

# MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center  
31 West Main Street  
Middletown, MD 21769

## AGENDA

Monday, December 15, 2014  
7:00 p.m.

- I. **Public Comment**
- II. Minutes of November 2014 Planning Commission meeting **Approval**
- III. **Plan Review**
  - Middletown Library Storage Container request **Review/Approval**
  - AMVETS Site Plan revision **Information**
  - Cross Stone Commons development** **Information**
- IV. **Zoning**
  - Zoning Code Update review – Section 17.08 Admin. and Enforcement (Workshop only)
  - Zoning Code Update sections going to Town Board for approval **Information**
  - Violations**
- V. **Miscellaneous**
- VI. **Additional Public Comment**

**\*\* All requests to be on the Planning Commission agenda must be received at the Middletown Municipal Center, 31 W. Main Street, Middletown by 4:00pm on the Monday two weeks prior to the monthly meeting held on the third Monday of each month. All plans being submitted for review must be folded, and an electronic plan is required as well.**

**MIDDLETOWN PLANNING COMMISSION**  
**31 West Main Street**  
**Middletown, Maryland**

**Regular Meeting**

**November 17, 2014**

The regular meeting of the Middletown Planning Commission took place on Monday, November 17, 2014 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commissioners Mark Carney (Chairman), Chris Goodman (Ex-Officio), Bob Miller, Bob Smart, and Rich Gallagher. Others present in official capacity: Cindy Unangst (Staff Planner), Bruce Carbaugh (Director of Public Works), Ron Forrester (Zoning Administrator), and Annette Alberghini (Recording Secretary). Others present: Tim Quinn (Rodgers Consulting), Randy Frey (Rodgers Consulting), Mike Fitzgerald (Hailey Development LLC), Heather Delauter (329 S. Jefferson), Matt Delauter (329 S. Jefferson), and Lester Hurst (resident).

**I. PUBLIC COMMENT – None**

**II. Regular Meeting Minutes of October 20, 2014 – Approved as revised.**

**III. PLAN Review**

**329 South Jefferson Demolition Plan** – (Heather and Matt Delauter, the applicants, were present.) This demolition Site Plan is to remove an existing house and two sheds on the property located at 329 South Jefferson Street. All Middletown Municipal Code requirements have been met. Letters have been sent to the adjacent property owners informing them of the proposed demolition. The property has also been posted. The demolition and removal of materials is to be performed by a licensed contractor. The buildings material is being tested for lead, asbestos and other hazardous material prior to its demolition. Additional precautions and remediations have been planned if hazardous materials should be identified. The demolition permit will be obtained from Frederick County once approval is given by the Planning Commission.

- **Director of Public Works Recommendations** - The Director of Public Works recommended that the applicant and/or its contractor cap the water and sewer connections for protection, and to prevent debris from entering the sewage collection system and water service. He also recommended that the applicant be prepared to water the demolition if dust becomes prevalent, and asks that the contractor use the existing driveway area for loading trucks and for entering the street so as not to damage the edge of the road with dump trucks.
- **Demolition Completion** - Town ordinance states that the demolition must be completed within 90 days from Planning Commission approval. The applicant stated that the contractor is not only going to complete the demolition, but once finished would immediately excavate the site for the basement as part of the construction of the new building being proposed for that location. The applicant asked if there was any way to delay the demolition so that it could be done in the Spring of 2015 so the ground was not frozen. The Staff Planner stated that a caveat could be given that if not done within 90 days, the applicant could notify the Town Zoning Administrator (and through him the Planning Commission) and establish a new timeline, or the Planning Commission could in its motion for approval add a condition that could extend the time line. It was suggested that grading and seeding of the property would be required if construction of the new building was not begun. The Town Zoning Administrator would inform the Planning Commission as to construction progress of the property.

**Action:** Commissioner Smart motioned to conditionally approve the Demolition Plan for 329 South Jefferson Street, conditional upon the approval of a demolition permit from Frederick County, demolition to begin within the next 60 days, and must be completed within 90 days from the start of demolition, the Town Zoning Administrator must be notified of the demolition date prior to demolition commencement and the demolition must include the Director of Public Works recommendations. Seconded by Commissioner Gallagher. Motioned carried (5-0).

**Coblentz Property Final Plat** – (Tim Quinn was present as a representative for Rodgers Consulting. Randy Frey was present as a representative for Rodgers Consulting. Mike Fitzgerald was present as a representative for Hailey Development LLC.) This is a proposed Neo-traditional development on 24.8 acres located east of North Church Street and north of East Green Street. The final plats are being submitted on two sheets with Sheet 1 showing lot dimensions and metes and bounds, and Sheet 2 showing the various easements needed. Two-sheet submittal per plat is necessary because if all the information was placed on one sheet the plat would be difficult to read. The Frederick County Health Department has the plats for review.

- **Plat Discrepancies** – It was noted that on Green Street there is no sidewalk identified. The applicant stated that the sidewalk is within the existing right of way. Parcel A shows a sidewalk easement with no arrows. The applicant stated there will be a sidewalk there. North side of lots 27 and 28 show setbacks of 20 feet. Lot 29 shows setbacks of 8 feet. The applicant stated that this is because Lot 29 is a corner lot. The Preliminary Plan shows that all buildings in those lots are in alignment. The applicant agreed to make the appropriate changes to the plats as noted.
- **Director of Public Works Recommendations** – The Director of Public Works noted that Plat 3, HOA Parcel B has a public sidewalk located on it. A sidewalk easement will be needed for the sidewalk. Plat 4, Sheet 2 has a storm drain that extends across lots 49 and 50. There is no public storm drain easement shown at the same location. Lots 45 and 46 show a public storm drain easement. He questioned if it should be changed to a private easement. The applicant stated that for consistency across all the plats that storm drain easement will change from a public easement to a private easement. The applicant will review all plats for consistency in terminology. Easement covenants will be addressed between the developer and the Home Owners Association.
- **Recording the Plats** – The developer plans to record the plats in phases. Two plats will be recorded first (20 lots). The others will follow at a later time. The property for development is currently owned by Coblentz L.L.C.. It will convey/transfer to a different company prior to Plat signature. The developer will get a new title report prior to recording the Plats.

