of the town's total units. While a significant percentage of housing in Town was built within the last twenty years, a major share of the Town's housing stock - 58.5% - is well within the age when major and costly functional and even structural improvements become necessary making it especially important that the economic vitality and income of local households grows overtime to ensure needed reinvestment in housing.



[1]

The Town of Middletown has an estimated 1,830 housing units. As can be seen in the pie chart below, a large majority of dwelling units in Middletown are owner-occupied. The 2010 census indicated that 89% of housing units were owner-occupied and 11% were renter occupied. Thus, the data shows that owner-occupied units have decreased in the past decade.

Seventy-nine housing units or 4.3% are vacant according to the 2020 Census. The vacant rate is exceptionally low at only 2.0 percent for owner units and is 7.9 percent for renter units. Limited vacancy is good because it allows for new and moving residents to find housing units, while too much vacancy may indicate a weaker market or substandard housing. Too little vacancy may indicate insufficient housing supply. An owner-occupancy rate below 2 or 3 percent indicates a tight market and unmet demand for additional homes, while a renter-occupancy rate below 5 percent indicates pressure on the rental market and the need for more rental units.

Commented [CU2]: This will need to be verified.

[1] Source: American Community Survey 2015-2019, US Census Bureau

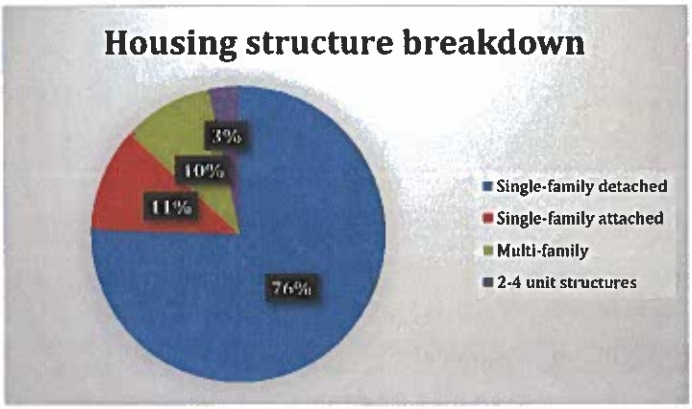
[2] Source: American Community Survey 2015-2019, US Census Bureau

1. **Facilitate public awareness of the town's tax credit and technical assistance programs.**
2. **Promote renovation and rehabilitation of existing housing stock for both owner-occupied and renter-occupied units, where needed.**

Goal: Encourage a variety of housing types to maintain the Town as an inter-generational community, and provide a range of housing types for citizens of all incomes and ages

The future growth of Middletown depends upon the development of housing and its availability in quantity and variety within a broad price range. The 2020 Census shows that the number of housing units increased by 16.6% from 2010 to 2020 with 1,830 units from 1,569.

As you can see from the breakdown in the pie chart below, the vast majority of housing within the Town is single-family detached dwelling units, which has increased by 6% in the past decade. There are very few housing structures containing just 2-4 units in Middletown. Although duplexes are allowed by right in the R-2 and R-3 districts, there are in short supply in Middletown. Dwelling units with multiple units within a structure should be fostered, but they should fit in with the existing single-family neighborhoods regarding scale and proportion.



With future developments, the Town should collaborate with developers to incorporate an element of multi-unit housing types, with emphasis on home-ownership opportunities. Fee-simple ownership is best because condominium-ownership has fees that are not tax deductible.

MDP's housing vision states "A range of housing densities, types, and sizes provides residential options for citizens of all ages and incomes." Middletown does currently have a variety of housing types, including senior living since they are included in 30.4% of the households. An active-adult community of 81 units is located in the northeast section of town. Construction will begin on a 148-unit active adult community in 2023. Regarding households that include children, that percentage is

Commented [CU3]: This graph will be tailored more to Middletown in terms of terminology,

currently 44.7%. Middletown has exemplary schools which appeal to families seeking to move here.

Increasing the supply of new housing, while conserving existing neighborhood character is possible and the Town should continue to encourage a mix of housing types by reducing unwarranted regulatory obstacles. Presently, duplexes are prohibited in the R-1 district and while they are allowed in the R-2 and R-3 districts, a duplex lot must be 50% larger than the standard minimum-sized lot. Accessory dwellings are not allowed at all. Duplexes and accessory dwellings can be delivered without land development and are compatible within all residential neighborhoods. Duplexes can be essentially indistinguishable from a single-family house as shown in the photographs on this page.

3. **Support a comprehensive land use program that encourages multiple housing types and varying densities.**

Goal: Establish safe and permanent affordable housing as a long-term strategy to meet the needs of the Town's households that face a high-cost burden

This goal focuses on the need for creating or preserving low-income and workforce housing for the lower income segments of the population in Middletown and offers possible solutions. Other factors, such as family income as correlated to age, and size of family, might corroborate the general statement that the elderly, the low-income family, and workforce families find it increasingly more difficult to purchase a home because of the rising cost of land and homes. Their ability to live and prosper in the Town is essential to the community's quality of life.

The Land Use Article of the Annotated Code of Maryland was amended in 2019 to require that comprehensive plans contain a housing element. This element must address the needs for "affordable workforce" and "low-income housing," where affordability is measured in relation to the Area Median Income (AMI), a measure set by the federal Department of Housing and Urban Development. The "area" in the term AMI, for Middletown, is meant to be the region of Washington's suburbs: Washington-Arlington-Alexandria Metro. The median annual income for the region is $129,000.

This section of Chapter 3 provides a summary and evaluation of existing conditions, with recommended housing goals and policies to follow. By way of introduction to the topic of affordability, Table 3-2 shows pertinent statistics on housing values and costs for owners and renters in Middletown.

Table 3-2

Value, Costs, Income	
Owner Occupied Units	1,275
Median value, owner occupied unit	$416,900
Median sale price	$379,900
Median monthly owner-occupied costs[1]	$2,453
Renter Occupied Units	292
Median gross rent	$1,366

[1] For households with a mortgage

Source: U.S. Census, American Community Survey (2015-2019), Source

for Median Sales Price, a composite of sale prices advertised in Summer of 2020

Affordability in Middletown

A "housing cost burden" standard, from the U.S. Department of Housing and Urban Development, is the most frequently used measure of housing affordability in the United Sates[2]. According to the standard, households that are cost-burdened pay 30% or more of their gross income for housing expenses (such as rent, mortgage, utilities, condominium and HOA fees, and taxes) and thus have difficulty affording other necessities such as food, clothing, transportation, and medical care. Not surprising then, those that are most cost burdened are those with the lowest incomes.

