



AGENDA FOR THE TOWN WORKSHOP

June 4, 2026

Workshop 7:00PM

Drought Status- Code Yellow

PLEDGE TO THE FLAG

CALL TO ORDER

PRESENTATION

- “If I were Mayor” Finalists

PUBLIC HEARING

- [FY27 Operating Budgets- Resolution 26-02](#)
- [FY27 Water/Sewer Rates- Resolution 26-03](#)

STAFF REPORTS

[Deputy Report](#)

Public Works & Utilities

[Planning & Zoning](#)

[Main Street Manager](#)

Financial Officer

CONSENT AGENDA

- Town Meeting Minutes
 - [May 7, 2026 – Workshop Meeting Minutes](#)
 - [May 11, 2026 – Regular Meeting Minutes](#)
 - [May 26, 2026 - Regular Meeting Minutes](#)

UNFINISHED BUSINESS

NEW BUSINESS

- [Middletown – Main Street MOU](#)

TOWN ADMINISTRATOR REPORT

ANNOUNCEMENTS

- Farmers Market- Every other Thursday through October
- Middletown's Independence Day Celebration- June 27, 2026, 5PM to Conclusion

ADJOURNMENT

Lifesize Meeting Invite Information

Join the meeting: <https://call.lifesizecloud.com/11085268>.

Passcode: 21769

Click to call from Mobile (audio only)

United States: +1 (312) 584-2401, 11085268#,21769#

Call in by Phone (audio only)

United States: +1 (312) 584-2401

Meeting extension: 11085268#

Passcode: 21769#

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

V Identifies a Vote to be taken on the agenda item.

RESOLUTION NO. 26-02

A RESOLUTION TO ADOPT THE OPERATING BUDGET FOR THE TOWN OF MIDDLETOWN FOR FISCAL YEAR 2026.

WHEREAS, Section 602 of the Charter of the Town of Middletown requires the Burgess to prepare and submit an annual operating budget to the Commissioners at least thirty-two (32) days prior to the beginning of the fiscal year; and

WHEREAS, the proposed FY27 Operating Budget provides a complete financial plan for the fiscal year beginning July 1, 2026, and ending June 30, 2027, including anticipated revenues and proposed expenditures; and

WHEREAS, the proposed budget maintains a balanced financial plan in which total anticipated revenues equal or exceed total proposed expenditures, in accordance with the Charter; and

WHEREAS, the proposed FY27 Operating Budget has been filed with the office of the Town Administrator and made available for public inspection during normal business hours; and

WHEREAS, in accordance with Section 603 of the Charter of the Town of Middletown, a public hearing on the proposed FY27 Operating Budget was duly advertised in a newspaper of general circulation and held by the Burgess and Commissioners to receive public comment; and

WHEREAS, the Burgess and Commissioners have reviewed the proposed FY27 Operating Budget and made such modifications as deemed necessary and appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Burgess and Commissioners of the Town of Middletown, Maryland, that the Operating Budget for Fiscal Year 2027, as attached hereto and incorporated by reference, is hereby adopted.

ADOPTED this ___ day of _____, 2026 by the Burgess and Commissioners of the Town of Middletown, Maryland.

INTRODUCED ON THE 26th OF May 2026

PASSED ON THE 8th day of June 2026

EFFECTIVE DATE: July 1, 2026

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Robert V. Wilkes, Town Administrator

John Miller, Burgess

FY27 General Fund Proposed Operating Budget

	Approved Budget FY26	Proposed Budget FY27	Variance	Percent over FY26 Budget
Operating Revenues				
Local Property Taxes	\$ 1,824,585	\$ 1,947,226	\$ 122,641	
Local Income Taxes	1,521,440	1,575,770	54,330	
Other Taxes	22,209	31,556	9,347	
Intergovernmental	1,219,197	1,305,146	85,949	
Licenses, Permits & Franchise Fees	77,560	102,024	24,464	
Other	44,081	84,100	40,019	
Total Operating Revenues	\$ 4,709,072	\$ 5,045,821	\$ 336,748	7.15%
OPERATING EXPENSES				
Executive & Legislative	\$ 71,397	\$ 72,228	\$ 831	
General Administrative	769,026	876,092	107,066	
General Maintenance & Operations	825,149	909,099	83,950	
Highways and Streets	1,074,322	1,192,898	118,576	
Public Safety	479,284	336,684	(142,600)	
Sanitation & Waste Removal	319,718	357,506	37,788	
Parks & Recreation	258,444	258,435	(9)	
Planning & Zoning	192,353	162,475	(29,878)	
Main Street Program	122,974	133,477	10,503	
Professional Services	54,500	55,600	1,100	
Sustainability	7,000	7,000	-	
Miscellaneous	100,550	113,539	12,989	
Total Operating Expenses	\$ 4,274,717	\$ 4,475,034	\$ 200,317	4.69%
Capital Improvement Contribution	\$ 434,354	\$ 570,787	\$ 136,431	31.41%

Highlights:

Total operating revenues for FY27 are budgeted at \$5,045,821 which is \$336,748 over FY26 budget amount of \$4,709,072 for a 7.15% increase.

- Third year of a three-year 30% property tax assessment increase is projecting an additional revenue of \$122,641.
- An increase in County Tax Equity allocation from \$791,825 in FY26 to \$860,660 in FY27.

Total operating expenses for FY27 are budgeted at \$4,475,034, which is \$200,317 over FY26 budget amount for a 4.69% increase.

- Includes a 3% COLA and up to 2% merit increase for all employees.
- A 16% increase in health insurance costs which were slightly offset by insurance rebate of a little over \$23,000.
- Reduced deputy contract from two deputies down to one.
- Include 50% of Staff Accountant position that will start mid-year.

FY27 Water/Sewer Fund Proposed Operating Budget

	Approved Budget FY26	Proposed Budget FY27	Variance	Percent over FY26 Budget
Operating Revenues	\$ 1,914,781	\$ 2,429,335	\$ 514,554	26.87%
Operating Expense				
Administrative	274,442	712,351	437,909	
Water				
Salaries and Benefits	311,121	349,706	38,585	
Water Distribution	184,511	175,180	(9,331)	
Water Plant/Tower/Booster Station	187,188	217,867	30,679	
Sewer				
Salaries and Benefits	263,921	297,479	33,558	
Sewer Collection	83,862	90,300	6,438	
East Wastewater Treatment Plant	218,036	219,097	1,061	
West Wastewater Treatment Plant	114,351	115,216	865	
Debt Service	249,527	250,767	1,240	
Total Operating Expenses	\$ 1,886,959	\$ 2,427,964	\$ 541,005	28.67%
Capital Improvement Contribution	\$ 27,822	\$ 1,371	\$ (26,451)	-95.07%

Highlights:

Total operating revenues for FY27 are budgeted at \$2,429,335, which is \$514,554 over FY26 budget amount of \$1,914,781 for a 26.87% increase.

- Includes a 12.5% increase in water and sewer usage.
- Includes \$383,946 General Fund subsidy for administrative salaries and benefits.

Total operating expenses for FY27 are budgeted at \$2,427,964, which is \$541,005 over FY26 budget amount of \$1,886,959 for a 28.67% increase.

- Includes a 3% COLA and up to 2% merit increase for all employees.
- Administrative line item includes General Fund subsidy for administrative salaries and benefits that should be allocated to Water/Sewer Fund, it directly offsets the revenue line item.
- Include 50% of Staff Accountant position that will start mid-year.

