



## **AGENDA FOR THE TOWN WORKSHOP**

**June 1, 2017**

**7:00 p.m.**

### **Community Deputy Report**

### **PUBLIC MEETING**

**Remsberg Park – Playing Fields Lighting Plan**

### **PUBLIC HEARINGS**

- GENERAL FUND FY 2018
  - **Operating Budget**
  - **Capital Improvements Program (CIP)**
- WATER & SEWER FUND FY 2018
  - **Operating Budget**
  - **Capital Improvements Program (CIP)**
- **Ordinance No. 17-06-01 to Increase the Capital Improvement Fee**

### **STAFF REPORTS:**

**Staff Planner**

**Engineer's Report**

**Main Street Manager**

**Zoning Administrator**

### **ANNOUNCEMENTS:**

- *Ribbon Cutting Dunkin Donuts – Saturday, June 3, 2017 at 10:00AM*
- *250<sup>th</sup> Town Talk (Farming/Dairy Month) – Saturday, June 10, 2017 at 11:00AM at South Mountain Creamery*

### **Regular Workshop Items**

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**BEN HMARK**  
**ENGINEERING, INC.**  
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**RHIL**  
 RICHMOND HILLS  
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PROJECT NO.	...
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SCALE	...
BY	...
CHECKED	...
APPROVED	...

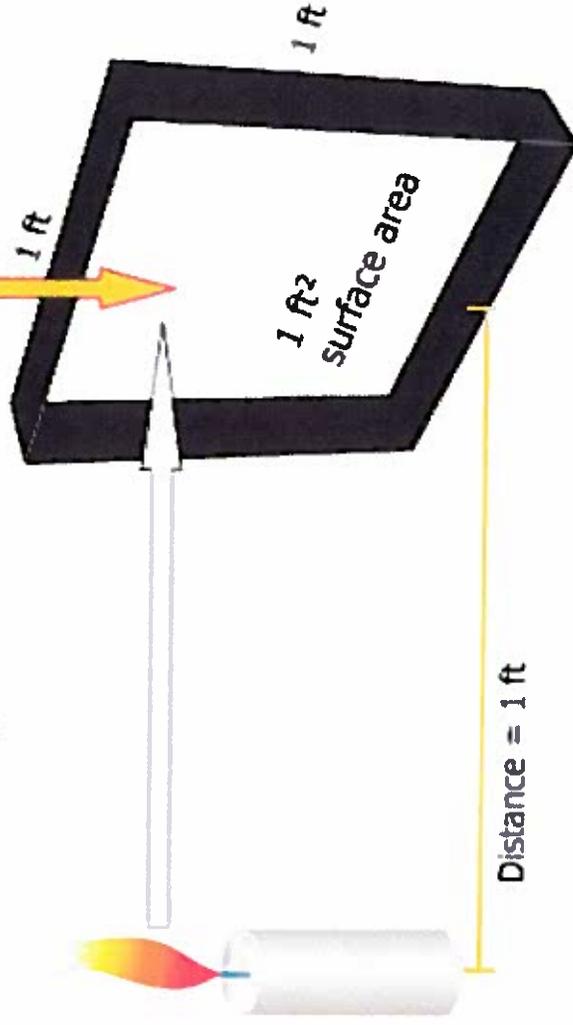
foot-can-dle  
foot 'kandl/  
noun

plural noun: **foot-candles**

1. a unit of illumination (now little used) equal to that given by a source of one candela at a distance of one foot (equivalent to one lumen per square foot or 10.764 lux).