In Middletown, 34.6 percent of the Town's 292 renter households, or 97 households, pay more than 30 percent of their income on housing.

For owner households, 24.9 percent or 260 households pay more than 30 percent of their income on housing. Although less than the State and region where greater than 26.5 percent of owner

[2] This derives from the Brooke Amendment, Section 213(a) of the Housing and Urban Dev Development Act of 1969, which amended the federal Housing Act of 1937. It capped the rent in public housing at 25% of a tenant's income. It was revised to 30% in 1981 through another amendment. The 30% standard has since been commonly used as the criteria to measure the affordability of housing generally. This method of measuring housing affordability is mostly effective at describing the problem of affordability for the lower- and middle-income households. Households with higher incomes generally have the capacity to take on higher housing costs without impacting the ability to provide for the other necessities. It is in this way the standard can exaggerate the affordability problem so care must be taken to evaluate household incomes of those classified as "housing cost burdened".

households, and about 50 percent of renters, pay more than 30 percent, there is still a need for more affordable housing within the Town of Middletown as recognized by the data for the Town.

Workforce housing is housing that is affordable for a household making between 60 and 120 percent of AMI for homeownership and between 50 and 120 percent for rental housing. For Middletown, this means an income of $77,400 to $154,800 for home-ownership housing. Households making incomes in the $64,500 to $154,800 range should be able to find an apartment that rents for less than 30% of their income. Since the median monthly rent in Middletown is only $1,366, rental housing in Middletown is very affordable to the workforce of the region. Home-ownership housing should be $1,935 to $3,870 in monthly payments. Homeownership is not as affordable for workforce families as rental housing is. Since home ownership often leads to building household wealth, the Town should place an emphasis on homeownership. See Appendix A for additional information.

Low-income housing is housing affordable for a household making below 60% of AMI. A household earning below 60% of AMI has an income of $77,400 or less. An affordable rental or owner-occupied unit house would therefore cost less than $820 and $1,871 per month, respectively. Rental housing in Town is often affordable to the region's low-income residents, but homeownership is likely out of range for low-income families of four.

When developing lands annexed into the Town, various housing types should be incorporated including affordable dwelling units. Discussions of affordable housing options within a residential development should occur at the onset with terms set out within an annexation agreement.

4. **Continue to build relationships with builders and non-profit developers to increase the affordable housing stock.**

Goal: Maintain quality and character of existing neighborhoods

In May of 2019, the Burgess and Commissioners passed an ordinance pertaining to unsafe buildings within the Town. Buildings and other structures which have been neglected or abandoned, have deteriorated or have been damaged can constitute a hazard to the health and safety of owners of the property or others in the vicinity of the property, can decrease property values, and can cause property damage and negatively impact the general welfare of the community at large. The ordinance is meant to prevent and alleviate such hazardous structures and to provide for the remediation of such structures. Key components of the ordinance include: applicable to buildings or structures, and not the property in general; blighted structure would need to be repaired within a reasonable time frame; and the Burgess and Commissioners can grant a property owner additional time to correct a violation where the owner establishes good cause and a written plan of action.

The preservation of existing housing will help ensure continued maintenance of residential units, by either the homeowner or the landlord. Naturally occurring affordable housing is often found in older single-family detached neighborhoods where residential homeowners may have restricted income that prevents them from maintaining their homes as they once were able to. As the appearance of neglect in these communities may foster a sense of disregard, strategies to combat the loss of this type of existing affordable housing type will protect and enhance housing values.

Main Street Middletown's book *Historic Middletown – Maintaining and Sustaining Our Unique Architectural Character* was printed in April 2016. Although it is meant to appeal to historic property owners, any property owner in Town can find the concepts of maintain, repair, and when needed, replace in-kind as a way to organize any home maintenance issue. To empower the property owner, a worksheet is included in the book that provides a systematic way to inventory the characteristics of a property. As the Town is very progressive in its dedication to sustainability, the book also makes a strong connection about historic preservation and sustainability. Historic preservation is a desire of Main Street Middletown but is not a code-driven mandate.

5. **Educate the community about the blighted property ordinance and any assistance programs that homeowners can apply for.**
6. **Promote the maintaining and sustaining of Middletown's historic architecture thru education and engagement.**

Goal: Remain flexible to accommodate changing housing needs over time

An accessory dwelling unit (ADU) is a small, self-contained living unit that typically have their own kitchen, bedroom(s), and bathroom space. They can be located within the walls of an existing or newly constructed single-family home or can be an addition

to an existing home. They can also be freestanding cottages on the same lot as the principal dwelling unit or a conversion of a garage. ADUs provide the opportunity to offer an affordable housing option for seniors looking to downsize, young people

ready to leave the nest of their parents' home, or as supplemental rental income to the property owner. They can provide a low-impact way for a community to expand its range of housing choices.

Accessory units also support the evolving concept of "sustainable communities." They can help make better use of existing housing resources, while making homeownership possible for more young households. They can also help recreate the extended family. Ultimately, they can turn a house into a flexible resource that can provide either income or living space, as required by the owner at the time. The Town of Middletown should look for ways to accommodate ADUs in existing neighborhoods as means to provide additional housing opportunities, and potentially the creation of lower-cost housing options.

The Town of Middletown, in its efforts to revitalize the historic downtown, has created the Downtown Revitalization Zone (DRZ) Incentive Program with specific incentives to attract investment in Middletown's timeless, older buildings. The Zone mirrors the

Main Street district to further illustrate the Town's commitment to keeping the historic downtown thriving as the core of the community. The potential benefits of the program include revitalization of vacant buildings, increased jobs, increased property tax revenues, and preservation of building facades.

To qualify for the DRZ Incentive Program, a minimum of $250,000 must be invested in the revitalization project, the façade of the building must be preserved, and a Concept Plan must be provided that demonstrates consistency of downtown character in size, scale, and materials. Incentives for developers include a reduction in water and sewer tap fees and improvement fees, deferred payments of water and sewer tap fees, parking requirement waivers, and expedited navigation through the planning commission and/or board of appeals.

