



AGENDA FOR THE TOWN MEETING

October 8, 2018

7:00 p.m.

REVISED

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
 - [September 24, 2018 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

- *Megan LeRoux – Candidate for Clerk of the Court*

UNFINISHED BUSINESS:

- **[Policy for Notification of Adjoining Property Owners for Site Plans / \(Vote\)](#)**
- **[First Reading Text Amendment to Section 17.16.020](#)**
- **[Review of Wayfinding Signs Templates](#)**
- **[Discussion of Parking on South Church Street](#)**

REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

NEW BUSINESS:

- ***Appointment of Zoning Administrator / (Vote)***

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Green Talks Canning & Freezing Vegetables – October 10, 2018 from 1:30PM to 3:00PM at Municipal Center*
- *Middletown Valley Historical Society Town Talks with Larry Bussard – October 17, 2018 at 7:00PM at Christ Reform Church*
- *Scarecrow Contest – October 20, 2018 from 2:00PM to 5:00PM on Main Street*
- *Color Me Autumn – October 20, 2018 from 10:00AM to 5:00PM at Middletown Park*
- *Middletown Lion's Club Halloween Parade – October 27, 2018 at 5:00PM*

ADJOURNMENT

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

September 24, 2018

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on September 24, 2018, by Burgess John Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Rick Dietrick, Jennifer Falcinelli, Chris Goodman and Tom Catania arrived late.

CONSENT AGENDA

*Town Meeting Minutes – September 6, 2018 – Public Hearing & Town Workshop
September 10, 2018 – Town Meeting*

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

PERSONAL REQUESTS FOR AGENDA:

Unfinished Business:

Ordinance No. 18-09-02 – Establishing Petition Procedures – Motion by Commissioner Bussard to adopt Ordinance No. 18-09-02 as presented, seconded by Commissioner Goodman. Motion carried 5-0 (Commissioner Catania was late arriving).

Discussion of Wayfinding Signs – Burgess Miller put this on the agenda to discuss locations. Burgess Miller stated that we have the money in the budget for these signs. Burgess Miller will draft some templates of signs and bring back to the Board for their review.

Review of Draft Policy for Notification of Adjoining Property Owners for Site Plans – Burgess Miller presented the draft policy to the Board after he and Cindy reviewed and made minor changes. Drew will provide the Commissioners a copy for their review.

NEW BUSINESS:

Discussion of Text Amendment to Section 17.16.020 – Cindy is recommending making a few minor changes regarding bed and breakfast. Burgess Miller said this is basically cleaning up the code as it was misleading previously.

Discussion of Possible Additional Parking on South Church Street across from MVFC – Burgess Miller presented a map of the area across from the existing Fire Company where you could previously park along. Due to the fire trucks not being able to get in/out of the fire station parking was removed from that area. With the Fire Company moving to their new building we would like to put the parking back along South Church Street that would bring 6 parking spaces. Bruce made a draft design that would cost approximately \$25,869.

PUBLIC COMMENT:

ANNOUNCEMENTS:

- *Heritage Festival – Saturday, September 29, 2018 from 10AM.-5PM*

ADJOURNMENT

Meeting adjourned at 7:55pm.

Respectfully submitted,

Ann Griffin
Office Manager



Burgess and Commissioners of Middletown, Maryland

Policy for Site Plan Notification of Adjoining Property Owners Adopted by the Burgess & Commissioners on

*For the purpose of notifying adjoining property owners of Site Plans filed with the
Planning Commission of the Town of Middletown.*

The Town of Middletown will give notice to all adjoining property owners of Site Plans filed with the Town that will go before the Planning Commissioner for approval. Adjoining property owners are owners of land who share common boundaries with the property filing the Site Plan to be presented before the Planning Commission. It is the prerogative of the Board to notify property owners beyond those that adjoin the property identified on the site plan.

The notice will be in the form of a written letter mailed to all adjoining property owners prior to the initial meeting at which the site plan is to be considered, debated and discussed by the Planning Commission of the Town of Middletown. The letter will briefly describe the type of Site Plan and inform recipients of the location, date, and time of the meeting(s) before the Planning Commission.

It is the intent of the Town to provide notice of the initial Site Plan filing. However, as the Site Plan(s) moves through the process and appears on published agendas, available via various media outlets from that time forward, additional notices will not be sent to adjoining property owners.

17.16.020 - R-1 district.

- A. Purpose. The R-1 district is intended to encourage and promote the development of single-family residential neighborhoods free from land usage which might adversely affect such development.
- B. Uses Permitted in the R-1 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. Any use permitted in the R-20 district;
 - 2. Planned unit developments.
- 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.

