



AGENDA FOR THE TOWN WORKSHOP

December 6, 2018

7:00 p.m.

Community Deputy Report

PUBLIC HEARING:

Ordinance No. 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.

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.

STAFF REPORTS:

Financial Planner – Audit Review

Staff Planner

Engineer's Report

Zoning Administrator

Regular Workshop Items

MEMORANDUM

Date: 11/28/2018

To: Burgess and Commissioners, Middletown
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Microbrewery text amendment

The Middletown Planning Commission on July 16, 2018 reviewed the proposed Microbrewery text amendment which would add “microbrewery” as a permitted use in the TC Town Commercial District. By consensus the Planning Commission had recommended that “microbreweries” be a permitted use in the GC General Commercial District, but a special exception use in the TC Town Commercial District. As stated during the joint workshop held on Monday, August 6th, the Planning Commission is acceptable with either proposal, i.e., adding microbreweries as a special exception use in the TC district or adding them as an already approved use in the TC district under the fabrication, light assembly and storage uses.

The Town Board has included the draft text amendment eight times on their agenda, and modifications have taken place based on discussions at those meetings. A public hearing has been scheduled for Thursday, December 6, 2018.

Below are minutes from discussions that took place within the past seven months concerning the proposed text amendment regarding the addition of microbreweries as a use in the town commercial district:

Town Board meeting – October 22, 2018:

First Reading – Ordinance 18-10-01 Microbrewery as Permitted Use in TC & GC -Burgess Miller stated that this is the first reading of this Ordinance. In this draft ordinance, the Town Attorney is asking for a date on re-development of existing properties built or constructed after what date only upon the grant of a special exception by the Middletown Board of Appeals. After some discussion, the Board agreed to have Drew go back to the Town Attorney to have him rewrite the Ordinance to state existing building and new construction.

Town Board meeting – August 27, 2018:

Recommendation on Microbrewery Text Amendment – Burgess Miller stated that there are 2 options in front of you of how you wish to have Microbreweries added to the Zoning Code. Option 1 – to add microbreweries as a special exception use in the TC district, or Option 2 – to add microbreweries under light assembly and fabricating list.

After much discussion, it was decided to have the attorney draft the Ordinance to add microbreweries under light assembly and fabricating list with the provision that the adjoining neighbors will be notified. The Board would like to have adjoining neighbors notified whenever the Town receives a site plan so that the residents are aware of what is being proposed. Drew stated that he will discuss this with Burgess Miller at the next staff meeting.

Motion by Commissioner Bussard to add microbreweries under light assembly and fabricating list with the provision that adjoining property owners are notified, seconded by Commissioner Goodman. Motion carried 5-0. Drew will forward this onto the town attorney for him to draft the ordinance for us to hold the public hearing.

Town Board meeting – August 13, 2018:

Recommendation on Microbrewery Text Amendment – Burgess Miller stated that he was unable to attend the Joint meeting between the Planning Commission and the Commissioners. There are two (2) options: we can add microbreweries as a special exception use in the TC district or add microbreweries as an already approved use in the TC district under the fabrication, light assembly and storage uses. Cindy stated that the Planning Commission is acceptable with either proposal.

Commissioner Falcinelli stated that if we make it a special exception the adjoining property owner are notified of what is being proposed. Burgess Miller stated that we could make that a condition when the Town receives an application for a proposed business that is acceptable in the TC district that we notify the adjoining property owners to make them aware of what is being proposed. The Board will decide at the August 27, 2018 meeting on how they wish to include microbreweries in the zoning code.

Joint Town Board/Planning Commission workshop – August 6, 2018

After discussion at the joint workshop held on Monday, August 6th, the Planning Commission stated that it is acceptable with either adding microbreweries as a special exception use in the TC district or adding them as an already approved use in the TC district under the fabrication, light assembly and storage uses.

Two options have been proposed in relation to microbreweries in the TC district:

- 1) Section 17.20.010(C)(6)- to add microbreweries as a special exception use in the TC district

Section 17.48.420 - to include specific standards for the microbrewery special exception use which would include the following:

- A. The appearance of the microbrewery shall be compatible with and harmonize with the surrounding buildings and neighboring community. A site plan of the microbrewery and tasting room shall be submitted to the planning commission for review and approval and changes shall be made as necessary;
- B. During the site plan process, an engineer's certificate may be required regarding noise, dust, vibration and odor for review. The certificate shall certify that the proposed operation will not increase the impacts from the above noise, dust, vibration and odor beyond other permitted uses detectable at the property line. Hours of operation may be restricted by the planning commission due to noise, light and pedestrian or vehicle traffic;
- C. The microbrewery shall meet the town's standards concerning noise and congestion. The microbrewery shall be closed by 10pm as governed by current Maryland State law;
- D. The use of outside amplified music is not permitted for the microbrewery use.

- 2) Section 17.20.010(B)(9) – **to add microbreweries under light assembly and fabricating list**

This option put forth by Commission member Lake would be to add microbreweries to the 'Light assembly and fabricating' list in Section 17.20.010(B)(9). Those permitted uses are subject to the regulations listed in Section 17.20.080 in which fabrication, light assembly and storage uses are permitted in the town commercial and general commercial zoning districts only in structures existing as of the date of adoption of the ordinance. As explained by Commission member Lake, this was intended to help fill vacant buildings with no need to go thru the extra hoop of getting Board of Appeals approval. A site plan, as always, would need to be approved by the Planning Commission. There are specific possible impacts such as noise, dust and odor, that can be looked at as well, which are outlined above in proposed Section 17.48.420.

Town Board workshop – August 2, 2018:

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

Town Board meeting – July 23, 2018:

Recommendation from Planning Commission on Microbrewery Text Amendment – Burgess Miller stated that Cindy has provided us with the proposed changes to include Microbrewery as a permitted use in the General Commercial district but as a special exception in the Town Commercial district. David Lake a member of the Planning Commission was present. Mr. Lake stated that it was discovered that this would be a permitted use within the TC district as a light fabrication/light assembly facility as long as it was occupying an existing building. If the request was to build a new building then, they would have to go through BOA. Burgess Miller stated that we do not have that language, therefore this will be tabled until we receive that information from the Staff Planner.

Planning Commission meeting – July 16, 2018:

Microbrewery Text Amendment – The Planning Commission reviewed the proposed Microbrewery text amendment which would add “microbrewery” as a permitted use in the TC Town Commercial District. By consensus the Planning Commission recommends that “microbreweries” be a permitted use in the GC General Commercial District, but a special exception use in the TC Town Commercial District. Following are the changes to the zoning code as recommended by the Planning Commission:

- Section 17.04.030 – to add a definition for microbrewery and for tasting room (to be defined later)

Microbrewery – facility used for the production of less than 1,000 barrels of beer annually, where such beverages are brewed for consumption at an on-site tasting room, or sold as packaged goods or distribution wholesale and which possesses the appropriate license from the State of Maryland.

- Section 17.20.010(B)(9) – to add microbreweries under light assembly and fabricating list
- Section 17.20.010(C)(6)- to add microbreweries as a special exception use in the TC district

- D. Section 17.48.420 - to include specific standards for the microbrewery special exception use which would include the following:
- a. The appearance of the microbrewery shall be compatible with and harmonize with the surrounding buildings and neighboring community. A site plan of the microbrewery and tasting room shall be submitted to the planning commission for review and approval and changes shall be made as necessary;
 - b. During the site plan process, an engineer’s certificate may be required regarding noise, dust, vibration and odor for review. The certificate shall certify that the proposed operation will not increase the impacts from the above noise, dust, vibration and odor beyond other permitted uses detectable at the property line. Hours of operation may be restricted by the planning commission due to noise, light and pedestrian or vehicle traffic;
 - c. The microbrewery shall meet the town’s standards concerning noise and congestion. The microbrewery shall be closed by 10pm as governed by current Maryland State law;
 - d. The use of outside amplified music is not permitted for the microbrewery use.

The Staff Planner stated that a neighbor to the Miller property (121 E. Main Street) had sent an email listing concerns and recommendations regarding a proposed future microbrewery at that specific location. Commission member Lake stated that this text amendment does not address a specific location, rather it is a microbrewery text amendment which would address any proposed microbreweries within the town limits. The Staff Planner replied to this neighbor clarifying this point and explaining the process regarding this text amendment. The Town Board will set a public hearing date and will provide opportunities for public comment.

Planning Commission workshop – July 11, 2018:

Microbrewery text amendment – Commission member David Lake gave his interpretation of the Town Code in which current language, specifically in Sections 17.32.010 and 17.20.080, would already allow a microbrewery in an existing structure in the TC Town Commercial district. Therefore, it is his opinion that special exception regulations are not needed, and just a definition would suffice. There was discussion about his interpretation and the draft special exception regulations per the memo provided by Staff Planner, Cindy Unangst. Christian Wilson was asked about the types of licenses required for a microbrewery. It was agreed that both David's suggestion and the draft special exception regulations would be provided to the planning commission for the meeting next Monday, and the PC would forward their recommendation of the two on to the Town Board.

Planning Commission meeting – June 18, 2018 – CANCELLED

Town Board workshop – June 7, 2018:

Review of Proposed Zoning Code Amendments

- **Microbrewery** - Cindy stated that the Planning Commission reviewed this and feels that a Microbrewery should be a special exception within the TC zone. Cindy has drafted some language that she will forward to both the Planning Commission and Town Board for their input.

Planning Commission meeting – May 21, 2018:

Microbrewery Text Amendment – The Planning Commission reviewed the proposed Microbrewery text amendment which would add “microbrewery” as a permitted use in the TC Town Commercial District. By consensus the Planning Commission recommends that “microbreweries” be a permitted use in the GC General Commercial District, but a special exception use in the TC Town Commercial District. The Planning Commission will review special exception regulations to include in the text amendment at the June Planning Commission meeting.

Planning Commission workshop – May 16, 2018:

Microbrewery text amendment – Commission members David Lake and Bob Miller attended the Town Board meeting earlier in the week when this text amendment was discussed and informed the other members about that dialogue. There was discussion about whether microbreweries should be a permitted use or a special exception use, and whether they should be allowed in the General Commercial district as well as the Town Commercial district.

Town Board meeting – May 14, 2018:

Request for Text Amendment – Microbrewery as a permitted use in TC District – Michele & Christian Wilson submitted their request for a Microbrewery located at one of the buildings located at 211 West Main

Street. Mr. & Mrs. Wilson were present tonight to discuss their plans to open a small microbrewery on the old Ingalls property. Mr. Wilson stated that they are working with Ms. Miller who owns this property about renting out one of the stone buildings on the left closest to Green Street. Mr. Wilson stated that his plan is to brew 250 barrels a year. Their plan is to have approximately 50 seats, it will be a pub atmosphere, you will have to bring in your own food as none will be sold on-site and they will only sell what they brew on-site.

Someone asked about where the waste would go? Mr. Wilson stated that the waste that they will have from the grains Ms. Miller (owner) will take for her farm.

Mr. Darr and Ms. Tamagna owners of 217 & 219 East Main Street were present with several questions regarding this proposed microbrewery. Ms. Tamagna wanted to know what Middletown's definition of a microbrewery will be? Ms. Tamagna expressed her concerns about noise, fencing, lighting, truck traffic, water, and odor. Mr. Wilson stated that there will be no truck traffic as he is not bottling any up to be shipped out he will only sell on site and to those who bring in their own growlers. Mr. Wilson stated that they will be open for business from 4pm. – 10pm. on Thursday & Friday and maybe earlier opening hours on Saturday & Sunday but will be closed by 10pm. Ms. Tamagna stated that after hearing what the Wilson's had to say she felt much better knowing that this will be a small microbrewery. Ms. Tamagna's main concern is what the Town's definition of a microbrewery will be? And if this will be a permitted use or a special exception use? Mr. Darr stated that in his experience as a planner a special exception use is a process with tighter rules & regulations.

Planning Commission Member Lake was present and stated that most of the concerns heard tonight will be addressed by the Planning Commission. Mr. Lake stated that he feels this is a good use for this property, we have been lacking this for some time. Mr. Lake stated that small breweries are becoming part of neighborhoods these days.

Burgess Miller stated that this will be discussed at the Planning Commission meeting next Monday, May 21, 2018 at 7pm. and encouraged Mr. Darr & Ms. Tamagna to attend.

ORDINANCE NO. 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.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 17, Chapter 17.04, Section 17.04.030 of the Middletown Municipal Code be, and hereby is, amended as follows. The amendment shall add only the definition stated, and the remaining provisions and definitions of Section 17.04.030 shall remain unaltered. New language is designated by being in **BOLD CAPITAL LETTERS**:

TITLE 17 ZONING

Chapter 17.04 - ADOPTION, PURPOSE AND DEFINITIONS

17.04.030 - Definitions.

For the purpose of this title certain terms or words used in this chapter shall be interpreted as follows:

"MICROBREWERY" MEANS A FACILITY WHICH IS USED FOR THE PRODUCTION OF NO MORE THAN ONE THOUSAND (1,000) BARRELS OF BEER ANNUALLY AND WHERE SUCH BEVERAGES ARE BREWED EITHER FOR CONSUMPTION AT AN ON-SITE TASTING ROOM OR TO BE SOLD FOR OFF-SITE CONSUMPTION OR FOR WHOLESALE DISTRIBUTION AND WHICH FACILITY IS PROPERLY LICENSED BY THE STATE OF MARYLAND FOR SUCH USE AND ACTIVITY.

SECTION II. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.20, Sections 17.20.010 and 17.20.020 of the Middletown Municipal Code be, and hereby are amended as follows. New language is designated by being in **BOLD CAPITAL LETTERS**:

TITLE 17 ZONING

Chapter 17.20 – COMMERCIAL DISTRICTS

17.20.010 - TC town commercial district.

A. *{Unchanged}*

B. Uses Permitted in the Town Commercial District. No building or structure may be erected or used or occupied except for one or more of the following principal uses subject to site plan approval in accordance with Section 17.20.050 of this Code:

1. – 8. *{Unchanged}*

9. Light assembly and fabricating: clothing, draperies, curtains, furniture and cabinets, tool and die, bakery, electrical components, toys, books, **MICROBREWERIES**. (subject to Section 17.20.080);

10. – 16. *{Unchanged}*

C. *{Unchanged}*

17.20.020 - GC general commercial district.

A. *{Unchanged}*

B. Uses Permitted in the GC District. No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses:

1. – 10. *{Unchanged}*

11. Light assembly and fabricating: clothing, draperies, curtains, furniture and cabinets, tool and die, bakery, electrical components, toys, books, **MICROBREWERIES**. (subject to Section 17.20.080)

12. – 16. *{Unchanged}*

C. *{Unchanged}*

SECTION III. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.20, Section 17.20.080 of the Middletown Municipal Code be, and hereby is amended as follows. Language being deleted is designated by being ~~[in brackets and stricken through.]~~ New language is designated by being in **BOLD CAPITAL LETTERS:**

TITLE 17 ZONING

Chapter 17.20 – COMMERCIAL DISTRICTS

17.20.080 - Fabrication, light assembly and storage uses.