FY27 Proposed Water/Sewer Rates

Ordinance No. 26-03

Residential Rates	FY27
For Quarter-Annual Usage of:	The Rate is:
0 to 3,000 gal.	\$97.97
3,001—25,000 gals	\$13.88 per 1,000 gals
25,001—30,000 gals	\$20.78 per 1,000 gals
30,001—35,000 gals	\$27.77 per 1,000 gals
35,001—40,000 gals	\$41.60 per 1,000 gals
40,001—45,000 gals	\$48.50 per 1,000 gals
45,001—50,000 gals	\$55.52 per 1,000 gals
50,001—55,000 gals	\$83.23 per 1,000 gals
55,001—60,000 gals	\$104.06 per 1,000 gals
60,001—65,000 gals	\$124.84 per 1,000 gals
65,001—70,000 gals	\$145.62 per 1,000 gals
70,001—75,000 gals	\$166.47 per 1,000 gals
75,001 gals and above	\$187.27 per 1,000 gals

Non-Residential Rates	FY27	
Meter Size	Base Gallons	Rate
3/4 inch meter	3,000	\$97.97
1 inch meter	4,200	\$137.04
1.5 inch meter	5,400	\$176.22
2 inch meter	8,700	\$283.94
3 inch meter	33,000	\$1,077.10
4 inch meter	42,000	\$1,370.84
6 inch meter	63,000	\$2,056.28
8 inch meter	87,000	\$2,839.57

For each additional 1,000 gals over the base gals, the charge is \$13.88

Capital Improvement Fee	\$60
Bay Restoration Fee	\$15



Middletown Community Deputies

Monthly Activity Report

May 2026

Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 4 (17)

Warnings Issued: 36 (189)

Repair Orders Issued: 0 (0)

Accidents: 5 (24)

Selective Enforcement: 13 (78)

Proactive Enforcement

Walking Patrol / Talks: 13 (103)

Bike Patrol: 5 (5)

Patrol Checks: 40 (310)

School Safety Checks: 25 (130)

Arrest Stats

Criminal Arrests: 0 (3)

Traffic Arrests: 0 (4)

Juvenile Arrest: 0 (0)

Warrants / Summons: 3 (4)

Calls for Service

Burglaries: 0 (0)

Destruction of Property: 1 (8)

Disturbances: 4 (19)

Juvenile complaints: 1 (10)

Noise complaints: 3 (8)

Suspicious Activity: 7 (40)

Theft: 1 (4)

Drug Incidents / Attempted Overdose

Special Events/ Important Information

Glenbrook - Theft of license plate. No leads.

Broad St – repeated protective order violations. Charges filed and arrests made.

S Church St – mailbox damaged. No leads.

Middletown Valley Bank – check fraud. Investigation ongoing.

DFC McCarrick attended Glenbrook community safety talk for kids, senior center visit, Memorial Day event.

Accidents

E Main St / N Church St

600blk E Main St

700blk E Main St

N Church St / E Green St

Medical Center parking lot

Town of Middletown Planning and Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: JJ Hartner, Staff Planner/Zoning Administrator

Date: 6/4/2026

RE: Monthly Planning & Zoning Update – June 4, 2026

Major Subdivisions:

Foxfield - Section 6

Coblentz Road

Improvement Plans conditionally approved by the Planning Commission.

Site Plans, Plats and Minor Subdivisions:

Middletown Middle & Elementary School replacement

E. Green Street/Martha Mason Dr.

Working out an issue with the MOU. The Improvement Plan was conditionally approved by the Planning Commission with the following conditions:

1. Execute Traffic MOU with Town and submit Improvement Plans to Planning Commission for approval for all public right-of-way changes.
2. Provide copy of recorded Landscape MOU to Town and maintain area as per agreement.
3. Provide corrected landscape drawings for Site Plan record set at Town.
4. Modify Landscape Signage 'General Note #2' to account for Zoning Administrator approval as well.
5. On the Cover Sheet, change 'has entered' into 'will enter' in the box related to the Traffic MOU.

Next steps – Waiting on legal review of MOU for road construction that is currently being reviewed by our attorney. Once all required documents are approved, plans will be signed and/or accepted by the Planning Commission Chair.

Variances:

S Jefferson Street - Delayed due to lack of information.

Zoning Certificates Issued:

May 2026 Zoning Certificates	Type	Address	M-town Received	Zoning Admin. Approval	County Approval
Fredric and Jane Sayler	Additions	1 Rod Circle	1/30/2026	5/7/2026	Yes
James N. Dent	Fences	1 Keller Ln	5/7/2026	5/11/2026	Yes
John Fredlund	Decks & Porches	210 Lombardy Ct	5/6/2026	5/11/2026	Yes
Zach Seymore	Interior Improvements	9 Caroline Drive	5/10/2026	5/11/2026	Yes
Nicholas and Cassandra Stock	Pools & Hot Tubs	123 Ivy Hill Drive	5/15/2026	5/19/2026	Yes
Grant and Elisa Brumpton	Additions	6 Ari Ct.	5/12/2026	5/20/2026	Yes
Tyler Moser	Accessory Structure	215 Broad Street	5/13/2026	5/26/2026	Yes
Alexandra MacMinnon & Vanessa Forsythe	Decks & Porches	324 Ingalls Drive	5/18/2026	5/29/2026	Yes
Paul Smyser & Emily Farjardo	Additions	326 Ingalls Drive	5/26/2026	5/29/2026	Yes

Reports:

- **Contract for Burnt Bridge Crossing Park RFP has been forwarded to the town attorney for review.**
- **Regulation amendments**

Regulation

Amendments: • **Some zoning definition updates - Regulation proposal distributed last month.**

- **Requiring Site Plans for residential developments - Regulation proposal distributed last month.**
- **Forest conservation regulations update based on state legislation - Attached to this report**
- **Regulation amendments related to permitted and accessory structures in all zoning districts - Upcoming**

Meetings:

Next Middletown Green Team Meeting - June 16, 2026, at 4pm

Next Planning Commission Workshop - June 10, 2026

Next Board of Appeals Meeting - TBD (maybe July)

Recommendation for Award: Master Site Plan for Burnt Bridge Crossing Park

To: The Burgess and Commissioners of Middletown

From: Selection Committee

Date: April 30, 2026

Subject: Award Recommendation for RFP-Burnt Bridge Crossing Park-003

Executive Summary

The Selection Committee received a total of **seven proposals** in response to the RFP for the Burnt Bridge Crossing Park Master Site Plan. Following an initial technical screening, **Triad Engineering, Inc.** and **Design Collective** were identified as the two superior firms, significantly outperforming the other five applicants in terms of evaluation criteria such as technical approach, firm experience, and personnel qualifications.

This recommendation focuses on **Triad Engineering, Inc.** due to their superior technical grading, proven track record with the Town, and full compliance with the itemization requirements of **Addendum No. 1**.

Comparative Itemized Cost Breakdown

The following table highlights the fiscal and structural differences between the two finalists. A critical point of failure in the Design Collective proposal was the omission of required study tiers and the inability to provide optional connectivity tasks.

Service Category	Triad Engineering (Recommended)	Design Collective
Base Master Plan	\$164,125	\$230,420 (Includes Management & Sub-consultants)
Architectural Services	\$77,270	\$324,840 (Includes full Construction Documents—over-scoped)
Stream Bank Study	\$105,881 (Option B Recommended)	Omitted / Not Available (Non-compliant)
Sidewalk Loop Option	\$23,046 (Task (Section) 6, Page 73 of Proposal)	Not Available
Existing Food Forest	\$0 (Correctly integrated)	\$15,500 (Incorrectly listed as new add-on)
Total	\$370,322 (Full Scope)	\$589,980 to \$914,820 (Grand Totals, including management fees and varying levels of architectural completion)

Key Justifications for Selection

1. Highest Technical Scoring and Proven History

- **Top-Ranked Firm** : Out of seven applicants, Triad Engineering, Inc. graded out as the top-ranked firm based on the established selection criteria.
- **Track Record** : Triad has a proven good track record with the Town of Middletown based on the successful delivery of past projects, providing the committee with high confidence in their performance.

2. Full Compliance vs. Design Collective

While Design Collective was a top-tier technical firm, their proposal failed to meet mandatory requirements:

- **Non-Responsive on Tiers** : Design Collective did not provide the required three-tiered option for the stream bank study as mandated by **Addendum No. 1, Section 2** .
- **Inflexible Scope** : Unlike Triad, Design Collective provided no optional tasks (like the Sidewalk Loop), forcing the Town into an "all or nothing" financial commitment.
- **Asset Mischaracterization** : They incorrectly proposed a **\$15,500** fee for a new food forest plan, ignoring that the asset is already planted.

3. Critical Scope Inclusions

- **Architecture** : The **\$77,270** fee covers necessary building assessments and design concepts for the bank barn and DPW structures.
- **Stream Health** : **Option B (\$105,881)** provides the geomorphic assessment and detailed field data necessary for future MDE permitting and grant eligibility.
- **ADA Connectivity** : The **Sidewalk Loop Option (\$23,046)** ensures that immediate accessibility needs are addressed within the master plan framework.

