



AGENDA FOR THE TOWN MEETING

March 26, 2018

6:30 p.m.

PLEDGE TO THE FLAG

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

BUDGET WORKSHOP

[Water & Sewer Fund Operating](#)

[Water & Sewer Fund Capital Improvement Program \(CIP\)](#)

CALL TO ORDER

CONSENT AGENDA

- Town Meeting Minutes
 - [March 1, 2018 – Town Workshop & Public Hearing](#)
 - [March 12, 2018 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- [Entrance & Wayfinding Signs – Design Review](#)

NEW BUSINESS:

- [Request for March of Dimes Walk for Babies – Sunday, April 29, 2018](#)
- [Request for Outdoor Music at Richland Golf Club](#)
- [Discussion of Zoning Code Changes – Zoning Administrator Recommendations](#)

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Town Election Day – Monday, April 2, 2018 from 7:00AM – 8:00PM*
- *Memar Annexation Public Hearing – Thursday, April 5, 2018 at 7:00PM*
- *Green Expo – Saturday, April 14, 2018 from 10AM-2PM at Memorial Park*

ADJOURNMENT

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	359	\$486	500
Advertising	994	350	\$559	500
Uniforms	3,719	3,770	\$4,118	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	\$22,168	22,812
Real Estate Taxes	(22)	292	\$292	292
Conservation Environment	5,755	1,600	\$0	2,000
Vehicle/Equipment Expenses	11,138	12,259	15,521	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	1,650	\$6,874	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

3/1/2018

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	5,800
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				
Conestogach 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	\$5,892	12,500
Sanitary Sewer Lines/Manholes	17,484	45,670	\$4,582	22,000
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	12,400
Chemicals	28,329	31,766	\$29,271	34,285
Mowing	-	-	-	-
Tools & Equipment	8,091	3,954	\$1,893	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	80,531
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

ALL IMPROVEMENT FEES TRANSFERRED TO GENERAL FUND



**Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2019 - FY 2023**

INCOME	FY '19	FY '20	FY '21	FY '22	FY '23
CASH Reserves	\$538,119	\$436,438	\$299,204	\$164,787	\$86,328
DEBT SERVICE FEE - NEW HOMES	\$156,000	\$162,900			
CAPITAL IMPROVEMENT FEE	\$168,966	\$178,800	\$341,900	\$342,100	\$342,300
Inflow & Infiltration - Reserve Account	\$50,000		\$300,000		
Sludge Removal - Reserve Account	\$35,000				
Land Leases	\$193,271	\$201,002	\$209,042	\$217,404	\$226,100
Tap Fees (See Growth Projections)	\$621,000	\$333,000	\$18,000	\$18,000	\$558,000
BRF Grant					\$1,000,000
Main Street Waterline Loan	\$1,780,968				
Reservoir Cover Loan		\$750,000	\$1,022,604		
Total Revenue	\$3,543,324	\$2,062,139	\$2,190,749	\$742,290	\$2,212,727
Debt Service					
EAST WWTP LOAN	\$241,265	\$239,265			
MAIN STREET WATERLINE LOAN	\$77,842	\$156,523	\$156,523	\$156,523	\$156,523
RESERVOIR LOAN	\$6,798	\$12,815	\$97,347	\$97,347	\$97,347
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$195,314				
Outstanding Balance - Last Year \$370,314					
Total Debt Service	\$521,219	\$408,603	\$253,870	\$253,870	\$253,870
Net Income	\$3,022,105	\$1,653,537	\$1,936,879	\$488,420	\$1,958,857
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$1,780,968				
Well Field - Power Quality Monitor PQube3	\$10,500				
Reservoir Improvements - Piping and Future Tank	\$104,000	\$750,000	\$1,250,000		
SCADA Control System	\$50,000				
Booster Station - Replace Starters with VFD's	\$15,000	\$125,000			
Booster Station - Rebuild Pump #4	\$15,000				
Booster Station - Process Piping Replacement	\$10,000	\$50,000			
Booster Station - Roof Replacement/Building Painting				\$5,000	
PRV Vault Pipe Painting and Cleaning	\$9,000				
InHance Billing Software Upgrade	\$25,000				
Water Meter Replacements	\$41,200	\$34,333	\$22,093	\$22,093	\$15,642
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	\$25,000	\$80,000			
West WWTP - Plug Valve Replacement Micro Strainer Bldg	\$5,000	\$15,000			
West WWTP - New Chemical Storage Structure	\$85,000				
Enhanced Nutrient Removal - West WWTP (Possible Future)				\$175,000	\$1,550,000
East WWTP - Bar Screen Refurbishment		\$60,000			
East WWTP - Dewatering Solution Sludge Tank - Engineering	\$15,000	\$25,000			
East WWTP - Influent Flume & Ultrasonic Meter	\$20,000				
East WWTP - Enclose UV Lights Area		\$15,000			
East WWTP - Sludge Removal Reed Beds	\$35,000				
East WWTP - Sludge Mag Meter	\$15,000				
Vactor Trailer & Excavator	\$75,000				
Inflow & Infiltration	\$50,000		\$300,000		
Total Projects	\$2,385,668	\$1,154,333	\$1,572,093	\$202,093	\$1,565,642
Sub-Total	\$636,438	\$499,204	\$364,787	\$286,328	\$393,215
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Surplus / Deficit	\$436,438	\$299,204	\$164,787	\$86,328	\$193,215
Capital Improvement Reserve Account 5 Year Total	\$1,000,000				

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

WORKSHOP MEETING

March 1, 2018

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on March 1, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Rick Dietrick and Tom Catania.