A. Fabrication, light assembly and storage uses are permitted in the town commercial and general commercial zoning districts only in structures existing, ~~[provided the following]~~ **SUBJECT TO THE FOLLOWING SUB-SECTIONS 1 AND 2.** ~~[New structures may be allowed only upon the grant of a special exception by the Middletown Board of Appeals:]~~

~~{A}~~ 1. A site plan is approved by the Middletown Planning Commission in accordance with Section 17.20.050;

~~{B}~~ 2. During the site plan process, an engineer's certificate may be required regarding noise, dust, vibration and odor for review. The certificate shall certify that the proposed operation will not increase the impacts from the above noise, dust, vibration and odor beyond other permitted uses detectable at the property line. Hours of operation may be restricted by the planning commission due to noise, light and pedestrian or vehicle traffic.

B. FABRICATION, LIGHT ASSEMBLY AND STORAGE USES IN THE TOWN COMMERCIAL AND GENERAL COMMERCIAL ZONING DISTRICTS ARE PERMITTED IN NEW STRUCTURES BUILT ONLY UPON THE GRANT OF A SPECIAL EXCEPTION BY THE MIDDLETOWN BOARD OF APPEALS.

SECTION IV. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2018

PASSED ON THE _____ DAY OF _____, 2018

EFFECTIVE DATE: _____, 2018

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

ORDINANCE NO. 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.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.16, Sections 17.16.020 and 17.16.030 of the Middletown Municipal Code be, and hereby are amended as follows. Language being repealed and deleted is designated by being in ~~{brackets and stricken through}~~. New language is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

TITLE 17 ZONING

17.16.020 - R-1 district.

- A. *{Unchanged}*
- B. *{Unchanged}*
- C. Special Exception in the R-1 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060:
 - 1. Any special exception use in the R-20 district except active adult communities;
 - 2. Barber shops, beauty parlors;
 - 3. Professional office (physician, dentist, architect, engineer, attorney or similar profession).
 - 4. **BED AND BREAKFAST**

17.16.030 - R-2 medium residential district.

A. *{Unchanged}*

B. *{Unchanged}*

C. Special Exceptions in the R-2 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060:

1. Any special exception use in the R-1 district except active adult communities;

2. Convalescent or nursing home;

~~{3. Bed and breakfast; }~~

~~{4.}~~ 3. Multifamily dwellings, such as apartments containing no more than twelve (12) individual residential units within a single building;

~~{5.}~~ 4. Townhouses;

~~{6.}~~ 5. Parking lots.

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2018

PASSED ON THE _____ DAY OF _____, 2018

EFFECTIVE DATE: _____, 2018

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Town of Middletown			
General Budget and Actual Input			
Ending June 30, 2018			
		Audit	
REVENUES	BUDGET	ACTUAL	Variance
LOCAL TAXES			
Real Property	1,269,903	1,304,536	-34,633
Tangible Personal Property	38,248	52,134	-13,886
Public Utilities	9,827	0	9,827
Franchise	50,615	50,664	-49
Discounts	-16,475	-17,289	814
Penalties & Interest	10,544	9,597	947
	1,362,662	1,399,642	-36,980
COUNTY SHARED TAXES			
Tax Equity Grant	610,423	610,423	0
STATE SHARED TAXES			
Admission & Amusement	21,526	26,197	-4,671
Highway Gasoline & Licenses	160,606	161,045	-439
Income Taxes	896,179	1,034,356	-138,177
	1,078,311	1,221,598	-143,287
LICENSES AND PERMITS			
Business	4,900	6,444	-1,544
Planning and Zoning	27,950	13,188	14,762
	32,850	19,632	13,218
PARKS AND RECREATION			
Pavilion Fees	3,158	3,958	-800
POLICE PROTECTION			
State Grant	26,187	26,197	-10
MISCELLANEOUS			
Misc. & Donations	2,500	3,473	-973
Grants & Interest	0	5,743	-5,743
	2,500	9,216	-6,716
TOTAL REVENUES	3,116,091	3,290,665	-174,574
EXPENDITURES			
EXECUTIVE & LEGISLATIVE			
Burgess Salary	10,200	10,200	0
Commissioner Salaries	16,500	16,750	-250

Communications	9,480	10,521	-1,041
Dues and Subscriptions	7,400	6,485	915
Office Supplies & Expenses	7,500	6,806	694
Advertising	2,500	0	2,500
Meetings/Convention Expenses	15,000	12,839	2,161
	68,580	63,601	4,979
ELECTION			
Clerk Fees	450	560	-110
Printing and Office Supplies	250	122	128
	700	682	18
PROFESSIONAL SERVICES			
Independent Accounting/Audit	16,000	13,475	2,525
Legal	7,388	9,329	-1,941
	23,388	22,804	584
ADMINISTRATIVE SERVICES			
Administrative Salaries	254,512	273,948	-19,436
Postage and Printing	200	13	187
Communications	7,205	9,996	-2,791
Computer Supplies & Expenses	29,512	29,159	353
Office Supplies/Expenses	27,953	46,210	-18,257
Office Maintenance	29,600	34,909	-5,309
Dues & Subscriptions	150	0	150
Professional Services	4,600	560	4,040
Meetings & Conventions	100	4	96
	353,832	394,799	-40,967
OPERATIONS/ MAINTENANCE			
Operations Salaries	231,766	256,811	-25,045
Communications	9,000	8,907	93
Supplies & Expenses	17,960	13,980	3,980
Dues & Meetings	0	1,506	-1,506
Maintenance & Repairs	28,173	27,493	680
Tools & Equipment	2,544	7,907	-5,363
	289,443	316,604	-27,161
PLANNING & ZONING			
Salary & Fees	51,797	50,966	831
Other Expenses	1,778	2,605	-827
	53,575	53,571	4
MAIN STREET PROGRAM			
Manager Salary	45,482	46,170	-688
Town Contribution	10,000	12,503	-2,503
	55,482	58,673	-3,191
PUBLIC SAFETY			
Fire Company Donation	20,000	20,000	

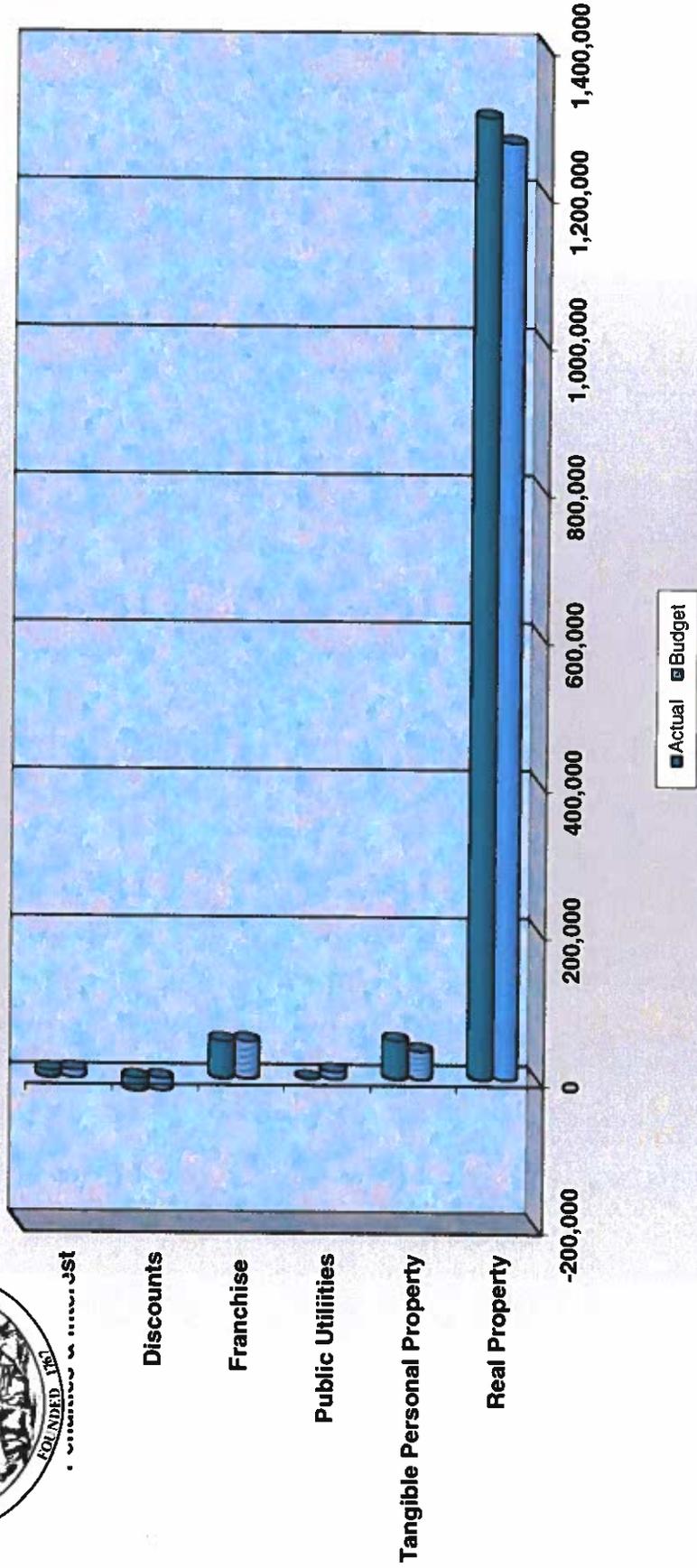
School Crossing Guards	16,338	17,875	-1,537
Community Deputy	385,232	390,014	-4,782
	421,570	427,889	-6,319
SANITATION			
Trash Collection & Disposal	271,796	279,637	-7,841
HIGHWAYS AND STREETS			
Salaries	71,266	82,859	-11,593
Street Lighting	203,160	156,398	46,762
Storm Water Management	7,800	2,167	5,633
Snow Removal	83,100	76,655	6,445
Repairs & Resurfacing	92,000	41,556	50,444
Signs	12,400	10,459	1,941
Truck Repair and Operation	42,600	31,061	11,539
Equipment Repairs	26,675	10,986	15,689
Mowing	33,440	31,720	1,720
West Green Street Loan	66,300	99,505	-33,205
Loan Interest	59,874	83,248	-23,374
East Green Street Loan	13,000	13,000	0
	711,615	639,614	72,001
			0
RECREATION AND CULTURE			0
Park Salaries	45,030	38,083	6,947
Park Electricity	1,175	6,756	-5,581
Park Repair & Maintenance	37,490	42,785	-5,295
Mowing	32,319	22,747	9,572
Rensburg Park Loan	123,549	123,549	0
	239,563	233,920	5,643
			0
OTHER			0
Middletown Historical Society	5,000	5,000	0
Donations	100	0	100
Tavel - Mileage	2,732	1,027	1,705
Community Events	33,140	67,545	-34,405
Payroll Taxes	58,923	54,970	3,953
Insurance - Property	14,445	13,835	610
Insurance - Employee	136,214	151,398	-15,184
Pension	68,184	57,944	10,240
Web Page / Directory	3,890	2,979	911
Real Estate Taxes	800	1,679	-879
Other	3,500	2,932	568
	326,928	359,309	-32,381
			0
TOTAL EXPENDITURES	2,816,472	2,851,103	-34,631
			0
			0
SURPLUS/(DEFICIT)	299,619	439,562	-139,943

