



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Clifford Sweeney, *President*
Glenn Blanchard, *Vice President*
Timothy O'Donnell, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA **March 4, 2019 – 7:30 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Town Council Meeting: Monday April 1, 2019 at 7:30 p.m. (Town Office)

Town Council Meeting, FY2020 Budget: Monday April 15, 2019 at 7:30 p.m. (Town Office)

4. MEETING ITEMS

A. APPROVE MINUTES: FEBRUARY 4, 2019

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)

I. Introduction of Frederick County Councilman Michael Blue.

I. CONSENT AGENDA: NONE

J. TREASURER'S REPORT

K. PLANNING COMMISSION REPORT: NONE

L. AGENDA ITEMS (DETAILS ATTACHED)

I. Adoption of an Amendment to Create a Cross Connection Control Program for Discussion and Consideration.

II. Adoption of the Cross Connection Control Program Fees Policy for Discussion and Consideration.

III. Staff Presentation on the Proposed Sign Code Amendments Section 17.38.060 to Section 17.38.080 for Discussion.

IV. Community Park Botanical Garden for Discussion.

M. SET AGENDA FOR NEXT MEETING: APRIL 1, 2019 & APRIL 15, 2019

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

A. APPROVE MINUTES: FEBRUARY 4, 2019

**MINUTES
TOWN MEETING
FEBRUARY 4, 2019
EMMITSBURG TOWN OFFICE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Elizabeth Buckman; Joseph Ritz III; Timothy O'Donnell; Glenn Blanchard, Vice President; and Clifford Sweeney, President. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Nail, Code Enforcement Officer; Zachary Gulden, Town Planner; Cole Tabler, Town Accountant; and Dan Fissel, Water Sewer Superintendent. **Absent:** Deputy Ted Whitehouse.

I. Call to Order

Commissioner Clifford Sweeney, President of the Board of Commissioners, called the February 4, 2019 town meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Motion: To accept the January 7, 2019 town meeting minutes as amended. Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: Motion carries 5 - 0 in favor.

Police Report:

Deputy Whitehouse was absent with prior notice due to a family emergency. Ms. Willets distributed copies of the police report in lieu of the deputy's absence. The Board was encouraged to contact the deputy with any questions.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from December 2018 (in agenda packet). Ms. Willets mentioned town staff installed the free library box in front of 22 East Main Street. Rainbow Lake is at spillway level of 16.6 feet. The water line from Mount Saint Mary's University to Town was shut off on February 1 due to a major water leak at the Mount. 75.5% of the wastewater treated was wild water. The wastewater treatment plant's design capacity was exceeded 10 times in December 2018. The LG Sonic algae control system was removed from Rainbow Lake for the winter season. The muffin monster (sewage grinder) at the pumping station keeps clogging and appears to have burnt up due to flushable wipes being flushed down the sewer system. Ms. Willets requested residents not flush wipes, even if deemed flushable, as the wipes do not biodegrade. The cost to repair the muffin monster would be \$30,000. Sewer relining began on East Main Street on January 30, 2019. The holiday meter parking the Board approved resulted \$299.59 being donated to Community Heritage Day fireworks and \$299.59 to the Emmitsburg Food Bank. Fiscal year 2020 budget meetings will occur April 15, May 6 and June 3. Commissioner O'Donnell requested town staff contact Dollar General and Jubilee and see if they can put a notice up about flushable wipes not being biodegradable. The Flat Run Bridge lane shift will occur February 5, 2019.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from December 2018 (in agenda packet). Mr. Gulden processed two reimbursement requests for Community Legacy at 300 East Main Street and 30 West Main Street. The Town was awarded another \$50,000 from Community Legacy for FY2019. Mr. Gulden revised the permit applications and wrote an article for the town newsletter on State/Federal incentives for starting a new business. He continues to work on MS-4 projects too. The ADA playground funding is being finalized and the town is close to having the total amount needed for the project. Commissioner O'Donnell requested town staff address light pollution, appropriate signage and aesthetics of the future Rutter's gas station. Commissioner Blanchard asked about switching from coin parking meters to electronic meters. Ms. Willets explain electronic meters are thousands of dollars and several would be needed; it would be difficult for the Town to recover costs of the meters.

Roger Wilson, Frederick County Alderman, was invited to speak. He explained his attendance was to get updated on town projects and mention Frederick County is currently accepting capital budget requests from municipalities. Commissioner O'Donnell stated his intent to work with the new part-time County bicycle and pedestrian coordinator regarding a \$40,000 Recreational Trails Program (RTP) grant the Town received.

Commissioner Comments:

- Commissioner O'Donnell: No comments.
- Commissioner Ritz III: No comments.
- Commissioner Buckman: She explained there is a free library box at 22 East Main Street, the Emmitsburg Post Office, and a resident's porch on West Main Street. Residents can take a book or leave a book for free.
- Commissioner Blanchard: The Emmitsburg Food Bank is serving about 55 families per month. He explained the food bank can serve federal employees that were furloughed during the government shutdown too.
- Commissioner Sweeney: He thanked town staff for their hard work. He explained town staff recently helped a woman collect her papers that she dropped down a storm drain on a Saturday morning.

Mayor's Comments:

Mayor Briggs attended numerous meetings in January 2019 (meetings listed in agenda packet). Mayor Briggs met with basilica town staff on adding additional wayside exhibits in town for a future historic walking tour. He was grand marshal at National Catholic Schools week. Hiliari Varnadore, US Green Building Council, came and spoke at the Green Team meeting on January 30. The 140 South Seton Avenue rental property is being listed as a commercial property by a real estate broker. There have been a few property interests but nothing has been finalized. The meeting with David Lenhoff was a personal meeting and should not have been on the Mayor's report.

Public Comments:

None. The public comments are in regards to the sign ordinance (agenda item #6).

Administrative Business:

- I. Introduction of Frederick County Councilman Michael Blue:** Mr. Blue is unable to attend and sends his deepest condolences. Town staff is waiting for confirmation for his attendance at the next town meeting.
- II. 2018 Annual Planning Commission Report:** Commissioner Blanchard read the 2018 report aloud.
Motion: To submit the 2018 Annual Planning Commission Report as presented to be filed. Motion by Commissioner Ritz III, second by Commissioner O'Donnell. Vote: Motion carries 5 - 0 in favor.
- III. Scheduling of Trail Volunteer Workdays:** Commissioner O'Donnell requested approval for the following 2019 trail work days: Sunday April 7, Sunday May 5, Saturday June 22. The work will help get the trails ready for Community Heritage Day and the summer season. The Board gave unanimous consent.

Consent Agenda:

The appointment of Tara Viers to the Citizen's Advisory Committee was withdrawn by Commissioner Buckman.

Treasurer's Report:

Commissioner Blanchard presented the Treasurer's Report for January 2019 (exhibit in agenda packet). The operating balance forward is \$5,523,666. The top 10 check amounts are listed. The numbers regarding savings from the LG Sonic algae control system will be presented during the budget presentation.

Planning Commission Report:

Commissioner Blanchard presented the Planning Commission Report from January 28, 2019. He explained the meeting was a short meeting that resulted in the filing of the 2018 Annual Planning Commission Report.

II. Agenda Items

Agenda #1 - Audit Presentation: Michele Mills, Public Accountant, and Addie Blickenstaff, In-Charge Accountant, with DeLeon & Stang, introduced themselves. The audit was completed in October 2018 and there were no significant problems identified. No new accounting policies were adopted, no problems were encountered with town staff/management, and no material journal entries were identified in the course of audit testing. A presentation highlighting key information such as summaries on net position, statement of activities, operating revenues, etc. was made by the auditors. There were no questions from the Board.

Agenda #2 - Approval of the Engineering Firm to Complete the Hydrologic and Hydraulic Analysis for Rainbow Lake Dam for Consideration: Ms. Willets explained Maryland Department of the Environment is requiring the town complete a hydrologic and hydraulic (H&H) analysis and dam breach analysis for Rainbow Lake Dam. The analysis

will be used to revise the Rainbow Lake Dam emergency action plan, which is due May 1, 2019. The request for proposal (RFP) was published on October 22, 2018 with a due date of December 7, 2018. There were 10 engineering firms that submitted bids, which town staff narrowed down to the top five, then the top three. Town staff recommends Zest LLC, the lowest bidder. Commissioner Buckman expressed concern over the firm only having six years of experience. Zest LLC had favorable recommendations from MDE and is a smaller engineering firm. Once the analysis is complete, MDE will review and determine if any work needs to be completed on the dam.

Motion: To accept the bid from Zest LLC to complete the hydrologic and hydraulic analysis for Rainbow Lake Dam.

Motion by Commissioner Blanchard, second by Commissioner O'Donnell. Vote: Motion carries 5 - 0 in favor.

Agenda #3 - Approval of the Engineering Firm for the New Creamery Road Pumping Station for Consideration:

Ms. Willets explained the Creamery Road pump station engineer RFP was initially advertised in March 2018, but was not awarded due to the town needing to determine funding for the project. Conversations with the USDA Rural Development office helped determine different funding options. The RFP was re-advertised as a new RFP with USDA guidelines on September 14, 2018 with a due date of November 16, 2018. Town staff had four meetings to review the bids in depth and determine a recommendation for the Board. Town staff recommends RK&K because the firm has the most experience with USDA and MDE, the town is familiar with the firm's work, the firm is knowledgeable about the requested Gorman Rupp pumps and the bid was very detailed regarding the towns needs. RK&K was also the only firm to state the price was guaranteed to not exceed \$189,100. Commissioner O'Donnell asked if RK&K had a role in the issues at the new wastewater treatment plant. Staff explained GHD was the engineering firm and RK&K was the construction management company, but RK&K helped solve the issues created by GHD. If approved, town staff will apply for a USDA grant to cover the preliminary engineering report and environmental report, which need to occur first. The design phase and construction bid phase will occur later.

Motion: To accept the RK&K bid for the pumping station design.

Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 5 - 0 in favor.

Agenda #4 - Approval of the Pool Management Company for the 2019 – 2021 Pool Management Season for Consideration:

Ms. Willets presented the pool management contract for consideration. The proposed contract is for three years, but the Board can choose to approve a one-year contract if desired. The bid was advertised on November 16, 2018 and due on January 9, 2019. The town received two bids: RSVP Pools (Gaithersburg, MD) and USA Management (corporate office Roswell, GA). Town staff recommends continuing services with RSV Pools because the proposal was complete with no hidden fees, the town is familiar with their staff and they appear to be more in tune with the town's needs. Commissioner Ritz III stated hesitation to approve a three-year contract, which town staff pursued to lock-in rates. Ms. Naill is satisfied with RSV Pools. Commissioner Buckman expressed concern with the lifeguards not having much supervision in 2018, which town staff can address with the company.

Motion: To accept the bid for the RSV Pool company as recommended by town staff for three years.

Motion by Commissioner Blanchard, second by Commissioner O'Donnell. Vote: Motion carries 3 – 2 in favor with Commissioners Blanchard, O'Donnell, Sweeney in favor and Commissioners Ritz III and Buckman against.

Agenda #5 - Fiscal Year 2018 Budget Transfers to the Capital Fund for Consideration: Ms. Willets explained fiscal year (FY) 2018 closed with excess funds, which need to be transferred into the capital project funds categories per audit requirements. The total transfer amount is \$152,758.00, which includes the following transfers...

- \$2,634 (dept. 30, 612) to balance a negative line item.
- \$1,467 (dept. 15, 102) to balance a negative line item.
- \$56,462 (dept. 12, 400) for storm water management for mandated MS-4 projects.
- \$8,300 (dept. 10, 999) for ShoreScan, a searchable cloud based record retention system.
- \$33,845 (dept. 60, 352) for a future ADA playground (\$28,845) and disc golf course (\$5,000), both projects the Town anticipates funding mainly through grant funds. Commissioner O'Donnell expressed concern over the disc golf course funding and if the course would be used.
- \$18,000 (dept. 60, 500) for the H&H analysis and dam breach analysis for Rainbow Lake Dam.
- \$7,200 (dept. 60, 191) for the Town's 25% match for the pool bath house rehab grant.
- \$1,350 (dept. 30, 184) to purchase five parking meter houses and two meter adapters.
- \$23,500 (dept. 30, 330) for two salt dogs and one ATV for snow removal on town streets and sidewalks.

The Board would like to review the design of the disc golf course before construction in the spring/summer.

Motion: To accept the 2018 budget transfer to the capital fund in the amount of \$152,758.

Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: Motion carries 5 - 0 in favor.

Agenda #6 - Presentation on Amended Sign Ordinance Due to Recent Legislative Changes: Ms. Willets explained this presentation would review sections 17.38.010 through 17.38.050 of the proposed ordinance due to the length of the ordinance. The rest of the ordinance will be reviewed at the March and April town meetings. Mr. Gulden thanked the businesses in attendance and the EBPA for notifying Emmitsburg businesses. The revisions are being pursued due to the recent State and Federal Supreme Court cases (such as Reed v. Town of Gilbert). Existing signs in town would be grandfathered in if the signs are currently in compliance with town code. The ordinance has been reviewed by John Clapp, Town Attorney. Mr. Gulden reviewed prohibited signs and signs exempt from permit requirements under the proposed ordinance. He explained town staff is open to any recommendations from the Board. Town staff recommends the Board consider what signs they want in the Town's historic district and if they want to set a limit on allowed signs such as neon signs. *Brandy Malocha, 8 Robindale Drive* - Ms. Malocha owns Emmitsburg Tattoo and explained two of their temporary signs were approved in 2017, but the business recently received a letter stating they were violating town code. The signs were removed, but the business is requesting permission to put the signs back up. Town staff requested a copy of the sign permit, which was approved under the prior town planner. *Donald Sonn, 8 Robindale Drive* - Mr. Sonn owns Emmitsburg Tattoo. The business will submit a new permit for the removed signage as requested by town staff. Mr. Sonn requested town staff create a document that clearly shows the new and existing parts of the town code in the proposed ordinance. *Suzie Glass, 239 North Seton Avenue* - Ms. Glass owns the Ott House and asked if the businesses signs would be grandfathered in. Mr. Gulden explained if the signs were approved prior and are legal they would be grandfathered in. She explained many businesses are not aware of the upcoming changes and she requested the proposed changes be advertised more. She explained businesses need to catch drivers eye with their signage. *Shelia Petinger, 5 East Main Street* - Ms. Petinger owns the Total Look. She thanked town staff for sending monthly email newsletters so she can know what is happening in town. She explained she depends on her signage so people know where her business is located. There were no other comments.

Set Agenda Items for March 4, 2019 Town Meeting

1. Adoption of an Amendment to Create a Cross Connection Control Program for Discussion and Consideration.
2. Adoption of the Cross Connection Control Program Fees Policy for Discussion and Consideration.
3. Staff Presentation on the Proposed Sign Code Amendments Section 17.38.060 to Section 17.38.080 for Discussion.
4. Community Park Botanical Garden for Discussion.

Administrative Business:

- A. Introduction of Frederick County Councilman Michael Blue (*tentative*).

Motion: To close the town meeting.

Motion by Commissioner Buckman, second by Commissioner O'Donnell. Vote: Motion carries 5-0 in favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the February 4, 2019 Town Meeting was adjourned at 10:47 p.m. EST.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On:

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER'S REPORT

**Town Manager's Report
January 2019
Prepared by Cathy Willets**

Streets:

- Staff plowed, salted and shoveled for a couple of snow events.
- Staff repaired and replaced some streetlights.
- Staff installed ash receptacles at the town square.
- Staff repaired a manhole in Brookfield.
- Staff conducted monthly street sweeping.

Parks:

- The Boy Scouts picked up and bagged piles of leaves in Memorial and Community Park.

Water:

- Rainbow Lake is at the spillway level of 16.6 feet.
- The roughing filters are being backwashed two times a day and the DE filters are being done one time per week.
- Well levels (optimum level was determined to be May 2011). Well #3, #4 and Well #5 were shut off to allow less gpm's through the plant. Lake Quota is being met or exceeded.

	<u>May 2011</u>	<u>January</u>	<u>Change</u>
○ Well #1:	35'	26'	+9
○ Well #2:	8'	6'	+2
○ Well #3:	12'	OFF	n/a
○ Well #4:	108'	OFF	n/a
○ Well #5:	10'	OFF	n/a

- Water production and consumption. We produced an average of 225,424 GPD. We consumed an average of 198,340 GPD. The difference is "Backwash Water" ... (11.8%).
 - 14.2% of this water came from wells.
 - 6.6% of this water came from Mt. St. Mary's.
 - 79.3% of this water came from Rainbow Lake.
- We purchased 462,450 gallons of water from MSM this month.

Wastewater:

- We received about 4.3" of precipitation this month (the average is 3.35").
 - We have a precipitation **SURPLUS** of 22.4" over the last six months. The average precipitation for the period from August 1 through January 31 is 22.2". We have received 44.6" for that period.

Wastewater Treatment:

- We treated an average of 778,000 gpd (consumed 198,340 GPD) which means that **74.5%** of the wastewater treated this month was "wild water".
- We had no spills of untreated sewerage in the month of January.
- We did exceed the plant's design capacity 7 times in the month of January:

01/01	1,000,900gpd	01/19	1,330,000gpd	01/20	2,185,000gpd
01/21	835,000gpd	01/23	792,000gpd	01/24	2,324,000gpd
01/25	872,000gpd				

Trash: Trash pickup will remain Mondays in the month of April.

Meetings Attended:

- 01/02-04 Attended MACO conference
- 01/07 Attended Town Meeting
- 01/07 Met with staff regarding sewer clog
- 01/08 Met with Mayor
- 01/09 Met with Sgt. Hillman re: security at town sponsored events
- 01/09 Met with staff regarding sewer clog
- 01/09 Met with the Mayor
- 01/10 Met with staff to review pumping station bids
- 01/10 Met with Mayor
- 01/11 Met with staff to open pool management bids
- 01/15 Met with staff to review engineering bids for Rainbow Lake Dam
- 01/16 Met with Mayor
- 01/17 Attended department head meeting
- 01/17 Attended support staff meeting
- 01/22 Met with Mayor
- 01/22 Met with HR consultant to review new year goals
- 01/22 Met with staff to review pool management bids
- 01/22 Met with Mayor and planner to review proposed sign ordinance
- 01/24 Met with Mayor
- 01/28 Met with Mayor
- 01/29 Met with Mayor
- 01/30 Met with planner and consultant regarding stream restoration projects
- 01/30 Met with Mayor
- 01/31 Met with staff and county representatives regarding building maintenance

Noteworthy:

- Staff upgraded some outdated water meters.
- Contractor conducted yearly maintenance on town fire extinguishers.
- Staff repaired water leak on West Main St.
- Staff assisted contractor with beginning stages of sewer relining project.
- Liner on lagoon #3 was repaired.
- East Main St. sewer main has been flushed, cleaned and reviewed via camera's in preparation for relining project.
- Sewer line from Harringtons parking lot to end of the line (towards the bridge) cannot be relined until Town installs a manhole.
- Water plant – the entire plant is operating with just lake water and wells #1 & #2 come on occasionally with reduced runs.
- MDE conducted a water plant inspection and the Town needs to do the following:
 - Implement a back flow (cross connection) program ordinance.
 - Roof on well #5 needs repaired.
 - Complete preventative maintenance schedule.