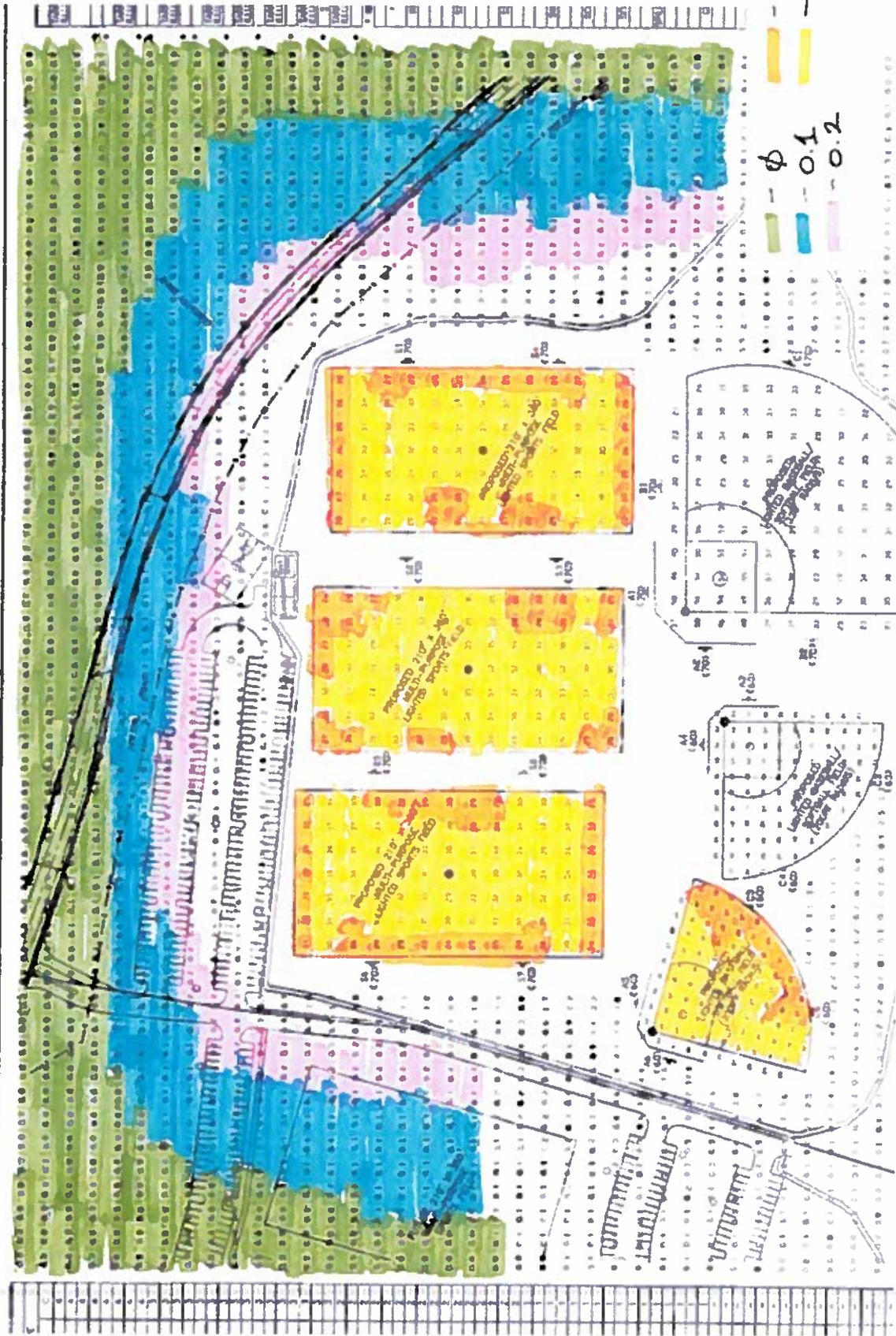
**1 Footcandle = 1 lumen/ft<sup>2</sup>**

**1 Candle ≈ 1 Lumen**



**Table 6-1—Typical Footcandle Levels**

	Footcandles
<b>Nature's Levels</b>	
June sunlight	10,000
Shady porch	500
Moonlight	0.02
Starlight	0.0001
<b>Artificial Lighting Levels (IES Recommendations)</b>	
Fine assembly—industrial	500
Regular office work	100
Ordinary classroom	70
Corridors, stairways, etc.	20
<b>Street Lighting Levels (ASA-IES Recommendations)</b>	
Downtown areas	0.9 to 2.0
Intermediate areas	0.6 to 1.2
Outlying and rural areas	0.2 to 0.9



- 20's  
 - 30's  
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**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>Budget FY 2018</b>
<b>REVENUE</b>	
<b>LOCAL TAXES</b>	
Real Property	1,269,903
Tangible Personal Property	38,248
Public Utilities	9,827
Franchise (Cable)	50,615
Discounts	(16,475)
Penalties & Interest	10,544
	<b>1,362,662</b>
<b>STATE SHARED TAXES</b>	
Amusement Taxes	21,526
Highway User Taxes	160,606
	<b>182,132</b>
<b>COUNTY SHARED TAXES</b>	
Income Taxes	896,179
Tax Equity	610,423
	<b>1,506,602</b>
<b>LICENSES, PERMITS &amp; FEES</b>	
Filing/Permit Fees	6,500
Beer, Wine & Liquor	-
Traders	4,900
Planning & Zoning	21,450
	<b>32,850</b>
<b>PARKS &amp; RECREATION</b>	
Pavillion Fees	<b>3,158</b>
<b>POLICE PROTECTION</b>	
State Grant	<b>26,187</b>
<b>MISC INCOME</b>	
Other (Bank Grant, Animal, Citations)	2,500
LGIT Health Insurance Rebate	-
FredCo Municipal Recycling Reimbursement	-
MISC	<b>2,500</b>
<b>OPERATING REVENUE</b>	<b>3,116,092</b>
<b>EXPENSES</b>	
<b>LEGISLATIVE</b>	
Commissioner's Fees	16,500
Communications	9,480
Dues & Subscriptions	7,400
Office Supplies/Expenses	7,500
Advertising	2,500
Meetings & Conventions	15,000
	<b>58,380</b>
<b>EXECUTIVE</b>	
<b>Burgess</b>	<b>10,200</b>
<b>ELECTION EXPENSES</b>	
Clerk Fees	450