General Fund Revenue

Local Taxes

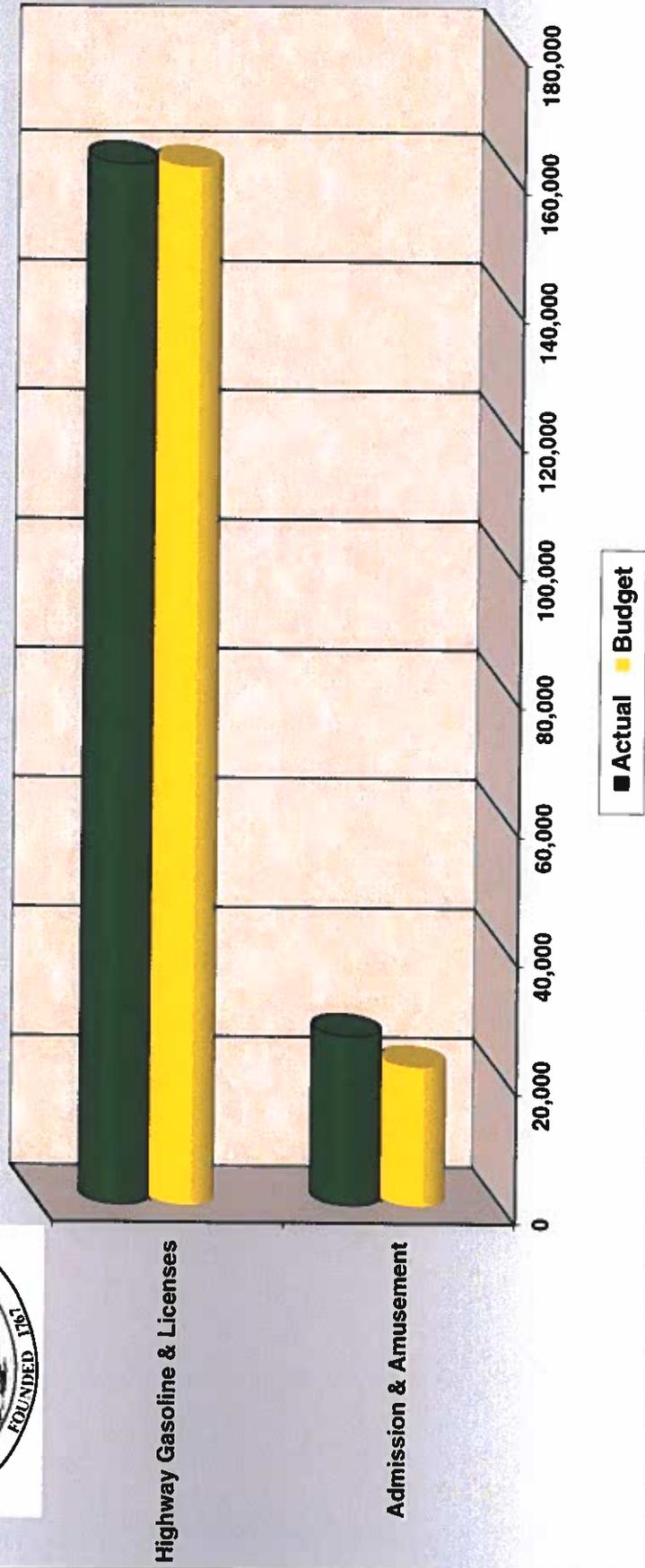


• STRONGER •



General Fund Revenue

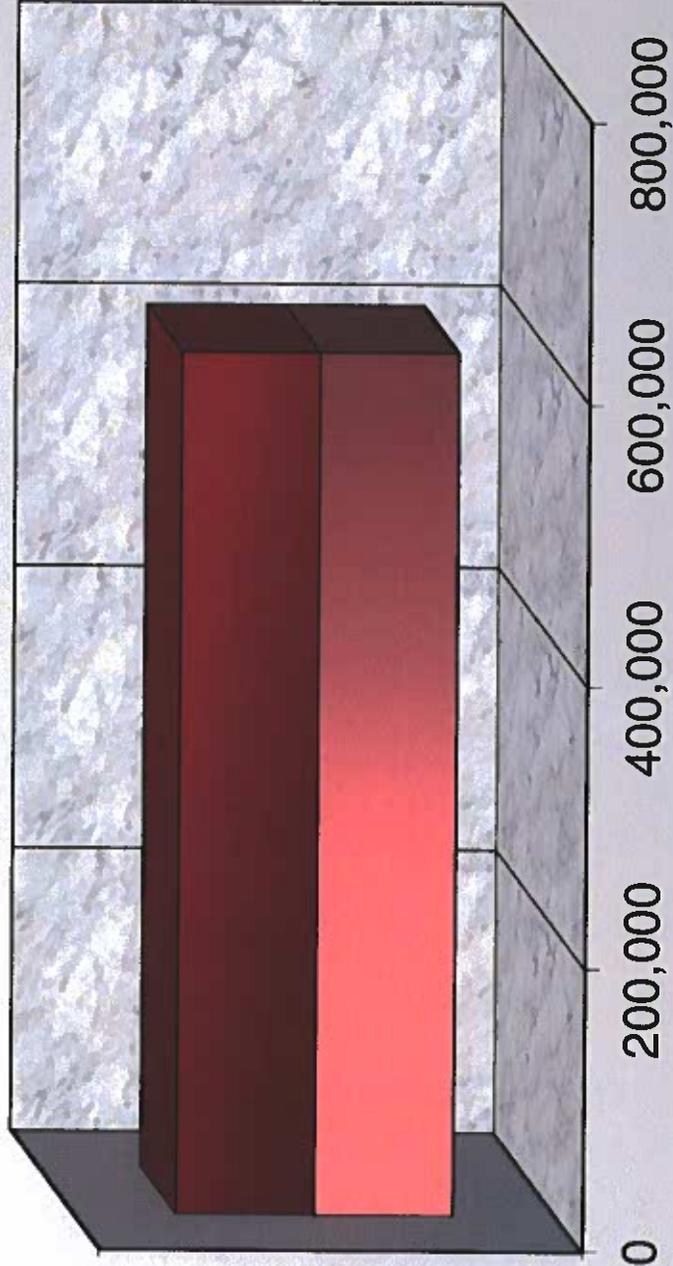
State Shared Taxes





General Fund Revenue

County Shared Taxes



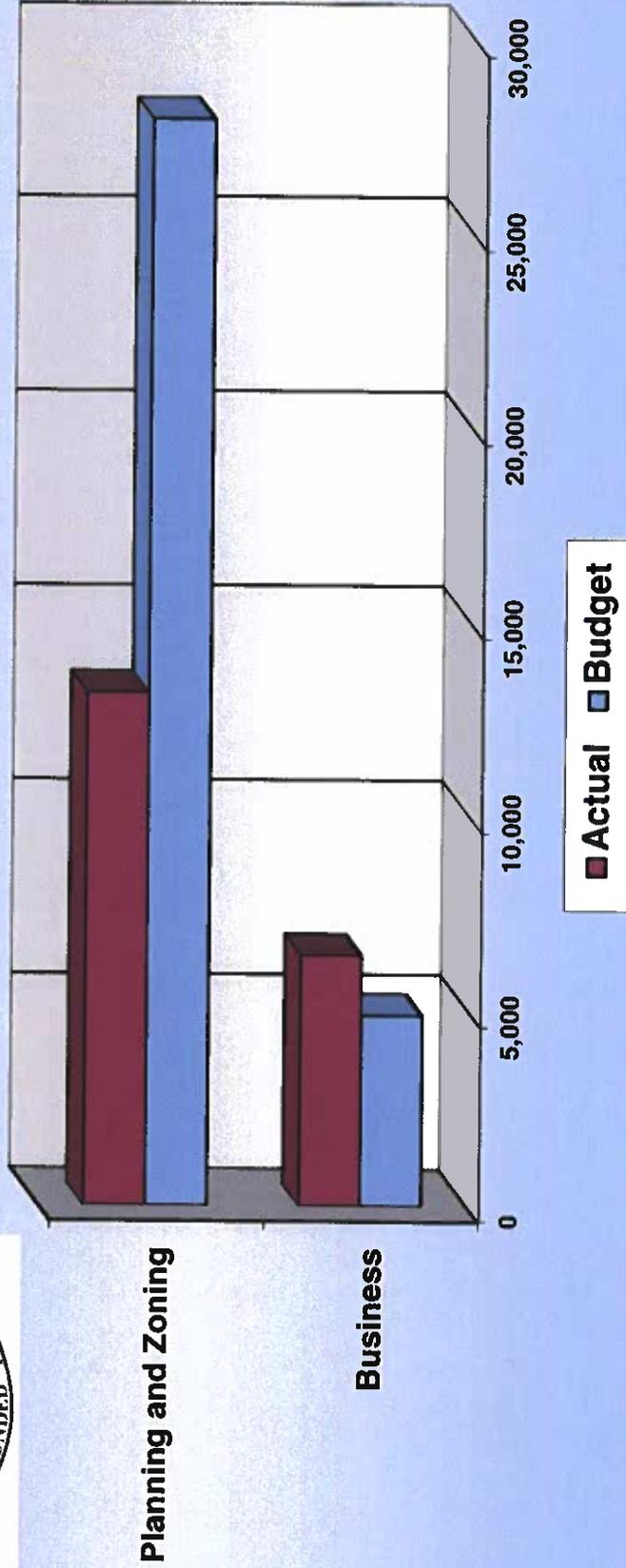
Tax Equity Grant

Actual Budget



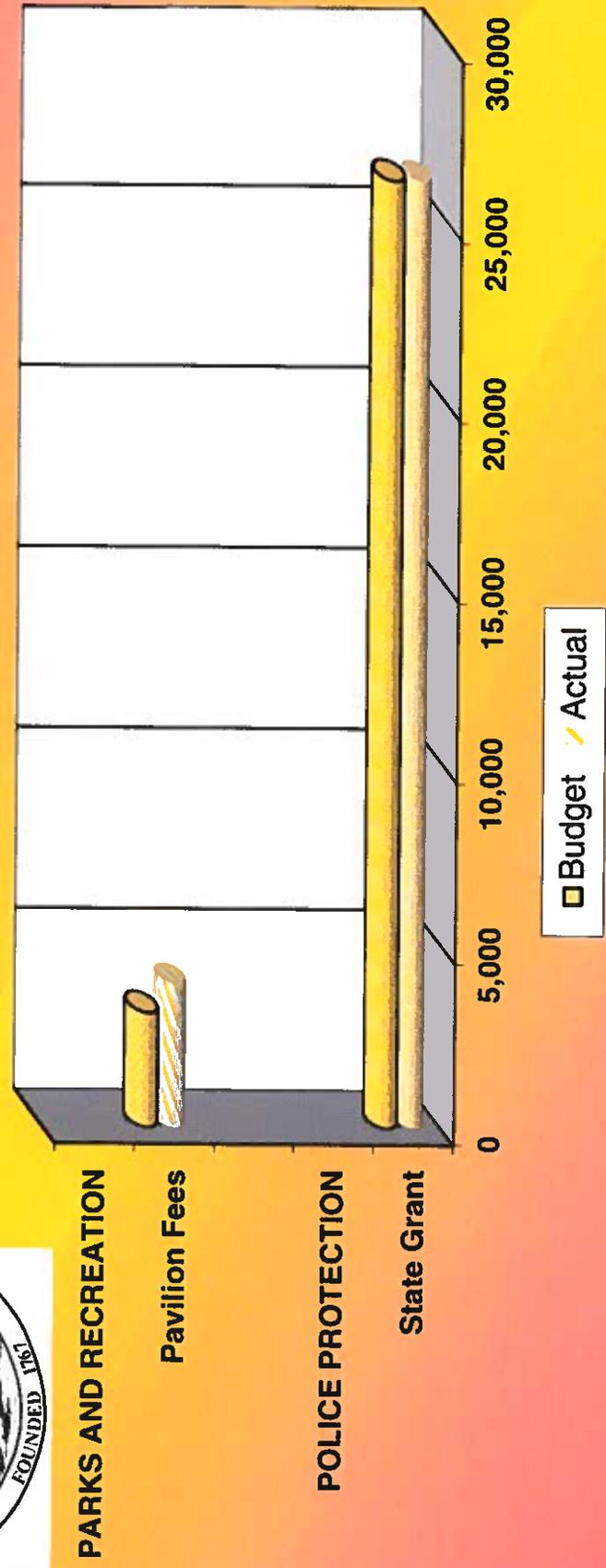
General Fund Revenue

Licenses & Permits





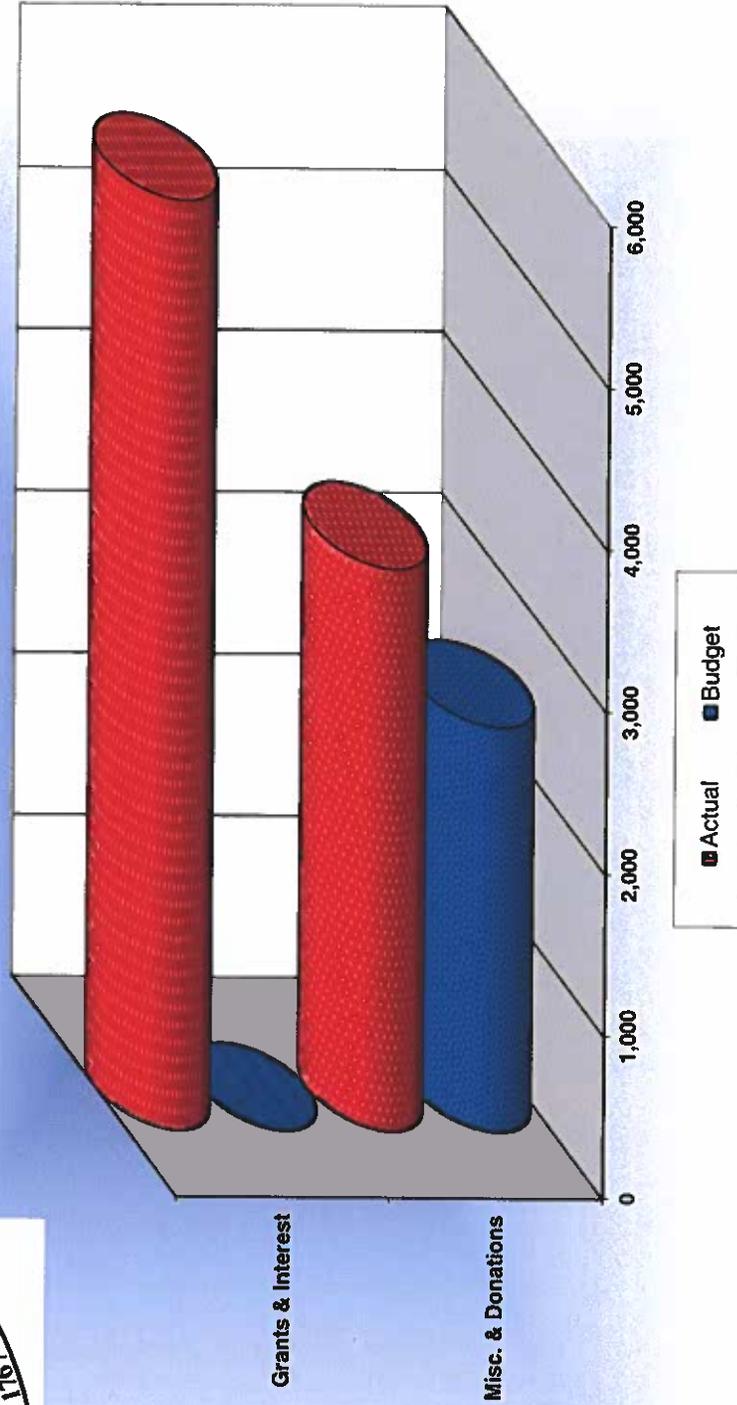
General Fund Revenue





General Fund Revenue

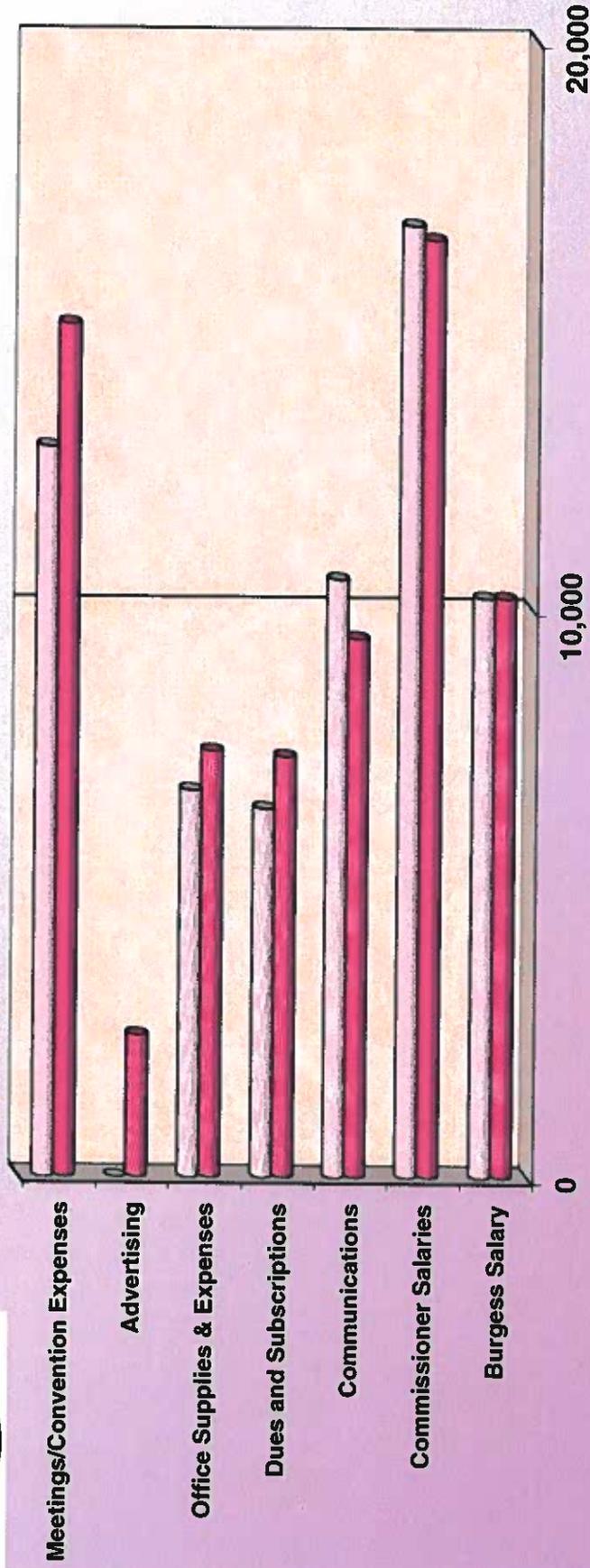
Other





General Fund Expenditures

Executive & Legislative

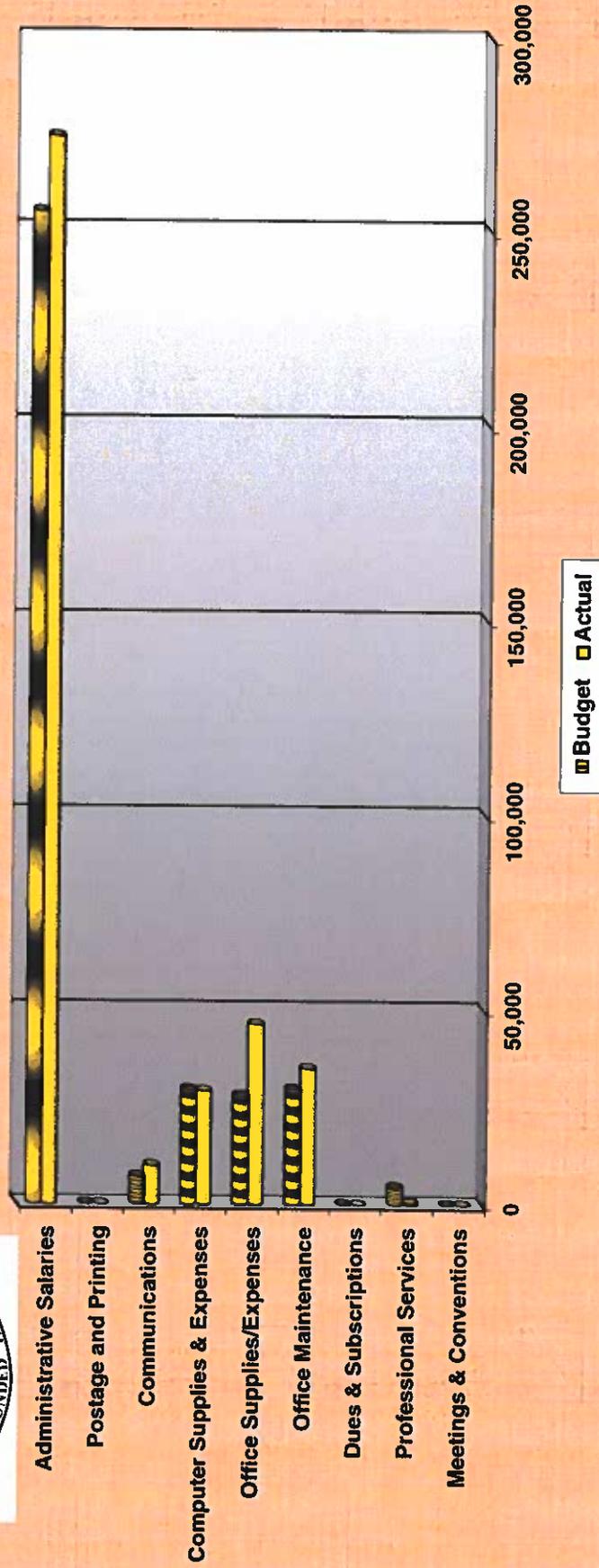


Actual Budget



General Fund Expenditures

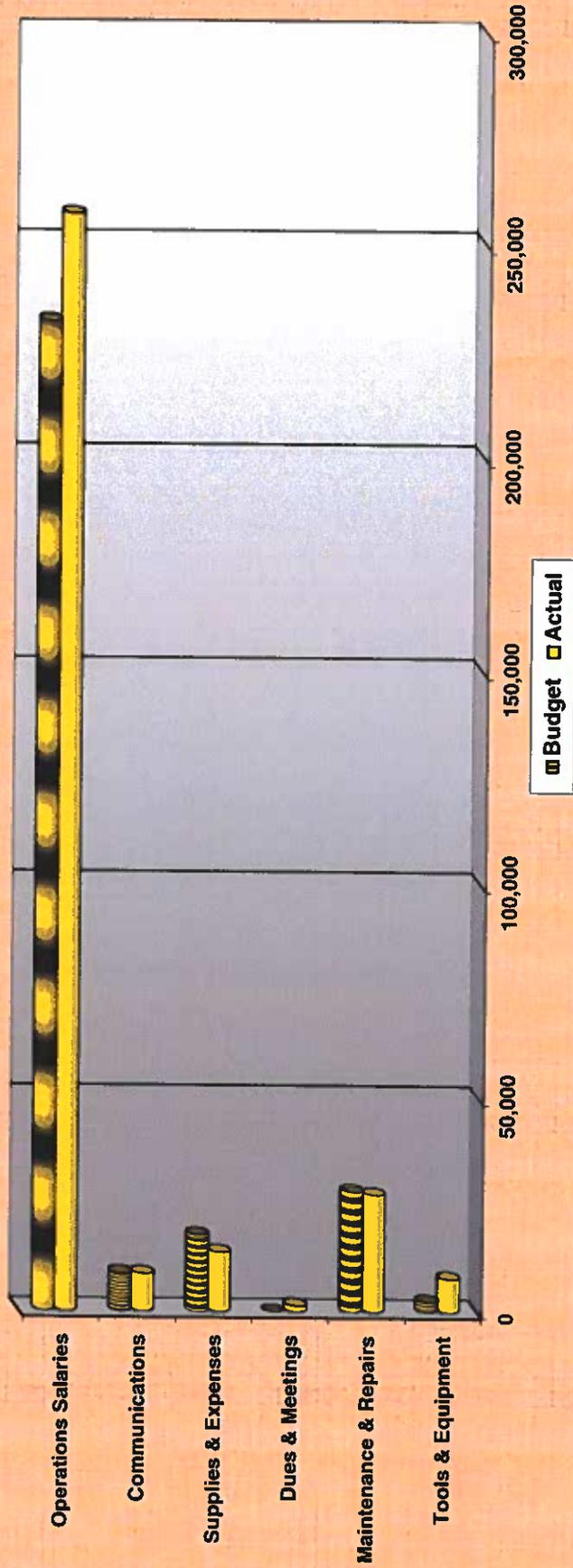
Administrative Services





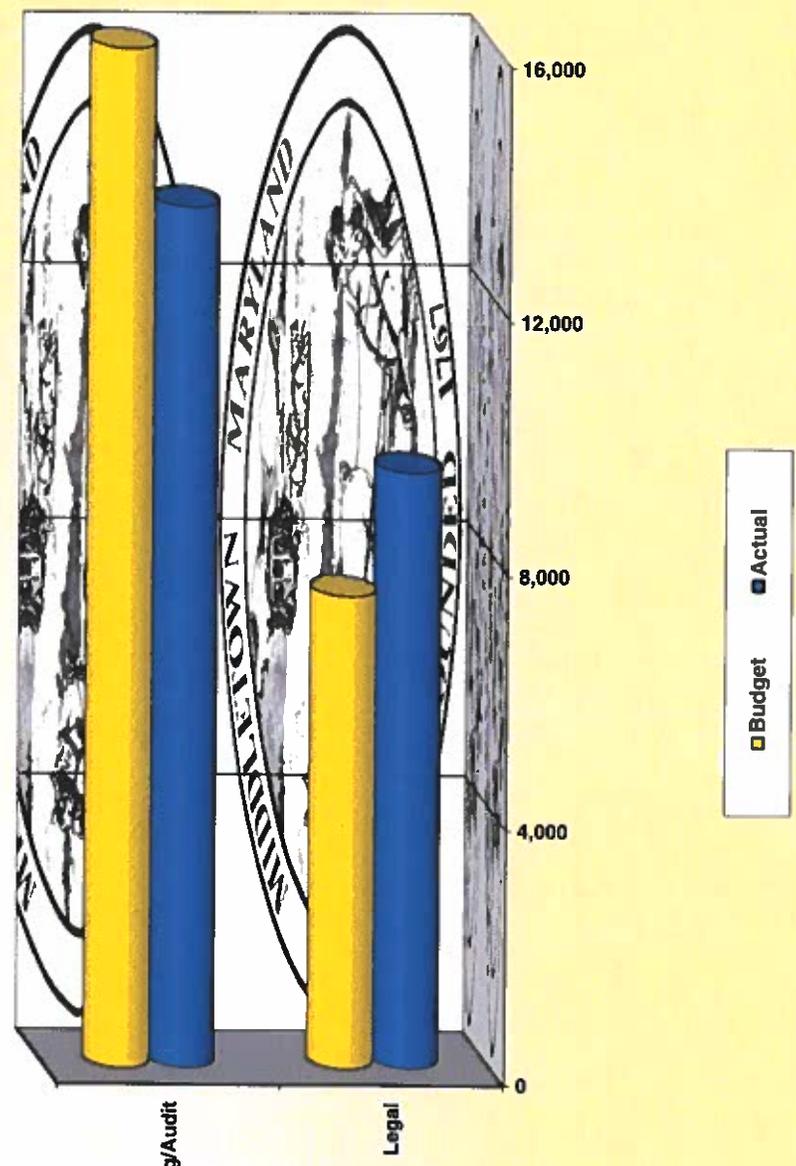