7. **Promote infill development and other redevelopment options for underutilized residential or commercial lots and promote the infill of the existing Main Street district with business and high-density residential uses.**

Population

Population Projections

Population projections have been developed for the Town of Middletown in order to plan for the impact of growth on new facilities and to help define the extent of land use needed for development in the future. Projections are based on assumptions about the economy, public facilities, household size, and public policy. The projections are also based on past growth trends and possible building permit activity. All of these factors are subject to change over time and may exert pressure

on other factors which could affect the extent of development. Further discussion of population projections is found in the Municipal Growth chapter of this document.

Population Trends & Household Characteristics

Past population trends and the forces which have influenced them should be examined to determine the nature and direction of growth in the future. Demographic information which explains the characteristics of the population is important to the planning process.

Characteristics of the population are evaluated to determine trends which might indicate future service and facility needs to serve a certain population type. Changes in the structure of the Town may indicate a change in services such as an aging population requiring more senior citizen services. For this reason, comparison of previous Census information is presented where possible. Since 1970, the basic character of the Town in regard to age, race and sex has remained basically the same with a slight aging of the population. These figures are based on 2020 Census Reports, which are the latest available data.

Table 3-3 Population by Age

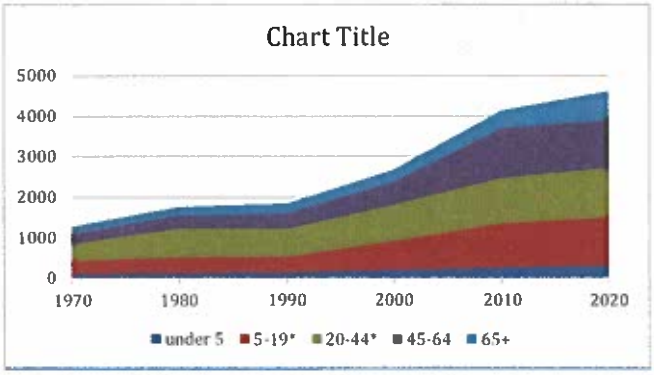


Table 3-4 Population by Race

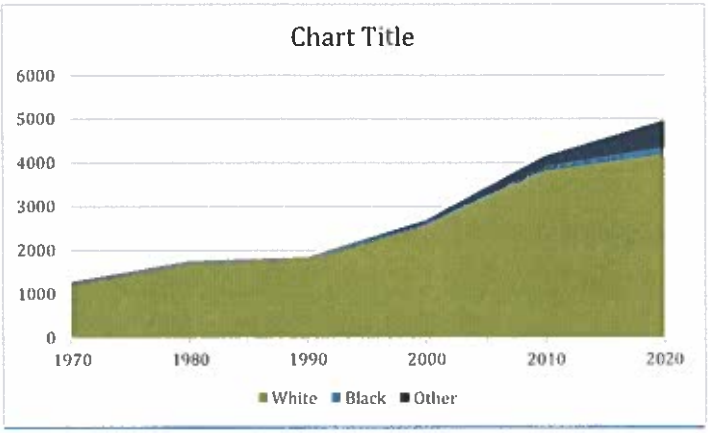
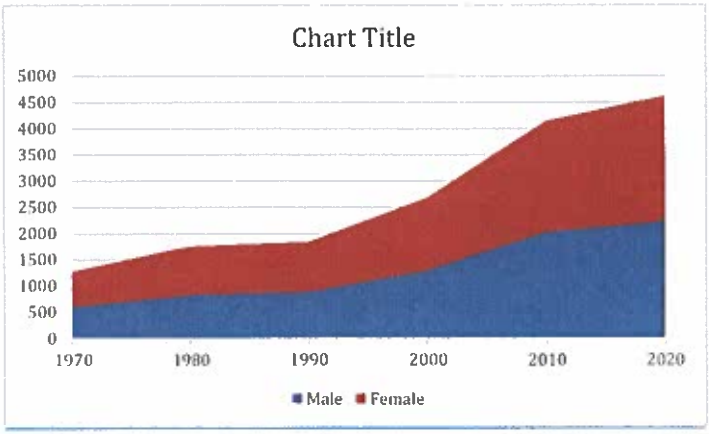
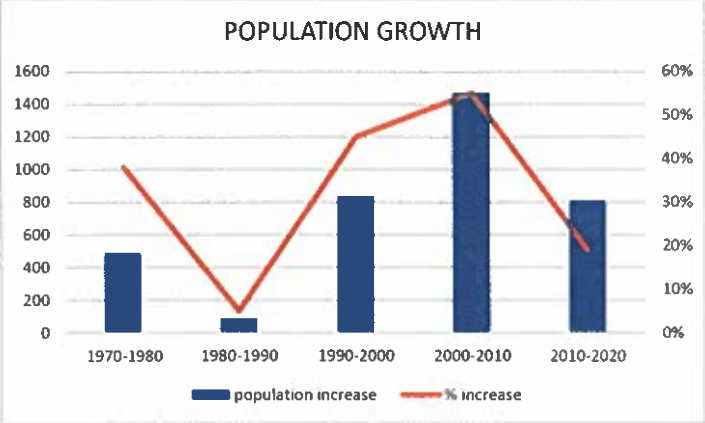


Table 3-5 Population by Sex





Current Population

The 2020 Census reported the population of Middletown increased 807 persons to 4,943 persons. Of the 2020 Census count of ___ households, approximately _% of these households were married couple households with _ % of the households in non-family status. The remaining _% were accounted for by single parent families, with ___ of this number being headed by a female householder.

The number of households increased with the population between 1960 and 2020; however, the average household size decreased. In 1960, there was an average of 3.0 persons per household which decreased to 2.57 persons per household in 1990. This was due partly to the rise of non-family households, single parent households, single person households and smaller family size. Between 1990 and 2000 this trend reversed, with the average persons per household rising to 2.72. The average household size has been holding steady and is expected to remain the same in the coming decades.

Chapter 6

COMMUNITY FACILITIES

Introduction

The planning for future community facilities is a major part of the Comprehensive Plan. Future land use proposals will create a need for expanded public facilities. The growth projected in the Plan must be accompanied by a provision of adequate public facilities. In the case where public facilities are already inadequate, then the Community Facilities chapter must identify potential solutions to the problems.

