



AGENDA FOR THE TOWN WORKSHOP

March 2, 2017

6:30 p.m.

Budget Workshop – Water & Sewer Operating Budget FY 2018

Sheriff Charles A. Jenkins - Presentation of National Night Out Plaque Participation

Community Deputy Report

PUBLIC HEARINGS

- **Resolution 17-02**
RESOLUTION TO INCREASE THE COST OF IMPROVEMENT FEES

STAFF REPORTS:

Staff Planner

Engineer's Report

Main Street Manager

Zoning Administrator

Regular Workshop Items

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018

	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Operating Revenue				
Water Revenue	557,826	587,860	594,671	608,726
Sewer Revenue	557,502	584,783	594,325	603,153
Penalties and Reconnects	21,311	14,758	21,950	15,252
General Fund Grant	102,740	80,000		
Rain Barrels	1,000	720	1,000	1,000
MISC	-	8,627	-	-
Total Revenue	1,240,379	1,276,748	1,211,946	1,228,131
Expenses				
Administrative				
Salaries	43,379	36,631	45,134	48,827
Communications	11,178	10,748	11,513	11,742
Postage	10,304	9,226	9,558	9,503
Office Supplies/Expenses	13,668	10,761	12,600	15,712
Professional Services/Legal	16,447	2,512	2,000	2,000
Meetings & Seminars	392	350	500	2,500
Advertising	994	350	500	500
Uniforms	3,719	3,770	3,925	3,925
Dues/Subscriptions/Certifications	3,342	50	500	500
Main Street Waterline Loan Interest	32,498	32,979	32,908	33,099
Travel/Mileage	-	-	200	200
Payroll Taxes	21,477	24,113	23,600	27,798
Insurance				
Property	7,949	9,917	8,500	10,215
Health	36,608	19,348	52,831	53,324
Worker's Compensation	7,858	7,287	8,718	8,980
Retirement/Pension	19,685	21,550	28,448	29,230
Real Estate Taxes	(22)	292	292	292
Conservation Environment	5,755	1,600	2,000	2,000
Vehicle/Equipment Expenses	11,138	12,259	25,600	20,400
Total Administrative	246,369	203,743	269,328	280,746
Water				
Salaries	131,501	150,384	139,545	175,294
Water Distribution				
Supplies	3,468	8,185	3,572	5,500
Repairs & Maintenance	48,553	44,802	52,450	18,900
Water Meters	-	-	-	-
Waterline Break Repairs	3,452	-	5,000	5,000
Chemicals	-	233	500	500
Tools & Equipment	933	1,660	3,874	4,105
Subtotal	56,406	54,880	65,396	34,005
Water Plant, Reservoir, Booster, Tower, BS Wellhouse				

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018

	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Electric	24,588	23,349	20,150	23,816
Supplies	3,568	1,492	2,000	2,000
Repairs & Maintenance	17,211	27,112	31,700	66,700
Chemicals	21,672	22,512	23,943	16,699
Tools & Equipment	1,590	-	2,400	2,053
Testing & Analysis	11,661	10,783	12,988	14,400
SUB-TOTAL	80,290	85,248	93,181	125,668
Abandoned Well Costs			-	-
TOTAL WATER	268,197	290,512	298,122	334,967
Sewer				
Salaries	120,064	128,101	121,920	134,998
Sewer Collection System				
Conebranch Pump Station	19,518	34,851	18,500	18,500
Brookridge South Pump Station	11,153	10,465	9,735	10,779
Foxfield Pump Station	6,348	6,973	6,500	6,500
Sanitary Sewer Lines/Manholes	17,484	45,670	25,000	25,000
I & I Accrual	75,000	75,000	75,000	75,000
Subtotal	129,503	172,959	134,735	135,779
East WWTP				
Electric	40,211	28,141	29,647	25,327
Parts & Supplies	6,325	7,069	5,802	6,352
Repairs & Maintenance	23,354	28,731	35,800	16,600
Chemicals	28,329	31,766	40,844	33,725
Mowing	-	-	-	-
Tools & Equipment	8,091	3,954	5,573	6,090
Testing & Analysis	25,170	26,125	34,187	34,187
Sludge Hauling Expense	61,642	59,432	60,000	61,800
Subtotal	193,122	185,218	211,853	184,081
West WWTP				
Electric	20,410	22,680	23,084	17,010
Supplies	2,121	2,380	2,500	2,500
Repairs & Maintenance	20,740	9,796	6,050	2,000
Chemicals	54,073	54,389	61,258	47,949
Mowing	-	-	-	-
Tools & Equipment	756	2,598	1,000	2,510
Testing & Analysis	9,106	9,831	10,459	11,649
Sludge Hauling Expense	17,250	17,250	22,650	22,650
SUB-TOTAL	124,456	118,924	127,001	106,268
TOTAL SEWER	567,145	605,202	595,509	561,126