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>Budget FY 2018</b>
Printing, Supplies, Advertising	250
	<b>700</b>
<b>GENERAL/ADMINISTRATIVE SERVICES</b>	
Capital Outlay	-
Administration Salary	254,512
Postage & Printing	200
Communications	7,205
Computer Expenses	29,512
Supplies & Expense	27,953
Maintenance & Repairs	29,600
Professional Services	4,600
Dues & Subscriptions	150
Meetings & Seminars	100
Water and Sewer Grant	-
	<b>353,833</b>
<b>OPERATIONS/MAINTENANCE</b>	
Maintenance - Capital Outlay	
Director Salary	101,415
Maintenance Salary	130,351
Communications	9,000
Supplies	17,960
Dues/Training/Certifications	1,500
Landscaping / Beautification	-
Maintenance & Repairs	14,540
Mowing	12,133
Tools & Equipment	2,544
	<b>289,443</b>
<b>PROFESSIONAL SERVICES</b>	
Independent Accounting	16,000
Legal - Development & Ordinance	7,388
	<b>23,388</b>
<b>PLANNING &amp; ZONING</b>	
Salaries	43,997
Bd Members Compensation	7,800
Zoning Expenses	1,778
	<b>53,574</b>
<b>MAIN STREETS MANAGER</b>	
Mainstreet - Capital Outlay	
Salary	45,482
Town Contribution	10,000
Wayfinding Signs Grant Contribution	-
	<b>55,482</b>
<b>PUBLIC SAFETY</b>	
Fire Department Donation	20,000
School Crossing Guards	16,338
Deputy Contract Services	385,232
	<b>421,570</b>
<b>SANITATION &amp; WASTE REMOVAL</b>	
Trash Collection & Disposal	
Recycling Pickup Station	5,000
Regular Pick-up	133,126

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

<b>DESCRIPTION</b>	<b>Budget FY 2018</b>
Landfill - Tipping Fees	84,798
Yard Waste (April - Dec)	30,672
Eco-Bags	18,200
	<b>271,796</b>
<b>RECREATION &amp; CULTURE</b>	
Park Capital Outlay	
Park Interest	7,906
Park Loan Payments	115,643
Park Salary	45,030
Park Electric	1,175
Park Supplies/Equipment	1,500
Park Mowing Contract	32,319
Park Repairs & Maintenance	35,990
	<b>239,564</b>
<b>HIGHWAYS &amp; STREETS</b>	
Streets Capital Outlay	-
Vehicle/Equipment Capital Outlay	-
Salaries - Regular	71,266
Street Lighting	203,160
Storm Water Management	7,800
Snow Removal	83,100
Mowing (SWM & Streets)	33,440
Repairs & Resurfacing	92,000
Signs	12,400
Truck Repair & Maintenance	42,600
Equipment Repairs & Maintenance	26,675
Street Loan - Principal	79,300
Street Loan - Interest	59,874
Case Loader -Principal & Interest	-
	<b>711,615</b>
<b>MISCELLANEOUS</b>	
MT Historical Society	5,000
Donations	100
Mileage - Travel	2,732
Web Page / Directory / Public Information	3,890
Community Events	33,140
Payroll Taxes	58,923
Insurance	
Property	13,499
Health	115,842
Worker's Compensation	20,372
Professional	946
Pension	68,184
Real Estate Taxes	800
Miscellaneous	3,500
	<b>326,929</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,816,474</b>
<b>TOTAL OPERATING SURPLUS</b>	<b>299,617</b>

**CIP Showing**

**ALL Improvements Fees in General Fund**

**BURGESS AND COMMISSIONERS OF MIDDLETOWN**

**GENERAL CAPITAL IMPROVEMENT BUDGET**

**FY 2018 - FY 2022**

**INCOME**

	FY '18	FY '19	FY '20	FY '21	FY '22
CASH RESERVES	\$681,203	\$436,808	\$283,157	\$8,365	(\$1,825,614)
INTEREST INCOME	\$2,203	\$1,092	\$708	\$21	(\$4,564)
IMPROVEMENT FEES	\$241,500	\$241,500	\$206,500	\$70,000	\$7,000
OPERATING INCOME From Previous Years	\$363,739	\$297,757	\$300,000	\$473,000	\$523,000
COMMUNITY LEGACY GRANTS	\$64,000				
PROGRAM OPEN SPACE and Community Parks & Playground	\$76,500				
<b>SUB-TOTAL</b>	<b>\$1,619,145</b>	<b>\$977,157</b>	<b>\$790,365</b>	<b>\$551,386</b>	<b>(\$1,300,178)</b>

**PROJECTS**

**Highways & Streets**

SHA Streetscape Lighting	\$175,000				
Boileau Court - Mill & Overlay		\$50,000	\$250,000	\$1,250,000	\$200,000
Broad St. - Franklin Street (Inlets and Road Reconstruction)		\$80,000	\$160,000		\$300,000
Cone Branch Drive & Court - Mill & Overlay		\$40,000	\$100,000	\$590,000	
Elm Street Parking Lot Upgrades - Reconfiguration and Paving	\$207,500				
Franklin Street - Mill & Overlay (Broad to Walnut Pond Court)	\$125,000				
Ivy Hill Drive - Mill & Overlay					
Linden Blvd (Broad Street to Pine Street)					
Linden Blvd Culvert Replacement					
Locust Blvd. & Court (Road Reconstruction)					
Lumberly Court - Selective Patching, Mill & Overlay					
Martha Mason Drive - Mill & Overlay			\$30,000		
Manda Drive - Mill & Overlay			\$175,000		
Manda Court - Mill & Overlay					
Prospect St. (Road Reconstruction)	\$10,000	\$50,000		\$500,000	\$100,000
Washington Street Retaining Wall	\$130,000	\$25,000			
Young Branch Drive - Mill & Overlay					
Foxfield Swale Reconstruction	\$15,000				
Expansion of Maintenance Shop	\$75,000	\$250,000			
Pedestrian Safety Improvements - Franklin Street (Prospect to Primary School)	\$75,000				
Wayfinding Signs (Previously Funded in FY2015 CIP)	\$8,750				
SWM Fence Replacements		\$12,000			

