



**AGENDA FOR THE TOWN MEETING**  
**February 12, 2018**  
**7:00 p.m.**

**PLEDGE TO THE FLAG**

**CALL TO ORDER**

**CONSENT AGENDA**

- Town Meeting Minutes
  - [January 22, 2018 – Town Meeting](#)

**Red Indicates – Action Item**  
**Green Indicates – Ordinance Introduction**  
**Blue Indicates – Link to Additional Information**

**PERSONAL REQUESTS FOR AGENDA:**

**STAFF REPORTS:**

**Financial Planner**

- Review of FY 2017 Audit
- Review of FY 2018 at 6 Months

**Staff Planner**

**Main Street Manager**

**Engineers Report**

**Zoning Administrator**

**UNFINISHED BUSINESS:**

- [Memorandum Annexation – Review of Concept Plan & Scheduling Public Hearing](#)
- Review of Plans for Replacement of Non-Compliant Subdivision Signs - Future Eagle Scout Projects

**REPORT OF COMMITTEES:**

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

## **NEW BUSINESS:**

- **Announcement of the Nominating Convention for the 2018 Town Elections**
- **Sanitary Sewer Interceptor Replacement Bids**
- **Request for Waiver of Zoning Certificate Fee – Main Street**

## **PUBLIC COMMENTS:**

## **ANNOUNCEMENTS:**

- *Nominating Convention – Tuesday, February 27, 2018 at 7:00PM at Town Office*
- *Public Hearing on Permitting Fee Schedule Increase – Thursday, March 1, 2018 at 7:00PM*

## **ADJOURNMENT**

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

January 22, 2018

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on January 22, 2018, by Burgess Pro Tem Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Rick Dietrick and Chris Goodman.

### CONSENT AGENDA

*Girls on the Run Event – June 2, 2018*

*Town Meeting Minutes*

- *January 4, 2018 – Town Workshop*
- *January 8, 2018 – Town Meeting*

Commissioner Bussard motioned to accept this consent agenda as presented, seconded by Commissioner Goodman and passed unanimously. Burgess Pro Tem Falcinelli requested that the organizers of the Girls on the Run Event be notified not to use paint or any other type of permanent substance to mark the race course. She suggested they use chalk or some other type of non-permanent material.

### PERSONAL REQUESTS FOR AGENDA:

- **Colby Doreen – Eagle Scout Project Remsburg Park Entrance Sign** – Colby Doreen reviewed his Eagle Scout Project Plan and color scheme to replace the Remsburg Park entrance sign. It is projected to be completed at the end of April or beginning of May 2018. It is to be placed where the current sign is located. A two-sided sign cannot be placed closer to the street due to sight-line safety issues. Motion by Commissioner Goodman to approve Colby Doreen's Eagle Scout Project as presented, seconded by Commissioner Dietrick. Motion carried 4-0.

### UNFINISHED BUSINESS:

- **Introduction of Ordinance 18-01-01 – Revise the Fee Schedule Pertaining to Various Land Use-Related Applications Submitted to the Town** – The last review of this fee schedule was 2007. Public Hearing is scheduled for March 1, 2018. The vote on this ordinance will be March 12, 2018.
- **Memorandum Annexation Agreement & Scheduling Public Hearing** – Drew stated the mistake previously identified in the agreement has been corrected. The developer has agreed to construct the building which will house the community center but has asked that the tap fees be waived since this building will be town operated and available for use by all town residents. Burgess Pro Tem Falcinelli noted that the Concept Plan does not indicate the details of the walking trails on this proposed development. Drew stated that the plan should note that the walking trails will be "asphalt and ADA minimum width". This item was tabled to be discussed by the full Town Board at the Town Workshop February 1, 2018.

### NEW BUSINESS:

- **Review of Subdivision Sign Regulations and Maintenance** – Drew presented the Board with pictures of the current subdivision signs. There are 7 that were built prior to the Town adopting

the Subdivision and Community Identification Signs, Section 17.36.090 of the Town Code in 2010, which now requires all subdivision and community signs be of a permanent nature. Drew provided the Board with a draft version of a proposed Subdivision Signs Repair and/or Replacement Policy. This included steps to possibly replace these signs and if none are done the sign will be torn down. After much discussion concerning neighborhood notifications concerning repairs, length of time for neighborhoods to make repairs and potentially becoming future Eagle Scout projects, this item was tabled for discussion at the next meeting.