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018

	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
TOTAL OPERATING EXPENSES	1,081,711	1,099,457	1,162,959	1,176,840
Contigency Fund		38,481	40,704	41,189
Adjusted Operating Expense		1,137,938	1,203,663	1,218,029
OPERATING INCOME (LOSS)	158,668	138,810	8,283	10,102

RESOLUTION NO. 17-02

A RESOLUTION TO AMEND TITLE 13, CHAPTER 12, SECTION 13.12.050 OF THE MIDDLETOWN MUNICIPAL CODE TO INCREASE THE AMOUNT OF THE CONNECTION FEES FOR CONNECTING TO THE WATER AND SEWER SYSTEM OF THE TOWN.

SECTION I. BE IT RESOLVED AND ENACTED by the Burgess and Commissioners of Middletown that Title 13, Chapter 12, Section 13.12.050 of the Middletown Municipal Code be, and hereby is, amended as follows. Material being deleted is designated by being ~~in brackets and stricken through.~~ New material is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

Title 13 – Public Services

Chapter 13.12 - Water and Sewer Fees and Charges

13.12.050 - Connection fees.

A. Any landowner, developer, or applicant applying for a connection to the town's water and sewer system shall pay to the town the following fees at the time of the application and before any connection may be made:

Water connection fee	\$ 9,000.00	
Sewer connection fee	\$ 9,000.00	
Improvement fee	[-6,000.00]	\$ 7,000.00
Total	[-\$ 24,000.00]	\$25,000.00

B. *{Unchanged}*

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

INTRODUCED ON THE _____ DAY OF _____, 2017

PASSED ON THE _____ DAY OF _____, 2017

EFFECTIVE DATE:

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 2/28/2017

RE: Monthly Planning Update - March

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
Final Plats conditionally approved – November 17, 2014
Plats 1 & 2 recorded at Courthouse – May 17, 2016
FRO planting at Remsberg Park completed – February 2017
Next step – record additional final plats

Site Plans, Plats and Minor Subdivisions:

Cross Stone Commons – Final FRO Plan approved – May 19, 2014
Revised Site Plan conditionally approved – October 20, 2014
Phase 1 Improvement Plans conditionally approved – October 20, 2014
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)
Building permit for Building #3 applied for – June 24, 2016
Next step – submit architectural renderings for buildings #2 and 4 for review/approval

East Green Street - Addition plat approved – January 16, 2017
Plat recorded at Courthouse – February 13, 2017

Fire Station – BOA approved height variance request - October 20, 2016
Revised Site Plan conditionally approved – October 17, 2016 (Plans expire 10/17/19)
Demolition plans conditionally approved – December 19, 2016
Improvement Plans conditionally approved – December 19, 2016
Final plat recorded at Courthouse – February 7, 2017
Next steps – submittal of PWAs for approval and apply for building and grading permits

Franklin Commons - Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
FRO plan conditionally approved – January 19, 2015
Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/2018)
Mylars signed – January 4, 2016
Next step – submittal of PWAs for approval and apply for building and grading permits

Caroline's View/Horman Apartments- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Currently approved SWM plans remain valid until May 4, 2017
Mylars signed – September 11, 2015

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

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)

Forest Conservation Plan approved – October 20, 2008

Architectural plans approved by PC – March 16, 2015

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

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

Next step – continue application process for duplex building permit including necessary approvals by the County for stormwater management and PWAs