**Parking Enforcement Report
January 2019**

Overtime Parking	78
Restricted Parking Zone	3
Parked in Crosswalk	
Parked on Sidewalk	1
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Other Violation	
Left Side Parking	4
Meter Money	\$ 927.61
Parking Permits	
Meter Bag Rental	
Parking Ticket Money	\$ 585.00
Funerals	
Total:	\$1,512.61

D. TOWN PLANNER'S REPORT

**Town Planner's Report
January 2019
Prepared by Zachary R. Gulden, MPA**

1. Board of Commissioners

- Attended the BOC meeting on 1/7.
- Researched and prepared an amendment to the Town Code titled Cross-Connection Control Program, per mandate from the Maryland Department of the Environment.
- Prepared a fee policy for the required Cross-Connection Control Program permits.
- Prepared a Cross-Connection Control permit application.

2. Community Legacy (CL)

- Processed a reimbursement request for façade rehabilitation work to 317 W Main Street in the amount of \$1,740.00.
- Processed a reimbursement request for façade rehabilitation work to 309 East Main Street in the amount of \$2,075.00.
- Finalized a reimbursement request for façade rehabilitation work to 300 E Main Street in the amount of \$3,657.50.
- Finalized a reimbursement request for façade rehabilitation work to 30 W Main Street in the amount of \$12,500.00.
- Processed nine applications totaling \$59,917.75 out of an available \$50,000.00 for the FY2019 façade grant.
- Met with the Sustainable Community Board on 1/9 in order to review FY2019 applications.
- Created and forwarded eight façade grant application packets to the Maryland Historical Trust for review.
- Created and mailed four letters to FY2017 grant awardees reminding them of project due dates.

3. Municipal Separate Storm Sewer System (MS4)

- Applied for a \$3,000.00 grant from the Chesapeake Bay Trust in order to start a storm drain-marking program. We can use this for credit towards our MS4 permit.
- Reviewed and processed bids for the Provincial Parkway storm drain excavation project.
- Created a request for proposals for 2019 required MS4 projects: baseline impervious assessment, standard operating procedure's manual, and yearly outfall inspections.
- Started researching potential stream restoration projects in order to meet our MS4 permit requirements.
- Met with the Mayor, Town Manager, and an outside stream restoration company on 1/30 regarding potential projects to meet our MS4 permit requirements.

4. Permits & Zoning

- Processed and approved the following zoning applications:
 - 2x change of use.
 - Fence.
 - 2x Sign.
- Processed and approved an alteration of infrastructure permit.
- Processed and approved a street cut permit.
- Created and mailed two enforcement letters for the water and sewer departments.

5. Planning Commission

- Prepared the Planning Commission's Annual Report for 2018. This is a requirement per MD law.
- Attended the PC meeting on 1/28.

6. Miscellaneous

- Assisted the Town Clerk with the pump station grant.
- Assisted the Town Clerk with maps for the proposed wayside exhibits.
- Met with Ion Design regarding the Town Square kiosk panel redesign project.
- Assisted the Water & Sewer departments with various property easement questions.
- Attended a department head meeting on 1/17.
- Presented the proposed sign amendment to the Mayor and Town Manager on 1/22.
- Issued thank you letters to Visit Frederick and the Emmitsburg Professional Business Association for their donations for the visitor kiosk redesign project.
- Attended a Frederick County permitting system training on 1/23.
- Created a packet of local, state, and federal tax incentives, loans, grants, etc. for those looking to start a new business in Emmitsburg.
- Attended a Green Team meeting on 1/30.
- Wrote an article for the Town's newsletter on home-based businesses.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Mayor Briggs Meetings from February 2019:

- February 4, Town Council meeting.
- February 5, signed listing agreement w/ J & B Real Estate for 140 S. Seton Ave dwelling.
- February 5, 6 pm Mount St. Mary's University Urgent Care project OPEN TO THE PUBLIC presentation at VH Ambulance bldg.
- February 6, myself, town manager and town planner meeting with two business prospects.
- February 6, 5:30 pm Mayors meeting with County Executive Gardner
- February 7, meeting with PNC Bank Officials, myself, town manager and accountant.
- February 12, met with town manager
- February 14, met with town manager
- February 18, met with town manager
- February 19, Climate Change Academy, All Day Hagerstown.
- February 22, met with town manager.
- February 27, met with town manager, planner and Michael Kay, State Forrester.
- February 27, met with town manager
- February 28, Seton Shrine, Corporate Partners Program luncheon.
- February 28, met with town manager
- March 1, Reading Across America week, 10:45 AM Guest reader at Mother Seton School

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

- I. Introduction of Frederick County Councilman Michael Blue:** Presentation by Frederick County Councilman (District 5) and Council Vice President Michael Blue at town meeting.

I. CONSENT AGENDA: NONE

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of February 26, 2019**

\$5,551,522	Cash Balance February 1, 2019
283,812	Deposits
<u>-187,228</u>	Withdrawals
\$5,648,106	Operating Balance Forward

Top 10 Check Amounts:

<u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$21,202	MD Dept of Budget & Mgmt	Jan 19 Health Insurance	01.30.19	39343
\$8,026	Shore Scan Solutions	Scanning Machine	02.06.19	39357
\$6,671	Columbia Bank	Lincoln Ave Water Line Loan	01.30.19	39334
\$6,513	Republic Services	Feb 19 Refuse Services	02.13.19	39378
\$6,151	UGI Energy Services	Dec 18 Solar Field 1	01.30.19	39350
\$4,000	IonDesign	MHAA Wayside Exhibits	02.13.19	39392
\$3,693	Frederick County DUSWM	Jan 19 Tipping Fees	02.13.19	39388
\$3,500	IonDesign	Kiosk Panel	02.13.19	39392
\$2,320	Catoctin Labs	Chemicals	02.13.19	39384
\$2,075	Shorb	Comm Legacy Grant - 309 East Main St	02.13.19	39396

Check dates 01.30.19 to 02.26.19

K. PLANNING COMMISSION REPORT: NONE.

L. AGENDA ITEMS:

I. Adoption of an Amendment to Create a Cross Connection Control Program for Discussion and Consideration: Presentation at meeting by town staff.

ORDINANCE SERIES: 2019
ORD. NO: 19 - 04

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AN ORDINANCE TO AMEND
TITLE 13
OF THE CODE OF EMMITSBURG
ENTITLED
PUBLIC SERVICES

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that **CHAPTER 13.17, CROSS-CONNECTION CONTROL PROGRAM** of the Emmitsburg Municipal Code, be added and written as follows:

New language is indicated by being in **BOLD, CAPITAL LETTERS**, and deleted language is designated by being in ~~{brackets and strike out}~~.

CHAPTER 13.17 – CROSS-CONNECTION CONTROL & BACKFLOW PREVENTION PROGRAM

- 13.17.010 - PURPOSE.**
- 13.17.020 - AUTHORITY.**
- 13.17.030 - RESPONSIBILITY.**
- 13.17.040 - DEFINITIONS.**
- 13.17.050 - ADMINISTRATION.**
- 13.17.060 - REQUIREMENTS.**
- 13.17.070 - DEGREE OF HAZARD.**
- 13.17.080 - PERMITS.**
- 13.17.090 - INSTALLATION.**
- 13.17.100 - EXISTING IN-USE BACKFLOW PREVENTION DEVICES.**
- 13.17.110 - PERIODIC TESTING.**
- 13.17.120 - RECORDS AND REPORTS.**
- 13.17.130 - FEES AND CHARGES.**
- 13.17.140 - RESIDENTIAL DUAL CHECK.**
- 13.17.150 - STRAINERS.**

13.17.010 - PURPOSE.

- A. TO PROTECT THE PUBLIC POTABLE WATER SUPPLY SERVED BY THE TOWN OF EMMITSBURG FROM THE POSSIBILITY OF CONTAMINATION OF POLLUTION BY ISOLATING, WITHIN ITS CUSTOMERS INTERNAL DISTRIBUTION SYSTEM, SUCH CONTAMINANTS OR POLLUTANTS, WHICH COULD BACKFLOW OR BACK-SIPHON INTO THE PUBLIC WATER SYSTEM.**

- B. TO PROMOTE THE ELIMINATION OR CONTROL OF EXISTING CROSS-CONNECTIONS, ACTUAL OR POTENTIAL BETWEEN ITS CUSTOMERS IN-PLANT POTABLE WATER SYSTEM, AND NON-POTABLE SYSTEMS.**
- C. TO PROVIDE FOR THE MAINTENANCE OF A CONTINUING PROGRAM OF CROSS-CONNECTION CONTROL WHICH WILL EFFECTIVELY PREVENT THE CONTAMINATION OF ALL POTABLE WATER SYSTEMS BY CROSS-CONNECTION.**

13.17.020 - AUTHORITY.

- A. THE FEDERAL SAFE DRINKING WATER ACT OF 1974 STIPULATES THAT THE WATER PURVEYOR HAS THE PRIMARY RESPONSIBILITY FOR PREVENTING WATER FROM UNAPPROVED SOURCES, OR ANY OTHER SUBSTANCES, FROM ENTERING THE PUBLIC POTABLE WATER SYSTEM.**
- B. TOWN OF EMMITSBURG'S ADOPTED RULES AND REGULATIONS.**

13.17.030 - RESPONSIBILITY.

THE TOWN OF EMMITSBURG SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE PUBLIC POTABLE WATER DISTRIBUTION SYSTEM FROM CONTAMINATION OR POLLUTION DUE TO THE BACKFLOW OR BACK-SIPHONAGE OF CONTAMINANTS OR POLLUTANTS THROUGH THE WATER SERVICE CONNECTION. IF, IN THE JUDGEMENT OF THE TOWN OF EMMITSBURG, AN APPROVED BACKFLOW DEVICE IS REQUIRED AT THE TOWN'S WATER SERVICE CONNECTION TO ANY CUSTOMER'S PREMISES, THE TOWN OF EMMITSBURG, OR THEIR DELEGATED AGENT, SHALL GIVE NOTICE IN WRITING TO SAID CUSTOMER TO INSTALL AN APPROVED BACKFLOW PREVENTION DEVICE AT EACH SERVICE CONNECTION TO HIS OR HER PREMISES. THE CUSTOMER SHALL, WITHIN NINETY (90) DAYS, INSTALL SUCH APPROVED DEVICE OR DEVICES, AT HIS OR HER OWN EXPENSE, AND FAILURE OR REFUSAL, OR INABILITY ON THE PART OF THE CUSTOMER TO INSTALL SAID DEVICE OR DEVICES WITHIN NINETY (90) DAYS, SHALL CONSTITUTE A GROUND FOR DISCONTINUING WATER SERVICE TO THE PREMISES UNTIL SUCH DEVICE OR DEVICES HAVE BEEN PROPERLY INSTALLED.

13.17.040 - DEFINITIONS.

APPROVED: ACCEPTED BY THE TOWN OF EMMITSBURG AS MEETING AN APPLICABLE SPECIFICATION STATED OR CITED IN THIS CHAPTER, OR AS SUITABLE FOR THE PROPOSED USE.

AUXILIARY WATER SUPPLY: ANY WATER SUPPLY, ON OR AVAILABLE, TO THE PREMISES OTHER THAN THE PURVEYOR'S APPROVED PUBLIC POTABLE WATER SUPPLY.

BACKFLOW: THE FLOW OF WATER OR OTHER LIQUIDS, MIXTURES OR SUBSTANCES, UNDER POSITIVE OR REDUCE PRESSURE IN THE DISTRIBUTION PIPES OF A POTABLE WATER SUPPLY FROM ANY SOURCE OTHER THAN ITS INTENDED SOURCE.

BACKFLOW PREVENTER: A DEVICE OR MEANS DESIGNED TO PREVENT BACKFLOW OR BACK-SIPHONAGE. MOST COMMONLY CATEGORIZED AS AIR GAP, REDUCED PRESSURE PRINCIPLE DEVICE, DOUBLE CHECK VALVE ASSEMBLY, PRESSURE VACUUM BREAKER, ATMOSPHERE VACUUM BREAKER, HOSE BIBB VACUUM BREAKER, RESIDENTIAL DUAL CHECK, DOUBLE CHECK WITH INTERMEDIATE ATMOSPHERIC VENT, AND BAROMETRIC LOOP.

- 1. AIR GAP: A PHYSICAL SEPARATION SUFFICIENT TO PREVENT BACKFLOW BETWEEN THE FREE FLOWING DISCHARGE END OF THE POTABLE WATER SYSTEM AND ANY OTHER SYSTEM. PHYSICALLY DEFINED AS A DISTANCE EQUAL TO TWICE THE DIAMETER OF THE SUPPLY SIDE PIPE DIAMETER BUT NEVER LESS THAN ONE INCH.**
- 2. ATMOSPHERIC VACUUM BREAKER: A DEVICE, WHICH PREVENTS BACK-SIPHONAGE BY CREATING AN ATMOSPHERIC VENT WHEN THERE IS EITHER A NEGATIVE PRESSURE OR SUB-ATMOSPHERIC PRESSURE IN A WATER SYSTEM.**
- 3. BAROMETRIC LOOP: A FABRICATED PIPING ARRANGEMENT RISING AT LEAST THIRTY-FIVE (35) FEET AT ITS TOP MOST POINT ABOVE THE HIGHEST FIXTURE IT SUPPLIES. IT IS UTILIZED IN WATER SUPPLY SYSTEMS TO PROTECT AGAINST BACK-SIPHONAGE.**
- 4. DOUBLE CHECK VALVE ASSEMBLY: IN ASSEMBLY OF TWO INDEPENDENTLY OPERATING SPRING-LOADED CHECK VALVES WITH TIGHTLY CLOSING SHUT OFF VALVES ON EACH SIDE OF THE CHECK VALVES, AND PROPERLY LOCATED TEST COCKS FOR THE TESTING OF EACH VALVE.**
- 5. DOUBLE CHECK VALVE WITH INTERMEDIATE ATMOSPHERIC VENT: A DEVICE HAVING TWO SPRING LOADED CHECK VALVES SEPARATED BY AN ATMOSPHERIC VENT CHAMBER.**
- 6. HOSE BIBB VACUUM BREAKER: A DEVICE WHICH IS PERMANENTLY ATTACHED TO A HOSE BIBB AND WHICH ACTS AS AN ATMOSPHERIC VACUUM BREAKER.**
- 7. PRESSURE VACUUM BREAKER: A DEVICE CONTAINING ONE OR TWO INDEPENDENTLY OPERATED SPRING LOADED CHECK VALVES AND AN INDEPENDENTLY OPERATED SPRING LOADED AIR INLET VALVE LOCATED ON THE DISCHARGE SIDE OF THE CHECK OR CHECKS. DEVICE INCLUDES TIGHTLY CLOSING SHUT-OFF VALVES ON EACH SIDE OF THE CHECK VALVES AND PROPERLY LOCATED TEST COCKS FOR THE TESTING OF THE CHECK VALVE(S).**
- 8. REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER: AN ASSEMBLY CONSISTING OF TWO INDEPENDENTLY OPERATING CHECK VALVES WITH AN AUTOMATICALLY OPERATING DIFFERENTIAL RELIEF VALVE LOCATED BETWEEN THE TWO CHECK VALVES, TIGHTLY CLOSING SHUT-OFF VALVES ON EACH SIDE OF THE CHECK VALVES AND PROPERTY LOCATED TEST COCKS FOR THE TESTING OF THE CHECK VALVES AND THE RELIEF VALVE.**

9. **RESIDENTIAL DUAL CHECK: AN ASSEMBLY OF TWO SPRING LOADED, INDEPENDENTLY OPERATING CHECK VALVES WITHOUT TIGHTLY CLOSING SHUT-OFF VALVES AND TEST COCKS. GENERALLY EMPLOYED IMMEDIATELY DOWNSTREAM OF THE WATER METER TO ACT AS A CONTAINMENT DEVICE.**

BACKPRESSURE: A CONDITION IN WHICH THE OWNER'S SYSTEM PRESSURE IS GREATER THAN THE SUPPLIER'S SYSTEM PRESSURE.

BACKSIPHONAGE: THE FLOW OF WATER OR OTHER LIQUIDS, MIXTURES OR SUBSTANCES INTO THE DISTRIBUTION PIPES OF A POTABLE WATER SUPPLY SYSTEM FROM ANY SOURCE OTHER THAN ITS INTENDED SOURCE CAUSED BY THE SUDDEN REDUCTION OF PRESSURE IN THE POTABLE WATER SUPPLY SYSTEM.

COMMISSION: THE STATE OF MARYLAND CONTROL COMMISSION

CONTAINMENT: A METHOD OF BACKFLOW PREVENTION, WHICH REQUIRES A BACKFLOW PREVENTION PREVENTER AT THE WATER SERVICE ENTRANCE.

CONTAMINANT: A SUBSTANCE THAT WILL IMPAIR THE QUALITY OF THE WATER TO A DEGREE THAT IT CREATES A SERIOUS HEALTH HAZARD TO THE PUBLIC LEADING TO POISONING OR THE SPREAD OF DISEASE.

CROSS-CONNECTION: ANY ACTUAL OR POTENTIAL CONNECTION BETWEEN THE PUBLIC WATER SUPPLY AND A SOURCE OF CONTAMINATION OR POLLUTION.

DEGREE OF HAZARD: THE DEGREE OF HAZARD IS A DETERMINATION OF WHETHER THE SUBSTANCE IN THE NON-POTABLE SYSTEM IS TOXIC (HEALTH HAZARD) OR NON-TOXIC (NON-HEALTH HAZARD).

DEPARTMENT: THE TOWN OF EMMITSBURG'S WATER DEPARTMENT.

FIXTURE ISOLATION: A METHOD OF BACKFLOW PREVENTION IN WHICH A BACKFLOW PREVENTER IS LOCATED TO CORRECT A CROSS-CONNECTION AT AN IN-PLANT LOCATION RATHER THAN AT A WATER SERVICE ENTRANCE.

MDE: THE STATE OF MARYLAND DEPARTMENT OF THE ENVIRONMENT — WATER SUPPLY PROGRAM.

NON-TOXIC SUBSTANCE: ANY SUBSTANCE THAT MAY CREATE A NON-HEALTH HAZARD, IS A NUISANCE, OR IS AESTHETICALLY OBJECTIONABLE.

OWNER: ANY PERSON, WHO HAS LEGAL TITLE TO, OR LICENSE TO OPERATE OR HABITAT IN, A PROPERTY UPON WHICH A CROSS-CONNECTION INSPECTION IS TO BE MADE OR UPON WHICH A CROSS-CONNECTION IS PRESENT.

