



AGENDA FOR THE TOWN WORKSHOP

March 1, 2018

6:30 p.m.

Budget Workshop

Water & Sewer FY 2019 Operating Fund

Community Deputy Report

PUBLIC HEARING

Ordinance 18-01-02

**AN ORDINANCE TO REVISE THE FEE SCHEDULE PERTAINING TO VARIOUS
LAND USE-RELATED APPLICATIONS SUBMITTED TO THE TOWN**

STAFF REPORTS:

Engineer's Report

Main Street Manager

Zoning Administrator

Regular Workshop Items

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019

	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	Draft Budget FY 2019
Operating Revenue				
Water Revenue	557,826	587,860	600,572	624,139
Sewer Revenue	557,502	584,783	598,261	616,076
Penalties and Reconnects	21,311	14,758	21,422	22,161.46
General Fund Grant	102,740	80,000	-	
Rain Barrels	1,000	720		1,000
MISC	-	8,627		-
Total Revenue	1,240,379	1,276,748	1,220,255	1,263,377
Expenses				
Administrative				
Salaries	43,379	36,631	39,206	34,407
Communications	11,178	10,748	12,200	11,742
Postage	10,304	9,226	\$8,030	9,750
Office Supplies/Expenses	13,668	10,761	\$10,848	14,000
Professional Services/Legal	16,447	2,512	\$2,727	2,000
Meetings & Seminars	392	350	\$486	500
Advertising	994	350	\$559	500
Uniforms	3,719	3,770	\$4,119	5,068
Dues/Subscriptions/Certifications	3,342	50	\$420	500
I&I Principal and Interest	32,498	32,979	\$29,454	32,743
Travel/Mileage	-	-	\$17	200
Payroll Taxes	21,477	24,113	\$22,451	25,048
Insurance				
Property	7,949	9,917	\$11,172	11,848
Health	36,608	19,348	\$44,913	59,354
Worker's Compensation	7,858	7,287	\$8,684	9,911
Retirement/Pension	19,685	21,550	\$22,169	22,912
Real Estate Taxes	(22)	292	\$292	292
Conservation Environment	5,755	1,600	\$0	2,000
Vehicle/Equipment Expenses	11,138	12,259	15521	15,000
Total Administrative	246,369	203,743	233,268	257,774
Water				
Salaries	131,501	150,384	167,083	151,440
Water Distribution				
Supplies	3,468	8,185	\$5,831	5,500
Repairs & Maintenance	48,553	44,802	\$72,317	37,000
Water Meters	-	-		-
Waterline Break Repairs	3,452	-	\$182	5,000
Chemicals	-	233	\$1,857	500
Tools & Equipment	933	1,660	\$6,674	4,000
Subtotal	56,406	54,880	86,861	52,000
Water Plant, Reservoir, Booster, Tower, BS Wellhouse				
Supplies	3,568	1,492	795	2,000
Repairs & Maintenance	17,211	27,112	39,668	37,722

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019

	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	Draft Budget FY 2019
Tank Maintenance Contract				75,000
Chemicals	21,672	22,512	23,154	17,132
Tools & Equipment	1,590	-	1,407	1,932
Testing & Analysis	11,661	10,783	11,877	5,900
SUB-TOTAL	55,702	61,899	76,901	139,687
Abandoned Well Costs				-
Water Electric	24,588	23,349	33,368	26,561
TOTAL WATER	243,609	267,163	330,845	369,688
Sewer				
Salaries	120,064	128,101	127,311	115,933
Sewer Collection System				
Conebranch Pump Station	19,518	34,851	\$22,062	12,618
Brookridge South Pump Station	11,153	10,465	\$5,421	4,000
Foxfield Pump Station	6,348	6,973	\$5,692	12,500
Sanitary Sewer Lines/Manholes	17,484	45,670	\$4,582	22,080
I & I Accrual	75,000	75,000	75,000	75,000
Subtotal	129,503	172,959	112,757	126,198
East WWTP				
Parts & Supplies	6,325	7,069	\$2,598	5,581
Repairs & Maintenance	23,354	28,731	\$22,145	12,600
Chemicals	28,329	31,766	\$29,271	34,285
Mowing	-			-
Tools & Equipment	8,091	3,954	\$1,693	4,500
Testing & Analysis	25,170	26,125	\$30,220	36,611
Sludge Hauling Expense	61,642	59,432	\$45,581	55,669
Subtotal	152,911	157,077	131,508	149,245
West WWTP				
Supplies	2,121	2,380	\$1,624	2,500
Repairs & Maintenance	20,740	9,796	\$4,833	15,000
Chemicals	54,073	54,389	\$51,684	50,531
Mowing	-			-
Tools & Equipment	756	2,598	\$1,671	2,766
Testing & Analysis	9,106	9,831	\$11,071	10,449
Sludge Hauling Expense	17,250	17,250	\$17,250	17,250
SUB-TOTAL	104,046	96,244	88,133	98,496
Sewer Electric				75,000
TOTAL SEWER	506,524	554,381	459,709	564,872
TOTAL OPERATING EXPENSES	996,502	1,025,287	1,023,822	1,192,335

**TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019**

	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	Draft Budget FY 2019
Contingency Fund				50,539
Adjusted Operating Expense		1,025,287	1,023,822	1,242,874
OPERATING INCOME (LOSS)	243,877	251,461	196,433	20,503

ORDINANCE NO. 18-01-02

AN ORDINANCE TO REVISE THE FEE SCHEDULE PERTAINING TO VARIOUS LAND USE-RELATED APPLICATIONS SUBMITTED TO THE TOWN

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.52, Section 17.52.040 of the Middletown Municipal Code be, and hereby is amended as follows. Language being repealed and deleted is designated by being in ~~[brackets and stricken through]~~. New language is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

TITLE 17 ZONING

17.52.040 Fee Schedule

The fees for the services to be rendered as set forth in this Chapter are as stated in the following Fee Schedule. **THE TOWN MAY WITHHOLD TAKING ANY ACTION ON ANY APPLICATION UNTIL ALL REQUIRED FEES ARE PAID IN FULL.**

BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND
FEES FOR VARIOUS LAND USE, PERMITTING,
SUBDIVISION AND ZONING PROCEDURES

<u>Permits</u>	<u>Fee</u>
<u>Residential Permits</u>	
Internal Improvements	\$25.00
External Improvements	\$25.00
<u>New Residence Permits</u>	
Single-Family Unit-	\$200.00
Multi-Family Unit-	\$200.00 + \$100.00/additional unit
Demolition	\$50.00

<u>Commercial Permits</u>	
Internal Improvements	\$100.00
External Improvements	\$100.00
Structure Conversion	\$100.00
New Commercial	\$500.00
Demolition	\$100.00
Change of Use	\$50.00 + all other applicable fees
Home Occupation	\$50.00 + all other applicable fees

<u>Construction</u>	<u>Fee</u>
<u>New Subdivision</u>	
Construction Inspection	1% of Total Cost Estimates for Stormwater Management, Sediment & Erosion Control and Public Improvements

<u>Development</u>	<u>Fee</u>
<u>Concept Plan</u>	\$250.00 + [\$200.00] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee
<u>Site Plan</u>	
Residential	\$250.00 + \$10/unit + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
All Other	\$350.00 + \$50/acre + [\$200.00] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE +

	\$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Preliminary Plan Review</u>	
All Subdivisions	\$350.00 + \$50/lot + [\$200.00] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Mass Grade Plan Review</u>	
All Subdivisions	\$250.00 + [\$200.00] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Improvement Plan Review</u>	\$300.00/page + [\$200.00] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Forestry Plan Review</u>	
Simplified Forest Plan	\$200.00 + \$15.00/Sheet Electronic Filing Fee
Preliminary Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Final Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Inspection Fee	\$50.00 per inspection +1% of Total Cost Estimates for Plant Material and Planting
<u>WIRELESS TELECOMMUNICATIONS STRUCTURES AND FACILITIES</u>	
NEW TOWER OR SUPPORT STRUCTURE OR	\$5000 + CONSULTATION FEES INVOICED TO THE TOWN