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS:**

- *Nominating Convention – Wednesday, February 7, 2018 at 7:00PM at the Town Office*
- *Green Talks – Incentives & Programs to Save & Go Green – Saturday, February 10, 2018*

**ADJOURNMENT**

Meeting adjourned at 7:38PM.

Respectfully submitted,

Annette Alberghini  
Town Receptionist

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 1/29/2018

RE: Monthly Planning Update - February

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**Major Subdivisions:**

**Middletown Glen** - Preliminary plans signed – May 29, 2013

Improvement plans conditionally approved – October 16, 2013

Final Plats conditionally approved – November 17, 2014

Plats 1 & 2 recorded at Courthouse – May 17, 2016

FRO planting at Remsburg Park completed – February 2017

Plat 3 recorded at Courthouse – March 1, 2017

Plat 4 recorded at the Courthouse – November 13, 2017

**Next step – record additional final plat**

**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 Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)

Improvement Plan mylars signed – November 6, 2015

**Next step – submit architectural renderings for buildings #2 and 4 for review/approval**

**Fire Station** – BOA approved height variance request - October 20, 2016

Revised Site Plan conditionally approved – October 17, 2016 (Plans expire 10/17/19)

Improvement Plans conditionally approved – December 19, 2016 (Plans expire 12/19/19)

Improvement Plan mylars signed – May 30, 2017

Building permit conditionally approved – June 29, 2017

**Franklin Commons** - Site Plan conditionally approved – January 19, 2015 (Plans expired 1/19/2018)

FRO plan conditionally approved – January 19, 2015

Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/2018)

Improvement Plan mylars signed – January 4, 2016

**Next step – submittal of PWAs for approval and apply for building and grading permits**

**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**

**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 hearing for variance requests (approval received) – March 29, 2016 (**Expired 3/29/17**)

SWM plans submitted to SCD and Frederick County – December 5, 2016

**Next step – apply for variance requests for siting of duplex building**

**Miller (Ingalls)** – Concept and Phase I & II Plan approved & signed – September 27, 2010

Revised Concept Plan reviewed by PC – September 16, 2013

Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

Improvement plans conditionally approved by PC – June 19, 2017

Improvement plan mylars signed – January 2, 2018

**Next step – apply for building and grading permits**

**Richland Driving Range** – Concept plan reviewed by PC – January 18, 2016

Site Plan conditionally approved by PC – June 20, 2016 (Plans expire June 20, 2019)

**Revised Site Plan conditionally approved – January 15, 2018**

**Next step – submittal of improvement plans for review and approval**

**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

**Williams** – Preliminary/Final plat conditionally approved – January 15, 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