PUBLIC HEARING

Ordinance 18-01-02 – An Ordinance to revise the fee schedule pertaining to various land use-related applications submitted to the Town – Drew stated that it's been 7 years since we've reviewed our fees. Drew stated that any development should pay for itself and the purpose of the proposed fees. With no comments, the public hearing was adjourned at 7:10pm.

CONSENT AGENDA:

Financial Statements

Town Meeting Minutes

- *February 12, 2018 – Town Meeting*

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Community Deputy Report - DFC Chudoba gave the deputy report for February.

Staff Planner Report – no report

Main Street Manager Report – Becky gave her report.

Engineers Report – Bruce gave his report.

Zoning Administrator's Report – Ron was not present but submitted his report for the Board's review.

UNFINISHED BUSINESS:

Ordinance 18-01-02 – Permitting Fee Schedule Increase – vote will take place on Monday, March 12th.

Request for Additional Sanitary Sewer Inspections – Drew stated that a request from JR Hawkins, CIP Project Engineer to clean & televise the sewer lines along Main Street. The last time these lines were cleaned & televised were in 1997. Mr. Hawkins is proposing that the Town do this for the remaining phases of the Streetscape project. The approximate cost to do this is around \$15,000.00.

Heritage Park Budget and Additional Work – Burgess Miller presented the Commissioners with a spreadsheet showing the Heritage Park expenses and the remaining balance. Burgess Miller will be presenting some ideas of benches and other items he would like to purchase to the Commissioners at the March 12 meeting.

REPORT OF COMMITTEES:

WATER & SEWER – no report

PUBLIC WORKS – no report

SUSTAINABILITY – no report

PLANNING COMMISSION – no report
PARKS and RECREATION – no report
PUBLIC INFORMATION – no report.

NEW BUSINESS:

Appoint Election Judges – will be appointed at the March 12 meeting.

Constant Yield Tax Rate Exemption – Drew stated that we are exempt this year, therefore we do not have to advertise.

Request for FY 2019 POS Projects – Commissioner Goodman stated that the Parks & Rec Committee met to discuss what projects to apply for POS money.

- Completion of Remsburg Park trail
- Benches for the Cone Branch trail
- Trail signs & mile markers for all trails
- Picnic tables for Wiles Branch Park

Frederick County Department of Aging – Representative would like to come out here one (1) day a month to meet with residents. Consensus of the Board to allow the representative to do so.

Request from Saint Thomas More Academy for additional No Parking on Prospect Street – Drew presented the request from Saint Thomas More Academy asking for additional no parking on Prospect Street. The area in which they are requesting no parking is in front of the Library. Drew is going to speak with the Library to get their input on this request to see if this request will have any impact on them.

COMMENT:

ANNOUNCEMENTS:

Workshop adjourned at 8:30pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

Budget meeting – The Burgess reviewed the proposed Water/Sewer CIP budget for FY19. Budget meeting adjourned at 7:05pm.

REGULAR MEETING

March 12, 2018

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 12, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Rick Dietrick, Tom Catania and Chris Goodman.

CONSENT AGENDA

Election Judges List

Town Meeting Minutes – February 1, 2018 – Workshop

Town Meeting Minutes – February 12, 2018 - Town Meeting

Commissioner Bussard motioned to accept this consent agenda as presented, seconded by Commissioner Falcinelli and passed unanimously.

PERSONAL REQUESTS FOR AGENDA:

Jeff Fox, 306 Washington Street – Received a letter about him having a commercial vehicle sitting on Washington Street in front of his house. Mr. Fox voiced his opinion about him receiving a letter about his commercial vehicle sitting on a Town street and why nothing was sent to the other vehicle that sits along the street. Mr. Fox stated that it's his opinion that if he is going to be sited for this then everyone else throughout Town should be sited as well. Burgess Miller explained to Mr. Fox that these violations are complaint driven, therefore someone must make a complaint to the Zoning Administrator for him to investigate.

Unfinished Business:

Ordinance 18-01-02 – Permitting Fee Schedule Increase – Motion by Commissioner Falcinelli to approve Ordinance 18-01-02 as presented, seconded by Commissioner Bussard. Motion carried 6-0.

Request for Additional Sanitary Sewer Inspections – JR Hawkins, CIP Project Manager is requesting to clean and televise our sewer lines along Main Street while the Main Street project is happening. The request to perform this is approximately \$15,000.

Motion by Commissioner Dietrick to approve the request from Mr. Rehab for \$14,923.19, seconded by Commissioner Falcinelli. Motion carried 6-0.

Heritage Park Budget and Additional Work – Burgess Miller presented the Board with his proposal of what he would like to spend the remaining \$5,633.60 of Heritage Park funds. Burgess Miller is proposing to repair the display sign for \$800, adding 2 benches for \$2,720, adding a banner stating Heritage Park for \$300 and fountain repair for \$400 totaling \$4,220.