**Action:** Commissioner Miller motioned to conditionally approve the Coblentz Property Final Plats, conditional upon Frederick County Health Department approval, that guarantees and public works agreements are in place and reflect any changes prior to signature, that location and size of water and sewer lines on the plats is waived, and that recommendations by both the Director of Public Works and Staff Planner have been met. Seconded by Commissioner Smart. Motion carried (5-0).

**Cross Stone Commons Update** – The Staff Planner reported that the addition plat has been signed and recorded. The developer is moving forward on the CVS building permit. The developer is also finishing up the improvement plan for signature. A question was asked if the public works agreement had to be signed prior to construction commencement. The Staff Planner will look in to that.

#### IV. ZONING

**Gun Retail Business Regulations** – (Lester Hurst, town resident, was present for discussion of this issue.) A request was made at the August 2014 Town Board meeting to implement Gun Retail Business regulations similar to what was implemented for Adult Entertainment Businesses. The Town Board forwarded this issue to the Planning Commission for discussion. The Staff Planner stated that while it is illegal for the Town to prohibit those businesses, other municipalities across the country have regulated gun sales within their limits.

Chicago has instituted an ordinance that prohibits gun businesses within a five hundred foot radius of parks, schools, and playgrounds. She stated that there are regulations in place for firing ranges as well.

- **Federal Firearm License (FFL)** – Mr. Hurst (1 Woodmere Circle) stated that he understood the ordinance would address retail gun sales within the Town, but asked if the Planning Commission was aware that there are individuals in Town that possess Federal Firearm Licenses. These individuals transfer firearms that are purchased on the internet. They do the background check on the purchaser/owner, hold the gun during the waiting period, and once approved, they then pass the gun over to the purchaser/owner. Mr. Hurst stated these federally licensed individuals should be excluded from retail gun sales ordinances within the Town as they are not selling the firearm, only holding/transferring the firearm during the purchase process. This process is followed for the purchase and procurement of handguns only. Rifles and shotguns can be purchased directly through a retail store. It was stated that these FFL individuals will have to complete the Home Occupation process with the Zoning Administrator as they are a home based business operating within Town limits.
- **Town Oversight** - The question was raised as to how much oversight the Town should take in this gun retail business process. Mr. Hurst stated that the State of Maryland has some of the strictest gun control laws in the country. With oversight by both State & Federal authorities he was unsure if Town oversight was needed. It was suggested that gun retail businesses potentially located within commercial zones in Town could need a special exception approval. The Planning Commission recommended that this topic be an item on the combined Town Board/Planning Commission meeting in January.

**Action:** None taken.

#### **Violations –**

- **Illegal Parking on Properties**– The Zoning Administrator stated that all reported violations have been closed. These violations consisted primarily of several residents illegally parking their vehicles, or recreational vehicles where they are not supposed to, or without proper screening. Residents have complied once notified.
- **Storage Container at Middletown Library** – The Frederick County Public Library will come before the Planning Commission at the December meeting regarding a storage container currently on-site at the Middletown Library.
- **Thompson Funeral Home Parking Lot** – The parking lot behind the building has been paved. Landscaping still needs to be completed. Pavement markings have not been added yet. The Zoning Administrator will be checking periodically for any signs being erected there. If so they will have to go through the approval process.
- **Political signs** – The Zoning Administrator reported that the majority of the political signs have been removed from properties. Sign size for future political signs needs to be addressed. The Town Ordinance currently allows signs up to six square feet to be displayed. The question of what to do with those political signs larger than 6 square feet was asked. Another question concerning the length of time a political sign could be displayed was asked. It was decided that this should be an item for the next combined Town Board/Planning Commission meeting in January.

The Zoning Administrator informed the Planning Commission that there will be two Board of Appeals Hearings on Wednesday, November 19, 2014, beginning at 7pm. One hearing is in regards to Chesterbrook Phase 2 requests for variances. The second is in regards to 329 South Jefferson Street requests for variances.

#### **V. MISCELLANEOUS –**

- **Planning Commission Rules of Procedures Amendment** – The Planning Commission Rules of Procedure Amendment has been signed. The Staff Planner stated that they will be saved in pdf format and placed on Blue Beam for Planning Commission members to access.
- **Blue Beam** – If any Planning Commission member is still having problems with the Blue Beam program they can contact the Blue Beam Help Desk or the Staff Planner for assistance. The Staff Planner stated that there are training videos available to view for assistance as well.

**VI. ADDITIONAL PUBLIC COMMENTS** – None.

**Meeting adjourned at 8:05pm.**

Respectfully submitted,

Annette Alberghini  
Recording Secretary

## Middletown Planning Office

### MEMORANDUM

Date: 11/21/2014

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MIDDLETOWN LIBRARY STORAGE CONTAINER REQUEST**

Tax Map Parcel #03-156680

Applicant: Buck Buchanan, Facilities Manager, Frederick County Government

Property Owner: Frederick County Government

Plan Dated: November 11, 2014

Date Received: November 13, 2014

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#### GENERAL INFORMATION

Proposal: Temporary use of storage container for storage of LED lighting and a lift for lighting upgrade in the building.

Location: 101 Prospect Street

Zoning: R2 Residential

Present Use: Public library

#### COMMENTS

The following issues should be considered in your review of this Site Plan:

1. A site plan has been provided that shows the location of the storage container. The container is already on site and the applicant realizes it is in violation without proper approval and is looking to correct that.
2. Section 17.32.045 (Storage containers) of the Middletown Municipal Code states the following in relation to storage containers in zones other than a commercial or industrial zone:

**17.32.045 Storage containers.**

C. The planning commission may, upon application, approve the placing, keeping or maintaining of a storage container on property or premises in any zone if the storage container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. A permit issued by the planning commission for such purpose shall be used in accordance with the conditions placed upon such permit

by the planning commission. Any storage container used in connection with such a permit shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the permit.

3. The storage container is expected to be removed after the lighting upgrade in the library building is completed which hopefully will be by the end of January according to the applicant. The work is only being done on Fridays when the library is closed. The lighting had expected to be done during the library renovations that took place in September, but the new LED lights were not delivered in time.
4. The storage container is 8-feet wide and 8 ½-feet tall. It is situated 10 feet from the side property line and 70 feet from the rear property line.