**Recreation & Culture**

Rensberg Park - Walking Trail and Bridge over Cone Branch Creek (90% Grant; POS 10%)	\$87,000				
Rensberg Park - Precast Concrete Bathroom (90% Grant; POS 10%)	\$40,000				
Memorial Park - Playground Replacement & Rehab (90% Grant; POS 10%)	\$36,000				
Heritage Park (MVB Property)	\$31,883				
Heritage Museum (Upstairs Town Office) (Previously Funded in FY 2017 CIP)	\$39,000				
Belco Silt Seeder - Field Maintenance	\$8,000				

**General Services Administration & Operations**

Municipal Center - HVAC Replacement	\$30,000				
Municipal Center - Boiler Replacement to Natural Gas	\$35,000				
Information Technology - Computers, Servers, Phones, Data Backup & Recovery Systems	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Subaru Forester Replacement			\$30,000		
GMC Truck Body Replacement	\$17,204				
Dump Truck Replacement					
<b>SUB-TOTAL</b>	<b>\$1,182,337</b>	<b>\$694,000</b>	<b>\$782,000</b>	<b>\$2,377,000</b>	<b>\$637,000</b>

**SURPLUS/(DEFICIT)**

	<b>\$436,808</b>	<b>\$283,157</b>	<b>\$8,365</b>	<b>-\$1,825,614</b>	<b>-\$1,937,178</b>
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**TOWN OF MIDDLETOWN  
Water Sewer Operating Budget  
FY 2018**

	<b>Preliminary Budget FY 2018</b>
<b>Operating Revenue</b>	
Water Revenue	<b>608,726</b>
Sewer Revenue	<b>603,153</b>
Penalties and Reconnects	<b>15,252</b>
General Fund Grant	
Rain Barrels	<b>1,000</b>
MISC	-
<b>Total Revenue</b>	<b>1,228,131</b>
<b>Expenses</b>	
<b>Administrative</b>	
Salaries	<b>48,827</b>
Communications	<b>11,742</b>
Postage	<b>9,503</b>
Office Supplies/Expenses	<b>15,712</b>
Professional Services/Legal	<b>2,000</b>
Meetings & Seminars	<b>2,500</b>
Advertising	<b>500</b>
Uniforms	<b>3,925</b>
Dues/Subscriptions/Certifications	<b>500</b>
Main Street Waterline Loan Interest	<b>33,099</b>
Travel/Mileage	<b>200</b>
Payroll Taxes	<b>27,798</b>
Insurance	
Property	<b>10,215</b>
Health	<b>53,324</b>
Worker's Compensation	<b>8,980</b>
Retirement/Pension	<b>29,230</b>
Real Estate Taxes	<b>292</b>
Conservation Environment	<b>2,000</b>
Vehicle/Equipment Expenses	<b>20,400</b>
<b>Total Administrative</b>	<b>280,746</b>
<b>Water</b>	
Salaries	<b>175,294</b>
<b>Water Distribution</b>	
Supplies	<b>5,500</b>
Repairs & Maintenance	<b>18,900</b>
Water Meters	-
Waterline Break Repairs	<b>5,000</b>
Chemicals	<b>500</b>
Tools & Equipment	<b>4,105</b>
<b>Subtotal</b>	<b>34,005</b>
<b>Water Plant, Reservoir, Booster, Tower, BS Wellhouse</b>	
Electric	<b>23,816</b>
Supplies	<b>2,000</b>
Repairs & Maintenance	<b>66,700</b>
Chemicals	<b>9,199</b>
Tools & Equipment	<b>2,053</b>

**TOWN OF MIDDLETOWN  
Water Sewer Operating Budget  
FY 2018**

	<b>Preliminary Budget FY 2018</b>
Testing & Analysis	14,400
<b>SUB-TOTAL</b>	<b>118,168</b>
Abandoned Well Costs	-
<b>TOTAL WATER</b>	<b>327,467</b>
<b>Sewer</b>	
Salaries	134,998
<b>Sewer Collection System</b>	
Conebranch Pump Station	18,500
Brookridge South Pump Station	10,779
Foxfield Pump Station	6,500
Sanitary Sewer Lines/Manholes	25,000
I & I Accrual	75,000
<b>Subtotal</b>	<b>135,779</b>
<b>East WWTP</b>	
Electric	25,327
Parts & Supplies	6,352
Repairs & Maintenance	16,600
Chemicals	33,725
Mowing	-
Tools & Equipment	6,090
Testing & Analysis	34,187
Sludge Hauling Expense	61,800
<b>Subtotal</b>	<b>184,081</b>
<b>West WWTP</b>	
Electric	17,010
Supplies	2,500
Repairs & Maintenance	2,000
Chemicals	47,949
Mowing	
Tools & Equipment	2,510
Testing & Analysis	11,649
Sludge Hauling Expense	22,650
<b>SUB-TOTAL</b>	<b>106,268</b>
<b>TOTAL SEWER</b>	<b>561,126</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,169,340</b>
<b>Contingency Fund</b>	<b>40,927</b>
<b>Adjusted Operating Expense</b>	<b>1,210,267</b>
<b>OPERATING INCOME (LOSS)</b>	<b>17,864</b>