Motion by Commissioner Goodman to approve these additional expenses totaling \$4,220.00, seconded by Commissioner Catania. Motion carried 6-0.

Welcome and Wayfinding Signs – Burgess Miller presented the Board with his proposal for the Welcome Signs he would like to place these signs at all 4 entrances. The current wood signs on North and South Church Street are in disrepair. These signs are made of aluminum and cost \$387.79 each. They will be one sided only. It was the consensus of the Board to move forward with these signs. Burgess Miller stated that we had budgeted \$8,000 for these signs.

Burgess Miller also presented the Board with different ideas for Wayfinding signs. The Board likes the different colored signs. Burgess Miller will proceed with getting a quote for these signs.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for February – 294,927 gal., spring flow for February – 100,583, East WWTP treated 337,000 gals. and the WTPP treated 386,000 gals.

Water & Sewer meeting this month is March 28 at 7pm.

Rain Barrels for sale during the month of April for \$40 for Middletown residents. Pick-up day will be May 3rd from 6-7pm.

PUBLIC WORKS – Commissioner Bussard reported:

Mainstreet project is well underway, the parking along Main Street has moved from the North side to the South side.

Bruce is developing a list of sidewalks that we will make ADA accessible.

We've had a few snow events.

Bruce is reviewing proposals he has received to replace the A/C units here in the Municipal Center.

Bulk trash pick-up is scheduled for Saturday, March 17, 2018 – you can put 2 items out for pick-up.

SUSTAINABILITY – Commissioner Dietrick reported:

Met on February 21 – discussed the Green Expo that will be held on April 14th from 10am.-2pm

PLANNING COMMISSION – Commissioner Catania reported:

No meeting in February, next meeting will be March 19th at 7pm.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

MVAA will be present at the April 5th workshop.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Encouraged the residents to sign up for the Alert Frederick County.

NEW BUSINESS:

Mill and Overlay Project Bids – Lombardy Court and Young Branch Drive – Commissioner Bussard stated that we received 6 bids with the lowest bid coming in from Wastler & Sons at \$167,182.50. We had \$255,000 budgeted for this project. Motion by Commissioner Bussard to approve the bid from Wastler & Son of \$167,182.50, seconded by Commissioner Goodman. Motion carried 6-0.

Constant Yield Tax Rate Exemption – We are exempt from this, do not have to advertise.

Request for FY19 POS Projects - Commissioner Goodman stated that the Parks & Rec Committee met to discuss what projects to apply for POS money.

- Completion of Remsberg Park trail
- Benches for the Cone Branch trail
- Trail signs & mile markers for all trails
- Picnic tables for Wiles Branch Park

Frederick County Department of Aging – Burgess Miller stated that starting in May there will be a representative from the Frederick County Department of Aging available at the Municipal Center from 1-3:30pm on the 1st Monday of every month.

Request from Saint Thomas More Academy for Additional No Parking on Prospect Street –

Burgess Miller stated that we received a request from Saint Thomas More Academy asking to have the no

parking from 3-4pm in front of the Library. Drew did speak to the Library about this request and they feel that the no parking in front of their property from 3-4pm would generate increased complaints from the Library customers that want to just drop off books. Veronica Kosch from Saint Thomas More was present and presented a few pics of that happens in the afternoons when the children are being picked up. After some discussion, the Board agreed to have staff install no parking signs in front of the Library that read "No Parking 3-3:30pm". We will monitor this the month of April to see if there are any issues.

PUBLIC COMMENT:

ANNOUNCEMENTS:

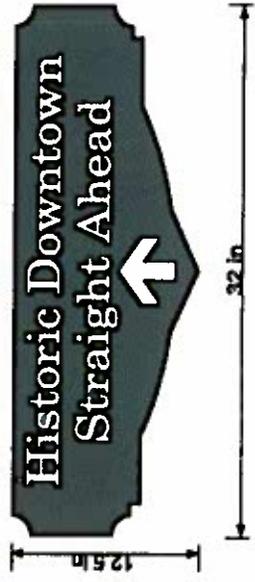
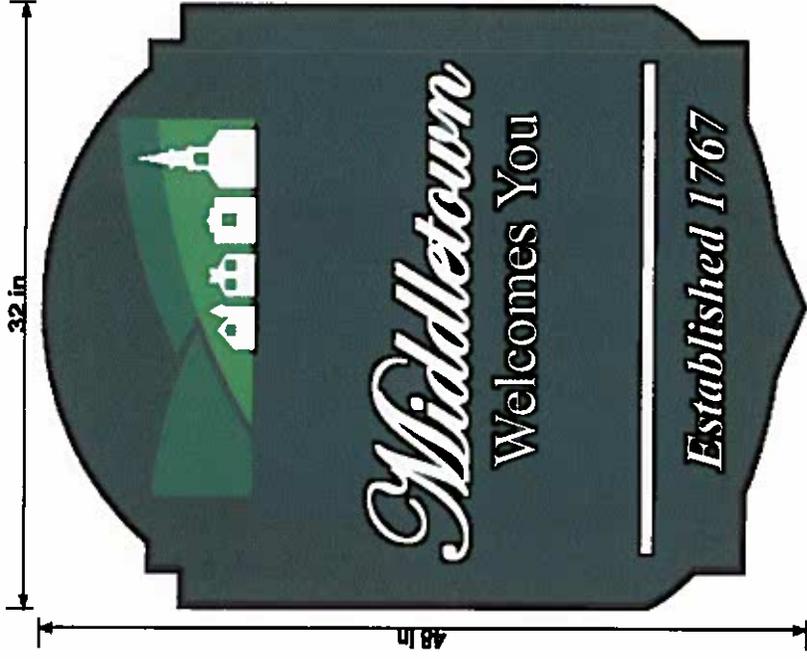
- *Green Talk – March 24, 2018 at the Middletown Library from 12:30-1:30pm.*

