



## AGENDA FOR THE TOWN MEETING

November 26, 2018

7:00 p.m.

### PLEDGE TO THE FLAG

Red Indicates – Action Item  
Green Indicates – Ordinance Introduction  
Blue Indicates – Discussion Item with Links

### CALL TO ORDER

### CONSENT AGENDA

- Town Meeting Minutes
  - [November 1, 2018 – Town Workshop](#)
  - [November 12, 2018 – Town Meeting](#)

### PERSONAL REQUESTS FOR AGENDA:

### UNFINISHED BUSINESS:

- [Street Name Approval for Memar Development](#)
- [Introduction of Ordinance 18-11-01 – Bed & Breakfast in R-1 Zoning District by Special Exception \(First Reading\)](#)
- [Introduction of Ordinance 18-10-01 – Microbreweries \(Second Reading\)](#)
- [Wayfinding Signs](#)
- Natelli Field – Drainage Update

### NEW BUSINESS:

- [Proposal for Walking Trail from Middletown Glen to High School](#)
- [MOU for Banner Display at Richland Golf Course](#)

### PUBLIC COMMENTS:

### ANNOUNCEMENTS:

- *Christmas in the Valley – Saturday, December 1, 2018 from 4:00PM to 8:00PM in the Downtown*

### ADJOURNMENT

# **BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND**

## **TOWN MEETING MINUTES**

### **WORKSHOP MEETING**

**November 1, 2018**

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

### **STAFF REPORTS:**

Community Deputy Report – Deputy Rowe gave the report for October.

Staff Planner Report – Cindy gave her report.

Engineer's Report – Bruce gave his report.

Main Street Manager's Report – Becky gave her report.

### **UNFINISHED BUSINESS:**

**Schedule of Public Hearing for Ordinance 18-10-01 –**

### **REPORT OF COMMITTEES:**

**WATER & SEWER – no report**

**PUBLIC WORKS – no report**

**SUSTAINABILITY – no report**

**PLANNING COMMISSION – no report**

**PARKS and RECREATION – no report**

**PUBLIC INFORMATION – no report**

### **NEW BUSINESS:**

**Determination of Tax Equity or Tax Set off from the County – vote will occur at the November 12, 2018 meeting.**

**Discussion of Phasing Plans for Broad Street & Franklin Street Reconstruction -**

### **COMMENT:**

### **ANNOUNCEMENTS:**

- *Green Craft Project(s) – Saturday, November 17, 2018 from 12:30-1:30pm. at Middletown Library*
- *Middletown Valley Historical Society Camp David Talks – Saturday, November 17, 2018 at 7pm. at Christ Reformed Church*
- *Small Business Saturday – November 24, 2018 in the Downtown*
- *Christmas in the Valley – Saturday, December 1, 2018 from 4-8pm. in the Downtown*

Workshop adjourned at 8:56pm.

Respectfully submitted,

Ann Griffin  
Office Manager

# ***BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND***

## **TOWN MEETING MINUTES**

### **REGULAR MEETING**

**November 12, 2018**

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

### **CONSENT AGENDA:**

- Financial Statements
- Town Meeting Minutes – October 22, 2018

Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Dietrick. Motion carried 5-0.

### **UNFINISHED BUSINESS:**

**Schedule of Public Hearing for Ordinance 18-10-01 – Microbreweries** – Public Hearing to be held December 6, 2018 at 7pm.

**Street Name Approval for Memar Development** – Harvest View Circle, Winter Corn Way and Summer Wind Trail are the names that the Committee came up with.

Motion by Commissioner Bussard to approve the street names as presented, seconded by Commissioner Falcinelli. Motion carried 5-0.

### **REPORT OF COMMITTEES:**

**WATER & SEWER** – Commissioner Falcinelli reported:

Water use for October – 332,306 gal., spring flow for October – 121,314, East WWTP treated 240,000 gals. and the West WWTP treated 325,000 gals.

Reed bed sludge removal was done by employees and saved \$7,000.

Reservoir tank design is complete waiting on the final design report. Plan is to bid this project in the spring with construction to start in June or July 2019.

**PUBLIC WORKS** – Commissioner Bussard reported:

Guys have been busy getting equipment ready for winter, they've put up the Veteran's banners, removed the fountain and the contractor has been continuing work on making our sidewalks ADA.

**SUSTAINABILITY** – Commissioner Dietrick reported:

Green Expo will be April 27, 2019 in conjunction with Coloring the Street.

Green Talks to be held Saturday, November 17 at the Middletown Library 12:30-1:30pm. – Pruning Practices & Green Craft Project(s).

**PLANNING COMMISSION** – no report.

**PARKS AND REC. COMMITTEE** – Commissioner Goodman reported:

Waiting on prices for tar n chip for possible trails. Not much activity going on at the parks now that the cold weather is here.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

Encouraged everyone to sign up for our email notifications, follow us on Facebook and twitter.