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

Revised Concept Plan reviewed by PC – September 16, 2013

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

Next step – submit improvement plans for review/approval

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

Site Plan reviewed by PC – May 16, 2016

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

Next step – submit improvement plans for review/approval

Technology MD Network Company permit application – tabled by PC on November 21, 2016

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009

Public hearing date - Monday, October 11, 2010

Annexation petition denied by Town Board – October 11, 2010

Admar Property – annexation petition sent to PC by Town Board – January 9, 2017

PC approval of consistency with zoning/comp plan – February 20, 2017

Text Amendments:

Reports: Draft Annual Planning Report – submittal to PC – March 10, 2017

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

Meetings: Next Middletown Green Team Meeting – March 15, 2017

Next Joint town board/planning commission workshop – June 5, 2017

**Public Works Monthly Report
March 1, 2017**

COMPLETED WORK

Streets and Utilities, Facilities

Pavilion Installation, sidewalks completed, well 1 and 2 meter pits installed. Subdivision and Park sign restoration, basketball hoop (4 ea) restoration.

Water and Sewer

Suction vault process pump removal prep for painting, chemical feed line unclogged- needs pigged, replace rake brake motor. Develop new plant data sheets, Monthly Operating Report Spreadsheet and DMR's. Preparing for digital data switchover (12 months).

New Projects

PRV / Painting Projects: High School PRV – spring, Reservoir suction vault. Scheduled for spring

Fluoride – Brookridge: currently in design.

W&S: complete reconstruction of daily sheets for each facility and monthly reports. Cleanout of Admin building

Budget Prep: General Fund Operating first draft completed

Rensburg Park: Path and Bridge reviewed, modifications for bridge and cost estimate completed. Plan revision needed and specification for bridge installation bid.

Unbudgeted Expenses:

Well 19 pipe, pump and controls replaced \$7,300 (2007 original install) Well 7 pipe pump and controls replaced: \$8,800 (last replaced early 2000. Well #1 pipe, pump controls and meter vault, Contract \$8,600 (last 2007), Clarifier rake driven sheeve \$3,200.00

Sludge cost for FY \$ 21,170.00, 36,000 gal hauled, 18850 gal bedded Total hauled 219,000 gal Bedded 137,150 gal

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	274,000	289,000	120,000	69,258	254,000	177,000	281,000	234,000
February	279,000	278,000	135,600	72,648	313,000	141,000	569,000	188,000
March **	332,000	301,000	133,000	132,000	318,000	217,000	365,000	179,000
April **	311,000	277,000	135,000	128,000	233,000	186,633	171,000	132,000
May	308,000	292,000	139,000	138,000	185,000	337,000	161,000	236,600
June	299,000	293,000	137,000	139,000	191,353	326,900	184,000	212,000
July	289,000	300,577	135,000	114,032	176,515	247,841	218,000	178,000
August	318,000	304,000	106,000	89,000	163,000	234,000	126,000	171,000
September	322,000	306,759	79,000	60,420	165,160	161,000	145,000	165,000
October **	317,000	312,000	75,000	59,000	181,300	138,000	144,000	223,000
Novembr**	267,000	261,000	76,000	52,000	189,000	176,000	159,000	136,000
December	273,000	275,000	86,083	53,000	227,000	139,000	177,000	206,000

Avg Daily/yr 299083 290778 113057 92197 216361 206781 225000 188383
 Avg Yr Flw 109.17 106.13 41.27 33.65 78.97 75.48 82.13 68.76

**Hydrants flushed this month

April 14 709,560 October 14 725,913, October 16 938,000

Planned Work

PRV Maintenance, Repair of valve at Boileau, Sewer Cleanout repairs in Foxfield, Locust Blvd Streetscape Design, Broad Street Streetscape Design,

PROJECTS

Open Projects

Well Field Stream Improvements: Corp comments have been addressed and adjoin property Owner authorized work.

Project Schedule: Completed and provided to Burgess. No action

Dog Park: Culvert and path entrance requires layout before work can proceed. No action.

W WWTP. Final pond baffle is malfunctioning, investigation needed. Needs review. Met with consultant for new chemical building. Proposal for design received need additional funds allocated from deferred projects.

