



AGENDA FOR THE TOWN WORKSHOP

May 3, 2018
7:00 p.m.

Community Deputy Report

PERSONAL REQUESTS FOR AGENDA:

- Preservation Maryland Check Presentation & Proclamation
 - Nicholas Redding, President of Preservation Maryland
 - Jessica Feldt, Preservation Initiatives Manager, Preservation Maryland
 - Nell Ziehl, Chief Office of Planning, Outreach, and Education Maryland Historical Trust
 - John Fieseler, Executive Director, Tourism Council of Frederick County
- Mr. Dennis Funk & Mr. Nicholas Lewis, Gannett Fleming – Reservoir Project Update
- Mr. Scott Farrow & Mr. Donald Delauter, MVAA – Remsberg Park Future Planning Discussions

STAFF REPORTS:

Staff Planner

Engineer's Report

Main Street Manager

Zoning Administrator

Regular Workshop Items

TECHNICAL MEMORANDUM

PROJECT: MIDDLETOWN RESERVOIR RAW WATER STORAGE IMPROVEMENTS
DETAIL: STORAGE CAPACITY RECOMMENDATIONS - DRAFT
DATE: 4/26/18

PURPOSE

Gannett Fleming (GF) has been contracted by the Town of Middletown (Town) to perform evaluation and design services needed for the decommissioning and replacement of the existing North Reservoir at the Town's reservoir site located along Hollow Road between I-70 and US-40A. Considering previous memoranda and drought simulations presented to the Town and subsequent discussions with Town personnel regarding assumptions and methodology for storage sizing, the purpose of this memorandum is to finalize storage volume recommendations.

EXISTING SYSTEM STORAGE AND SUPPLY CAPACITY

The Town currently maintains two, synthetic rubber lined embankment reservoirs, identified as the South and North Reservoir with nominal capacities of 0.5 million gallons (MG) and 1.5 MG respectively, although Town personnel have stated the usable capacity of the larger reservoir is closer to 1 MG due to a four foot elevational difference between the finished floor and the reservoir outlet. In addition to the raw water storage, the system also includes a 0.4 MG elevated storage tank which stores disinfected water from the embankment reservoirs via the high service pumping (booster) station.

Water is supplied to the Town via twenty wells and a group of four springs, all of which have monthly withdrawal capacities permitted by the Maryland Department of the Environment (MDE). The permitted withdrawal capacities as provided by the Town are summarized below in Table 1 and result in an average annual withdrawal of 387,000 gallons per day (GPD).

Table 1: Permitted Source Appropriations

Source	AA ^[1] (GPD)	MMU ^[1] (GPD)	Permit Reference
Well 1-13, 15, 19, Springs	308,000	390,800	FR1974G025 (07)
Well 14, 16, 17	53,500	80,000	FR1974G225 (06)
Well 21, 22	25,500	33,200	FR1974G125 (01)
Total:	387,000	504,000	-

[1] AA = Annual Average, MMU = Month of Max Usage, GPD = gallons per day

Wells 1-14, 17, 19, and the springs, comprise the sources which supply the reservoirs (stored sources) and account for two-thirds of the permitted supply capacity for the water system. The remaining sources (direct sources) are introduced into to the distribution system without intermediate storage, downstream of the reservoirs and booster station. Using the above appropriations and Town provided pumping data, capacities for individual sources were estimated considering a combined supply rate

equal to the permitted MMU of 504,000 GPD. Sources were then arranged according to type (stored or direct), as shown in Table 1A, to facilitate the subsequent drought analysis.

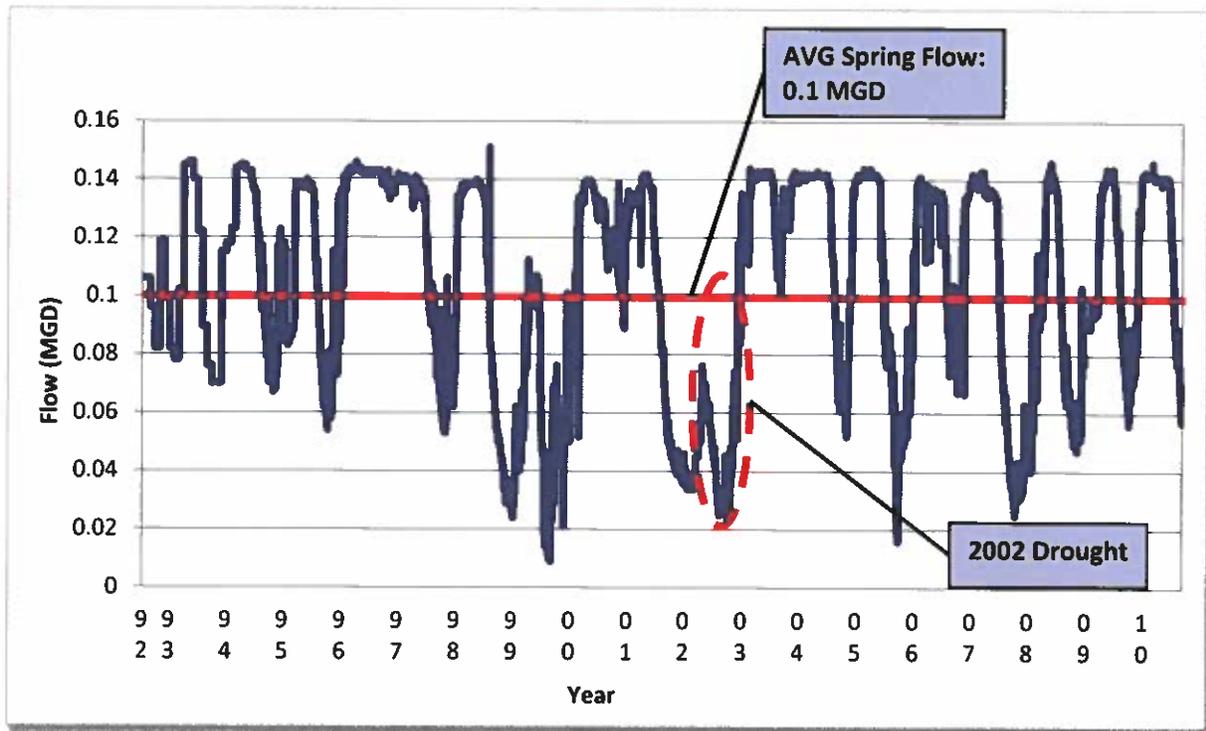
Table 1A: Estimated Source Capacities Totaling Permitted MMU (504,000 GPD)

Stored Sources		Direct Sources	
Source	Estimated Capacity (GPD)	Source	Estimated Capacity (GPD)
Well 1-13, Springs	275,000	Well 15	100,000
Well 14, 17	36,500	Well 16	43,500
Well 19	15,800	Well 21, 22	33,200
Total:	327,300	Total:	176,700

In order to justify appropriations for the stored sources, the Town demonstrated achievable drought yields by providing MDE with well performance and metered spring flows during the summer and fall of 2002. This period is used as the benchmark drought for the Town's water system as not only was there an extended drought period, but the groundwater levels had also not been sufficiently recharged from the previous dry season. Figure 1 highlights the drought period of 2002 among historic cyclical dry seasons as reflected by flows from the springs. Town personnel have indicated a close correlation between spring flows and well levels, providing reliable predictions for supply availability.

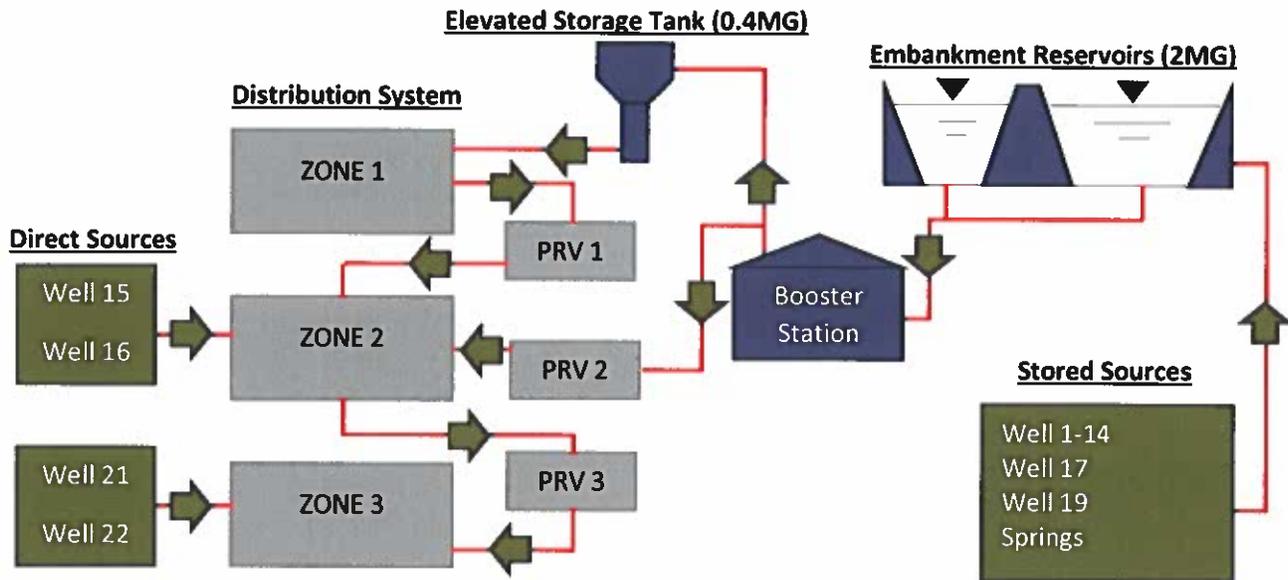
Alternatively, Well 19 and the direct sources were not commissioned in 2002, and therefore appropriations for Well 15, 16, 19, 21, and 22 are based on pump drawdown tests performed by the Town to the satisfaction of MDE.

Figure 1: Spring Flows (1992-2010)



After disinfection, source water is distributed as shown in Figure 2. The Town’s distribution system is divided into three pressure zones. The First (high) Zone is fed from the stored sources and pressurized by the water surface elevation in the elevated tank. Zones 2 and 3 receive controlled flow using pressure regulating valves (PRVs) from Zone 1 in addition to supplement flow from Wells 15 and 16 (Zone 2) and Wells 21 and 22 (Zone 3).

Figure 2: Water System Flow Diagram



Operationally, the booster station is controlled by the level in the elevated tank which is set to maintain about 83 percent of the total tank volume. The benefit to this strategy is that about 0.33 MG is available for fire and emergency storage at any time without dependency on the booster station or the single 16-inch supply line from the reservoirs. However, this also means there is little equalization storage allocated in the elevated tank, requiring the reservoirs to absorb the major share of peak demands in the diurnal cycle.