**Text Amendments:** Wireless Telecommunications ordinances – approved by Town Board- 1/8/18

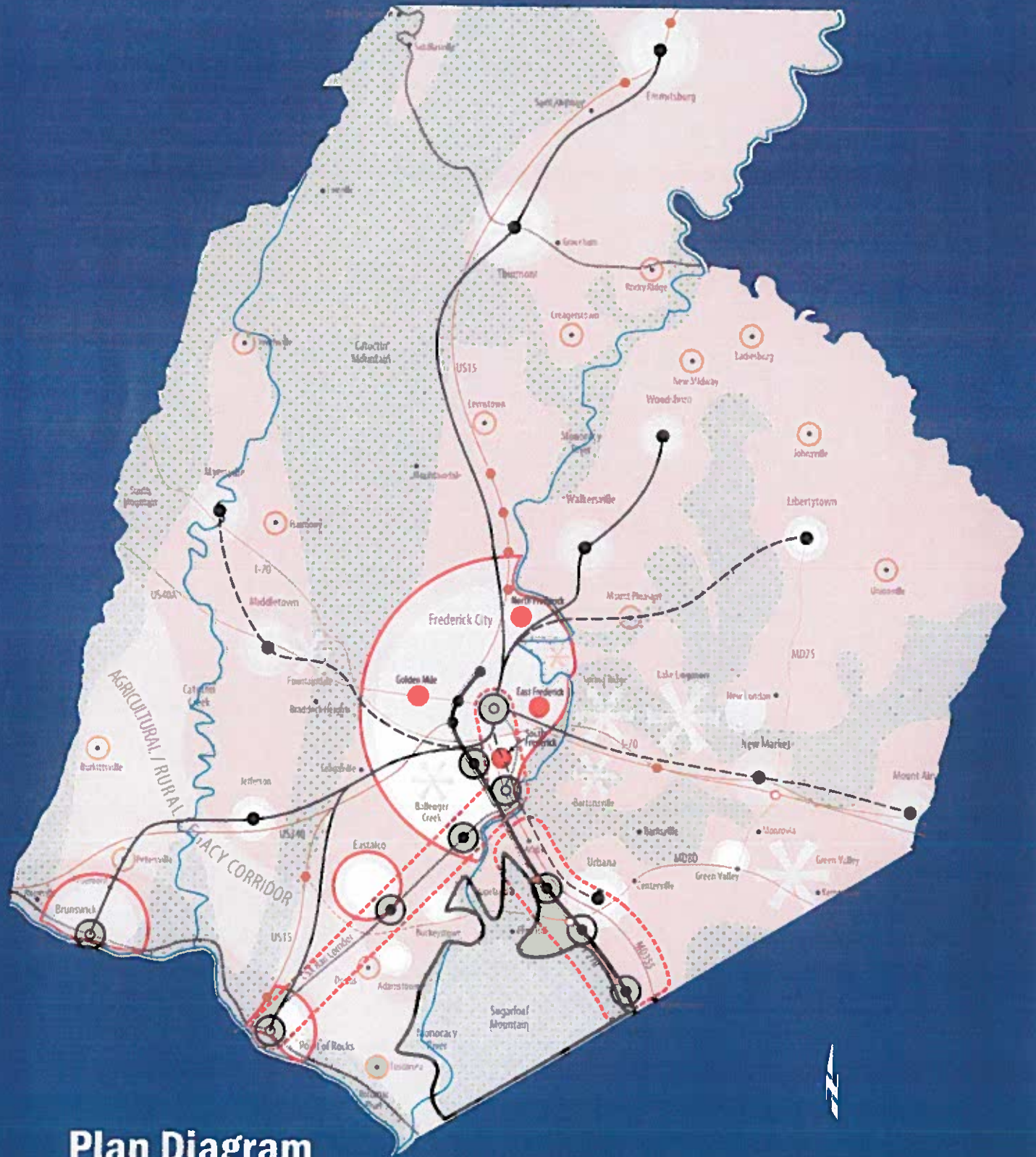
#### **Reports:**

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

**Meetings:** Next Middletown Green Team Meeting – February 21, 2018

**Next Joint town board/planning commission workshop** – February 5, 2018





# Plan Diagram

## Primary Growth Areas

- Community
- Corridor
- Development Focus Area
- TOD Node (1/2 mile radius)

## Secondary Growth Areas

- Community Concept
- Suburban Retrofit

## Agricultural Infrastructure

- Agricultural Lands
- Rural Hamlets / Agricultural Support

## Green Infrastructure

- Recreation Lands
- Major Waterway
- Sugarloaf Mountain Rural Heritage Landscape

- |  |  |                           |
|--|--|---------------------------|
|  |  | Transit Center            |
|  |  | Transit Station           |
|  |  | Highway Interchange       |
|  |  | Roads                     |
|  |  | Public Transit Lines      |
|  |  | E = Existing P = Proposed |



**To: The Burgess and Commissioners**  
**From: Becky Axilbund, Main Street Middletown Manager**  
**RE: Workshop Report**  
**Date: February 1, 2018**

**Upcoming Dates:**

Tuesday, February 6, 2018 – Promotions Committee Meeting  
Thursday, February 8, 2018 – Design Committee Meeting  
Thursday, February 15, 2018 – Organizational Committee Meeting  
Sunday, February 18, 19, 20, and 21 – Becky at Small Museum Association Conference in College Park, MD  
Tuesday, February 20, 2018 – Economic Development Committee Meeting  
Thursday, February 22, 2018 – Main Street Board Meeting  
Friday, February 23, 2018 – EDC Business Mixer  
Tuesday, February 27, 2018 – MD Main Street Meeting – Becky out of Office

**Organization:**

- Main Street Middletown has moved into 19-21 West Main Street! There are a few minor I.T. issues that need ironing out; however, this should all be completed by Friday, February 2.
- We have coordinated with the Town Zoning Administrator for a Change in Use/New Tenant, and to hang a sign on the building.
- We have also coordinated with Frederick County Office of Planning and Zoning for a Change in Use/New Tenant permit.
- The Intent to Apply for the Maryland Historical Trust Capital Grant Program has been completed and work is starting on the actual grant application.