**ALL IMPROVEMENT FEES TRANSFERRED TO GENERAL FUND**



**Burgess and Commissioners of Middletown  
Water & Sewer Capital Improvement Program  
FY 2018 - FY 2022**

<b>INCOME</b>	<b>FY '18</b>	<b>FY '19</b>	<b>FY '20</b>	<b>FY '21</b>	<b>FY '22</b>
CASH Reserves	\$579,778	\$172,954	\$336,972	\$634,923	\$498,677
DEBT SERVICE FEE - NEW HOMES	\$149,800	\$156,500	\$183,400		
CAPITAL IMPROVEMENT FEE	\$159,132	\$168,966	\$178,800	\$348,100	\$350,100
Inflow & Infiltration - Reserve Account	\$165,000	\$250,000			
Land Leases	\$185,837	\$193,271	\$201,002	\$209,042	\$217,403
Tap Fees (See Growth Projections)	\$621,000	\$621,000	\$531,000	\$180,000	\$18,000
Main Street Waterline Loan	\$1,500,000	\$1,500,000			
Reservoir Cover Loan	\$180,000		\$1,400,000		
<b>Total Revenue</b>	<b>\$3,540,347</b>	<b>\$3,062,691</b>	<b>\$2,811,174</b>	<b>\$1,372,065</b>	<b>\$1,084,181</b>
<b>Debt Service</b>					
EAST WWTP LOAN	\$241,265	\$241,265	\$239,265		
MAIN STREET WATERLINE LOAN	\$250,184	\$250,294	\$250,899	\$252,399	\$251,264
RESERVOIR LOAN	\$56,578	\$56,754	\$56,754	\$56,725	\$56,828
<b>DEVELOPMENT PROJECTS</b>					
Brookridge WTP (Loan Payments)	\$370,314				
<i>Outstanding Balance - \$370,314</i>					
<b>Total Debt Service</b>	<b>\$918,341</b>	<b>\$548,313</b>	<b>\$548,918</b>	<b>\$309,124</b>	<b>\$308,092</b>
<b>Net Income</b>	<b>\$2,622,007</b>	<b>\$2,514,379</b>	<b>\$2,264,256</b>	<b>\$1,062,941</b>	<b>\$776,088</b>
<b>Projects</b>					
<b>SYSTEM UPGRADE PROJECTS</b>					
<b>WATER SYSTEM</b>					
Main Street Waterline Program	\$1,500,000	\$1,500,000			
Reservoir Improvements - Piping and Future Tank	\$180,000		\$1,400,000		
Stream Erosion - Well Field Restoration	\$243,000				
SCADA Control System	\$134,231	\$33,208	\$25,000		
Booster Station - Replace Starters with VFD's			\$125,000		
Booster Station - Pump Bypass Connections	\$60,000				
Booster Station - Process Piping Replacement		\$40,000			
Booster Station - Roof Replacement/Building Painting		\$5,000			
Raw Waterline Cleaning - ICE PIG Well #14	\$9,000				
Waterline Cleaning - ICE PIG Glenbrook		\$75,000			
PRV Vault Pipe Painting and Cleaning		\$8,000			
Valve Replacement Jefferson Village	\$40,500				
Water Meter Replacements	\$57,322	\$41,200	\$34,333	\$22,093	\$22,093
<i>Future Project Not Yet Identified - 11 Year CIP Expense Average</i>				\$542,171	\$542,171
<b>WASTEWATER SYSTEM</b>					
West WWTP - Curtain Replacement		\$75,000			
West WWTP - New Chemical Storage Structure		\$75,000			
East WWTP - Bar Screen Refurbishment		\$60,000			
East WWTP - Influent Flume & Ultrasonic Meter		\$15,000			
East WWTP - New Roof Filter Building			\$30,000		
East WWTP - Sludge Mag Meter			\$15,000		
Vactor Trailer & Excavator	\$60,000				
Inflow & Infiltration	\$165,000	\$250,000			
<b>Total Projects</b>	<b>\$2,449,052</b>	<b>\$2,177,406</b>	<b>\$1,629,333</b>	<b>\$564,264</b>	<b>\$564,264</b>
<b>Surplus / Deficit</b>	<b>\$172,954</b>	<b>\$336,972</b>	<b>\$634,923</b>	<b>\$498,677</b>	<b>\$211,824</b>

**ORDINANCE NO. 17-06-01**

**AN ORDINANCE TO AMEND TITLE 13, CHAPTER 13.12, SECTION 13.12.060 OF THE MIDDLETOWN MUNICIPAL CODE FOR THE PURPOSE OF REVISING THE RATE SCHEDULE FOR WATER AND SEWER SERVICE FOR RESIDENTIAL USER ACCOUNTS AND NON-RESIDENTIAL USER ACCOUNTS AND THE AMOUNT OF THE QUARTER-ANNUAL CAPITAL IMPROVEMENT FEE.**

**WHEREAS**, the Town of Middletown is authorized to establish rates and charges for water and sewer service pursuant to Annotated Code of Maryland, Environment Article, Section 9-720 *et seq.* and Chapter 13.12 of the Middletown Municipal Code; and

**WHEREAS**, the Burgess and Commissioners of the Town of Middletown have reviewed and considered proposed changes to the water and sewer rates for both residential and non-residential user accounts and the capital improvement fee and find said changes to be reasonably related to the cost of providing such services; and

**WHEREAS**, notice of a public hearing on said changes was duly publicized in a newspaper of general circulation in the Town of Middletown; and

**WHEREAS**, after a public hearing was held on said rate changes, the Burgess and Commissioners deem it to be in the best interest of the Town of Middletown and its citizens to revise said rates in accordance herewith.

