

MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, December 17, 2012
7:00 p.m.

I. Public Comment

II. Minutes of November 2012 Planning Commission meeting **Approval**

III. Plan Review

 Coblentz Property Amended Master Plan **Discussion/Recommendation**

IV. Zoning

 R-2 Zoning District Text Amendment **Discussion/Recommendation**

Violations

 Boat on Linden Avenue

V. Other

 Septic Bill Tier Mapping **Information**

 Joint Town Board/Planning Commission 2013 Meeting dates **Information**

VI. Additional Public Comment

**** All requests to be on the Planning and Zoning Agenda must be received at the Middletown Planning and Zoning office in the Middletown Municipal Center, 31 W. Main Street, Middletown by noon 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, although electronic plans are preferred.**

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

November 19, 2012

The regular meeting of the Middletown Planning Commission took place on Monday, November 19, 2012 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present were Chairman Carney, Commission members David Lake, Bob Miller, Bob Smart, Rich Gallagher, Ron Forrester, Commissioner Chris Goodman, Bruce Carbaugh, Director of Operations & Construction and Cindy Unangst, Staff Planner.

I. Regular Meeting Minutes of October 15, 2012 – approved as submitted.

II. PLANS

Cross Stone Commons Concept Plan (Newton property) – The applicants DMW and Lingg Property Consulting have submitted a Concept Sketch Plan to the Planning Commission of what they wish to do with the 2 lots located at the intersection of East Main Street (US Route 40) and Middletown Parkway. The applicants are proposing to develop the lots with 34,700 +/- square feet of commercial space in four separate buildings with 244 parking spaces. It was stated by the Planning Commission that because the proposed layout cannot meet the allotted setbacks, the Planning Commission would like the applicants to obtain easements from the adjacent residential property owners. Commission member Lake stated that the Planning Commission can be flexible but does not want to be flexible with property owners rights. After much discussion it was agreed that the applicants will approach the adjacent property owners in regards to obtaining easements and this will be discussed further at next months workshop.

III. ZONING

Screening from adjoining properties – this discussion will be continued at next months workshop.

Violations – West Main Street – freestanding pole - removed
Manda Ct. – camper - removed
East Main Street – flashing sign – talked to owner

IV. MISCELLANEOUS

V. PUBLIC COMMENTS – none.

Meeting adjourned at 8:00pm.

Respectfully submitted,

Ann Barkdoll
Administrative Specialist

Middletown Planning Office

MEMORANDUM

Date: 11/29/2012
Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **COBLENTZ PROPERTY MASTER PLAN AMENDMENT**

Tax Map Parcel #03-160661

Applicant: Hailey Development, L.C.

Property Owner: Andy Mackintosh, Broker Mackintosh Realtors

Plan Dated: November 2012

Date Received: November 9, 2012

GENERAL INFORMATION

Proposal: Neo-Traditional Residential development on 18.27 acre property adjacent to a 6.56 acre R-3 zoned property with 81 single-family dwellings, a 0.7 acre Village Green amenity and a 3.5 acre public use/library site. Changes to the previously approved Master Plan include a decrease in dwelling units (94 to 81), no duplex units, and a decrease in alleyways and driveway lengths. The changes are due to the new stormwater management regulations which require Environmental Site Design to the Maximum Extent Practicable.

Location: North side of East Green Street and east of North Church Street

Zoning: NTR – Neo-Traditional Residential Overlay District for 18.27 acres and R-3 High Density Residential zoning for 6.56 acres. The NTR district is intended to permit planned development in the R-3 zoning district in order to preserve an aesthetically pleasing appearance in that district, to avoid the creation of nuisance or nuisance-like conditions in that district, to protect the value of other property or investments within that district, and to reduce the impact of its residential uses in surrounding districts.

Present Use: Agricultural land.

COMMENTS

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

Application: The Overlay District Master Plan application shall include the following minimum elements:

1. An Identification Plat consisting of a boundary survey of the property prepared by a Maryland licensed surveyor. The Identification Plat shall include an accurate location and description of all permanent monuments. Where applicable and feasible the coordinates of all permanent markers or monuments should be based on the Maryland Coordinate System. **An Identification Plat has been provided.**
2. A Subdivision Plan that shall include:
 - a. The boundary of the property in heavy outline. **Boundary shown.**
 - b. The location of proposed lots and approximate location of each building. **Locations**

shown.