PERSON: ANY INDIVIDUAL, PARTNERSHIP, COMPANY, PUBLIC OR PRIVATE CORPORATION, POLITICAL SUBDIVISION OR AGENCY OF THE STATE DEPARTMENT, AGENCY OR INSTRUMENTALITY OR THE UNITED STATES OR ANY OTHER LEGAL ENTITY.

PERMIT: A DOCUMENT ISSUED BY THE TOWN OF EMMITSBURG, WHICH ALLOWS AS THE USE OF A BACKFLOW PREVENTER.

POLLUTANT: A FOREIGN SUBSTANCE, THAT IF PERMITTED TO GET INTO THE PUBLIC WATER SYSTEM, WILL DEGRADE ITS QUALITY SO AS TO CONSTITUTE A MODERATE HAZARD OR IMPAIR THE USEFULNESS OR QUALITY OF THE WATER TO A DEGREE WHICH DOES NOT CREATE AN ACTUAL HAZARD TO THE PUBLIC HEALTH BUT WHICH DOES ADVERSELY AND UNREASONABLY EFFECT SUCH WATER FOR DOMESTIC USE.

SUPERINTENDENT: THE SUPERINTENDENT, OR HIS OR HER DELEGATED REPRESENTATIVE IN CHARGE OF THE TOWN OF EMMITSBURG WATER DEPARTMENT, IS INVESTED WITH THE AUTHORITY AND RESPONSIBILITY FOR THE IMPLEMENTATION OF A CROSS-CONNECTION CONTROL PROGRAM, AND FOR THE ENFORCEMENT OF THE PROVISIONS OF THE CHAPTER.

TOXIC SUBSTANCE: ANY LIQUID, SOLID OR GAS, WHICH WHEN INTRODUCED INTO THE WATER SUPPLY CREATES, OR MAY CREATE A DANGER TO THE HEALTH AND WELL BEING OF THE CONSUMER.

TOWN: TOWN OF EMMITSBURG.

WATER SERVICE ENTRANCE: THE POINT IN THE OWNER'S WATER SYSTEM BEYOND THE SANITARY CONTROL OF THE DISTRICT, GENERALLY CONSIDERED THE OUTLET END OF THE WATER METER AND ALWAYS BEFORE ANY UNPROTECTED BRANCH.

13.17.050 - ADMINISTRATION.

- A. THE DEPARTMENT WILL OPERATE A CROSS-CONNECTION CONTROL PROGRAM, TO INCLUDE THE KEEPING OF NECESSARY RECORDS, WHICH FULFILLS THE REQUIREMENTS OF THE MDE CROSS-CONNECTION REGULATIONS.**
- B. THE OWNER SHALL ALLOW HIS/HER PROPERTY TO BE INSPECTED FOR POSSIBLE CROSS-CONNECTIONS AND SHALL FOLLOW THE PROVISIONS OF THE TOWN'S PROGRAM AND THE MDE'S REGULATIONS IF A CROSS-CONNECTION IS PERMITTED.**
- C. IF THE TOWN REQUIRES THAT THE PUBLIC SUPPLY BE PROTECTED BY CONTAINMENT, THE OWNER SHALL BE RESPONSIBLE FOR WATER QUALITY BEYOND THE OUTLET END OF THE CONTAINMENT DEVICE AND SHOULD UTILIZE FIXTURE OUTLET PROTECTION FOR THAT PURPOSE.**

HE/SHE MAY UTILIZE PUBLIC HEALTH OFFICIALS, OR PERSONNEL FROM THE TOWN OR THEIR DELEGATED REPRESENTATIVES, TO ASSIST HIM/HER IN THE SURVEY OF HIS/HER FACILITIES AND TO ASSIST HIM/HER IN THE SELECTION OF PROPER FIXTURE OUTLET DEVICES, AND THE PROPER INSTALLATION OF THESE DEVICES.

13.17.060 - REQUIREMENTS.

A. TOWN OF EMMITSBURG.

- 1. ON NEW INSTALLATIONS: THE TOWN WILL PROVIDE ON-SITE EVALUATION AND/OR INSPECTION OF PLANS IN ORDER TO DETERMINE THE TYPE OF BACKFLOW PREVENTER, IF ANY, THAT WILL BE REQUIRED, WILL ISSUE PERMIT, AND PERFORM INSPECTION. IN ANY CASE, A MINIMUM OF DUAL CHECK VALVE WILL BE REQUIRED IN ANY NEW CONSTRUCTION.**
- 2. FOR PREMISES EXISTING PRIOR TO THE START OF THIS PROGRAM: THE TOWN WILL PERFORM EVALUATIONS AND INSPECTIONS OF PLANS AND/OR PREMISES AND INFORM THE OWNER BY LETTER OF ANY CORRECTIVE ACTION DEEMED NECESSARY, THE METHOD OF ACHIEVING THE CORRECTION, AND THE TIME ALLOWED FOR THE CORRECTION TO BE MADE. ORDINARILY, NINETY (90) DAYS WILL BE ALLOWED, HOWEVER, THIS TIME PERIOD MAY BE SHORTENED DEPENDING UPON THE DEGREE OF HAZARD INVOLVED AND THE HISTORY OF THE DEVICE(S) IN QUESTION.**
- 3. THE TOWN WILL NOT ALLOW ANY CROSS-CONNECTION TO REMAIN UNLESS IT IS PROTECTED BY AN APPROVED BACKFLOW PREVENTER FOR WHICH A PERMIT HAS BEEN ISSUED AND WHICH WILL BE REGULARLY TESTED TO INSURE SATISFACTORY OPERATION.**
- 4. THE TOWN SHALL INFORM THE OWNER BY LETTER, OF ANY FAILURE TO COMPLY BY THE TIME OF THE FIRST RE-INSPECTION. THE TOWN WILL ALLOW AN ADDITIONAL FIFTEEN (15) DAYS FOR THE CORRECTION. IN THE EVENT THE OWNER FAILS TO COMPLY WITH THE NECESSARY CORRECTION BY THE TIME OF THE SECOND RE-INSPECTION, THE TOWN WILL INFORM THE OWNER BY LETTER, THAT THE WATER SERVICE TO THE OWNER'S PREMISES WILL BE TERMINATED WITHIN A PERIOD NOT TO EXCEED FIVE (5) DAYS. THE TOWN MAY CHARGE A FEE IF THE OWNER'S WATER SERVICE IS TURNED OFF. THIS FEE MUST BE PAID BEFORE THE WATER IS TURNED ON. IN THE EVENT THAT THE OWNER INFORMS THE TOWN OF EXTENUATING CIRCUMSTANCES AS TO WHY THE CORRECTION HAS NOT BEEN MADE, A TIME EXTENSION MAY BE GRANTED BY THE TOWN BUT IN NO CASE WILL EXCEED AN ADDITIONAL THIRTY (30) DAYS.**
- 5. IF THE TOWN DETERMINES AT ANY TIME THAT A SERIOUS THREAT TO THE PUBLIC HEALTH EXISTS, THE WATER SERVICE WILL BE TERMINATED IMMEDIATELY.**
- 6. THE TOWN SHALL HAVE ON FILE, A LIST OF PRIVATE CONTRACTORS WHO ARE CERTIFIED BACKFLOW DEVICE TESTERS. ALL CHARGES FOR THESE TESTS WILL BE PAID BY THE OWNER OF THE BUILDING OR PROPERTY.**

7. **THE TOWN WILL BEGIN INITIAL PREMISE INSPECTIONS TO DETERMINE THE NATURE OF EXISTING OR POTENTIAL HAZARDS, FOLLOWING THE APPROVAL OF THE ORDINANCE CODIFIED IN THIS CHAPTER BY MDE, DURING THE CALENDAR YEAR 2019. INITIAL FOCUS WILL BE ON HIGH HAZARD INDUSTRIES AND COMMERCIAL PREMISES.**

B. OWNER.

1. **THE OWNER SHALL BE RESPONSIBLE FOR THE ELIMINATION OR PROTECTION OF ALL CROSS-CONNECTIONS ON HIS/HER PREMISES.**
2. **THE OWNER, AFTER HAVING BEEN INFORMED BY A LETTER FROM THE TOWN, SHALL AT HIS/HER EXPENSE, INSTALL, MAINTAIN, AND TEST, OR HAVE TESTED, ANY AND ALL BACKFLOW PREVENTERS ON HIS/HER PREMISES.**
3. **ON NEW INSTALLATIONS: THE OWNER SHALL SUBMIT A TOWN CROSS-CONNECTION PERMIT APPLICATION WITH ASSOCIATED FEE AND AN APPROVED BACK FLOW DEVISE TEST REPORT FROM A CERTIFIED BACKFLOW DEVICE TESTER.**
4. **FOR PREMISES EXISTING PRIOR TO THE START OF THIS PROGRAM, AND/OR PERMIT RENEWALS: THE OWNER SHALL SUBMIT TO THE TOWN EVERY TWO YEARS A TOWN CROSS-CONNECTION PERMIT APPLICATION WITH ASSOCIATED FEE AND AN APPROVED BACK FLOW DEVISE TEST REPORT FROM A CERTIFIED BACKFLOW DEVICE TESTER.**
5. **THE OWNER SHALL CORRECT ANY MALFUNCTION OF THE BACKFLOW PREVENTER, WHICH IS REVEALED BY PERIODIC TESTING.**
6. **THE OWNER SHALL INFORM THE TOWN OF ANY PROPOSED OR MODIFIED CROSS-CONNECTIONS AND ANY PROPOSED OR MODIFIED CROSS-CONNECTIONS AND ANY EXISTING CROSS-CONNECTIONS OF WHICH THE OWNER IS AWARE BUT HAS NOT BEEN FOUND BY THE TOWN.**
7. **THE OWNER SHALL NOT INSTALL A BYPASS AROUND ANY BACKFLOW PREVENTER UNLESS THERE IS A BACKFLOW PREVENTER OF THE SAME TYPE OF THE BYPASS. OWNERS WHO CANNOT SHUT DOWN OPERATION FOR TESTING THE DEVICE(S) MUST SUPPLY ADDITIONAL DEVICES NECESSARY TO ALLOW TESTING TO TAKE PLACE (SEE FIG. 33).**
8. **THE OWNER SHALL INSTALL BACKFLOW PREVENTERS IN A MANNER APPROVED BY THE TOWN (SEE FIG. 33 THROUGH 37).**
9. **THE OWNER SHALL INSTALL ONLY BACKFLOW PREVENTERS APPROVED BY THE TOWN.**
10. **IN THE EVENT THE OWNER INSTALLS PLUMBING TO PROVIDE POTABLE WATER FOR DOMESTIC PURPOSES, WHICH IS ON THE TOWN'S SIDE OF THE BACKFLOW PREVENTER, SUCH PLUMBING MUST HAVE ITS OWN BACKFLOW PREVENTER INSTALLED.**

- 11. THE OWNER SHALL BE RESPONSIBLE FOR THE PAYMENT OF ALL FEES FOR PERMITS, ANNUAL OR SEMIANNUAL DEVICE TESTING, RE-TESTING IN THE CASE THAT THE DEVICE FAILS TO OPERATE CORRECTLY, AND SECOND RE-INSPECTIONS FOR NON-COMPLIANCE WITH TOWN AND MDE REQUIREMENTS.**

13.17.070 - DEGREE OF HAZARD.

THE TOWN RECOGNIZES THE THREAT TO THE PUBLIC WATER SYSTEM ARISING FROM CROSS-CONNECTIONS. ALL THREATS WILL BE CLASSIFIED BY DEGREE OF HAZARD AND WILL REQUIRE THE INSTALLATION OF APPROVED REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION DEVICES OR DOUBLE CHECK VALVES.

13.17.080 - PERMITS.

THE TOWN SHALL NOT PERMIT A CROSS-CONNECTION WITHIN THE PUBLIC WATER SUPPLY SYSTEM UNLESS IT IS CONSIDERED NECESSARY AND THAT IT CANNOT BE ELIMINATED.

- A. CROSS-CONNECTION PERMITS THAT ARE REQUIRED FOR EACH BACKFLOW PREVENTION DEVICE SHALL BE OBTAINED FROM THE TOWN. A FEE WILL BE CHARGED FOR THE INITIAL PERMIT AND A SEPARATE FEE FOR THE RENEWAL OF EACH PERMIT.**
- B. PERMITS SHALL BE RENEWED EVERY TWO YEARS AND ARE NON-TRANSFERABLE. PERMITS ARE SUBJECT TO REVOCATION AND BECOME IMMEDIATELY REVOKED IF THE OWNER SHOULD SO CHANGE THE TYPE OF CROSS-CONNECTION OR DEGREE OF HAZARD ASSOCIATED WITH THE SERVICE.**
- C. A PERMIT IS NOT REQUIRED WHEN FIXTURE ISOLATION IS ACHIEVED WITH THE UTILIZATION OF A NON-TESTABLE BACKFLOW PREVENTER.**

13.17.090 - INSTALLATION.

BACKFLOW PREVENTION DEVICES SHALL NOT BE INSTALLED IN BELOW GRADE VAULTS OR IN LOCATIONS WHERE THE DEVICE COULD BECOME SUBMERGED. SEE FIG. 33 THROUGH 37, WHICH ARE ATTACHED TO THE ORDINANCE CODIFIED IN THIS CHAPTER, FOR TYPICAL INSTALLATION.

13.17.100 - EXISTING IN-USE BACKFLOW PREVENTION DEVICES.

ANY EXISTING BACKFLOW PREVENTER SHALL BE ALLOWED BY THE TOWN TO CONTINUE IN SERVICE UNLESS THE DEGREE OF HAZARD IS SUCH AS TO SUPERSEDE THE EFFECTIVENESS OF THE PRESENT BACKFLOW PREVENTER, OR RESULT IN AN UNREASONABLE RISK TO THE PUBLIC HEALTH. WHERE THE DEGREE OF HAZARD HAS INCREASED, AS IN THE CASE OF A RESIDENTIAL INSTALLATION CONVERTING TO A BUSINESS ESTABLISHMENT, ANY EXISTING BACKFLOW PREVENTER MUST BE UPGRADED TO A REDUCED PRESSURE PRINCIPLE DEVICE MUST BE INSTALLED IN THE EVENT THAT NO BACKFLOW DEVICE WAS PRESENT.

13.17.110 - PERIODIC TESTING.

- A. REDUCED PRESSURE PRINCIPLE BACKFLOW DEVICES SHALL BE TESTED AND INSPECTED AT LEAST ANNUALLY.**
- B. A CERTIFIED TESTER SHALL PERFORM PERIODIC TESTING. THIS TESTING WILL BE DONE AT THE OWNER'S EXPENSE.**
- C. ANY BACKFLOW PREVENTER THAT FAILS DURING A PERIODIC TEST SHALL BE REPAIRED OR REPLACED. WHEN REPAIRS ARE NECESSARY, UPON COMPLETION OF THE REPAIR THE DEVICE WILL BE RE-TESTED AT OWNER'S EXPENSE TO INSURE CORRECT OPERATION. HIGH HAZARD SITUATIONS WILL NOT BE ALLOWED TO CONTINUE UNPROTECTED IF THE BACKFLOW PREVENTER FAILS THE TEST AND CANNOT BE REPAIRED IMMEDIATELY. IN OTHER SITUATIONS, A COMPLIANCE DATE OF NOT MORE THAN THIRTY (30) DAYS AFTER THE TEST DATE WILL BE ESTABLISHED. THE OWNER IS RESPONSIBLE FOR SPARE PARTS, REPAIR TOOLS, OR A REPLACEMENT DEVICE. PARALLEL INSTALLATION OF TWO DEVICES IS AN EFFECTIVE MEANS OF THE OWNER INSURING THAT UNINTERRUPTED WATER SERVICE DURING TESTING OF REPAIR OF DEVICES AND IS STRONGLY RECOMMENDED WHEN THE OWNER DESIRES SUCH CONTINUITY.**
- D. BACKFLOW PREVENTION DEVICES WILL BE TESTED MORE FREQUENTLY THAN SPECIFIED IN SECTION 13.17.110.A. ABOVE, IN CASES WHERE THERE IS A HISTORY OF TEST FAILURES AND THE TOWN FEELS THAT DUE TO THE DEGREE OF HAZARD INVOLVED, ADDITIONAL TESTING IS WARRANTED. COST OF THE ADDITIONAL TESTS WILL BE BORN BY THE OWNER.**

13.17.120 - RECORDS AND REPORTS.

- A. RECORDS. THE TOWN WILL INITIATE AND MAINTAIN THE FOLLOWING:**
 - 1. MASTER FILES ON CUSTOMERS CROSS-CONNECTION TEST AND/OR INSPECTIONS.**
 - 2. MASTER FILES ON CROSS-CONNECTION PERMITS.**
 - 3. COPIES OF PERMITS AND PERMIT APPLICATIONS.**
 - 4. COPIES OF THE LISTS AND SUMMARIES SUPPLIED TO THE MDE.**
- B. REPORTS. THE TOWN WILL SUBMIT THE FOLLOWING TO THE MDE:**
 - 1. INITIAL LISTING OF LOW HAZARD CROSS-CONNECTIONS.**
 - 2. INITIAL LISTING OF HIGH HAZARD CROSS-CONNECTIONS**
 - 3. ANNUAL UPDATE LISTS OF ITEMS 1 AND 2 ABOVE.**
 - 4. ANNUAL SUMMARY OF CROSS-CONNECTION INSPECTIONS.**

13.17.130 - FEES AND CHARGES.

- A. THE TOWN WILL PUBLISH A LIST OF FEES OR CHARGES FOR THE FOLLOWING PERMITS:**
 - 1. NEW INSTALLATION PERMITS**
 - 2. PERMIT RENEWAL**
- B. FEES ARE TO BE ESTABLISHED FROM TIME TO TIME BY POLICY, RESOLUTION, OR ORDINANCE BY THE TOWN AND SHALL BE PAID AT TIME OF APPLICATION.**
- C. TOWN OWNED PROPERTIES ARE EXEMPT FROM ALL PERMIT FEES AND CHARGES.**

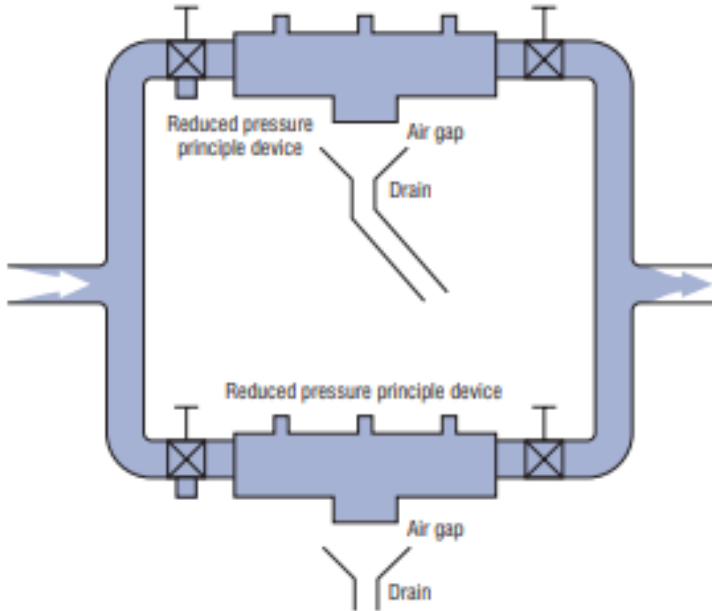
13.17.140 - RESIDENTIAL DUAL CHECK.