This review will be included in the Middletown Planning Commission materials for the December 15, 2014 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be December 10, 2014.

cc: Buck Buchanan, applicant



**FREDERICK COUNTY GOVERNMENT**  
**DIVISION OF PUBLIC WORKS**

*Charles F. Nipe, Division Director*

*Department of Highway & Facility Maintenance*  
*David B. Emis, P.E., Department Head*

355 Montevue Lane, Suite 200  
Frederick, Maryland 21702

[www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov)

O: 301-600-1557 F: 301-600-3517

Commissioners

Blaine R. Young  
*President*

C. Paul Smith  
*Vice President*

Billy Shreve  
David P. Gray  
Kirby Delauter

Lori L. Depies, CPA  
*County Manager*

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TO: Middletown Planning Commission

FROM: Buck Buchanan, Facilities Manager, Office of Facility Maintenance

DATE: November 11, 2014

SUBJECT: Storage Container at Middletown Library

I'm requesting permission to be able to keep the storage container on site at the Middletown Library. The storage container is being used to store LED lighting for a lighting upgrade in the building. Due to limited storage there is no room in the building and we are working around the library schedule to complete the upgrade, only working on days the building is closed. The storage container is already on site and I realize we are in violation and will do what has to be done to correct this.

Thank you for your assistance and please contact me with questions.

Buck Buchanan

301-600-2161  
[dbuchanan@frederickcountymd.gov](mailto:dbuchanan@frederickcountymd.gov)

RECEIVED

NOV 13 2014

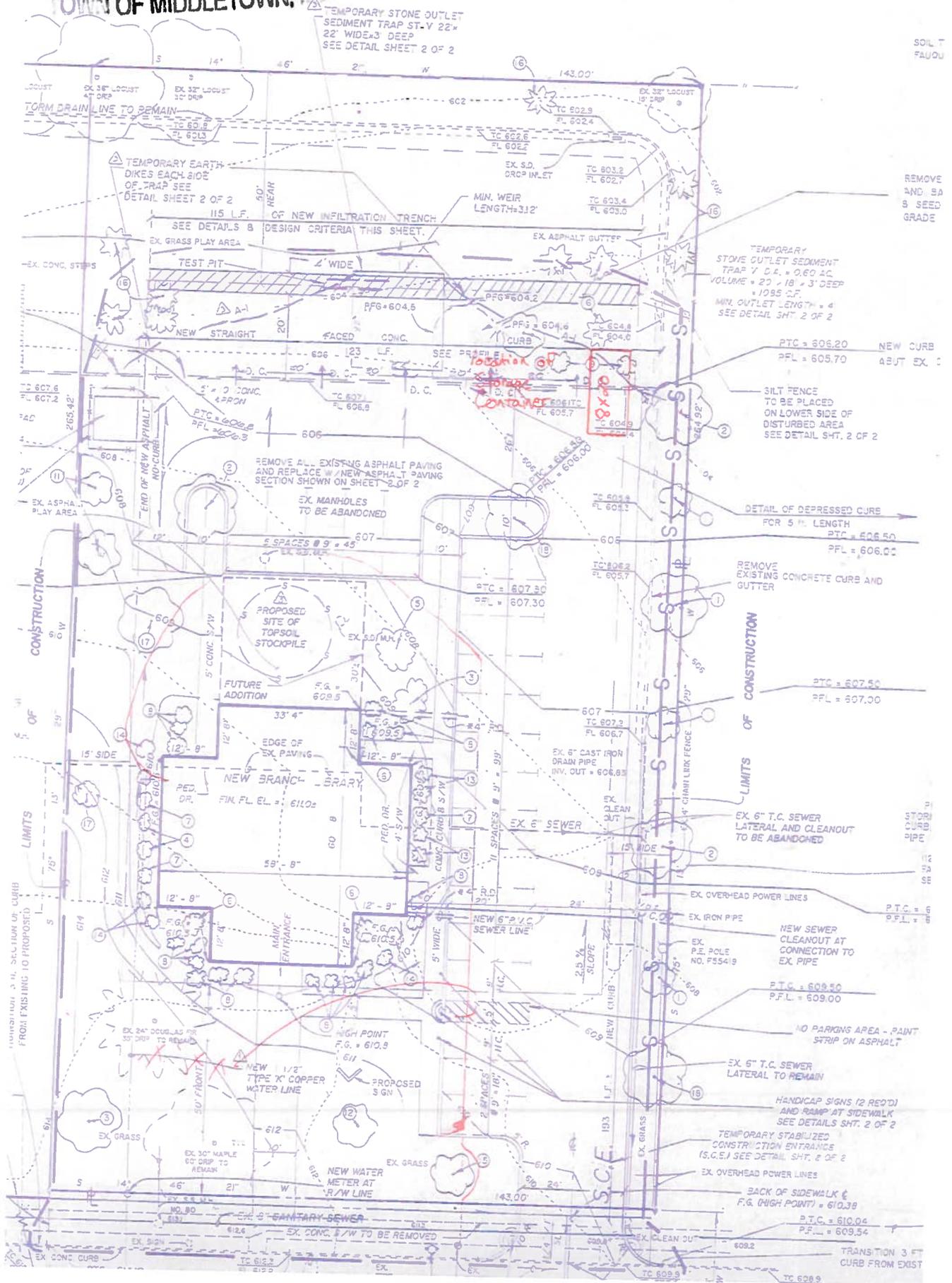
TOWN OF MIDDLETOWN, MD

RECEIVED

NOV 13 2014

INFILTRATION TRENCH  
DETAILS AND DESIGN CRITERIA  
SCALE: 1" = 2'

TOWN OF MIDDLETOWN, MD



SOIL T FAUDD

REMOVE AND BACK FILL SEED GRADE

TEMPORARY STONE OUTLET SEDIMENT TRAP V.D.P. 2.60 AC. VOLUME = 20' x 18' x 3' DEEP = 1085 CF. MIN. OUTLET LENGTH = 4' SEE DETAIL SHT. 2 OF 2

PTC = 606.20 NEW CURB  
P.F.L. = 605.70 ABUT EX. C.