**NEW BUSINESS:**

**Determination of Tax Equity or Tax Set off from the County** – Commissioner Bussard motion to keep it as tax equity, seconded by Commissioner Goodman. Motion carried 5-0.

**Discussion of Phasing Plans for Broad Street & Franklin Street Reconstruction** – Drew went over the proposed upgrades on this project and phasing plans.

Ron Moss, 213 Broad Street – stated that his concern is speeding on Broad Street. Mr. Moss asked the Commissioners to look into ways to reduce speeding when designing this project.

**PUBLIC COMMENTS:**

**Maddie Remsberg, 336 South Jefferson Street** – reached out to Commissioner Goodman about not street light in the area of 340-342 South Jefferson Street. Ms. Remsberg stated that over the weekend there was a head on collision in this area and feels that if this area was lit this may not have been an issue. The Board will investigate this.

**ANNOUNCEMENTS:**

- *Pruning Practices & Green Craft Project(s) – Saturday, November 17, 2018 from 12:30-1:30pm. at Middletown Library*
- *Middletown Valley Historical Society Camp David Talks – Saturday, November 14, 2018 at 7pm. at Christ Reformed Church*
- *Small Business Saturday – November 24, 2018 in the Downtown*
- *Christmas in the Valley – Saturday, December 1, 2018 from 4-8pm. in the Downtown*

Workshop adjourned at 7:56pm.

Respectfully submitted,

Ann Griffin  
Office Manager



## Memorandum

To: Burgess and Commissioners

From: Cynthia K. Unangst, Staff Planner

Date: 11/20/2018

RE: FOXFIELD SECTION 6 STREET NAMES PC RECOMMENDATIONS

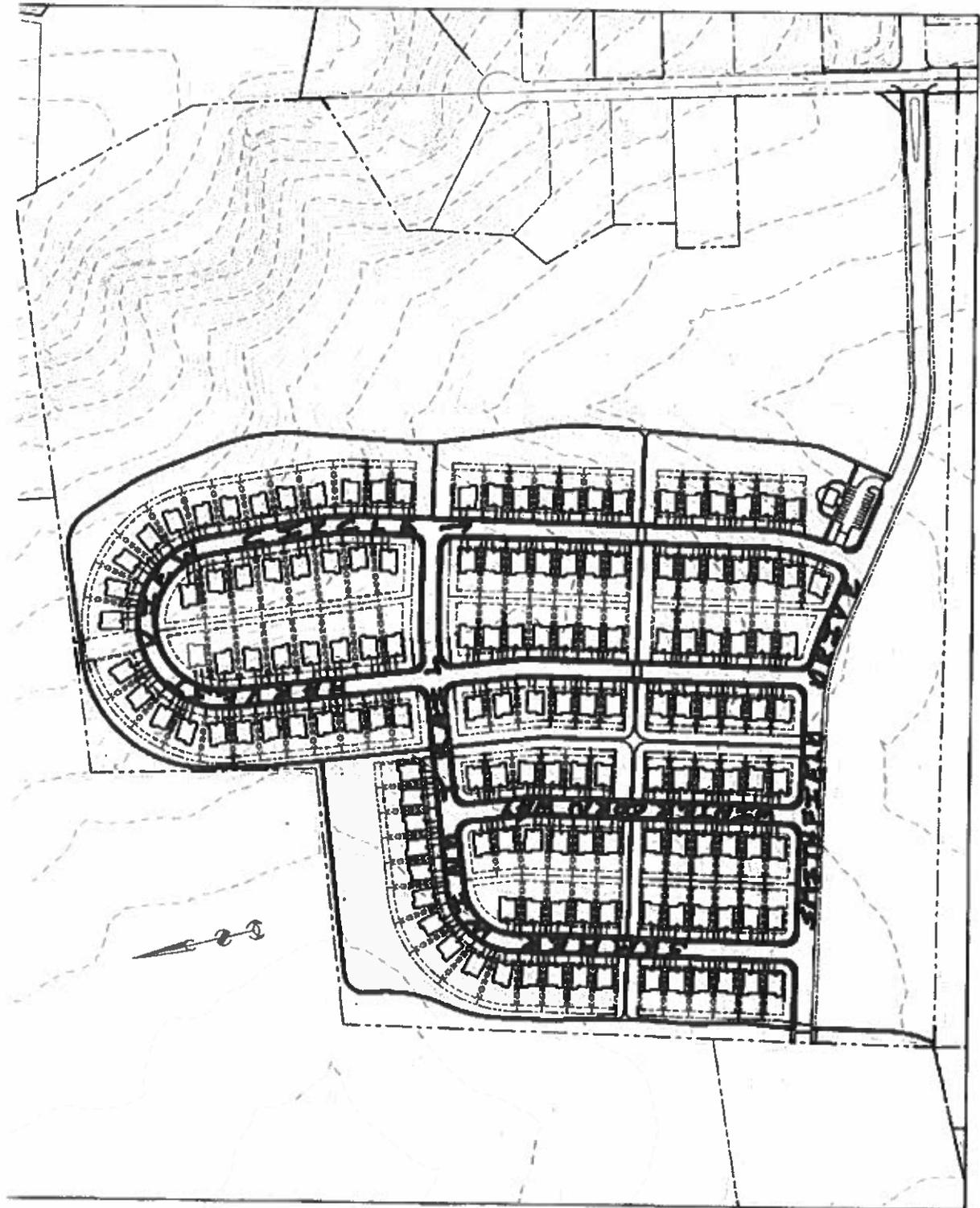
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The Middletown Planning Commission discussed the proposed street names from the Streets Committee at their meeting on Monday, November 19, 2018.