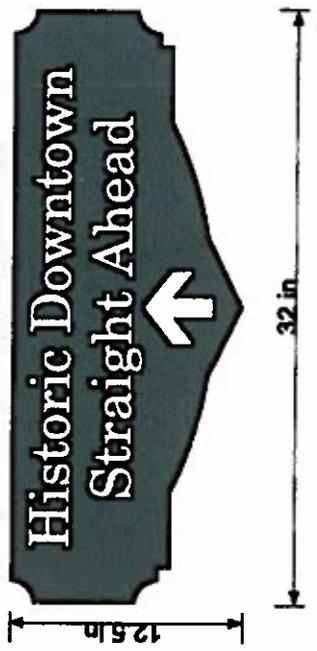
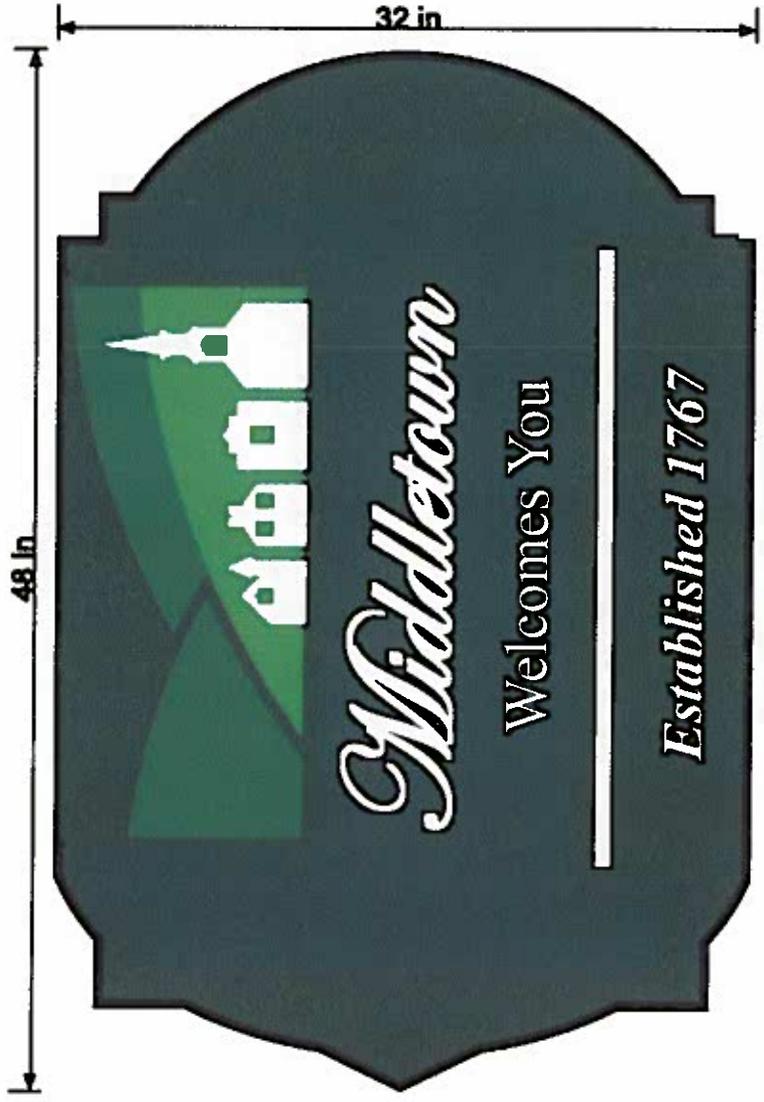
ADJOURNMENT

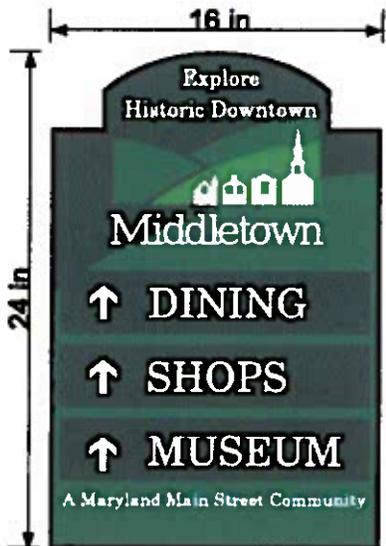
Meeting adjourned at 8:40pm.