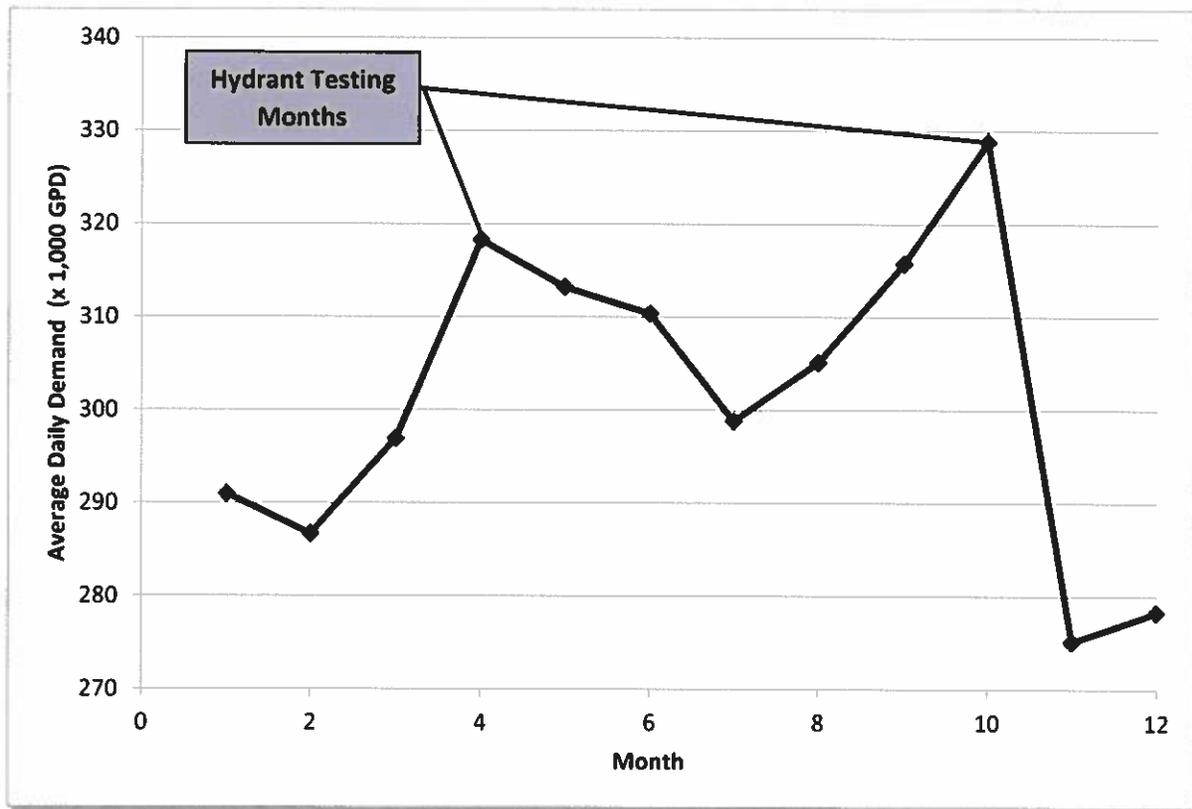
Although the nominal storage capacity of the system is listed at 2.4 MG, considering the usable storage in the embankment reservoirs and the operational strategy of the booster station, the system currently provides only about 1.6 MG of operational storage.

DEMAND ESTIMATES

In order to evaluate the required system storage, a demand profile was generated identifying the average daily demand (ADD), maximum daily demand (MDD), and an average daily demand for the month of maximum usage (ADMM) for the current and projected service area. Figure 3 shows the monthly ADD for the composite years of 2013-2017 based on Town-provided system data. April and October are not typically considered to be the peak usage months; however, the Town has confirmed these months correspond with semi-annual hydrant flushing activities.

The usage data furnished by the Town consisted of daily flow readings from all of the sources to the reservoirs and the total output from the booster station for the years 2013 through 2015. Additionally, the Town provided a summary of daily flow readings for all sources and outputs in the system for the year 2016 through October of 2017. Since the available data from 2013 to 2015 only included flows from the reservoirs, a factor of 1.33 was applied to extrapolate the total system demand data for these years. Deriving this factor was accomplished by looking at the complete system data from 2016 and 2017 and determining an average flow delivered from the reservoirs as a percentage of the total demand. The flow delivered from the reservoir remained fairly consistent on a yearly average (roughly 200,000 GPD) from 2013 through 2016, therefore the flow factor derived from 2016, was applied to the 2013 through 2015 data.

Figure 3: Composite Average Demand (2013 -2017)



To corroborate these numbers, the derived daily demands were compared to published numbers from the 2008 *Approved Middletown Burgess & Commissioners Report* and the 2010 *Comprehensive Plan for Frederick County*. As shown in Table 2, the calculated numbers correlate fairly well with the reported numbers.

Table 2: Current and Projected Demands

Demand	Demands Derived from Town Provided Data ^[1]				Published Demands		
	Pop.	ADD	MDD	ADMM	Pop.	ADD	MDD
Current (gpd)	4325 ^[2]	303,000	566,000	336,000	4200 ^[3]	311,000 ^[3]	-
Projected (gpd)	5600 ^[4]	393,000	733,000	435,000 ^[5]	5600 ^[4]	-	750,000 ^[4]
Per Capita	-	70.1	130.9	77.7	-	74.0	133.9

[1] Demands rounded up to the nearest 1,000 gallons per day (gpd)

[2] Average of 2010 data and 2016 estimate for Middletown Population by U.S. Census Bureau

[3] 2008 Approved Middletown Burgess & Commissioners Report

[4] 2010 Comprehensive Plan for Frederick County, projected population assumed to be buildout.

[5] Projected ADMM estimated as a proportional increase from current ADD to ADMM

STORAGE CAPACITY ESTIMATES

Prior to evaluating the storage criteria, it is appropriate to revisit the maximum demand values developed in Table 2, as these values are typically used to develop conservative system storage volume requirements and the skewed numbers due to hydrant flushing need to be omitted. In other words, it's reasonable to assume hydrant flushing won't occur during a fire, water supply emergency, or drought event. Table 3 shows the revised demand values once the historic months of April and October are ignored.

Table 3: Adjusted Demand Data^[1]

Demand	Pop.	ADD	MDD	ADMM
Current (gpd)	4325	298,000	489,000	324,000
Projected (gpd)	5600	386,000	633,000	420,000
Per Capita	-	68.9	113.1	74.9

[1] Demands rounded up to the nearest 1,000 gallons per day (gpd)

Once demand estimates have been established, the next step in evaluating the required storage capacity for the system is to identify the different storage categories that need to be satisfied. For a typical system, providing adequate storage for firefighting and emergency supply is essential. Since, the elevated tank satisfies these storage requirements according to the criteria given in Table 4, reservoir storage will not need to include specific volumes for fire and emergency storage.

Table 4: Reserve Storage Provided by Elevated Tank

Criteria	Volume (gal.)
Fire Storage established by Frederick County as 1,500 GPM for two hours	180,000
Emergency Storage equal to four hours of the MDD	105,500
Total Required	285,500
Total Provided	330,000

In addition to the typical storage requirements, drought storage was also evaluated for the Town's system. Although appropriated yields given in Table 1 equal the current maximum day system demands given in Table 3, source availability is predicated on historic yields as previously discussed. While this data provides a basis for supply estimations and a level of confidence for drought source availability, the appropriated yields are not a not a guarantee of availability during future drought events. This is especially true for well sources which have not been drought-tested (i.e. the direct sources). For drought storage evaluations, simulations can be run considering various supply limitations and drought durations to provide a basis for storage recommendations.

Considerations must also be given for future demand, as the projected MDD cannot be met by the current MMU supply given in Table 1. This projected shortage requires additional supplementary water sources to be developed. Therefore, a key assumption in this study is that source capacity will increase accordingly with demand. This assumption is based on content from the *2008 Burgess and Commissioners Report* as well as discussions with Town personnel, indicating a requirement for future development to identify sufficient, additional supply to be introduced to the water system prior to development. Simply put, future development must "bring their own water". As the current appropriated yields (504,000 GPD) are roughly equal to the current MDD (489,000 GPD) given in Table 3, the following simulations assume Middletown's Residential Growth Policy will require, at a minimum, additional supply to equal to the projected MDD of 633,000 GPD.

The Town has also indicated a recent annexation approval which will result in the addition of 82,000 GPD of MDE appropriated supply in accordance with the Residential Growth Policy. This supply (accounted for in this report under the future supply) could potentially be either a direct source or a stored source depending on potential treatment requirements. However, all future supply under the modeled scenarios are assumed to be direct sources, as the resulting volumes create a slightly more conservative model, particularly in Simulations 2 and 3.

Following preliminary evaluations, GF and the Town discussed analyzing various drought scenarios ranging in conservatism, with the agreed limitation criteria of the simulations listed below in Table 5. The limitation for Simulation 1 includes operating with the largest well out of service, which is a typical test of redundancy for any pumping system. Also known as an "n+1" system, ensuring redundancy of the largest source provides a level of confidence and factor of safety in the supply system. Simulation 3 is least conservative approach, de-rating only the wells which have not been drought-tested. Finally, Simulation 2 provides a blanket 25-percent reduction on all sources. This scenario can also be perceived as de-rating the untested wells as in Simulation 3 in addition to taking the largest well out of service.

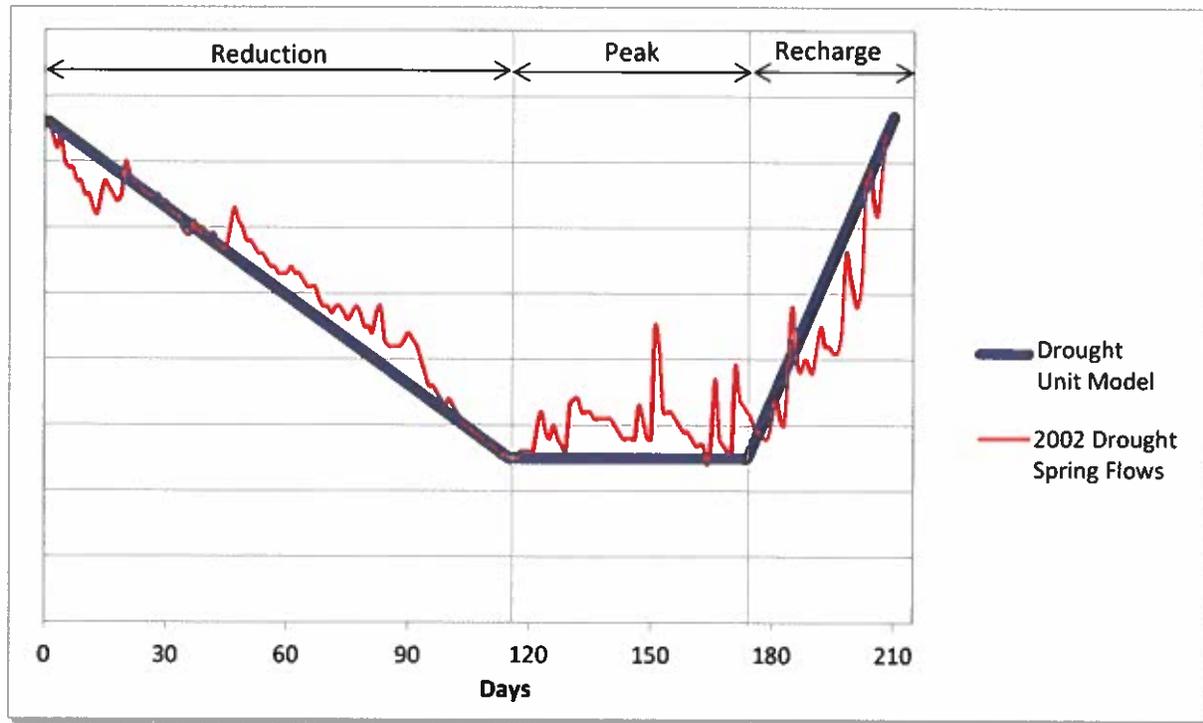
In order to evaluate the greatest demand on the reservoirs, future supply and demand rates are used in the simulations. Although supply rates are assumed to increase proportionally with demand, future added supply is assumed not to be stored (direct source). Therefore, restrictions applied to the future sources result in a greater demand from the reservoirs (stored sources).