The Staff Planner inadvertently met with County officials last Wednesday, November 14<sup>th</sup>, and received clarification on county guidelines regarding street types. These guidelines assist emergency services with the movement of emergency equipment during emergency responses. The County would like any street name ending in Circle to be used in conjunction with either a public rotary, or when a street has a large loop with no through movement. Harvest View Circle does not meet either of those guideline conditions. After reviewing the suggestions and discussions from the October Planning Commission workshop, the Planning Commission decided by consensus to modify the name of Harvest View Circle to Harvest View Run in its recommendation to the Town Board. The Planning Commission is in consensus with the street names Winter Corn Way, Summer Wind Trail, and Smithfield Drive.

There was also discussion at the meeting about Smithfield Drive based on discussions at the last joint workshop. It was suggested at the joint workshop that Smithfield be a divided road its full length from Coblenz Road to the west, and traffic circles be used at intersections to help slow down traffic. The Planning Commission recognizes that this would be part of the public works discussion for this development and outside of the scope of the Planning Commission. The Planning Commission is restricted to the guidelines within the Town Design Manual with very limited flexibility to make other recommendations. The Planning Commission suggested that within this Memar development that Smithfield Drive ought to be changed to Smithfield Boulevard from Coblenz Road to the west if it indeed were built as a boulevard.

148 ACTIVE ADULT LOTS



**ORDINANCE NO. 18-11-01**

**AN ORDINANCE TO AMEND TITLE 17, CHAPTER 17.16, SECTIONS 17.16.020 AND 17.16.030 OF THE MIDDLETOWN MUNICIPAL CODE TO AUTHORIZE THE USE OF PROPERTY AS A BED AND BREAKFAST IN THE R-1 ZONING DISTRICT BY SPECIAL EXCEPTION AUTHORIZED BY THE BOARD OF APPEALS; TO DELETE THE REFERENCE TO BED AND BREAKFAST BY SPECIAL EXCEPTION IN THE R-2 DISTRICT AS SUPERFLUOUS.**

**SECTION I. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.16, Sections 17.16.020 and 17.16.030 of the Middletown Municipal Code be, and hereby are amended as follows. Language being repealed and deleted is designated by being in ~~{brackets and striken through}~~. New language is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

**TITLE 17 ZONING**

17.16.020 - R-1 district.

- A. *{Unchanged}*
- B. *{Unchanged}*
- C. Special Exception in the R-1 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060:
  - 1. Any special exception use in the R-20 district except active adult communities;
  - 2. Barber shops, beauty parlors;
  - 3. Professional office (physician, dentist, architect, engineer, attorney or similar profession).
  - 4. **BED AND BREAKFAST**

17.16.030 - R-2 medium residential district.

A. *{Unchanged}*

B. *{Unchanged}*

C. Special Exceptions in the R-2 District. The board of appeals may authorize the following principal uses as special exceptions in accordance with the provisions of Section 17.44.060:

1. Any special exception use in the R-1 district except active adult communities;

2. Convalescent or nursing home;

~~{3. Bed and breakfast;}~~

~~{4.}~~ 3. Multifamily dwellings, such as apartments containing no more than twelve (12) individual residential units within a single building;

~~{5.}~~ 4. Townhouses;

~~{6.}~~ 5. Parking lots.

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

**INTRODUCED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018**

**PASSED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018**

**EFFECTIVE DATE: \_\_\_\_\_, 2018**

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

By: \_\_\_\_\_  
John D. Miller, Burgess

**ORDINANCE NO. 18-10-01**

**AN ORDINANCE TO AMEND TITLE 17, CHAPTER 17.04 TO ESTABLISH MICROBREWERIES AS A PERMITTED USE IN THE GC GENERAL COMMERCIAL AND TC TOWN COMMERCIAL ZONING DISTRICTS; TO PROVIDE A DEFINITION FOR THE TERM “MICROBREWERY”; TO AMEND SECTION 17.02.080 TO CLARIFY THE DATE BEFORE WHICH A STRUCTURE MUST BE IN EXISTENCE IN ORDER TO USE THE STRUCTURE FOR FABRICATION, LIGHT ASSEMBLY AND STORAGE.**