Develop Grease Trap Ordinance and Education Program: No Action

West Green Street: Contractor has returned and will install conduit, small retaining wall, sidewalk construction. Paving to begin when plants reopen end of March. Street lights installed after sidewalks. April 11, 2017 substantial completion pending winter weather.

Water System: PRV minor repairs needed in two vaults. **Hydraulic Model:** Consultant has updated model and will project future usage for possible annexations. **System:** December 1,055,474 gal diff 16.0%. Jan 745,137 gal diff 12%. Now metering cover waste Feb 765,312 gal diff 19.5%

Brookridge PS: Reviewed shop drawings for control replacement and released for fabrication. Proposal amount is \$16,560.00. Budget is \$25,000. Review Magmeter and vault installation for staff project.

Sidewalk Inspections: Main St adjoiners (Garage Drive, Willow, Elm, Broad and Prospect) have been notified of requirement to repair or replace. Received reports for approximately 40 properties (not on Main St) that are delinquent on repairs and Drew is working with those Owners to resolve the repairs. No action.

Streetscape/ Main St. Waterline Replacement: Waterline work will begin first week of March. Contractor continues storm drain work and tree removal. Monthly progress meetings on first Wednesday of Month.

Broad St Streetscape: Consultant has received notice of reactivation of project. Board will receive design options from Consultant to consider as next step. No action.

Reservoir Repairs: Final draft has been received. Final review not completed. Reservoir is leaking. Staff is preparing a design RFP for a replacement ground storage tank.

SSO and I&I: Consultant designing repairs for N Church St and pipe bursting (pipe replacement) for lower interceptor. 50% complete submittal received.

Drainage Issues: Foxfield swale behind Ali needs maintenance, holding water (Simonoff). Inspected this swale and there is significant maintenance to be done and will require a budget item or authorization by the Board to compete. Current ballpark estimate to add new underdrain and recondition sand filter is \$10,000. Notified Mr. Simonoff that the Board would consider multiple solutions and place in FY 2018 budget. Engineering has reviewed and is considering several options to present to Board for budget funding. RFP to consultant.

Memorial Park: Restroom metal door and frames require replacement before opening day, proposal received.

MDE /Permits: Received final permit for E WWTP and reviewed.

Meter Installations: 555 completed. Recall of installed meters in progress.

Locust Boulevard Roadway: Survey is complete and consultant has provided 100% drawings and is making submittal to Frederick County.

MDE MS4 Permit Reports: The Town will need to comply regarding some of our operational procedures in the future to meet the permit requirements. These are related to facility maintenance. No action

Franklin St Conceptual Sidewalk Plans: Placed in 2017 budget. No action

Booster Station Pump Around: Ready for construction, 3 bids received, will require budget adjustment. – no action.

Developments

Cross Stone: Construction proceeding on the next building and the right turn lane into CVS. On hold do to utility relocation and paving season.

Coblentz Property: 7 homes under construction, met with developer for street light installation details.

406 W Green St: No action

Chesterbrook IP's: No action.

Carolines View: No action.

Planned Work

Water System: relocation of line at Jefferson Village and new valve installation (17" deep). FY 18 budget item.

Broad St Streetscape

Reservoir Project

Budget purchases and contracts

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion.

E WWTP: design spray system for clarifier,

Fluoride Systems to WTP: Brookridge and Well 15. On Hold.

Bid Sludge Hauling and Chemicals.

Reed Bed Development cost analysis.