**Design:**

- The Design Committee completed edits on the Heritage Walking Tour brochure. The edits have been made, photos have been uploaded to a Flickr account, and I need to coordinate with our GIS consultant for them to review my submittal.
- The Design Committee is meeting with a consulting firm to assist us in putting together a Historic Structures Report. This is a formal plan that will outline the steps we need to take as we work towards rehabilitating 19-21 West Main Street. Basically, it documents the historic fabric as it is, makes a list of recommendations on historic treatments to repair, and helps set priorities.

**Economic Development:**

- Main Street is partnering with the Town to co-host our February Mixer. The mixer will be held at 100-104 West Main Street on February 23 at 8:30am. Main Street Middletown will have a quick presentation to the businesses illustrating our calendar of events and how easy it is to place your event on the calendar. Next on the agenda, we will have one of our businesses who is working with Garrett Glover introduce him to the group. Garrett will make a 5-10 minute what three things you should do during



construction as a business owner, then the presentation will go to Jerry Burgess to talk about the upcoming construction. At the closing Main Street Middletown will hand out paper copies of the town-generated map illustrating parking. Electronic copies will be emailed later that day. Main Street will also provide the attending businesses a hand out about all the events that we are coordinating in 2018. Electronic copies of this handout will also be emailed later in the day.

- The Economic Development Committee has been asked to assist one of our Main Street businesses in an effort to provide a series of classes on Personal Safety.

#### **Promotions/Communications:**

- Main Street Middletown Chalk Art Fair – Saturday, April 28. This event is an arts oriented and family oriented. The focus of the event will have sponsored artists decorating the street with chalk art. Families will also be able to participate with chalk supplied for them to decorate parts of the sidewalks along Main Street. There will be kids crafts, on-site yoga, acoustic music, food vendors, craft vendors, and wine tastings paired with sweets. The event will be fun, laid back, delicious, and full of creative ideas. Main Street Middletown is asking the Burgess and Commissioners to help support this event by closing part of Main Street, assisting trash and recycling clean-up, and securing the liquor license through the Town's special permit.
- Walking Tour in May – This event will coincide with the Town's Sustainability Talks on Saturday, May 19<sup>th</sup>. Main Street Middletown will work with Cindy Unangst to work out logistics of the day, but we see this operating much like we did during the 250<sup>th</sup>. As we get closer to the event, we may ask the Town for support with traffic calming measures if we anticipate a larger crowd.
- Vintage Vehicles in the Valley – Cruise-In Saturday, June 9 from 9:00am to 3:30pm – this event will be held mainly facing West Green Street and to allow for plenty of parking for the cars and less potential for damage and bumps that may be along West Main during this time period due to the construction. An "oldies" band has been retained, food vendors to serve, including old-time candies, dash plaques given to the first 50 vehicles to register, and lots of voting opportunities and awards. There will be no alcohol at this event. Main Street Middletown is asking the Burgess and Commissioners to help support this event by closing part of West Green Street, assisting with trash and recycling clean-up. Also, there has been some discussion about Burn-Outs. We have one business already who would like to sponsor a burn-out. Main Street Middletown would appreciate comments or concerns the Burgess and Commissioners may have about having a burn-out as part of the overall event.
- The Heat is On – Main Street 5K – on August 24, 2018. Due to the upcoming construction, Main Street Middletown will have to make modifications to the current race course. Main Street Middletown is asking the Burgess and Commissioners to help support this event as we create a new course and what safety features that may entail as far as number of deputies needed at key intersections, controlling traffic, etc. We also appreciate the Town's assistance with supplying traffic cones, trash receptacles, etc.
- September – Friday Night Lights – this event has the least amount of details yet, but the motivation and ideas behind it are to bring the high school community to the downtown area in a way that shows the community support for the high school sports teams.

*Main Street Middletown Appreciates the Burgess and Commissioners  
Support of our Programs and Organization*

## Town of Middletown Zoning Staff Report

To: Burgess and Commissioners

From: Ron Forrester, Zoning Administrator

Date: 2/1/18

RE: Monthly Zoning Staff Report – January 2018

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**Board of Appeals (BoA) Meeting:** No BoA public meetings / hearings conducted during month of January 2018.