General Fund Expenditures

Operations & Construction

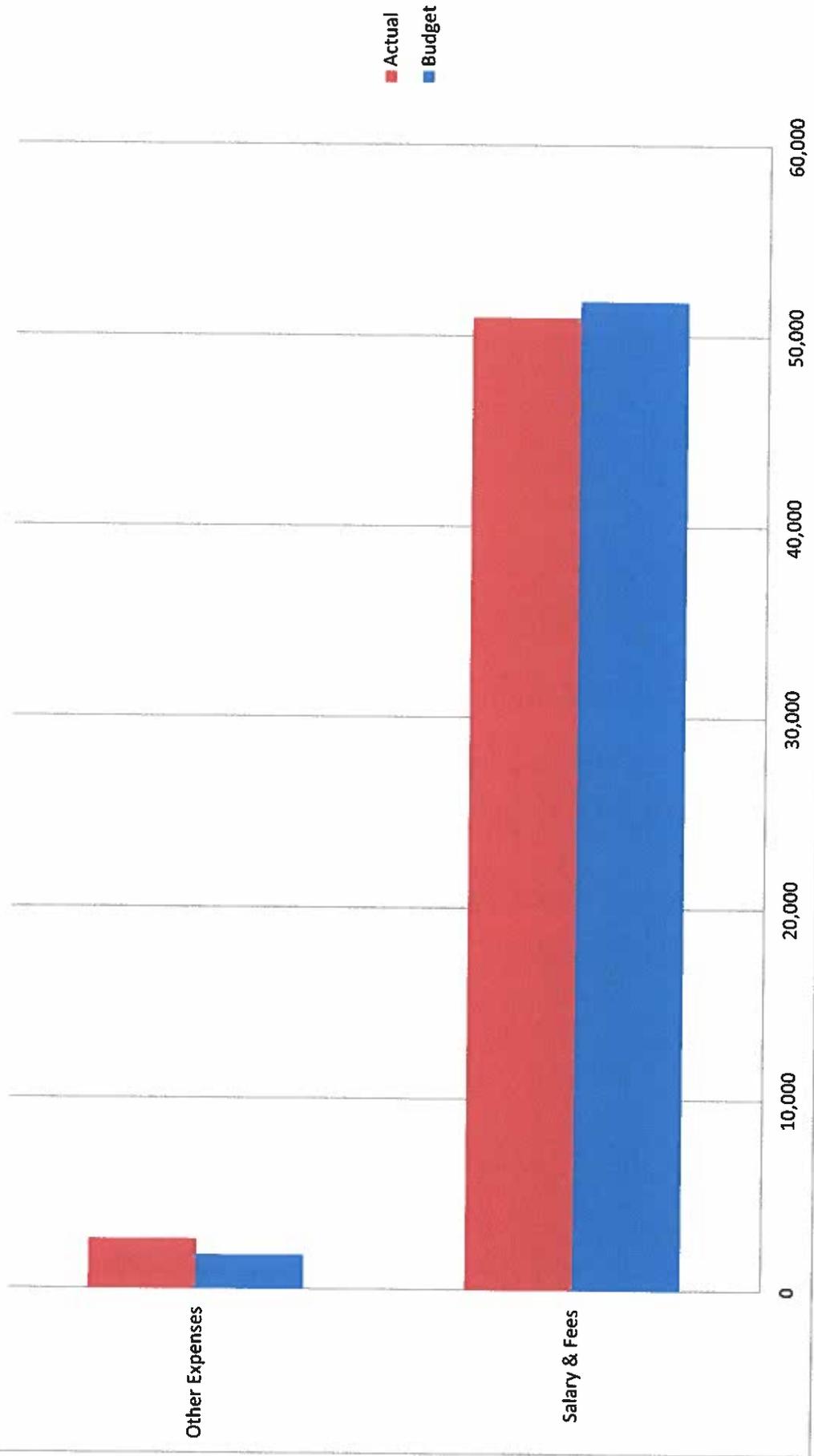


General Fund Expenditures

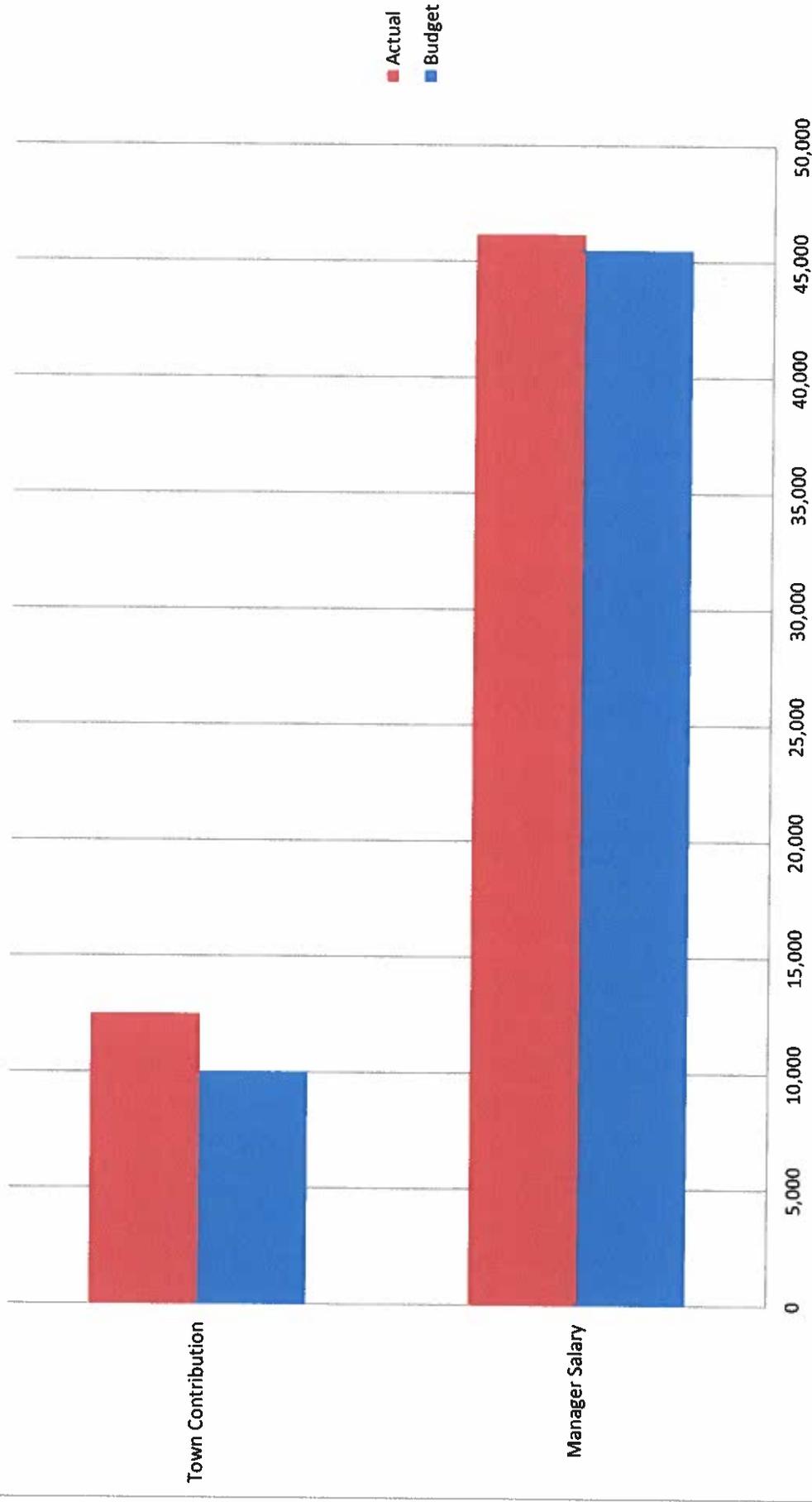
Professional Services



Planning & Zoning

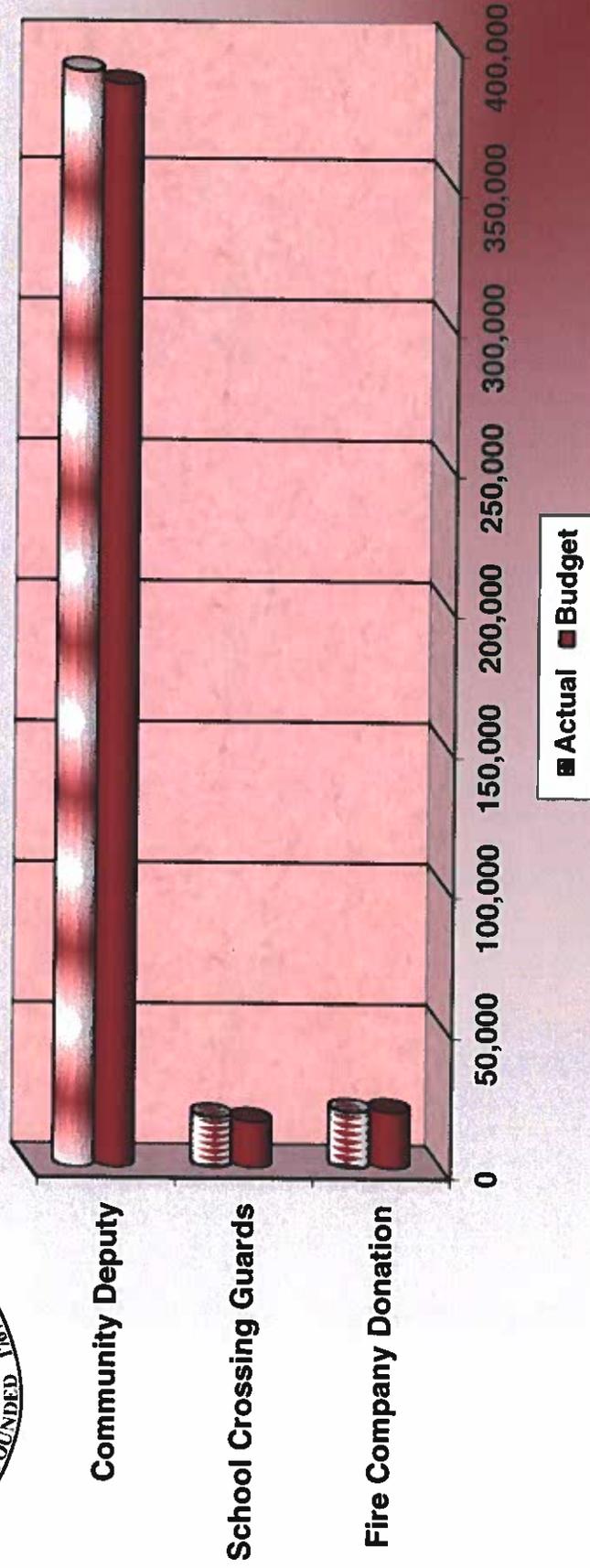


Main Street Program



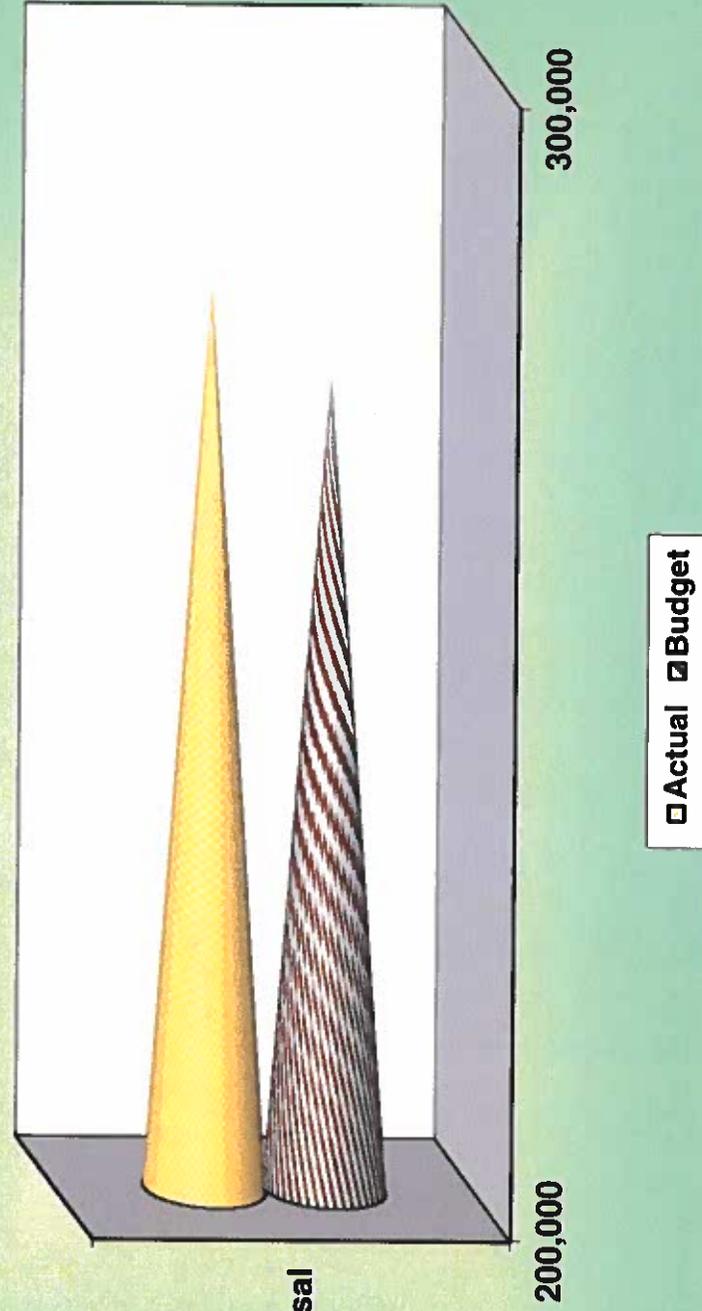
General Fund Expenditures

Public Safety





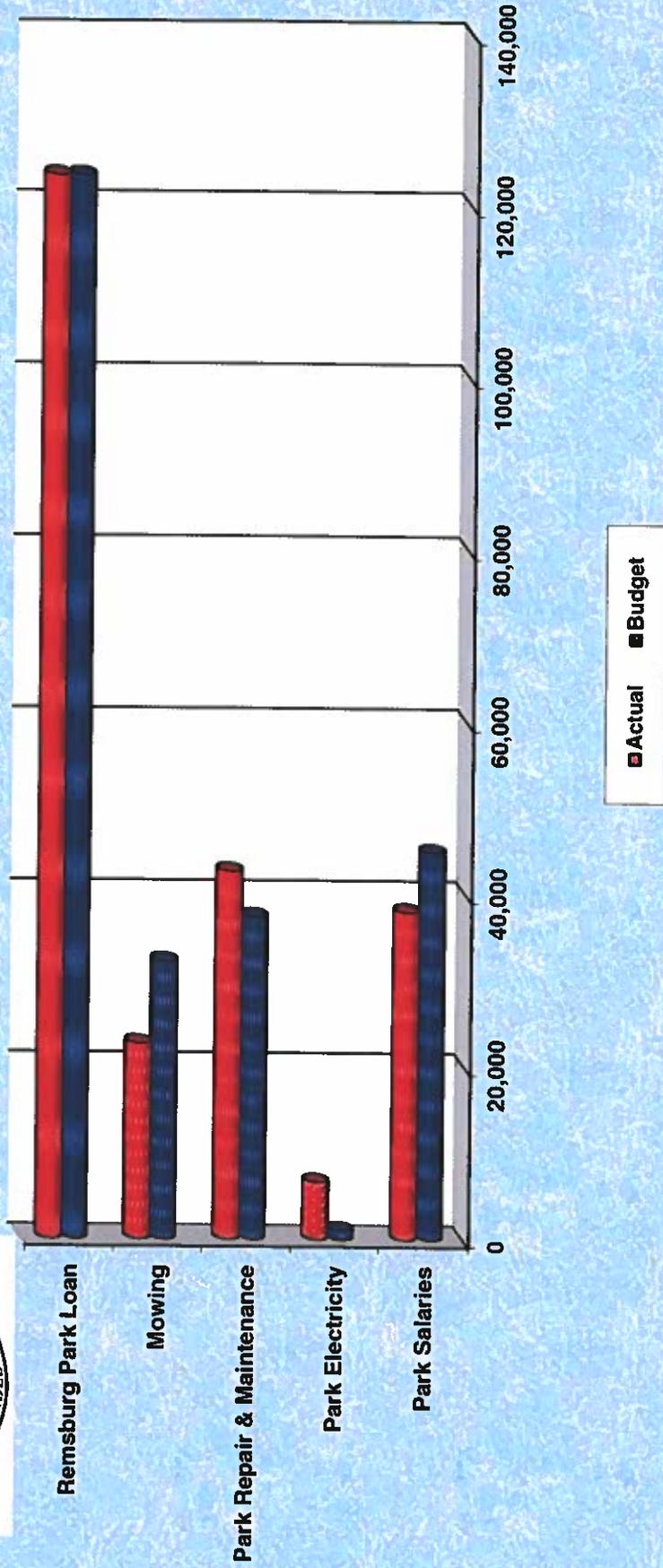
General Fund Expenditures



Trash Collection & Disposal

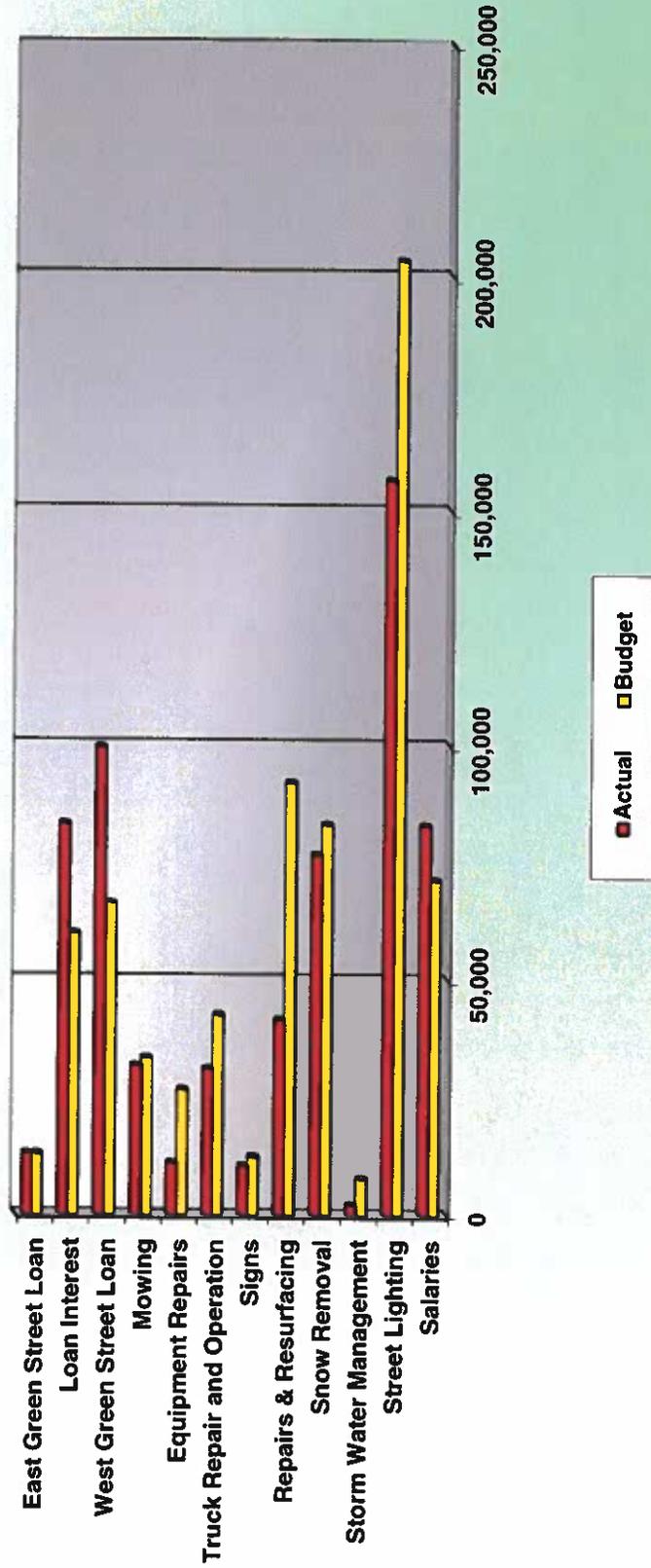
General Fund Expenditures

Recreation & Culture



General Fund Expenditures

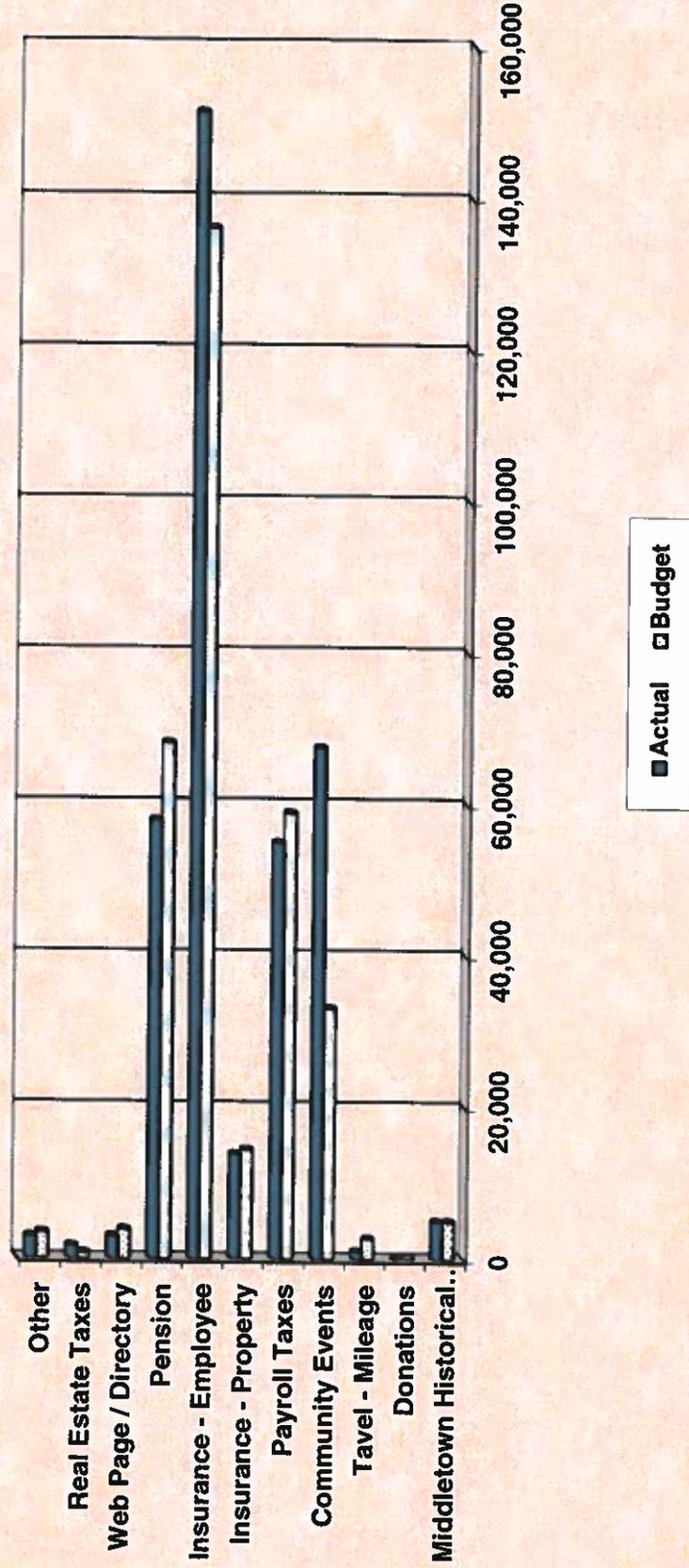
Highways & Streets





General Fund Expenditures

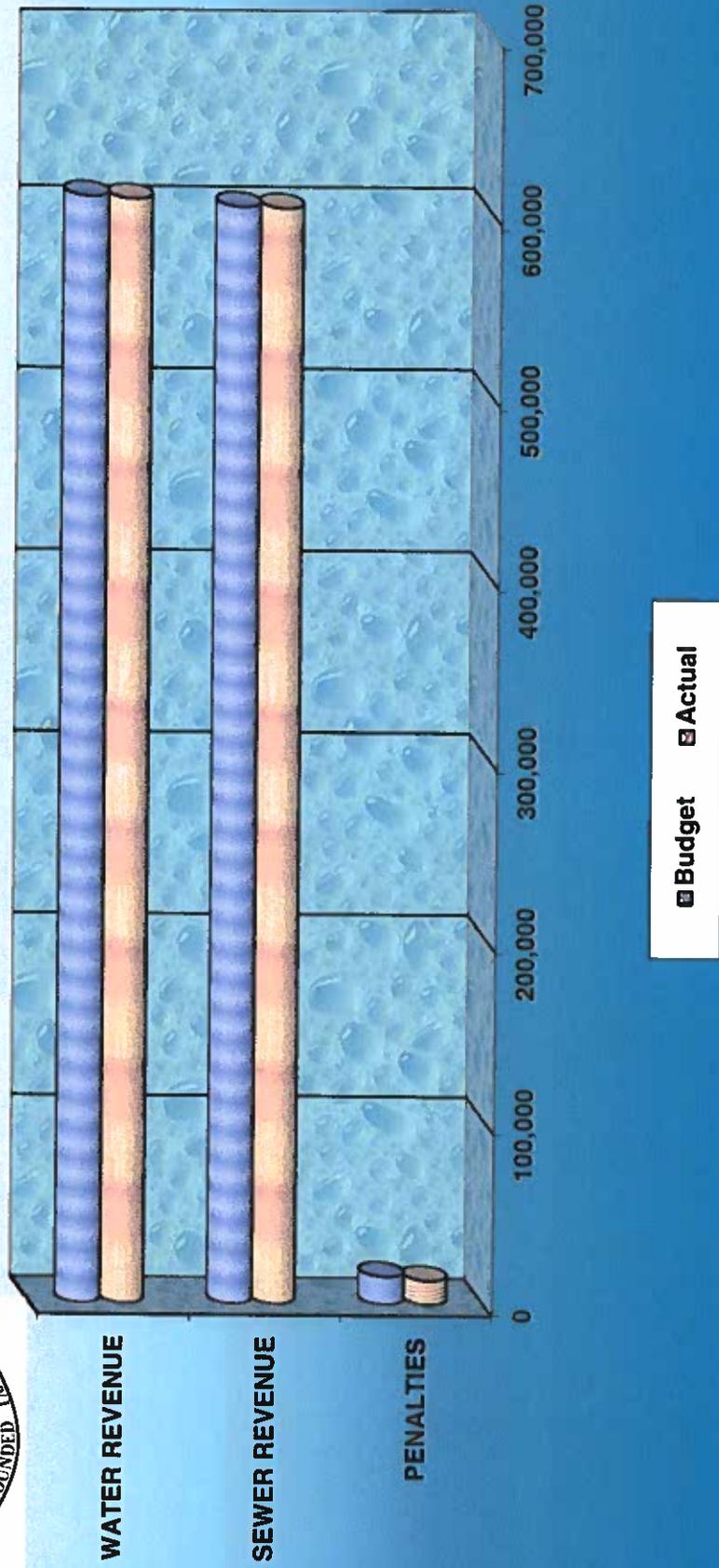
Miscellaneous



TOTAL VEHICLES / EQUIPMENT	20,400	18,521	1,879
WATER			