- A. EFFECTIVE THE DATE OF THE ACCEPTANCE OF THIS CROSS-CONNECTION CONTROL PROGRAM FOR THE TOWN:**
 - 1. ALL NEW RESIDENTIAL BUILDINGS WILL BE REQUIRED TO INSTALL A RESIDENTIAL DUAL CHECK DEVICE IMMEDIATELY DOWNSTREAM OF THE WATER METER AT THE OWNER'S EXPENSE (SEE FIG. 37). INSTALLATION OF THIS RESIDENTIAL DUAL CHECK DEVICE ON A RETROFIT BASIS ON EXISTING SERVICE LINES WILL BE INSTITUTED AT A TIME AND AT A POTENTIAL COST TO THE HOMEOWNER AS DEEMED NECESSARY BY THE TOWN.**
- B. THE OWNER MUST BE AWARE THAT INSTALLATION OF A RESIDENTIAL DUAL CHECK VALVE RESULTS IN A POTENTIAL CLOSED PLUMBING SYSTEM WITHIN HIS/HER RESIDENCE. AS SUCH, PROVISIONS MAY HAVE TO BE MADE BY THE OWNER TO PROVIDE FOR THERMAL EXPANSION WITHIN HIS/HER CLOSED LOOP SYSTEM, I.E., THE INSTALLATION OF THERMAL EXPANSION DEVICES AND/OR PRESSURE RELIEF VALVES.**

13.17.150 - STRAINERS.

THE TOWN STRONGLY RECOMMENDS THAT ALL NEW RETROFIT INSTALLATIONS OF REDUCED PRESSURE PRINCIPLE DEVICES AND DOUBLE CHECK VALVE BACKFLOW PREVENTERS INCLUDE THE INSTALLATION OF STRAINERS LOCATED IMMEDIATELY UPSTREAM OF THE BACKFLOW DEVICE. THE INSTALLATION OF STRAINERS WILL PRELUDE THE FOULING OF BACKFLOW DEVICES DUE TO BOTH FORESEEN AND UNFORESEEN CIRCUMSTANCES OCCURRING TO THE WATER SUPPLY SYSTEM SUCH AS WATER MAIN REPAIRS, WATER MAIN BREAKS, FIRES, PERIODIC CLEANING AND FLUSHING OF MAINS, ETC. THESE OCCURRENCES MAY "STIR UP" DEBRIS WITHIN THE WATER MAIN THAT WILL CAUSE FOULING OF BACKFLOW DEVICES INSTALLED WITHOUT THE BENEFIT OF STRAINERS.

FIGURE 33.
 Typical bypass configuration
 reduced pressure principle
 devices



Note: Devices to be set a min. of 12" and a max. of 30" from the floor and 12" from any wall.

FIGURE 34.
 Typical installation reduced
 pressure principle device
 horizontal illustration.

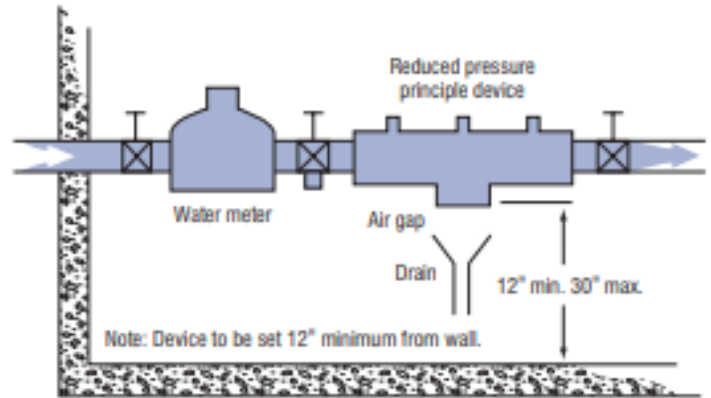
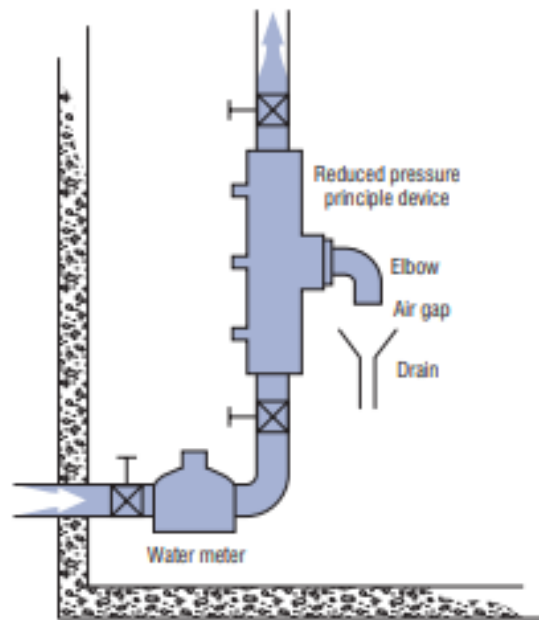


FIGURE 35.
 Typical installation reduced
 pressure principle device
 vertical illustration.



Note: (1) Refer to manufacturers installation data for vertical mount.
 (2) Unit to be set at a height to permit ready access for testing and service.
 (3) Vertical installation only to be used if horizontal installation cannot be achieved.

**Typical fire line installation double
 check valve vertical installation.**

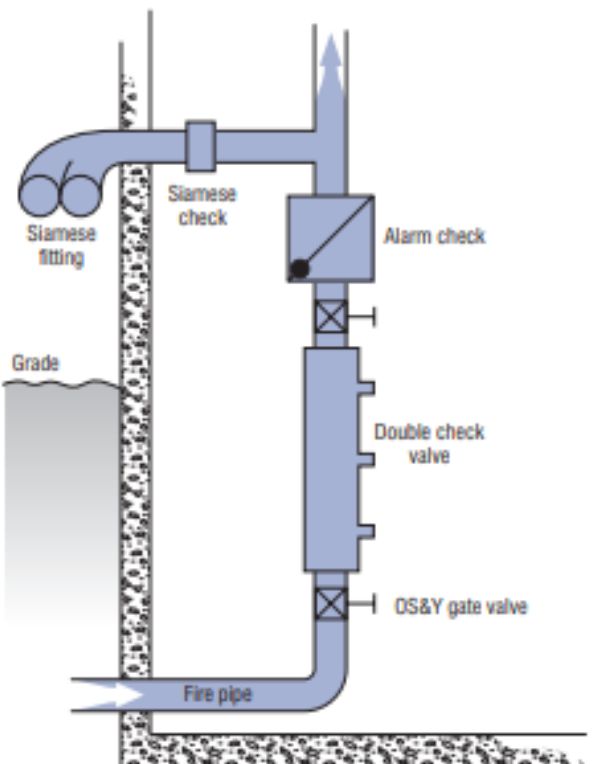


FIGURE 36.
Typical installation double check valve horizontal and vertical installation.

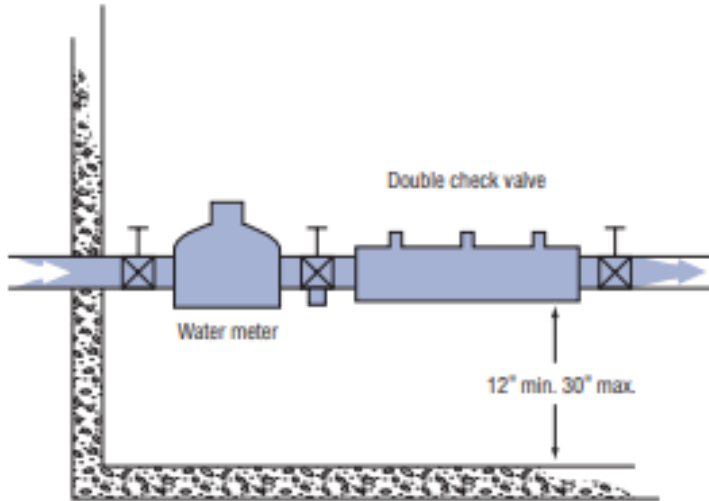
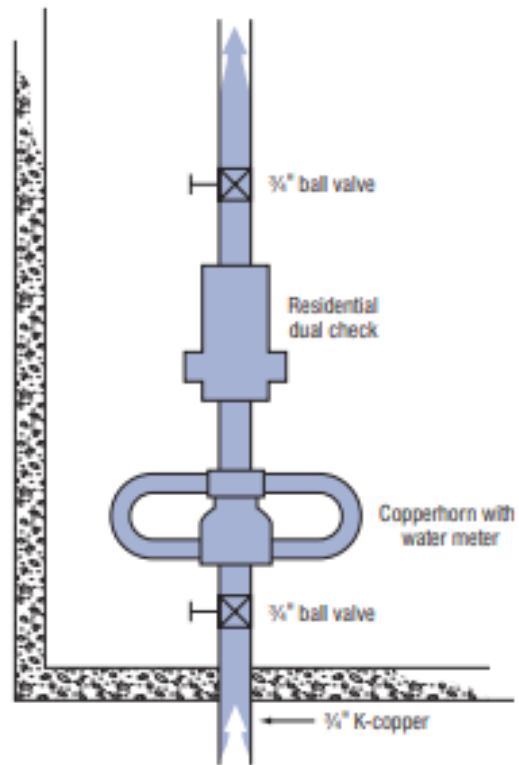
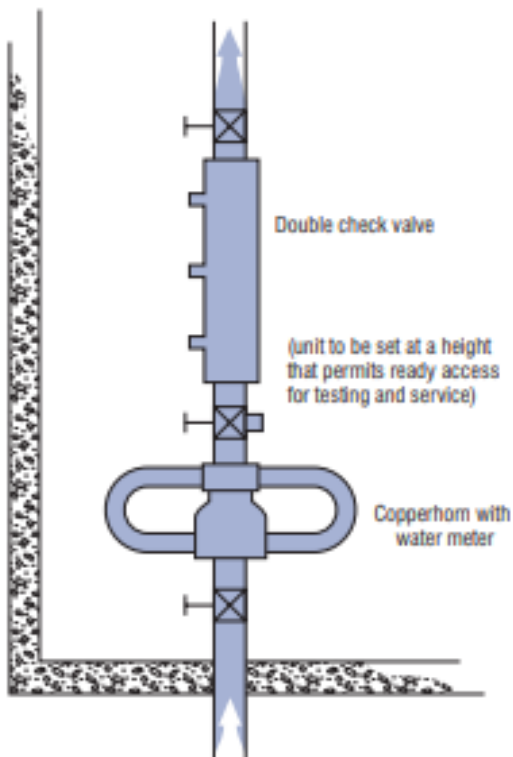
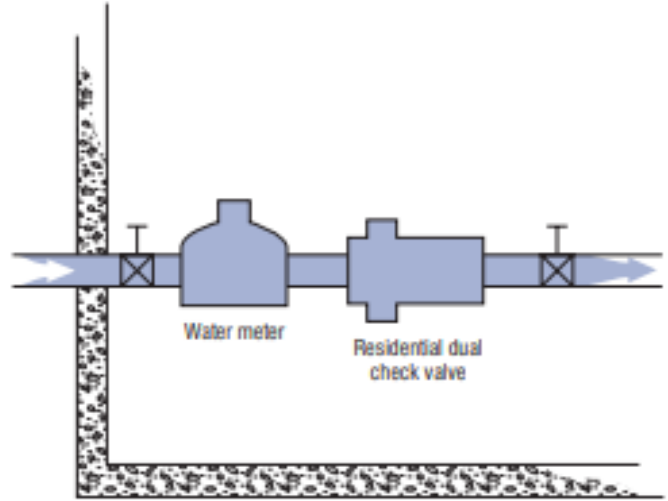


FIGURE 37.
Typical installation residential dual check with straight set and copperhorn.



Note: Vertical installation only to be used if horizontal installation cannot be achieved.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this ___ day of _____, 2019
by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

MAYOR

_____APPROVED _____VETOED

this _____ day of _____, 2019.

Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Madeline Shaw, Town Clerk
Date:

AGENDA ITEMS CONTINUED:

- II. Adoption of the Cross Connection Control Program Fees Policy for Discussion and Consideration:** Presentation at meeting by town staff.

POLICY SERIES: 2019
Policy No. P19 - 03

Page 1 of 1

TOWN OF EMMITSBURG
CROSS-CONNECTION CONTROL PROGRAM FEES POLICY

AS OF THIS DATE AND PURSUANT TO CHAPTER 13.17.130 ENTITLED FEES AND CHARGES OF THE EMMITSBURG MUNICIPAL CODE, THE CROSS-CONNECTION CONTROL PROGRAM FEES SHALL BE AS FOLLOWS:

A. NEW INSTALLATION PERMIT

- 1. TWENTY-FIVE DOLLARS (\$25.00).**

B. PERMIT RENEWAL

- 1. FIFTEEN DOLLARS (\$15.00).**

Draft

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this policy shall take effect this 4th day of March, 2019.

PASSED this 4th day of March, 2019.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

_____ APPROVED _____ VETOED

this 4th day of March, 2019.

Donald N. Briggs, Mayor

AGENDA ITEMS CONTINUED:

- III. Staff Presentation on the Proposed Sign Code Amendments Section 17.38.060 to Section 17.38.080 for Discussion:** Presentation at meeting by town staff.

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ORDINANCE SERIES: 2019

ORD. NO: 19 - 03

AN ORDINANCE TO AMEND
TITLE 17
OF THE CODE OF EMMITSBURG
ENTITLED ZONING

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that **TITLE 17.38, SIGN CODE** of the Emmitsburg Municipal Code, be added and written as follows:

CHAPTER 17.38 - SIGN CODE

17.38.010 – Applicability.

Any sign erected, altered, or maintained after the effective date of this ordinance shall conform to the following regulations.

17.38.020 – Purpose & Intent.

Signs perform an important function in identifying and promoting properties, businesses, services, residences, events, and other matters of interest to the public. The intent of this ordinance is to regulate all signs within the town to ensure that they are appropriate for their respective uses, in keeping with the appearance of the affected property and surrounding environment, and protective of the public health, safety, and general welfare by:

- A. Setting standards and providing uniform, scientifically based controls that permit reasonable use of signs and preserve the character of the town.
- B. Prohibiting the erection of signs in such numbers, sizes, designs, illumination, and locations as may create a hazard to pedestrians and motorists.
- C. Avoiding excessive conflicts from large or multiple signs, so that permitted signs provide adequate identification and direction while minimizing clutter, unsightliness, and confusion.
- D. Establishing a process for the review and approval of sign permit applications.
- E. Ensuring sign design that builds on the traditional town image and visual environment the town seeks to promote.

17.38.030 – Definitions.

Words and terms used in this ordinance shall have the meanings given in this ordinance. Unless expressly stated otherwise, any pertinent word or term not part of this listing but vital to the interpretation of this ordinance, shall be construed to have their legal definition, or in absence of a legal definition, their meaning as commonly accepted by practitioners including civil engineers, surveyors, architects, landscape architects, and planners.

Abandoned sign: a sign that has not identified or advertised a current business, service, owner, product, or activity for a period of at least 180 days, in the case of off-premises signs, or at least 360 days in the case of on-premises signs.

Address sign: a sign that designates the street number and/or street name for identification purposes, as designated by the united states postal service. (also known as: nameplate sign)

Animated sign: a sign depicting action, motion, or light or color changes through electrical or mechanical means.

Awning: a cloth, plastic, or other nonstructural covering that projects from a wall for shielding a doorway or window. An awning is either permanently attached to a building or can be raised or retracted to a position against the building when not in use.

Awning sign: any sign painted on, or applied to, an awning.

Balloon sign: a lighter-than-air, gas-filled balloon, tethered in a fixed location, which contains an advertisement message on its surface or attached to the balloon in any manner.

Banner: any cloth, bunting, plastic, paper, or similar non-rigid material attached to any structure, staff, pole, rope, wire, or framing which is anchored on two or more edges or at all four corners. Banners are temporary in nature and do not include flags.

Beacon lighting: any source of electric light, whether portable or fixed, the primary purpose of which is to cast a concentrated beam of light generally skyward as a means of attracting attention to its location rather than to illuminate any particular sign, structure, or other object.

Building frontage: the maximum linear width of a building measured in a single straight-line parallel, or essentially parallel, with the abutting public street or parking lot.

Canopy: a structure other than an awning made of fabric, metal, or other material that is supported by columns or posts affixed to the ground and may also be connected to a building.

Changeable copy sign: a sign or portion thereof on which the copy or symbols change either automatically through electrical or electronic means, or manually through placement of letters or symbols on a panel mounted in or on a track system. The two types of changeable-copy signs are manual changeable copy signs and electronic changeable copy signs, which include message center signs, digital displays, and tri-vision boards.

Channel letter sign: a sign consisting of fabricated or formed three-dimensional letters, individually applied to a wall, which may accommodate a light source.

Clearance: the distance above the walkway, or other surface if specified, to the bottom edge of a sign. This term can also refer to a horizontal distance between two objects.

Digital display: the portion of a sign message made up of internally illuminated components capable of changing the message periodically. Digital displays may include but are not limited to lcd, led, or plasma displays.

Directional sign: signs designed to provide direction to pedestrian and vehicular traffic into and out of, or within a site.

Festoon lighting: a type of illumination comprised of either: (a) a group of incandescent light bulbs hung or strung overhead or on a building or other structure, or (b) light bulbs not shaded or hooded or otherwise screened to prevent direct rays of light from shining on adjacent properties or rights-of-way.

Flag: any sign printed or painted on cloth, plastic, canvas, or other like material with distinctive colors, patterns, or symbols attached to a pole or staff and anchored along only one edge or supported or anchored at only two corners.

Flashing sign: a sign whose artificial illumination is not kept constant in intensity at all times when in use and which exhibits changes in light, color, direction, or animation

Foot-candle: a unit of incident light (on a surface) stated in lumens per square foot and measurable with an illuminance meter, a.k.a. foot-candle or light meter. One (1) foot-candle is equal to one (1) lumen per square foot.

Foot-lambert: a unit of emitted light (from a surface) stated in lumens per square foot and measurable with an illuminance meter, a.k.a. foot-candle or light meter. One (1) foot-lambert is equal to one (1) lumen per square foot.

Freestanding sign: a sign supported by structures or supports that are placed on, or anchored in, the ground; and that is independent and detached from any building or other structure. The following are subtypes of freestanding signs:

Ground sign: a sign permanently affixed to the ground at its base, supported entirely by a base structure, and not mounted on a pole or attached to any part of a building. (also known as monument sign)

Pole sign: a free standing sign that is permanently supported in a fixed location by a structure of one or more poles, posts, uprights, or braces from the ground and not supported by a building or a base structure.