SILT FENCE TO BE PLACED ON LOWER SIDE OF DISTURBED AREA SEE DETAIL SHT. 2 OF 2

DETAIL OF DEPRESSED CURB FOR 5' LENGTH  
PTC = 606.50  
P.F.L. = 606.00

REMOVE EXISTING CONCRETE CURB AND GUTTER

PTC = 607.50  
P.F.L. = 607.00

EX. 6\" T.C. SEWER LATERAL AND CLEANOUT TO BE ABANDONED

NEW SEWER CLEANOUT AT CONNECTION TO EX. PIPE

PTC = 609.50  
P.F.L. = 609.00

HANDICAP SIGNS (2 REDD) AND RAMP AT SIDEWALK SEE DETAILS SHT. 2 OF 2

TEMPORARY STABILIZED CONSTRUCTION ENTRANCES (S.G.E.) SEE DETAIL SHT. 2 OF 2

BACK OF SIDEWALK & F.G. (HIGH POINT) = 610.38  
PTC = 610.00  
P.F.L. = 609.54

TRANSITION 3 FT CURB FROM EXIST

SECTION 3.1. SECTION OF CURB FROM EXISTING TO PROPOSED

EX. 24\" CONC. ASP. FOR 30\" DRIP TO REMAIN

EX. 30\" MAPLE 60\" DRIP TO REMAIN

EX. 3\" SANITARY SEWER

EX. CONC. S/W TO BE REMOVED

EX. CONC. CURB

EX. 6\" T.C. SEWER LATERAL TO REMAIN

EX. OVERHEAD POWER LINES

EX. IRON PIPE

EX. P.E. POLE NO. F55419

EX. 6\" T.C. SEWER LATERAL TO REMAIN

EX. OVERHEAD POWER LINES

EX. CLEAN OUT

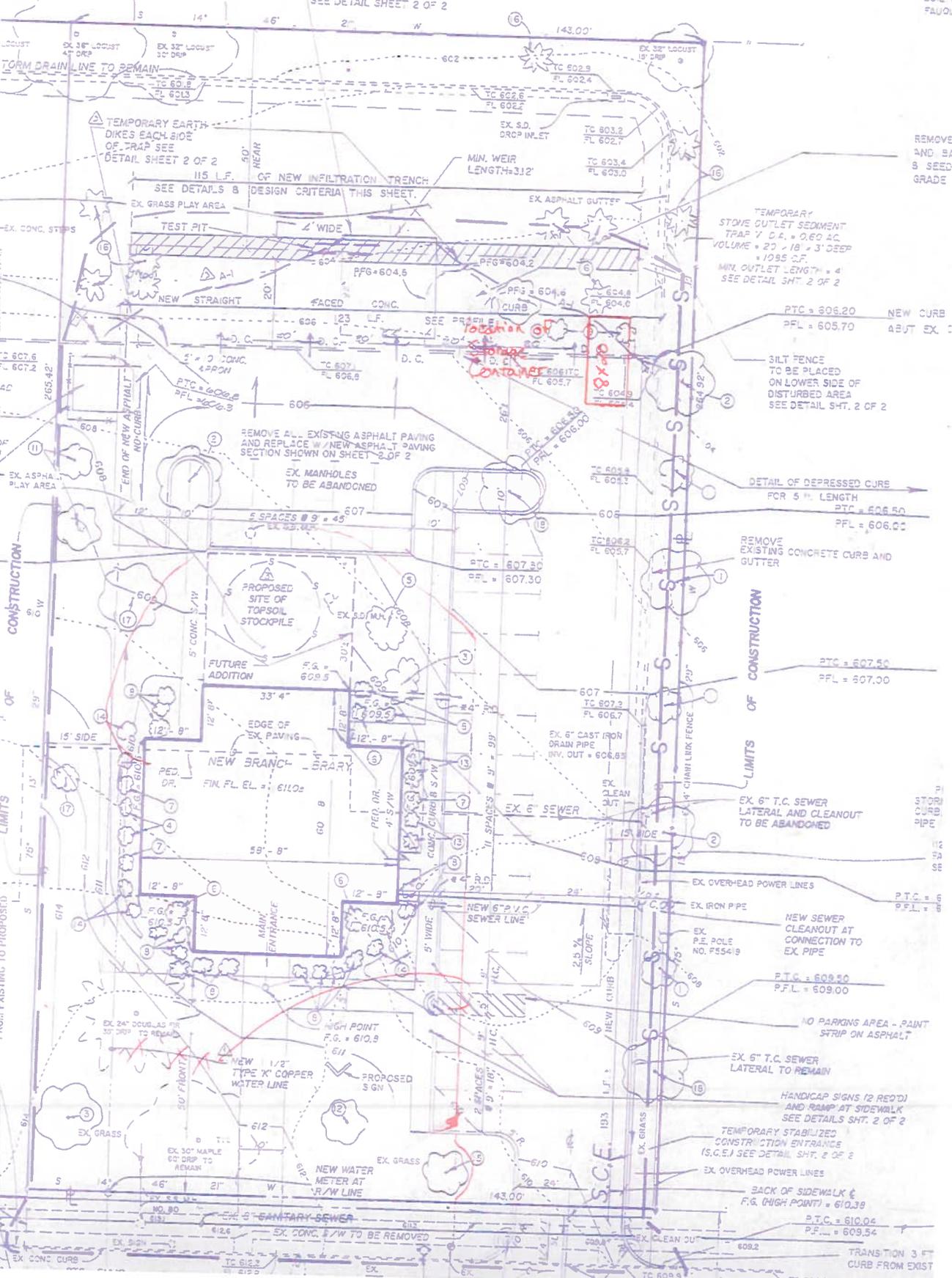
EX. CLEAN OUT

EX. CLEAN OUT

CONSTRUCTION LIMITS

LIMITS OF CONSTRUCTION

S.C.F.