- c. The locations of vehicular and pedestrian systems and their relationship to adjoining properties. **Locations shown.**
- d. The location of land to be dedicated to public use. **Location shown.**
- e. The location of land which is intended for common, quasi-public or amenity use, not proposed to be dedicated to public use. **Locations shown.**
- f. A table of development standards and general notes. **Table included in text.**

- 3. A Justification Statement describing the manner in which the development will conform to the requirements of the Overlay Zoning District and the Town's Comprehensive Plan. **The Justification Statement does provide for how the development will conform to the requirements of the overlay zoning district and the comprehensive plan.**
- 4. A Development Program stating the sequence in which the dwellings, open and amenity spaces, and vehicular and pedestrian circulation systems are to be developed. **A Development Program has been provided, along with a phasing plan. The program seems to be thorough. My only question is whether SWM Facility #2 to be constructed in Phase 4 is referring to the ESD Micro-Bioretenion facility adjacent to Lot 28 as shown in 'Exhibit B' Revised Master Plan.**
- 5. Design Guidelines providing the reviewing authority with examples of the design concepts in conformity with the particular Overlay Zoning District requirements. **Design Guidelines have been provided along with typical lot details and design examples. On page 14 under Front Porches/Special Decorative Features, the reference to 75% of the homes containing some type of covered front porch facing Green Street seems to be incorrect though.**

A. Overlay District Master Plan Style and Form: An Overlay District Master Plan shall include the following elements:

- 1. The Overlay District Master Plan shall include all pertinent information as to the existing site conditions, including but not limited to the following:
 - a. Topography with five foot contour intervals. Source of topographic information must be noted on the plan. **Contours of two-feet are shown.**
 - b. Delineation of slopes greater than 15%. **There are no slopes greater than 15% on site.**
 - c. Location of water courses, floodplain areas, and wooded areas. **None on site.**
 - d. Ownership information of the adjacent properties including, name and liber / folio or plat reference. **Not provided on master plan, although they are provided on the boundary survey. On 'Exhibit B' Revised Master Plan, reference to location of New Day Ministries should be changed to Custom Marble/Valley Fitness.**
- 2. The Overlay District Master Plan shall depict, in heavy outline, the entire property proposed for development. **Shown.**
- 3. The Overlay District Master Plan shall be on a reproducible material at a scale no smaller than one inch per 200 feet and shall also be provided in an electronic format acceptable to the Town Planner. **The plan has been provided electronically.**
- 4. The Overlay District Master Plan shall include a vicinity map showing the location of the site

and its relationship within the Town to roads and other major landmarks and points of interest. **Vicinity map provided.**

5. The Overlay District Master Plan shall include the proposed development name, title information including the names, addresses, and contact information of the Owners, Developer, or affiliated consultant and the liber / folio or plat reference information. **The information has been provided.**
 6. The Overlay District Master Plan shall include a north arrow, graphic scale, date of submission of the Plan and revision block. **Provided.**
- B. Review criteria: In reviewing and approving an Overlay District Master Plan application, the reviewing authorities shall give consideration to, among other things, the following minimum criteria:
1. Whether the Plan is in compliance with Article 66B of the Maryland Annotated Code: **In reviewing Article 66B of the MD Annotated Code, the master plan appears to be compliant with all regulations.**
 2. Whether the Plan is consistent with the current Town of Middletown Comprehensive Plan; **As stated in the justification statement, the plan conforms to the comp plan which designates the property for high-density residential use, provides for development of land within the town limits, and provides for compatibility with existing town architecture by imitating the historic pattern of the older downtown residential areas.**
 3. Whether the Plan comports with sound planning principles and practices; **The plan is consistent with the State of Maryland's Smart Growth principles which encourages increased development densities in Priority Funding Areas, which includes the Town of Middletown.**
 4. Whether the Plan complies with the restrictions and principles specified for the requested Overlay Zoning District. **The plan complies with the development standards and design guidelines set forth in the overlay zoning district, and provides for the dwellings to be grouped in a way that will not adversely impact upon surrounding areas as expressed in the purpose and intent of the overlay district. The NTR district must also provide for appropriate vehicular accessibility to major thoroughfares. The Plan shows accessibility to Green Street, a collector street in the town, but access to Route 17 thru the adjacent county parcel is uncertain.**
- C. Design Guidelines. The following design guidelines are intended to promote development that is consistent with adopted goals and objectives from the Town's Comprehensive Plan. The following guidelines encourage a higher level of design quality while at the same time providing the flexibility to encourage creativity and innovation on the part of developers and designers.
1. Site layout/development patterns.
 - a. Street frontages shall include a decorative element, like walls, signage, or landscaping, to create a unifying element. **Typically shown at preliminary plat stage.**
 - b. Dwelling facades shall orient towards the primary street or active pedestrian zone within the site to create an inviting image. **The plan intends to follow this guideline.**
 - c. Consideration shall be given to the open space sites to incorporate landscape elements and pedestrian connections. **Plan shows sidewalks and pedestrian connection to school site.**
 - d. Service, loading, and dumpster areas at the open space site(s) shall be appropriately orientated and visually screened from public rights-of-way and adjacent dwelling units. **These areas will be shown on the site plan for the public use/library site.**