Table 5: Simulated Supply Limitations

Simulation	Description	Total Yield (GPD)	Equivalent Reduction from Projected Supply
1	Largest well out of service (Well 15) and de-rate all remaining wells by 25 percent, including future sources.	399,150	37%
2	De-rate all wells by 25 percent, including future sources.	474,750	25%
3	De-rate wells 15, 16, 21, and 22 and future sources by 25 percent. ^[1]	556,575	12%

[1] The wells selected for de-rating are those that have not yet experienced an extreme drought period equal to the 2002 drought.

Using the 2002 drought highlighted in Figure 1, GF created a drought model to apply the limitations outlined in Table 5. Figure 4 shows the unit model which estimates reduction, peak, and recharge period durations based on the drought spring flow data. This model can be adjusted to any desired scenario by inputting the limitation to the peak period. The model then calculates the reduction and recharge values based on the established durations and the difference between the restricted and unrestricted supply. The result is a 210 day period with a 60-day drought peak, a 115-day reduction period and a 35-day recharge period.

Figure 4: Drought Model


Once the limitations are applied to the model, as shown in Figure 5, it becomes apparent that only in Simulation 1 does the demand (ADMM) exceed the supply capacity. During this period, the balance of the system demand must be met from storage. As shown in Figure 6, 1.5 MG of storage is required by the reservoirs in order to maintain fire and emergency storage under the conditions of Simulation 1.

While the long-term model provides an extreme condition to conservatively estimate a required storage volume, two factors suggest that additional modeling may be required to justify the recommendations of the long-term model. First, considering the Town has implemented strict and historically successful policies regarding water usage restrictions during drought periods, the demand scenario shown in Figure 5 is considered extremely conservative.

The second factor is the sensitivity of the model. The longer the shortage period is extended, the greater the sensitivity of the model, meaning that small adjustments to the restriction variable will have large impacts to the storage requirements. Consider that Simulation 1 equates to a roughly 20,000 GPD shortage (420,000 GPD – 399,150 GPD) over a 75 day period, resulting in 1.5 MG of required storage. If the equivalent reduction listed in Table 5 were reduced by 2-percent (giving a total yield of 410,000 gallons), the required storage over the same period would be reduced by 50-percent, a 1:25 relationship.

Figure 5: 210 Day Drought Models

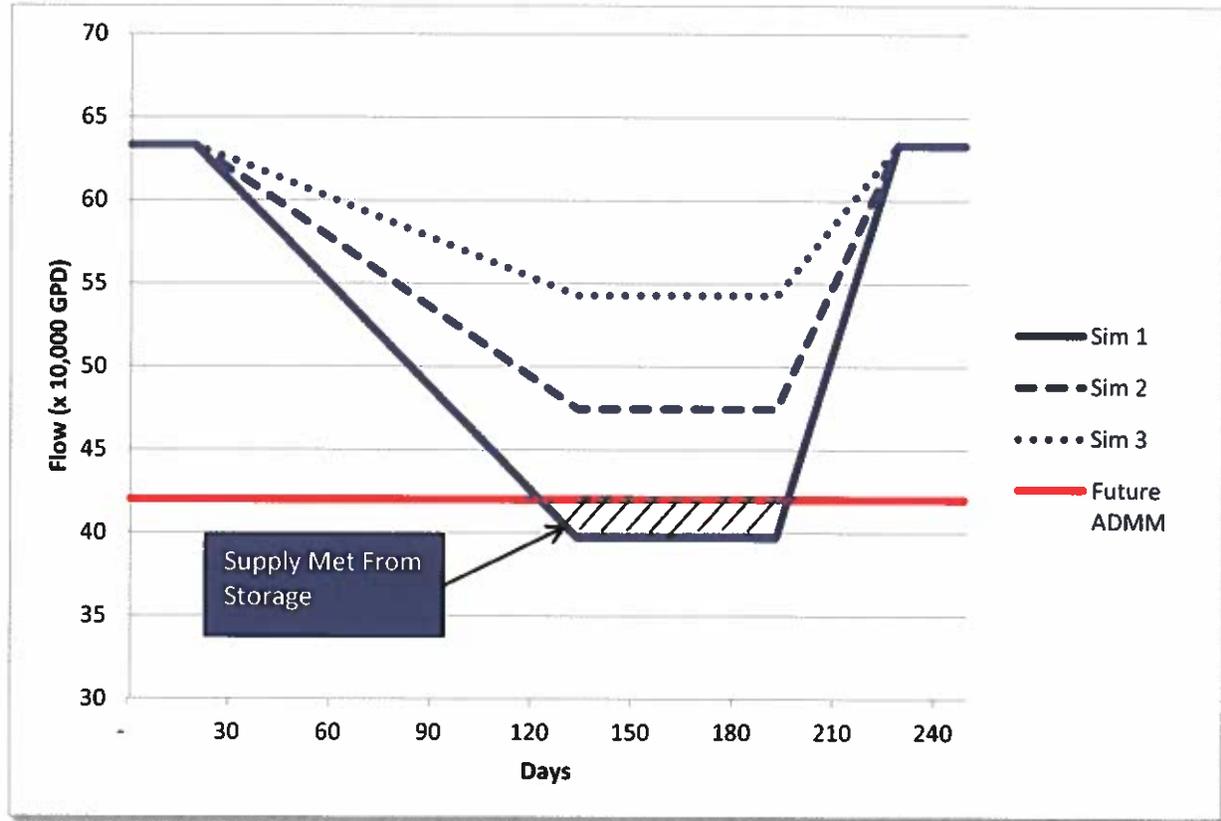
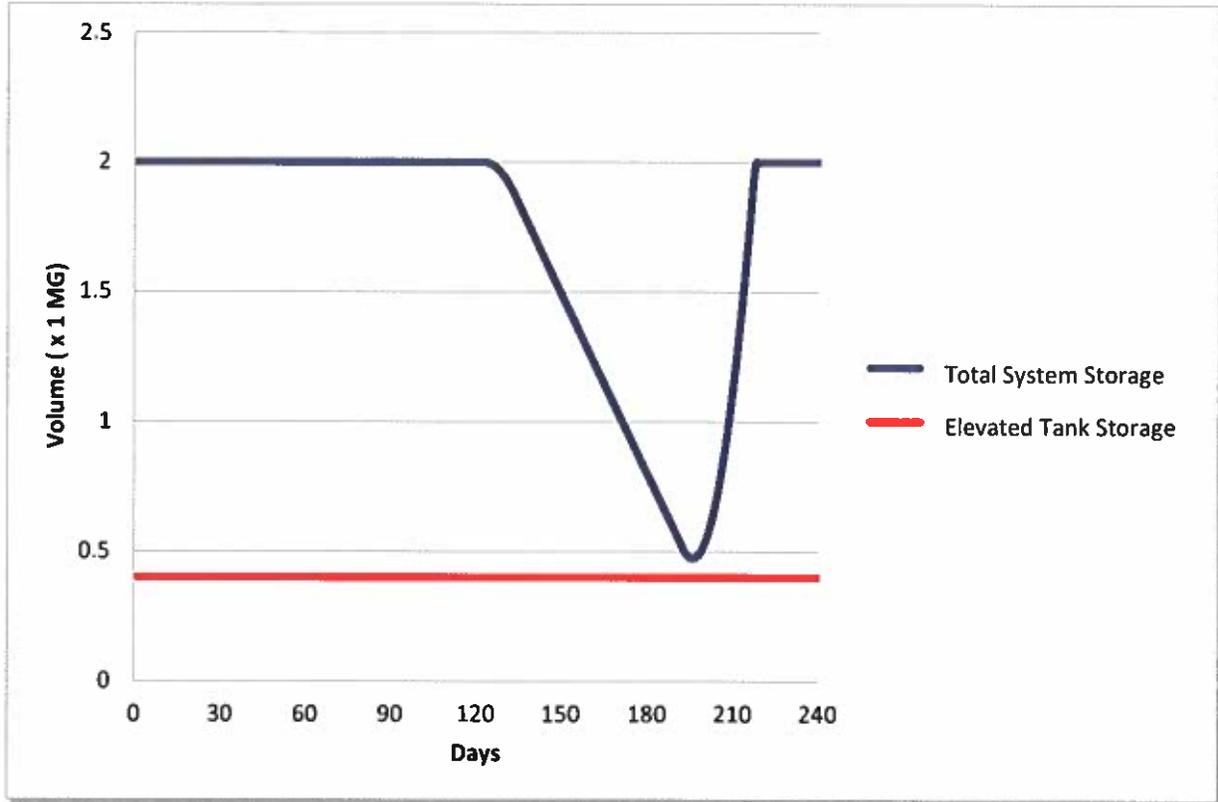