SUBSTANTIAL MODIFICATION	
ELIGIBLE FACILITY (ANY CO-LOCATION OR NON-SUBSTANTIAL MODIFICATION)	\$1000 + CONSULTATION FEES INVOICED TO THE TOWN
AMENDMENT OR WAIVER REQUEST	\$200 + CONSULTATION FEES INVOICED TO THE TOWN
FINAL INSPECTION	\$200 + CONSULTATION FEES INVOICED TO THE TOWN
<u>Final Plat Review</u>	
Combined Prelim/Final	\$250.00 + \$50/lot + [\$200.00] \$400.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
Correction Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Addition Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Final Plat	\$300.00 + \$25/Lot + [\$100.00] \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Resubmission</u>	50% of original fee + 25% of Original Legal Fee and/or Engineering Fee + \$15.00/Sheet Electronic Filing Fee + CONSULTATION FEES INVOICED TO THE TOWN

<u>Administrative</u>	<u>Fee</u>
<u>Board of Appeals</u>	
Variance	\$100.00 + \$100 advertising for non principal structure \$200.00 + \$100 advertising for principal structure
Special Exception	\$300.00 + \$100 advertising
Special exception application for residential purposes submitted under § 17.48.220 (residential uses in the GC district), §17.48.320 (restricted vehicles in residential district), §17.48.360	\$150.00 + \$100 advertising

(fences - in residential district) and § 17.48.400 (solar collection systems, freestanding - in residential district)	
Administrative Error	\$200.00 + \$100 advertising
<u>Text Amendment</u>	\$300.00 + \$200 advertising + [\$150.00] \$200.00 Legal Fee
<u>Rezoning Request</u>	\$400.00 + \$20/acre + \$200.00 advertising
<u>Annexation Review</u>	\$1,000.00 + \$50/acre + [\$150.00] \$200.00 Legal Fee + \$200.00 advertising
<u>Recording Fees</u>	
Plats	\$75 fee + \$5/plat
All other Documents	\$50.00/document
<u>Public Works Agreement Review</u>	\$225.00 + [\$150.00] \$200.00 Legal Fee
<u>HOA Document Review</u>	\$225.00 + [\$150.00] \$200.00 Legal Fee
<u>Water & Sewer Master Plan Change</u>	\$500.00 + [\$100.00] \$200.00 Engineering Fee

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

INTRODUCED ON THE 22nd DAY OF January, 2018

PASSED ON THE _____ DAY OF _____, 2018

EFFECTIVE DATE: _____, 2018

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess



TO: The Burgess and Commissioners
FROM: Becky Axilbund, Main Street Manager
RE: March Workshop Report
DATE: March 1, 2018

DATES

Tuesday, March 6 – Promotions Committee
Thursday, March 8 – Design Committee
Saturday, March 10 – Ribbon Cutting at Harmony Nails at Cross Stone Commons
Tuesday, March 20 – Economic Development Committee
March 25-30 – Becky at the National Main Street Conference

ECONOMIC DEVELOPMENT:

- **RIBBON CUTTING! Join us on Saturday, March 10 at 10am at Harmony Nail Salon & Spa**
- Main Street hosted a business mixer last week, on Friday, February 23. Please thank Catocin Construction and Rhoysmedre Design for the delicious food, coffee, and hospitality. Information was presented on how to complete Main Street's online calendar of event submissions, business owners spoke about their experience with Garrett Glover, and he made a short presentation about quick tips to implement, especially with the construction beginning in the Main Street district. We also heard from Gerry Burgess about construction updates. Main Street Middletown and the Town provided a GIS generated map that illustrates public parking. The map has very few markings and was embedded into the email. This will allow the businesses to directly copy the photo, upload it to their Facebook Page or website and can provide directions.
 - Feedback: Main Street businesses brought up parking concerns. To address these comments, Main Street will start a new task force to come up with a list of ideas and potential solutions.
 - Feedback: Beef up the content on the Business Listing page on the Main Street website. We have been systematically updating the Main Street website. Main Street has already tasked two volunteers to complete this task.