2. Vehicular circulation.

a. Internal circulation shall provide a clear visible path to provide safe, convenient and efficient access within and between dwellings and the open space site(s). **The development is laid out to reduce the amount of impervious surface as much as practicable within the town's design guidelines. Proposed Street "A" leads directly to the proposed Village Green open space amenity from Green Street. Regarding circulation in general, the Town Board is concerned about the dead-end street on the west side of the development. It is hoped that in the future it would connect to a street network on the property to the north when it is developed.**

b. To the maximum extent feasible, the number of entry driveways on a thoroughfare shall be minimized in order to reduce the number of conflicting points and facilitate traffic flow. **An alley is proposed for the lots facing Green Street so as to minimize the number of driveways along that major thoroughfare. Although staff understands the safety/traffic flow need to limit the number of driveways, the shared driveways on Lots 17, 18, 19, 62, 62, 71 and 72 are a concern and should be discussed.**

c. Internal vehicle circulation patterns shall provide a clear path to the open space sites and to each parking area. **Proposed Street "A" provides a clear path to the Village Green amenity from Green Street. There is some concern from the Town Board about the location of Future Street "D" on the north side of the Village Green amenity. The future street is shown to be in close alignment with the existing driveway to the farmstead on the property to the north.**

d. Alleys may be approved in the overlay district at the discretion of the Planning Commission. **One of the reasons for drafting the language for the overlay district, and approving such language, was to provide for the inclusion of alleys which otherwise would not be allowed by ordinance in residential district in the Town. The number of alley-served units has been decreased from the previously approved Master Plan in light of the new Environmental Site Design stormwater management regulations.**

e. Internal intersections shall have adequate site lines, design geometrics and/or traffic controls to minimize accident potential. **Typically shown at preliminary plat stage.**

3. Pedestrian access and circulation.

a. An on-site system of pedestrian walkways shall be designed to provide direct access and connections to and between the residential dwellings and the open space sites, any sidewalks or walkways on adjacent properties that extend to the boundaries shared with the development, and site amenities or gathering places. **Although there is a sidewalk on the north side of the library site, at this point there is not a sidewalk shown along Green Street. The village green site is bordered on three sides by a sidewalk and there is a pedestrian connection to the high school tract area from the proposed development site. Staff understands that the Town Board would like to see a pedestrian connection to the elementary school site thru the proposed development site as well.**

b. Connections between the onsite (internal) pedestrian walkway network and any public sidewalk system shall be provided at regular intervals as appropriate to provide easy access from the public sidewalk to the interior walkway network. **Sidewalks will be required to connect to existing sidewalks on Green Street for the library site**

and also along Church Street. A sidewalk is shown in front of the dwellings that front Green Street although there is no connection shown to the existing sidewalk in front of the orthodontist office.