Gas station canopy: a freestanding, open-air structure constructed for the purpose of shielding service station islands from the elements.

Gas station canopy sign: any sign that is part of, or attached to, the vertical sides of the gas station canopy roof structure. For the purposes of this ordinance, gas station canopy signs shall be considered wall signs.

Government/regulatory sign: any sign for the control of traffic or for identification purposes, street signs, warning signs, railroad crossing signs, and signs of public service companies indicating danger or construction, which are erected by or at the order of a public officer, employee or agent thereof, in the discharge of official duties.

Historic district: a district or zone designated by a local, state, or federal government, within which buildings, structures, and/or appurtenances are deemed important because of their association with history, or because of their unique architectural style and scale.

Holiday decorations: signs or displays including lighting which are a non-permanent installation celebrating national, state, and local holidays, religious or cultural holidays, or other holiday seasons (also known as seasonal decorations).

Illumination: a source of any artificial or reflected light, either directly from a source of light incorporated in, or indirectly from an artificial source.

External illumination: artificial light, located away from the sign, which lights the sign, the source of which may or may not be visible to persons viewing the sign from any street, sidewalk, or adjacent property.

Internal illumination: a light source that is concealed or contained within the sign and becomes visible in darkness through a translucent surface. Message center signs, digital displays, and signs incorporating neon lighting shall not be considered internal illumination for the purposes of this ordinance.

Halo illumination: a sign using a 3-dimensional message, logo, etc., which is lit in such a way as to produce a halo effect. (also known as backlit illumination)

Illuminated sign: a sign with electrical equipment installed for illumination, either internally illuminated through its sign face by a light source contained inside the sign or externally illuminated by a light source aimed at its surface.

Incidental sign: a sign that displays general site information, instructions, directives, or restrictions that are primarily oriented to pedestrians and motor vehicle operators who have entered a property from a public street. These signs shall not contain any commercial advertising.

Incidental window sign: signs displayed in the window displaying information such as the business' hours of operation, credit institutions accepted, commercial and civic affiliations, and similar information. These signs shall be informational only and shall not contain a commercial message.

Inflatable sign: a sign that is an air-inflated object, which may be of various shapes, made of flexible fabric, resting on the ground or structure and equipped with a portable blower motor that provides a constant flow of air into the device.

Interactive sign: an electronic or animated sign that reacts to the behavior or electronic signals of motor vehicle drivers.

Legibility: the physical attributes of a sign that allow for an observer's differentiation of its letters, words, numbers, or graphics.

Light trespass: light emitted by a lighting installation, which extends beyond the boundaries of the property on which the installation is sited.

Limited duration sign: a non-permanent sign that is displayed on private property for more than 30 days, but not intended to be displayed for an indefinite period.

Luminance: an objective measurement of the brightness of illumination, including illumination emitted by an electronic sign, measured in candles per square foot (cd/ft²).

Manual changeable copy sign: a sign or portion thereof on which the copy or symbols are changed manually through placement or drawing of letters or symbols on a sign face.

Marquee: a permanent structure, other than a roof or canopy, attached to, supported by, and projecting from a building and providing protection from the elements.

Marquee sign: any sign attached to a marquee for the purpose of identifying a use or product. If attached to a theater, performing arts center, cinema, or other similar use, it may also advertise films or productions.

Mechanical movement sign: a sign having parts that physically move rather than merely appear to move as might be found in a digital display. The physical movement may be activated electronically or by

another means, but shall not include wind-activated movement such as used for banners or flags. Mechanical movement signs do not include digital signs that have changeable, programmable displays.

Memorial sign: a memorial plaque or tablet, including grave markers or other remembrances of persons or events, which is not used for a commercial message.

Menu sign: a permanent sign for displaying the bill of fare available at a restaurant, or other use serving food, or beverages.

Message center sign: a type of illuminated, changeable copy sign that consists of electronically changing alphanumeric text often used for gas price display signs and athletic scoreboards.

Message sequencing: the spreading of one message across more than one sign structure.

Multi-tenant sign: a freestanding sign used to advertise businesses that occupy a shopping center or complex with multiple tenants.

Mural (or mural sign): a large picture/image (including but not limited to painted art) which is painted, constructed, or affixed directly onto a vertical building wall, which may or may not contain text, logos, and/or symbols.

Neon sign: a sign illuminated by a neon tube, or other visible light-emitting gas tube, that is bent to form letters, symbols, or other graphics.

Nonconforming sign: a sign that was legally erected and maintained at the effective date of this ordinance, or amended thereto, that does not currently comply with sign regulations of the district in which it is located.

Off-premises sign: an outdoor sign whose message directs attention to a specific business, product, service, event or activity, or other commercial or noncommercial activity, or contains a non-commercial message about something that is not sold, produced, manufactured, furnished, or conducted on the premises upon which the sign is located (also known as a third party sign, billboard, or outdoor advertising).

Official traffic sign: official highway route number signs, street name signs, directional signs and other traffic signs erected and maintained on public highways and roads in the interest of public safety or for the regulation of traffic.

On-premises sign: a sign whose message and design relate to an individual business, profession, product, service, event, point of view, or other commercial or non-commercial activity sold, offered, or conducted on the same property where the sign is located.

Pennant: a triangular or irregular piece of fabric or other material, commonly attached in strings or strands, or supported on small poles intended to flap in the wind.

Permanent sign: a sign attached or affixed to a building, window, or structure, or to the ground in a manner that enables the sign to resist environmental loads, such as wind, and that precludes ready removal or movement of the sign and whose intended use appears to be indefinite.

Personal expression sign: an on-premises sign that expresses an opinion, interest, position, or other non-commercial message.

Portable sign: a sign designed to be transported or moved and not permanently attached to the ground, a building, or other structure.

Sandwich board sign: a type of freestanding, portable, temporary sign consisting of two faces connected and hinged at the top and whose message is targeted to pedestrians (also known as a-frame sign).

Vehicular sign: a sign affixed to a vehicle in such a manner that the sign is used primarily as a stationary advertisement for the business on which the vehicle sits or is otherwise not incidental to the vehicle's primary purpose.

Private drive sign: a sign indicating a street or drive, which is not publicly owned and maintained and used only for access by the occupants of the development and their guests.

Projecting sign: a building mounted, double sided sign with the two faces generally perpendicular to the building wall, not to include signs located on a canopy, awning, or marquee. (also known as blade sign)

Public sign: a sign erected or required by government agencies or utilities, including traffic, utility, safety, railroad crossing, and identification signs for public facilities.

Reflective sign: a sign containing any material or device, which has the effect of intensifying reflected light.

Revolving sign: a sign, which revolves in a circular motion; rather than remaining stationary on its supporting structure.

Roof sign: a building mounted sign erected upon, against, or over the roof of a building.

Scoreboard: a sign contained within an athletic venue and intended solely to provide information to the attendees of an athletic event.

Security sign: an on premises sign regulating the use of the premises, such as a "no trespassing," "no hunting," or "no soliciting" sign. (also known as warning sign)

Shielded: the description of a luminaire from which no direct glare is visible at normal viewing angles, by virtue of it being properly aimed, oriented, and located and properly fitted with such devices as shields, barn doors, baffles, louvers, skirts, or visors.

Sign: any device, structure, fixture, painting, emblem, or visual that uses words, graphics, colors, illumination, symbols, numbers, or letters for the purpose of communicating a message. Sign includes the sign faces as well as any sign supporting structure.

Sign area: the total dimensions of a sign surface used to display information, messages, advertising, logos, or symbols. See §17.38.060.c. For standards for measuring sign area.

Sign face: the part of the sign that is or can be used for the sign area. The sign area could be smaller than the sign face.

Sign height: the vertical dimension of a sign as measured using the standards in §17.38.060.d.

Sign supporting structure: poles, posts, walls, frames, brackets, or other supports holding a sign in place.

Sight triangle: a triangle at an intersection, formed by the two roads or rights-of-way and a third line, which must be kept clear of obstructions such as signs so that people in one road can see cars approaching on the other.

Snipe sign: a sign tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences, public benches, streetlights, or other objects, or placed on any public property or in the public right-of-way or on any private property without the permission of the property owner.(also known as bandit sign)

Storefront: the exterior façade of a building housing a commercial use visible from a street, sidewalk, or other pedestrian way accessible to the public and containing the primary entrance to the commercial establishment.

Streamers: a display made of lightweight, flexible materials, consisting of long, narrow, wavy strips hung individually or in a series, with or without a logo or advertising message printed or painted on them and typically designed to move in the wind.

Street frontage: the side or sides of a lot abutting on a public street or right-of-way.

Street pole banner: a banner suspended above a public sidewalk and attached to a single street pole. These signs shall not contain any commercial advertising.

Temporary sign: a sign that is not permanently installed or affixed to the ground or any structure or building, located on private property, and/or constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or like material that appears to be intended to be or is determined by the zoning administrator to be displayed for no more than 30 consecutive days at one time.

Tri-vision boards: an outdoor unit with a slatted face that allows three different copy messages to revolve at intermittent intervals.

Vending machine sign: a sign displayed on a vending machine indicating the name of the product being sold and/or the price of such product.

Wall sign: a building mounted sign, which is either attached to, displayed on, or painted on an exterior wall in a manner parallel with the wall surface. A sign installed on a false or mansard roof is also considered a wall sign. (also known as: fascia sign, parallel wall sign, or band sign)

Window sign: any sign that is applied, painted, or affixed to a window, or placed inside a window, within three (3) feet of the glass, facing the outside of the building, and easily seen from the outside. Customary displays of merchandise or objects and material without lettering behind a store window are not considered signs.

17.38.040 – Prohibited Signs.

The following signs are unlawful and prohibited:

- A. Abandoned signs
- B. Neon signs
- C. Marquee signs
- D. Snipe signs. Signs shall only be attached to utility poles in conformance with state and utility regulations and the requirements of this ordinance.

- E. Vehicular signs. This regulation does not include the use of business logos, identification or advertising on vehicles primarily and actively used for business purposes and/or personal transportation.
- F. Mechanical movement signs, including revolving signs.
- G. Pennant strings and streamers.
- H. Animated signs, flashing signs, or signs that scroll or flash text or graphics.
- I. Inflatable devices or balloon signs, with the exception of balloons used in temporary, non-commercial situations.
- J. Any signs that imitates, resembles, interferes with, or obstructs official traffic lights, signs, or signals.
- K. Signs which prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part. No sign other than a safety sign shall be attached to a standpipe or fire escape.
- L. Signs that emit smoke, visible vapors, particulate matter, sound, odor or contain open flames.
- M. Reflective signs or signs containing mirrors.
- N. Interactive signs.
- O. Signs incorporating beacon or festoon lighting.
- P. Any banner or sign of any type suspended across a public street, without the permission of the owner of the property and road.
- Q. Roof signs.
- R. Signs erected on private or public property without the permission of the property owner, with the exception of those authorized or required by local, state, or federal government.
- S. Any sign containing information, which states or implies that a property may be used for any purpose not permitted under the provisions of the town's zoning ordinance.
- T. Signs that exhibit statements, words, or pictures of obscene or pornographic subjects as determined by the town.
- U. Any sign that promotes illegal activity.

17.38.050 – Signs Exempt from Permit Requirements.

The following signs shall be allowed without a sign permit and shall not be included in the determination of the type, number, or area of permanent signs allowed within a zoning district, provided such signs comply with the regulations in this section, if any.

- A. Official traffic signs.
- B. Government/regulatory signs.
- C. Signs inside a building, or other enclosed facility, which are not meant to be viewed from the outside, and are located greater than three (3) feet from the window.
- D. Holiday and seasonal decorations.
- E. Personal expression signs of any type, including flags, provided that they do not exceed three (3) sq. Ft. In area per side, are non-commercial in nature, and not illuminated.
- F. Address signs – up to two (2) signs stating address, number and/or name of occupants of the premises and do not include any commercial advertising or other identification.
 - 1. Residential districts. Signs not to exceed three (3) sq. Ft. In area.
 - 2. Non-residential districts. Signs not to exceed five (5) sq. Ft. In area.
- G. Public signs – signs erected or required by government agencies or utilities, including traffic, utility, safety, railroad crossing, and identification or directional signs for public facilities.
- H. Signs or emblems of a religious, civil, philanthropic, historical or educational organization that do not exceed five (5) sq. Ft. In area.
- I. Private drive signs – one (1) sign per driveway entrance, not to exceed two (2) sq. Ft. In area.
- J. Security and warning signs – these limitations shall not apply to the posting of conventional “no trespassing,” signs in accordance with state law.

1. Residential districts. Signs not to exceed two (2) sq. Ft. In area.
 2. Non-residential districts. Maximum of one (1) large sign per property, not to exceed five (5) sq. Ft. In area. All other posted security and warning signs may not exceed two (2) sq. Ft. In area.
- K. Flags:
1. Location. Flags and flagpoles shall not be located within any right-of-way.
 2. Height. The height at which flags may be displayed may not exceed 30 ft.
 3. Number. No more than two (2) flags per lot in residential districts, no more than three (3) flags per lot in all other districts.
 4. Size. Maximum flag size is 24 sq. Ft. In residential districts, 35 sq. Ft in all other districts.
 5. Flags containing commercial messages may be used as permitted freestanding or projecting signs, and, if so used, the area of the flag shall be included in, and limited by the computation of allowable area for signs on the property.
 6. Flags up to three (3) sq. Ft. In area containing noncommercial messages are considered personal expression signs and are regulated in accordance with §17.38.050.e.
- L. Legal notices.
- M. Vending machine signs.
- N. Memorial signs, public monument or historical identification sign erected by the town, including plaque signs up to three (3) sq. Ft. In area.
- O. Signs that are permanent architectural feature of a building or structure, existing at the time of adoption of this ordinance.
- P. Signs advertising the variety of crop growing in a field. Such signs shall be removed after the growing season.
- Q. Incidental signs, including incidental window signs.
- R. Directional signs provided they do not contain any commercial messaging.
1. Area. No single directional sign shall exceed four (4) sq. Ft. In area.
 2. Height. Directional signs shall have a maximum height of five (5) ft.
 3. Illumination. Directional signs shall be non-illuminated.
- S. Art and murals provided such signs do not contain any commercial messaging unless the commercially-oriented material is intended to be an integral part of the art work itself.
- T. Temporary signs in accordance with §17.38.100 regulations by sign type (temporary signs).

17.38.060 – General Regulations.

- A. Sign location.
1. No sign shall be placed in such a position as to endanger pedestrians, bicyclists, or traffic on a street by obscuring the view or by interfering with official street signs or signals by virtue of position or color.
 2. No sign may occupy a sight triangle.
 3. Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communications lines or equipment.
- B. Sign materials & construction: every sign shall be constructed of durable materials, using non-corrosive fastenings; shall be structurally safe; and shall be maintained in safe condition and good repair at all times so that all sign information is clearly legible.
- C. Sign area.
1. The area of a sign shall mean the area of all lettering, wording, and accompanying designs, logos, and symbols. The area of a sign shall not include any supporting framework, bracing or trim, which is incidental to the display, provided that it does not contain any lettering, wording, or symbols.

2. Where the sign consists of individual letters, designs, or symbols attached to a building, awning, wall, or window, the area shall be that of the smallest rectangle which encompasses all of the letters, designs, and symbols.
 3. Signs may be double-sided.
 - a. On-premises signs.
 - i. Only one (1) side shall be considered when determining the sign area, provided that the faces are equal in size, the interior angle formed by the faces is less than 45 degrees, and the two faces are not more than 18 inches apart.
 - ii. Where the faces are not equal in size, but the interior angle formed by the faces is less than 45 degrees and the two faces are not more than 18 inches apart, the larger sign face shall be used as the basis for calculating sign area.
 - iii. When the interior angle formed by the faces is greater than 45 degrees, or the faces are greater than 18 inches apart, all sides of such sign shall be considered in calculating the sign area.
 - b. Off-premises signs.
 - i. Only one (1) side shall be considered when determining the sign area, provided that the faces are equal in size, the interior angle formed by the faces is less than 45 degrees, and the two faces are not more than five (5) feet apart.
 - ii. Where the faces are not equal in size, but the interior angle formed by the faces is less than 45 degrees and the two faces are not more than five (5) feet apart, the larger sign face shall be used as the basis for calculating sign area.
 - iii. When the interior angle formed by the faces is greater than 45 degrees, or the faces are greater than five (5) feet part, all sides of such sign shall be considered in calculating the sign area.
 4. Signs that consist of, or have attached to them, one or more three-dimensional or irregularly shaped objects, shall have a sign area of the sum of two adjacent vertical sign faces of the smallest cube encompassing the sign or object.
 5. If elements of a sign are movable or flexible, such as a flag or banner, the measurement is taken when the elements are fully extended and parallel to the plane of view.
 6. The permitted maximum area for all signs is determined by the sign type and the zoning district in which the sign is located (see §17.38.130, 17.38.140, 17.38.150, 17.38.160, and 17.38.170).
- D. Sign height.
1. Sign height shall be measured as the distance from the highest portion of the sign to the mean finished grade of the street closest to the sign. In the case of a sign located greater than 100 feet from a public street, height shall be measured to the mean grade at the base of the sign.
 2. Clearance for freestanding and projecting signs shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other structural elements.
 3. The permitted maximum height for all signs is determined by the sign type and the zoning district in which the sign is located (see §17.38.130, 17.38.140, 17.38.150, 17.38.160, and 17.38.170).
- E. Sign spacing: the spacing between sign structures shall be measured as a straight-line distance between the closest edges of each sign.
- F. Sign illumination.
1. Signs may be illuminated, unless otherwise specified herein, consistent with the following standards:
 - a. Location. The summary table below (§17.38.060.f.7.) Provides detailed information about what types of illumination are permitted in each zoning district.
 - b. Light sources of illuminate signs shall neither be visible from any street right-of-way, nor cause glare hazardous or distracting to pedestrians, vehicle drivers, or adjacent properties.