ORGANIZATION:

- Main Street Middletown has submitted a grant request for \$37,000 to go towards the purchase of 19 West Main Street.
- Main Street Middletown is in the process of writing another grant for \$100,000 to go towards the purchase and rehabilitation of 19 West Main Street.
- A shout-out to Jim Kehoe of More Ice Cream for bringing in and hanging for us beautiful Middletown artwork from his gallery! Thank you!
- Main Street Middletown has started a new weekly email to send to our very helpful volunteers!
- Main Street Manager attended a required training from MD Main Street on February 27 regarding organizational policies, procedures, and operational guidelines for keeping the 501c3 in compliance.
- Main Street Manager will be at the National Main Street Conference Sunday, March 25 through Thursday, March 29, 2018.

DESIGN:

- The Main Street Design Committee has placed another order of our book *Maintaining and Sustaining Middletown's Historic Architecture*. The hardbacks can go quickly! If you did not get one the first time around, we will be selling them at the Green Expo in April and at 19 West Main Street.

PROMOTION:

- Main Street Middletown's first event is *Coloring the Street* for Saturday, April 28, 2018. Planning is well underway for the other events scheduled by Main Street for this year. Events were thought through intentionally to attract different audiences to come to the downtown, and with varying ways for businesses to sponsor the events.
- Main Street Middletown will be participating as a vendor in the Green Expo on April 14
- Calendar of Events have been delivered to the Tourism of Frederick County, and the I-70 Visitors Centers.

ECONOMIC DEVELOPMENT:

- Main Street hosted a business mixer last week, on Friday, February 23. Please thank Catoclin Construction and Rhoysmedre Design for the delicious food, coffee, and hospitality. Information was presented on how to complete Main Street's online calendar of event submissions, business owners spoke about their experience with Garrett Glover, and he made a short presentation about quick tips to implement, especially with the construction beginning in the Main Street district. We also heard from Gerry Burgess about construction updates. Main Street Middletown and the Town provided a GIS generated map that illustrates public parking. The map has very few markings and was embedded into the email. This will allow the businesses to directly copy the photo, upload it to their Facebook Page or website and can provide directions.
 - Garret Glover will be meeting with two more Main Street businesses.
 - Feedback: Main Street businesses brought up parking concerns. To address these comments, Main Street will start a new task force to come up with a list of ideas and potential solutions.
 - Feedback: Beef up the content on the Business Listing page on the Main Street website. We have been systematically updating the Main Street website. Main Street has already tasked two volunteers to complete this task.

HERITAGE GALLERY:

- Main Street Manager attended the Small Museum Association conference in February. This national conference was held in College Park, MD and provided information about best practices on running small museums. There was a tremendous amount of information presented, but here is a scaled down version of take aways and action items:
 - We should create a version of the Core Documents – a mission, code of ethics, strategic plan, collections management plan, and a disaster preparedness plan. This will keep the Heritage Gallery focused.
 - Create a committee to meet quarterly to assist with the Heritage Gallery
 - Case Study on Narberth, Pennsylvania and how this small town is creating and saving artifacts. This was interesting because it related closely to Middletown, and most of what they are collecting are stories that can be told via maps. They are collecting artifacts, but the focus is on compiling the stories in a different way. Go to <http://narberthhistory.org/>
 - Information about volunteerism and how it is changing. This session is what spurred me to start sending out weekly emails to our volunteers.

*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: 3/1/18

RE: Monthly Zoning Staff Report – February 2018

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

Zoning Violations:

(1) Recreational vehicle parked in driveway. 102 Ali Drive. A zoning ordinance violation notification letter was sent to property owner on September 19, 2017 for parking a utility trailer in the driveway of their residential property in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. I talked with home owner on September 23, 2017 regarding screening options, etc. He was given 30 days to provide a screening plan. I'm still waiting to receive screening plan. I visited properties on Ali Drive in November and December 2017 and January 2018. During these visits, I noted the trailer was still parked on driveway and was not screened from adjoining properties. A second zoning ordinance violation was sent to the owner on January 29, 2018 informing the owner that he is still in violation of the municipal code and that if the trailer is not screened from adjoining properties within ten days from the date of this second violation notification letter or the trailer is not removed from his property, that a fine will be assessed by the Zoning Administrator of \$100 a day for every day the violation continues to exist. I discussed situation with property owner in February 6, 2018 telephone call. He is looking at various options in coordination with his neighbors. Based on the shape of the utility trailer to be screened, I suggested he investigate a cover that would screen it from other properties and meet the spirit and intent of the municipal code. I told the property owner that time was running out to resolve this violation. Open.