In this chapter, there will be background information on the existing facilities and services and goals for the provision of public facilities. Where appropriate, there will be a

recommendation for future actions to provide adequate public facilities. See Figure 6-1, Public Facilities Map.

Community Facility Goals:

1. **Assess County-owned facilities within the Town limits and advocate for the town residents when appropriate.**
2. **Provide safe park facilities and increase parkland as opportunities arise.**
3. **Prepare a prioritized list of opportunities for park linkages.**
4. **Provide opportunities for senior citizens to gather and socialize.**
5. **Monitor cultural facilities and organizations that maintain assets and artifacts to ensure they are not lost or fall into disrepair.**

Executive Summary

In order to meet the community facility goals above, the Town will need to:

1. The Town will ensure that residential development plans are not approved unless the schools within the town limits are below 105% capacity, consistent with the current residential growth policy, according to the most recent Frederick County Public Schools Quarterly Enrollment report.
2. The Town will continually monitor all its park facilities to ensure all amenities are safe and secure.
3. The Town will continue to look for locations for park facilities, such as pocket parks, as development and re-development occur.
4. The Town will continue to connect existing walking and biking paths.
5. The Town will work to identify possible locations and funding for senior facilities, such as a senior center, as development and re-development occur.

6. The Town will work with Main Street Middletown to engage with property owners and cultural organizations, such as the Middletown Historical Society, for opportunities to enhance both visitors and residents' enjoyment of the historic downtown including thru increased community access and advertising efforts.

Goal: Assess County-owned facilities within the Town limits and advocate for the town residents when appropriate

Schools

The Town of Middletown and the Middletown Valley are served by four schools: Middletown Primary, Middletown Elementary, Middletown Middle and Middletown High. All pupils within the corporate limits are currently within the Middletown feeder area. The elementary, middle, and high schools are located on one large campus north of Green Street on the northside of Town. Middletown Primary serves pre-k through 2nd grade and is located on the south side of Town on Franklin Street. Some of the students from outside of Town limits attend Myersville Elementary School in Myersville, which is a feeder school for Middletown Middle School. While the Town does not provide school services, Town growth will impact school capacities and the need for additional schools.

As of 2022, none of the Middletown schools exceeds capacity. The primary school is projected to exceed capacity beginning in 2026 according to projections from Frederick County Public Schools (FCPS). As shown in Table 6-1, FCPS expects the elementary school to reach capacity

in 2029. In addition, portable classrooms are presently being utilized??? Class sizes vary by grade level and program, and portables are sometimes required at a school to house general purpose classrooms or support services.

TABLE 6-1

PUBLIC SCHOOL ENROLLMENT PROJECTIONS*

	Capacity	105%	Actual 2021	Projected 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Primary School	432	454	430	421	427	427	431	443	447	445	452	458	461
Elementary School	480	504	435	410	400	396	385	392	393	400	414	418	416
Middle School	1052	1105	807	803	764	766	732	732	731	748	732	738	734
High School	1328	1394	1097	1102	1122	1132	1168	1146	1108	1104	1063	1077	1061

Percent Capacity	<75%	75-89%	90-99%		

[1] Prior to Preliminary Plan approvals by the Middletown Planning Commission, all Middletown schools located within the corporate limits of Middletown must be less than 105% capacity per the Middletown Residential Growth Policy (Appendix ____).

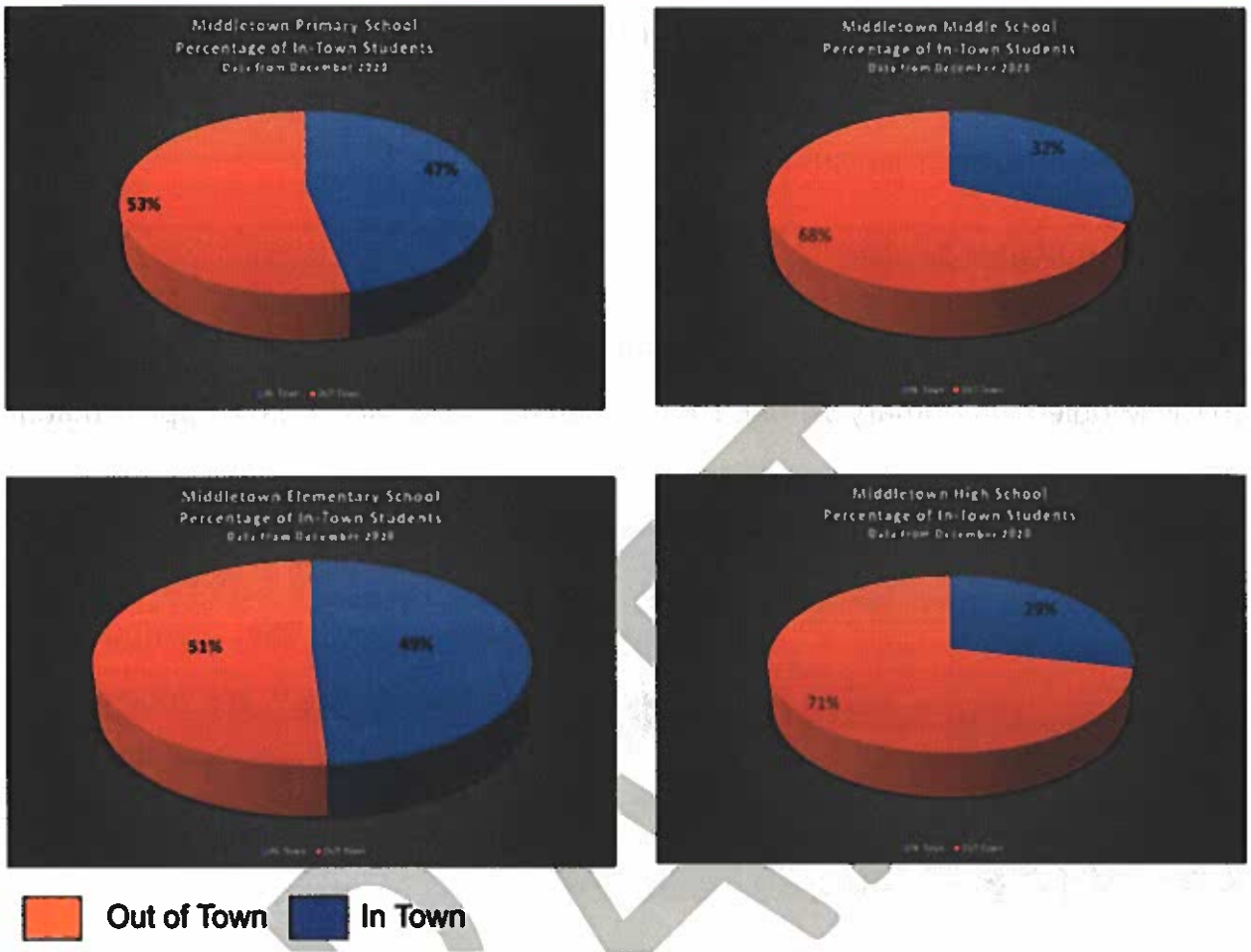
Source: BOE Educational Facilities Master Plan, June 2020