Selection Committee Tier Selection

The committee recommends that the Burgess and Commissioners select **Triad Engineering's Option B (Intermediate Stream Study)** and the **Sidewalk Loop Option** as part of the total award.

- **Base Master Plan Services: \$164,125**
 - **Architecture Services: \$77,270**
 - **Stream Bank Study (Option B): \$105,881**
 - **Sidewalk Loop Option (Task (Section) 6, Page 73 of Proposal): \$23,046**
-

Final Recommendation

After filtering through the seven initial submittals, the Selection Committee moves that the Town award the contract to **Triad Engineering, Inc.** for a total amount of **\$370,322**. Their proposal is the only top-tier submission that is fully responsive to the itemization requirements of the addendums, respects the Town's existing site investments, and provides a clear, cost-certain path forward for the park's development.

**TOWN OF MIDDLETOWN
DEPARTMENT OF PLANNING AND ZONING**

JJ Hartner
Staff Planner and Zoning Administrator
Phone: 301-371-6171 | FAX: 301-371-6474 | jhartner@ci.middletown.md.us

April 21, 2026

TECHNICAL STAFF REPORT

Burgess and Commissioners Workshop – May 7, 2026

TITLE

Zoning Regulation Amendment (ZRA) to require Site Development Plan submission for residential development in the R-1, R-2, and R-3 districts.

CASE NO. ZRA-26-001

PETITIONER Staff-initiated – JJ Hartner, Department of Planning and Zoning.

BACKGROUND AND HISTORY OF EXISTING ZONING REGULATIONS

Middletown’s zoning regulations have evolved over the past 55 years to provide increasing levels of review for development projects, with site plan review emerging as a key tool for managing site-level impacts. The **1969 Zoning Ordinance**, adopted on March 3, 1969, contained no provisions for Site Development Plans or detailed site plan review of any kind. Residential development was regulated through a simple zoning certificate process (Article III, Sec. 3.1), which required only a basic scaled plat showing lot dimensions and proposed building footprints. Commercial and industrial districts were similarly limited to dimensional compliance, with no site-specific review for drainage, parking, or landscaping. The accompanying **1969 Subdivision Regulations** (adopted March 17, 1969) focused exclusively on preliminary and final plats for multi-lot subdivisions, including design standards for streets, drainage, and utilities—but these did not apply to individual residential lots.

The **1976 Zoning Ordinance** (Ordinance #182, readopted December 17, 1974, and revised April 19, 1976) marked a significant advancement by introducing **formal Site Plan requirements for non-residential districts**. Specifically:

- **Article VI, Section 6.4 (Neighborhood Commercial/GC Districts)** required submission of a site plan to the Planning Commission showing "proposed building location and use, driveways, parking and loading areas, landscaping, water and sewer facilities, storm drainage facilities, and street lighting."
- **Article VII, Section 7.4 (Industrial Park District)** imposed identical requirements, along with a fee of \$5 per 1,000 square feet of gross floor area.

Residential districts (R-1 Low Density, R-2 Medium Density, and R-3 High Density under Article V) remained exempt from site plan review, continuing to rely on zoning certificates. The **1974 Subdivision Regulations** (readopted December 17, 1974) mirrored the 1969 version, maintaining a subdivision-only focus.

Current regulations (Chapter 17, Municode Library) retain this distinction, with site plan review required for commercial, industrial, overlay, and special uses, but not for standard single-lot residential development. Key examples include:

- **Section 17.20.050:** General site plan approval process for certain uses.
- **Section 17.42.040:** Site plan requirements for parking, screening, and landscaping.
- **R-20 Residential Cluster District:** Preliminary and final site development plans, including open space and density calculations.
- **Neo-Traditional Residential Overlay (NTR on R-3):** Overlay master plans and site improvement plans under Title 16.

Single-family lots in R-1, R-2, and R-3 districts still proceed primarily through zoning certificates, with no mandatory site plan review unless part of a cluster or special exception. This creates a regulatory gap for individual residential projects that may impact drainage, access, or neighboring properties.

DESCRIPTION OF PROPOSAL

The proposed amendment would extend the Town's existing Site Development Plan (SDP) review process—currently applied to commercial, industrial, and certain special districts—to **all residential development in the R-1, R-2, and R-3 districts**. An SDP would be required prior to issuance of a zoning certificate for:

- New principal residential structures (single-family, duplex, townhouse, multi-family).
- Additions, accessory structures, or site modifications that alter grading, drainage, parking, access, or buffering.

The SDP would consist of a scaled drawing (minimum 1" = 50') depicting the full site context, including property boundaries and survey data, proposed building locations and setbacks, driveway and access points, off-street parking and loading (meeting dimensional standards), landscaping and screening, grading and stormwater management, utility locations, exterior lighting, and any required buffers. This mirrors the content required for non-residential SDPs while incorporating residential-specific elements like district setbacks and buffering needs.

The Planning Commission would review and approve the SDP for compliance with the Zoning Ordinance, Subdivision Regulations, and Title 16 improvement standards, ensuring safe, compatible development. The existing fee schedule would apply, with no new fees created. Exemptions would streamline minor work: limit of disturbance under 5,000 sq ft.

The full proposed legislative text is attached as **Exhibit A**. This amendment draws from regional best practices focused on stormwater and buffering.

STAFF ANALYSIS AND RECOMMENDATION

The proposed SDP requirement for residential development represents a logical evolution of Middletown's zoning framework, bringing uniformity to site review across land uses while addressing longstanding gaps in single-lot residential regulation. Currently, commercial and industrial projects undergo detailed SDP scrutiny for impacts like drainage and parking, yet equivalent residential projects—such as large additions or new homes on steep lots, receive only cursory zoning certificate review. This amendment closes that gap without overregulating minor work, thanks to targeted exemptions.

The measure directly supports Middletown's **2023 Comprehensive Plan** objectives, including sustainable growth, resource protection (e.g., stormwater/flood management), high-quality design, infrastructure efficiency, and compatibility with adjacent uses—priorities echoed in the original 1969/1976 regulations' emphasis on health, safety, and orderly development. It also aligns with Maryland best practices, where peers mandate similar reviews for residential stormwater and site design.

Implementation impacts would be minimal: Staff workload increases modestly (leveraging existing SDP process); applicants benefit from early feedback preventing costly revisions; public safety improves via proactive drainage/access review.

Staff Recommendation: APPROVAL. Staff also suggests forwarding this proposal to Planning Commission for review and public hearing, then Burgess/Commissioners for adoption.

EXHIBIT A – Proposed Legislative Text

Move Sections 17.32.230, 17.32.240, & 17.32.250 to new Section 16.30

SECTION 16.30 – SITE DEVELOPMENT PLANS

[Section 17.32.230] **16.30.010** - Site plans required for approval by planning commission.

A. A site plan shall be submitted to the planning commission for review and approval for all commercial, multifamily residential, public, institutional, and industrial buildings unless all of the following conditions are met:

[A.] 1. There is no change in the amount of parking needed;

[B.] 2. The intensity of use has not changed;

[C.] 3. There are no exterior structural changes;

[D.] 4. The building or use has not been grand fathered;

[E.] 5. The building or site meets all existing regulations of the district in which it is located.

B. IN THE R-1, R-2, AND R-3 DISTRICTS, NO ZONING CERTIFICATE SHALL BE ISSUED UNTIL A SITE DEVELOPMENT PLAN HAS BEEN SUBMITTED TO AND APPROVED BY THE PLANNING COMMISSION. A SITE PLAN SHALL BE REQUIRED FOR:

1. NEW PRINCIPAL RESIDENTIAL STRUCTURES.

2. ADDITIONS, ACCESSORY STRUCTURES, OR SITE WORK ALTERING GRADE, DRAINAGE, PARKING, ACCESS, OR BUFFERS.

REQUIRED CONTENTS (1"=50' SCALE MINIMUM):

a. PROPERTY SURVEY AND BOUNDARIES.

b. BUILDING LOCATIONS, USES, AND SETBACKS (PER ARTICLE V).

c. DRIVEWAYS AND ACCESS (10 FT MINIMUM FROM INTERSECTIONS; SEC. 2.6).