Respectfully submitted,

Ann Griffin
Office Manager









Maryland State Highway Administration Special Event Permit – Data Sheet

Event: March of Dimes Walk for Babies
 Start Date: Sunday, April 29, 2018 End Date: Sunday April 29, 2018
 Start Time: 10 AM End Time: 2:00 pm
 Purpose/Type: run/walk
 Organizer: March of Dimes/Nancy Wiley, chairperson
 Contact Person: Sterling Johnson Daytime Phone: 301 694 6524
 and Address: 2186 Tuscarora Dr. Evening Phone: _____
Frederick, MD 21702 Email Address: john072@comcast.net
 No. of Participants: 800 No. of Vehicles/Units: _____ Rain/Snow Date: _____
 Proposed Route: See attached
 (Written Description)

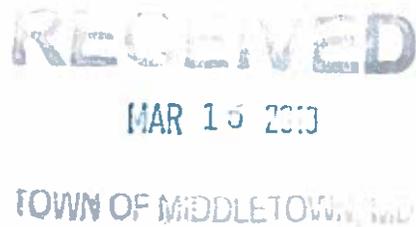
Will you be occupying all or part of a highway travel lane? No Yes _____
 Will you be closing all or part of a roadway? No Yes _____ sidewalks/crosswalks
 If Yes to either of the above, where? _____

Have you requested Local Police assistance?* No Yes _____ Number _____
 Have you requested Maryland State Police assistance?* No Yes _____ Number _____

*** THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR STATE POLICE ASSISTANCE ***

CIRCLE THE DISTRICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE PLACE IN

- DISTRICT 1 Dorchester / Somerset / Wicomico / Worcester
- DISTRICT 2 Caroline / Cecil / Kent / Queen Anne's / Talbot
- DISTRICT 3 Montgomery / Prince George's
- DISTRICT 4 Baltimore / Harford
- DISTRICT 5 Anne Arundel / Calvert / Charles / St. Mary's
- DISTRICT 6 Allegany / Garrett / Washington
- DISTRICT 7 Carroll / Howard Frederick



ATTACH THE FOLLOWING

- Map of affected routes
- Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of all traffic control devices, as appropriate)
- Other event details _____

(Contact the District Office to determine what, if any, additional information will be required for your event.)

*** Submit completed Data Sheet and Signature Sheet to SHA no later than 60 DAYS prior to your event ***
<http://www.marylandroads.com/Index.aspx?PageId=59>



Maryland State Highway Administration Special Event Permit - Signature Sheet

EVENT: March of Dimes Walk for Babies

ORGANIZER'S ACKNOWLEDGEMENT

I/We hereby affirm that the ORGANIZER of this EVENT and all PARTICIPANTS will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in this PERMIT. My/Our signature(s) below confirm that the ORGANIZER and all PARTICIPANTS agree to hold harmless from any liability, incurred by them or to others associated with this EVENT, the various governmental agencies providing assistance for this EVENT. The ORGANIZER may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

ORGANIZER: March of Dimes
PLEASE PRINT NAME

REPRESENTATIVE: Sterling S. Johnson
PLEASE PRINT NAME

SIGNATURE: *Sterling S. Johnson*
PLEASE SIGN

TERMS AND CONDITIONS

- 1) This EVENT shall adhere to the route, number of participants and vehicles (not more than 10% higher than the numbers on this Permit), date(s) and times shown on the attached _____ sheet(s).
- 2) The ORGANIZER shall ensure that the approved TRAFFIC CONTROL PLAN is followed.
- 3) In the event of winter weather during the event, SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4) Immediately following the event, the ORGANIZER shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5) Additional stipulations: _____

AGENCY APPROVALS

Before signing and giving approval for your agency, consider the following:

- 1) Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2) Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.
- 3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Maryland State Police: _____
SIGNATURE PRINTED NAME DATE