### **Zoning Violations:**

(1) Unregistered / inoperable vehicle parked in driveway. 5 Young Branch Drive. A zoning ordinance violation notification letter ***with citation and \$200 fine*** was sent to homeowner on July 19, 2017 for having an unregistered or inoperative motor vehicle parked on driveway (Silver Subaru sedan) in violation of Section 17.32.060(J)(2) – Off Street Parking in Residential Districts and for Residential Use Property in the TC (Town Commercial) District – of the municipal code which states that “The parking and storage of not more than one unregistered or inoperative motor vehicle is permitted provided that such vehicle is effectively screened from adjoining properties.” This is the *fourth time* this homeowner has been cited for this same violation over the last three years. Property posted on August 16, 2017 when certified letter returned to town office with annotation that the post office was unable to deliver letter. There has been no response on the part of the property owner to the posting of the property. In a September 22, 2017 email received from the Town Administrator, he noted that the town’s attorney is researching the requirements for the town filing for a judgment in the Circuit Court. The town attorney notes that under both State and Town Code, if the person doesn’t pay the fine before the due date and doesn’t request a trial, then he/she is automatically liable for twice the amount of the fine (***\$400 fine in this case***), not to exceed \$1000. The attorney noted that the matter has to be sent to the Court for the entry of a judgment, and once the judgment is entered, the town can enforce the judgment just like any other judgment, e.g., garnish wages, attach bank accounts or other property, request a lien to be filed against any real estate the person owns in the county. Fine has not been paid. Open.

(2) Recreational vehicle parked in driveway. 102 Ali Drive. A zoning ordinance violation notification letter was sent to property owner on September 19, 2017 for parking a utility trailer in the driveway of their residential property in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. I talked with home owner on September 23, 2017 regarding screening options, etc. He was given 30 days to provide a screening plan. I’m still waiting to receive screening plan. I visited properties on Ali Drive in November and December 2017 and January 2018. During these visits, I noted the trailer was still parked on driveway and was not screened from adjoining properties. A second zoning ordinance violation was sent to the owner on January 29, 2018 informing the owner that he is still in violation of the municipal code and that if the trailer is not screened from adjoining properties within ten days from the date of this second violation notification letter or the trailer is not removed from his property, that a fine will be assessed by the Zoning Administrator of \$100 a day for every day the violation continues to exist.. Open.

(3) Recreational equipment parked in front yard of residential property. 331 South Church Street. A zoning ordinance violation notification letter was sent to property owner on October 5, 2017 for parking a camper trailer in front of his detached garage in the front yard setback of his residential property (corner lot – two front yards) in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment is not permitted in the front yard setback areas of any lot. Additionally, in subsequent conversations with homeowner, it was noted that the camper trailer is thirty (30) feet long which makes it a restricted vehicle. Sections 17.32.065 – On-Street parking of restricted vehicles in residential districts – and 17.32.150 – Restricted vehicles – of the municipal code state that it is a violation of the municipal code to park a restricted vehicle in a residential neighborhood except upon approval of a special exception by the Middletown BoA (See Section 17.48.320 of municipal code). I advised the homeowner that there is no certainty that the BoA would approve his petition for a special exception to the municipal code to park restricted recreational equipment on his property. Homeowner is considering his options. A follow-on letter was sent to homeowner on December 7, 2017 for this violation. I had a meeting with homeowners on December 20<sup>th</sup> at the town municipal center regarding the costs and paperwork required to file a special exception petition with the Middletown BoA. At the meeting, the filing fee and associated BoA petition / application paperwork along with a timeline for how the petition paperwork is processed for a Special Exception were discussed. The homeowners expressed a degree of uncertainty on being able to proceed and may elect to wait until new year to submit their application for a Special Exception to the BoA. The homeowner sent an email to Burgess requesting approval of a payment plan to pay the \$250 fee required for filing a Special Exception to the BoA. Homeowner contacted Zoning Administrator who directed homeowner to discuss payment plan options with the Town Administrator. The homeowner discussed payment plan options with Town Administrator via telephone. No other actions taken by homeowner to date to file application to BoA for a Special Exception. Open.

(4) Inoperable / unregistered vehicle parked in driveway. 105 South Jefferson Street. A zoning ordinance violation notification letter was sent to property owner on October 10, 2017 for parking an unregistered / inoperable motor vehicle (Mercedes Sedan) on driveway that was not screened from adjoining properties in accordance with Section 17.32.060(J)(2) – Off Street Parking in Residential Districts and for Residential Use Property in the TC (Town Commercial) District – of the Middletown Municipal Code. Open.