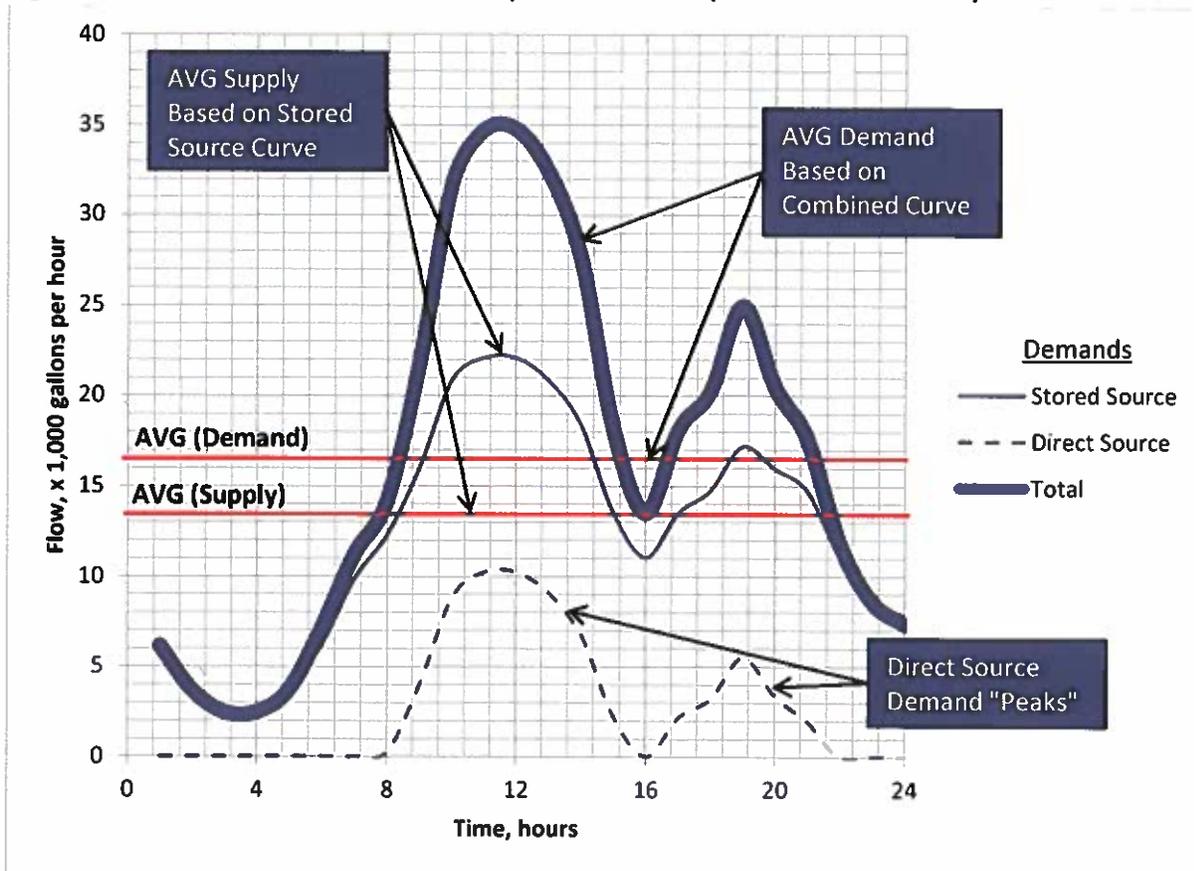
Figure 6: Simulation 1 Storage Analysis



For Simulations 2 and 3, a five-day period of high usage (projected MDD) was used for the demand, predicting a week of low precipitation in the peak summer usage season at the Town’s buildout capacity. For these simulations, a diurnal model was generated to estimate the demand placed on the stored sources. Considering that the direct sources are supplied without intermediate storage and the direct source well pumps are assumedly run at a constant rate, periods occur throughout the diurnal demand cycle in which direct source demands would require supplementary supply from storage. Since the direct sources cannot contribute to system storage due to the hydraulics of the system, the “peaks” of the direct source demands increase the average demand on the stored sources and cannot be recovered (equalized) during low demand periods. This increase in average demand creates a storage deficit during a projected max day event, regardless of limitations set to the supply.

As shown in Figure 7, there is about a 2,800 GPH (70,000 GPD) shortage during a projected max day event. If the max day demand duration were extended similar to Simulations 2 and 3, 350,000 gallons of storage would be the minimum requirement for the five-day demand model.

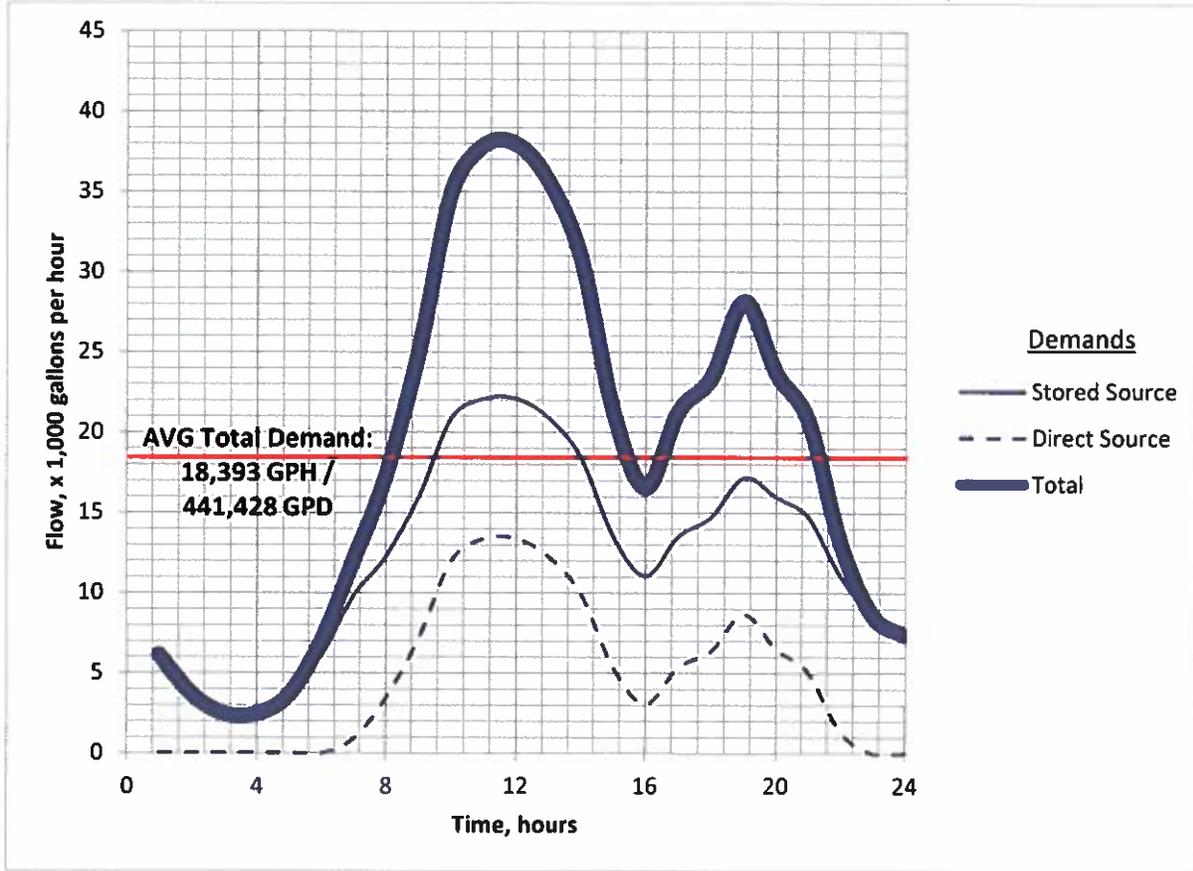
Figure 7: Estimated Diurnal Demand Met by Stored Sources (No Source Limitations)^[1]



[1] Curve estimated from typical diurnal patterns

Under Simulations 2 and 3, the direct sources are limited to 75-percent of their production capacity. Therefore, the stored sources must supplement any demand over 75-percent of the projected MDD as shown below by the increase in average demand in Figure 8.

Figure 8: Estimated Diurnal Demand Met by Stored Sources (Simulations 2 and 3)^[1]



[1] Curve estimated from typical diurnal patterns

Since the limitations on direct and future sources are the same for Simulation 2 and 3, the demand condition is identical for both. The difference between these simulations is the supply limitation placed on the stored (drought-tested) sources, resulting separate storage requirements. The figures below depict the operation cycle of the elevated tank as it depletes the storage in the reservoirs over the course of each simulation. The storage volume in the figures reflects the reservoir volume required to meet the system demands during the five-day simulation without depleting the reserve volume in the elevated tank.

Figure 9: Simulation 2 Storage Analysis

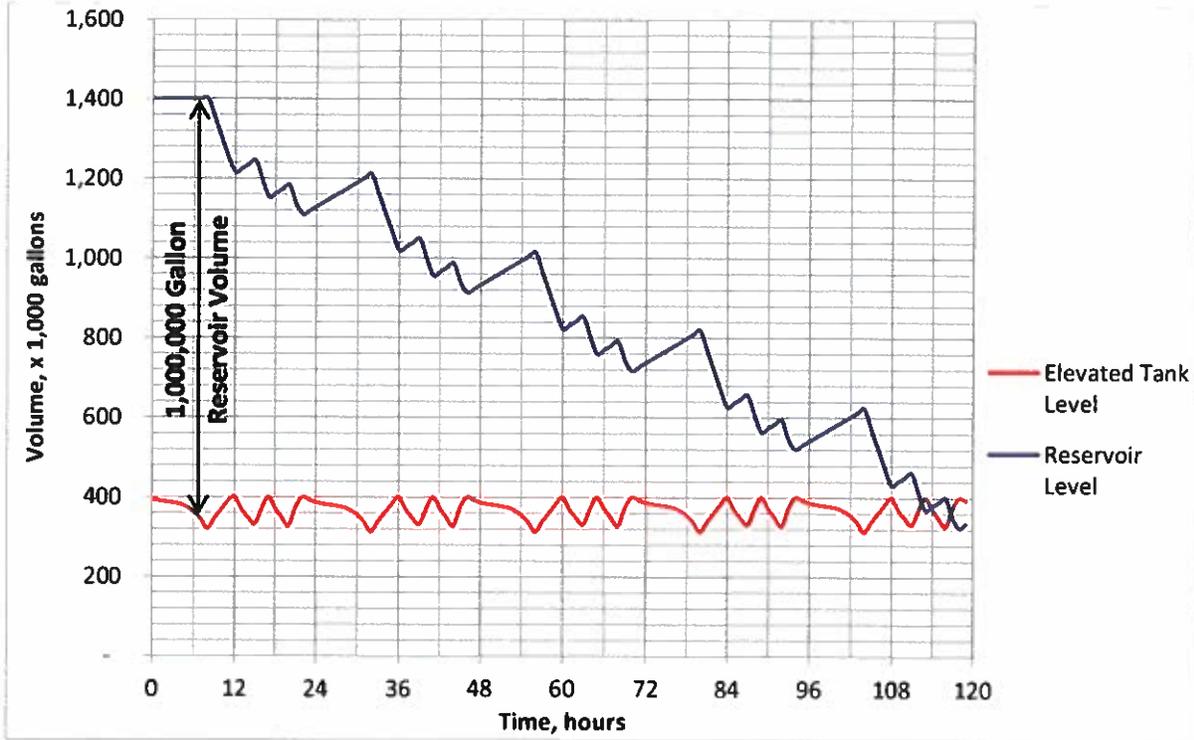
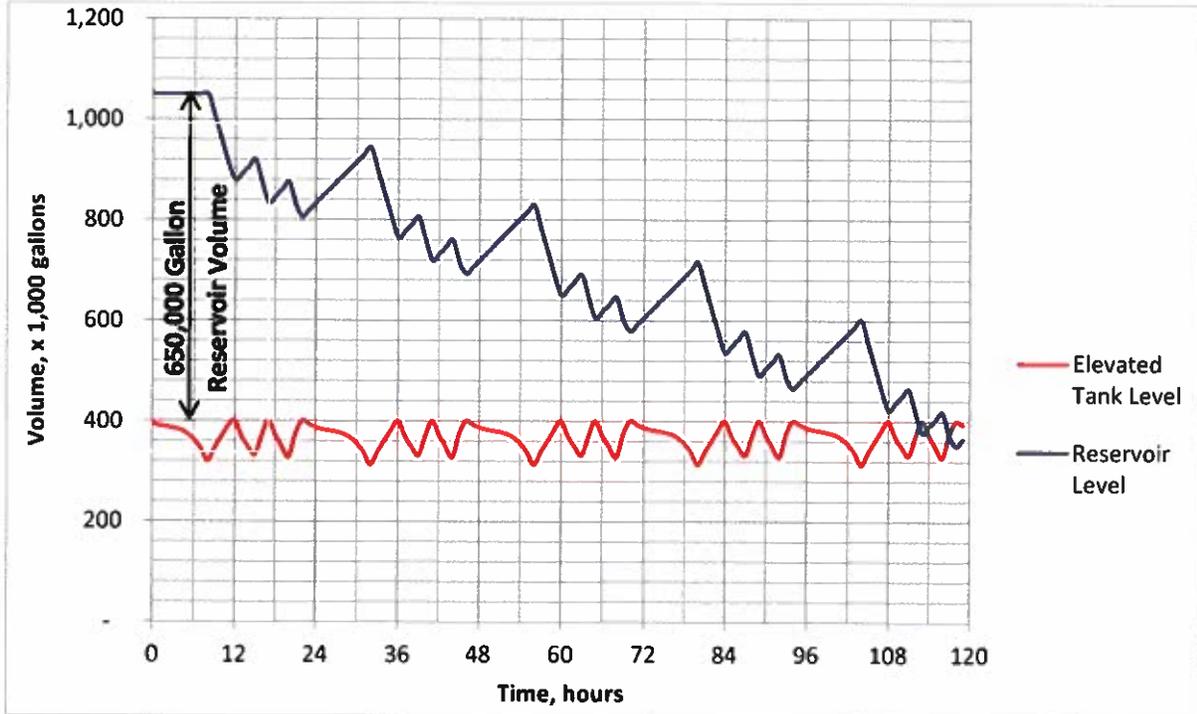