State Highway Administration: _____
SIGNATURE PRINTED NAME DATE

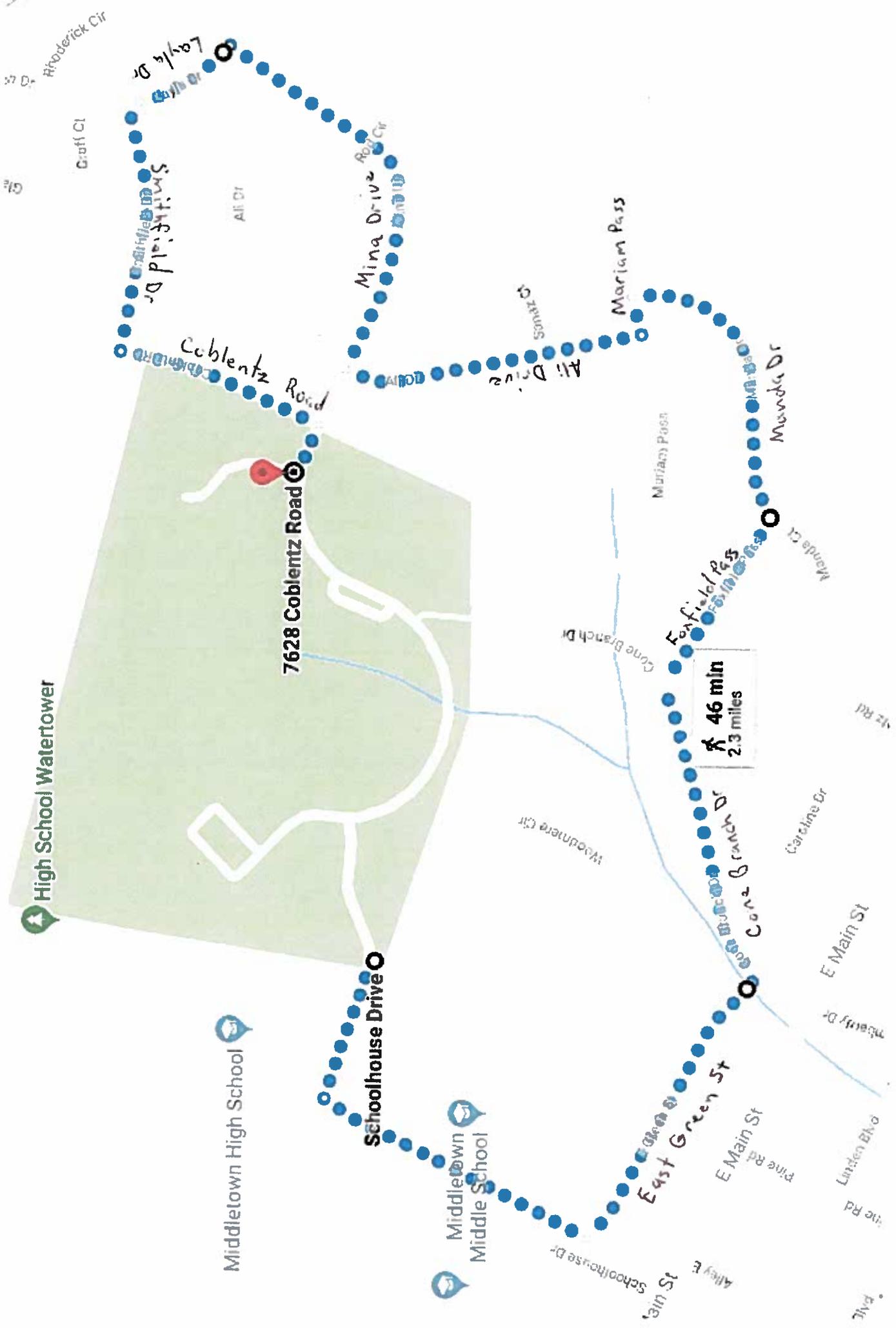


Greater Western Maryland March for Babies, Sunday, April 29, 2018 – Main Route, includes Hope, Remember and Celebrate Signs

1. Head West out of Middletown Park towards Middletown High School
2. Continue along left side of Parking Lot
3. At Stop Sign, turn left onto Schoolhouse Drive and remain on sidewalk
4. Turn left on East Green Street
5. Continue to Cone Branch Drive and turn left.
6. Turn right on Foxfield Pass.
7. Turn left on Manda Drive
8. Turn left on Mariam Pass
9. Turn right on Ali Drive
10. Turn right on Mina Drive
11. Turn left on Layla Drive
12. Turn left on Smithfield Drive
13. Turn left on Coblentz Road
14. Turn right into park and stay on the trail along the entrance right the right of the lake back to the Festival Site.
15. Veer right before the parking lot on the left and cross the bridge to

Greater Western Maryland March for Babies, Sunday, April 29, 2018 – Family Loop (does not include Memory Mile Signage)

1. Head West out of Middletown Park towards Middletown High School
2. Continue along left side of Parking Lot
3. At Stop Sign, turn left onto Schoolhouse Drive and remain on sidewalk
4. Turn left on East Green Street
5. Continue to Cone Branch Drive and turn left.
6. Stay on Cone Branch Drive and follow back into Middletown Park.
7. In the park, turn left and follow path before crossing back into Festival Site.