- c. No more than 0.2 foot-candle of light shall be detectable at the boundary of any abutting property.
 - d. Hours of operation:
 - i. Signs on non-residential properties may be illuminated from 5am until 11 pm, or ½ hour past the close of business of the facility being identified or advertised, whichever is later.
 - ii. Signs shall provide an automatic timer to comply with the intent of this section.
 - e. Brightness: message center signs and digital displays are subject to the following brightness limits:
 - i. During daylight hours between sunrise and sunset, luminance shall be no greater than five thousand (5,000) nits.
 - ii. At all other times, luminance shall be no greater than two hundred fifty (250) nits.
 - iii. Each sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change to comply with the limits set here within.
 - f. Message duration: the length of time each message may be displayed on a message center sign, digital display, or tri-vision board sign is based upon the visibility and speed limit unique to individual signs and adjacent road conditions. The following method should be used to calculate message duration for message center signs, digital displays, or tri-vision board signs:
 - i. Determine the greatest distance from which the sign becomes visible on the road the sign is primarily intended to serve. If a sign is intended to be seen by more than one roadway, the road with the lower posted speed limit shall be used for determining message duration.
 - ii. Multiply the road's posted speed limit (mph) by 5,280, and then divide by 3,600 to obtain the speed limit in feet/second.
 - iii. Divide the visibility distance by the speed limit (feet/second).
 - iv. Add an additional ten (10) percent of this number to the total.
 - v. The resulting amount of time is the minimum permitted message duration, except where this value is less than eight (8) seconds in which the minimum message duration shall be no less than eight (8).
2. Types of illumination: where permitted, illumination may be:
- a. External: externally illuminated signs, where permitted, are subject to the following regulations:
 - i. Translucent covers must conceal the source of the light.
 - ii. External illumination shall be by a steady, stationary light source, shielded and directed solely at the sign. The light source must be static in color.
 - b. Internal: internally illuminated signs, where permitted, are subject to the following regulations:
 - i. Internal illumination must be static in intensity and color.
 - ii. Message center signs are permitted in accordance with the regulations contained in §17.38.060.f.3.
 - iii. Digital displays are permitted in accordance with the regulations contained in §17.38.060.f.4.
3. Message center signs are subject to the following regulations, in addition to all other illumination requirements established in this section.
- a. Sign type: message center signs are permitted in the form of freestanding, monument, and wall signs, both on-premises and off-premises, in accordance with the regulations established in §17.38.070 and 17.38.080.
 - b. Height: a message center sign shall have the same height limits as other permitted signs of the same type and location.

- c. Area:
 - i. When used as an on-premises sign, message center signs shall not exceed 50% of the sign area for any one sign, and shall not exceed more than 30% of the total area for all signs permitted on a property.
 - ii. When used as an off-premises sign, message center signs may be used for a maximum of 50% of the sign area.
 - d. Maximum number. Where permitted, one (1) message center sign is permitted per street frontage, up to a maximum of two (2) message center signs per property.
 - e. Message display:
 - i. No message center sign may contain text, which flashes, pulsates, moves, or scrolls. Each complete message must fit on one screen.
 - ii. The content of a message center sign must transition by changing instantly (e.g., no fade-out or fade-in).
 - iii. Default design: the sign shall contain a default design, which shall freeze the sign message in one position if a malfunction should occur.
 - f. Conversion of a permitted non-message center sign to a message center sign requires the issuance of a permit pursuant to §17.38.190 permits & applications.
 - g. The addition of any message center sign to a nonconforming sign is prohibited.
 - h. Public service announcements: the owner of every message center sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public including, but not limited to amber alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.
4. Digital display signs are subject to the following regulations in addition to all other requirements established in this section.
- a. Sign type: digital displays are permitted in the form of freestanding, monument, and wall signs, both on-premises and off-premises, in accordance with the regulations established in §17.38.070 and 17.38.080.
 - b. Height: a digital display shall have the same height limits as for other permitted signs of the same type and location.
 - c. Area:
 - i. When used as an on-premises sign, digital displays shall not exceed more than 30% of the total sign area permitted on the site.
 - ii. When used as an off-premises sign, digital displays may be used for a maximum of 50% of the sign area.
 - d. Maximum number per property: where permitted, one (1) digital display sign is permitted per property.
 - e. Message display:
 - i. Any digital display containing animation, streaming video, or text or images which flash, pulsate, move, or scroll is prohibited. Each complete message must fit on one screen.
 - ii. One message/display may be brighter than another, but each individual message/display must be static in intensity.
 - iii. The content of a digital display must transition by changing instantly, with no transition graphics (e.g., no fade-out or fade-in).
 - iv. Default design: the sign shall contain a default design, which shall freeze the sign message in one position if a malfunction should occur.
 - f. Conversion of a permitted non-digital sign to a digital sign requires the issuance of a permit pursuant to §17.38.190 permits & applications.
 - g. The addition of any digital display to a nonconforming sign is prohibited.

- h. Public service announcement: the owner of every digital sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public including, but not limited to amber alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.
- 5. Electrical standards.
 - a. Permits for illuminated signs will not be issued without an approved building permit. Applications for building permits shall be filed after the approval of the sign permit application.
 - b. All work shall be completed in full compliance with the electrical code as managed by frederick county.
 - c. The electrical supply to all exterior signs, whether to the sign itself or to lighting fixtures positioned to illuminate the sign, shall be provided by means of concealed electrical cables. Electrical supply to freestanding signs shall be provided by means of underground cables.
 - d. The owner of any illuminated sign shall arrange for a certification showing compliance with the brightness standards set forth herein by an independent contractor and provide the certification to the town as a condition precedent to the issuance of a sign permit.
- 6. Glare control: glare control shall be achieved primarily through the use of such means as cutoff fixtures, shields, and baffles, and appropriate application of fixture mounting height, wattage, aiming angle, and fixture placement. Vegetation screens shall not be employed to serve as the primary means for controlling glare.
- 7. Illumination standards by district (see next page):

District	Illumination type				Brightness limitation for digital displays and message center signs	Hours of illumination	Motion limitation	Message center signs as a max % of sign area	
	Internal	Message center sign	External	Digital display				Digital displays and message center signs	Digital displays as a max % of total sign area on site
Neighborhood Commercial (B-1)	P	P	P	P	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	Determined by visibility. See §17.38.060.f.4.c	30%	50%
General Commercial (B-2)	P	P	P	P	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	Determined by visibility. See §17.38.060.f.4.c	30%	50%
Office, Research, & Industrial (ORI)	P	P	P	P	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	Determined by visibility. See §17.38.060.f.4.c	30%	50%
Industrial Park (IP)	P	P	P	P	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	Determined by visibility. See §17.38.060.f.4.c	30%	50%
Institutional (INST)	P	P	P	P	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	Determined by visibility. See §17.38.060.f.4.c	30%	50%
Village Zone (VZ)	NP	NP	P	NP	N/A	5am to 11pm	N/a	N/a	N/a
Residential (R-1, R-2, & R-3)	NP	NP	P	NP	N/A	5am to 11pm	N/a	N/a	N/a
Conservation / recreation (c-r)	NP^	NP^	NP^	NP^	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	N/a	N/a	N/a
Off-premises*	P	P	P	P	Daytime: 5,000 nits Nighttime: 250 nits	5am to 11pm	Determined by visibility. See §17.38.060.f.4.c	30%	50%
Temporary signs*	NP	NP	NP	NP	N/A	N/A	N/A	N/A	N/A
Portable signs*	NP	NP	NP	NP	N/A	N/A	N/A	N/A	N/A

^Excludes signs located in parks or recreational facilities NP - Not Permitted P - Permitted N/A - Not applicable

* Off-premises, temporary, and portable signs are subject to the illumination regulations governing off-premises, temporary, and portable signs, rather than the illumination standards governing specific district where the sign is located.

17.38.070 – Regulations by Sign Type: On-Premises Signs.

- A. Wall signs.
 - 1. No portion of a wall sign shall be mounted less than eight (8) feet above the finished grade or extend out more than twelve (12) inches from the building wall on which it is affixed. If the wall sign projects less than three (3) inches from the building wall on which it is affixed, the eight-foot height requirement need not be met.
- B. Canopy or awning signs
 - 1. A canopy or awning without lettering or other advertising shall not be regulated as a sign.
 - 2. Canopy or awning signs must be centered within or over architectural elements such as windows and doors.
 - 3. No awning or canopy sign shall be wider than the building wall or tenant space it identifies.
 - 4. Sign placement.
 - a. Letters or numerals shall be located only on the front and side vertical faces of the awning or canopy.
 - b. Logos or emblems are permitted on the top or angled portion of the awning or canopy up to a maximum of three square feet. No more than one emblem or logo is permitted on any one awning or canopy.
 - 5. Sign height.
 - a. The lowest edge of the canopy or awning sign shall be at least eight (8) feet above the finished grade.
 - 6. Any ground floor awning projecting into a street right-of-way must be retractable.
 - 7. Awnings above the ground floor may be fixed, provided they do not project more than four (4) feet from the face of the building.
 - 8. Multi-tenant buildings. If the awning or canopy sign is mounted on a multi-tenant building, all awning or canopy signs shall be similar in terms of height, projection, and style across all tenants in the building.
- C. Projecting signs.
 - 1. No portion of a projecting sign shall project more than four (4) feet from the face of the building.
 - 2. The outermost portion of a projecting sign shall project no closer than five (5) feet from a curb line or shoulder of a public street.
 - 3. Sign height. The lowest edge of a projecting sign shall be at least eight (8) feet above the finished grade.
- D. Window signs.
 - 1. Incidental window signs displaying pertinent business information such as the business' hours of operation and credit cards accepted, shall be excluded from area calculations for window signs.
- E. Freestanding signs.
 - 1. The lowest edge of any freestanding pole sign shall be either less than four (4) feet or greater than seven (7) feet above ground.
 - 2. Freestanding ground signs shall be supported and permanently placed by embedding, anchoring, or connecting the sign in such a manner as to incorporate it into the landscape or architectural design scheme.
 - 3. Sign placement.
 - a. All freestanding signs shall be set back five (5) feet from the right-of-way, except for official traffic signs and government/regulatory signs.

b.No freestanding sign may occupy an area designated for parking, loading, walkways, driveways, fire lane, easement, cartway of the right-of-way or other areas required to remain unobstructed.

F. Manual changeable copy signs: manual changeable copy signs are permitted only when integrated into a freestanding, wall, or portable sign.

17.38.080 – Regulations by Sign Type: Off-Premises Signs.

A. Locations permitted.

1. Off-premises signs are permitted in the following locations:

- a. General Commercial (B-2)
- b. Office, Research, & Industrial (ORI)
- c. Industrial Park (IP)

B. Sign size: An off-premise advertising sign is subject to the following size restrictions according to the posted speed limit of the road which the off-premises sign faces:

	Posted speed limit (mph)		
	≤ 35	36-45	46-55
Maximum sign area (sq. Ft)	60	100	150

C. Height and location of sign.

1. Off-premises signs shall have a maximum height of 15 ft.

D. Spacing: Off-premises signs shall be:

- 1. Set back from the ultimate right-of-way a distance equal to the height of the off-premises sign or 15 feet, whichever is greater.
- 2. Located no closer than 25 feet from any property line.
- 3. Located no closer than 50 feet from any building, structure, or on-premises sign located on the same property.
- 4. Located no closer than 1,500 feet from another off-premises sign on either side of the road measured linearly.
- 5. Located no closer than 500 feet from any intersection, or interchange (on/off-ramp).
- 6. Located no closer than 1,000 feet from any property line abutting a public park, playground, religious institution, cemetery, school, or residential district.
- 7. Not attached to the external wall or otherwise affixed to any part of any building and shall not extend over any public property or right-of-way.
- 8. Not located on sewer rights-of-way, or water, electric, or petroleum pipelines.
- 9. Not located on a bridge.

E. Number of signs per lot: there shall be no more than one off-premises sign per lot. Vertically or horizontally stacked signs shall not be permitted.

F. Content: off-premises signs shall not display any message or graphic of an obscene or pornographic nature as determined by the town.

G. Double-sided off-premises signs: signs may be single or double-sided, in accordance with §17.38.060.c. Sign area.

H. Message sequencing: message sequencing is prohibited.

I. Construction and maintenance.

- 1. All plans for off-premises signs shall be certified by a licensed engineer registered in Maryland.
- 2. All off-premises advertising signs shall be constructed in accordance with industry-wide standards established by the outdoor advertising association of america and the institute

- of outdoor advertising, or their successor organizations. All off-premises advertising signs shall be structurally sound and maintained in good condition.
3. The rear face of a single-face, off-premises advertising sign shall be painted and maintained with a single neutral color as approved by the town.
 4. Every three years, the owner of the off-premises sign shall have a structural inspection made of the sign by a licensed engineer registered in Maryland and shall provide to the town a certificate certifying that the sign is structurally sound.
- J. Identification of sign owner: all off-premises signs shall be identified on the structure with the name, address, and phone number of the owner of such sign.
- K. Landscaping.
1. Landscaping shall be provided at the base of all off-premises signs. Trees and shrubbery, including evergreen and flowering trees, of sufficient size and quantity shall be used to achieve the purpose of this section.
 2. Trees greater than four (4) inches in diameter removed for construction of the sign shall be replaced on-site at a ratio of one (1) replacement tree for each removed tree using native species no less than two (2) inches in diameter.
- L. Additional regulations. All off-premises signs shall comply with any and all applicable zoning regulations of the town, and any and all local, state, and/or federal regulations. In the event any other applicable regulation is in conflict with the provisions of this section, the more strict regulation shall apply.
- M. Application/plan requirements. Plans submitted for off-premises advertising signs shall show the following:
1. The location of the proposed sign on the lot with the required sign setbacks from the property line and ultimate right-of-way.
 2. The location and species of existing trees.
 3. The distance to the nearest existing, off-premises advertising sign.
 4. The distance to the nearest right-of-way, property line, building, structure, on-premises sign, off-premises sign, intersection, interchange, safety rest area, bridge, residential district, or institutional use, sewer rights-of-way, and water, electric, or petroleum pipelines.
 5. Site plan containing all of the applicable requirements set forth in the town's zoning code, as amended.
 6. Certification under the seal by a licensed engineer that the off-premises sign, as proposed, is designed in accordance with all federal, state, and local laws, codes, and professional standards.
- N. Illumination and changeable copy of off-premises signs.
1. Off-premises signs may incorporate manual changeable copy signs.
 2. Off-premises signs may be illuminated, provided that:
 - a. All light sources are designed, shielded, arranged, and installed to confine or direct all illumination to the surface of the off-premises sign and away from adjoining properties.
 - b. Light sources are not visible from any street or adjoining properties.
 3. The following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination.
 - a. Message center sign
 - b. Digital display
 - c. External illumination
 - d. Internal illumination
 4. Off-premises signs may incorporate tri-vision boards.
 - a. The length of time each message of the tri-vision board may be displayed before changing is based upon the visibility and posted speed limit unique to individual

signs and adjacent road conditions. The message duration for tri-vision boards shall be calculated using the method described in §17.38.060.f.1.f. Message duration.

- O. Safety. In applying for a variance, the applicant bears the burden of proof to establish that the proposed off-premises sign will not create a public health or safety hazard in the manner and location that is proposed and in the manner by which it is to be operated.

17.38.090 – Regulations by Sign Type: Limited Duration Signs.

- A. Limited duration signs, as defined in this section, located on private property are subject to the regulations set forth below. Limited duration signs that comply with the requirements in this subsection shall not be included in the determination of the type, number, or area of signs allowed on a property. Unless otherwise stated below, the requirements listed shall apply to both commercial and non-commercial signs.
- B. Size and number.
 - 1. Non-residential zones:
 - a. Large limited duration signs: one (1) large limited duration sign is permitted per property in all non-residential zones. If a property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one (1) additional large limited duration sign may be permitted so long as there is a minimum spacing of 200 feet between the two (2) large limited duration signs.
 - i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - ii. Area: each large limited duration sign shall have a maximum area of 16 sq. Ft.
 - iii. Height: large limited duration signs that are freestanding shall have a maximum height of eight (8) feet.
 - b. Small limited duration signs: in addition to the large limited duration sign(s) outlined above, one (1) small limited duration sign is permitted per property in all non-residential zones. If a property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one (1) additional small sign may be permitted.
 - i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - ii. Area: each small limited duration sign shall have a maximum area of six (6) sq. Ft.
 - iii. Height: small limited duration signs that are freestanding shall have a maximum height of six (6) feet.
 - 2. Residential zones:
 - a. Large limited duration sign: one (1) large limited duration sign is permitted per property so long as the property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area.
 - i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - b. Small limited duration sign: one (1) small limited duration sign is permitted per property.

- i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - ii. Area: each small limited duration sign shall have a maximum area of six (6) sq. Ft.
 - iii. Height: small limited duration signs that are freestanding shall have a maximum height of six (6) feet.
- C. Permit requirements.
- 1. A permit for a limited duration sign is issued for one (1) year and may be renewed annually.
 - 2. One (1) sign is allowed per permit. An applicant may request up to two (2) permits per address, but is subject to the size and number requirements set forth in this section.
 - 3. An application for a limited duration sign permit must include:
 - a. A description of the sign indicating the number, size, shape, dimensions, and colors of the sign, and the expected length of time the sign will be displayed;
 - b. A schematic drawing of the site showing the proposed location of the sign in relation to nearby building and streets.
 - c. The number of signs on the site.
- D. Installation and maintenance.
- 1. All limited duration signs must be installed such that in the opinion of the town’s zoning administrator, they do not create a safety hazard.
 - 2. All limited duration signs must be made of durable materials and shall be well maintained.
 - 3. Limited duration signs that are frayed, torn, broken, or that are no longer legible will be deemed unmaintained and required to be removed.
- E. Illumination: illumination of any limited duration sign is prohibited.
- F. Summary table for limited duration signs:

	Limited duration signs	
	Non-residential districts	Residential districts
Large limited duration signs (max area 16 sq. Ft.)	<u>Number:</u> 1 per property; 2 if property is 5+ acres with 400+ ft. Of street frontage or has > 10,000 sq. Ft. Of floor area. <u>Height:</u> maximum 8 ft.	<u>Number:</u> 1 per property; 2 if property is 5+ acres with 400+ ft. Of street frontage or has > 10,000 sq. Ft. Of floor area. <u>Height:</u> maximum 8 ft.
Small limited duration signs (max area 6 sq. Ft.)	<u>Number:</u> 1 per property; 2 if property is 5+ acres with 400+ ft. Of street frontage or has > 10,000 sq. Ft. Of floor area. <u>Height:</u> maximum 6 ft.	<u>Number:</u> 1 per property. <u>Height:</u> maximum 6 ft.

17.38.100 – Regulations by Sign Type: Temporary Signs.

- A. Temporary signs, as defined in this section, located on private property, are exempt from standard permit requirements. Temporary signs that comply with the requirements in this sub-section shall not be included in the determination of the type, number, or area of signs allowed on a property.

- B. Unless otherwise stated below, the requirements listed below shall apply to both commercial and non-commercial signs.
- C. Size and number.
1. Non-residential districts:
 - a. Large temporary signs: one (1) large temporary sign is permitted per property in all non-residential districts. If a property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one (1) additional large temporary sign may be permitted so long as there is a minimum spacing of 200 feet between the two (2) large temporary signs.
 - i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - d. Banner
 - ii. Area:
 - a. Each large temporary freestanding, window, or wall sign shall have a maximum area of 16 sq. Ft.
 - b. Each large temporary banner shall have a maximum area of 32 sq. Ft.
 - iii. Height:
 - a. Large temporary signs that are freestanding shall have a maximum height of eight (8) feet.
 - b. Banners shall hang at a height no greater than 24.
 - b. Small temporary signs: in addition to the large temporary sign(s) outlined above, one (1) small temporary sign is permitted per property in all non-residential districts. If a property is greater than five (5) acres in size and has at least 400 feet of street frontage or has > 10,000 square feet of floor area, one (1) additional small sign may be permitted so long as there is a minimum spacing of 200 feet between both sets of small temporary signs.
 - i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - ii. Area: each small temporary sign shall have a maximum area of six (6) sq. Ft.
 - iii. Height: small temporary signs shall have a maximum height of six (6) feet.
 2. Residential districts:
 - a. Large temporary signs: one (1) large temporary sign is permitted per residential property so long as the property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area.
 - i. Type:
 - a. Freestanding
 - b. Window sign
 - c. Wall sign
 - d. Banner sign
 - ii. Area:
 - a. Each large temporary freestanding, window, or wall sign shall have a maximum area of 16 square feet.
 - b. Each large temporary banner shall have a maximum area of 32 square feet.
 - iii. Height:
 - a. Large temporary signs that are freestanding shall have a maximum height of eight (8) feet.