Figure 10: Simulation 3 Storage Analysis



The simulation results are summarized below in Table 6 and range in volume requirements from 650,000 gallons to 1.5 MG. As previously noted, there is also a minimum storage requirement of roughly 350,000 gallons using the five-day model with no supply restrictions. However, reducing the provided storage at the reservoir site to 350,000 gallons may require the operational strategy of the system to be reconsidered.

Currently, the stored source wells are operated manually on a daily basis to supplement the continuous spring flows. Considering the volume stored at the reservoir, there is little danger in depleting its storage in a 24-hour period between filling cycles, regardless of any predictable supply and demand scenario. Reducing the volume in storage, however, increases the sensitivity of the storage to fluctuations in flow. For instance, Simulations 2 and 3 are performed under the assumption that the stored source wells are being continuously run during the simulated period; however, if the wells were not being run, storage would be depleted in under 32 hours. Even considering average spring flows of 100,000 GPD during a day of maximum usage, 350,000 gallons would only provide 36 hours of storage. Moreover, hydrant flushing periods, which can spike daily demands up to 15 percent above the MDD would require increased coordination. At the very least, the source wells would likely need to be automated or run continuously if the storage were to be severely reduced.

Table 6: Simulation Results

Simulation	Model	Yield (GPD)	Equivalent Reduction from Projected Total Supply	Required Reservoir Storage
1	210 Day	399,150	37%	1.5 MG
2	5 Day	474,750	25%	1.0 MG
3	5 Day	556,575	12%	0.65 MG

Providing a storage volume within the recommended range of Simulation 2 and 3, or 750,000 gallons, would be a reasonable selection considering the moderate level of conservatism applied to these simulations compared to Simulation 1, and the limited impacts to normal system operations.

PRELIMINARY TANK PRICING CONSIDERATIONS

Using 750,000 gallons as a minimum tank capacity, GF approached DN Tanks and Dutchland Tanks to inquire on budgetary pricing for various tank volumes and configurations. DN Tanks is a manufacturer of AWWA D110 wire-wound, circular, prestressed concrete tanks, while Dutchland Tanks manufactures AWWA D115, tendon-prestressed concrete tanks. Both manufacturers were chosen for pricing based on having successfully built comparable storage tanks in the Mid-Atlantic region; however, comprehensive tank evaluations considering layouts, elevations, constructability, maintenance, and costs will be performed subsequent to the Town's approval of the capacity recommendation.

The budgetary pricing summarized below in Table 7 is based on either two circular tanks or one rectangular tank with a structural dividing wall. The concept of providing two, independent storage tanks simply allows one tank to be taken out of service for any required maintenance. Redundant storage is recommended based on the understanding that the remaining embankment reservoir will be removed from service once the new tank(s) are in service. Note that the pricing below is estimated solely for tank construction and does not include piping, vaults or other site work.

Table 7: Preliminary Tank Pricing

Total Volume (MG)	DN Tanks		Dutchland Tanks			
	AWWA D110 (Type 3) Circular		AWWA D115-Circular		AWWA D115-Rectangular	
	Total Price	Price per gallon	Total Price	Price per gallon	Total Price	Price per gallon
0.75	\$ 875,000	\$ 1.17	\$ 862,000.00	\$ 1.15	\$ 755,000.00	\$ 1.01
1.0	\$ 1,025,000	\$ 1.03	\$1,032,000.00	\$ 1.03	\$ 950,000.00	\$ 0.95
1.5	\$ 1,175,000	\$ 0.78	\$1,300,000.00	\$ 0.86	\$1,334,000.00	\$ 0.89

The pricing shown above is provided for a sense of scale for what different storage options may cost and are fairly competitive, particularly for the 1 MG options. One benefit to note in regards to pricing for the circular alternatives is that there are at least three capable manufacturers who would likely bid on this project, however for the rectangular AWWA D115 option, Dutchland Tanks would likely be the sole manufacturer recommended by GF for this type of construction.

BOOSTER STATION SUPPLY MAIN CONSIDERATIONS

As part of the storage evaluations, considerations were also given to the current state of the infrastructure connecting the stored sources to the distribution system. The reservoirs are currently connected to the booster station by roughly 3,500 feet of 12-inch, unlined cast iron pipe. Constructed in the 1960's, this pipeline is the only supply main from the reservoirs, without redundancy.

The Town has also indicated low pressure concerns for this main, as suction gauge pressures typically drop to zero when the booster station production approaches 1,000 GPM. At this flowrate and a nominal diameter of 12 inches, fluid velocities within the pipeline should be around 3 feet per second (FPS), which is not inherently considered problematic in terms of pressure loss. Considering the theoretical water velocities within the supply main and the elevational difference between the pumps and the reservoirs (around 60 feet), the majority of the pressure issues may be attributed to the surface condition of the interior pipe wall. Tuberculation is a typical condition affecting the interior surface of unlined cast iron mains, causing surface irregularities and reduced flow area. These irregulars cause increased turbulence in the flow which can result in higher pressure losses.

Regardless of pipe age or condition, system vulnerability is also concern considering a single supply pipeline. If the main were to break, two-thirds of the permitted water supply capacity would be unavailable until either the leak was repaired or a bypass was established. Additionally, a temporary bypass would also be required for any pipeline or valve maintenance along the 12-inch line.

Considering the system vulnerability with a single supply pipeline, as well as concerns with the interior surface condition of the existing supply main, GF recommends that considerations be given to constructing a parallel supply pipeline connecting the new storage tank(s) to the booster station. The recommended pipeline would likely be 16 inches in diameter pending alignment and further hydraulic evaluations.

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 4/30/2018

RE: Monthly Planning Update - May

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
FRO planting at Remsburg Park completed – February 2017
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018

Site Plans, Plats and Minor Subdivisions:

Cross Stone Commons – Final FRO Plan approved – May 19, 2014
Revised Site Plan conditionally approved – October 20, 2014
Improvement Plan mylars signed – November 6, 2015
Architectural renderings for Building #5 approved – March 19, 2018
Next step – submit architectural renderings for building #2 for review/approval

Fire Station – BOA approved height variance request - October 20, 2016
Revised Site Plan conditionally approved – October 17, 2016 (Plans expire 10/17/19)
Improvement Plans conditionally approved – December 19, 2016 (Plans expire 12/19/19)
Improvement Plan mylars signed – May 30, 2017

Franklin Commons - Site Plan conditionally approved – January 19, 2015 (**Plans expired 1/19/2018**)
FRO plan conditionally approved – January 19, 2015
Improvement Plans conditionally approved – Sept. 21, 2015 (**Plans expire 9/21/2018**)
Improvement Plan mylars signed – January 4, 2016
Next step – resubmittal of site plan for review/approval – (hearing that this is imminent)

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)
Revised Improvement Plan mylars signed – July 21, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Dewitt – Demolition plan of deck approved – April 16, 2018

Dowd Property – Forest Stand Delineation approved – April 16, 2018
Next step – submittal of concept plan for review/approval – (hearing that this is imminent)

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

Forest Conservation Plan approved – October 20, 2008

Architectural plans approved by PC – March 16, 2015

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

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

Next step – apply for variance requests for siting of duplex building

Miller (Ingalls) – Revised Concept Plan reviewed by PC – September 16, 2013

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

Improvement plans conditionally approved by PC – June 19, 2017 (Plans expire June 29, 2020)

Improvement plan mylars signed – January 2, 2018

Grading and SWM permits approved – March 26, 2018

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

Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)

Next step – submittal of improvement plans for review and approval

School Complex roadway plans – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)

SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

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

Public Hearing scheduled for April 5, 2018

Passed annexation resolution – April 9, 2018

45-day wait period for petition to annexation referendum – thru May 23, 2018

Text Amendments: Request to add “microbrewery” as a permitted use in the TC District

Request by ZA to make changes to Demolition ordinance & Storage Container regulations

Reports: 2017 Annual Planning Report – approved by PC – April 16, 2018

2017 Annual FRO Report – submitted to MD DNR – March 7, 2018

Grants: MEA Smart Energy Communities grant application – award granted – May 2017

Meetings: Next Middletown Green Team Meeting – May 16, 2018

Next Joint town board/planning commission workshop – May 7, 2018

Middletown Planning Office

MEMORANDUM

Date: 4/23/2018

To: Burgess & Commissioners, Middletown
From: Cynthia Unangst, Middletown Staff Planner
RE: 2017 Annual Planning and Zoning Report

Attached are the 2017 Middletown Annual Planning Report, Permit List and Annual Report map. These documents are being presented to the Burgess & Commissioners upon adoption by the Middletown Planning Commission on April 16, 2018.

The Annual Report includes all activity performed by the Middletown Planning Commission, Board of Appeals, and Planning Staff for the calendar year 2017. State Law requires that an Annual Report be created, adopted, and filed each year for those governing bodies exercising local planning and zoning authority. This report is also being forwarded to the appropriate State and County agencies for their records.