(2) Recreational equipment parked in front yard of residential property. 331 South Church Street. A zoning ordinance violation notification letter was sent to property owner on October 5, 2017 for parking a camper trailer in front of his detached garage in the front yard setback of his residential property (corner lot – two front yards) in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states that parking or storage of any recreational equipment is not permitted in the front yard setback areas of any lot. Additionally, in subsequent conversations with homeowner, it was noted that the camper trailer is thirty (30) feet long which makes it a restricted vehicle. Sections 17.32.065 – On-Street parking of restricted vehicles in residential districts – and 17.32.150 – Restricted vehicles – of the municipal code state that it is a violation of the municipal code to park a restricted vehicle in a residential neighborhood except upon approval of a special exception by the Middletown BoA (See Section 17.48.320 of municipal code). I advised the homeowner that there is no certainty that the BoA would approve his petition for a special exception to the municipal code to park restricted recreational equipment on his property. Homeowner is considering his options. A follow-on letter was sent to homeowner on December 7, 2017 for this violation. I had a meeting with homeowners on December 20th at the town municipal center regarding the costs and paperwork required to file a special exception petition with the Middletown BoA. At the meeting, the filing fee and associated BoA

petition / application paperwork along with a timeline for how the petition paperwork is processed for a Special Exception were discussed. The homeowners expressed a degree of uncertainty on being able to proceed and may elect to wait until new year to submit their application for a Special Exception to the BoA. The homeowner sent an email to Burgess requesting approval of a payment plan to pay the \$250 fee required for filing a Special Exception to the BoA. Homeowner contacted Zoning Administrator who directed homeowner to discuss payment plan options with the Town Administrator. The homeowner discussed payment plan options with Town Administrator via telephone. No other actions taken by homeowner to date to file application to BoA for a Special Exception. Owners have been provided with a payment plan contract by Town Administrator. To date, the town has not heard from the property owners regarding payment plan and/or desire to apply for a Special Exception to the BoA. Open.

(3) Inoperable / unregistered vehicle parked in driveway. 105 South Jefferson Street. A zoning ordinance violation notification letter was sent to property owner on October 10, 2017 for parking an unregistered / inoperable motor vehicle (Mercedes Sedan) on driveway that was not screened from adjoining properties in accordance with Section 17.32.060(J)(2) – Off Street Parking in Residential Districts and for Residential Use Property in the TC (Town Commercial) District – of the Middletown Municipal Code. A second zoning ordinance violation notification letter was sent to homeowners on February 1, 2018 via certified mail. On The certified letter was returned to the town office by the post office as being undeliverable though the outside of the envelope indicated they tried to deliver the letter on three separate occasions. Open.

(4) Recreational equipment parked in rear yard of residential property. 107 West Green Street. A zoning ordinance violation notification letter was sent to property owner on January 23, 2018 for parking a utility trailer in rear yard of residential property that was not screened from adjoining properties in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states parking or storage of any recreational equipment in the side and rear yards of residentially zoned properties shall be appropriately screened from adjoining properties. Such screening shall be reviewed and approved by the zoning administrator. I visited property on January 30, 2018 and observed that the utility trailer was still parked/stored in the rear yard of property and was not screened from adjoining properties. I received a call from the property owner on February 1, 2018 who said they were working with their renter who is moving to ensure the trailer is removed from the property as soon as possible. I visited the property on February 5, 2018 and noted that the utility trailer was no longer parked in rear yard of property. Closed.