### **17.32.045 - Storage containers.**

- A. Except as otherwise provided in this chapter, storage containers are prohibited in the Town of Middletown, and no person who owns, leases, occupies or has charge of any premises or property, in whole or in part, shall place, keep or maintain a storage container on the premises or property.
- B. In a commercial or industrial zone, storage containers may be placed, kept or maintained on premises or property for a period of no more than six consecutive months upon application to and approval of the planning commission. The planning commission may, upon application, extend the six-month period of time for another six month or less period. A permit approving the storage container may be issued by the planning commission only if (1) the storage container is situated on the property in compliance with setback requirements as established for buildings in the district, (2) its placement and use satisfies all other zoning requirements, and (3) is either situated in the rear yard of the property or is screened in a manner approved by the planning commission so as to visually limit as much as reasonably practicable the appearance and presence of the storage container. No storage container may exceed a height of twelve (12) feet or a width of eight feet. Storage containers may not be stacked on top of each other.
- C. The planning commission may, upon application, approve the placing, keeping or maintaining of a storage container on property or premises in any zone if the storage container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. A permit issued by the planning commission for such purpose shall be used in accordance with the conditions placed upon such permit by the planning commission. Any storage container used in connection with such a permit shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the permit.
- D. Any storage container which is located or situated on any property or premises on the effective date of the ordinance codified in this chapter shall be permitted to continue to remain in the same location on the property or premises for a period of three years from the effective date of the ordinance codified in this chapter. Thereafter, such storage container shall be removed or otherwise conform to the requirements of this section, and the failure to do so shall constitute a violation of this section.
- E. Any person violating the provisions of this section shall be guilty of a municipal infraction and be fined no more than one hundred dollars (\$100.00) for each infraction. Each day that the violation exists or continues shall be deemed a separate infraction. Any infraction may be enforced as a municipal infraction or in any other means authorized by law, including injunction and specific enforcement.

(*Ord. 04-10-01 § 2, 2004*)

### **17.32.050 - Lot of record.**

On a lot held in single and separate ownership on the effective date of the ordinance codified in this title, or any amendment thereto, which does not fulfill the regulations for the minimum lot area and/or lot width for the zone in which it is located, a building may be erected, altered and used and the lot may be used for a conforming (permitted) use providing the yard



 **RENTALS UNLIMITED**  
EQUIPMENT AND TRUCK RENTAL  
(877)RU-RENTS

2007

2007

12 SOUTH CHURCH STREET

26 EAST MAIN STREET

28 EAST MAIN STREET

30 EAST MAIN STREET

32 EAST MAIN STREET

36 EAST MAIN STREET

100 EAST MAIN STREET

PROSPECT STREET

103 PROSPECT STREET

100 PROSPECT STREET

107 PROSPECT STREET





313 Main Street  
PHOENIX, ARIZONA 85001  
PHONE: 602.255.1175  
FAX: 602.255.3558

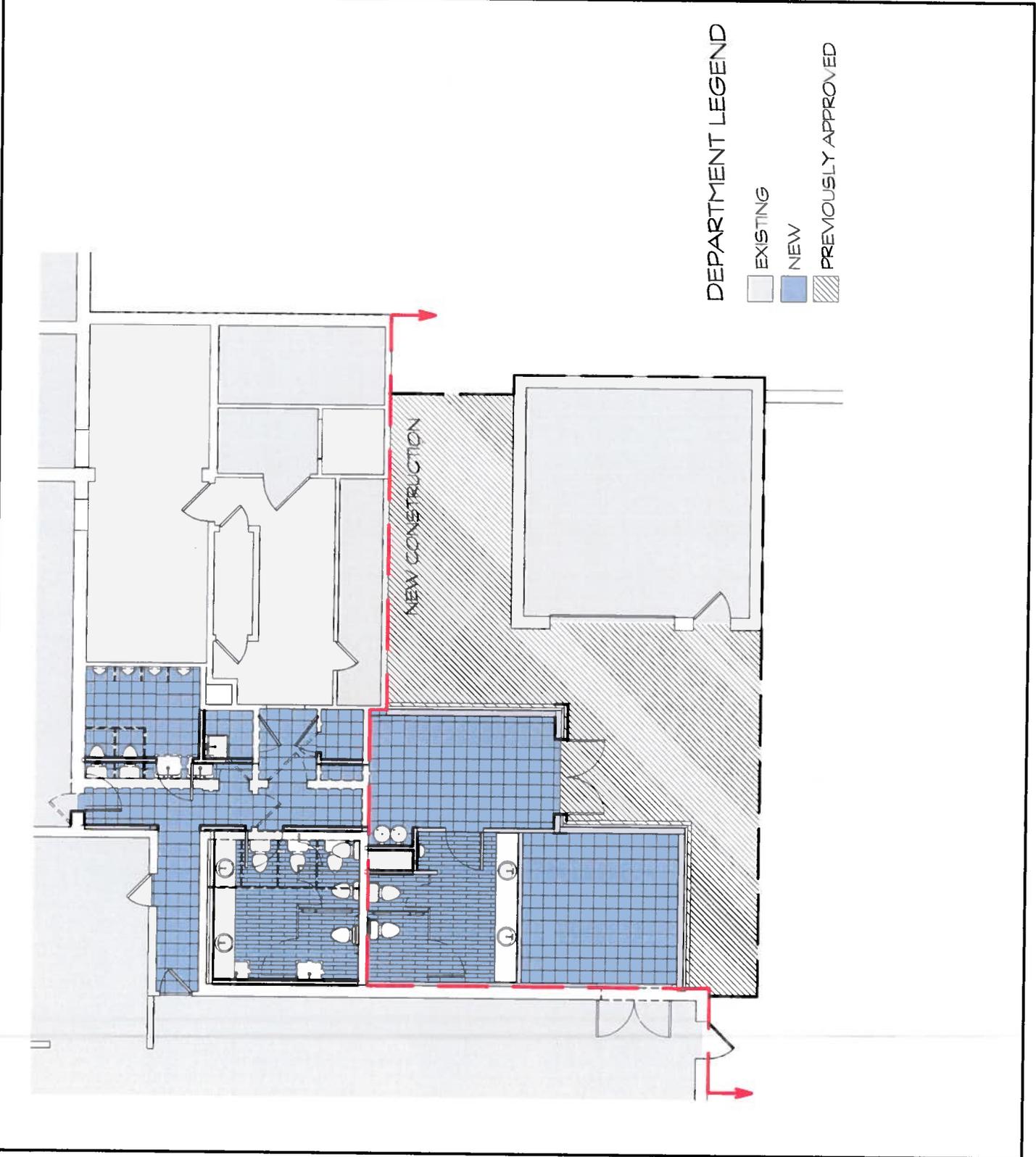
PHASE  
**BIDDING**

**AMVETS  
MIDDLETOWN,  
POST #9**

DRAWING NAME:  
**NEW AND EXISTING  
WALLS**

JOB # 1312 AMVETS ADDITION  
CHECKED BY: MSB  
DRAWN BY: CMW  
DATE: 13 NOVEMBER 2014  
SCALE: 3/32" = 1'0"