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(Ord. No. 15-04-02, § I, 4-27-2015; Ord. No. 10-10-02, § II, 10-25-2010; Ord. 07-11-01 § 2 (part), 2007; Ord. 07-01-01 § 2 (part), 2007; Ord. 182 §§ 5.0.4—5.0.6, 1976)

17.16.030 - R-2 medium residential district.

- A. Purpose. The R-2 district is intended to encourage and promote compact development and the optimum utilization of land appropriate for residential use by encouraging higher-density communities free from land usage which might adversely affect such development.
- B. Uses Permitted in the R-2 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. Any use permitted in the R-1 district (Chapter 17.16);
 - 2. Two-family dwellings;
 - 3. Duplexes;
 - 4. Leasing of rooms by not more than two persons not members of the family residing in the dwelling.
- 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. Multifamily dwellings, such as apartments containing no more than twelve (12) individual residential units within a single building;
 - 4. Townhouses;
 - 5. Parking lots.

Deleted: 3. Bed and breakfast;
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(Ord. No. 15-04-02, § I, 4-27-2015; Ord. No. 13-02-02, § I, 2-11-2013, eff. 3-3-2013; Ord. No. 10-10-02, § III, 10-25-2010; Ord. 07-11-01 § 2 (part), 2007; Ord. 07-01-01 § 2 (part), 2007; Ord. 05-09-01 § 1 (part), 2005; Ord. 182 §§ 5.1.1—5.1.3, 1976)

17.48.050 - Bed and breakfast homes.

Bed and breakfast homes in the R-1, R-2, R-3, and TC districts are subject to the requirements of the district in which the bed and breakfast home will be located except as herein provided:

- A. The property for a bed and breakfast home shall not constitute a nuisance because of increased traffic, noise, odor, or any other activity associated with the use which may be disruptive to the residential character of the neighborhood.
- B. There shall be no exterior evidence that the building is being used for any purpose other than a residence except for one permitted sign of no more than two square feet.
- C. Off-street parking shall be provided; one space per guest room plus one additional space for each home occupant and/or employee(s). In no case shall parking be provided in the front yard. All parking areas shall be adequately screened as required by the site plan approval of the planning commission once the special exception has been granted.
- D. The original structure in which the bed and breakfast home is located shall have been built prior to 1950.
- E. The structure shall serve as the primary residence of the owner or manager, and the bed and breakfast home use shall be operated as an accessory use to the owner's or manager's residence.
- F. Bed and breakfast homes shall comply with all applicable state and county codes.

(Ord. No. 15-08-01, § I, 8-14-2015, eff. 10-4-2015; Ord. No. 09-03-03, § II, 3-9-2009; Ord. 08-03-02 § I (part), 2008; Ord. 182 § 10.5.7 (part), 1976)



WAYFINDING MOCK UP

- This is a template for what a wayfinding sign might look like (colors can be changed and/or left to the sign designer).
- This uses the existing Welcome sign shape, size, color
- This one would be on Route 40A BEFORE Safeway
- It could be attached to the pillar or stand alone.
- The arrows could be adjusted to have it stand alone farther west at the water treatment road.

6 spaces created.
8x22



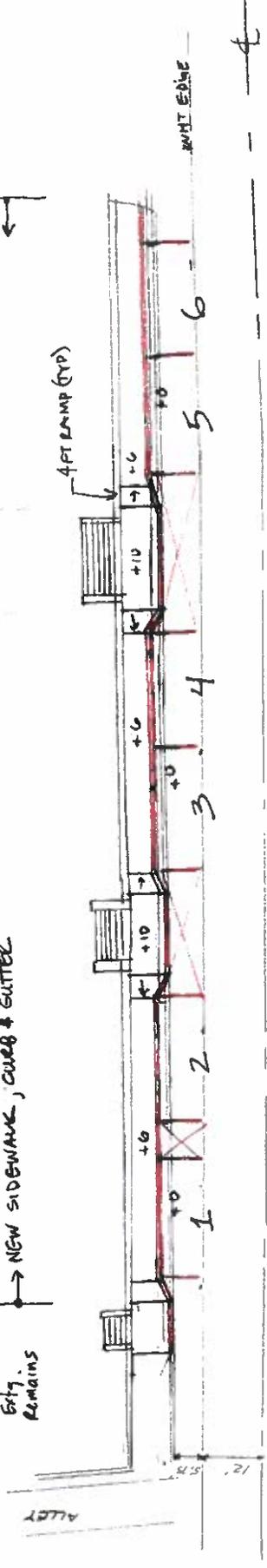
PROFILE



NEW SIDEWALK, CURB & GUTTER

Exty. Remains

4 FT RAMP (TYP)



PLAN

COST ESTIMATE \$25,869

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