(5) POD Storage Container place on residential property. 214 Prospect Street. A zoning ordinance violation notification letter was sent to property owner on December 13, 2017 for placing / storing a large POD storage unit in the front yard of residential property in violation of Section 17.32.045 – Storage and disposal containers – of the Middletown Municipal Code. The code states that “no person who owns, leases, occupies or has charge of any premises or property, in whole or part, shall place, keep or maintain a storage container on the premise or property” The code does permit the zoning administrator to approve the placing, keeping or maintaining of a storage container or disposal container on property or premise in any zone if storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premise. Subsequent property visits found that the large POD storage container was still stored in front yard of residence. The property was visited on January 30, 2018 and I observe that POD Storage Container was no longer stored in the front yard of the property. Closed.

(6) Recreational vehicle (utility trailer) parked in driveway. 15 Woodmere Circle. A zoning ordinance violation notification letter was sent to property owner on December 14, 2017 for parking a utility trailer on driveway of residential property in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. I visited property on January 30, 2018 and observed that the utility trailer was no longer parked/stored on driveway. Closed.

- (7) Inoperable / unregistered vehicle parked in driveway. 208 West Green Street. A zoning ordinance violation notification letter was sent to property owner on December 14, 2017 for parking an unregistered / inoperable motor vehicle (Ford Ranger pick-up truck) on driveway that was not screened from adjoining properties in accordance with Section 17.32.060(J)(2) – Off Street Parking in Residential Districts and for Residential Use Property in the TC (Town Commercial) District – of the Middletown Municipal Code. A subsequent visit to property noted that the pick-up truck was no longer parked on the driveway of the property. Closed.
- (8) Recreational vehicle parked in driveway. 20 Knoll Side Lane. A zoning ordinance violation notification letter was sent to property owner on December 21, 2017 for parking a utility trailer in the front yard setback of residential property in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment is not permitted in the front yard setback areas of any lot. The code states that parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. A visit to the property on January 3, 2018 found no utility trailer parked in driveway. Closed.
- (9) Large Dumpster Placed in Front Yard of Residential Property. 6 Carline Drive. A zoning ordinance violation notification letter was sent to property owner on January 11, 2018 for placing / storing a large trash dumpster in the front yard of residential property in violation of Section 17.32.045 – Storage and disposal containers – of the Middletown Municipal Code. The code states that no person who owns, leases, occupies or has charge of any premises or property, in whole or part, shall place, keep or maintain a trash dumpster on the premise or property. The code does permit the zoning administrator to approve the placing, keeping or maintaining of a large trash disposal container on a property or premise in any zone if the disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premise. No permit was requested or issued for this trash disposal container. I visited property on January 30, 2018 and observed that the large trash dumpster was no longer parked/stored on the front yard of the property. Closed.
- (10) Storage Container / Sea Container parked on Middletown High School (MHS) property. 200 School House Road. A zoning ordinance violation notification letter was sent to the Chief Operating Officer of Frederick County Public Schools (FCPS) on January 11, 2018 for placing / storing a large POD storage unit on the grounds of MHS in violation of Section 17.32.045 – Storage and disposal containers – of the Middletown Municipal Code. The code states that “no person who owns, leases, occupies or has charge of any premises or property, in whole or part, shall place, keep or maintain a storage container on the premise or property” The code does permit the zoning administrator to approve the placing, keeping or maintaining of a storage container (Sea Container) or trash disposal container on property or premise in any zone if storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premise. Town received letter dated January 17, 2018 from Chief Operating Officer of FCP stating that the container would be removed from the MHS grounds on or before January 24, 2018. Closed.
- (11) Flashing / Moving Business Sign. 813 East Main Street. A zoning ordinance violation notification letter was sent to the Town Cleaners on January 17, 2018 for having a flashing / moving OPEN sign displayed in their store window in violation of Section 17.36.030(B) of the municipal code. The code states that “No flashing sign, rotating or moving sign, animated sign or sign with moving lights or lights which create the illusion of movement are permitted and that the term “flashing, rotating, animated or moving signs” shall include, but not be limited to. Flashing, rotating, animated or moving window signs.” Town received email from the AGPM Property manager stating that the window sign violation had been corrected. A subsequent visit to the Town Cleaners on January 26, 2018 noted that there was no illuminated or moving/flashing OPEN sign displayed in the store window. Closed.

(12) Recreational Equipment parked in driveway of residential property. 210 Cone Branch Drive. A zoning ordinance violation notification letter was sent to property owner on January 23, 2018 for parking a utility trailer in the front yard setback of residential property in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment is not permitted in the front yard setback areas of any lot. The code states that parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. I visited property on January 30, 2018 and observed that the utility trailer was no longer parked/stored on the driveway of the property. Closed.