**SECTION I. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of Middletown that Title 17, Chapter 17.04, Section 17.04.030 of the Middletown Municipal Code be, and hereby is, amended as follows. The amendment shall add only the definition stated, and the remaining provisions and definitions of Section 17.04.030 shall remain unaltered. New language is designated by being in **BOLD CAPITAL LETTERS**:

**TITLE 17 ZONING**

**Chapter 17.04 - ADOPTION, PURPOSE AND DEFINITIONS**

**17.04.030 - Definitions.**

For the purpose of this title certain terms or words used in this chapter shall be interpreted as follows:

**“MICROBREWERY” MEANS A FACILITY WHICH IS USED FOR THE PRODUCTION OF NO MORE THAN ONE THOUSAND (1,000) BARRELS OF BEER ANNUALLY AND WHERE SUCH BEVERAGES ARE BREWED EITHER FOR CONSUMPTION AT AN ON-SITE TASTING ROOM OR TO BE SOLD AS PACKAGED GOODS FOR WHOLESALE DISTRIBUTION AND WHICH FACILITY IS PROPERLY LICENSED BY THE STATE OF MARYLAND FOR SUCH USE AND ACTIVITY.**

**SECTION II. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.20, Sections 17.20.010 and 17.20.020 of the Middletown Municipal Code be, and hereby are amended as follows. New language is designated by being in **BOLD CAPITAL LETTERS**:

## TITLE 17 ZONING

### Chapter 17.20 – COMMERCIAL DISTRICTS

17.20.010 - TC town commercial district.

A. *{Unchanged}*

B. Uses Permitted in the Town Commercial District. No building or structure may be erected or used or occupied except for one or more of the following principal uses subject to site plan approval in accordance with Section 17.20.050 of this Code:

1. – 8. *{Unchanged}*

9. Light assembly and fabricating: clothing, draperies, curtains, furniture and cabinets, tool and die, bakery, electrical components, toys, books, **MICROBREWERIES**. (subject to Section 17.20.080);

10. – 16. *{Unchanged}*

C. *{Unchanged}*

17.20.020 - GC general commercial district.

A. *{Unchanged}*

B. Uses Permitted in the GC District. No building or structure may be erected or used and no land may be used or occupied except for one or more of the following principal uses:

1. – 10. *{Unchanged}*

11. Light assembly and fabricating: clothing, draperies, curtains, furniture and cabinets, tool and die, bakery, electrical components, toys, books, **MICROBREWERIES**. (subject to Section 17.20.080)

12. – 16. *{Unchanged}*

C. *{Unchanged}*

**SECTION III. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.20, Section 17.20.080 of the Middletown Municipal Code be, and hereby is amended as follows. Language being deleted is designated by being ~~{in brackets and stricken through.}~~ New language is designated by being in **BOLD CAPITAL LETTERS**:

#### TITLE 17 ZONING

##### Chapter 17.20 – COMMERCIAL DISTRICTS

17.20.080 - Fabrication, light assembly and storage uses.

**A.** Fabrication, light assembly and storage uses are permitted in the town commercial and general commercial zoning districts only in structures existing, ~~{provided the following}~~ **SUBJECT TO THE FOLLOWING SUB-SECTIONS 1 AND 2.** ~~{New structures may be allowed only upon the grant of a special exception by the Middletown Board of Appeals.}~~

~~{A}~~ **1.** A site plan is approved by the Middletown Planning Commission in accordance with Section 17.20.050;

~~{B}~~ **2.** During the site plan process, an engineer's certificate may be required regarding noise, dust, vibration and odor for review. The certificate shall certify that the proposed operation will not increase the impacts from the above noise, dust, vibration and odor beyond other permitted uses detectable at the property line. Hours of operation may be restricted by the planning commission due to noise, light and pedestrian or vehicle traffic.

**B. FABRICATION, LIGHT ASSEMBLY AND STORAGE USES IN THE TOWN COMMERCIAL AND GENERAL COMMERCIAL ZONING DISTRICTS ARE PERMITTED IN NEW STRUCTURES BUILT ONLY UPON THE GRANT OF A SPECIAL EXCEPTION BY THE MIDDLETOWN BOARD OF APPEALS.**

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

**INTRODUCED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018**

**PASSED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018**

**EFFECTIVE DATE: \_\_\_\_\_, 2018**

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

By: \_\_\_\_\_  
John D. Miller, Burgess



www.shannonbaum.com

# Artwork Approval

105 Competitive Goals Dr. Eldersburg, MD 21784 1-800-368-2295

**Customer Name**

Middletown

**File**

32x48 wayfinding.FS

**Date**

10/15/2018

**Designer**

Joe Weber

Color Matching

Providing Specific PMS Colors is the Easiest Way to Match Colors. Unless Provided, Colors will be Matched as Close as Possible.

*Thank you for choosing Shannon-Baum Signs & Graphics Inc. Your business is greatly appreciated!*



Notice: This drawing remains the exclusive property of Shannon-Baum Signs & Graphics Inc. This design can not be copied in whole or part, altered or exhibited in any manner without written consent of Shannon-Baum Signs & Graphics Inc. Exceptions are previously copyrighted artwork supplied by the client. Colors portrayed are representational. Actual color samples available upon request.