**SECTION I. BE IT ORDAINED, RESOLVED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 13, Chapter 13.12, Section 13.12.060 of the Middletown Municipal Code be amended as follows. Deleted language is designated by being in ~~brackets and marked through~~ and new language is designated by being in **BOLD NUMERALS OR BOLD CAPITAL LETTERS**, as the case may be:

13.12.060      Rate and fee schedules - Residential and non-residential users.

Unless otherwise exempted as hereinafter provided, each residential and non-residential user of water and sewer services shall pay a capital improvement fee of ~~forty one dollars and seventy five cents \$41.75~~ **FORTY-FOUR DOLLARS AND FIFTY CENTS (\$44.50** per quarter the capital improvement fee shall be in addition to the fees charged of this section, and

shall be billed and included in the quarter-annual bills for each user. Each user, customer or account which is subject to and is obligated to pay the debt service charge required by Section 13.20.010 of the Middletown Municipal Code is and shall be exempt from the obligation to pay the capital improvement fee until January 1, 2020.

**SECTION II:** This Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

**INTRODUCED ON THE DAY OF 2016**

**PASSED ON THE DAY OF , 2016**

**EFFECTIVE DATE:**

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

By: \_\_\_\_\_  
John Miller, Burgess

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 5/30/2017

RE: Monthly Planning Update - June

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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 Remsberg Park completed – February 2017

Plat 3 recorded at Courthouse – March 1, 2017

**Next step – record additional final plats**

**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)

**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)

Demolition plans conditionally approved – December 19, 2016

Improvement Plans conditionally approved – December 19, 2016

Final plat recorded at Courthouse – February 7, 2017

**Improvement Plan mylars submitted for signature – May 30, 2017**

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

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

FRO plan conditionally approved – January 19, 2015

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

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)

Currently approved SWM plans remain valid until May 4, 2017

Mylars signed – September 11, 2015

**Next step – resubmittal of SWM plans for review and approval; 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)

**Next step – submit improvement plans for review/approval**

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

Site Plan reviewed by PC – May 16, 2016

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

**Next step – submit improvement plans for review/approval**

**School Complex roadway plans** – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017

**Technology MD Network Company permit application** – withdrawn – March 15, 2017

#### **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:**

#### **Reports:**

**Grants:** MEA Smart Energy Communities grant application – submitted February 16, 2017

**Meetings:** Next Middletown Green Team Meeting – June 21, 2017

**Next Joint town board/planning commission workshop** – August 7, 2017



**TO: The Burgess and Commissioners**  
**FROM: Becky Reich, Main Street Manager**  
**DATE: June 1, 2017**  
**RE: June Workshop Report**

#### **CALENDAR DATES & REMINDERS:**

Saturday, June 3 – Ribbon Cutting for Dunkin Donuts  
Thursday, June 8 – Community Legacy Grant Due  
Saturday, June 10 – 250<sup>th</sup> Town Talks Event at South Mountain Creamery at 11am  
Tuesday, June 13 – Maryland Main Street Quarterly Meeting in Cumberland  
Thursday, June 22 – Main Street Board Meeting  
Sunday June 25-June 28 – Maryland Municipal League Conference

#### **DESIGN COMMITTEE:**

- Façade Improvement Program – Main Street Middletown voted on and passed the program guidelines at our May 26<sup>th</sup> Board meeting. We are very excited about this program and will be able to start taking applications for the program very soon.
- Main Street Manager is working on the Community Legacy Grant that funds the Façade Improvement Program for FY 2018. The Main Street Board passed a Resolution (needed for the grant application) to apply up to \$100,000. This grant is due June 8, 2017.
- The Main Street Design Committee was instrumental in the design, work, and completion of the 250<sup>th</sup> Committee Heritage Tours brochure.

#### **ECONOMIC DEVELOPMENT COMMITTEE:**

- The Economic Development Committee has done some great brainstorming about our next workshop with Garrett Glover and we will be sending out Save the Date invitations for the next technical assistance workshop scheduled for July 12. The topic of discussion is customer retention and how to expand your customer base.
- The Economic Development Committee is in the process of setting up a closed Facebook Group for the Main Street business owners. The goal is to facilitate discussion among the business owners.

#### **PROMOTIONS COMMITTEE:**

- Plein Air Artists on Main Street – this has been a wonderful opportunity to have artists come to Middletown. We will be working with More Ice Cream to have a little opening reception of the Plein Air Artists work. Stay tuned for more details.
  - VOLUNTEER OPPORTUNITY: We are always looking for photos of Main Street to post on Facebook. Email us your pictures and we'll give you credit on Facebook!

#### **ORGANIZATION COMMITTEE:**

- The Organization Committee's subcommittee on the Road Race is making progress and registration will be live before the end of this week! Spread the word about this fun event to your friends, family, co-workers, and neighbors!