TO: The Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
DATE: March 2, 2017
RE: March 2 Burgess and Commissioners Report

Upcoming Dates:

Thursday, March 2 – Economic Development Committee Meeting at 8:30am
Sunday, March 5 – Town Talks – The Arts in Middletown at Zion Lutheran at 2:00pm
Tuesday, March 7 – Promotions Committee Meeting at 6:00pm
Thursday, March 9 – Design Committee Meeting at 5:00pm
Tuesday, March 14 – Required Maryland Main Street Meeting in Chestertown
Thursday, March 16 – Organization Committee Meeting at 8:30am at Dempsey’s
Saturday, March 18 – RIBBON CUTTING for South Mountain Osteopathy – Energy Medicine Clinic and Primitive Shoppe at 10:30am.
Thursday, March 23 – Main Street Board Meeting at 6:30pm at Town Hall
Thursday, March 30 through Tuesday, April 4 – Main Street Manager on Vacation

Organization Committee Highlights:

- The Board voted at the February meeting to prioritize creating a more formal and developed volunteer recruitment program. What this means is that Main Street will take a more formal approach to updating our volunteer job descriptions, appeal for volunteers with specific tasks as well as Committee work, create an interest form for the website, add volunteer recruitment as part of our Facebook posts, and include other ways and ideas to thank the volunteers for their time and talent, other than a thank you note.
- The Board voted to purchase Main Street Middletown shirts for all Board members and permanent name tags to wear at public events.
- The Organization subcommittee on fundraising met on Wednesday, the 22nd to start planning the Heat is On 5K Road Race. Ideas discussed included: a partner organization, adding a team/family category instead of just individuals, the opportunity to provide two-months of advertising for the Road Race instead of just one this year. We also discussed altering the sponsorship levels to add vendor level donations to the event to create a larger “after-party” as well as, increasing food and drinks for people to stay longer.
- The Organization Committee is busy preparing the budget for FY 2018.

Economic Development Committee Highlights:

- The EDC will sponsor a Ribbon Cutting for Saturday, March 18th at 10:30am at South Mountain Oestopathy and Primitive Shoppe. We have a tentative ribbon cutting for a second business.
- Main Street Manager met with Garrett Glover of the Small Business Development Center in conjunction with the Main Street Technical Assistance Grant that was awarded. Work is advancing, but we are waiting on the contract from the SBDC. As of now, we have two of the three workshops content planned based on the construction mitigation program they have created/implemented in other communities, the proposed timetable of construction in Middletown, the secret shop results, and factors unique to Middletown (our business mix).

Design Committee Highlights:

- The Design Committee is working on the Walking Tour Brochure for the 250th – the text is completed, we are in the process of selecting photos and creating captions. This is my most pressing deadline outside of last-minute event preparations, and Main Street meetings.

Promotions Committee Highlights:

- The Calendar of Events is currently being printed. We will be sending out an email to all of the folks who help us populate the calendar with a follow-up email explaining that we are revising our process for getting this product out and completed. We will start collecting dates in late October to November 2017 in order to create the calendar in December, have it printed, and then bundled to the USPS specifications to mail out by January 2018.
- The Board formally voted to make a sub-committee of the Promotions Committee. This goes hand-in-hand with the vote on the volunteer recruitment. The Promotions Committee is charged with working on promotions – events, and creating smaller reoccurring events that encourage repeat visits to downtown. The Promotions Committee is also responsible for getting the word out about Main Street the organization and Main Street the physical destination. Therefore, we created a Communications sub-committee since many of those tasks can be divided into specific volunteer tasks. Also it is a different volunteer effort to plan reoccurring events than it is to writing a monthly blog, or adding photos to Instagram.
- The Main Street Manager attended the TRIPP Grant pre-submission meeting on Tuesday, February 21. Main Street Middletown will be submitting a grant application for assistance with off-setting our advertising expenses. There are some limited instances where Tourism has provided money for other types of projects, including brick and mortar expenses that directly impact the visitor's experience, and funds that help offset conference expenses. I have a list of questions to Tourism about these specific categories as they sound like project possibilities for the Town.

Green Committee Highlights:

- Sean O'Keefe, Committee chair, Cindy Unangst, staff for the Town's Green Team, and the Main Street Manager met. We determined that Saturday, June 3rd would be the planting date for the Green Team and Main Street volunteers to plant the new planters on Main Street. These planters are being purchased through our Main Street Improvement Grant.