- d. OFF-STREET PARKING/LOADING (2 SPACES PER DWELLING; 300 SQ FT/SPACE, PAVED; SECS. 2.4/2.5).
 - e. LANDSCAPING, SCREENING, AND BUFFERS (ADJACENT ROADS/NON-RESIDENTIAL; SEC. 2.3.1E).
 - f. GRADING, STORMWATER MANAGEMENT, AND EROSION CONTROLS.
 - g. WATER/SEWER, UTILITIES, AND EXTERIOR LIGHTING.
- C. Parking requirements may be waived upon approval by the planning commission. The zoning administrator shall review all change of use permits to assure site plan requirements have been met.
- D. REVIEW PROCEDURE, FEES, AND EXEMPTIONS.
- 1. THE PLANNING COMMISSION SHALL APPROVE THE SITE PLAN IF IT COMPLIES WITH THIS ORDINANCE, SUBDIVISION REGULATIONS, AND TITLE 16.
 - 2. FEE: OUTLINED IN THE EXISTING FEE SCHEDULE.
 - 3. EXEMPTIONS: ANY DEVELOPMENT WITH A LIMIT OF DISTURBANCE LESS THAN 5,000 SQUARE FEET IS EXEMPT FROM THIS SECTION OF THE REGULATIONS.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. No. 10-10-03, § II, 10-25-2010; Ord. 08-01-01 § 2 (part), 2008)

[Section 17.32.240] **16.30.020** – Site Plan Requirements.

The site plan, or site development plan, shall comply with the following requirements and contain the following information:

- A. General Style and Form.
 - 1. Provide Information. It shall provide accurate, reliable and pertinent information as hereinafter set forth and that may be necessary for the planning commission and burgess and commissioners to properly consider the proposed development.
 - 2. Show Plan of Development. It shall show the general plan of development for the property, covering the entire tract of land or so much of it as may be considered to be necessary for an

adequate consideration of the part to be developed. This information shall be drawn to scale.

3. Drawing Material. It shall be drawn in ink, on a reproducible material, and shall be at a scale no smaller than one inch per one hundred (100) feet. Unless otherwise excused by the planning commission for good cause, the plan shall also be provided electronically as well.
 4. Include Key Map. It shall include a small scale key map showing the location of the property and its relation to major subdivisions, roads, streams, etc. The key map shall be at a scale of one inch equals twelve hundred (1,200) feet.
 5. Title Information. Title information shall include:
 - a. Proposed site name, if applicable, which shall not duplicate nor closely approximate the name of any other site in the county or town;
 - b. Names and addresses of owner, developer, and the designer, surveyor or engineer;
 - c. Description of site location by streets, tract, political subdivision, or other identifying feature;
 - d. Scale, north point, and date.
 6. Approval Block. There shall be an approval block for the planning commission with a space for date and signature by the chairperson.
- B. Information as to Existing Physical Conditions. The following existing physical conditions shall be shown:
1. Boundaries. The boundaries of the land being developed in heavy outline, and the acreage therein. Exterior development boundary must be accurate with dimensions to one one-hundredths of a foot and bearings to half minutes as determined by an accurate field survey and closed within an error of closure not to exceed one foot in five thousand (5,000) feet. Names of adjacent property owners shall be included on the plan;

2. Topography. Topographic contours at five-foot intervals. Contours shall extend one hundred (100) feet beyond the site boundary except across a public road;
3. Physical Features. Watercourses, floodplain areas, wooded areas, buildings, transmission lines, pipe lines, other utilities, bridges, and any other significant physical items, with the sizes and grades of any water or sewer lines;
4. Streets and Roads. Locations, widths and names of all existing roads, streets, alleys, or other public ways within or adjoining the site or intersecting any street that bounds it, including those recorded but unimproved (shown, by dotted lines); railroad, utility, or other rights-of-way or easements; parks and other public spaces; subdivisions, lots, and property lines; corporate lines; and the locations and outlines of permanent buildings.

C. Information as to Proposed Development. The following proposed development information shall be shown:

1. Buildings. Layout, numbering and dimensions of buildings;
2. Open Spaces. Portions of the property intended to be conveyed or temporarily reserved for public use or for the joint use of property owner, with an explanation of the provisions or conditions of such conveyance or reservation and the proposed arrangements for ownership and maintenance;
3. Utilities. Locations for utilities and drainage facilities, with six-foot easements for same along all property lines. Method of water and sewer service shall be stated on the plan;
4. Building Setback. Proposed building lines along all streets, with the amount of setback indicated.
5. Proposed Zoning Change. Proposed uses of property and any proposed zoning change.

6. Stormwater Management Plan. Proposed method of storm water management for the site which will comply with the 2009 Maryland Stormwater Regulations, as amended from time to time.
7. In cases of condominium or multi-family projects (apartment, townhouse, etc.) the following additional items shall be shown:
 - a. Location of each building;
 - b. Total number of units in each building;
 - c. Number of parking spaces in each off-street parking area, and total thereof;
 - d. Interior road or street access, whether public or private.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. No. 10-10-03, § III, 10-25-2010)

[Section 17.32.250] **16.30.030** - Planning commission site plan review, approval and expiration.

- A. All site plan approvals shall automatically expire three years after the date on which the planning commission approves the site plan, unless substantial construction of site improvements pursuant to a validly issued permit has begun in good faith. In the event a site plan approval was obtained from the planning commission prior to the enactment of this section, such site plan shall expire three years after the date on which this section was enacted, unless substantial construction of site improvements pursuant to a validly issued permit has begun in good faith.
- B. Upon written request submitted to the planning commission no later than one month prior to the expiration date, and for good cause shown by the applicant, a one-time extension for a period not to exceed six months may be granted by the planning commission. Extension of the site plan may be granted by the planning commission for delays attributable to town, county or state agencies.

(Ord. No. 10-10-03, § III, 10-25-2010; Ord. No. 21-01-01, § I, 4-12-2021)

17.32.245 - Outdoor lighting standards.

C. Site Plan Submissions.

1. The planning commission may require a lighting plan on any site plan submission required by Section [17.32.230] **16.30.010** which site plan shall include:

17.04.030 - Definitions.

“SETBACK,” MEANS THE DISTANCE BETWEEN A STRUCTURE OR USE AND A BOUNDARY SUCH AS A LOT LINE, PROJECT BOUNDARY, RIGHT-OF-WAY LINE, OR ZONING DISTRICT BOUNDARY. A SETBACK IS MEASURED AS THE SHORTEST HORIZONTAL DISTANCE BETWEEN THE PROJECT BOUNDARY AND THE NEAREST POINT OF THE USE, STRUCTURE OR PROJECTION THEREOF. WHERE THESE ZONING REGULATIONS REQUIRE A MINIMUM SETBACK FROM A ZONING DISTRICT OR RIGHT-OF-WAY, AND THE PROPERTY SUBJECT TO THE SETBACK DOES NOT ABUT OR ADJOIN THE ZONING DISTRICT OR RIGHT-OF-WAY, THE REQUIRED SETBACK IS MEASURED ACROSS THE INTERVENING PROPERTIES. FOR LOTS THAT FRONT DIRECTLY ON A PUBLIC ROAD, THE SETBACK IS MEASURED FROM THE ULTIMATE RIGHT-OF-WAY OF THE PUBLIC ROAD AS DETERMINED BY THE MIDDLETOWN DESIGN MANUAL, OR THE STATE HIGHWAY ADMINISTRATION, HIGHWAY NEEDS INVENTORY.