SHEET:  
**P1.1**



**DEPARTMENT LEGEND**

-  EXISTING
-  NEW
-  PREVIOUSLY APPROVED

PHASE:

**BIDDING**

**AMVETS**  
Middletown,  
Post #9

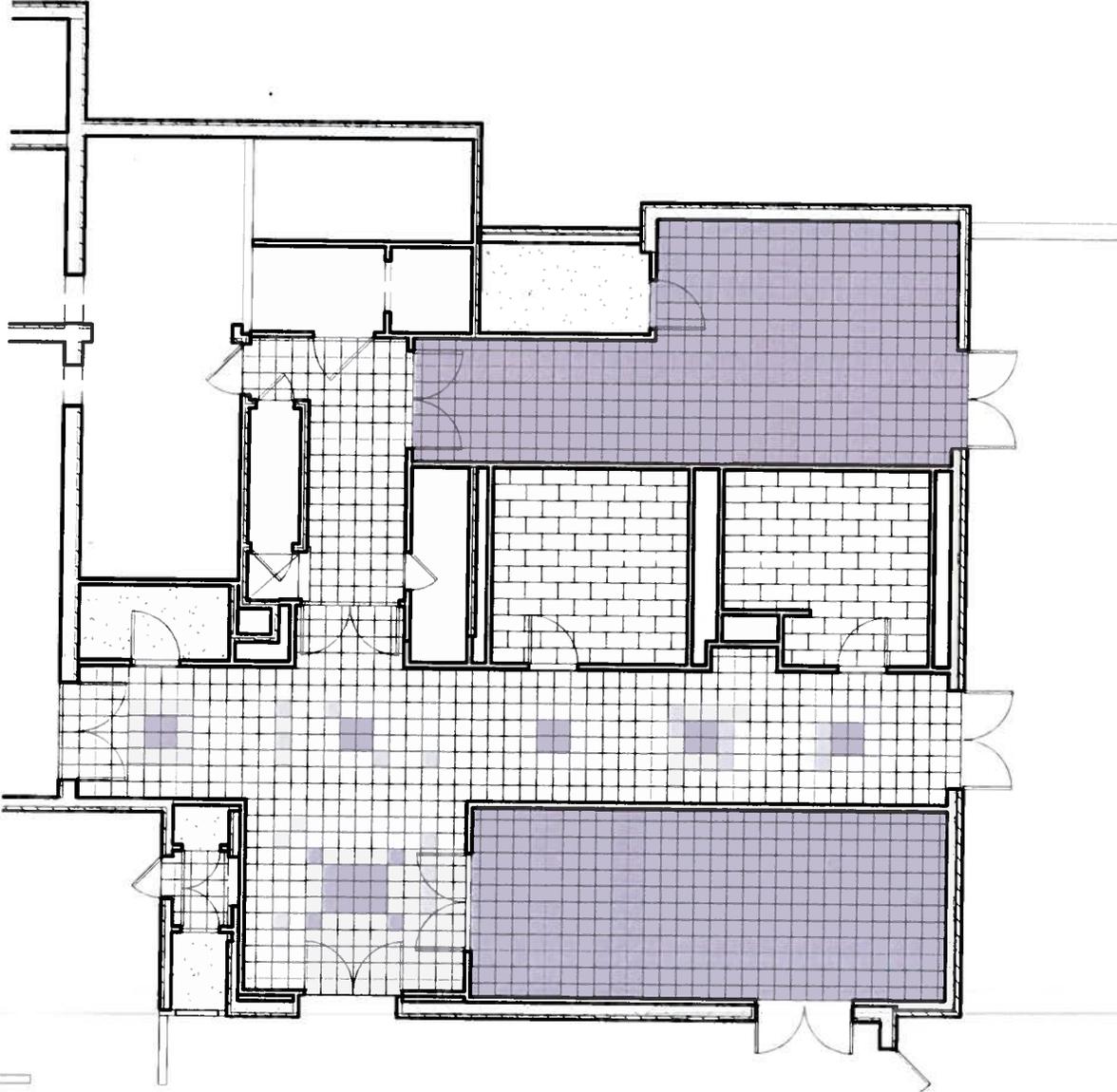
DRAWING NAME:

**PREVIOUSLY  
APPROVED  
PLAN**

JOB #:	1312
CHECKED BY:	MSB
DRAWN BY:	CMW
DATE:	11/13/14
SCALE:	3/32" = 1'-0"

SHEET:

**P 1.2**



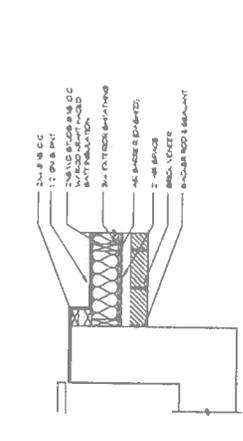
AMVETS MIDDLETOWN, POST #89  
 401 WEST GREEN STREET MIDDLETOWN, MD 21769

PROFESSIONAL FLOOR CONSTRUCTION  
 100 WEST GREEN STREET MIDDLETOWN, MD 21769  
 410-321-1111

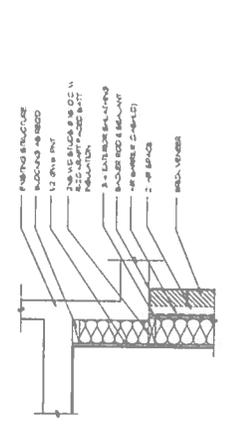
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DATE: 11/11/10  
 CHECKED BY: [Signature]  
 DATE APPROVED: 11/11/10

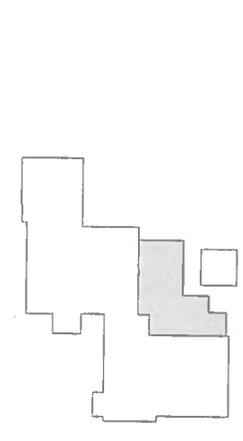
- GENERAL ARCHITECTURAL NOTES**
1. CONSULT WITH SUBMITTALS AND SPECIFICATIONS TO THE ARCHITECTURAL DETAILS. IT IS THE RESPONSIBILITY OF THE ARCHITECT TO PROVIDE ALL NECESSARY INFORMATION TO THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
  2. ALL DIMENSIONS TO WOOD SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
  3. ALL DIMENSIONS TO METAL SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
  4. ALL DIMENSIONS TO CONCRETE SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
  5. ALL DIMENSIONS TO FINISH SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
  6. ALL DIMENSIONS TO FINISH SHALL BE TO THE FACE UNLESS NOTED OTHERWISE.
  7. PROVIDE SLOPE TO WOOD JOISTS TO DRAINAGE AND ACTUAL FIELD CONDITIONS SHOULD BE BROUGHT TO THE CONTRACTOR'S ATTENTION FOR RESOLUTION PRIOR TO COMMENCEMENT OF WORK.