Customer Approval

Approval Date

Please verify the specifications carefully. A SIGNED APPROVAL is necessary to proceed with your order.

X

Archiving words around the  
logo



#### WAYFINDING MOCK UP

- This is the template for the wayfinding sign located on the west end Town headed East.
- **This uses the existing Middletown Welcome sign shape, size, color**
- Also, the bottom piece (not shown) like the Welcome Signs will also say the same words about the national road.

.5 Arching words around the logo



#### WAYFINDING MOCK UP

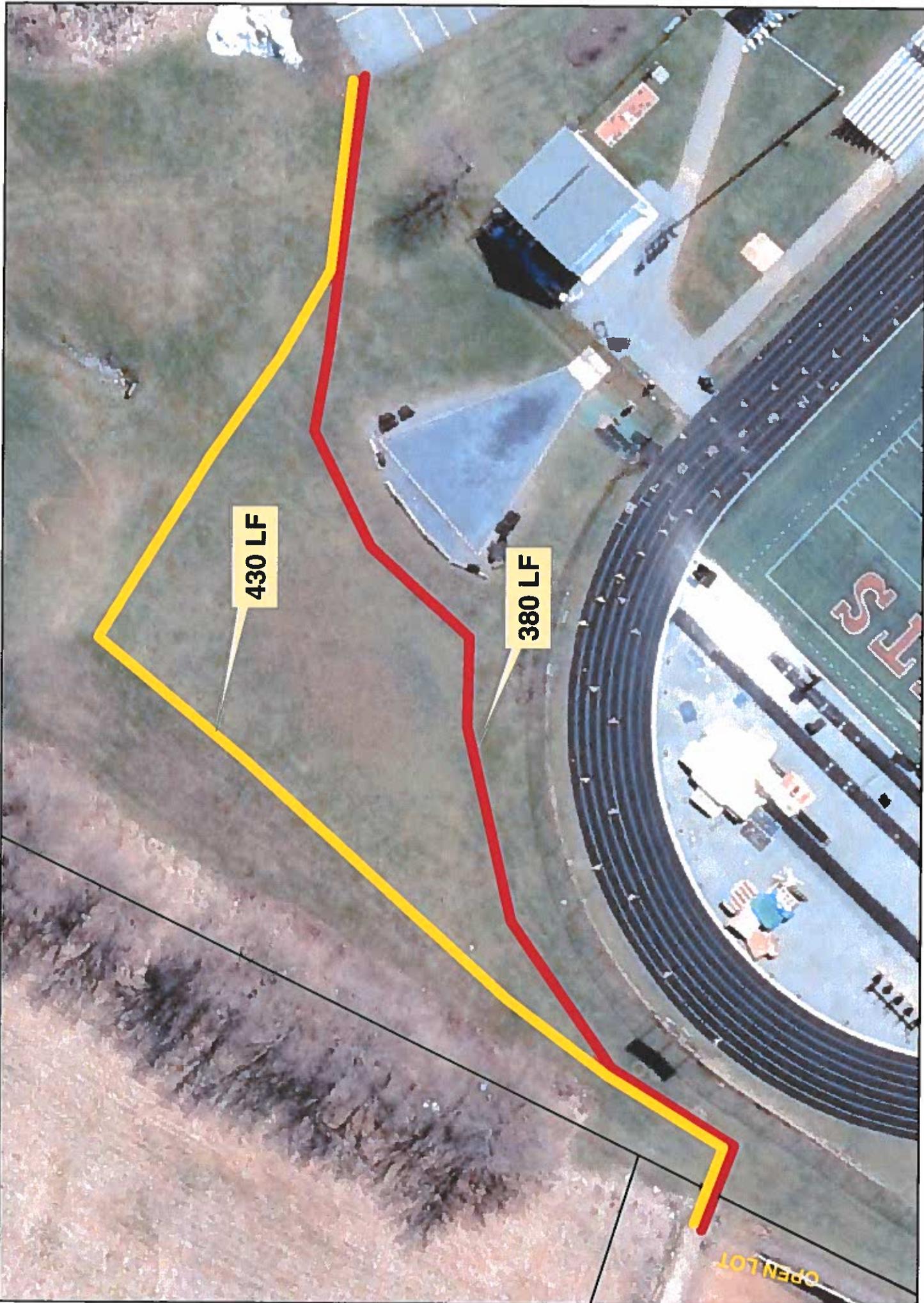
- This is the template for the wayfinding sign located on the SOUTH end Town headed north on Rt. 17.
- **This uses the existing Middletown Welcome sign shape, size, color**
- Also, the bottom piece (not shown) like the Welcome Signs will say
- "You are traveling on a Maryland Scenic Byway"