“SETBACK, FRONT,” EXTENDS ACROSS THE FULL WIDTH OF THE LOT, BETWEEN THE FRONT PUBLIC STREET RIGHT-OF-WAY OR FRONT LOT LINE AND THE NEAREST LINE OF THE STRUCTURE OR ENCLOSED PORTION THEREOF:

- A. FOR LOTS THAT FRONT DIRECTLY ON A PUBLIC STREET, THE FRONT SETBACK IS MEASURED FROM THE ULTIMATE PUBLIC STREET RIGHT-OF-WAY PROVIDING ACCESS TO THE LOT OR TOWARDS WHICH THE FRONT OF THE HOUSE OR STRUCTURE IS TO BE ORIENTED. IF THE PROPOSED HOUSE ORIENTATION AND ACCESS ARE NOT THE SAME, THE TOWN PLANNER AND/OR ZONING ADMINISTRATOR WILL DETERMINE WHICH PROPERTY LINE(S) WILL BE CONSIDERED THE FRONT FOR SETBACK PURPOSES. THE ULTIMATE RIGHT-OF-WAY OF THE PUBLIC ROAD IS DETERMINED BY THE MIDDLETOWN DESIGN MANUAL OR THE STATE HIGHWAY ADMINISTRATION, HIGHWAY NEEDS INVENTORY.
- B. FOR LOTS WITH NO FRONTAGE ON A PUBLIC STREET, THE FRONT SETBACK IS MEASURED FROM THE FRONT LOT LINE ASSIGNED WHEN THE LOT IS RECORDED. THE FRONT LOT LINE IS THE LOT LINE TOWARDS WHICH THE FRONT OF THE HOUSE IS TO BE ORIENTED.
- C. IF THERE ARE ANY DISCREPANCIES (E.G., IF THE PROPOSED HOUSE ORIENTATION AND LOT/PARCEL ACCESS ARE NOT THE SAME) THE TOWN PLANNER AND/OR ZONING ADMINISTRATOR WILL DETERMINE WHICH PROPERTY LINE(S) WILL BE CONSIDERED THE FRONT FOR SETBACK

PURPOSES AND SHALL BE SELECTED IN ORDER TO PROVIDE THE BEST UTILIZATION OF THE LOT AND GREATEST PRIVACY FOR THE ADJACENT LOTS.

“SETBACK, REAR,” EXTENDS ACROSS THE FULL WIDTH OF THE LOT, BETWEEN THE REAR LOT LINE AND THE NEAREST LINE OF THE STRUCTURE, PORCH OR PROJECTION THEREOF. THE REAR LOT LINE IS OPPOSITE THE LOT LINE FROM WHICH THE FRONT SETBACK IS MEASURED. FOR A LOT WITH MORE THAN FOUR SIDES, THE REAR SETBACK IS MEASURED FROM ALL SEGMENTS OF THE LOT BOUNDARY THAT ARE OPPOSITE THE FRONT LOT LINE.

“SETBACK, SIDE,” EXTENDS BETWEEN THE SIDE LOT LINE OR SIDE PUBLIC STREET RIGHT-OF-WAY AND THE NEAREST LINE OF THE STRUCTURE OR PROJECTION THEREOF, EXTENDING FROM THE FRONT SETBACK TO THE REAR SETBACK, OR, IN THE ABSENCE OF EITHER OF SUCH SETBACKS, TO THE FRONT PUBLIC STREET RIGHT-OF-WAY AND/OR REAR LOT LINE.

MAIN STREET MIDDLETOWN

TO: The Burgess and Commissioners
From: Becky Axilbund, Executive Director
Date: June 2, 2026
RE: June Workshop Report

Upcoming Dates:

June 13 – The Maryland House and Garden Pilgrimage – Welcome Center Stop #1
June 15 – 22 – Becky on Vacation

Organization:

- At the May Board meeting, we reviewed the upcoming FY 2027 Budget. We have a few edits and the board will be ready to vote the final budget at the June meeting.
- The Board voted to publish open hours based on when we have volunteers and days that I am in the office. We have started recruiting volunteers to work on Saturdays so that when we get a consistent set of Saturday volunteers, we can publish Saturdays as open.
- If you see Janet Fox, please thank her for her time on the Main Street Board. While she is still doing volunteer work for us, she has stepped away from being on the board after nine years.
- Main Street Middletown is making a concerted effort to reach out to the other nonprofits in town. This is due to former experience I had in Howard County – meeting with other nonprofit executive directors on a quarterly basis. Having casual coffees will encourage cross promotion(s) and support, much like our business mixers do. This is a start!
- A major push in the workload has been the creation of several items for us to sell in the Welcome Center as a way to help diversify income. Last month we showed you the coloring book. This month we have created a series of stickers that pertain to Middletown and Maryland. The stickers are geared to children.
- Postcards capture images of downtown Middletown – including a couple of the drone images we have, or focusing on other iconic Main Street sights.
- The largest product is the creation of another book – this book is approximately 40-50 pages and provides a history of Lot #3 using deed research and mapping. We



then discuss mostly with photographs, the work that was done to show before and after photos of the rehab work on the Barbershop to Welcome Center.

- Looking ahead – I have been selected to speak at the Maryland Main Street conference in October and Middletown has been selected to be a Pre-Conference Tour opportunity. I will be discussing the ways we have implemented historic preservation and historic preservation education into our efforts as a Main Street organization. This is a criteria for the national accreditation, and one that many other Main Streets do not do as much as we do – so we are well positioned to give a lot of ideas!

Design:

- We received an updated design from 100 North Church Street and their desire to install public art along the side of the building that faces Green Street. The Design Committee has reviewed the design and we really appreciate the property owners requesting Main Street and the Town to give a cursory review.
- The Design Committee has also reached out to the property owners to provide some suggestions – as we are offering to use some of Main Street’s funds that are dedicated to public art. Whether we donate funds to support this small business and their efforts to use public art – or not – we appreciate their desire to brighten the downtown.
- The DHCD announced the results of the FY 2027 Façade Improvement Grant applications – we were awarded a significant award in the amount of \$175,000. We normally receive \$75,000.
- Main Street Middletown is working with two businesses currently using FY 2026 Façade Improvement funds.

Economic Development:

- Main Street had a one-on-one meeting with Heather Gramm, the new Director of the Frederick County Department of Economic Development. This was great to touch base with Heather and let her know where we would like to receive technical assistance help/assistance.
- The May EDC Business Mixer was held at Hello Gorgeous! We had a great turn out and reviewed the work that Brent Riley of West Main Tech has done on behalf of Main Street Middletown. This interactive map is clean, helpful, and will be on our website.
- The EDC also discussed with Woodsboro Bank details for planning a series of learning sessions in the fall.
- We hosted a ribbon cutting celebration for CryBaby Café and Toy Library on the 28th of May – it was a joyful day and this business is a fantastic addition to our downtown.
- Sales have begun for the Main Street Middletown magazine! We are proud of the funds we put into making this an affordable option for Main Street businesses to

advertise specifically in a Middletown publication that will be delivered within every Frederick News Post issue that is delivered.

Promotions:

Events:

- On May 15th, David Guiney and I led a small walking tour of the Main Street District – and while we thought it would last an hour – it was closer to 2-hours. Our second planned tour was rained out on Friday the 22nd. We are looking to pick out some additional dates in July and August and maybe one day in September.
- We are getting ready for the Maryland House and Garden Pilgrimage coming up on June 13th! If you have not purchased tickets, now is the time to do so! Ticket prices go up to \$60/per person on the day of the event. We are also excited that we are partnering with a new small business – Town Limits Garden to create the floral arrangements for the interior – and the exterior. Dawn's concept for the exterior floral décor we believe will WOW the entire driving public!

Advertisements:

- During May, we have focused on creating in-county ad campaigns for the upcoming FY 2027. We generally know what we intend to do – but here are some highlights that we are working on to continue to keep our ads fresh and focused.
 - In the Frederick Business Quarterly – we will retain our one-page ad that speaks about the positives of doing business in Middletown. For FY 2027 we have purchased a second page that will be native content. The first two-page add that will roll out is all about eating options in our downtown.
 - For Sass Magazine, we will continue to advertise digitally and print with an idea pitched for a native content article that is labeled – The Women Business Owners that Drive Main Street Middletown – to focus on the many women entrepreneurs – which is a great fit for this magazine.
- Also during the month of May we received the results of our FY 2027 TRIP Grant – which have been the best to-date. We were awarded just a bit of 19K – meaning that for our 30K worth of out-of-county ad placements, the Tourism Council covers 19K. This is truly a significant savings for us. This is also the most I have ever received from the TRIPP Grant for advertising dollars.
 - Our Out-of-County ads include advertising visiting the Welcome Center specifically, a native content article in Northern Virginia Magazine to discuss visiting Middletown in the fall, and continuing to promote Middletown's Civil War history.
- Believe it or not – we will begin planning for the Scarecrows March Down Main once I get back from my time off.

**Thank you for your continued partnership with
Main Street Middletown, MD Inc.!**

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MINUTES

May 7, 2026

The workshop of the Burgess and Commissioners of Middletown was called to order on May 7, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

STAFF REPORTS:

Deputy Report – Deputy McCarrick was not present. His report is included in the meeting packet.