- c. All on-site pedestrian walkways and sidewalks shall be a minimum of four feet wide. Walkways and sidewalks which are adjacent to a parking area where vehicles may overhang the walkway shall be seven feet wide; provided, however, if wheel stops are present and used in the parking area to prevent the vehicle overhang, then such walkways and sidewalks may be a minimum of four feet wide. **Sidewalk details are typically shown at preliminary plat or improvement plan stage.**
- d. Pathways are encouraged as an amenity and as an alternative means to accomplish pedestrian connectivity. Pathways shall be located in a cleared way of no less than six feet and are required to include a durable surface, like concrete or asphalt. **A pathway to the schools site is shown on the plan.**

4. Parking.

- a. In order to reduce the scale of large surface parking areas, the total amount of surface parking provided shall incorporate landscape elements. **This will be shown on the site plan for the public use/library site.**
- b. Parking blocks shall be separated from each other by landscaping, access drives or public streets, pedestrian walkways, or buildings. **This will be shown on the site plan for the public use/library site.**
- c. To the extent feasible, parking shall be oriented to minimize visual and noise impacts. **This will be addressed on the plans for the public use/library site.**

5. Buildings - Consistency of Style.

- a. Building facades – Each building façade shall have a unifying design element which may include instances of such design elements as color change, texture changes, material module change, or expression of an architectural or structural bay. **As stated in the master plan design guidelines section, architectural design elements such as gable ends/roof lines, front porches, and other decorative features will be used, as well as color schemes that will tie building elements together.**
- b. Building Materials - All buildings shall be constructed or clad with materials that are durable, economically maintained, and of a quality that will retain their appearance over time. **This has been reiterated in the master plan.**
- c. Building Color - Color schemes shall tie building elements together, relate separate buildings within the same development together, and shall be used to enhance the architectural form of a building. **As stated in the master plan, all colors/materials of each unit shall be earth-tone or indicative of representative vernacular architecture and have some elements of brick, stone, cement fiber siding, wood and/or fiberglass trim.**

6. Landscaping -

a. Street Edge – The consistent use of planting along street edges provides visual cohesion along streets and helps buffer automobile traffic. The intent of these standards is to provide an attractive environment along street edges that gives visual relief from continuous hard street edges, focuses views for both pedestrians and motorists, and expresses a sense of scale and character. **Landscaping will be shown at the preliminary plat stage.**

b. Parking lot landscaping – Parking lot landscaping shall be used to minimize the expansive appearance of parking lots, provide shaded parking areas, and mitigate acoustic and visual impact of motor vehicles. **This will be shown on the site plan for the public use/library site.**

7. Lighting - **Applicants shall submit a lighting plan with the site improvement plan of development.** The lighting plan shall include measurements to the property line and the necessary area of the adjacent property.

8. Signage - **Applicants shall submit a signage plan with the site improvement plan of development.** The signage plan shall include measurements to the property line and a cut sheet of proposed signage, including dimensions, location, style, luminance and heights.

This review will be included in the Middletown Planning Commission materials for the December 17, 2012 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be December 12, 2012.

Cc: Matthew Leakan, Rodgers Consulting

Randy Frey, Rodgers Consulting

Rich Thometz, Hailey Development

Rand Weinberg, Miles and Stockbridge P.C.

Noel S. Manolo, Miles and Stockbridge P.C.

Potential Timeline for Coblenz Property – 2012 – November submission

November 9 – Submittal of amended Master Plan package at least 30 days prior to December 10th Burgess and Commissioners meeting.

November 16 – Submittal of preliminary plans to Staff Planner.

December 10 – Amended Master Plan introduced at Burgess & Commissioners meeting and forwarded to Planning Commission for review and recommendations. (This will also be on the agenda for the workshop on December 6th ahead of the meeting.)

December 17 – Planning Commission reviews, discusses and makes recommendation on amended Master Plan to B&C. *(really not sure that this might happen this soon – it could take two meetings for recommendation)* Planning Commission also begins review of preliminary plans. (This will also be on the agenda for the PC workshop on December 12th ahead of the meeting.)

January 7 – Joint Town Board/Planning Commission workshop (this could be topic of discussion for the workshop)

January 14 or January 28 – Burgess & Commissioners accept Planning Commission recommendation on amended Master Plan and schedule public hearings.

January 24 – Public Notice advertised in Citizen for Hearing on February 7th.

January 31 – Public Notice advertised in Citizen for Hearing on February 7th.

January 21 – Planning Commission continues review of preliminary plans (and amended Master Plan if needed) and possibly gives conditional approval of preliminary plans. (If not in January, it would be February 18th.)

February 7 – B&C Public Hearing for Amended Master Plan

February 11 - B&C approve Master Plan at public meeting

Please let me know if you have any questions.

Thanks!

