

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN WORKSHOP MEETING MINUTES

### WORKSHOP MEETING

October 3, 2019

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on October 3, 2019, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli and Rick Dietrick.

### PERSONAL REQUESTS FOR AGENDA:

*Middletown Glen Residents – Discussion of Speed Limits in Neighborhood* – In April we received a request from 13 residents of the Middletown Glen asking to lower the speed limit from 25 mph to 15 mph. The Town Board directed Staff to install the speed sign on Ingalls Drive to gather data on speeds. The speed sign was installed on Ingalls Drive on 2 separate occasions and the data gathered determined that the 85% percentile was 15 mph. Drew stated that we sent letters to every resident living in Middletown Glen advising them of the meeting to discuss the change. Drew stated that we received 3 emails 2 against reducing it and 1 in favor of reducing it to 15 mph. Sean Mahar and Jean LaPadula both residents of Middletown Glen were present tonight, and both are in favor of reducing the speed. Burgess Miller stated that the Board will vote on this at the October 14, 2019 meeting.

### STAFF REPORTS:

Community Deputy Report – Deputy Hewitt gave the Deputy report for September.  
Staff Planner Report – Cindy gave her report (copy attached).  
Engineer's Report – Bruce gave his report.  
Main Street Manager's Report — Becky gave her report.  
Zoning Administrator's Report – Mark gave his report.

### CONSENT AGENDA:

- *Town Minutes – September 5, 2019 – Workshop  
September 9, 2019 – Town Meeting*

### UNFINISHED BUSINESS:

**Review of Traffic Study for Memar Property** – Burgess Miller stated that we have reviewed this study but have kept this item on the agenda in case anyone would have concerns or questions. Burgess Miller stated that the Board will need to accept this study so the developer can move onto the water study.

**Discussion of Crosswalk at Prospect Street and Franklin Street** – There has been some discussion about putting a crosswalk from Prospect Street across Franklin Street. It was noted that putting the crosswalk signs here we will need to take parking from in front of the sign. Bruce suggested that we just bump out the curb which would defer people from parking there.

### Discussion of Proposed Text Amendments:

- **Accessory Structures** – Mark reviewed what he is proposing to change in the code regarding accessory buildings. Burgess Miller stated that this will be on the Joint Town Board and Planning Commission meeting in October.

- **Residential Parking Requirements for Townhouses & Apartments** – Cindy stated that both the Town Board and Planning Commission have reviewed this and feel that we should go with what New Market has which is 2 parking spaces per dwelling unit + 0.5 per bedroom over 2 bedrooms.

**NEW BUSINESS:**

**Appointment of Town Attorney** – Burgess Miller stated that the Board will appoint Brandy Peebles as the new Town Attorney on Monday, October 14, 2019.

**Vacancy on Middletown Board of Appeals** – Burgess Miller stated that Tom Routzahn has stepped down as a BOA member. Alex Kundrick, who is the alternate, has agreed to fill out Tom Routzahn’s term. The Board will make this appointment on Monday, October 14, 2019.

**Approval of New Christmas Decorations for Christmas in the Valley** – Burgess Miller stated that this approval was done by email, therefore we will move this to the consent agenda for Monday, October 14, 2019 meeting.

**Review of Proposed Handicap Accessible Ramp for Municipal Center** – Bruce presented his recommendation on the handicap accessible ramp to the rear entrance of the Municipal Center.

**Heritage Festival** – Burgess Miller wanted to know the Boards feeling on keeping Heritage Festival on Green Street or moving it back to Main Street once the streetscape project is complete. There was some discussion about, and the Board will decide once staff has the post Heritage meeting. The Board decided to remove this item from the agenda until after the post Heritage meeting.

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *March of Scarecrows – Saturday, October 19, 2019 at Middletown Park*
- *Color Me Autumn – Saturday, October 19, 2019 at Middletown Park*
- *Green Team Tour of East Wastewater Treatment Plant – Saturday, October 26, 2019 at 11am. (Holter Road across from Middletown Parkway)*
- *Halloween Parade – Saturday, October 26, 2019.*

Workshop adjourned at 9:07pm.

Respectfully submitted,

Ann Griffin,  
Office Manager