Director of Public Works (DPW) Report – Bruce Carbaugh reviewed his report. Conditions have degraded to “Severe Drought” as noted on the Drought Monitor Website 4/30/26. Staff will monitor precipitation and water use for the first half of May before recommending a change in status. Springs are at 52gpm/74,880gpd. Maximum spring production is 385,920. To date 906 MXUs and 574 meters have been changed out in the transition to AMI. Fuel surcharge costs have increased across the board as predicted. Bruce just returned from the annual MD Rural Water Conference. Much discussion at the conference related to cyber security, new laws and enforcement. Certification will be required. Currently operators receive 30 minutes of training during recertification. Someone will be designated the cyber security lead at the town. Operations and billing will be reviewed and cyber security certified. RK&K discussed a new ENR WWTP option at current existing capacity. Bruce will be meeting with MDE Permit Rating to discuss the EWWTP discharge permit renewal. This may lead to a discussion about the WWTP which could provide some direction for the future. The water appropriation report for Foxfield6 is being held until the developer pays outstanding invoices to the Town. The DPW will email the developer a reminder. The town lobbyist, Roger Manno, will be in town on Wednesday, May 13th. The Linden Blvd project is more than 50% complete.

Staff Planner (SP) Report – JJ Hartner reviewed his report. There has been little movement regarding the Foxfield 6 and Co-located School projects. He will contact the town attorney regarding the MOU for road construction at the school complex development. The food bank timeline has the new location completed by September 2026. Eight zoning certificate applications were received in April. The presentations for the Burn Bridge Crossing Park RFP have been completed. He will send a link to the presentation information and the recordings to the town board members for review. Seven proposals were submitted and reviewed. The committee is recommending two firms for the town board to consider, Triad Engineering (\$370,322) and Design Collective (\$589,980-\$914,820). Each significantly outperformed the other applicants in terms of the evaluation criteria including technical approach, firm experience and personnel qualifications. The committee further recommends Triad Engineering due to their superior technical grading, proven track record with the town, full compliance with the itemization requirements of Addendum #1, their respect of existing site investments, and their clear cost certain path forward for the parks development. Triad offered 3 options regarding stream restoration if the town chose to pursue any action.

The SP also provided a proposed zoning regulation amendment to require site plan submission for residential development in the R-1, R-2, and R-3 districts. He recommended that this proposed

amendment be sent to the planning commission for review and recommendation before coming back to the town board. The town board agreed.

Main Street Manager Report – Becky Axilbund reviewed her report. She provided Frederick County’s 250th pins to the board members. She reviewed dates for upcoming events. A new endeavor is to meet quarterly with other local service groups and non-profit organizations to identify ways to help each other and build strong partnerships. Much of her current work is creating upcoming digital articles and advertising. She was approached by a Main Street property owner with an idea for public art. It would be a mural on the building reminiscent of an old postcard. She informed the Town Administrator and the Staff Planner of the owner’s idea. Main Street has a design committee that the town has utilized in the past to review or comment on design features of projects in the Main Street district or impacts upon historic resources. They would like to strengthen that relationship if possible.

Finance Officer (FO) Report – Bea did not provide a report. She has been working on the FY2027 budget.

Staff reports are included at the end of these meeting minutes.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *April 13, 2026 – Meeting Minutes*
 - *April 27, 2026 – Meeting Minutes*

UNFINISHED BUSINESS

FY27 General Fund Operating/CIP Budgets Discussion – The FO reviewed the changes made to the last budget meeting. The budget now reflects the removal of the proposed public works employee position (-77,2590) and reducing the community deputy program to one deputy (-\$221,834). It includes the addition of 1,000 hours of special enforcement to the deputy contract (+\$65,000), increasing the proposed financial employee to full time (+\$30,790), adding a part-time seasonal employee to assist public works (+\$10,900) and the dedicated portion of the insurance rebate for FY27 (\$17,745). The proposed revenue is now \$5,045,820, proposed expenditures are \$4,533,636, and a surplus of \$512,184. This surplus is the proposed general fund CIP budget for FY2027.

- **Health Insurance** – The Financial Officer (FO) provided a health insurance summary for FY27 which included the updates from the last budget meeting. Included in the first block were the current employee costs by tier per pay period and annually, and the town costs per pay period and annually. It amounts to a 19%/81% total costs split between employees and the town. The second block of the summary included the 16% rate increase, the insurance rebate allocations for both the employees and the town. It also includes the third tier specifically for Employee + 1 coverage. Per pay period coverage without the rebate would be \$407.97 for Family, \$339.55 for Employee + 1, and \$59.95 for Individual. When the per pay period rebate is applied the rates then decrease to \$375.15 for Family, \$312.59 for Employee + 1, and \$55.12 for Individual. The employee total costs are \$68,167.78 annually. The total town costs (including HSA) total \$392,182.05 annually. This equates to an 18%/82% total costs split between employees and the town. This does not include the proposed costs of health care for 1 new employee, which would increase health insurance costs \$41,054.68. Discussion then occurred concerning shopping around for better insurance rates. Middletown is a member of the Local Government Insurance Trust (LGIT). It is a self-funded trust with other municipalities in Maryland cap rates so they are not as high as they could be.

Burgess Miller stated that both the health insurance and the deputy contract will be specific items for the town board to vote on Monday evening.

FY27 Water/Sewer Operating/CIP Budgets Discussion – The FO reviewed the changes made to the last budget meeting. The budget now reflects the removal of the proposed public works employee position (-11,783) and includes the dedicated portion of the insurance rebate for FY27 (\$6,235). It does not include the I&I accrual (\$75,000). The proposed revenue is now \$2,452,212, proposed expenditures are \$2,449,831, and a surplus of \$2,381.

Independence Day Celebration Update – Town staff have a meeting with Frederick County Parks and Recreation personnel to review their requirements for the event. A deposit has been made for the fireworks. MVAA is interested in partnering with the town for this event to promote volunteerism for their youth. They would assist with trash and clean up. Staff are looking for ideas for giveaways for the event. The event will be from 5pm until after the fireworks finish and will include music, food and fireworks. Commissioner Stottlemeyer will contact the Amvets to see if they will provide 40 chairs for the Rohersville Band.

NEW BUSINESS

Burnt Bridge Crossing Park – Recommendation for Master Site Plan Award – See Staff Planner notes earlier in these meeting minutes for information on this agenda item.

TOWN ADMINISTRATOR REPORT –

Public Art Project - See Staff Planner notes earlier in these meeting minutes for information on this agenda item.

Frederick County Summer Jobs Program - This is a 6-week program for youth ages 14-21yrs., to help gain work experience. It is completely paid for by the County. Staff discussed and suggested applying for a youth at least 18 years of age interested in working in local government. The youth would spend 2 weeks in the office, 2 weeks in public works and 2 weeks in water & sewer. Staff would like to apply to see if it comes to fruition. The town board agreed that staff should apply.

Conference Room – A table, 12 chairs, a side table, and a credenza for the copier area have been ordered from Laber’s Furniture. All will be delivered on May 28th.

ANNOUNCEMENTS

- Farmers Market- Every Thursday through October – Christ Reformed Church parking lot
- Friday, May 15th Walking Tour at the Welcome Center at 9:30am
- Friday, May 22nd Walking Tour at the Welcome Center at 9:30am
- Monday, May 25th Memorial Day Ceremony at Memorial Park at 11:00am
- Thursday, May 28th Ribbon Cutting for Cry Baby Cafe at 11:00am

The meeting adjourned at 8:49 pm and the town board moved to an Executive Session to discuss a personnel matter.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

May 11, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on May 11, 2026, by Burgess Pro Tempore Jennifer Falcinelli at 7:00 p.m. Present were Commissioners Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

PUBLIC COMMENT None.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *April 13, 2026 – Meeting Minutes*
 - *April 27, 2026 – Meeting Minutes*

Motion: Commissioner Bussard motioned to approve the consent agenda as presented Seconded by Commissioner Goodman. Motion approved (5-0).