MIDDLETOWN PLANNING COMMISSION

2017

ANNUAL REPORT

Approved April 16, 2018 by Middletown Planning Commission

BURGESS & COMMISSIONERS

John Miller, Burgess (4/2016-4/2020)

Jennifer Falcinelli, Burgess Pro-tem (4/2014-4/2018)

Larry Bussard (4/2014-4/2018)

Richard Dietrick (4/2014-4/2018)

Chris Goodman (4/2016-4/2020)

Tom Catania (4/2016-4/2020)

Andrew J. Bowen, Town Administrator

Middletown Planning Commission

Mark Carney, Chairman (12/2016-12/2021)

David Lake (1/2017-1/2022)

Bob Miller (5/2013-5/2018)

Rich Gallagher (12/2016-12/2021)

Tom Catania, Comm. Ex-Officio (4/2016-4/2020)

Dixie Eichelberger, Alt. (2/2014-6/2017, 6/2017-2/2021)

Meredith McKittrick, Temp. Alt. (1/2017-6/2022)

Middletown Board of Appeals

Fred Rudy, Chair (6/2016-4/2017)

Thomas Routzahn (1/2017-1/2020)

Tim Coakley (1/2017-1/2020)

Daphne Gabb, Chair (4/2017-5/2019)

Alex Kundrick, Alternate (2/2014-2/2017,

3/2017-3/2020)

Planning Department Staff

Cynthia K. Unangst

Town Zoning Administrator

Ron Forrester

Engineering Staff

Bruce Carbaugh, Director of Public Works

J.R. Hawkins, Project Manager

INTRODUCTION

Section 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the Planning Commissions of non-charter counties and municipalities prepare, adopt and file an annual report with the local legislative body and a copy of the report be mailed to the Director of the Maryland Department of Planning. The report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is or is not consistent with a variety of adopted plans. The report thus informs both the Planning Commission and local legislative body about the strengths and weaknesses of the local planning program.

POPULATION IN MIDDLETOWN

<u>YEAR</u>	<u>POPULATION</u>	<u>INCREASE OR DECREASE</u>
1970 Census	1,262	N/A
1980 Census	1,748	486
1990 Census	1,834	86
2000 Census	2,668	834
2010 Census	4,136	1468
2011 Estimate	4,163	27
2012 Estimate	4,272	109
2013 Estimate	4,295	23
2014 Estimate	4,313	18
2015 Estimate	4,321	8
2016 Estimate	4,336	15
2017 Estimate	4,372	36

TEN YEAR PERIODS OF POPULATION GROWTH based on Census

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	<u>1,468</u>
	2,874

MIDDLETOWN PLANNING COMMISSION

The Middletown Planning Commission is a five-member commission with two alternates, which has review and approval authority of site plans and subdivisions. In addition, the Planning Commission makes recommendations to the Burgess and Commissioners on rezoning and annexations, and reviews and comments on text amendments and any other issue, which is planning related. The Middletown Planning Commission also makes recommendations to the Middletown Board of Appeals on cases involving special exceptions.

PLAN REVIEWS - 2017

All plans reviewed and approved were consistent with the Middletown Comprehensive Plan adopted in 2010, the Middletown Zoning Code, and the Middletown Subdivision Regulations. **(Plan and plat names are shown on attached map.)**

CONCEPT PLANS

Name Units Zoning Request for:

None

SITE PLANS

Name Units Zoning Request for:

1A. 219 S. Jefferson Street 1 R-3 Approval of demolition of dwelling and shed
Demolition (Approval 2/20)

1B. Harris Garage Demolition 1 R-1 Approval of demolition of a garage
Prospect Street (Approved 4/17)

1C. Miller Property Demolition 1 TC Approval of demolition of partial building
East Main Street (Approved 6/19)

1D. Geiger Shed Demolition 1 TC Approval of demolition of shed
West Main Street (Approved 8/21)

1E. Williams Coop Demolition 1 R-2 Approval of demolition of chicken coop
East Main Street (Approved 10/16)

MASTER PLANS

Name Units Zoning Request for:

None

PRELIMINARY PLANS

Name Units Zoning Request for:

None

MASS GRADING/SWM PLANS

Name Units Zoning Request for:

None

IMPROVEMENT PLANS

Name Units Zoning Request for:

2A. Middletown School Complex n/a OS Review of improvement plans for
Schoolhouse Drive school complex roadway (Commented 4/17)

2B. Miller Property 1 TC Approval of improvement plans for new
East Main Street commercial businesses (Approved 10/16)

FOREST CONSERVATION PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
3. School Complex Roadway Schoolhouse Drive	1	OS	Approval of FRO plans for school complex roadway (Approved 4/17)

SUBDIVISION PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

ADDITION PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
4. East Green Street	2	R-2	Addition of small parcel areas to existing lots (Approved 1/16)

FINAL PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

RE-ZONING REQUESTS:

None

ANNEXATIONS:

Admar Property Coblentz Road	94 acres	R20	Recommendation of approval to annex property into town boundaries (2/20)
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TEXT AMENDMENTS:

Text Amendments recommended to Burgess and Commissioners for adoption. (Municipal Code Number)

None reviewed

BOARD OF APPEALS: (Applicant names are shown on attached map)

<u>Applicant</u>	<u>Request</u>	<u>Location</u>	<u>Motion</u>	<u>Date</u>
A. H. Brown	variances from min. lot width, side yard setbacks, and front yard setback for single family dwelling	219 S. Jefferson	Approved	2/22
B. Gauthier	variances of 12' from required 18' setback for a pool	701 Glenbrook Drive	Approved	7/26

INFRASTRUCTURE PROJECTIONS:

TRANSPORTATION:

Action taken by the Town in the year 2017 has been consistent with the Town Comprehensive Plan and best management planning practices.

The Town Comprehensive Plan includes roadway alignments both north and south of town that will be requirements of any future annexation agreements. Future development should incorporate roadway dedication and construction to provide minimum collector type road links from east to west, and a collector from US 40-A north to I-70.

The State Highway Administration has funded the Main Street streetscape project and the notice to proceed to construction was received on September 6, 2016. The limits of the project extend from the western edge of town to the eastern edge of town, and includes the replacement of water mains from Coblenz Road to Eastern Circle. The SHA scope of work includes replacement of storm water lines in the Main Street SHA right-of-ways and relocating some utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks. The project also includes landscaping and planting of new trees. The project is expected to be completed on June 21, 2019.

Improvements to West Green Street were started in FY 2016 and were completed in June of 2017. The project included new sidewalks, storm drain, curbs and gutter, as well as the addition of public parking along the street.

WATER SUPPLY AND DISTRIBUTION:

The Town depends on 23 wells, 4 major groups of springs, two reservoirs, and a 400,000-gallon elevated water storage tank to supply water to the Town. The current total withdrawal permitted by the Town is 387,000 gallons per day (gpd). The average daily use for 2017 was 305,000 gpd. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and there were no violation levels in 2017. The Town has an engineering study underway for the replacement of the reservoirs.

WASTE WATER TREATMENT FACILITIES:

The East End Wastewater Treatment Plant (WWTP) on the south side of Holter Road at Hollow Creek is designed to process 350,000 gpd of sewerage. The current discharge permit for the plant is 250,000 gpd. Average daily flows for 2017 were 227,000 gpd.

The discharge permit for the West End WWTP at Catocin Creek in the southwest section of Town is 250,000 gpd. Average daily flows for 2017 were 203,000 gpd.

There were no violations for either plant in 2017.

PARKS AND GREENWAYS:

In 2017, the Town developed a new recreation area in the downtown called Heritage Park which is located across West Main Street from the Municipal Center. This park includes a fountain and mural with interchangeable historic images of Middletown. The Town also installed a footbridge over Cone Branch Creek, across Franklin Street from the Primary School, for continuation of the walking trail system around the Town. The walking trails will be completed in 2018 that connect to this footbridge and Remsberg Park. Trail signage was installed in four locations at the origin of trails in Town that

show the trail system as a whole and information about the site-specific trail. The locations of the trail signage are as follows: off Franklin Street near the Primary School on the Cone Branch Trail; at the beginning of the walking trail at Remsberg Park; near the basketball courts at Wiles Branch Park on the Wiles Branch Trail; and off Layla Drive on the Foxfield Trail. Once the streetscape project is completed, an additional sign will be installed on the Cone Branch Trail off East Main Street.

PROTECTION OF HISTORIC STRUCTURES:

The Town regulations regarding the demolition of buildings are a zoning control (Section 17.32.160, Zoning, Middletown Municipal Code), which requires a Demolition Permit. This permit allows a building to be inventoried prior to the demolition but does not prohibit demolition. Photos are taken before buildings are to be torn down and are archived.

The Town has two historic districts that are listed in the National Register of Historic Places. Properties that are listed as “Contributing” to the significance of the historic districts may voluntarily participate in government programs that provide financial benefits to property owners who undertake maintenance projects that comply with the Secretary of the Interior’s Standards for Rehabilitation. In order to provide a certain level of customer service to property owners in Middletown, the Town established a Historic Commission to act as a conduit between the property owner and the available programs. The Historic Commission only meets when a property owner wishes to take advantage of these specific programs.

Main Street Middletown, MD, Inc. is a 501c3 organization that supports the economic development of the Town. In 2017, the organization started a direct financial incentive program to help offset the expenses associated with the physical improvement and maintenance of historic properties. Through Main Street Middletown’s Façade Improvement Program, commercial properties that are listed as Contributing to the Middletown Historic District, that make improvements that conform to the Secretary of the Interior’s Standards for Rehabilitation, may be reimbursed up to 50% of eligible project costs. In 2017, The Main Cup, a restaurant and bar, took advantage of the program to restore the historic Main’s Ice Cream sign associated with the property.

In addition, Main Street Middletown has taken on the historic plaque program that was formerly managed by the Town. In 2017, the organization reached its goal of adding 6 additional properties with honorary plaques for a total of 19. Main Street Middletown received funding from the Heart of the Civil War Heritage Area through a Mini-Grant to help off-set the expenses of each plaque.

STRATEGIC PLANNING INITIATIVES

ZONING ORDINANCE UPDATE

The Town Board approved the addition of Outdoor Lighting regulations to the Middletown Municipal Code in February 2017.

COMPREHENSIVE PLAN REVIEW

Since there have been no policy changes made in recent years to warrant an update to the Town’s Comprehensive Plan the update process will begin in 2018 to be completed in conjunction with the

availability of the 2020 Census data. The Maryland Department of Planning now requires a ten-year review.