- b. Banners shall hang at a height no greater than 24 feet.
- b. Small temporary signs: one (1) small temporary sign is permitted per residential property.
 - i. Type:
 - a. Freestanding sign
 - b. Window sign
 - c. Wall sign
 - d. Banner
 - ii. Area: each small temporary sign shall have a maximum area of six (6) sq. Ft.
 - iii. Height: small temporary signs shall have a maximum height of six (6) feet.
- D. Duration and removal
 - 1. Temporary signs may be displayed up to a maximum of 30 consecutive days, two (2) times per year.
 - 2. The town or the property owner may confiscate signs installed in violation of this ordinance. Neither the town nor the property owner is responsible for notifying sign owners of confiscation of an illegal sign.
- E. Permission: the party posting the temporary sign is solely responsible for obtaining the permission of the property owner before posting their temporary sign.
- F. Municipal notification: temporary signs are exempt from the standard permit requirements but the date of erection of a temporary sign must be written in indelible ink on the lower right hand corner of the sign.
- G. Installation and maintenance.
 - 1. All temporary signs must be installed such that in the opinion of the town’s zoning administrator, they do not create a safety hazard.
 - 2. All temporary signs must be made of durable materials and shall be well-maintained.
 - 3. Temporary signs that are frayed, torn, broken, or that are no longer legible will be deemed unmaintained and required to be removed.
- H. Illumination: illumination of any temporary sign is prohibited.
- I. Summary table for temporary signs:

	Temporary signs	
	Non-residential districts	Residential districts
Large temporary signs (max area 32 sq. Ft. For banner, 16 sq. Ft. For all other signs)	<u>Number:</u> 1 per property; 2 if property is 5+ acres with 400+ ft. Of street frontage, or has > 10,000 sq. Ft. Of floor area. <u>Height:</u> Ground: maximum 8 ft. Banner: maximum 24 ft.	<u>Number:</u> 1 per property if property is 5+ acres with 400+ ft. Of street frontage or has > 10,000 sq. Ft. Of floor area. <u>Height:</u> Ground: maximum 8 ft. Banner: maximum 24 ft.
Small temporary signs (max area 6 sq. Ft.)	<u>Number:</u> 1 per property; 2 if property is 5+ acres with 400+ ft. Of street frontage, or has > 10,000 sq. Ft. Of floor area. <u>Height:</u> maximum 6 ft.	<u>Number:</u> 1 per property. <u>Height:</u> maximum 6 ft.

17.38.110 – Regulations by Sign Type: Portable Signs.

- A. General provisions.
 - 1. Illumination: illumination of any portable sign is prohibited.
 - 2. Hours of display.
 - a. Signs shall not be displayed on any premises before 6:00 am and shall be removed each day at or before 10:00 pm. However, all portable signs must be taken in during hours of non-operation of the business being advertised.
 - b. All portable signs must be taken in during inclement weather.
- B. Sandwich board or a-frame signs. Sandwich board signs that comply with the requirements in this sub-section shall not be included in the determination of the type, number, or area of signs allowed on a property.
 - 1. Number: one (1) sandwich board sign is permitted per establishment. For the purposes of this subsection, a parking garage or parking lot shall be considered an establishment.
 - 2. Area: each sign shall have a maximum area of seven (7) sq. Ft. Per sign face.
 - 3. Height: signs shall have a maximum height of three and one-half (3.5) feet.
 - 4. Sign placement.
 - a. If a sign is located on a public or private sidewalk, a minimum of 36 inches of unobstructed sidewalk clearance must be maintained between the sign and any building or other obstruction.
 - b. The sign must be located on the premises, and within 12 feet of the primary public entrance, of the establishment it advertises. For the purposes of this subsection, a public entrance includes a vehicular entrance into a parking garage or parking lot.
 - c. Portable signs shall be weighted, temporarily secured, or strategically placed to avoid being carried away by high winds.
 - 5. Manual changeable copy.
 - a. Manual changeable copy signs are permitted when integrated into a sandwich board sign.
 - b. Commercial messages must advertise only goods and services available on the premises.

17.38.120 – Regulations by Sign Type: Street Pole Banners.

- A. General provisions. Street pole banner signs that comply with the requirements in this sub-section shall not be included in the determination of the type, number, or area of signs allowed on a property.
 - 1. Illumination: illumination of any street pole banner is prohibited.
 - 2. Area: each street pole banner shall have a maximum area of 12.5 sq. Ft. And a maximum width of three (3) feet. Up to two (2) street pole banners are permitted per street pole.
 - 3. Height.
 - a. When the street pole banner's edge is less than 18 inches from the curb, the lowest edge of the street pole banner shall be at least 14 feet above the finished grade.
 - b. When the street pole banner's edge is greater than 18 inches from the curb, the lowest edge of the street pole banner shall be at least eight (8) feet above the finished grade.
 - 4. Location.
 - a. No street pole banner shall extend beyond the curb line.
 - b. Street pole banners shall maintain a minimum of three (3) foot vertical clearance between any luminaries located on the pole measured from where the ballasts connect to the poles.
 - c. Street pole banners shall not interfere with the visibility of traffic signals or signs.

- d. No street pole banner shall be located on a pole that has traffic or pedestrian control signals.
- 5. Installation and maintenance.
 - a. All street pole banners must be made of lightweight and durable fabrics with wind slits.
 - b. Street pole banners that are frayed, torn, or faded so that they are no longer legible will be deemed unmaintained and will be required to be removed.
- B. Permit requirements.
 - 1. A permit for a street pole banner is issued for one (1) year and may be renewed annually.
 - 2. An application for a street pole banner permit must include the following.
 - a. A diagram or map of the specific poles to be used for street pole banner installation and the streets on which the poles are located.
 - b. A proof of the street pole banner design, including the banner's dimensions.
 - c. If brackets are to be installed, submit specifications for the bracket installation system.

17.38.130 – Signs in the Conservation / Recreation (C-R) District.

In addition to the exempt signs described in §17.38.050. Signs exempt from permit requirements, the following numbers and types of signs may be erected in the conservation / recreation (c-r) district, subject to the conditions specified here and in §17.38.070, 17.38.080, 17.38.090, and 17.38.100.

- A. Any limited duration sign as defined and regulated in §17.38.090. Regulations by sign type (limited duration signs).
- B. Any temporary sign as defined and regulated in §17.38.100. Regulations by sign type (temporary signs).
- C. Signs associated with a residential use or parcel within the conservation / recreation district shall comply with §17.38.140. Signs in residential districts.
- D. Parks and open space.
 - 1. Freestanding signs shall be permitted subject to the following regulations:
 - a. Number: one (1) sign per street access to a park or open space facility.
 - b. Area: each sign shall have a maximum of 24 sq. Ft. Per sign face.
 - c. Height: signs shall have a maximum height of ten (10) feet.
 - d. Illumination: the following types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - i. External illumination.
 - 2. Signs located on the interior of the site used to identify various use areas, facility boundaries, on-site traffic direction, trail use information, the hours and rules for the use of the grounds, etc. Are exempt from permit requirements subject to the following:
 - a. Area: each sign shall have a maximum area of ten (10) sq. Ft.
 - b. Height: signs shall have a maximum height of eight (8) feet.
 - c. Illumination: these signs shall be non-illuminated.
 - 3. Signs for recreation and sporting facilities shall be allowed provided that the following criteria is met:
 - a. Signs on the interior walls or fence of an open stadium or field shall be no greater than 24 sq. Ft. In size and shall be designed to be viewed from the inside of the stadium only, and non-illuminated.
 - b. One (1) freestanding scoreboard, not to exceed 200 sq. Ft. In area and 20 ft. In height, is permitted per playing field.
 - i. Commercial messages shall not exceed 30% of the front face of the scoreboard.
 - ii. The face of all scoreboards, including any attached commercial signs and panels, shall be permanently oriented toward the recreation and spectator area.
 - iii. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:

- a. Internal illumination
 - b. External illumination
 - c. Message center sign
 - d. Digital display (not to exceed 30% of the total scoreboard area)
- E. Freestanding signs for non-residential uses shall be permitted subject to the following regulations:
- 1. Number: one (1) sign at each street access, up to a maximum of two (2) signs per lot.
 - 2. Area: each sign shall have a maximum area of 32 sq. Ft. Per sign face.
 - 3. Height: signs shall have a maximum height of six (6) feet.
 - 4. Illumination: these signs shall be non-illuminated.
- F. Wall and projecting signs for non-residential uses shall be permitted subject to the following regulations:
- 1. Number: one (1) sign per tenant per building frontage up to a maximum of two (2) signs per tenant.
 - 2. Area: each sign shall have a maximum area of 20 sq. Ft. Per sign face.
 - 3. Height: signs shall have a maximum height equal to the eave line or the bottom of the second story windowsill, whichever is lower.
 - 4. Illumination: these signs shall be non-illuminated.
- G. Window signs for non-residential uses shall be permitted subject to the following regulations:
- 1. Area: a maximum of 15% of the total window area of a single building frontage may be used for signs.
 - 2. Illumination: these signs shall be non-illuminated.
- H. Off-premises signs [where/if permitted], are subject to the regulations found in §17.38.080. Regulations by sign type (off-premises).
- I. Summary table for signs in the conservation/recreation district:

Conservation / Recreation District			
	Wall & projecting	Window	Freestanding
Maximum number	Non-residential uses: 1 per tenant per building frontage, up to a maximum of 2 signs per tenant	N/a	Parks & open space: 1 per street access plus 1 freestanding scoreboard per playing field Non-residential uses: 1 per street access up to a maximum of 2 signs per lot.
Maximum area (sq. Ft.)	Parks & open space: signs on the interior walls or fence of an open stadium: 24 Non-residential uses: 20	Non-residential uses: 15% of total window area	Parks and open space: 24 (entrance), 200 (scoreboard), 10 (signs interior to the site) Non-residential uses: 32
Maximum height (feet)	Non-residential uses: the eave line or the bottom of the second story windowsill, whichever is lower.	N/a	Parks and open space: 10 feet (entrance), 20 (scoreboard), 8 (signs interior to the site) Non-residential uses: 6

17.38.140 – Signs in Residential (R-1, R-2, & R-3) Districts.

In addition to the exempt signs described in §17.38.050. Signs exempt from permit requirements, the following numbers and types of signs may be erected in the low density (r-1), medium density (r-2), and high density (r-3) residential districts, subject to the conditions specified here and in §17.38.070, 17.38.080, 17.38.090, 17.38.100, 17.38.110, and 17.38.120.

- A. Any limited duration sign as defined and regulated in §17.38.090 regulations by sign type (limited duration signs).
- B. Any temporary sign as defined and regulated in §17.38.100 regulations by sign type (temporary signs).
- C. Home occupations.
 - 1. One (1) freestanding sign shall be permitted subject to the following regulations:
 - a. Area: each sign shall have a maximum area of six (6) sq. Ft. Per sign face.
 - b. Height: signs shall have a maximum height of six (6) feet.
 - c. Illumination: these signs shall be non-illuminated.
 - 2. One (1) wall or projecting sign shall be permitted, up to two (2) sq. Ft. In area.
 - a. Height: signs shall have a maximum height equal to the eave line or the bottom of the second story window sill, whichever is lower.
 - b. Illumination: these signs shall be non-illuminated.
- D. Freestanding signs for residential developments or apartment buildings containing more than ten units shall be permitted subject to the following regulations:
 - 1. Number: one (1) sign per street frontage.
 - 2. Area: each sign shall have a maximum area of 15 sq. Ft. Per sign face.
 - 3. Height: signs shall have a maximum height of eight (8) feet.
 - 4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. External illumination.
- E. Summary table for signs in residential districts:

	Residential districts	
	Wall & projecting	Freestanding
Maximum number	Home occupations: 1 per lot	Home occupations: 1 per lot Residential developments: 1 per lot
Maximum area (sq. Ft.)	Home occupations: 2	Home occupations: 6 Residential developments: 15
Maximum height	The eave line or the bottom of the second story windowsill, whichever is lower.	Home occupations: 6 feet Residential developments: 8 feet

17.38.150 – Signs in the Institutional (INST) District.

In addition to the exempt signs described in §17.38.050 exempt signs, the following numbers and types of signs may be erected subject to the conditions here and in §17.38.070, 17.38.080, 17.38.090, 17.38.100, 17.38.110, and 17.38.120:

- A. Any limited duration sign as defined and regulated in §17.38.090 regulations by sign type (limited duration signs).
- B. Any temporary sign as defined and regulated in §17.38.100 regulation by sign type (temporary signs).
- C. Any portable sign as defined and regulated in §17.38.110 regulations by sign type (portable signs).
- D. Any street pole banner as defined and regulated in §17.38.120 regulations by sign type (street pole banners).
- E. Signs associated with a park or open space use in an institutional district. Shall comply with §17.38.120.
- F. Signs associated with residential use or parcel within the institutional district shall comply with §17.38.140 signs in residential districts.
- G. Freestanding signs for institutional uses, other than parks and open space, shall be permitted subject to the following regulations:
 - 1. Number: one (1) sign per street access, up to two (2) signs per property held in single and separate ownership.
 - 2. Area: each sign shall have a maximum area based on the lot size of the property as follows:
 - a. on lots less than two (2) acres: 24 sq. Ft.
 - b. On lots of two (2) acres or more but less than five (5) acres: 40 sq. Ft.
 - c. On lots of five (5) acres or more: 60 sq. Ft.
 - 3. Height: signs shall have a maximum height of ten (10) feet.
 - 4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. Internal illumination
 - b. External illumination
 - c. Message center sign
- H. Freestanding signs located on the interior of the site used to identify facilities, on-site traffic direction, hours of operation, and other information are exempt from permit requirements, subject to the following:
 - 1. Area: each sign shall have a maximum area of ten (10) sq. Ft.
 - 2. Height: each sign shall have a maximum height of eight (8) feet.
 - 3. Illumination: these signs shall be non-illuminated.
- I. Building signs, including wall signs, awning or canopy signs, projecting signs, and window signs are permitted for institutional uses. The total maximum sign area of all building signs shall be based on the lot size of the property and wall area of the building as follows:
 - 1. Area:
 - a. On lots less than two (2) acres:
 - i. Total sign area of all building signs shall not exceed five (5) percent of the total wall area for all walls that directly face a public street or parking lot.
 - ii. No single building sign shall exceed 24 square feet.
 - b. On lots of two (2) acres or more but less than five (5) acres:
 - i. Total sign area of all building signs shall not exceed six (6) percent of the total wall area for all walls that directly face a public street or parking lot.
 - ii. No single building sign shall exceed 36 sq. Ft.
 - c. On lots of five (5) acres or more:
 - i. Total sign area of all building signs shall not exceed seven (7) percent of the total wall area for all walls that directly face a public street or parking lot.
 - ii. No single building sign shall exceed 60 sq. Ft.
 - 2. Height: signs shall have a maximum height equal to the eave line.

3. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. Internal illumination
 - b. External illumination, lit from above
 - c. Halo illumination or back-lit letters
- J. Upper level building identification signs shall be permitted subject to the following regulations:
 1. Number: two (2) signs per building.
 2. Area: each sign shall have a maximum area of 100 sq. Ft.
 3. Height: signs shall have a maximum height of ten (10) feet and shall not extend vertically beyond the eave line.
 4. Location: signs shall be limited to buildings at least three (3) stories in height and shall be located only on the top floor of such buildings.
 5. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination.
 - a. Internal illumination
- K. Summary table for signs in the institutional district:

		Institutional District		
		Wall, awning/canopy, projecting, and window	Freestanding	Building identification
Maximum number		N/a	1 per street access, up to 2 per lot	2 per building
Maximum area	Lots < 2 acres	5% of the total wall face area of walls that directly face a public street or parking lot. No single wall sign shall exceed 24 sq. Ft.	24 sq. Ft.	100 sq. Ft.
	Lots ≥ 2 and < 5 acres	6% of the total wall face area of walls that directly face a public street or parking lot. No single wall sign shall exceed 36 sq. Ft.	40 sq. Ft.	
	Lots ≥ 5 acres	7% of the total wall face area of walls that directly face a public street or parking lot. No single wall sign shall exceed 60 sq. Ft.	60 sq. Ft.	
Maximum height		The eave line	10 feet	The eave line

17.38.160 – Signs in the Village Zone (V-Z) District.

In addition to the exempt signs described in §17.38.050 signs exempt from permit requirements, the following numbers and types of signs may be erected in the village zone district, subject to the conditions specified here and in §17.38.070, 17.38.080, 17.38.090, 17.38.100, 17.38.110, and 17.38.120

- A. Any sign permitted in residential districts, for appropriate uses, as defined and regulated in §17.38.140 signs in residential districts.
- B. Any portable sign as defined and regulated in §17.38.110 regulations by sign type (portable signs).
- C. Any street pole banner as defined and regulated in §17.38.120 regulations by sign type (street pole banners). Only the town is permitted to hang street pole banners in the village zone.
- D. Installation must not damage or require removal of historic materials and must be done in a manner such that signs can be removed without harm to the masonry or architectural detailing.
- E. Barber poles are permitted at a licensed barbershop, and are not considered an illuminated sign.
- F. The total area of all wall, awning/canopy, and projecting signs shall be limited to one and a half (1.5) square feet per one (1) linear foot of building frontage that faces a public street or parking lot, subject to maximum size limitations based on sign type.
- G. Wall signs for non-residential uses shall be permitted subject to the following regulations:
 - 1. Number: one (1) sign per tenant per street frontage, up to two (2) signs per tenant. Where a property has entrances facing both a street and a parking lot, a second sign is permitted to face the parking lot.
 - 2. Area: each sign shall have a maximum area of 12 sq. Ft. Per sign face.
 - 3. Height: signs shall have a maximum height equal to the eave line or the bottom of the second story windowsill, whichever is lower.
 - 4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. External illumination lit from above
- H. Awning or canopy signs for non-residential uses shall be permitted subject to the following regulations:
 - 1. Height: signs shall have a maximum height equal to the eave line or the bottom of the second story windowsill, whichever is lower.
 - 2. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. External illumination lit from above
- I. Projecting signs for non-residential uses shall be permitted subject to the following regulations:
 - 1. All hangers for projecting signs shall be in the form of a bracket and made of metal.
 - 2. Number: one (1) sign per ground floor establishment, plus one (1) sign per building entrance serving one or more commercial tenants without a ground floor entrance.
 - 3. Area: each sign shall have a maximum area of 6 sq. Ft. Per sign face.
 - 4. Height: signs shall have a maximum height equal to the eave line or the bottom of the second story windowsill, whichever is lower.
 - 5. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. External illumination lit from above
- J. Window signs for non-residential uses shall be permitted subject to the following regulations:
 - 1. Area: a maximum of 15% of the total window area of any single storefront may be used for permanent signs that are etched, painted, or otherwise permanently affixed to the window.
 - 2. Illumination: these signs shall be non-illuminated.
- K. Freestanding signs for non-residential uses shall be permitted subject to the following regulations:
 - 1. Number: one (1) sign per street frontage, up to two (2) signs per property held in single and separate ownership.
 - 2. Area: each sign shall have a maximum area of 15 sq. Ft., plus an additional 5 sq. Ft. Per tenant, up to a maximum of 30 sq. Ft.
 - 3. Height: freestanding signs shall have a maximum height of 5 feet.