Planned Board of Education (BOE) Improvements

There are two BOE future projects in the Middletown area included in the 2020 Educational Facilities Master Plan. They are modernizations of Middletown Middle School (construction 2027-2028) and Middletown High School (construction 2028-2029). Neither project is intended to increase school capacity, but will update the building systems to current standards.

The students attending Middletown schools do not reside solely within the town limits. As can be seen from the charts below using data from 2020, the percentage of students enrolled at each school that reside within town limits are:

- Middletown Primary School: 47%
- Middletown Elementary School: 49%
- Middletown Middle School: 32%
- Middletown High School: 29%



1. **The Town will ensure that residential development plans are not approved unless the schools within the town limits are below 105% capacity, consistent with the current residential growth policy, according to the most recent Frederick County Public Schools Quarterly Enrollment report.**

Library Facilities

The Middletown Library was constructed in 1990 on a .87-acre lot adjoining the old elementary school on Prospect Street. The building consists of 2500 sq.ft. In fiscal year 2019 (July 1, 2007 to June 30, 2008), the Middletown Branch Library had a circulation of 174,288 items. In addition, the library offers regular programming for children, teens, and adults as well as a variety of physical and digital content.

Frederick County is in the process of constructing a new 15,250 square-foot library to be built in 2022-23 on land deeded to the County adjacent to the Middletown Glen subdivision on East Green Street.

Fire & Ambulance Service

The Middletown Fire and Ambulance Company is located on Franklin Street adjacent to the Middletown Primary School. The firemen have a service area of approximately 35 square miles for the fire company with a larger service area for the ambulance company. There are roughly 70 active volunteers, and the fire station is staffed 24 hours a day

The Fire Company building was constructed in 2018, and houses a tanker truck, two Class A pumper trucks, a brush truck, a ladder truck and two ambulances as well as a chief's vehicle. The Middletown Fire Company also owns 14 acres located off Franklin Street on Fireman's Way, which presently is used for carnivals and includes an Activities Building to benefit the Fire Company as well as a storage building.

An emergency siren tower about 60-feet tall was installed in the rear Municipal Center parking lot using money from a Homeland Security Grant Program. The area covered by the voice siren is most of the Town with the exception of the Glenbrook Subdivision and part of the Foxfield and Woodmere Subdivision and warns residents of any dangerous conditions that would cause people to take shelter.

Police Service

Law enforcement within the Middletown corporate limits is provided through the Frederick County Sheriff Community Deputy Program in which deputies are assigned to the Town and maintain office facilities within the Town Municipal Building. Middletown reimburses the County in an annual contract for this service with the Frederick County Sherriff's Department. Law enforcement outside the corporate limits is provided by the Frederick County Sheriff's Department and the Maryland State Police.

The Middletown Deputies duties include criminal investigations, traffic citations, and meetings and presentations with various community groups such as the Community Watch Programs. The community deputies regularly schedule assignments for traffic enforcement on local streets.

Recreation Facilities

Frederick County has a Recreation Center at the Middletown Primary School. It offers a number of programs for children and adults.

Goal: Provide safe park facilities and increase parkland within as opportunities arise

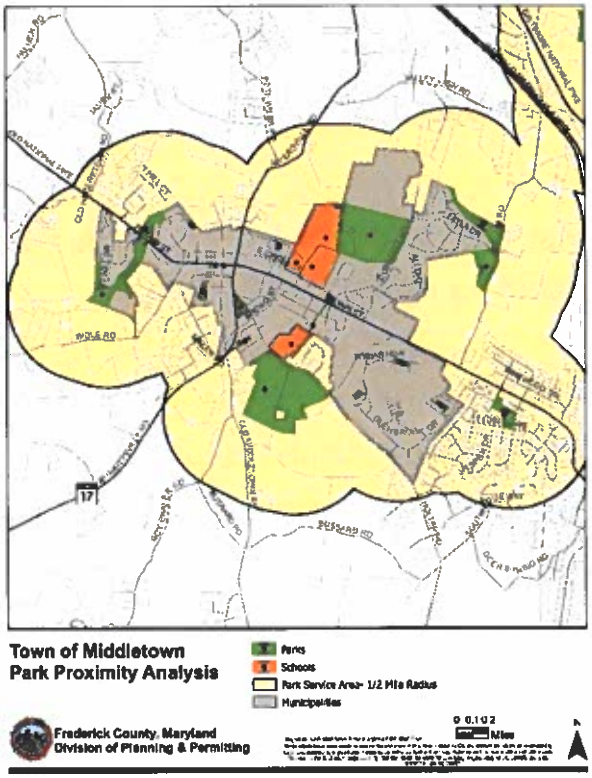
Inventory of Parkland

Developed parkland resources available to Middletown residents in or near Middletown consist of Municipal parkland, County parkland, and Board of Education land. In addition, several parcels within developments have been preserved as open space for recreational uses.

Private park facilities exist at the Middletown Amvets. This 6-acre site includes picnic facilities with a pavilion and horseshoe courts. Also with the Town of Middletown are recreation facilities and fields on properties owned by the Board of Education.

Open space protects plant and wildlife habitat and wildlife migration corridors, helps to preserve groundwater recharge areas, maintains scenic views, and landscapes, and provides recreational opportunities. Open space used as parks or green space include health, environmental, social, and economic benefits. They can encourage physical activity, improve air quality, provide settings for social connection, bring visitors to the community, and they also provides pleasant places for groups to congregate and engage in team sports.