High School Watertower

Middletown High School

Middletown Middle School

Schoolhouse Drive

7628 Coblenz Road

46 min
2.3 miles

Alley E
Schoolhouse Dr

Pine Rd
E Main St

Linden Blvd
Mandy Dr

E Main St

Caroline Dr

Woodmere Cir

Cone Branch Dr

Mariam Pass

Mariam Pass

Ali Drive

Mina Drive

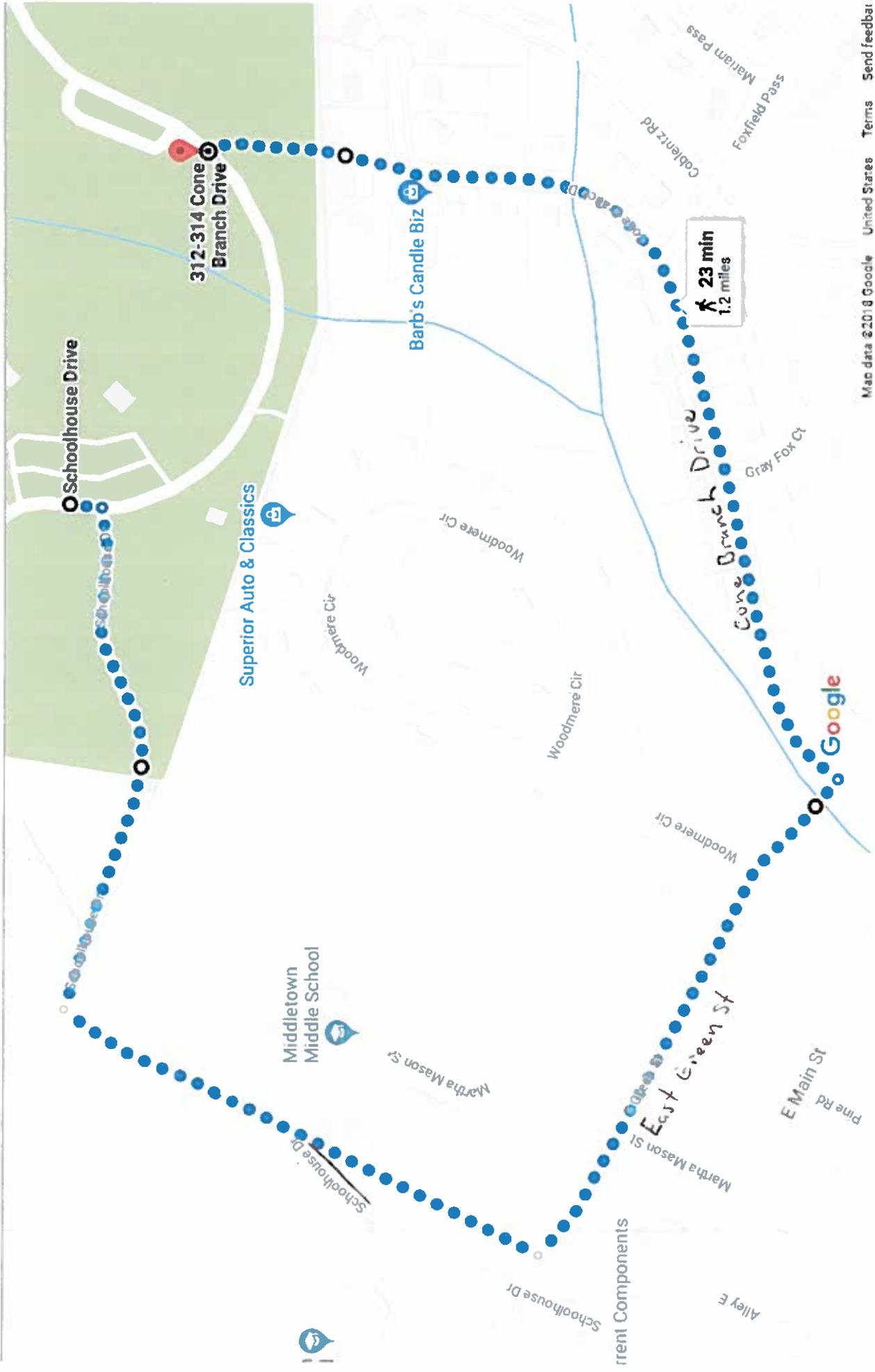
Ali Dr

Smithfield Dr

Craft Ct

Leyle Dr

Roderick Cir



23 min
1.2 miles

RECEIVED

MAR 22 2018

TOWN OF MIDDLETOWN, MD

March 12, 2018

Town of Middletown
Attn: Burgess and Commissioners
31 West Main St.
Middletown, MD 21769

Dear Sirs:

RE: Outdoor Music Events at Richland Golf Club

Richland Golf Club would like a permit from the Town of Middletown to hold outdoor music events Friday evenings from May 4, 2018 to October 26, 2018 weather permitting.

The music will be from 7:30 pm to 10:30 pm.

Sincerely,


Cathy Gannon
Richland Golf Club

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- PLANNING & ZONING
- WATER & SEWER

Proposed Changes in Red

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17.32.160 - Demolition plan—Required in all districts.

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A. In all districts, a proposal and permit application for the demolition of any building or structure, as defined in Section 17.04 030, shall ~~be submitted to and approved~~ by the Town of Middletown ~~Zoning Administrator~~ prior to the issuance of a ~~town~~ permit for said demolition. ~~The applicant must also get their demolition plan reviewed and approved by the Frederick County Department of Permits and Inspections and a permit issued before beginning their demolition activities.~~ The demolition plan shall show:

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1. The dimensions and boundaries of the property and the location of all improvements thereon;
2. The location of the building or structure proposed to be demolished;
3. The location of all adjacent properties and structures ~~(to include fences and accessory structures);~~
4. The proposed date and time of demolition, the anticipated length of time for demolition, and the proposed manner or type of demolition to be used;
5. The identity of the person(s) or entity that will perform the demolition and information confirming the experience and professional credentials of such person(s) or entity;
6. Information describing any type of explosive or incendiary device proposed to be used in performing the demolition;
7. A ~~safety plan that outlines the~~ precautions to be taken for the demolition ~~in order to ensure the safety and protection of~~ persons and surrounding properties;
8. The location of all existing public utilities on the property and in the area and confirmation of a plan for the discontinuance of utility service to the structure or building proposed to be demolished prior to the demolition ~~taking place;~~
9. Assurances that the proposed demolition will be in compliance with all federal, state and local laws, ordinances and regulations including, but not limited to, any and all laws and regulations governing "Hazardous Materials" and the disturbance and/or removal of "Hazardous Materials" from the property; and
10. A proposal and plan for any grading, seeding, sodding, or post demolition restoration of the demolition site.