WATER SALARIES	175,294	170,981	4,313
WATER DISTRIBUTION			
SUPPLIES	5,500	17,720	-12,220
REPAIRS & MAINTENANCE	18,900	69,984	-51,084
WATER LINE BREAK REPAIRS	5,000	1,435	3,565
CHEMICALS	500	0	500
TOOLS & EQUIPMENT	4,105	0	4,105
TOTAL WATER DISTRIBUTION	34,005	89,139	-55,134
WATER PLANT/TOWER/BOOSTER			
ELECTRIC	23,816	39,233	-15,417
SUPPLIES	2,000	1,323	677
REPAIRS & MAINTENANCE	66,700	19,920	46,780
CHEMICALS	9,199	13,114	-3,915
TOOLS & EQUIPMENT	2,053	0	2,053
TESTING & ANALYSIS	14,400	7,562	6,838
TOTAL WATER PLANT/TOWER BOOST	118,168	81,152	37,016
SEWER			
SEWER SALARIES	134,998	144,908	-9,910
SEWER COLLECTION SYSTEM			
CONE BRANCH PS	18,500	26,474	-7,974
BROOKRIDGE PS	10,779	3,844	6,935
FOXFIELD PS	6,500	5,574	926
SANITARY SEWERLINES & MANHOLES	25,000	37,559	-12,559
I&I ACCRUAL	75,000	75,000	0