PLANNING COMMISSION RECOMMENDATIONS:

ONGOING RECOMMENDATIONS:

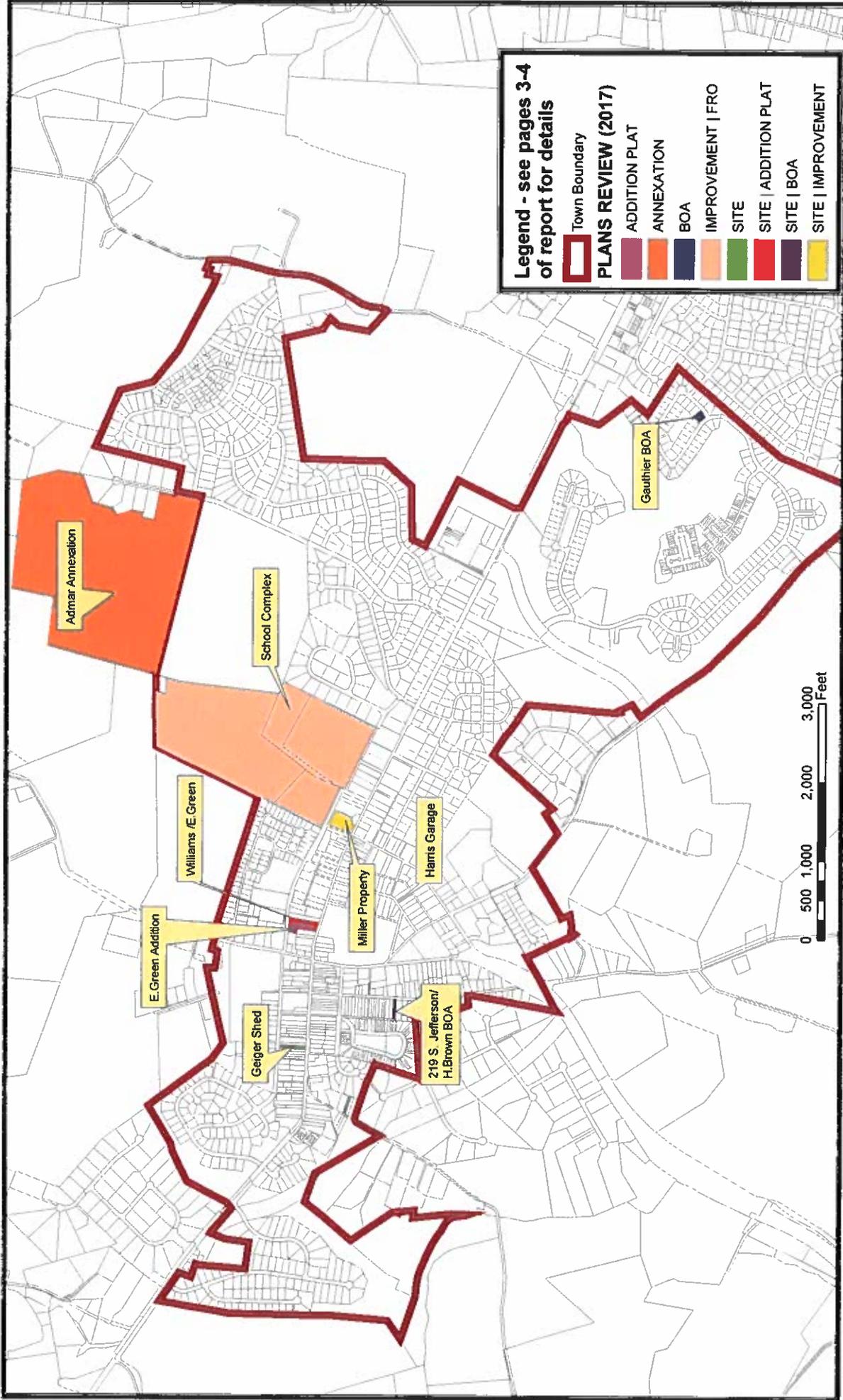
1. Review walkway and road construction strategies to be incorporated into current & future growth and development.
2. Review and refine a management system which includes checklists for the plan review process to help ensure that files are complete and easily accessible, and which verifies that all agency approvals are in place.
3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.
4. Promote and develop a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.
5. Work closely with the Main Street Program to help revitalize downtown Middletown.
6. Promote sustainable development practices thru the development review process as outlined in the 2010 Middletown Comprehensive Plan, along with potential projects to consider for any applicable funding associated with the new Sustainable Communities designation through DHCD.

NEW RECOMMENDATIONS:

1. Establish town regulations to address blighted properties.
2. Work with the Sustainability Committee on implementing energy-saving and renewable energy strategies and policies for the town.

Permits Issued

TYPE	1996-2000	2001	2002	2003	2004	2005	5 yr.	2006	2007	2008	2009	2010	5 yr.	2011	2012	2013	2014	2015	5 yr.	2016	2017	2018	2019	5 yr.
	Single - Family	168	75	106	92	45	22	340	30	31	12	17	23	113	10	12	5	8	4	39	8	25		
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0			
Duplex	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0			
Townhouse	0	0	0	42	15	0	57	16	19	23	24	0	82	0	0	0	0	0	0	0	0			
Apartments	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Interior Improvements	0	9	11	20	19	22	81	18	20	19	12	19	88	15	11	12	15	17	70	16	25			
Additions	0	6	15	15	28	20	84	8	12	2	6	2	30	6	7	4	2	4	23	1	4			
Pools & Hot Tubs	23	7	9	9	16	4	45	8	12	7	4	3	34	2	6	5	2	1	16	2	6			
Decks & Porches	106	18	38	36	64	39	195	37	41	31	27	28	164	32	19	9	15	21	96	14	16			
Accessory Structure	66	14	15	24	23	16	92	18	13	14	9	9	63	6	5	7	8	15	41	11	15			
Fences	66	18	27	41	36	29	151	23	16	25	24	20	108	16	24	13	15	16	84	23	19			
Demolitions	7	1	1	0	1	2	5	0	2	0	2	1	5	2	1	2	1	3	9	5	5			
Propane Tanks	0	1	1	3	6	6	17	3	4	2	2	1	12	6	2	4	1	0	13	0	1			
Trailers	0	3	2	0	0	3	8	0	0	0	0	0	0	0	0	0	0	0	0	2	0			
Pump Station	0	1	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0			
Signs	16	8	6	4	4	7	29	5	7	2	5	6	25	7	8	6	10	8	39	3	4			
Solar panels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	37	20	61	25	7			
New Commercial	15	2	4	0	0	0	6	0	0	0	0	1	1	0	0	2	0	2	4	1	0			
Commercial Conversion	0	4	5	7	6	8	30	1	2	7	3	3	16	4	6	5	5	8	28	1	4			
Industrial Conversion	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Office Conversion	0	4	4	0	1	4	13	14	3	0	5	2	24	0	3	0	0	3	6	0	1			
Other									2	1	2	2	7	5	4	4	6	4	23	1	4			
Total Permits	468	173	245	293	264	182	1157	182	184	146	142	120	774	111	108	83	125	126	553	113	136			



Middletown 2017 Annual Report Map





TO: The Burgess and Commissioners
FROM: Becky Axilbund, Main Street Manager
SUBJECT: May Workshop Report
DATE: May 3, 2018

ORGANIZATION:

Staff/Volunteers/Board

- Main Street Middletown has their Annual Meeting in May when we add new members to the Board. We are looking forward to several new board members.
- The Main Street Manager is providing a Main Street 101 training for new or existing board members, or new volunteers on Tuesday, May 15th at 5:30. If the Burgess and Commissioners are interested in a refresher course about Main Street, please let me know, you are welcome to attend!

Budget:

- We are applying for two grants from the Community Legacy Fund from the Department of Housing and Economic Development. The grants are due on May 15.

19-21 West Main Street:

- We received the final inspection from Frederick County to obtain a Use and Occupancy Permit.
- We are excited to receive a presentation check from Preservation Maryland for our Fall award of \$10,000 to go towards the purchase of 19-21 West Main Street.
- We have ordered a sign for the building.

PROMOTIONS:

Events:

- Coloring the Street – was an awesome day, with a wonderful turnout! We enjoyed this event and will be sure to include this again next year!
- Middletown Walking Tour Emphasizing the Links between Historic Preservation and Sustainability will take place, Saturday, May 19th. Main Street is partnering with the Town's Green Talks Series to make this presentation. The event will begin with a presentation in Town Hall where I will provide an overview of Middletown's architectural history and point out certain details to help people look at older buildings as they tour. In addition, I will discuss aspects or characteristics of older buildings that lend themselves to being inherently green. Each tour stop will be branded with signage

and flowers, have a docent to lead guests through, and will allow people to spend a little more time at each location. The tour also features homes that are rarely open to the public. The event begins at 11am and ends at 3:30pm. Visitors can come and go as they please. Maps will be provided. The Town's Sustainability Committee will be on hand to demonstrate best practices on planting, and a member of the Monarch Society will also be at one of the tour stops to discuss monarch gardens (there is a new monarch garden at 100-104 West Main).

- Vintage Vehicles in the Valley will take place on Saturday, June 9, with registration beginning at 9am, and the overall event ending at 3:00pm. Plans for this event are well underway with band secured, two food vendors secured, and specific advertising on calendars of events for car shows.

Communications

- Main Street Middletown knows from our Marketing study that there are three basic general audiences that come to Middletown, local/in-county, out-of-county urban families, and the history enthusiast. There may be smaller sub-markets, but for the time being, we are directing the digital campaigns to align with the events. This method was recommended because it is easier to attract someone to a specific event, rather than a location.
- Our digital ad campaign is underway, and we are receiving analytics every two weeks. For Coloring the Street, we were able to use key words as well as a geo-region spread of 1-hour driving time from Middletown. That includes the DC metro area and Baltimore. We will target for the Walking Tour and Vintage Vehicles using the same method, but different key words and each event is targeted to a different audience.
- Each month we are including additional updates to the website, including adding the capability for payment for events online (such as the Vintage Vehicle registration will take place on our website and go through PayPal). We are also creating an enhanced business listing, that change requires us to invest in a more advanced plugin with more capacity and design flexibility. We are also adding a DONATE (call to action) button on the home page, since now people can start donating directly through PayPal. In June, we want to include a page for photos and have a Gallery of events and landscaped views.
- Our Facebook Photo contest for the Spring Quarter was launched on Monday, April 23 and will continue through the month of May.

ECONOMIC DEVELOPMENT COMMITTEE:

- Our next business mixer is scheduled for Friday, May 11 at 8:30am! Please mark your calendars and be ready to attend at Wren's Nest (100-104 West Main Street).
- In conjunction with Garrett Glover and the grant we have with the SBDC, we are creating a year's worth of business promotions. This is in an effort to bring different audiences and people downtown for different events at specific businesses, with suggested timing so it attracts people here during construction. While many of our businesses have regular promotions, we wanted to show that a mix of promotions, throughout the year, both large scale events, and specific location smaller events will

encourage more downtown visits. This is a How-To tool, meant to inspire each business with step-by-step directions on what they can do, and how Main Street can assist.

DESIGN:

- The Design Committee has sold four books within two weeks, and the interest in the publication is expanding.
- The Design Committee has taken the lead on creating the Walking Tour and creating specific content and training sessions for docents.

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

Town of Middletown
Zoning Administrator Monthly Staff Report

To: Burgess and Commissioners

From: Ron Forrester, Zoning Administrator

Date: 5/3/18

RE: Monthly Zoning Administrator Staff Report for April 2018

Board of Appeals (BoA) Meeting: No BoA public meetings / hearings conducted during month of April 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. The property owners have made the initial payment of their payment plan. They have no applied or contact the Zoning Administrator reference their intent to proceed with applying for a Special Exception to the BoA. An email was sent to the home owners on March 13, 2018 requesting they contact the Zoning Administrator regarding this matter, *No response to my email has been received from homeowners to date.* 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) 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.