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Upon ~~approval of the~~ demolition plan ~~and~~ issuance of a demolition permit ~~(zoning certificate)~~ by the ~~zoning administrator~~, all such demolitions and post demolition restoration shall be completed within ninety (90) days of issuance of a demolition permit unless otherwise approved by the ~~zoning administrator~~.

For purposes of this section, fences of any type shall not be considered a "structure" and shall, therefore, be exempt from this requirement.

- B. All plans for demolition shall be submitted ~~to the zoning administrator~~ a minimum of thirty (30) days prior to ~~the proposed demolition~~. The ~~zoning administrator may, after coordinating with other town staff members,~~ require bonds or guarantees to ensure restoration of the site.
- C. Notices. ~~The property owner will post~~ a public notice of demolition sign on the property ~~that advertises the proposed demolition. Additionally,~~ an applicant seeking to demolish a building or structure hereunder shall be required to give written notice thereof to all adjacent and contiguous property owners not more than ten (10) days after submitting their demolition permit application and the demolition plan to the ~~zoning administrator~~, advising ~~these property owners~~ of the date, time and manner of the proposed demolition. A record of such notice shall be made to the ~~zoning administrator~~.

Adjacent property owners will contact the zoning administrator if they have questions and/or concerns with the proposed demolition project.

- D. **Responsibility for Damages and Indemnification.** An applicant who demolishes any building or structure in the Town of Middletown shall repair and restore, at its sole cost and expense, any adjacent, contiguous, nearby or other property or structure which is damaged, in whole or in part, by the demolition performed on their property. An applicant who demolishes any building or structure in the Town of Middletown shall be liable for any personal injury, property damage, or business interruption caused by or arising from, in whole or in part, the demolition, including by or from the release of any particulate matter and other hazardous material.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. 07-09-01 § 2, 2007)

Proposed Changes in Red

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Chapter 17.32 - DESIGN STANDARDS GENERALLY

Sections:

17.32.045 - Storage and disposal containers.

- A. Except as otherwise provided in this section, storage and disposal containers are prohibited in the Town of Middletown, and no person who owns, leases, occupies or has charge of any premises or property, in whole or in part, shall place, keep or maintain a storage or disposal container on the premises or property. For purposes of this section, "Disposal Container" means a large capacity container such as a dumpster, a bagster bag (dumpster in a bag), or similar large object which is used to hold trash, waste or debris.
- B. In a commercial or industrial zone, and upon application to and approval by the zoning administrator for a zoning certificate, storage and disposal containers may be placed, kept or maintained on premises or property for a period of no more than six consecutive months. The zoning administrator may, upon application, extend the six-month period of time for another six month or less. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. No storage or disposal container may exceed a height of twelve (12) feet or a width of eight feet. Storage and disposal containers may not be stacked on top of each other.
- C. The zoning administrator may, upon application, approve the placing, keeping or maintaining of a storage or disposal container on property or premises in any zone if the storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. All approved storage or disposal containers shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the zoning administrator's approval letter.
- D. In town commercial (TC) and general commercial (GC) districts, businesses are permitted to permanently place a trash disposal container on their property provided it is enclosed by a fence or other structure approved by the zoning administrator that effectively screens the trash disposal container from adjoining and adjacent properties. A zoning certificate / building permit is required before the container is permanently placed on a GC or TC commercial zoned property. The trash disposal container's placement on the property should minimize its impact on customer / employee parking, and pedestrian and vehicular traffic flow on the property and to meet other placement and zoning requirements as determined by the zoning administrator.

Commented [Z1]: This set of requirements is overly restrictive and is not feasible for many properties in Middletown. Storage and trash containers aren't permanently situated on a commercial or residential properties so they shouldn't need to meet any other zoning requirements to include screening, setbacks distances, etc. The ZA recommends that paragraph B be modified as shown in the line-in/line-out markup.

Deleted: The storage or disposal container may be approved by the zoning administrator only if (1) the storage or disposal container is situated on the property in compliance with setback requirements as established for buildings in the district, (2) its placement and use satisfies all other zoning requirements, and (3) the storage or disposal container is either situated in the rear yard of the property or is screened in a manner approved by the zoning administrator so as to visually limit as much as reasonably practicable the appearance and presence of the storage or disposal container.

Deleted: Any storage or disposal container used in connection with such an approval

Commented [Z2]: Commercial businesses should be permitted to permanently place a trash disposal container on their property provided it is screened from adjoining properties and located in such a manner as to have a minimum impact of parking, vehicular and pedestrian traffic. The location of a trash disposal container and enclosure may be denoted on an approved site plan or may be determined through mutual agreement between commercial property owner and the zoning administrator in coordination with the town administrator and staff planner.

Deleted: Any storage or disposal container which is located or situated on any property or premises on the effective date of the ordinance codified in this chapter shall be permitted to continue to remain in the same location on the property or premises for a period of three years from the effective date of the ordinance codified in this chapter. Thereafter, such storage container or disposal shall be removed or otherwise conform to the requirements of this section, and the failure to do so shall constitute a violation of this section

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