- Attendance at the National Main Street Conference was a great opportunity to see and hear about other Main Street activities and initiatives. Ideas I especially liked:
  - Getting fitness businesses to offer special boot camps at a public park where the Town employees and elected officials are part of the class. Partner with a larger company like the Middletown Valley Bank to offset costs of fitness coaches. Invite the public to join at no-cost, make the boot camp meet for 4-6 weeks, one day a week, but it turns into an event, it helps the Town keep insurance costs down through wellness initiatives, and it lets the public try a few classes for free before they join one of the studios, and it highlights all of the fitness businesses we have in our district.
  - The reiteration of marketing concepts and identifying our target audiences. Understanding that we can't reach all segments all of the time. We need to target the businesses, visitors, residents, elected officials, volunteers, and potential donors. All of these groups will need to hear a different message. Having a marketing professional say it is complicated to think through all of the messaging we need to produce was very affirming!

#### **CLEAN, GREEN, and HEALTHY COMMITTEE:**

- Planter Grant – The Town has been assisting Main Street with the implementation of this program. Design Committee, Main Street's Green Committee and the Town's Sustainability Committee all will have a role in this project. Letters to property owners will go out in mid-June.

#### **250<sup>th</sup> UPDATES:**

- The Heritage Tour brochure is printed and is being distributed to Frederick Tourism and the I-70 rest stops as well as the US 15 rest stop. The Town Talks in which we hosted one of the walking tours had a lower attendance than past events, but it was still an impressive crowd and the information was well-received. This is definitely an activity we will repeat.
- June is Dairy Month and we have a panel of speakers lined up to talk about the history of farming and agricultural development and how that has impacted the growth of Middletown. This talk is geared towards families and is certain to be educational and entertaining.
- Our next 250<sup>th</sup> Founding Families Luncheon will be scheduled for late August or early September.

*Thank you for your continued support of  
Main Street Middletown!*

## Town of Middletown Zoning Staff Report

To: Burgess and Commissioners

From: Ron Forrester, Zoning Administrator

Date: 6/1/17

RE: Monthly Zoning Staff Report – May 2017

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Board of Appeals (BoA) Meeting: The BoA did not meet in May 2017.

### Zoning Violations:

(1) Utility trailer parked on street in residential district. 7 Knoll Side Lane. A citation and fine letter was sent to property owner on January 18, 2017 for continuing to park recreational equipment (utility trailer) on the street in front of residential property after receipt of zoning ordinance violation warning letter, dated January 6, 2017 notifying owner that it was a municipal infraction to continue to park utility trailer on street in residential district in violation of Section 17.32.140 – Recreational equipment - of the municipal code. Utility trailer parked on street through January 18<sup>th</sup> when it was finally removed from street. I talked with homeowner on January 30, 2017. After further review and based on the possibility that my zoning violation notification and fine citation letters overlapped (January 12<sup>th</sup> and January 18<sup>th</sup>), I have decided to suspend any further actions on the citation and fee for this homeowner. I think it is reasonable to assume that he was not afforded sufficient time to respond to the January 12<sup>th</sup> violation notification letter before the citation fine letter was sent on January 18<sup>th</sup>.  
**Closed.**

(2) Leasing of basement apartment in R-1 residential district to person not a member of family residing in the dwelling. 4 Gray Fox Court. A compliant was received regarding the owners of an R-1 residential property renting / leasing a basement apartment to a person not a member of the family residing in the SFD. A zoning ordinance violation notification letter was sent to homeowners on May 26, 2017 advising them that if they are leasing an apartment to a person not a member of their family, it is a violation of Section 17.16.020 – R-1 district - of the Middletown Municipal Code since it is not an accepted use in an R-1 district. Open.

(3) Two inoperable and/or unregistered motor vehicles parked in rear of residential property. 706 East Main Street. A zoning ordinance violation notification letter was sent to property owners for parking two inoperable and/or unregistered motor vehicles in rear parking area of residential property. The parking of two or more inoperable and/or unregistered vehicles are considered to constitute a junk yard which is prohibited in any district in Middletown corporate limits. Not more than one inoperable and/or unregistered vehicle may be parked in a residentially zoned district if it is effectively screened from adjoining and adjacent properties. Reference Sections 17.32.040 – Prohibited uses and 17.32.060(J) – Off-street parking requirements – of the Middletown Municipal Code. Open.

Miscellaneous Zoning Issues: Seven temporary business signs were removed in front of Cross Stone Commons Shopping Center, the MVB Bank in Middletown Shopping Center, and near Middletown School Complex at Schoolhouse Road and East Green Street. Other temporary business were left-up because work was still being performed at property sign was placed on.