(5) Restricted Vehicle / Recreational equipment parked on residential property. 701 East Main Street. A zoning ordinance violation notification letter was sent to property owner on March 6, 2018 for parking a boat on a trailer (recreational equipment) 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. Recreational equipment can be parked in the side or rear yard of residentially zoned property as long as it is effectively screened from adjoining properties and the screening is approved by the Zoning Administrator. Additionally, there was a Sprinter van parked on his property. 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 subsequently discussed this matter with homeowner on March 12, 2018 and told him the type of screening that would be acceptable for parking the boat on a trailer in a side yard. I told him the Sprinter van would need to be removed from his property unless he wanted to apply for a Special Exception from the Middletown Board of Appeals. The homeowner said that he has removed the Sprinter van from his property and will discuss with his wife what type of screening they want to use for the boat on a trailer. Open.

(6) Recreational equipment parked on residential property. 101 Lombardy Drive. A zoning ordinance violation notification letter was sent to property owners on March 15, 2018 for parking a utility trailer (recreational equipment) in the driveway (side yard) of their residential property which is a corner lot in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal code. The code states... “any recreational

equipment which is stored in the side and rear yards shall be appropriately screened from adjoining properties, and such screening shall be reviewed and approved by the zoning administrator in order to comply with this subsection.” Site inspection in early April found no utility trailer parked on property. Closed.

(7) Recreational equipment parked on residential property. 307 Washington Street. A zoning ordinance violation notification letter was sent to property owner on March 15, 2018 for parking a utility trailer (recreational equipment) in front of his garage in the front yard setback of his 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 is not permitted in the front yard setback areas of any lot. Site inspection in early April found no utility trailer parked on property. Closed.

(8) Freestanding business sign erected on property without sign permit being issued. 803 East Main Street. A zoning ordinance violation notification letter was sent to the Director of Bank Support Services at Middletown Valley Bank (MVB) on March 22, 2018 for placing a freestanding business sign in the right front section of their property in the Town Center Shopping Center in violation of Section 17.36.130 – Sign permits procedures – which states that it is a violation of the municipal code “...to erect, construct, install a sign without an approved sign permit being issued by the zoning administrator. The sign approval includes the location, placement and size of the sign. The bank director of facilities subsequently submitted a zoning certificate (sign permit application) via email. Permit physical submitted by MVB Bank on April 5, 2018 and approved by ZA the same day. Closed.

(9) Large Trash Dumpster placed on driveway. 100 Ivy Hill Drive. A zoning ordinance violation notification letter was sent to property owner on April 3, 2018 for placing / storing a large trash dumpster on their driveway in violation of Section 17.32.045 – Storage and disposal containers – of the Middletown Municipal Code. The code states that “no person who owns, leases, occupies or has charge of any premises or property, in whole or part, shall place, keep or maintain a storage container on the premise or property” The code does permit the zoning administrator to approve the placing, keeping or maintaining of a storage container or disposal container on property or premise in any zone if storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premise. Open.

(10) Outdated signage at Town Center Shopping Center. 805-815 East Main Street. The property management company for the Town Center Shopping Center was contacted regarding a free-standing sign erected at the right front of your property at the entrance / exit to the Town Center Plaza. The sign was a “Notice of Application Received” (Voluntary Cleanup Program) sign that was erected in late calendar year 2013 to advise citizens that the owners of the Town Center Plaza (Middletown Associates, LP at the time) had applied to participate in the Voluntary Cleanup Program under the Maryland Department of the Environment, Waste Management Administration’s Voluntary Cleanup Program. Citizens requesting information regarding this application or wishing to provide comments concerning the applicant’s proposal to participate in the Voluntary Cleanup Program were directed to contact the project manager for the program not later than January 20, 2014, which is over four (4) years ago. I contacted the Maryland Department of the Environment office in Baltimore, Maryland on April 4, 2018 and was told by staff members that the sign should be removed since the time frame for public comments and inquiries into the Voluntary Cleanup Program application submitted by the property owners had passed. The sign is no longer required by their Department of the Environment. Under Section 17.36.160 - Removal of signs – of the municipal code, “Any sign which advertises, identifies, or is otherwise related to or associated with ... (an) event or activity which is no longer ... active shall, ... be removed from the premises...”. The requirements for the exempt sign in support of the Maryland Department of the Environment are no longer valid so the property manager was requested to remove the sign as soon as possible. Notification was received from property manager that sign was removed on April 10, 2018. Closed.

(11) Recreational equipment parked on residential property. 401 East Main Street. A zoning ordinance violation notification letter was sent to property owners on April 5, 2018 for parking a camper trailer (recreational equipment) in front yard setback area 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 is not permitted in the front yard setback areas of any lot. Since this property is a corner lot, it has two front yards, two side yards and no rear yard. Additionally, they were occasionally parking camper trailer in side yard of their residential property without it being adequately screened from adjoining and adjacent properties as also required by Section 17.32.140 of the municipal code. Open.

(12) A citation and fine was send to homeowner for parking large utility trailer on street in front of residential property connected to F-350 Ford pick-up. 7 Knoll Side Lane. A citation and fine letter was sent to property owner on April 5, 2018 after being cited numerous times with zoning violation notification warning letters (July 22, 2016; September 2, 2016; January 6, 2017; and January 18, 2017) for parking recreational equipment in the street in front of his residential property. In the July 22nd letter, he was cited for having two ski jets on a trailer parked in his driveway (front yard setback of your property). In a September 2nd letter, he was cited for parking the ski jets and trailer on the street in front of his residence. In the January 6, 2017 letter, he was cited for repeatedly parking a large utility trailer hitched to a Ford F350 pick-up truck on the street in front of his residence which is in a R-1 Residential district. This violation continued from mid December 2016 to the first week of January 2017. In January 18, 2017, the homeowner was send a zoning ordinance violation letter with a citation and a \$200 fine for parking a utility trailer hitched to a F350 Ford truck on the street in front of his residence in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal Code. This fine was never paid. Section 17.04.030 (Definitions) of the municipal code states that “*recreational equipment*’ means any mobile apparatus specifically designed for recreational activities and including utility trailers, pickup campers, motorized dwellings, tent trailers, boat trailers, houseboats or storage containers used for transporting recreational equipment.” Section 17.32.140 (Recreational equipment) states that “Parking or storage of such equipment is not permitted in the front yard setback areas of any lot, and such equipment is not permitted to be parked or stored on public streets and rights-of-way.” In the January 6, 2017 zoning ordinance violation notification warning letter, the homeowner was requested to reframe from parking the large utility trailer or any recreational equipment on the street in front of his residential property after receipt of that letter. The homeowner was advised that any future violations of Section 17.32.140 (Recreational Equipment) would result in you being issued a citation and a \$100.00 fine for each day the zoning violation continues to exist. It was noted on March 13, 2018, March 14, 2018 and April 2, 2018 that the homeowner parked his large utility trailer hitched to a F350 Ford truck on the street in front of his residence in violation of Section 17.32.140 – Recreational equipment – of the Middletown Municipal Code. The homeowner was issued a citation and a fine of \$300 for parking recreational equipment on the street in front of your residence from the evening of March 12th to the morning of March 14th and on April 2, 2018 despite receiving three zoning ordinance violation letters and a citation/fine letter in the past. Section 17.08.110D – Enforcement – of the municipal code states “*A fine not to exceed one thousand dollars (\$1000) may be imposed upon any person committing a municipal infraction. Each day such violation is permitted to exist shall be considered a separate infraction.* The homeowner was advised that all fines shall be payable to the town within twenty (20) calendar days of the service of the citation.” Open.

Miscellaneous Zoning Issue:

None.

April 2018 Zoning Certificates - completed	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Jens and Kathy Andersen - replace existing 145 feet of deteriorated wire fencing with 4' (48") tall wooden picket fencing. Owners to install fencing. Owners knows where property lines are based on survey of property.	26 East Main Street	Town	4/2/18	4/2/18	no
Cary & Emma Knox - install approximately 252' linear feet of wooden pressure treated picket fence which is 42" high with 48" high wooden posts. There will be three gates in fence. Owner to install and requested to ensure he knows where property lines are before installing fence.	207 Mina Drive	Town	4/2/18	4/2/18	no
Robert & Janna Barrick - install a 8' x 10' pre-fabricated shed / accessory building in rear yard of residential property,	4 Caroline Drive	Town	4/4/18	4/4/18	no
Mahesh Krishnamoorthy - finishing basement to include recreation room, workout area and storage.	512 Glenbrook Drive	172123	4/5/18	4/18/18	yes
Middletown Valley Bank (MVB) - install a free-standing sign in the front right corner of lot at 803 East Main Street. Sign is 65" high and 105" wide.	803 East Main Street	Town	4/5/18	4/5/18	no
Sunshine Properties, LLC - install a 6' x 8' A-Frame shed in center of rear yard 6' from side and rear property lines and 10' from primary structure on property.	102 East Green Street	Town	4/9/2018	4/16/2018	no

April 2018 Zoning Certificates – completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Stanley Schlepp - replace 10' section of split rear fencing between house and existing fencing with 4' high wrought iron fencing to match existing fencing on property.	4 Jesserong Drive	Town	4/12/18	4/16/18	no
ADW Inc. - (Middletown Valley Investment LLC) - partially finishing space for new tenant in Building 3 at Cross Stone Commons Shopping Center, Unit 208 (Fratelli's Italian Restaurant)	200 Middletown Parkway	175712	4/17/18	4/24/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 63); Ryan Homes. Style: Brentwood; Elevation K with partially finished basement to be recreation room, media room and full bathroom, rear sunroom, rear screened porch, gas fireplace and a two-car garage. Partial stone veneer on front of house.	319 Ingalls Drive	175916	4/20/18	4/30/18	yes
Middletown Commons Holdings (Middletown Glen) - new single-family dwelling (SFD). (Lot 43); Ryan Homes. Style: Columbia; Elevation B with partially finished basement to be recreation room, covered front porch, gas fireplace and a two-car garage. All siding on exterior walls.	212 Ingalls Drive	175922	4/20/18	4/30/18	yes

April 2018 Zoning Certificate- completed (continued)	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Steve Holmes - construct new composite deck on rear of SFD. The initial Zoning Certificate issued/approved on 5/23/17 (#159535) still valid for work. New permit needed from county because old builder cancelled permit without advising homeowner.	201 Tobias Run Court	176239	4/26/18	4/30/18	yes
Sean Mahar - installing a 20' x 16' deck on rear of SFD. Casey Fence & Deck is contractor for installation of deck.	203 Ingalls Drive	176428	4/26/18	4/30/18	yes
Nicholas Carroll - install / construct new deck, 12' x 19' on rear of SFD.	121 Ingalls Drive	176432	4/30/18	4/30/18	yes
Adam Martin – install a new wood and composite deck on rear of SFD. River Valley Construction (Jim Weaver) is prime contractor.	115 Ingalls Drive	172536	3/26/18	4/16/18	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
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 Farmstead Place		12/21/18		no
Edward & Lisa Augustine - install a 16' x 20' prefab garage to be located at the end of the driveway next to the house and install a 12' x 24' freestanding pavilion next to their swimming pool. Note: yard completely enclosed by fence.	8 Woodmere Circle		4/19/2018		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	<u>Expired Permit</u>	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
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	Homeowner withdrew zoning certificate	yes