

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

TOWN MEETING MINUTES

WORKSHOP MEETING

December 6, 2018

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on December 6, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, and Rick Dietrick.

PUBLIC HEARING:

Ordinance 18-10-01 – An Ordinance to amend Title 17, Chapter 17.04 to establish Microbreweries as a permitted use in the GC General Commercial and TC Town Commercial Zoning Districts; to provide a definition for the term “Microbrewery”; to amend section 17.02.080 to clarify the date before which a structure must be in existence in order to use the structure for fabrication, light assembly and storage. - Burgess Miller stated that we have discussed this for several months. Cindy stated that this was properly advertised. Cindy stated that included in the packet this evening is a very lengthy staff report with minutes from our meetings discussing this. Burgess Miller asked Planning Commission Member Lake why they chose this to be under manufacturing/light fabrication? Mr. Lake stated that manufacturing beer is a manufacturing process which is how the license from the State classify Microbreweries as.

David Lake, 24 East Green Street – stated that the Town enabling the ability for microbreweries to come into Town is an asset for the Town. Mr. Lake stated that over the last 10-12 years microbreweries have become apart of other town/cities which have done economically well.

Matthew Foreman, 106 Prospect Street – had a question about parking in how that is determined not just for microbreweries but for businesses in general? Burgess Miller stated that parking requirements will be determined during the site plan process.

Burgess Miller stated that the Board will vote on this Ordinance on Monday, December 10, 2018.

Ordinance 18-11-01 – An Ordinance to amend Title 17, Chapter 17.16, Sections 17.16.020 and 17.16.030 of the Middletown Municipal Code to authorize the use of property as a bed and breakfast in the R-1 zoning district by special exception authorized by the Board of Appeals; to delete the reference to bed and breakfast by special exception in the R-2 district as superfluous. – Burgess Miller stated that this is basically cleaning up the code. Drew stated that this was properly advertised.

Matthew Foreman, 106 Prospect Street – asked what the difference is with the R-1 & R-2 district. Mr. Foreman also asked for the definition of Bed & Breakfast? Drew read the definition of the Bed & Breakfast aloud.

Public Hearing adjourned at 7:21pm.

STAFF REPORTS:

Community Deputy Report – Deputy Chudoba gave the report for November.
Financial Planner – Audit & 6 Month Budget Review – Drew reviewed with the Board.
Staff Planner Report – Cindy gave her report as attached to agenda.
Engineer’s Report – Bruce gave his report.
Main Street Manager’s Report – no report.
Zoning Administrator’s Report – Mark gave his report.

UNFINISHED BUSINESS:

Ordinance 18-10-01 – Microbreweries Text Amendment – The Burgess & Commissioners will vote on this at the December 10, 2018 meeting.
Ordinance 18-11-01 – Bed & Breakfast Text Amendment – The Burgess & Commissioners will vote on this at the December 10, 2018 meeting.
Wayfinding Signs – Burgess Miller presented the Board with different options for the 4 entrances into Town. Burgess would like the Board to review and give their comment on Monday as he would like to have a vote on this in January.
MOU for Banner Display at Richland Golf – Tentative Design – proposal is to place this on the southeast side of Middletown Parkway. Burgess Miller stated that Bruce is currently working on this.

REPORT OF COMMITTEES:

WATER & SEWER – no report
PUBLIC WORKS – no report
SUSTAINABILITY – no report
PLANNING COMMISSION – no report
PARKS and RECREATION – no report
PUBLIC INFORMATION – no report

NEW BUSINESS:

Posting of Town Parking Lots – Not to allow storage of RV Equipment – Burgess Miller stated that we’ve had some commercial vehicles park in our parking lots for an extended period of time. Drew stated that Mark (Zoning Administrator) suggested that we post the parking lots with a sign stating no extended parking of commercial vehicles. Drew will have an example of what the sign will say at Monday’s meeting.
Review of Draft Social Media Policy – Burgess Miller asked for the Board to review and we will discuss this further at our January meeting to allow the Public Information Committee time to review.
Empower Maryland Grant for Light Retrofit at Town Offices - A lot of questions being asked about this; therefore we will remove this from the Agenda Monday to allow Staff to meet with contractor to get answers to our questions.
Mowing Contract Offer – Ruppert Landscaping – Burgess Miller stated that our mowing contract is due to go out to bid in 2019. Our current contract is with Ruppert Landscaping. Drew stated that Ruppert has submitted a proposal to the Town for their consideration for us to extend their contract for another 3 years. Ruppert is proposing to increase the fee 3.6% for 2019, 2% for 2020 and 1.6% for 2021. Staff explained to the Board that we’ve increased our mowing area with this contract and feel that this proposal from Ruppert is good. Staff is recommending that we extend the contract with Ruppert. Burgess Miller stated that the Board will take a vote on this on Monday, December 10, 2018.
Tree City USA Designation – Application – Burgess Miller stated that we are moving forward with trying to obtain the Tree City USA recognition. Burgess Miller stated that there are a few things that we have to do in order to get this recognition.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

Town Office will be closed:

- *Friday, December 21, 2018 at 11am.*
- *Monday, December 24, 2018 and*
- *Tuesday, December 25, 2018*

Workshop adjourned at 8:56pm.

Respectfully submitted,

Ann Griffin
Office Manager