Over many decades Middletown has created parks to meet the recreational needs of the community. Today there is close to 2,200 square feet of parkland for every resident in town, which exceeds the 1,500 square feet average for towns and cities throughout America. In a study (2020) done by The Trust for Public Land, 85% of Middletown residents live within a 10-minute walk of a park. The national average is just 54%. A park proximity analysis for the Town done by Frederick County in September 2021 shows the entire town within a ½ mile radius of a park. Under the town's current



development rules, new parkland will be added when future neighborhoods are built.

Community Facilities funding thru the Town Capital Improvement Program

The Capital Improvement Program is used to help pay for parkland and park facilities.

The developed parkland in Middletown is as follows:

TABLE 6-2

Parkland Inventory within Town Limits

Site Name	Site Location	Acreage	Facilities Use
Foxfield Greenway	Westside of Hollow Rd.	13.100	trails, gazebo
Elm Street Pocket Park	100 Block W. Main St.	0.003	bench, landscaping
Memorial Park	Eastside S. Church Street	5.460	softball field, basketball court, pavilions, tot lot, playground, bathrooms
Wiles Branch Park	Southside of West Main Street	25.386	basketball courts, tot lot, trails, pavilions, multipurpose field, bathrooms, dog park, community garden
North Pointe Tot-Lot	North of North Pointe Terr	0.61	tot lot
*Tobias Run Tot-Lot	Center of Tobias Run	1.442	tot lot

*Glenbrook Townhouse Tot-Lot	East of Stone Springs Lane	0.814	tot lot
*Wagon Shed Lane Tot-Lot	Center of Wagon Shed Ln.	1.385	tot lot
*Middletown Glen Park	Northside of Dean Lane	0.763	landscaping and hardscaping
Heritage Park	Adjacent to 28 W Main St.	0.091	fountain, benches, landscaping
Glenbrook Soccer Field	Southside of Glenbrook Dr.	2.260	soccer field
Cone Branch Pocket Park	West of Cone Branch Dr.	1.350	gazebo, benches, lighted paths
Cone Branch Walking Trail Property	Southside of Linden Blvd.	1.220	undeveloped
North Pointe Park	Northside West Main St.	9.200	undeveloped, pond, trails
Hollow Creek Park	7700 Hollow Road	12.441	undeveloped
Jefferson Village - Green Area	Center of Boileau Dr.	2.350	tot lot, walking trails, picnic tables
*Middletown Valley Apts.	West of Franklin Street	0.394	Playground, dog park
*Middletown County Park	Westside of Coblentz Road	79.000	fields, pond, pavilions, frisbee golf, marble court, playground, basketball courts, picnic facilities, trails,

*Maintained by entity other than town

Total Parkland within Town Limits	**156.661**

TABLE 6-3

Parkland Inventory outside of Town Limits

Site Name	Site Location	Acreage	Facilities Use
Hawbottom Park - Parcel #1	9000 Block Hawbottom Road	3.900	undeveloped
Hawbottom Park - Parcel #2	9000 Block Hawbottom Road	31.250	undeveloped
Hawbottom Park - Parcel 187	Watershed property	53.900	undeveloped
Remsberg Park	Southside of Holter Road	87.900	fields, walking trails, playground, bathrooms,

Total Parkland outside of Town Limits	**176.95**
Total Parkland	**333.611**

Source: Middletown Staff 2020

2. **The Town will continually monitor all its park facilities to ensure all amenities are safe and secure.**

3. **The Town will continue to look for locations for park facilities, such as pocket parks, as development and re-development occur.**

Goal: prepare a prioritized list of opportunities for park linkages

Greenways and Paths

The open space parcels in Middletown provide an opportunity for a shared path or greenway system. These greenways and paths would be located on a combination of stream valleys, public lands, and existing public road right-of-way. Greenways would surround the town and connect with proposed county paths following the Catoctin Creek and following trolley lines from Myersville connecting Middletown to other communities. More information can be found in Chapter 5 – Transportation.

4. The Town will continue to connect existing walking and biking paths.

Goal: Provide opportunities for senior citizens to gather and socialize

Future Senior Center

With the growing number of active-adult dwellings within the Town, there have been efforts to create a senior center for the Town's older residents. Town officials requested land for a possible senior center as part of the most recent annexation, the Foxfield Section 6 subdivision north of the County Park and are working with the Frederick County Department of Senior Services to facilitate the ongoing effort.

5. **The Town will work to identify possible locations and funding for senior facilities, such as a senior center, as development and re-development occur.**

Goal: Monitor cultural facilities and organizations that maintain assets and artifacts to ensure they are not lost or fall into disrepair

Preservation of Previous Community Facilities

As older community facilities are replaced by newer ones, the Town will help to ensure that the older buildings will not remain vacant if at all possible. Memorial Hall on East Main Street was built in 1915 as a memorial to local servicemen who served in World War 1. In 1923, the theater and community center opened and became the heart of the community. It encompassed several offices and meeting rooms on both floors with a theater on the first floor. Patrons were able to watch a movie or live show including local plays, musicals, and concerts. It later became the local volunteer Fire Department building and was occupied by them until the mid-1970's. Through the years it was also home to the public library, American Legion Post, and the Middletown High School. Although it has been vacant for many decades now, it is now being renovated and will house 15 apartments and two retail spaces. As part of the development agreement with the Town, the façade of the building will be kept intact.

After a new library is built on East Green Street, the old library on Prospect Street has the potential for office space for St. Thomas More Academy which purchased the old high school building adjacent to the library recently.

Museums

There are four museums highlighting local history and lore that are important to sustain:

- The Heritage Gallery is located in the upstairs of the Town Municipal Center and displays Middletown artifacts including a historic voting booth and ballot box.

- The Lamar Surgical Suite at 200 West Main Street looks just as it was when Dr. Lamar last used it in 1932. Considered state-of-the-art, Dr. Lamar's medical center provided family practice and surgical services to the rural Middletown Valley. It is open by appointment and group trips; school programs and scouts are welcomed.