(13) Recreational equipment parked in rear yard of residential property. 107 West Green Street. A zoning ordinance violation notification letter was sent to property owner on January 23, 2018 for parking a utility trailer in rear yard of residential property that was not screened from adjoining properties in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. I visited property on January 30, 2018 and observed that the utility trailer was still parked/stored in the rear yard of property and was not screened from adjoining properties. Open.

**Miscellaneous Zoning Issue:**

None.

<b>January 2018 Zoning Certificates - completed</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 30); Ryan Homes. Style: Torino; Elevation B with partially finished basement, rear morning room and two-car garage.	106 Ingalls Drive	168975	12/28/17	11/8/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 26); Ryan Homes. Style: Torino; Elevation C with partially finished basement, rear morning room and two-car garage.	7 Dean Lane	168985	12/28/17	1/11/18	yes



<b>January 2018 Zoning Certificates – completed (continued)</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 24); Ryan Homes. Style: Venice; Elevation E with full unfinished basement, rear morning room and two-car garage.	3 Dean Lane	169003	12/28/17	1/11/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 14); Ryan Homes. Style: Venice; Elevation C with partially finished basement, rear morning room and two-car garage.	107 Ingalls Drive	169004	12/28/17	1/11/18	yes
James Dunley & Kristie Jones – need new zoning certificate to have final inspection on deck installed on property under permit #4288 in 2005.	107 North Pointe Terrace	169435	1/5/18	1/9/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 54); Ryan Homes. Style: Venice; Elevation M with partially finished basement, rear morning room, gas fireplace, and two-car garage.	301 Ingalls Drive	169577	1/12/18	1/23/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 55); Ryan Homes. Style: Torino; Elevation C with partially finished basement, rear morning room, gas fireplace, covered front porch, and two-car garage.	303 Ingalls Drive	169579	1/12/18	1/23/18	yes

<b>January 2018 Zoning Certificates – completed (continued)</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 33); Ryan Homes. Style: Torino; Elevation B with partially finished basement, rear morning room, gas fireplace, covered front porch, two-car garage, 5 bedrooms, and 4.5 baths. .	112 Ingalls Drive	169582	1/12/18	1/23/18	yes
Glen James owner of James Gang Pizzeria. Applicant is Shady Abed submitting for a change of owner for existing pizzeria business.	809 East Main Street	169876	1/17/18	1/31/18	yes
Fred Dodge – installing wood pellet stove in basement of SFD.	318 Jefferson Street	170132	1/25/18	1/30/18	yes

<b>Zoning Certificate submitted– in progress</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Fran Walsh – replace existing 12’ x 7’ deck on town house	72 Boileau Ct		7/26/17		yes
Annalisa Geiger – replace old metal shed with same size shed at same location. (need BoA approval)	307 West Main Street		7/20/17		no
Robin & Norman Crim – renovations to interior of SFD with no structural changes. Previous zoning certificate (ZC) for renovations expired on 7/31/17. New ZC required to complete renovations.	13 East Main Street	148274	9/7/17		yes
South Mountain Collision Center – installation of a new paint booth inside building – no new construction required.	114 North Church Street	168161	12/5/17		yes

Zoning Certificate submitted– in progress	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Draper McGinley – change incoming electric service from one to two meters to reflect current usage which is commercial enterprise (Dog Groomer) and second floor apartment.	405 West Main Street		12/8/17		yes
Brian & Kim Horman – install hot tub on patio under existing deck. Also includes final inspection for permit #24301 issued on 6/10/05 for basement and deck construction.	4 Farmstead Place		12/21/18		no
Deborah King – change of tenant to open Deb’s Bagels & Pastries Shop. Also includes sign application (zoning certificate) for business.	402 West Green Street	170039	1/8/18		yes
Larry Bussard – change of use/change of tenant. Barber Shop to become office for the Main Street Middletown – non-profit organization.	19 West Main Street	170132	1/16/17		yes
Ann Miller – construction of core building to enclose area of warehouse and interior renovations to existing building. Building systems, Inc. is primary contractor for project.	203 East Main Street	164249	1/22/18		yes
Rudell Ahalt – widen garage on left side and replace two windows. Building Restriction Lines (BRLs) for this corner property in the Village of Foxfield are 10 feet for the two front yards and 5 feet for the two side yards. All construction is inside front yard 10 feet BRL.	2 Everhart Lane		1/29/18		yes