250th News and Highlights:

- Our upcoming event is scheduled Sunday, March 5th at 2:00pm at Zion Lutheran Church. We will have a presentation by John Gladhill on the "Snallygaster School" of artists, a presentation by the Moran Foundation, an intermission of sorts where we'll serve food and drinks and both the Zion and Christ Reformed Quilters will be on hand with historic quilts on display to informally chat about them, then a piano concert performance with John Horman who will be bringing a vocalist and a French horn to add to the presentation. This is a just a brief exposure to the varied arts in Middletown, but the quality of the content that everyone will receive for free – equals a great afternoon!
- We had over 70 people attend our previous event on Sunday, February 12, and there were some action items that were discussed as possible future projects. Even though the AME Church is outside of the Main Street district, Main Street Middletown would be a willing partner with the Town in efforts that preserve and promote this resource (i.e. assist with clean-up days). Other post-event action items included working with the County on a multiple property nomination form through the Maryland Historical Trust, and follow-up research on the building that served as the school. If this structure was indeed commissioned by the Freedman's Bureau, it would be less than 7 surviving known buildings of this type in Maryland!

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

Town of Middletown Zoning Report

To: Burgess and Commissioners

From: Ron Forrester, Zoning Administrator

Date: 3/1/17

RE: Monthly Zoning Update – February 2017

Board of Appeals (BoA) Meeting: The Middletown BoA met in public session on Wednesday, February 22, 2017 to review a request from Hubert Brown, representing Eric Moore General Contracting LLC for four (4) variances from Section 17.16.070 – Required lot area, lot width and yards (in residential districts) - of the Middletown Municipal Code for the property at 219 South Jefferson Street. The variances requested (Case #MT-B-17-1) were: (1) seventeen (17) foot variance from the required sixty (60) foot minimum lot width per structure required for a property in a R-3 district; the lot is forty-three (43) feet wide; (2) six (6) foot variance from left side yard setback /Building Restriction Line (BRL) and (3) six point six (6.6) foot variance from right side yard setback / BRL requirement of twelve (12) foot; and (4) a fifteen (15) foot variance from the 35 foot front yard setback / BRL requirement for a property located in a R-3 residential zoned district. This setback allows for a minimum distance of 20 (twenty) feet for the driveway on the property. Hubert Brown also submitted a demolition plan to the Middletown Planning Commission to demolish a dilapidated single-family dwelling (SFD) constructed in 1880 as well as a dilapidated accessory building (storage shed) on the property. The planning commission conditionally approved the demolition site plan for this property at their February 20, 2017 meeting. The BoA members, after reviewing the Zoning Administrator's staff report, listening to comments from Hubert Brown (applicant) and other residents at their public hearing, approved the four (4) variances requested from Section 17.16.070 by a vote of 3-0. With the four variances approved by the BoA, Hubert Brown will proceed to apply for a building permit from the Frederick County Department of Permits and Inspections. Hubert Brown previously submitted a zoning certificate for a demolition site plan approval and for constructing a new SFD on property once the demolition of the dilapidated structures are complete.

Zoning Violations:

(1) **Car Parked on Grass/Junk Yard.** 128 East Main Street. A zoning ordinance violation notification letter was sent to property owners on November 16, 2016 for parking motor vehicle on grass area in front yard of property (corner lot) and for having excessive items discarded/stored in rear yard of property that constitutes property being used as a junk yard in accordance with Sections 17.32.040 and 17.32.060(J) (3) of municipal code. Owner called zoning administrator and left message that they are working to address / correct the zoning issues outlined in the violation notification warning letter. Site visit noted that motor vehicle no longer parked on grassy surface in front yard of property. Some items still discarded/stored in rear yard of property. Open.

(2) **Utility trailer parked on street in residential district.** 7 Knoll Side Lane. A citation and fine letter was sent to property owner on January 18, 2017 for continuing to park recreational equipment (utility trailer) on the street in front of residential property after receipt of zoning ordinance violation warning letter, dated January 6, 2017 notifying owner that it was a municipal infraction to continue to park utility trailer on street in residential district in violation of Section 17.32.140 – Recreational equipment - of the municipal code. Utility trailer parked on street through January 18th when it was finally removed from street. I talked with homeowner on January 30,

2017 explaining why he was cited and fined. Fine has not been paid. Awaiting return of certified mail receipt and/or certified letter. Open.