(5) Restricted Vehicle Parked on Street in Residentially Zoned District. 306 Washington Street. A zoning ordinance violation notification letter was sent to the property owner on February 6, 2018 for parking a tow truck on Washington Street in front of his residence. The vehicle is classified as a restricted vehicle in the municipal code because it is over eight feet wide, or eight feet tall, or *twenty-two (22) feet long*. Section 17.32.150 – Restricted vehicles – of the municipal code - states that “*Restricted vehicles are not permitted to be parked in any residential zoned districts in the corporate limits of Middletown unless approved as a special exception by the Middletown Board of Appeals.*” Additionally, Section 17.32.065 – On-street parking of restricted vehicles in residential districts - of the municipal code states that a “*person may not park a restricted vehicle on any street in or adjacent to any residential district in Middletown.*” The property is in a R2 residential district. The homeowner visited the municipal and said he didn’t think the tow truck was a restricted vehicle. Subsequently, he brought the tow truck to the municipal center. The Zoning Administrator using a tape measure determined the length of the vehicle to be 22’ 10”, the width to be 7’5”, and the height to be 7’ 9” – so the tow truck is a restricted vehicle. The homeowner was advised by the Zoning Administrator that he could park the tow truck on his residential property up to 7 days a month, since it is classified as an emergency, **if** he submits proof from a government entity/agency that he is on contract to provide emergency assistance services – to include the dates and times. No contract was provided to the Zoning Administrator. Therefore, the tow truck is not authorized to be parked on his property or on Washington Street. Closed.

(6) Flashing / Moving Business Sign. 811 East Main Street. A zoning ordinance violation notification letter was sent to SUPERCuts on February 20, 2018 for having a “moving arrows / dots” on the OPEN sign displayed in their store window in violation of Section 17.36.030(B) of the municipal code. The code states that “No flashing sign, rotating or *moving sign*, animated sign or sign with *moving lights or lights which create the illusion of movement are permitted* and that the term “flashing, rotating, animated or moving signs” shall include, but not be limited to. Flashing, rotating, animated or moving window signs.” Open.

(7) Accessory Building / Structure Built in Rear Yard of Property Without Obtaining Zoning Certificate. 9 Hoffman Drive. A zoning ordinance violation notification letter was sent to property owner on February 26, 2018 for installing an accessory building / structure on their residential property without applying for and receiving a zoning certificate from the Zoning Administrator. Section 17.08.030 – Zoning certificate required – of the Middletown Municipal Code states that “*it is unlawful to commence the construction of any building, including accessory building, signs and fences ...until the zoning administrator has issued a zoning certificate for such work.* Additionally, under Section 17.32.170 – Modifications to yard requirements – of the municipal code, paragraph D – Allowable Projects of Accessory Buildings into Yards - states that accessory structures / buildings can be constructed “...*no closer than six feet to the side or rear lot lines....*” It appears that the accessory structure is closer than six feet from both the side and rear lot lines which is a violation of the municipal code. Open.

Miscellaneous Zoning Issue:

Zoning Certificate received for placing a trash dumpster (bagster) on residential property at 7 Caroline Drive. Trash dumpster (bagster) permit approved for period of February 24, 2018 to March 15, 2018 to support home improvement renovations.

February 2018 Zoning Certificates - completed	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Deborah King – change of tenant to open Deb’s Bagels & Pastries Shop. Also includes sign application (zoning certificate) for business.	402 West Green Street	170039	1/8/18	2/6/18	yes
Larry Bussard – change of use/change of tenant. Barber Shop to become office for the <i>Main Street Middletown</i> – non-profit organization.	19 West Main Street	170132	1/16/18	2/13/18	yes
Rudell Ahalt – widen garage on left side and replace two windows. Building Restriction Lines (BRLs) for this corner property are 10 feet for the two front yards and 5 feet for the two side yards. All construction is inside front yard 10 feet BRL.	2 Everhart Lane	171038	1/29/18	2/19/18	yes