.5 Arching words around the



#### WAYFINDING MOCK UP

- This is the template for the wayfinding sign located on the NORTH end Town headed south on Rt. 17.
- **This uses the existing Middletown Welcome sign shape, size, color**
- Also, the bottom piece (not shown) like the Welcome Signs will say
- "You are traveling on a Maryland Scenic Byway"



430 LF

380 LF

OPEN LOT

Walking Trail - Middletown Glen to High School

**PRICING FOR 380 LF PATH FOR MIDDLETOWN GLEN TO THE SCHOOLS**

DATE NOVEMBER 1, 2018

Item	Description	Unit	Estimated Quantity	ASPHALT		CONCRETE	
				Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures
1	MOBE, DEMOBE	LS	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2	CLEARING AND GRUBBING	LS	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3	CONSTRUCTION STAKEOUT	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4	EROSION AND SEDIMENT CONTORL	LS	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
5	GRADING FOR PATH	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
6	INSTALLATION OF 5' PATH, GAB, COMPACTION	LF	380	\$ 25.00	\$ 9,500.00	\$ 35.00	\$ 13,300.00
7	TOPSOIL, 4-INCH MINIMUM DEPTH	SY	500	\$ 3.00	\$ 1,500.00	\$ 3.00	\$ 1,500.00
8	TEMPORARY/FINAL SEED & MULCH	SY	500	\$ 3.00	\$ 1,500.00	\$ 3.00	\$ 1,500.00
					\$ 18,000.00		\$ 21,800.00
	Total Bid Price				\$ 18,000.00		\$ 21,800.00
	15% Contingency				\$ 2,700.00		\$ 3,270.00
	Total with Contingency				\$ 20,700.00		\$ 25,070.00

**PRICING FOR 440 LF PATH FOR MIDDLETOWN GLEN TO THE SCHOOLS**

DATE NOVEMBER 1, 2018

Item	Description	Unit	Estimated Quantity	ASPHALT		CONCRETE	
				Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures
1	MOBE, DEMOBE	LS	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2	CLEARING AND GRUBBING	LS	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3	CONSTRUCTION STAKEOUT	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4	EROSION AND SEDIMENT CONTORL	LS	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
5	GRADING FOR PATH	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
6	INSTALLATION OF 5' PATH, GAB, COMPACTION	LF	440	\$ 25.00	\$ 11,000.00	\$ 35.00	\$ 15,400.00
7	TOPSOIL, 4-INCH MINIMUM DEPTH	SY	540	\$ 3.00	\$ 1,620.00	\$ 3.00	\$ 1,620.00
8	TEMPORARY/FINAL SEED & MULCH	SY	540	\$ 3.00	\$ 1,620.00	\$ 3.00	\$ 1,620.00
					\$ 20,240.00		\$ 24,640.00
<b>Total Bid Price</b>					\$ 20,240.00		\$ 24,640.00
<b>15% Contingency</b>					\$ 3,036.00		\$ 3,696.00
<b>Total with Contingency</b>					\$ 23,276.00		\$ 28,336.00

## **Memorandum of Understanding**

between

### **The Town of Middletown and Richland Golf Club, LLC.**

This Memorandum of Understanding ("MOU") is made as of the date of the last signature below between Richland Golf Club, LLC (Richland) AND the Town of Middletown (the Town).

WHEREAS, the sign promoting Town and affiliated 501-C3 activities is a benefit to the entire Middletown Community and whose purpose and mission is to enhance the business district, foster community involvement and increase awareness of Middletown events;

WHEREAS, many of the events provide vendors, entertainment and historical activities which serve to enhance the Town and its historic business district;

WHEREAS, the parties desire to promote a clear understanding between the parties regarding location of the sign and posts and the expectations of each party's role in the maintenance of the sign and posts; and

WHEREAS, the parties understand that this MOU is not intended nor does it attempt to address all of the existing and potential issues that may arise out of their collaboration. The provisions of this MOU may be altered or modified by mutual agreement of the parties.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town of Middletown and Richland Golf, LLC agree to:

#### **I. EXPECTATIONS OF THE PARTIES**

The expected roles and duties of each party are as follows:

- A. The sign promoting community events will be placed by the Town of Middletown (the Town) on property belonging to Richland Golf, LLC..
- B. Electricity and other intended and unintended services or costs for the sign will be the responsibility of the Town.
- C. All signs to be hung are coordinated through the Town office.
- D. Each party to the MOU shall have the right to change the location and/or remove the sign having given prior notice of 1 year to the parties involved, and
- E. Each party to the MOU shall have the right to conduct their business as "usual". Richland Golf may make use of the sign when it is not being used by the Town providing it schedules available times with the Town office.
- F. Exhibit A identifies the site and location of the sign. The town requests the right to enter the site to service the sign, hang signs and perform any repairs as needed.

II. **Resolution of Disputes.** Disputes that arise regarding any provision of this MOU, or in matters regarding the collaboration of the organizations in general, shall be discussed by the parties in good faith with the goal of resolving such disputes. Any dispute not resolved by the parties shall be referred to the Circuit Court of Frederick County.