Zoning Certificate submitted -- actions pending and/or suspended	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Kevin & Adele Air – house renovation. Request a trash dumpster for three months during renovations.	10 Washington Street		3/24/17		yes
Eric Watson - to construct a new 24' x 14' composite deck with steps to grade on rear of SFD. Construction of deck requires a variance from rear yard building restriction line (BRL). Needs to submit paperwork for BoA public hearing.	5 Tile Silo Court		6/1/17		yes
Jim Draper submitted a zoning certificate to place a roll-off trash dumpster at curbside for collecting debris associated with cleaning out upstairs apartment.	405 West Main Street	Town	11/10/17	Denied – only SHA can approve placing a dumpster at curbside on US/State Highway. Applicant notified on 11/15/17.	no



# Foxfield Section 6

Master Plan  
Middletown, Maryland

11-20-2017



### LOT TABLE

Lot 1	8,320 SF
Lot 2	7,820 SF
Lot 3	7,820 SF
Lot 4	7,820 SF
Lot 5	7,820 SF
Lot 6	7,820 SF
Lot 7	7,820 SF
Lot 8	7,820 SF
Lot 9	7,820 SF
Lot 10	7,820 SF
Lot 11	7,820 SF
Lot 12	7,820 SF
Lot 13	7,820 SF
Lot 14	7,820 SF
Lot 15	7,820 SF
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Lot 300	7,820 SF

**DEVELOPMENT CENTER**  
Open Release - 80 Acres ±

Zoning: P-20  
Action: ASL

Scale: 1" = 20'  
North: 18'

Minimum Lot Area: 5,000 SF (0.07 Acre)

0 100 200 300 FT



**DATES FOR 2018 ELECTION**

<b>Thursday, February 1, 2018</b>	<b>Post registration of eligible voters residing in town per Frederick County Election Board following Universal Registration Procedures at Middletown Municipal Center. (60 days prior to election)</b>
<b>Thursday, February 1, 2018</b>	<b>Announce Nominating Convention (40 days (or earlier) prior to Election; Convention to be held no later than 30 days prior to election)</b>
<b>Friday, February 9, 2018</b> <b>Friday, February 16, 2018</b>	<b>Deadline for submission of Advertisement of Nominating Convention to Citizen (4 days prior to convention)</b>
<b>Tuesday, February 27, 2018</b>	<b>Nominating Convention (30 days before election)</b>
<b>Friday, March 9, 2018</b>	<b>Deadline for Petition of Office Signed by 40 Qualified Voters (20 days prior to election, excluding Sundays)</b>
<b>Monday, March 13, 2018</b>	<b>Appointment of Election Officers (14 days prior to election)</b>
<b>Friday, March 16, 2018</b>	<b>Deadline for Registration to Vote in April 2016 Election (15 days prior to election)</b>
<b>Friday, March 16, 2018</b> <b>Friday, March 23, 2018</b>	<b>Deadline for Submission of Advertisement for Election to Citizen (10 days notice of time &amp; place)</b>
<b>Friday, March 23, 2018</b>	<b>Deadline for Absentee Ballots (10 days prior to election)</b>
<b>Monday, April 2, 2018</b>	<b>Election Day 7:00 AM - 8:00 PM</b>



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474  
J. R. Hawkins, P.E., CIP Project Manager Email: rhawkins@ci.middletown.md.us

## **MEMORANDUM**

**TO:** Burgess and Commissioners of Middletown

**FROM:** J. R. Hawkins, P.E., CIP Project Manager

**DATE:** January 31, 2018

**RE: West WWTP Interceptor**

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The Town of Middletown received bids for the West Wastewater Treatment Plant Interceptor project on January 26, 2018. Invited contractors totaled seven and with seven attending the non-mandatory Pre-Bid Meeting. The project was also publicly advertised on the Town's website. Seven bids ranging from \$214,735.00 to \$284,233.00 were received from contractors. A bid tabulation that includes all contractors' bids is attached for your information.

Mid-Atlantic Utilities, Inc. of Carlisle, Pennsylvania was the low bidder with a bid of \$214,735.00. They acknowledged all the addendums and filled out the Bid Form correctly. Their list of projects and references indicates that they can perform the work included in the project. They have performed work for the Town in the past without issue.

If the Town of Middletown elects to proceed with the project, the staff recommends the award of the contract to Mid-Atlantic Utilities, Inc. in the amount of \$214,735.00.