February 2018 Zoning Certificates – completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Jeanne Smith – install a 7' x 7' hot tub on brick pavers in rear yard of SFD next to existing patio.	619 Glenbrook Drive	170809	2/13/18	2/14/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 81); Ryan Homes. Style: Brentwood; Elevation L with covered front porch, partially finished basement to be rec room and full bathroom, rear sun room, gas fireplace, and two-car garage. Four bedrooms and four full bathrooms; stone veneer front wall.	11 Dean Lane	171004	2/14/18	2/26/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 25); Ryan Homes. Style: Torino; Elevation N with covered front porch, partially finished basement to be rec room and full bathroom, gas fireplace, and two-car garage.	5 Dean Lane	171005	2/14/18	2/26/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 16); Ryan Homes. Style: Torino; Elevation C with covered front porch, partially finished basement to be recreation room, gas fireplace, and two-car garage.	111 Ingalls Drive	171006	2/14/18	2/26/18	yes
Michael Weiland – install 55 feet of 4 feet (48 inches) tall 3-rail white PVC post and rail fencing in the side yards of property (corner lot). Long Fence is contractor.	2 Stone Springs Lane	Town	2/15/18	2/15/18	no

February 2018 Zoning Certificates – completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Thomas J. Mason – remodel existing kitchen to include removing non-load bearing wall between kitchen and dining room. Anthony Owen is contractor for project.	114 Franklin Street	171074	2/19/18	2/19/18	yes
Colleen Sherman – permit for trash dumpster (bagster) on residential property from 2/24/18 to 3/15/18 to support SFD renovations.	7 Caroline Drive	Town	2/22/18	2/26/18	no
Robert & Susan Moody – remove existing shed from rear yard (demolition permit required) and install a prefab 10' x 16' shed that is 6' from side and rear property lines.	103 Jefferson Street	171159	2/14/18	2/22/18 (Conditional approval – requires demolition of old accessory building)	Yes
South Mountain Collision Center – installation of a new paint booth inside building – no new construction required.	114 North Church Street	168161	12/5/17	2/26/18	yes

Zoning Certificate submitted– in progress	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Fran Walsh – replace existing 12' x 7' deck on town house	72 Boileau Ct		7/26/17		yes
Annalisa Geiger – replace old metal shed with same size shed at same location. <i>(need BoA approval)</i>	307 West Main Street		7/20/17		no
Robin & Norman Crim – renovations to interior of SFD with no structural changes. Previous zoning certificate (ZC) for renovations expired on 7/31/17. New ZC required to complete renovations.	13 East Main Street	148274	9/7/17		yes

Zoning Certificate submitted– in progress	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Draper McGinley – change incoming electric service from one to two meters to reflect current usage which is commercial enterprise (Dog Groomer) and second floor apartment.	405 West Main Street		12/8/17		yes
Brian & Kim Horman – install hot tub on patio under existing deck. Also includes final inspection for permit #24301 issued on 6/10/05 for basement and deck construction.	4 Farnstead Place		12/21/18		no
Ann Miller – construction of core building to enclose area of warehouse and interior renovations to existing building. Building systems, Inc. is primary contractor for project.	203 East Main Street	164249	1/22/18		yes
Jairo A. Tamayo – remodel finished basement to include converting two rooms to bedrooms, adding small kitchen and a laundry. This work includes adding new electrical panel and extra plumbing for laundry.	312 Washington Street		2/23/18		yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 13); Ryan Homes. Style: Torino; Elevation N with covered front porch, partially finished basement (rec room, media room, bedroom and full bathroom), gas fireplace, and two-car garage.	105 Ingalls Drive		2/26/18		yes

Zoning Certificate submitted– in progress	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 52); Ryan Homes. Style: Torino; Elevation B with partially finished basement (rec room, bedroom, and full bath), rear morning room, gas fireplace, and two-car garage. Partial stone veneer on front of house. .	211 Ingalls Drive		2/26/18		yes

Zoning Certificate submitted -- actions pending and/or suspended	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Kevin & Adele Air – house renovation. Request a trash dumpster for three months during renovations.	10 Washington Street		3/24/17		yes
Eric Watson - to construct a new 24' x 14' composite deck with steps to grade on rear of SFD. Construction of deck requires a variance from rear yard building restriction line (BRL). Needs to submit paperwork for BoA public hearing.	5 Tile Silo Court		6/1/17		yes