TOTAL SEWER COLLECTION SYSTEM	135,779	148,451	-12,672
EAST WWTP			
ELECTRIC	25,327	53,520	-28,193
SUPPLIES	6,352	3,726	2,626
REPAIRS & MAINTENANCE	16,600	14,852	1,748
CHEMICALS	33,725	47,650	-13,925
TOOLS & EQUIPMENT	6,090	982	5,108
TESTING & ANALYSIS	34,187	25,263	8,924
SLUDGE HAULING EXP	61,800	44,428	17,372

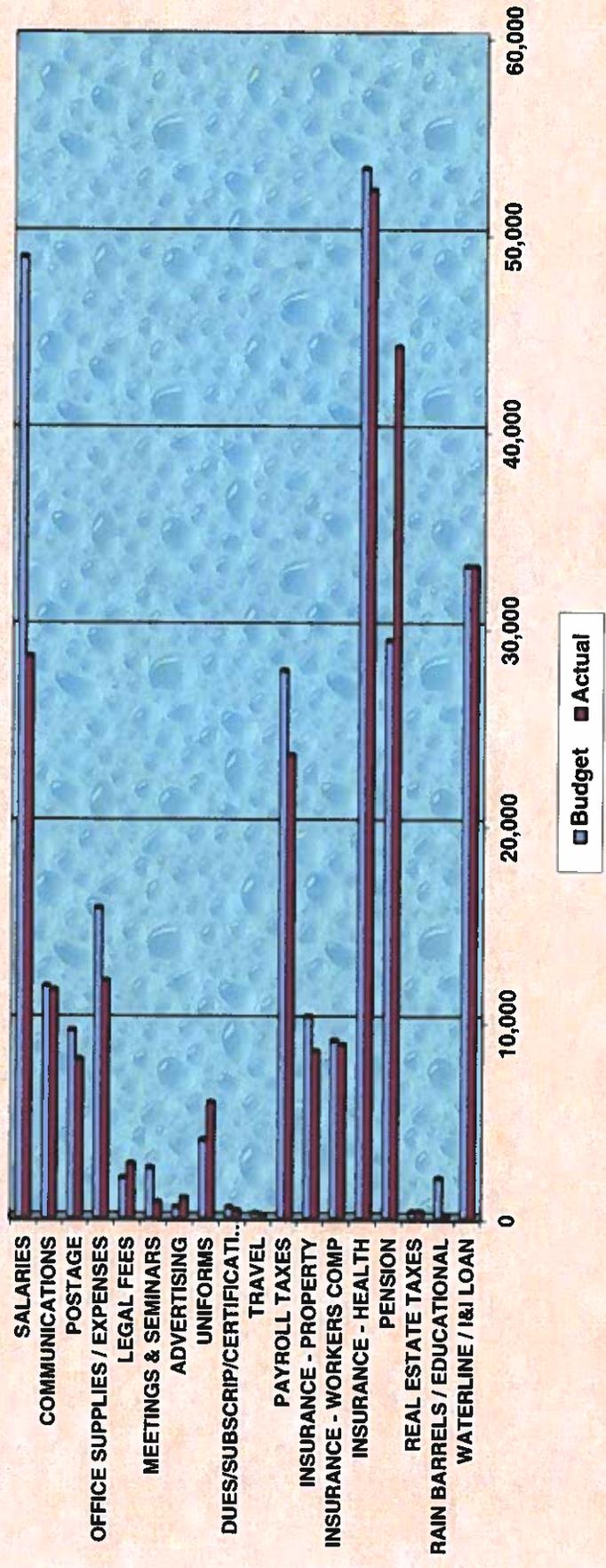
TOTAL EAST WWTP	184,081	190,421	-6,340
WEST WWTP			
ELECTRIC	17,010	39,024	-22,014
SUPPLIES	2,500	1,292	1,208
REPAIRS & MAINTENANCE	2,000	5,289	-3,289
CHEMICALS	47,949	51,638	-3,689
TOOLS & EQUIPMENT	2,510	705	1,805
TESTING & ANALYSIS	11,649	9,908	1,741
SLUDGE HAULING EXP	22,650	17,250	5,400
TOTAL West WWTP	106,268	125,106	-18,838
CONTIGENCY	0	0	
TOTAL EXPENSES	1,169,430	1,210,066	-40,636
SURPLUS / DEFICIT	57,701	12,518	

