

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

April 22, 2013

The regular meeting of the Middletown Planning Commission took place on Monday, April 22, 2013 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present were Chairman Carney, Commission members Bob Miller, Bob Smart, Rich Gallagher, Ron Forrester, Commissioner Chris Goodman, Bruce Carbaugh, Director of Operations & Construction and Cindy Unangst, Staff Planner.

I. PUBLIC COMMENT - none

II. Regular Meeting Minutes of March 18, 2013 – approved as submitted.

III. PLANS

Thompson Parking Lot Site Plan – Cindy stated that she received an updated Site Plan today on the Thompson parking lot. It was noted that the Board of Appeals did approve the parking lot as a special exception use in the R-2 district on March 27, 2013 with the following conditions: a)35-foot setback, b)separate entrance and exit as indicated by proper signage off East Green Street, c)parking space #12 by for compact car parking only, d)parking spaces 7 & 8 be eliminated due to guy wires, e)minimum 3-foot high shrub plantings at edge of pavement on both east and west sides of parking lot, f)signage above the west garage door on the apartment building and g)storm water management approval from Fred. Co.

Motion by Smart to approve the updated site plan as submitted conditional on Frederick County approving the storm water management plan for the property and on the staff planners' approval of the quantity of hollies for the screening of the parking lot, seconded by Miller. Motion carried (5-0).

Fire Department Activities Center Revised Site Plan – It was noted that the revised site plan shows revisions based on meeting the new energy code which required a vestibule be added to the front of the building. The locations of lighting on the building and for the parking areas has been added as well and are shown more clearly on the lighting plan which has been submitted with the revised site plan. Cindy advised that note #13 needs to be deleted as the in lieu of fee for the FRO was satisfied through the Primary School.

Motion by Smart to accept the revised site plan including the photometric diagram plan correcting the note changes as specified by the planner, seconded by Gallagher. Motion carried (4-0-2 – Goodman and Miller recused themselves as they are members of the Fire Dept).

Fire Department Activities Center Improvement Plan – Chairman Carney went over Bruce Carbaugh's comments in regards to the Improvement Plans. It was also noted that the signature block on the plans needed to be corrected.

Motion by Smart to approve the Improvement Plans conditional on Bruce Carbaugh's comments dated April 22, 2013 and the signature block being corrected, seconded by Forrester. Motion carried (4-0-2 – Goodman & Miller recused themselves).

Fire Department Station Concept Plan – Steve Leatherman with Frederick County Fire and Rescue and also a member of the Middletown Fire Dept., stated that the Middletown Fire Station building is a fully funded project through Frederick County Government. Mr. Leatherman stated that he and his team (which he introduced to the Planning Commission) have been working on designing the proposed Fire Station for several months now. Mr. Leatherman stated that they have come up with different designs and wanted to get the Planning Commission’s input before going any further.

Chairman Carney asked if the conceptual design would be consistent with that of the neighboring residents, school and activities center. Commission member Smart stated that he was very pleased with how the design looks; it goes with Middletown now. The Commission asked what the time frame was on this. It was stated that they would like to have the project out to bid by the end of the year for construction in spring of 2014.

Valley Child Care Center Special Exception Use – Cindy stated that she received a special exception use for a child daycare center in the R-2 district at 30 East Green Street. Per Cindy’s staff report the applicant is within all the Town and State guidelines for a daycare center.

Motion by Miller to recommend approval of the use to the BOA, seconded by Smart. Motion carried. (5-0).

Cross Stone Commons Shopping Center Special Exception Use - Cindy stated that owners of the Cross Stone Commons Shopping Center have submitted a special exception use for a shopping center in the GC district at the intersection of Middletown Parkway and Old National Pike.

Motion by Smart to recommend approval of the special exception use based on the materials submitted by the applicants, seconded by Gallagher. Motion carried (5-0).

IV. ZONING

Violations – none

V. MISCELLANEOUS

2012 Annual Report Draft –

Motion by Miller to send the 2012 Annual Report to the Town Board for their approval as submitted, seconded by Gallagher. Motion carried (4-0-1 – Goodman recused himself).

VI. ADDITIONAL PUBLIC COMMENTS – none

Meeting adjourned at 8:30pm.

Respectfully submitted,

Ann Griffin
Administrative Specialist