- The Middletown Valley Historical Society was founded in 1976 to preserve the rich historic and cultural background that shaped Middletown and the surrounding valley. The headquarters, Old Stone House circa 1840, is located at 305 West Main Street. The building was purchased by the Society in 1981 and has been restored. It serves as a museum with period pieces and contains a collection of historic artifacts, maps, photos, and documents on the history of the beautiful Middletown Valley.

- The Bill Moran Museum is a privately-owned museum located near one of our future growth boundaries.

6. **The Town will work with Main Street Middletown to engage with property owners and cultural organizations for opportunities to enhance both visitors and residents' enjoyment of the historic downtown including through increased community access and advertising efforts.**

Additional Community Facilities or Organizations within the Town Limits – Main Street Middletown Office and Welcome Center

Main Street Middletown received its designation in 2009 and strives to promote the Town of Middletown by strategically marketing our community and highlighting our businesses. The Main Street program brings citizens, businesses, government, and statewide partners together, working to support historic downtown areas.

The organization was able to purchase the former Bussard Barbershop to house its office and the vision is to use it as a place to welcome visitors and residents alike. The buildings will begin to be rehabilitated in 2020.

Town Municipal Center

The Municipal Center is the hub for doing business within the Town, and where the Town office staff works. The Burgess and Commissioners hold their monthly meetings and workshops in the Municipal Center, as do the Planning Commission, Board of Appeals, and the many committees of the Town Board. This is also the place where you can pay your water bill, submit zoning certificates, drop off unneeded medications, apply for a dog park license, and submit requests for use of park facilities. Town residents can pick-up brown bio-degradable bags used for yard waste at the Municipal Center as well.

Community Facilities or Organizations that are not affiliated with the Town

Although the facilities, organizations and services listed in this section are private, they are included here for informational purposes and as an assessment of services available to residents of the Town. If a critical service was not available, the Town may try to recruit a business to fulfill that need. No unavailable, critical services were identified.

Child Care Facilities and Early Learning

There are two facilities that offer preschool and daycare services within the Town in addition to the preschool program offered through the high school. In addition to those in town, there are three additional facilities with the Middletown Valley offering childcare and preschool programs.

Outdoor Recreation

In addition to numerous parks with playgrounds, sports fields, and a disc golf course, there is a privately-owned 18-hole golf course in a picturesque setting. There are two dog parks, one public and one private. As discussed in the Transportation chapter, the Town will continue to try to expand and connect its trail system for walking and biking.

Community Assistance

The Middletown Valley Food Bank offers food distribution twice per week. The Clothes Closet, hosted and staffed by Zion Lutheran Church, is open on Saturdays with gently used clothes and shoes. Middletown Valley People Helping People provides many community services including transportation for medical appointments, holiday assistance, local school supply drive, exercise classes for those 50+, local senior citizens group, drivers for the local Meals on Wheels, emergency financial assistance, and referrals to other agencies.

Community Centers

Zion Lutheran Church hosts a Middle School Safe House program once per week.

The Town does not currently have an open recreation center with a wider range of open drop-in programs for teens or adults after school or on weekends.

Churches

There are five churches within the Town's Growth Boundary: Zion Lutheran Church, Christ Reformed Church, Connection Church, Fellowship Church, and Holy Family Catholic Church.

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 8/2/2022

RE: Monthly Planning Update – August

Major Subdivisions:

Foxfield Section 6 (Coblentz Road) – Board of Appeals approved special exception use – **August 31, 2020**
Forest Stand Delineation conditionally approved – December 21, 2020 (expires 12/21/2025)
Preliminary Forest Conservation Plan approved – January 19, 2021
Preliminary plat approved by PC – January 19, 2021 (expires January 19, 2024)
Next steps – submittal of Improvement plans for PC review

Site Plans, Plats and Minor Subdivisions:

Caroline's View/Horman Apartments (East Green Street)- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010
Revised Improvement Plan mylars signed – July 21, 2017
(sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)
Public Works Agreements submitted to Town for review – July 2022
Next steps – approval of PWAs and submittal of LOCS

Church Street Business Center parking lot – Site plan submitted July 5, 2022 for fence height approval
Approval of fence height site plan by PC – July 18, 2022

Cross Stone Commons (Middletown Parkway) – Revised Site Plan conditionally approved – 10/20/2014
Improvement Plan mylars signed – November 6, 2015
Next step – submittal of architectural renderings for building #2 for review/approval

Hollow Creek Professional Center (Alt. 40A)
Board of Appeals approved self-storage use – April 27, 2021 (**Expired April 27, 2022**)
FRO plantings completed – March 23, 2021
Redline Site Plan conditionally approved by PC – June 21, 2021 (Plans expire June 21, 2024)
Revised architectural renderings approved by PC – July 19, 2021
Revised Improvement Plans submitted for review – August 2, 2022
Next steps – review and approval of improvement plans by PC

Franklin Commons (Franklin Street) -
Redline drawings conditionally approved by PC – November 16, 2020 (Plans expire Nov. 16, 2023)

Jiffas (Summers Drive) – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024) 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 Hall Redevelopment Plan (E. Main St)– conditionally approved by PC – December 21, 2020 (expires December 21, 2023)
Lighting plan approved by PC – January 18, 2022
Next step - submittal of revised site plan showing utilities for PC review/approval

Middletown County Park (Coblentz Road) – FSD and FCP approved – Feb. 17, 2020 (expires 2/17/25)

Middletown Library (E. Green Street) –
Site Plan and Architectural Renderings approved by PC – March 15, 2021(expires March 15, 2024)
Lighting Plan approved by PC – April 19, 2021
Improvement plans approved – November 15, 2021 (expires November 15, 2024)
Subdivision plat approved – December 20, 2021
Next step – apply for building & grading permits – groundbreaking ceremony – Aug. 10th

Middletown Water Storage Tank (Ashky Ct.) – FRO plantings completed – May 18, 2021
1-year inspection done May 2022 and additional plantings completed June 13, 2022

Miller Property (East Main Street) –
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019
Next step – submittal of Phase IV site plan for review and approval

St. Thomas More Academy Site Plan revision (Prospect St) –
Revised site plan approved – September 21, 2020 (Expires September 21, 2023)
Revised site plan to be revisited in five years – September 2025

Annexations:

Admar Property – PC approval of consistency with zoning/comp plan – February 20, 2017
Town Board passed annexation resolution – April 9, 2018 - **Five-year wait for lot recordation**

Text Amendments: **Revised sign regulations – ongoing review by PC**

Reports: **Bee City USA annual report submitted February 23, 2022**
Sustainable Maryland Certified re-certification application submitted June 29, 2022

Grants: **MUCFC grant application submitted July 15th for fall tree planting**

Meetings: **Next Middletown Green Team Meeting – August 16, 2022**

Next Joint town board/planning commission workshop – Monday, November 7, 2022

Sustainability Committee upcoming dates: Recycling week October 1st – 8th

Middletown

Town of Middletown
Zoning Administrator Monthly Staff Report

To: Burgess and Commissioners

From: Robert Wilkes, Zoning Administrator

Date: August 1, 2022

RE: Monthly Zoning Administrator Staff Report for July 2022

BOA Hearings: None

Storage Container & Dumpster Permit: None

Home Occupation Permit: None

Zoning Violations and Complaints:

- 9/29/2021 – 105 S. Jefferson St. – Untagged/inoperable car in driveway. Town code does allow "the parking and storage of not more than one unregistered or inoperative motor vehicle is permitted provided that such a vehicle is effectively screened from adjoining properties.". Town Code defines screening as "the use of fencing, walls, vegetation or berms to shield or obscure an object or use from view from adjoining and nearby properties." It is screened as effectively as possible from the neighbors since the homes sit very close to the road. The car is enveloped between two houses and shrubbery/tree. **July 13, 2022, A second letter was sent to the homeowner informing them that the code has changed and that they must bring property into compliance by August 15, 2022. Owner removed the vehicle and notified the Town that they donated the vehicle to Second Chance.**
- 6/29/2022 – Construction waste dumped in the yard of 1 N. Pointe Circle. A neighbor contacted the town to relay that a Penske truck was dumping construction waste into the yard of 1 N. Pointe Circle. On 6/29/2022 the complaint was confirmed, and several piles of construction waste were observed in the yard. In addition to the construction waste complaint, the permanent and temporary fence around the current pool construction

were not fully in place. The Penske truck used to dump the construction waste was still parked on N. Pointe Circle. Frederick County Inspection Services visited the location on 6/29/2022 and the homeowner was informed to clean up the construction waste and to fix the fence immediately. Currently, the debris has been removed and the fencing has been fixed. On July 16, 2022, a warning letter was sent to the homeowner advising them they had five days to remove the restricted vehicle (box truck) and the trailer from their driveway. A copy was also hand delivered to the owner. The owner has removed the trailer, restricted vehicle and a dumpster from his property

Miscellaneous:

- *Handled and closed several code violations.*

Permits: 12

July 2022 Zoning Certificates	Address	Permit #	M-town Received	R.Wilkes Approved	County Approval
Jervis - Shed	115 Mariam Pass	Town	7/1/2022	7/1/2022	No
Higley - Fence	604 W. Green Street	Town	7/6/2022	7/6/2022	No
Kingsbury - Finish Basement	5 Boileau Court	414789	7/6/2022	7/8/2022	Yes
Gray - Fence	502 W. Green Street	Town	7/6/2022	7/11/2022	No
Holdsworth - Floor Stabilization	201 N. Church Street	417362	7/8/2022	7/11/2022	Yes
Smith - Fence	3 Boileau Court	Town	7/15/2022	7/16/2022	No
Fernon - Deck	111 Mina Drive	419029	7/19/2022	7/20/2022	Yes
Latterner - Solar Panels	104 Ali Drive	419122	7/20/2022	7/20/2022	Yes
Sohn - Deck	108 Broad Street	419336	7/26/2022	7/27/2022	Yes
Levine - Fence (updated from May)	106 Manada Drive	Town	7/26/2022	7/26/2022	No
Wyatt - Fence	104 Locust Court	Town	7/26/2022	7/27/2022	No
Hankewycz - Fence	511 Glenbrook Drive	Town	7/27/2022	7/27/2022	No

Chapter 2

HISTORY AND LAND USE

Introduction

Description of the Town & Regional Context

Middletown, located on the Maryland Historic National Scenic Byway, can be described as a histo c small town which, over the last 35 years, has become increasingly linked with the Washington Metropolitan area as growth from this area has spread into Frederick County. It is included in the Heart of the Civil War Heritage Area, as designated by the State, and boasts a large number of historic residences along the Old National Pike. An especially unique characteristic of Middletown is the view from Braddock Mountain. Due to the inter-mountain terrain, many views of Middletown are available. Depending on traffic, both Baltimore and Washington are within an hour's drive from Town. Frederick County is considered part of the Washington Metropolitan Statistical Area and has a county population of 271,717 (2020) persons according to the Frederick County Planning Department. This is

expected to increase to 331,700 by 2040. Middletown is located 40 miles northwest of Washington D.C. and 45 miles west of Baltimore and has a 2020 population of 4,943 persons. The projected population for 2040 is 6,1165,092 people.

Commented [CU1]: Check on whether this needs to be updated once this information is received from the County in August 2022

Middletown encompasses 1,386 acres and has the sixth largest population of 12 incorporated towns in Frederick County. It is largely a residential community within the agriculturally dominated Middletown Valley. Land uses near the Town include large scale residential development east of its border with agricultural and scattered residential north, west and south of the corporate limits. The downtown area includes small specialty commercial establishments and there is a small shopping center with a grocery store on the eastern edge of Town as well as a new shopping center with a CVS, restaurants, and other services. Frederick City provides a wide range of goods and services and is located 8 miles to the east over Braddock Mountain. Another city, Hagerstown (43,527 population), is located 14 miles west over South Mountain. Other incorporated areas in the Middletown Valley include Brunswick City (7,762 population), 8 miles south and Myersville (2,225 population), 5 miles north. The Town Limits Map, Figure 2-1, following this chapter shows the layout of the Town.

Historic Development

Development in the Middletown Valley began about 1740 with English settlers. These were soon followed by German immigrants who came to dominate the Valley. The Town of Middletown was originally laid out by Michael Jesserong, who deeded building lots described as being in the Town of Middletown[1]. The origin of the name is unclear, perhaps owing to the central location of the Town in the valley between

[1] George C. Rhoderick, Jr., The Early History of Middletown, 1989