<b>May 2017 Zoning Certificates - completed</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Rebecca & John Bergeron – install twenty-four (24) roof-mounted solar panels. Sustainable Energy Systems is contractor.	9 Eastern Circle	159164	5/1/17	5/23/17	yes
Bob Brenegen (Main’s Properties) – <i>change of use/change of tenant. Barsch Realty LCC is new tenant.</i> Old tenant was Candlelight Florist LLC.	10 West Main Street	158738	5/2/17	5/5/17	yes
Thomas & Anita Dorr – add a one-story framed addition to rear of SFD structure. Addition is 24’ x 12’. Lancaster Builders is contractor.	1 Derr Lane	158775	5/2/17	5/17/17	yes
David & Jennifer Falcinelli – mechanical demolition of old deck; build new 16’ x 29’ deck with a 14’ x 16’ portion of deck having a covered porch roof. Burdette Brothers is contractor.	8 Grey Fox Court	158634	5/3/17	5/11/17	yes
Terrelyn S. Greszler – completely renovating first floor and basement of SFD.	104 Prospect Street	158691	5/4/17	5/10/17	yes
Brad & Debra Schepp – renovation of second floor master bathroom and sitting room. Paul Davis Restoration is contractor.	305 East Main Street	158980	5/5/17	5/10/17	yes
Jamie Anderson – installation of thirty (30) roof-mounted solar panels. SolarCity Corp is contractor	2 Linden Blvd	158804	5/5/17	5/12/17	yes
David Robbins – add a second floor bathroom and modify existing closet configuration.	210 West Green Street	158982	5/5/17	5/15/17	yes
South Mountain Collision & Auto Center (Owner is Kenny Keeney). Install a new business sign on the roof of auto repair building.	2 Walnut Street	Town	5/12/17	5/12/17	no

May 2017 Zoning Certificates – completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
James & Susan Malecki – install 199 feet of 4’ tall black aluminum fencing, Series C, from American Fence Supply to replace existing wooden fencing. Frederick Fence Co. is contractor.	8 Caroline Drive	Town	5/15/17	5/15/17	no
Steve Holmes & Alicia Dillon – install new composite deck to rear of SFD. Deck dimensions are approximately 12’ x 18’. Maryland Deck Builders is contractor.	201 Tobias Run Court	159535	5/16/17	5/23/17	yes
Jim & Carrie Harris – build a 20’ x 24’ single-story addition with basement on the rear of existing SFD. Fred W. Rudy Builders & Contractors, Inc. is contractor.	204 Prospect Street	158367	4/24/17	5/10/17	yes
Jim & Carrie Harris – build a new detached garage (accessory structure) in the rear yard of residential property. Fred W. Rudy Builders & Contractors, Inc. is contractor	204 Prospect Street	158372	4/24/17	5/10/17	yes
Middletown Valley Investment Partners, LLC. Business name: <u>Harmony Hair Salon and Spa</u> (owner: Patcharin Sumintlee) in Cross Stone Commons Shopping Center. Permit submitted for change of use / change of tenant (Building #3).	200 Middletown Parkway (Suite 210)	156488	3/20/17	5/4/17	yes

May 2017 Zoning Certificates – completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Middletown Valley Investment Partners, LLC. Construct a <i>trash dumpster enclosure</i> IAW revision #2 to improvement plans next to Bldg #2 in Cross Stone Commons Shopping Center.	200 Middletown Parkway	156672	3/23/17	5/4/17	yes
Nicholson, LLC (Jim Nicholson, Gladhill Furniture). Exterior renovations/improvements to front façade including front porch addition. Existing use to remain the same. Morgan-Keller is contractor for renovations.	10 Walnut Street	158390	4/12/17	5/10/17	yes
Hubert Brown, Eric Moore General Contracting LLC, to build a new single-family dwelling (SFD) on property (building permit) after existing dilapidated SFD and storage shed are demolished (demolition permit required).	219 South Jefferson Street	158260 / 158263	1/18/17	5/1/17 / 5/8/17	yes
Robert J. Carson – installation of approximately 198 linear feet of 5’ tall aluminum fencing in the side and rear yards of residential property. Long Fence is contractor.	208 North Pointe Terrace	Town	5/19/17	5/23/17	no
Eddie & Lisa Augustine – install 499’ of 5’ tall aluminum fencing. Frederick Fence Co. in contractor.	8 Woodmere Circle	Town	4/28/17	5/30/17	no

<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>
Frederick County Department of Engineering & Construction Mgmt. Construction of new fire station (ADTEK Engineers)	401 Franklin Street	152165	11/29/16		yes
Middletown Valley Investment Partners, LLC. Business owner: <u>Cinco De Mayo Restaurant</u> in Cross Stone Commons Shopping Center. W.J. Stickler Signs is vendor (signage); install illuminated signage on front and right side of unit; electrical permit required for illuminated wall signs.	200 Middletown Parkway		3/2/17		yes

<b>Zoning Certificate submitted -- actions pending and/or suspended</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town Received ZC</b>	<b>RForrester Approved</b>	<b>County Approval</b>
Angel Nerona – installation of thirty-nine (39) roof-mounted solar panels by SolarCity Corporation.	13 Wagon Shed Lane		6/21/16		yes
Bill Heaton – install an eighteen (18) feet round above ground swimming pool in rear yard. Pool will be four (4) feet tall.	703 East Main Street		8/8/16		yes
Timothy Warner – installation of twenty-eight (28) roof-mounted solar panels by SolarCity Corporation.	212 Layla Drive		8/12/16		yes
James P. Malecki, Jr. – install propane gas logs in existing masonry fire place. Gas line on outside of house to be extended to provide gas to log insert.	8 Caroline Drive		10/18/16		yes
Kevin & Adele Air – house renovation. Request a trash dumpster on property for three months during renovations.	10 Washington Street		3/24/17		yes