4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 a. External illumination

L. Summary table for signs in the Village Zone District:

	Village Zone District			
	Wall and awning/canopy	Projecting	Window	Freestanding
Maximum number	Wall: 1 per tenant per street frontage (up to 2 per tenant)	1 per ground floor establishment, plus 1 per building entrance serving tenants without a ground floor entrance	N/a	1 per street frontage, up to 2 per lot
Maximum area (total)	1.5 sq. Ft. Per linear ft. Of building frontage facing a public street or parking lot, subject to maximum size limitations based on sign type		N/a	N/a
Maximum area (individual)	Wall: 12 sq. Ft. Awning/canopy: n/a (see §17.38.070)	6 sq. Ft.	15% total window area (permanent signs); 25% total window area (all signs)	15 sq. Ft. Plus 5 sq. Ft. Per additional tenant up to 30 sq. Ft.
Maximum height	The eave line		N/a	5 feet

17.38.170 – Signs in the Commercial (B-1 & B-2), Industrial Park (IP), and Office, Research, and Industrial (ORI) Districts.

Except as noted below, the following numbers and types of signs may be erected in any neighborhood commercial, general commercial, industrial park, or office, research, and industrial districts subject to the conditions specified here and in §17.38.070, 17.38.080, 17.38.090, 17.38.100, 17.38.110, and 17.38.120:

- A. Any sign permitted in residential districts, for the appropriate uses, as defined and regulated in §17.38.140 signs in residential districts.
- B. Any portable sign as defined and regulated in §17.38.110 regulations by sign type (portable signs).
- C. Any street pole banner as defined and regulated in §17.38.120 regulations by sign type (street pole banners).
- D. The total area of all wall, awning/canopy, and projecting signs for non-residential uses shall be limited to one and a half (1.5) square feet per one (1) linear foot of building frontage that faces a public street or parking lot, subject to a maximum size limitations based on sign type.
- E. Wall signs for non-residential uses shall be permitted subject to the following regulations:
 1. Number: one (1) sign per tenant per street frontage, up to a maximum of two (2) signs per tenant. Where a store has entrances facing both a street and a parking lot, a second sign is permitted to face the parking lot.
 2. Area: each sign shall have a maximum area of 32 sq. Ft. Per sign.
 3. Height: signs shall have a maximum height equal to the eave line.

4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. internal illumination
 - b. External illumination, lit from above
 - c. Halo illumination or back-lit letters
- F. Awning or canopy signs for non-residential uses shall be permitted subject to the following regulations:
 1. Height: signs shall have a maximum height equal to the eave line.
 2. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. - sign illumination:
 - a. External illumination, lit from above
- G. Projecting signs for non-residential uses shall be permitted subject to the following regulations:
 1. Number: one (1) sign per ground floor established, plus one (1) sign per building entrance serving one or more commercial tenants without a ground floor entrance.
 2. Area: each sign shall have a maximum area of twenty (20) sq. Ft. Per sign face.
 3. Height: signs shall have a maximum height equal to the eave line.
 4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. External illumination, lit from above
- H. Window signs for non-residential uses shall be permitted subject to the following regulations:
 1. Area: a maximum of 25% of the total window area of any single storefront may be used for permanent signs that are etched, painted, or permanently affixed to the window. A maximum of 35% of the total window area of any single storefront may be covered by a combination of permanent and temporary window signs.
 2. Illumination: these signs shall be non-illuminated.
- I. In addition to building signs, freestanding signs for non-residential uses shall be permitted subject to the following regulations:
 1. Number: one (1) sign per street frontage, up to two (2) signs per property held in single and separate ownership.
 - a. For permitting gas stations, one (1) additional freestanding sign per street frontage shall be permitted for the advertising of gas prices and identification of the gas station only, up to two (2) additional signs per property.
 - b. For permitted drive-through establishments, one (1) additional freestanding sign shall be permitted for the advertising items for sale to users of the drive-through lane only.
 2. Area: each sign shall have a maximum area of 50 sq. Ft.
 3. Height: signs shall have a maximum height of 10 feet.
 4. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination:
 - a. Internal illumination
 - b. Message center sign
 - c. Digital display
- J. Upper-level building identification signs shall be permitted subject to the following regulations:
 1. Number: one (1) sign per building.
 2. Area: each sign shall have a maximum area of 50 sq. Ft.
 3. Height: signs shall have a maximum height of ten (10) feet and shall not extend vertically beyond the eave line.
 4. Location: signs shall be limited to buildings at least three (3) stories in height and shall be located only on the top floor of such buildings.
 5. Illumination: the following illumination types shall be permitted subject to the regulations in §17.38.060.f. Sign illumination.

a. Internal illumination

- K. Off-premises signs shall be permitted, subject to the regulations detailed in §17.38.080 regulations by sign type (off-premises).
- L. Summary table for signs in commercial, industrial park, and office, research, and industrial districts:

Commercial, industrial park, & office, research, & industrial districts					
	Wall and awning/canopy	Projecting	Window	Freestanding	Upper-level building identification
Maximum number	Wall: 1 per tenant per street frontage (up to 2 per tenant) Awning/canopy: n/a (see §17.38.070)	1 per ground floor establishment, plus 1 per building entrance serving tenants without a ground floor entrance	N/a	1 per street frontage, up to 2 per lot (additional signs allowed for gas stations and drive-thru establishment)	1 per building (≥ 3 stories high)
Maximum area (total)	1.5 sq. Ft. Per linear feet of building frontage facing a public street or parking lot, subject to maximum size limitations based on sign type		N/a	N/a	N/a
Maximum area (individual)	Wall: 32 sq. Ft. Awning/canopy: n/a (see §17.38.070)	20 sq. Ft.	25% total window area (permanent signs); 35% (all signs)	50 sq. Ft.	50 sq. Ft.
Maximum height	The eave line		N/a	10 ft.	The eave line

17.38.180 – Removal of Unsafe, Unlawful, or Abandoned Signs.

A. Unsafe or unlawful signs

1. Upon written notice by the town’s zoning administrator, the owner, person, or firm maintaining a sign shall remove the sign when it becomes unsafe, is in danger of falling, or it becomes so deteriorated that it no longer serves a useful purpose of communication, or it is determined by the zoning administrator to be a nuisance, or it is deemed unsafe by the zoning administrator, or it is unlawfully erected in violation of any of the provisions of this ordinance.
2. The town may remove or cause to be removed the sign at the expense of the owner and/or lessee in the event of the owner of the person or firm maintaining the sign has not complied with the terms of the notice within thirty (30) days of the date of this notice. In the event of immediate danger, the town may remove the sign immediately upon the issuance of notice to the owner, person, or firm maintaining the sign.

B. Abandoned signs

1. It shall be the responsibility of the owner of any property upon which an abandoned sign is located to remove such sign within 180 days of the sign becoming abandoned as defined in this section. Removal of an abandoned sign shall include the removal of the entire sign including the sign face, supporting structure, and structural trim.
2. Where the owner of the property on which an abandoned sign is located fails to remove such sign in a 180 days the town may remove such sign. Any expense directly incurred in the removal of such sign shall be charged to the owner of the property. Where the owner fails to pay, the town may file a lien upon the property for the purpose of recovering all reasonable costs associated with the removal of the sign.

17.38.190 – Permits & Applications.

- A. It shall be unlawful for any person, firm, or corporation to erect, alter, repair, or relocate any sign within the town without first obtaining a sign permit, unless the sign is specifically exempt from the permit requirements as outlined in §17.38.050 exempt signs.
- B. In order to apply for a sign permit, the applicant must provide the following information, in writing, to the town:
 - 1. Name of organization and location.
 - 2. Name, address, and telephone number of the property owner, and the signature of the property owner or duly authorized agent for the owner.
 - 3. Contact person and contact information.
 - 4. Description of the activities occurring on the site where the sign will be installed.
 - 5. Description of any existing signage that will remain on the site.
 - 6. Identification of the type of sign(s) to be erected by the applicant.
 - 7. Site plan depicting the locations of proposed signage and existing remaining signage.
 - 8. Two copies of a plan drawn to scale depicting:
 - a. lot dimensions, building frontage, and existing cart ways, right-of-ways, and driveways.
 - b. The design of each sign face and sign structure, including dimensions, total area, sign height, depth, color scheme, structural details, materials, lighting scheme and proposed location.
 - c. Building elevations, existing and proposed facades, parapet walls, eave line and the location and size of all proposed and existing permanent signage.
 - d. Current photographs showing existing signs on the premises and certifying the date on which photographs were taken.
 - 9. A permit fee, to be established from time to time by policy, resolution, or ordinance by the town, shall be paid.
- C. The town shall have ten (10) business days from the receipt of a complete application to review the application.
- D. A permit shall be issued on or before the end of the ten (10)-business, day review period if the application for a new sign or renewal complies with the regulations contained herein.
- E. If the town does not issue a determination within the ten (10) business day period, the sign permit is deemed approved.
- F. An application for a sign permit may be denied by the town within the ten (10)-business day review period if the application fails to comply with the standards contained herein. The town shall inform the applicant of the reasons for denying the application for the sign permit by certified mail.
- G. Upon denial of an application for a sign permit, the applicant has 30 days to revise and resubmit the application for review by the town. In the alternative, the applicant may also appeal the decision to the town's board of appeals within the 30 day time period.
- H. With the exception of lighting permits for digital signs, these permits shall not expire provided that such sign are not abandoned or destroyed. In the instance that substantial repair or replacement becomes necessary (i.e., repairs that cost more than 50% of the replacement cost of the damaged sign); the organization must apply for a new sign permit, and pay an additional fee, if required.
- I. All illuminated signs shall require certification in order to demonstrate continued compliance with the brightness requirements set forth in §17.38.060.f. Sign illumination. This certification must be renewed every three years. This will allow the town to adjust standards as needed based on changing technology and evaluation of impacts. The town reserves the right to assess the brightness of any sign at any time to ensure compliance with illumination requirements.

17.38.200 – Nonconforming Signs

- A. Signs legally in existence at the time of the adoption of this ordinance, which do not conform to the requirements of this ordinance, shall be considered nonconforming signs.
- B. All permanent signs and sign structures shall be brought into conformance with the sign regulations when and if one or more of the following occurs:
 - 1. The sign is removed, relocated, or significantly altered. Significant alterations include changes in the size or dimension of the sign. Changes to the sign copy or the replacement of a sign face on a nonconforming sign shall not be considered a significant alteration.
 - 2. If more than 50% of the sign area is damaged, it shall be repaired to conform to this ordinance.
 - 3. An alteration in the structure of a sign support.
 - 4. A change in the mechanical facilities or type of illumination.
 - 5. A change in the material of the sign face.
 - 6. The property on which the nonconforming sign is located submits a subdivision or land development application requiring municipal review and approval.
 - 7. The property on which the nonconforming sign is located undergoes a change of land use requiring the issuance of either a use and occupancy permit or a change of use and occupancy permit by the town.
- C. To determine the legal status of existing signs in each of the cases listed in §17.38.200.b., the applicant shall submit the following information to the town's zoning administrator:
 - 1. Type(s) of existing sign(s) located on the property.
 - 2. The area and height of all signs.
 - 3. For freestanding signs, the distance between the curb line or shoulder and the nearest portion of the sign.
 - 4. Type of sign illumination.
 - 5. The material of which the sign is constructed.
 - 6. The building frontage.
 - 7. If an off-premises sign, the applicant shall also submit the plan requirements listed in §17.38.080.m.
- D. Prior to the events listed in §17.38.200.b., nonconforming signs may be repainted or repaired up to 50% of the replacement cost of the sign, the sign copy may be changed, and sign faces may be replaced provided that these actions do not increase the dimensions of the existing sign, and do not in any way increase the extent of the sign's non-conformity.
- E. Nonconforming signs shall be exempt from the provisions of §17.38.200.b., under the following conditions:
 - 1. The nonconforming sign possesses documented historic value.
 - 2. The nonconforming sign is a unique nature or type by virtue of its architectural value or design, as determined by the national park service, maryland historical trust, or local historical commission.
 - 3. When a nonconforming sign is required to be moved because of public right-of-way improvements.
- F. All nonconforming temporary signs, portable signs, and banners must be permanently removed within 90 days of the effective date of this ordinance, unless specified approval is granted as provided herein.

17.38.210 – Signs on the Premises of Legally Nonconforming Uses.

- A. Signs on the premises of legally nonconforming uses (such as an office in a residential area) may remain until the existing use of the premises is discontinued.
- B. If a sign wears out or is damaged (including rust, faded colors, discoloration, holes, or missing parts or informational items), or is changed for any other reason, the number, size, and area of all signs relating to the premises shall not be increased beyond the characteristics of the sign or signs that existed on that property at the time this ordinance was adopted.

17.38.220 – Substitution Clause.

Notwithstanding any provision of this ordinance to the contrary, to the extent that this ordinance allows a sign containing commercial copy, it shall allow a non-commercial sign to the same extent. The non-commercial message may occupy the entire sign area or any portion thereof, and may substitute for or be combined with the commercial message. The sign message may be changed from commercial to noncommercial, or from one noncommercial message to another, as frequently as desired by the sign's owner, providing that the sign is not prohibited and the sign continues to comply with all requirements of this ordinance.

17.38.230 – Violations.

The placement of a sign that requires a sign permit without a sign permit shall be a municipal infraction. Violations of this ordinance shall be treated as strict liability offenses regardless of intent. Failure to comply with this ordinance or any order or requirement imposed under this ordinance is punishable by a fine not to exceed one thousand dollars (\$1,000.00). Each day a violation continues is a separate municipal infraction.

AGENDA ITEMS CONTINUED:

IV. Community Park Botanical Garden for Discussion: Presentation at meeting by Wayne Slaughter.

**Proposal to Create a Nature Trail Garden
Submitted by:
Sandra J. Adams and Wayne A. Slaughter**

This proposal is a recommendation for the Town of Emmitsburg to consider an on-going community based project intended to convert the 0.5 mile paved walking path surrounding the baseball field at the southern end of the Community Park into a vibrant and attractive Nature Trail Garden by seeding select areas with colorful native plants and flowers. This would not only beautify the park and create a diverse outdoor space, it would also provide many significant benefits to Emmitsburg residents, students, and tourists. Some of the benefits include:

- ✿ Supporting the ecosystem and wildlife by using native Maryland plants
- ✿ Supporting agriculture by providing native pollinators
- ✿ Providing an attraction for the community residents and tourists as well as a beautiful backdrop for community activities
 - Creating spaces that include informational signage which can be used for educational displays on topics such as:
 - native plants
 - organic gardening
 - attracting and protecting bees, butterflies and birds
 - protecting groundwater, streams and the Chesapeake Bay, and
 - identification and protection of the landscape from invasive plants
- ✿ Planting and maintaining the Nature Trail Garden would provide valuable community service opportunities for college, high school, elementary students, and scout troops
- ✿ The gardens could also be used by the community for gatherings, educational activities, field trips, art and photography classes

This project relies on volunteers to work together to remove existing debris, invasive vines, cultivate the soil, and plant native flowers, trees, and shrubs. We expect the costs to be minimal (under \$700.00 annually for seed and other plants) which will be funded through local contributions. The Nature Trail Garden would be cultivated, seeded, and planted annually in five separate sections along the walking path. Each section is currently designated by existing 0.1 mile markers and has different sun/shade exposure, soil, swamp, trees, shrubs, etc. that can be enhanced with the selective gardening of colorful native plants that attract wildlife, birds, and beneficial insects such as bees and butterflies.

PHASE ONE: This project would be developed in phases, the Phase One would begin with identifying the existing native plants that are growing in the area and posting informational signage about them along the trail. The area would then be cultivated and seeded using a mixture of native seeds compatible with the existing plants and flowers to help enhance and embellish the colorful qualities of the flora. The seeding would occur annually in the Spring and Fall in accordance with recommendations from the suppliers. Due to the fact that many native plants require a period of cold weather in order to germinate in the Spring, fall planting is often recommended. Seeds would also be planted in the low-level bowl (water retention) area to encourage a wide variety of colorful native plants and flowers that provide a home for bees, butterflies, and birds.

PHASE TWO: Phase Two would include partial clearing of the area that contains mounds of brush near the third exercise station in section 2. In this area we would plant at least 3 different varieties of native plants obtained from a local native plant exchange. We would then observe the plants over a growing season. This would help community gardeners to determine what grows well in these areas and make recommendations for future plantings. This phase also includes having an expert evaluate the invasive vines that are destroying the existing trees and bushes. The evaluation would provide information on the best way to remove and manage regrowth of these vines that are threatening more desirable plants.

PHASE THREE: Phase Three would include cultivating the area surrounding the lily pond. One or more benches could be installed near the pond to provide an area for residents and tourists to relax and enjoy the surrounding views. Additional phases can be planned and developed annually as volunteer resources and garden space permit. Signage with educational information about the Nature Walk Garden that help visitors identify native plants, trees, or ways to protect groundwater can be added to the garden over time to educate the public.

We recommend consulting with local master gardeners and Maryland EPA specialists to assist in the project planning, seed selection, implementation, as well wetland regulations and restrictions. We believe this is at heart a volunteer community-based project that should be owned and managed by Emmitsburg residents and students who would be willing to devote time and energy to creating and maintaining a beautiful local natural plant and wildlife area. Due to the civic interest in this project and its consistency with other Emmitsburg Green initiatives, we also believe the Nature Trail Garden would be well supported by future grants and fundraising so the cost to the Town of Emmitsburg should be minimal. Therefore, growth and future development of the Nature Walk Garden should be planned and managed on a pay as you go basis. As a result, the area will grow and prosper as the community invests time and energy into it. There are many examples of successful community-based Botanic Garden initiatives in major cities and smaller communities throughout the country, Emmitsburg should plan to model this project using the lessons learned from these efforts.

M. SET AGENDA FOR NEXT MEETING: APRIL 1, 2019

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.
- D.

SET AGENDA FOR NEXT MEETING: APRIL 15, 2019

- 1.
- 2.

Administrative Business:

- A.