III. **Limitations on the Nature of the MOU.** This MOU does not constitute or create a joint venture, partnership or formal business organization or any kind, other than collaboration for the purposes of the signage promoting Town events, and the rights and obligations of the parties shall be only those expressly set forth therein. No party shall have authority to bind another party. Nothing herein shall be construed as providing for the sharing of profits or losses with respect to the Town or Richland Golf, LLC.

The parties, by and through their duly authorized representatives, have executed this Memorandum of Understanding on the dates listed next to their signatures below.

Richland Golf Club, LLC Middletown, MD

By: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature  
Richland Golf Club, LLC

\_\_\_\_\_ 2018  
Date

Town of Middletown

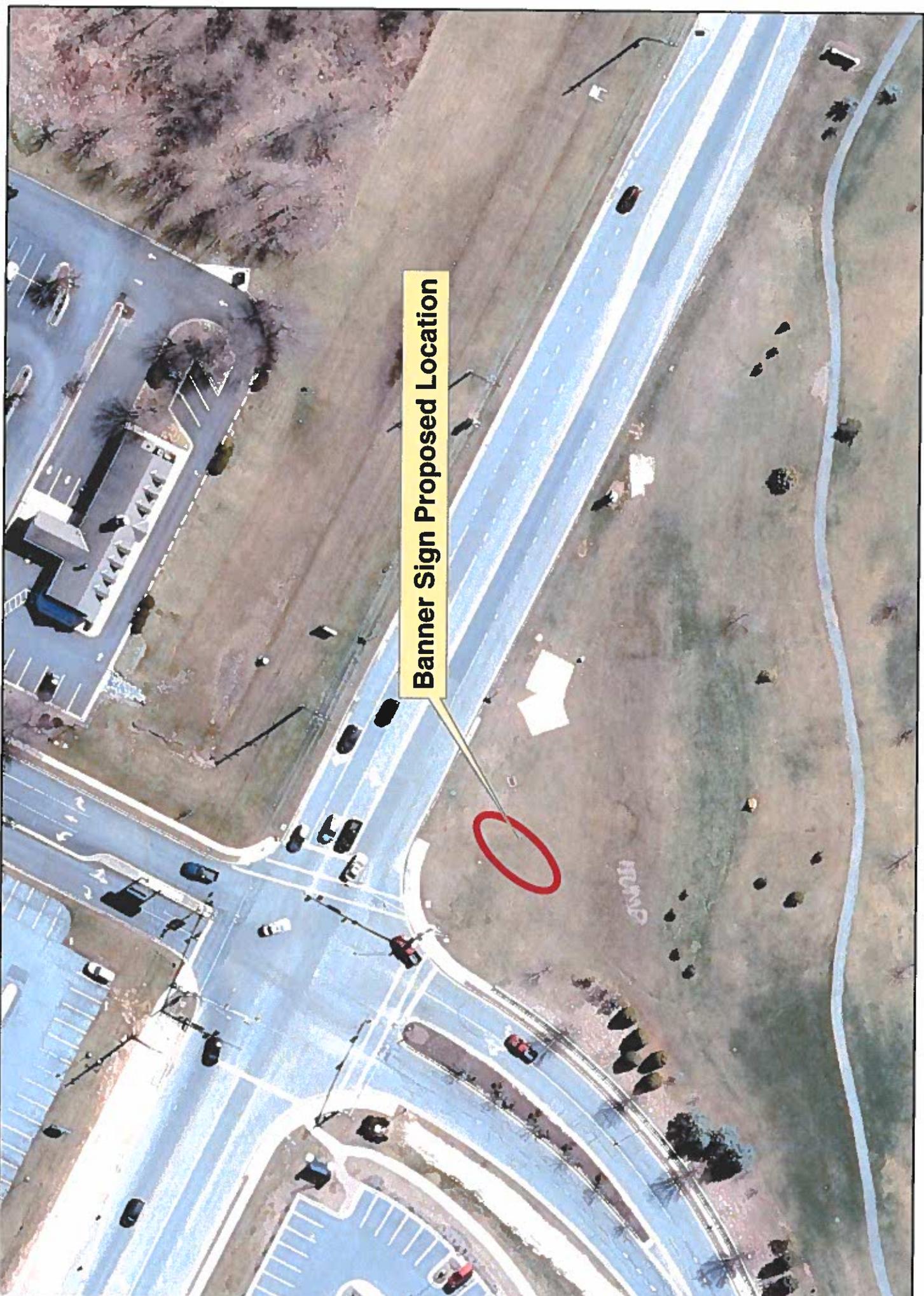
By: \_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature  
John Miller, Burgess Town of Middletown