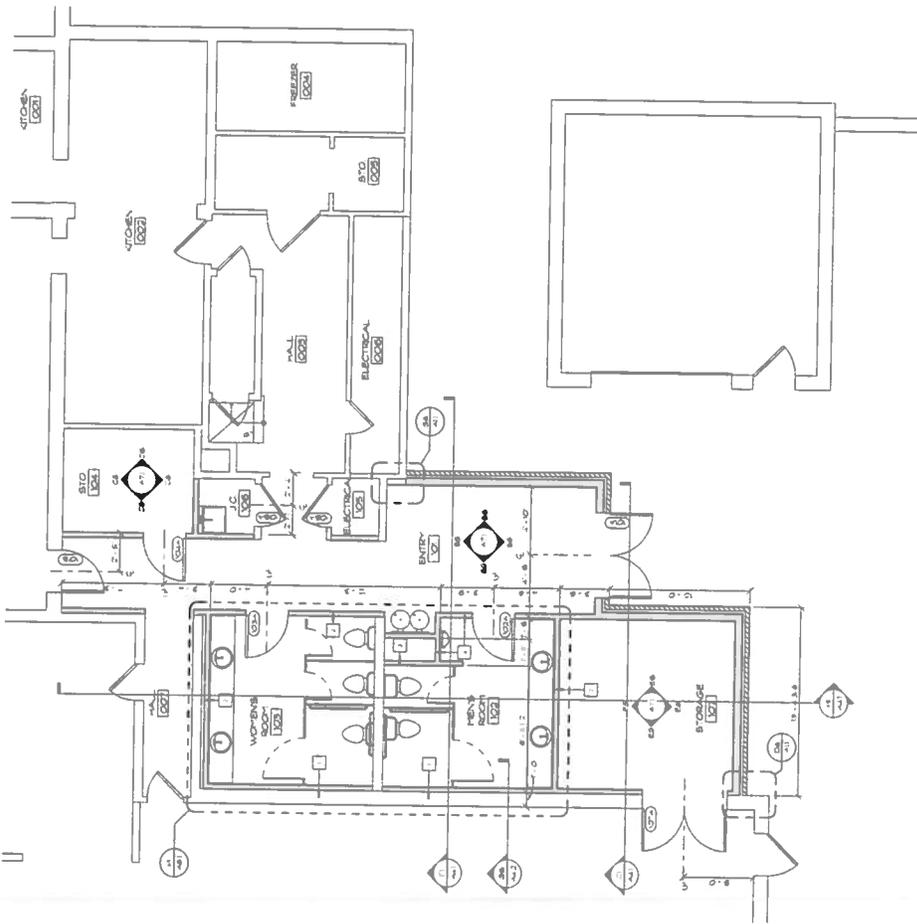
38 PLAN DETAIL OF EXISTING WALL - STORAGE  
 1/4" = 1'-0"



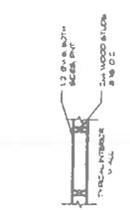
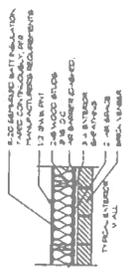
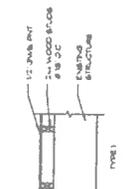
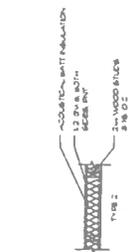
36 PLAN DETAIL OF EXISTING WALL  
 1/4" = 1'-0"