(3) C-containers stored behind Town Cleaners and Safeway in Town Center Shopping Center, 813-815 East Main Street. A zoning ordinance violation warning notification letter was sent to the Kenwood Management Company on February 1, 2017 (owners of Town Center Shopping Center) for having two C-containers stored behind the Safeway and Town Cleaners businesses in the shopping center. It is a violation of Section 17.32.045 – Storage and disposal container – of the municipal code for a “...person who owns, leases, occupies or has charge of any premises or property, in whole or part, to place, keep or maintain a storage and/or dumpster container on the premises or property.” I talked with Alan Gross the site manager for the shopping center property regarding this violation letter. He assured me that he would move the C-containers as soon as possible after emptying the containers and getting some work done to them. Open.

Miscellaneous Zoning Issues: None.

February 2017 Zoning Certificates - completed	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Middletown Commons Holdings (Middletown Glen) – new SFD (Lot 3); Ryan Homes. Style: Ernest Hemingway; elevation C.	91 East Green Street	154814	2/8/17	2/21/17	yes
Middletown Commons Holdings (Middletown Glen) – new SFD (Lot 5); Ryan Homes. Style: Mitchell; elevation C.	95 East Green Street	154809	2/8/17	2/21/17	yes
Middletown Commons Holdings (Middletown Glen) – new SFD (Lot 29); Ryan Homes. Style: Torino; elevation N.	104 Ingalls Drive	154808	2/8/17	2/28/17	yes
Middletown Commons Holdings (Middletown Glen) – new SFD (Lot 37); Ryan Homes. Style: Venice; elevation E.	8 Gaver Way	154807	2/8/17	2/21/17	yes
Middletown Commons Holdings (Middletown Glen) – new SFD (Lot 38); Ryan Homes. Style: Torino; elevation C.	10 Gaver Way	154815	2/8/17	2/21/17	yes
Fred & Peggy Ann Dodge – finish basement.	318 South Jefferson Street	155289	2/20/17	2/21/17	yes

February 2017 Zoning Certificates – completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Jordan Strickleman – install 103 linear feet of 6 foot tall privacy fence along property where there is no fencing currently installed. There is some fencing installed on rear and one side yard of lot. Albaugh & Sons Fencing LLC is contractor.	214 North Pointe Terrace	Town	2/21/17	2/21/17	no
William & Kathleen Wulff – install a 16 foot wide by 12 foot deep composite deck with steps to grade on the rear of SFD. Albaugh & Sons Fencing LLC is contractor.	713 Coblenz Road	155441	2/24/17	2/27/17	yes

Zoning Certificate submitted– in progress	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Frederick County Department of Engineering & Construction Mgmt. Construction of new fire station (ADTEK Engineers)	401 Franklin Street	152165	11/29/16		yes
Mary Leatherman – change of tenant. Back 2 Basic Nutrition LLC (Lindsey Carter – business owner)	17 West Main Street		1/18/17		
Hubert Brown, Eric Moore General Contracting LLC, to construct a new SFD on property after approval of 4 (four) variances from Section 17.16.070 of the municipal code by BoA at their 2/22/17 public hearing. Demolition site plan conditionally approved by planning commission at their 2/20/17 monthly meeting.	219 South Jefferson Street		1/18/17		yes

Zoning Certificate submitted -- actions pending and/or suspended	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Dennis Jiffas – construction of two-unit townhouse structure on corner lot. (Variance of 22’ from front yard setback on Summers Drive approved by BoA on 3/29/16).	406 West Green Street		3/29/16		yes
Angel Nerona – installation of thirty-nine (39) roof-mounted solar panels by SolarCity Corporation.	13 Wagon Shed Lane		6/21/16		yes
Bill Heaton – install an eighteen (18) feet round above ground swimming pool in rear yard. Pool will be four (4) feet tall.	703 East Main Street		8/8/16		yes
Timothy Warner – installation of twenty-eight (28) roof-mounted solar panels by SolarCity Corporation.	212 Layla Drive		8/12/16		yes
James P. Malecki, Jr. – install propane gas logs in existing masonry fire place. Gas line on outside of house to be extended to provide gas to log insert.	8 Caroline Drive		10/18/16		yes