Water & Sewer Fund Revenue

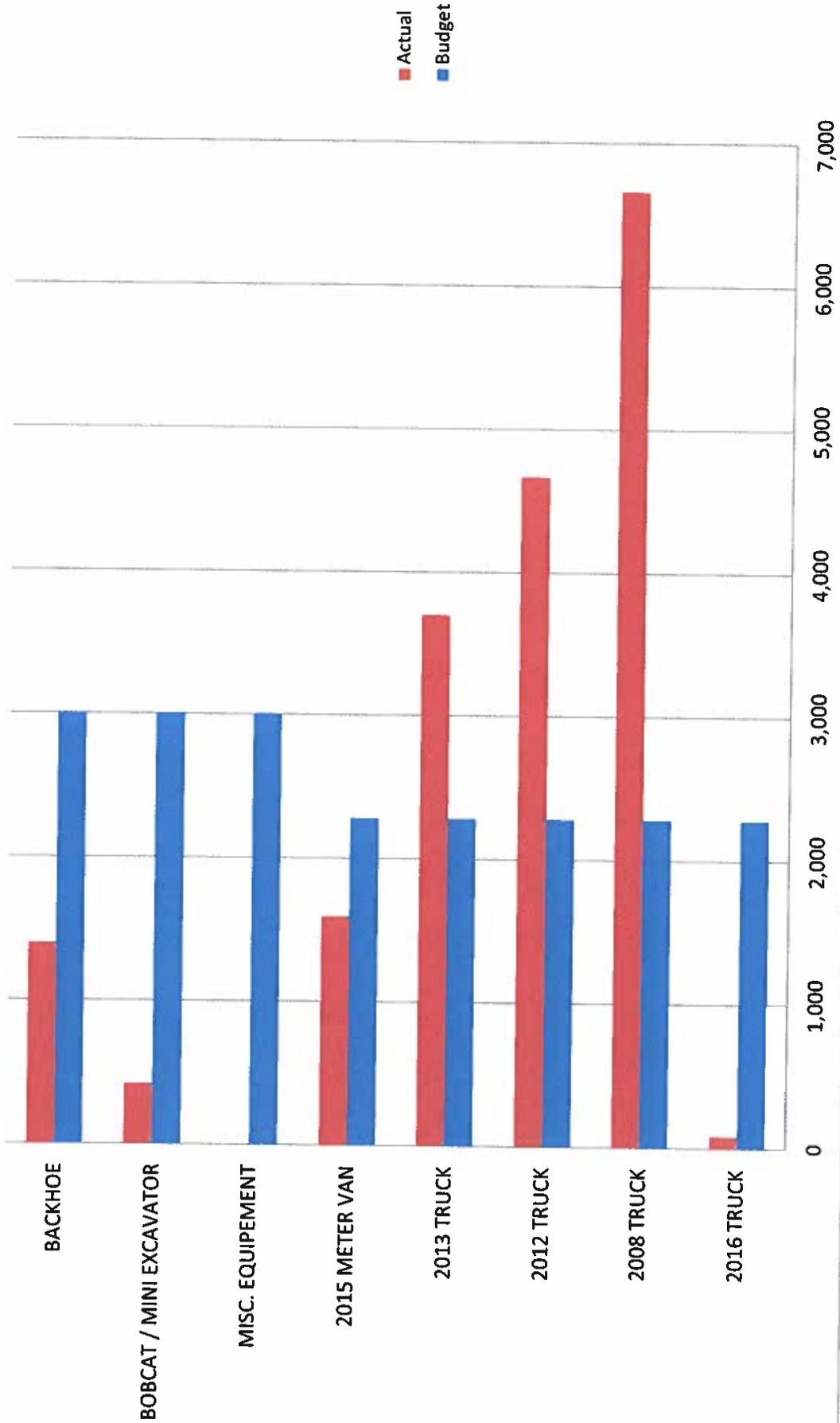




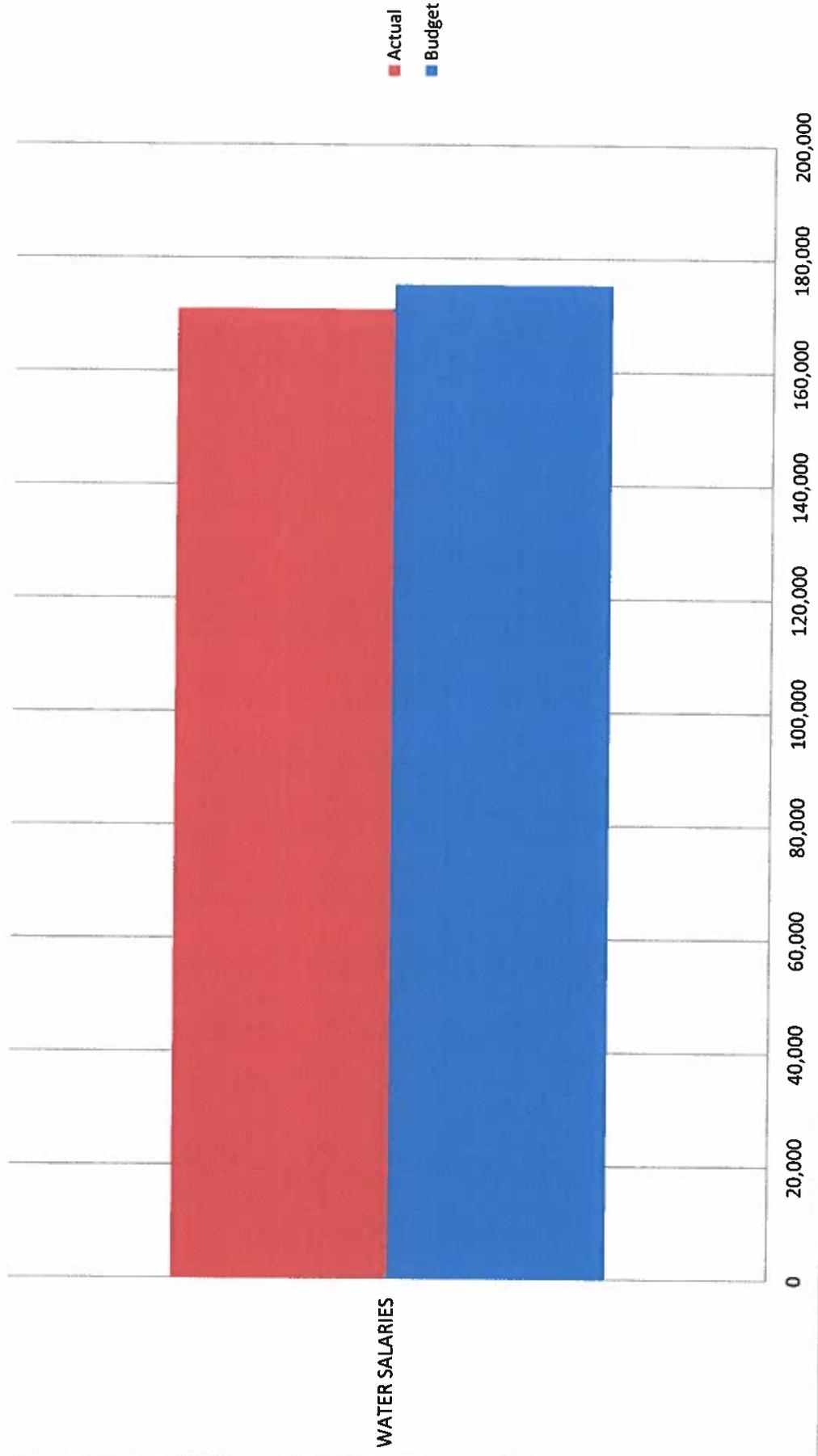
Water & Sewer Administrative Expenses



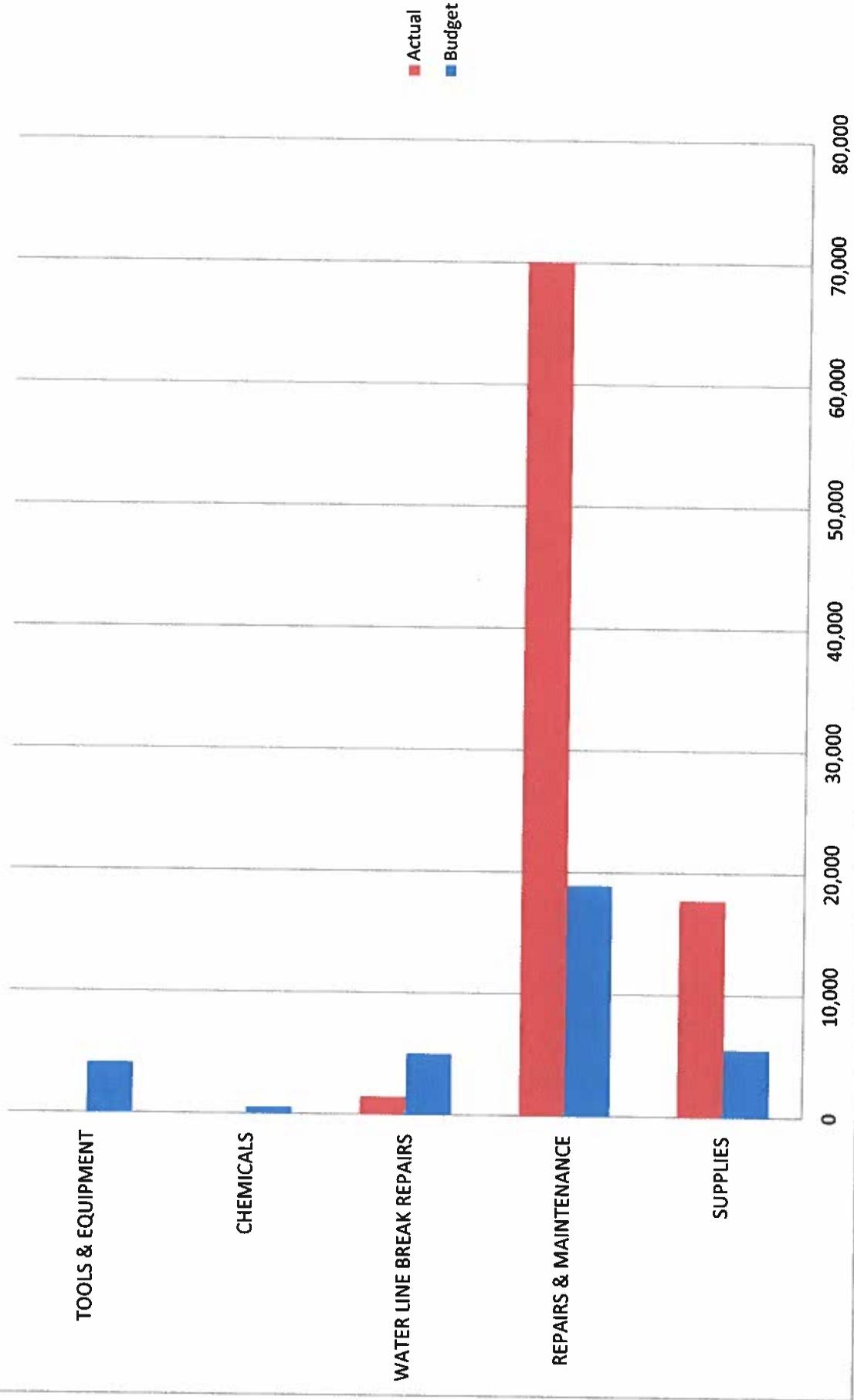
Vehicles & Equipment



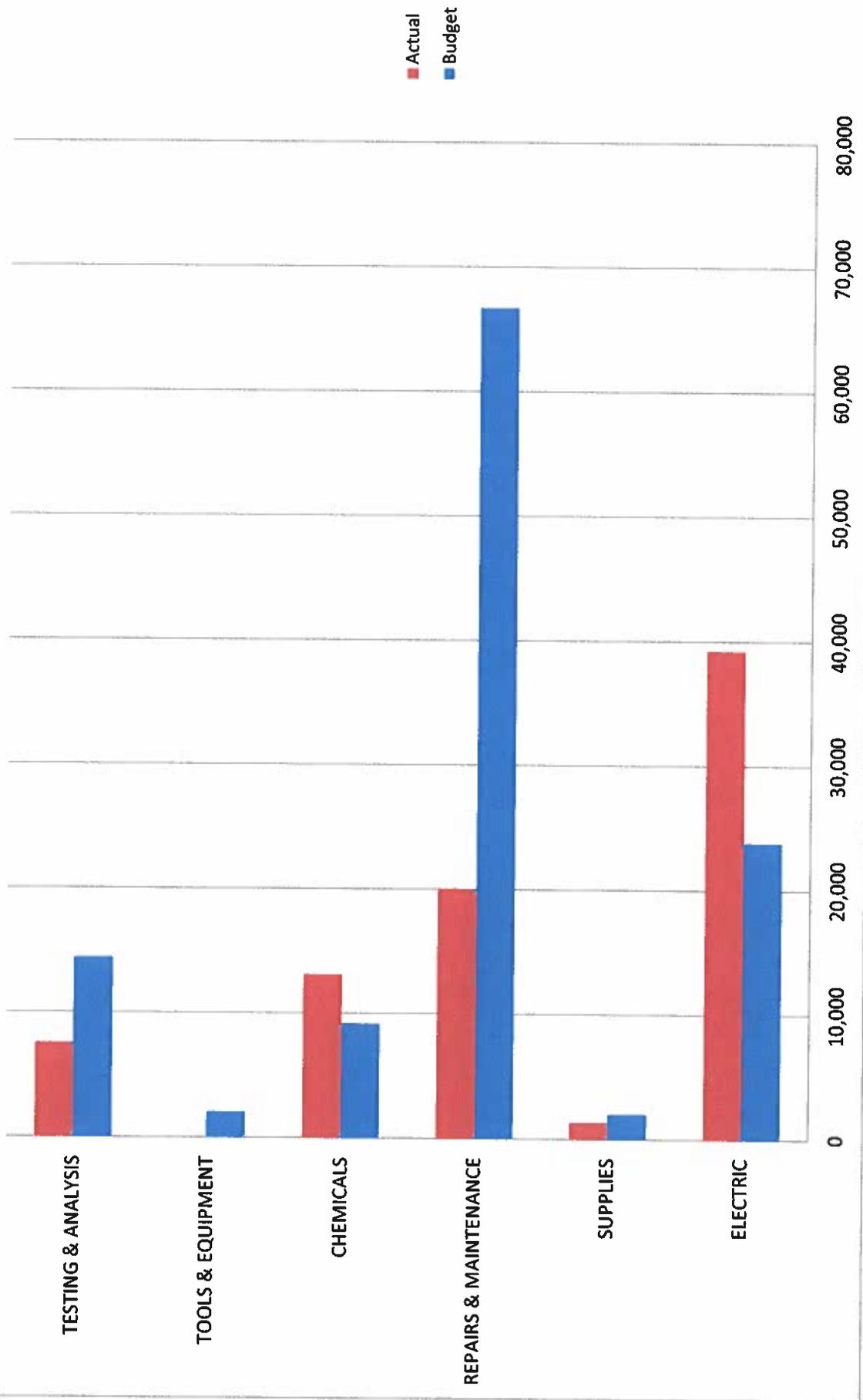
Water Salaries



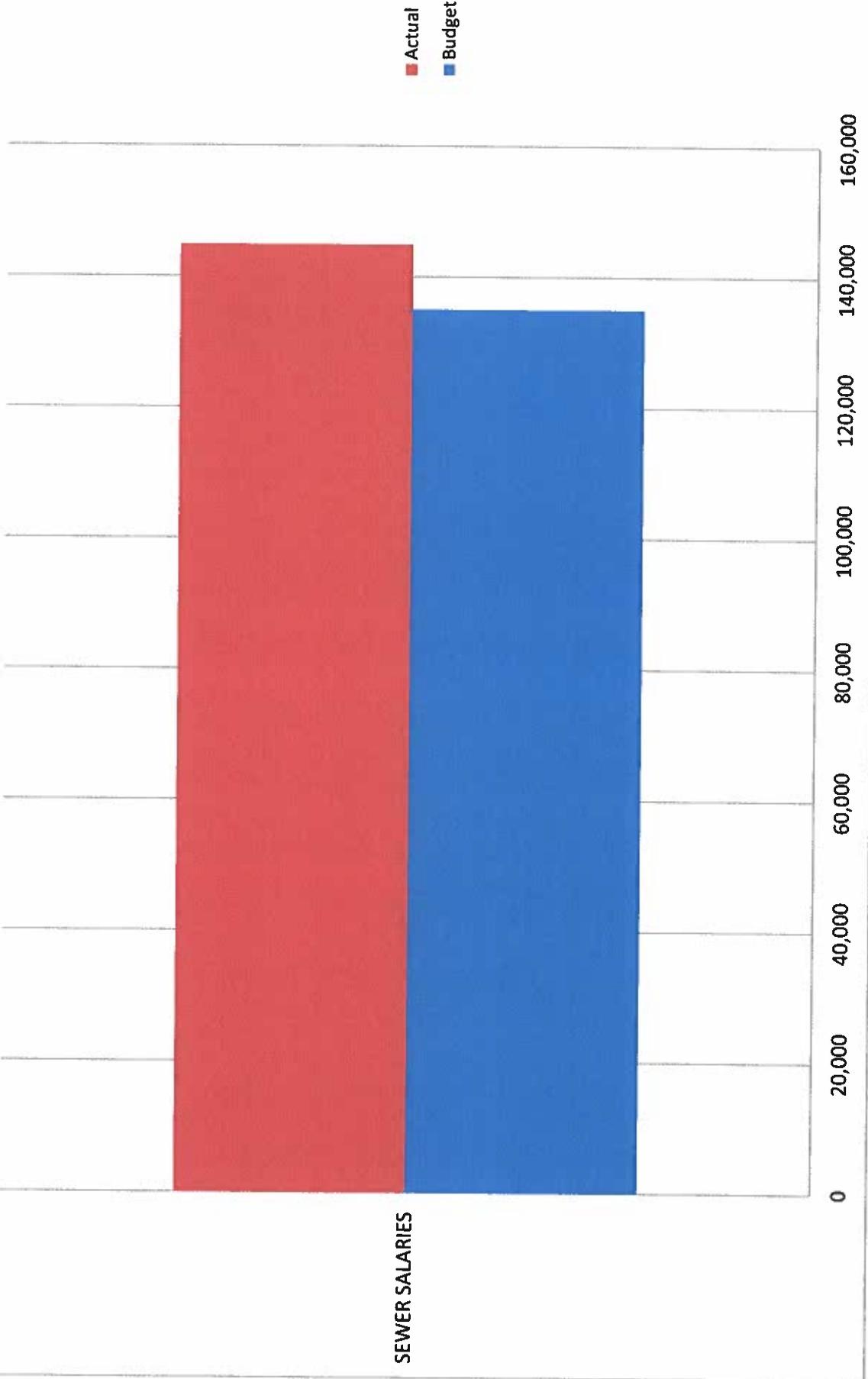
Water Distribution



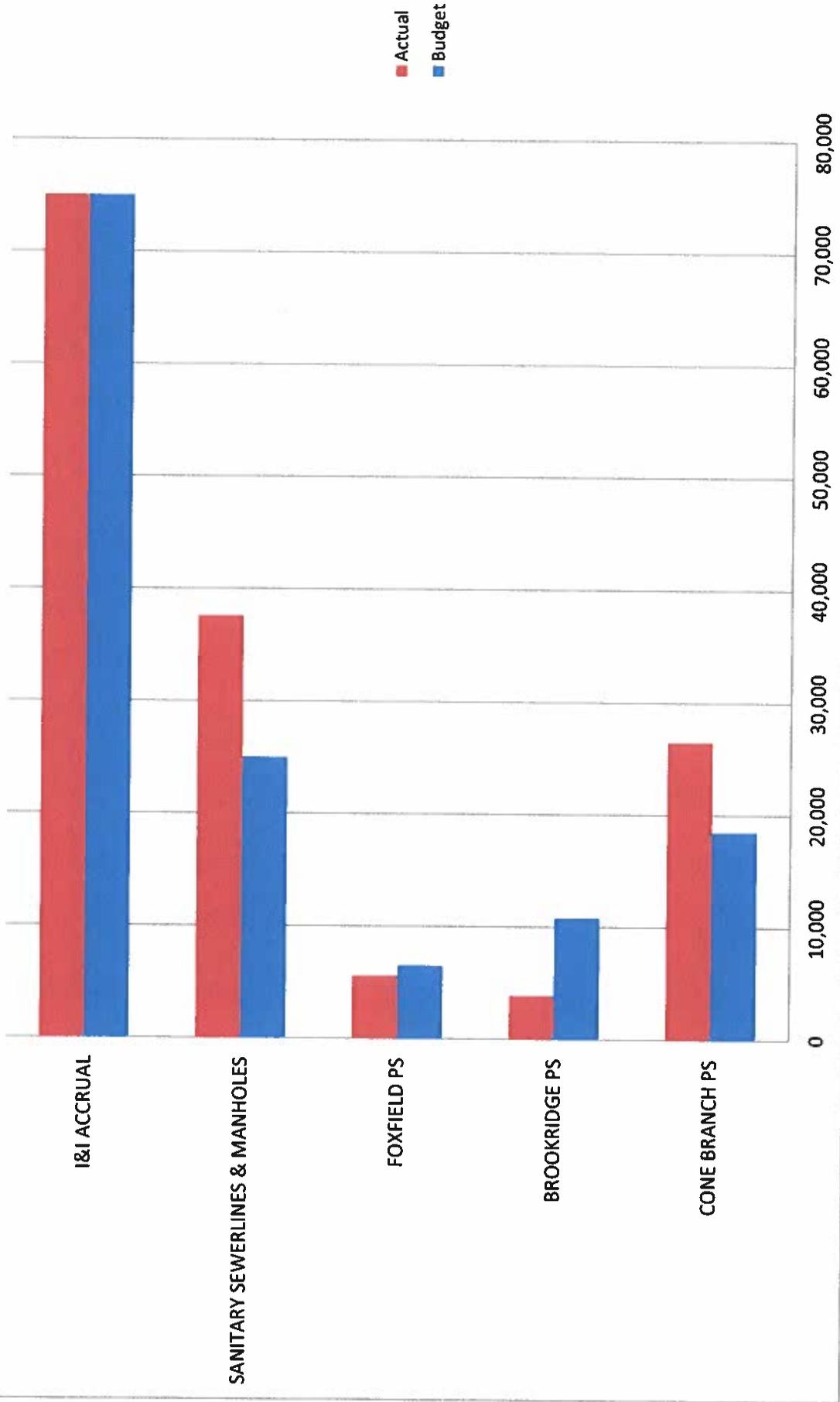
Water Plant, Booster Station, Tower



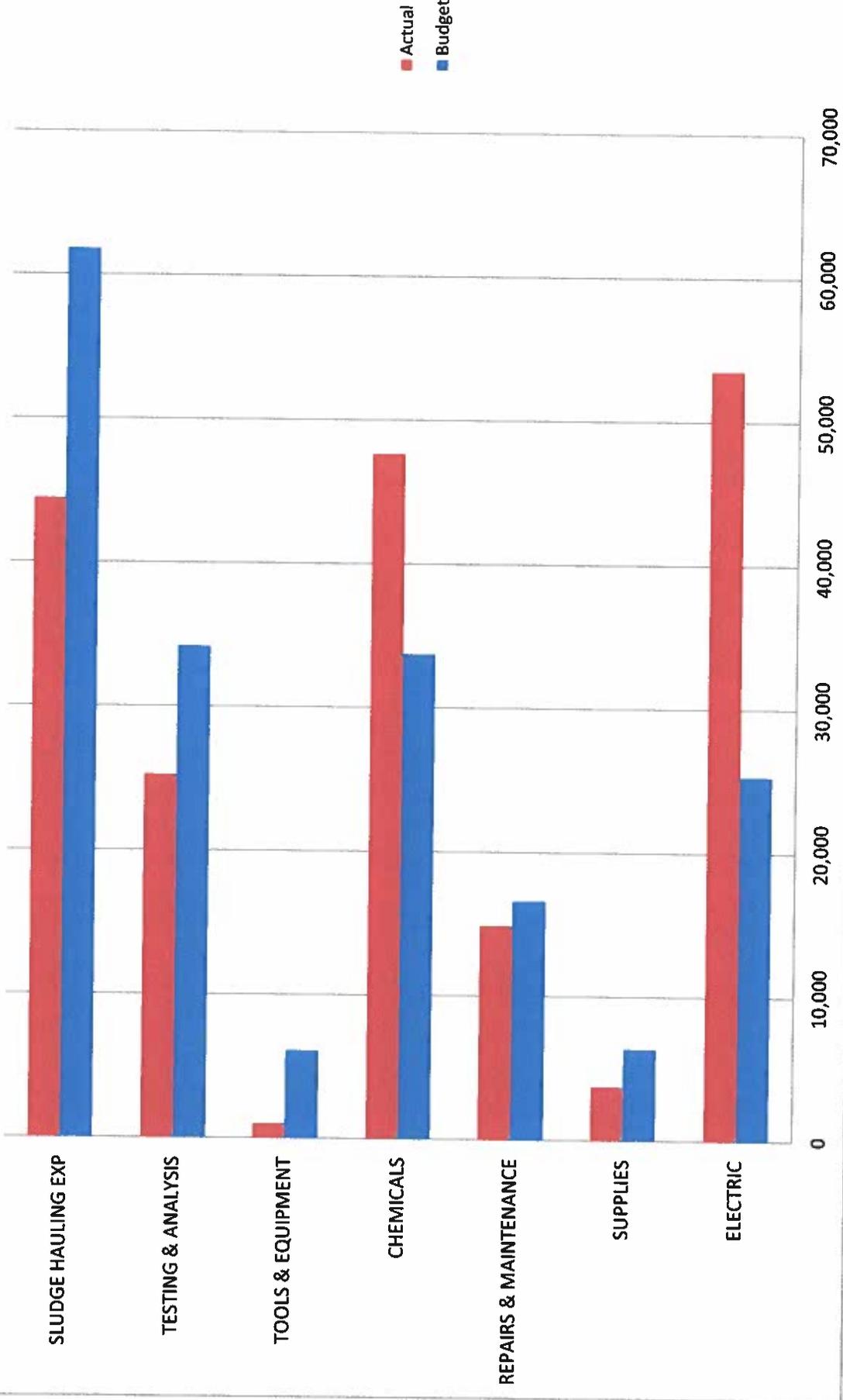
Sewer Salaries



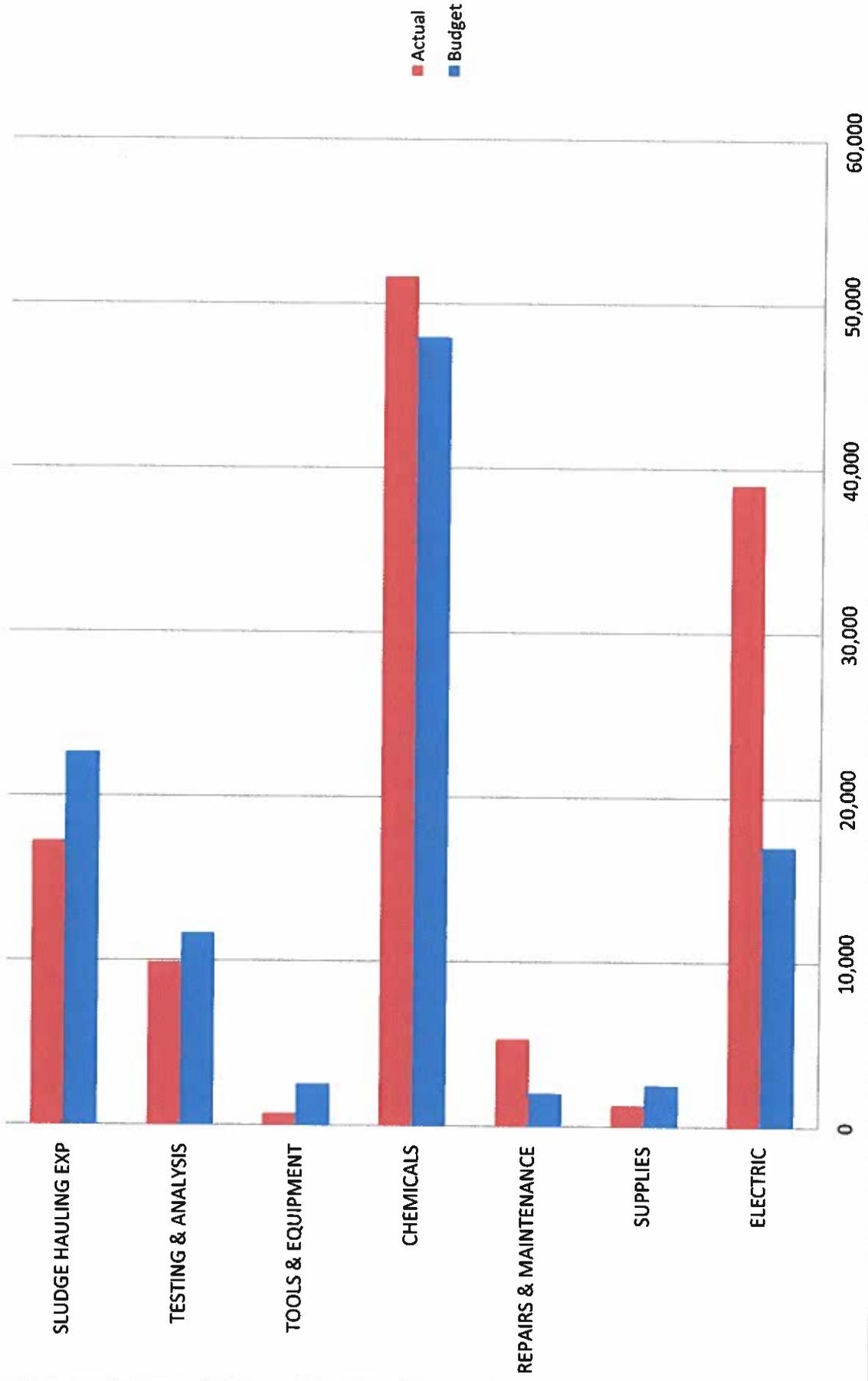
Sewer Collection System



East WWTP



West WWTP



Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/3/2018

RE: Monthly Planning Update - December

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
FRO planting at Remsberg Park completed – February 2017
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018

Site Plans, Plats and Minor Subdivisions:

Cross Stone Commons – Final FRO Plan approved – May 19, 2014
Revised Site Plan conditionally approved – October 20, 2014
Improvement Plan mylars signed – November 6, 2015
Architectural renderings for Building #4 approved – March 19, 2018
Next step – submit architectural renderings for building #2 for review/approval

Franklin Commons - Improvement Plans approved – Sept. 21, 2015 (**Plans expired 9/21/2018**)
Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)
BOA approved height variance request – July 12, 2018 (BOA approval expires July 12, 2019)
Next step – resubmittal of improvement plans for review and approval

Caroline's View/Horman Apartments- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Revised Improvement Plan mylars signed – July 21, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Dowd Property – Forest Stand Delineation approved – April 16, 2018
Concept plan reviewed by PC – May 21, 2018
Next step – BOA review/approval of special exception for shopping center use and/or self-storage use

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

Miller (Ingalls) – Revised Concept Plan reviewed by PC – September 16, 2013
Site plan (Phase III) conditionally approved by PC – July 20, 2015
Improvement plans (Phase III) conditionally approved by PC – June 19, 2017 (Expires 6/29/20)
Improvement plan (Phase III) mylars signed – January 2, 2018

Richland Driving Range – Concept plan reviewed by PC – January 18, 2016
Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)
Improvement Plans reviewed and tabled by PC – September 17, 2018
Next step – approval of improvement plans by Planning Commission

School Complex roadway plans – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)
SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

St. Thomas More Academy Site Plan revision – conditionally approved August 20, 2018

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied by Town Board – October 11, 2010

Admar Property – annexation petition sent to PC by Town Board – January 9, 2017
PC approval of consistency with zoning/comp plan – February 20, 2017
Public Hearing - April 5, 2018
Town Board passed annexation resolution – April 9, 2018

Text Amendments: Request to add “microbrewery” as a permitted use in the TC District – Public Hearing scheduled for Thursday, December 6, 2018

Reports:

Grants: MEA Smart Energy Communities grant application – award granted – May 2017

Meetings: Next Middletown Green Team Meeting – December 19, 2018

Next Joint town board/planning commission workshop – January 7, 2019

TOWN OF MIDDLETOWN ZONING DEPARTMENT

TO: BURGESS AND COMMISSIONERS AND MIDDLETOWN PLANNING COMMISSION
FROM: MARK HINKLE, ZONING ADMINISTRATOR
SUBJECT: NOVEMBER ZONING UPDATE
DATE: DECEMBER 3, 2018

BOA Hearings: None, MT-B-18-3 scheduled for December 19, 2018

Storage Container & Dumpster Permit: None

Home Occupation Permit:

- 702 East Main Street – Craft, home décor and apparel business

Zoning Violations:

- 11/5/2018 15 Woodmere Circle – utility trailer in driveway, corrected
- 11/5/2018 115 Manda Drive – utility trailer in driveway, corrected
- 11/5/2018 Elm Street Parking lot – boat and trailer storage, correct
- 11/21/2018 115 Manda Drive – ATV in driveway

Miscellaneous:

- Temporary sign removal
- Several zoning violation/complaint inspections and investigation
- MT-B-18-3 hearing preparation
- Neighborhood visits

Permits Issued:

November 2018 - Zoning Certificates	Address	Permit #	M-town Received	M. Hinkle Approved	County Approval
Terbush-Repair porch replace columns	100/102 E. Main	185386/185387	10/11/2018	11/5/2018	Yes
NBC-Verizon antennae replacement	815 E. Main	185593	10/3/2018	11/9/2018	Yes
Green-8x12 shed	2 Lombardy	Town	11/7/2018	11/7/2018	Town
Sousa- Rear deck	303 Ingalls Drive	185868	11/15/2018	11/16/2018	Yes
Dalessio-4' rear fence	319 Ingalls Drive	Town	11/19/2018	11/19/2018	Town
Middletown Commons Holdings-Convert sales office	12 Gaver Way	185666	5/20/2016	11/19/2018	Yes
Linehan-rear fence	9 Locust Blvd	Town	11/28/2018	11/28/2018	Town
Middletown Valley Bank-Lobby reno, new teller line	24 W. Main	185536	11/2/2018	11/30/2018	Yes
Middletown Commons Holdings-SFH	205 Ingalls	186211	11/27/2018	11/30/2018	Yes
Middletown Commons Holdings-SFH	316 Ingalls	186214	11/27/2018	11/30/2018	Yes
Blake-Rear fence	315 South Church	Town	11/30/2018	11/30/2018	Town