UNFINISHED BUSINESS

Community Groups – Request for Funds – Tonight the town board reviewed requests from various community groups and town event committees. Following is the amount each group requested for FY2027:

- Heritage Festival: \$8,000. This is a \$1000 increase from FY2026
- Main Street Program: \$8,000. Funds will be used towards economic development and advertising.
- Lion's Club: \$2,289.59. To be used for prizes, candy, giveaways, and advertising.
- Middletown Memorial Day Event: \$375.00. To be used to pay for the band and the color guard services.
- National Night Out: \$2,200: For food, bounce house, DJ, face painter, and balloon artist.
- Christmas in the Valley – Is not requesting any further funding except for what the town currently pays for deputy assistance, sound system, and VMS boards at each end of town.
- Middletown Historical Society (MVHS): \$10,000. To assist with ongoing improvements and also assist with securing other grant funding.
- Pink & Blue Fun Run: \$780.00. To pay for 4 deputies to assist with the event. Questions were raised regarding whether the town should be monetarily supporting this event. It will be providing barricades for usage. This is not a town sponsored event. The town had halted supporting requests for funds from outside groups years ago due to an increase in requests from a variety of organizations and having limited funds to support all requests.

FY27 General Fund Operating/CIP Budgets Discussion – The FO reviewed the changes made to the last budget meeting. The proposed revenue is now \$5,045,820, proposed expenditures are \$4,542,228, and a surplus of \$503,592. To be used as the FY27 General Fund CIP budget.

CIP Discussion –

This includes monies from the sale of the 301 West Main Street property. The town will be purchasing computers versus leasing them as this will save money in future years. The new mini excavator will be financed through a government lease to own contract. The budget also includes the Mill and overlay of Middletown Parkway.

- Town Hall Security and Second Floor Offices –The proposal is to secure town hall and ensure better safety for town staff. An architect has provided 3 concept ideas that would allow free flow of the public into the building and to the town board meeting room but provide restricted access to the rest of the building. The secured lobby would have a service window for those who require assistance. The third floor/heritage museum area would become an office suite for finance and planning. Staff in offices currently accessed through the town board meeting room would be moved to the second floor and museum floor offices. Board members questioned the costs for securing the reception area and second floor offices (\$250,000). There have been several incidents where staff at the front desk have felt unsafe. Current building security makes it easy for anyone entering the building through the front door to access the rest of the building. The Town Administrator will scan the concept ideas to the town board for review.
- Snow Removal – The snow removal increase from FY26 to FY27 includes increase in salt material due to larger storage area at the Burnt Bridge Crossing Park public works site, scheduled brining system servicing by vendor representatives, projections for the number of snow events, and salaries and benefits/overtime for projected snow removal.
- Fire Department Annual Donation – There is a proposed \$5,000 decrease in the annual donation to the fire department. Staff were asked to review the town charter regarding supporting the fire department.

FY27 Water/Sewer Operating/CIP Budgets Discussion – The FO reviewed the changes made to the last budget meeting. The proposed revenue is now \$2,453,914, proposed expenditures are \$2,452,617, and a surplus of \$1,297. This budget includes an 11% increase in the water & sewer rates which will reflect an 8.6% increase in quarterly water bills. The budget reflects the removal of the proposed public works employee position (-11,783) and includes the dedicated portion of the insurance rebate for FY27 (\$6,235). It does not include the I&I accrual (\$75,000).

- Transaction Fees – It is currently proposed for the town to continue to absorb/pay the transaction fees when residents use the portal to pay their water bills.(\$36,877). Approximately 60% of all water bills are paid this way. This does save staff time related to entering payments, creating bank deposits, making those deposits at the bank, and reconciling all payments. It still requires staff time if payments are made using personal checks or cash. Discussion occurred regarding imposing an administrative fee on the quarterly water bill. Nothing was decided.
- Health Insurance – Nothing has changed from the last meeting. The second block of the summary included the 16% rate increase, the insurance rebate allocations for both the employees and the town. It also includes the third tier specifically for Employee + 1 coverage. Per pay period coverage without the rebate would be \$407.97 for Family, \$339.55 for Employee + 1, and \$59.95 for Individual. When the per pay period rebate is applied the rates then decrease to \$375.15 for Family, \$312.59 for Employee + 1, and \$55.12 for Individual. When including town costs it equates to an 18% employee covered/82% town covered split.

Motion: Commissioner Stottlemeyer motioned to approve health benefits as presented. Seconded by Commissioner Bussard. Motion approved (5-0).

- Deputy Contract Discussion – There was little discussion on this topic tonight.

Motion: Commissioner Stottlemeyer motioned to reduce the deputy contract to one deputy and add 1000 hours of special enforcement coverage to the contract. Seconded by Commissioner Dietrick. Motion approved (5-0).

Burnt Bridge Crossing Park (BBCP) – Recommendation for Master Site Plan Award – Previously the Staff Planner provided the committee’s official recommendation regarding the BBCP RFP for the master site plan award. The recommendation was to award it to Triad Engineering. The stream bank restoration was included as an option to either include or decline at the town board’s discretion. The town could put signage and fencing in place for now and make it a standalone project in the future if it is needed. The sidewalk loop option would extend the sidewalk from the BBCP east and connect with the sidewalk at Ivy Hill Drive. This would create a walking trail between the Wiles Branch Park and BBCP. Having a master plan in place would increase possible future grant funding.

Motion: Commissioner Dietrick motioned to award the BBCP master site plan to Triad Engineering minus the stream bank restoration. Seconded by Commissioner Stottlemeyer. Motion approved (5-0).

NEW BUSINESS

REPORT OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported: The town is in a severe drought status. If things do not improve significantly the town will change the status to Code Orange. Springs are at 52 gpm/74,880 gpd. For April water use was – 300,769 gal., spring flow was – 65,845 gal., EWWTP treated 177,000 gals. and the WWTP treated 133,000 gals. The town received 1.8 inches of rain in April. The school waterline replacement project will begin this summer. The price has increased due to the required installation of a temporary waterline. The water appropriation for Foxfield 6 is being held until the developer pays outstanding town invoices.

PUBLIC WORKS – Commissioner Dietrick reported:

Landscaping is ongoing. Town staff cleared a downed tree and installed banners. Dirt was moved to the farm. Garage doors have been installed at the farm. Staff replaced a hydrant on Boileau Court. They repaired a leaky fountain at Memorial Park, restocked park bathroom supplies and removed graffiti from Remsberg Park benches. A meter pit was installed at 205 Washington Street. Holes were dug for trees planting on Arbor Day. Staff completed repairs at the Elm Street parking lot and installed additional warning signs for the crosswalk on Glenbrook Drive.

SUSTAINABILITY – Commissioner Stottlemeyer reported:

The committee completed its annual pollinator garden cleanup. The Bird City designation/renewal is complete. The Bee City renewal is being submitted. The Arbor Day tree planting was a success. Twenty-seven volunteers from multiple organizations planted 53 trees. Thirty trees were given away as part of the limited free tree give-away as part of the Arbor Day event.

PLANNING COMMISSION – Commissioner Bussard reported:

The planning commission is scheduled to meet for its workshop this Wednesday, April 13th.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The annual POS meeting is May 20, 2026. The County now has an earlier deadline for submission and now require two quotes for each project. Staff recommend that committee members tour the parks and playgrounds earlier each year in order to identify projects by January. This would leave enough time to gather the required estimates and complete the applications. The committee will be reviewing possible

restrictions regarding e-bike use in the parks and on the walking paths. Signs are up in the parks prohibiting their use.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

There were 4952 individual visits to the town’s website. The top 5 pages reviewed were 1. Community Calendar, 2. Business Directory, 3. Agendas and Minutes, 4. Meter Calendar, and 5. Water & Sewer. Residents are reminded to sign up at Citizen Connect on the Town’s website to stay up to date with what is going on in town.

TOWN ADMINISTRATOR REPORT –

Use of Playing/Practice Field Use – MVAA has received requests from other municipalities to rent the playing/practice fields in the parks if MVAA is not using them. There was mention of a fee of \$50 per hour. Staff will review the request and make a recommendation.

CDA Loan Update – There will be approximately \$200,000 left over after the completion of the Linden Boulevard project. There will have to be legislative change to amend the ordinance to broaden the scope so it could be applied towards other projects such as the mill and overlay of Ivy Hill Drive, or the school waterline replacement. There will be review costs associated with this action that can be paid out of the loan.

Quarterly Billing Update – Cutoff notice was created this afternoon. Properties with outstanding balances will be posted tomorrow. The new software has the capability to notify residents via text, phone call or email message.