\_\_\_\_\_ 2018  
Date

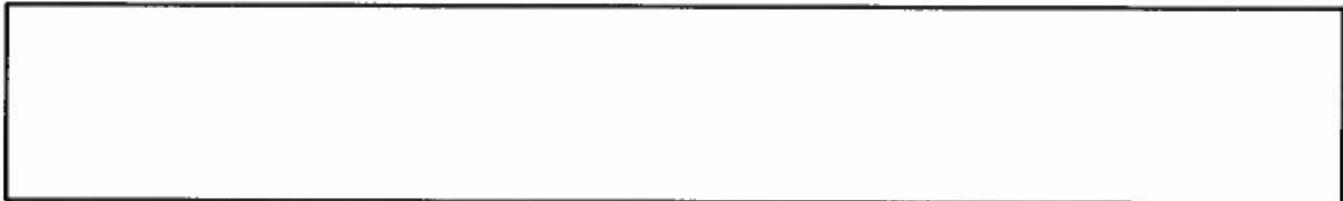
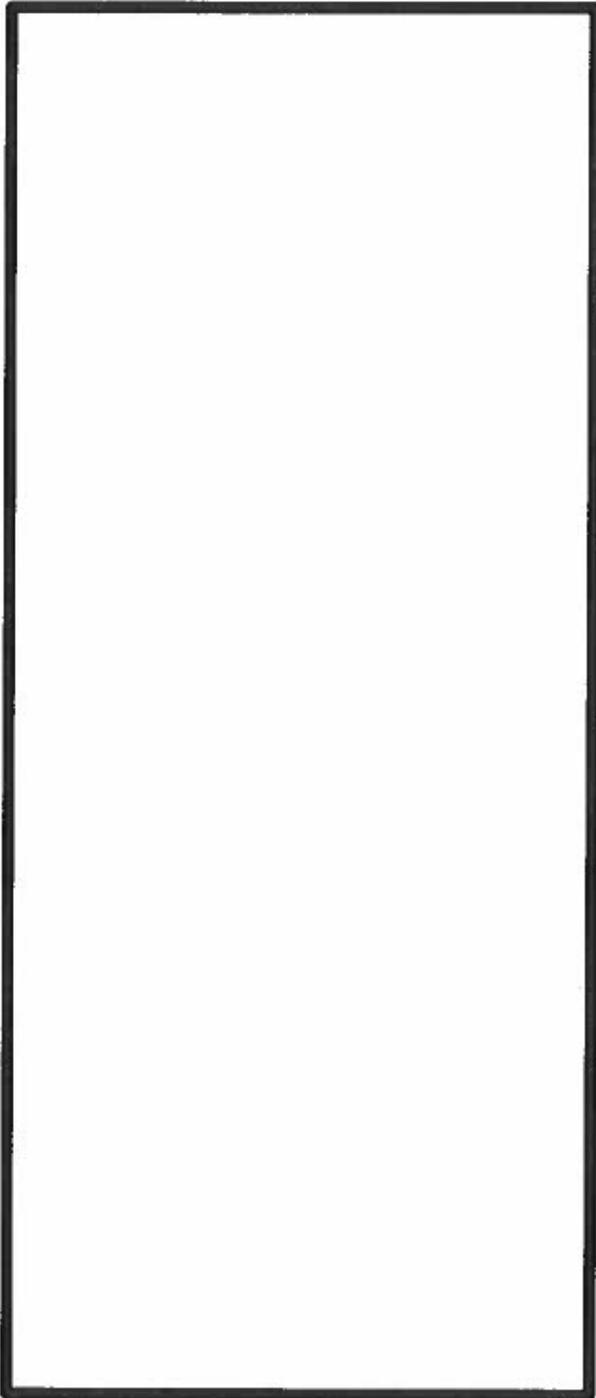
## **Proposed Materials for use on Middletown Sign**

1. All hanging banners will be commercially produced.
2. Posts will be placed in concrete pads and have guy wires to provide extra stability.
3. Poles will have a similar appearance to the light poles and banner poles in Middletown



**Banner Sign Proposed Location**

**Banner Sign Proposed Location**



## Town of Middletown

### Public Information Utilization Policy

Approved by Burgess and Commissioners at April 11, 2011 Town Meeting

#### Web Page

- Calendar – Town Business & Non-Profit Events in the 21769 zip code area.
- Front Page Right Side Bar- Town Business & Town Sponsored Events
- Business Directory – Businesses must be in the 21769 zip code
- Special Events – Town Sponsored Events and 21769 Non Profit Events
- Email Distribution List – Town Business, Town Sponsored Events, Emergency Notices  
Anything else deemed appropriate by the Burgess & Commissioners

#### Quarterly Update

- Town Business, Town announcements, Town sponsored events

#### Community Directory

- Business Directory – Businesses must be within Town limits
- Churches – Must be within 21769 zip code
- Non Profits – Must be within 21769 zip code
- Special Events –Town Sponsored Events & Non-Profit Events

#### Banners

- Town Sponsored Events has first priority
- Non Profits

#### Safeway Bulletin Board

- Town Sponsored Events
- Non Profit Events
- Staff Discretion (lost and found for example)

#### Water Bill Enclosures

- Requires approval of Burgess & Commissioners