39 FIRST FLOOR KEY PLAN  
 1/32" = 1'-0"

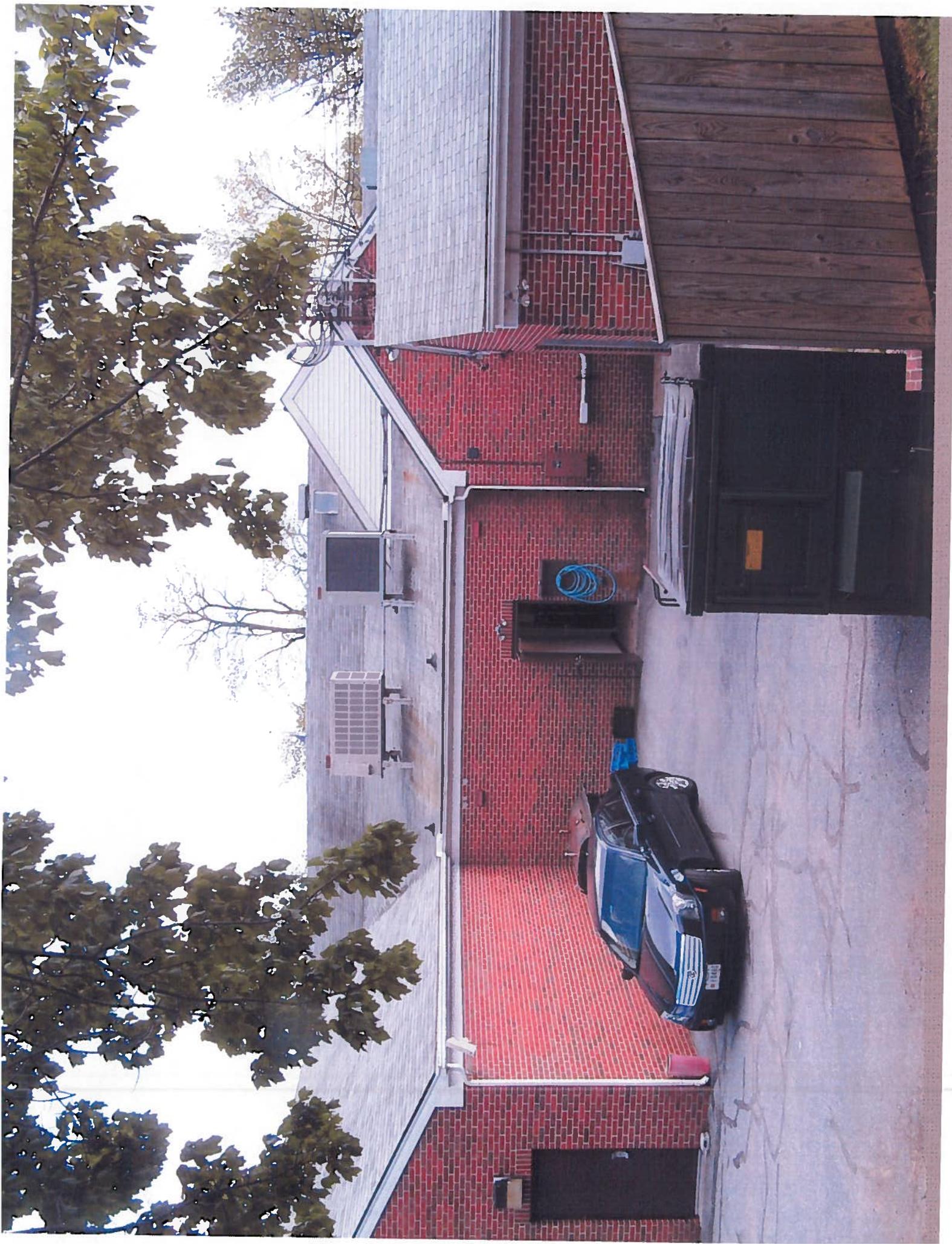


39 ENLARGED FIRST FLOOR PLAN  
 1/4" = 1'-0"



41 WALL TYPE SCHEDULE  
 3/4" = 1'-0"







**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/2/2014

RE: Monthly Planning Update

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**Major Subdivisions:**

**Coblentz on Green** -Water Tap agreement approved by Burgess & Commissioners – March 2012  
Master Plan Amendment approved - March 11, 2013  
Planning Commission conditionally approved preliminary plan – March 18, 2013  
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)  
Final FRO Plan approved – April 21, 2014  
**Final Plats conditionally approved – November 17, 2014**

**Foxfield Section 4-** 7 homes still to be built.  
2<sup>nd</sup> year FRO review – 68% compliance – 196 additional trees were planted (May 2014)  
With additional trees planted, the rest of the FRO LOC was released – June 2014

**Site Plans and Minor Subdivisions:**

**AMVETS Expansion Plans** – Revised Site Plan approved – May 19, 2014 (Plans expire 5/19/2017)

**Chesterbrook Apts/Middletown Valley Apts** - Site Plan approved – July 17, 2006  
Improvement Plans approved and signed – September 16, 2008  
SWM waiver received from County – May 12, 2011  
SWM admin waiver shall expire on May 4, 2017; final plans approved prior to May 4, 2013  
Simplified Delineation/Combined Forest Conservation Plan submitted–September 10, 2014  
Phase 2 Site Plan reviewed by PC – October 20, 2014

**Delauter demolition plan conditionally approved – November 17, 2014**

**Fire Station** – Concept plan submitted to PC for comments – April 22, 2013  
Fire Station plat conditionally approved – October 16, 2013  
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

**Hollow Creek Golf Course SWM Pond #1** Revision plans submitted to County - December 1, 2010  
Plans approved by County – December 22, 2010  
Revised Plans submitted for PC review – December 30, 2010

**Horman Apartments-** Site Plan approved – April 21, 2008  
Improvement Plans conditionally approved – May 17, 2010

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**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008  
Forest Conservation Plan approved – October 20, 2008  
Revised Architectural Plans submitted and reviewed – June 16, 2014

**Middletown H.S. Stadium Concession Stand Expansion Plan** – approved June 18, 2012  
(Plans expire June 18, 2015)

**Middletown Library Storage Container request** – submitted November 13, 2014

**Miller (Ingalls)** – Concept and Phase I & II Plan approved & signed – September 27, 2010  
Revised Concept Plan reviewed by PC – September 16, 2013  
SHA comment letter received February 18, 2014

**Newton Property (Cross Stone Commons)** – Concept Plan submitted – October 1, 2012  
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)  
Addition Plat conditionally approved by PC – November 18, 2013  
Revised Site Plan conditionally approved by PC – November 18, 2013  
Revised architectural plans approved by PC – March 17, 2014  
Final FRO Plan approved – May 19, 2014  
Improvement Plans conditionally approved by PC – July 21, 2014  
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)  
Revised Improvement Plans – Phase 1 conditionally approved – October 20, 2014  
(Plans expire October 20, 2017)

**Addition Plat recorded– November 10, 2014**

**Potomac Gun Depot** – plans conditionally approved – February 18, 2013  
Revised site plan conditionally approved – June 17, 2013; (Plans expire June 17, 2016)

**Putman** – Site Plan conditionally approved- November 17, 2008  
Forest Conservation Plan approved – June 16, 2009  
Improvement Plans approved and signed by all agencies – July 2010  
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

**Schoonover property** – Addition Plat conditionally approved – October 20, 2014

**Subway property - Garden Center** – Revised Site plan conditionally approved – May 19, 2014  
(Plans expire – May 19, 2017)

**Thompson Funeral Home Parking Lot** – revised site plan conditionally approved April 22, 2013  
SWM Plans conditionally approved by Frederick County – October 29, 2013

**Verizon Small Cell Antenna Installation** – site plan reviewed – June 16, 2014  
Revised site plan conditionally approved – July 21, 2014; (Plans expire – July 21, 2017)

**Annexations:**

**A.C. Jets Property-** PC approval of annexation petition of 35.96 acres – December 21, 2009  
Public hearing date - Monday, October 11, 2010  
Annexation petition denied – October 11, 2010

**Text Amendments:**

**Zoning Code review – ongoing**

**Gun sales restrictions – PC discussed potential regulations – November 17, 2014**

**Reports:** none

**Meetings:** County/Municipal Planners quarterly meeting – December 12, 2014

**Joint town board/planning commission workshop – Comprehensive Plan review – October 5, 2015**