ANNOUNCEMENTS

- Farmers Market- Every Thursday through October – Christ Reformed Church parking lot
- Friday, May 15th Walking Tour at the Welcome Center at 9:30am
- Friday, May 22nd Walking Tour at the Welcome Center at 9:30am
- Monday, May 25th Memorial Day Ceremony at Memorial Park at 11:00am
- Thursday, May 28th Ribbon Cutting for Cry Baby Cafe at 11:00am

The meeting adjourned at 9:05pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

May 26, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on May 26, 2026, by Burgess Miller at 6:00 p.m. Present were Commissioners Jen Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman. Bruce Carbaugh, DPW, and Bea Stottlemeyer, FO, were also present. Mark Smullen was present for the Pink and Blue 5K. Bob Smart, 7525 Coblenz Rd, was present. Jen Rhinaman (recording secretary) and Andrew Mytelka were present via Lifesize.

PUBLIC COMMENT - None.

UNFINISHED BUSINESS

FY27 General Fund Operating/CIP Budgets Discussion – The FO reviewed the changes made to the last budget meeting. The proposed revenue is now \$5,045,821, proposed expenditures are \$4,475,034 and a surplus of \$570,787 to be used as the FY27 General Fund CIP budget.

CIP Discussion –

This includes monies from the sale of the 301 West Main Street property. There was a reduction in the General Fund in the amount of \$2,940 and an increase of \$880 to the Water/Sewer budget, due to the reduction of 2,060 to uniform costs.

- Town Hall Security and Second Floor Offices –The proposal is to secure town hall and ensure better safety for town staff. Board members questioned the costs for securing the reception area and second floor offices. There was discussion regarding securing the lobby as a high priority. After much discussion, the board decided to make a budget amendment for 50,000 for first floor feasibility study and 50,000 construction cost for second floor. (\$100,000).
- Fire Department Annual Donation – After discussion the Town Board proposed a \$20,000 annual donation to the fire department.

Bruce Carbaugh, DPW, reminded the Town Board that the General Fund Operating budget is due by June 30th, 2026.

FY27 Water/Sewer Operating/CIP Budgets Discussion – The FO reviewed the changes made to the last budget meeting. The proposed revenue is now \$2,429,335, proposed expenditures are \$2,427,964, and a surplus of \$1,371. This budget includes 12.5% increase in the water & sewer rates which will reflect a 9.8% increase in quarterly water bills. The Town's Capital Improvement fee will also increase July 1st, 2026, from 57.50 to 60.00.

Community Groups – Request for Funds – Tonight the town board reviewed requests from a few more community groups.

- **Pink & Blue Fun Run:** Mark Smullen presented the event as possibly becoming a community event. and that he could adjust his amendment if needed due to Town Deputies being able to help cover the event or not. The Board advised him to use any free Frederick County deputies that are on call the day of the event. Burgess Miller suggested that in the future he could reach out to Main Street Middletown to see if it may be considered a Main Street event. No money was given to this event.
- **Middletown Historical Society (MVHS):** After much discussion, the Board decided not to fund any money to the MVHS due to the requested form being not returned to the Town.

Water/Sewer Transaction Fees – Transaction Fees – The board agreed upon an addition of an Administrative Fee to the water/sewer rates. This fee will be included in the FY27 budget.

New Staff Positions – After discussion, the Board decided to make budget reflects the decision to subsidize the new Staff Accountant between the Water & Sewer Operating Budget and the General Fund Operating Budget, which would be \$24,000 from each. The position will begin in January 2027.

NEW BUSINESS - None

TOWN ADMINISTRATOR REPORT – None

ANNOUNCEMENTS

- Farmers Market- Every Thursday through October – Christ Reformed Church parking lot
- Thursday, May 28th Ribbon Cutting for Cry Baby Cafe at 11:00am

The meeting adjourned at 9:05pm.

Respectfully submitted,

Jen Rhinaman,
Recording Secretary

Memorandum of Understanding (MOU)

Between The Burgess and Commissioners of Middletown, and
Maryland and Main Street Middletown, MD Inc.

This Memorandum of Understanding (“MOU”) is entered into as of **[date]**, by and between:

The Burgess and Commissioners of Middletown, a municipal corporation organized under the laws of the State of Maryland, with offices at 31 West Main Street, Middletown, Maryland 21769 (“Local Government” and **Main Street Middletown, MD Inc.** a nonprofit corporation organized under the laws of the State of Maryland, with offices at 19 West Main Street, Middletown, Maryland 21769 (“Main Street Organization”) together referred to as the “Parties.”

I. Purpose:

The purpose of this MOU is to establish a collaborative partnership to support the revitalization, economic development, and promotion of the Main Street District using the Main Street Approach. This MOU outlines roles, responsibilities, and expectations for coordination and resource support.

II. Term:

This MOU shall be effective from **July 1, 2026 through June 30, 2027** unless terminated earlier in accordance with Section IX. The MOU may be renewed upon mutual written agreement.

III. Roles and Responsibilities

A. Main Street Organization Responsibilities

The Main Street Organization agrees to:

1. Implement a comprehensive downtown/commercial district revitalization strategy aligned with the Main Street Approach. (The “Transformational Strategies” we selected are Middletown as a Heritage Tourism Destination;

Middletown's Health and Wellness Hub; and Middletown as a Family Friendly Community)

Maintain nonprofit status and good standing with the state and IRS.

2. Maintain our status as a State and Nationally Accredited Main Street Program.
3. Serve on a Hiring Committee with the Town to hire a qualified Main Street Manager/Director. (Original wording was that the board hires the ED).
4. Develop and adopt annual work plans and budgets.
5. Coordinate programming, events, business outreach, and promotions so that the Town and Main Street Middletown can plan accordingly where assistance from either organization is beneficial or required.
6. Track and report performance metrics (investment, business openings/closures, volunteer hours, etc.).
7. Maintain appropriate insurance coverage.
8. Comply with any reporting requirements tied to public funding.

B. Local Government Responsibilities

The Local Government agrees to:

1. Recognize the Main Street Organization as a key partner in downtown/commercial district revitalization.
2. Designate a Commissioner liaison to coordinate with the Main Street Organization.
3. Support revitalization efforts through planning, zoning, public works, and economic development coordination where feasible.
4. Consider the district's needs in capital improvements and infrastructure planning.
5. Promote collaboration between departments and the Main Street Organization.
Provide direct financial support by:
6. Hiring a qualified, full-time employee to serve as the Executive Director of the nonprofit with input from the Main Street nonprofit's Board of Directors.
7. Donating annually to the program's overall budget through the established mechanism in place where the Town considers annual requests during the Spring

Community Group Night where Community Groups make financial requests annually to the Burgess and Commissioners.

8. Continue the Town-Main Street coordination with the Frederick County deputies for traffic and safety control for agreed up Main Street Middletown, MD Inc. events that may require street closures. The Town will pay for the deputies services.

9. Provide Additional Staff Support by:

10. Provide support for mutually agreed upon Main Street initiatives and projects that include items that include (but not limited to) maintenance crew assistance with interpretive sign installation, banners, holiday decorations on street poles, set-up and clean up assistance as agreed upon events with tents, trash cans, parking/traffic control. Administrative assistance for special events and coordination.
11. Staff support that is normal and customary to any other Town employee

IV. Funding and Financial Accountability

Any public funds provided shall be used solely for eligible revitalization purposes.

The Main Street Organization shall maintain accurate financial records. Upon request, the Main Street Organization shall provide financial reports to the Local Government.

Funding is contingent on availability and compliance with local procurement and grant requirements.

V. Communication and Coordination

The Parties agree:

- The Main Street Staff shall attend Staff Meetings with the Burgess and Monthly Town Workshops.
- Share relevant plans, reports, and data.
- Collaborate on strategic priorities affecting the district.

VI. Branding and Public Communications

Both Parties may reference (and should) the partnership in public communications. Use of logos or official branding shall notification.

VII. Independent Entities

The Parties are independent entities.

VIII. Liability and Indemnification

Each Party shall be responsible for its own acts and omissions. Nothing in this MOU shall be construed as a waiver of governmental immunity.

IX. Termination

Either Party may terminate this MOU with **[30–90] days’ written notice**. Any unspent public funds shall be handled in accordance with funding agreements or returned if required.

X. Amendments

This MOU may be amended only by written agreement signed by both Parties.

XI. Signatures

[Local Government Name]

By: _____

Name/Title: _____

Date: _____

[Main Street Organization Name]

By: _____

Name/Title: _____

Date: _____