Cindy Unangst

MEMORANDUM

Date: 12/6/2012

To: Middletown Planning Commission
From: Cynthia K. Unangst, Middletown Staff Planner
RE: THOMPSON TEXT AMENDMENT CHANGE REQUEST

Attached is a request submitted by Don Thompson of Thompson Funeral Home at 31 E. Main Street requesting that the Burgess and Commissioners of Middletown consider a text amendment to Section 17.16.030 R-2 Residential district and Section 17.48 Specific Standards for Special Exceptions of the Middletown Municipal Code.

Recommendation from the Planning Commission is required due to the location of these specific ordinances in the Zoning Section of the Middletown Municipal Code Book. This language is being considered for addition to the Code per the request of the applicant due to the desire of the applicant to establish a parking lot in the R-2 Residential District for use by the patrons of the adjacent funeral home located on East Main Street.

Section 17.16.030(C)(11)- to add parking lots as a special exception use in the R-2 Zoning district.

Section 17.48.410 - to include specific standards for the parking lot special exception use which would include the following:

- A. The parking lot must be situated on property which is adjacent to a commercial use;
- B. The parking lot shall be used primarily for parking for the adjacent commercial use and any other uses associated with the lot on which the parking lot is located;
- C. The parking lot shall comply with all applicable screening and setback requirements in the R-2 District;
- D. A site plan for the parking lot shall be submitted to the planning commission for review and approval. In its review, the planning commission shall consider the extent to which the parking lot and its appearance will conform to and harmonize with the surrounding R-2 neighborhood, and any other factors deemed appropriate to the commission. The planning commission may require drawings, elevations and plans as necessary;
- E. The parking lot must be in compliance with Frederick County stormwater requirements;
- F. Once the adjacent commercial use no longer exists the parking lot reverts back to open land available for residential development allowed in the R-2 District.

Staff comments on Section 17.16.030:

Staff would note that parking lots are not a special exception use in any residential districts. It is staff's understanding that the applicant is requesting a change to the special exception uses in the R-2 district due to the fact that the lot has always been used for overflow parking for the funeral home and the addition of gravel or paving would make it more usable during inclement weather.

Staff comments on Section 17.48.410:

Staff would note that the proposed provisions would limit parking lots in the R-2 district to properties adjacent to commercial properties which could include properties along West Green Street, West Main Street, S. Church Street, S. Jefferson Street, East Green Street and East Main Street as shown on the attached map. If the provision were changed to state "The parking lot must be situated on property which is adjacent to a commercial use **on an R-2-zoned property**," then the potential parcels impacted by the text amendment could be limited to those adjacent to the funeral home. A site plan would need to be submitted to the Planning Commission for their review and approval.

Proposed Text Amendment for Don Thompson Funeral Home 11/27/2012

In Section 17.16.030 (C)(11), "Parking lots" would be added as a special exception use in the R-2 Zoning district.

The following is the proposed ordinance outlining the specific requirements for the facility:

Parking lots.

The following provisions shall apply to parking lots in the R-2 District:

- A. The parking lot must be situated on property which is adjacent to a commercial use;
- B. The parking lot shall be used primarily for parking for the adjacent commercial use and any other uses associated with the lot on which the parking lot is located;
- C. The parking lot shall comply with all applicable screening and setback requirements in the R-2 District;
- D. A site plan for the parking lot shall be submitted to the planning commission for review and approval. In its review, the planning commission shall consider the extent to which the parking lot and its appearance will conform to and harmonize with the surrounding R-2 neighborhood, and any other factors deemed appropriate to the commission. The planning commission may require drawings, elevations and plans as necessary;
- E. The parking lot must be in compliance with Frederick County stormwater requirements;
- F. Once the adjacent commercial use no longer exists the parking lot reverts back to open land available for residential development allowed in the R-2 District.

Memorandum

To: Middletown Planning Commission

From: Cynthia Unangst, Staff Planner

Date: December 7, 2012

RE: Senate Bill 236 (Sustainable Growth & Agricultural Preservation Act of 2012)

The Sustainable Growth & Agricultural Preservation Act of 2012 limits the spread of septic systems on large-lot residential development to reduce the last unchecked major source of nitrogen pollution into Chesapeake Bay and other waterways. By mapping future growth in "tiers," the law seeks greater accountability and predictability.

There are four tiers as follows:

Tier I – properties currently served by sewerage systems

Tier II – future growth areas planned for sewerage systems

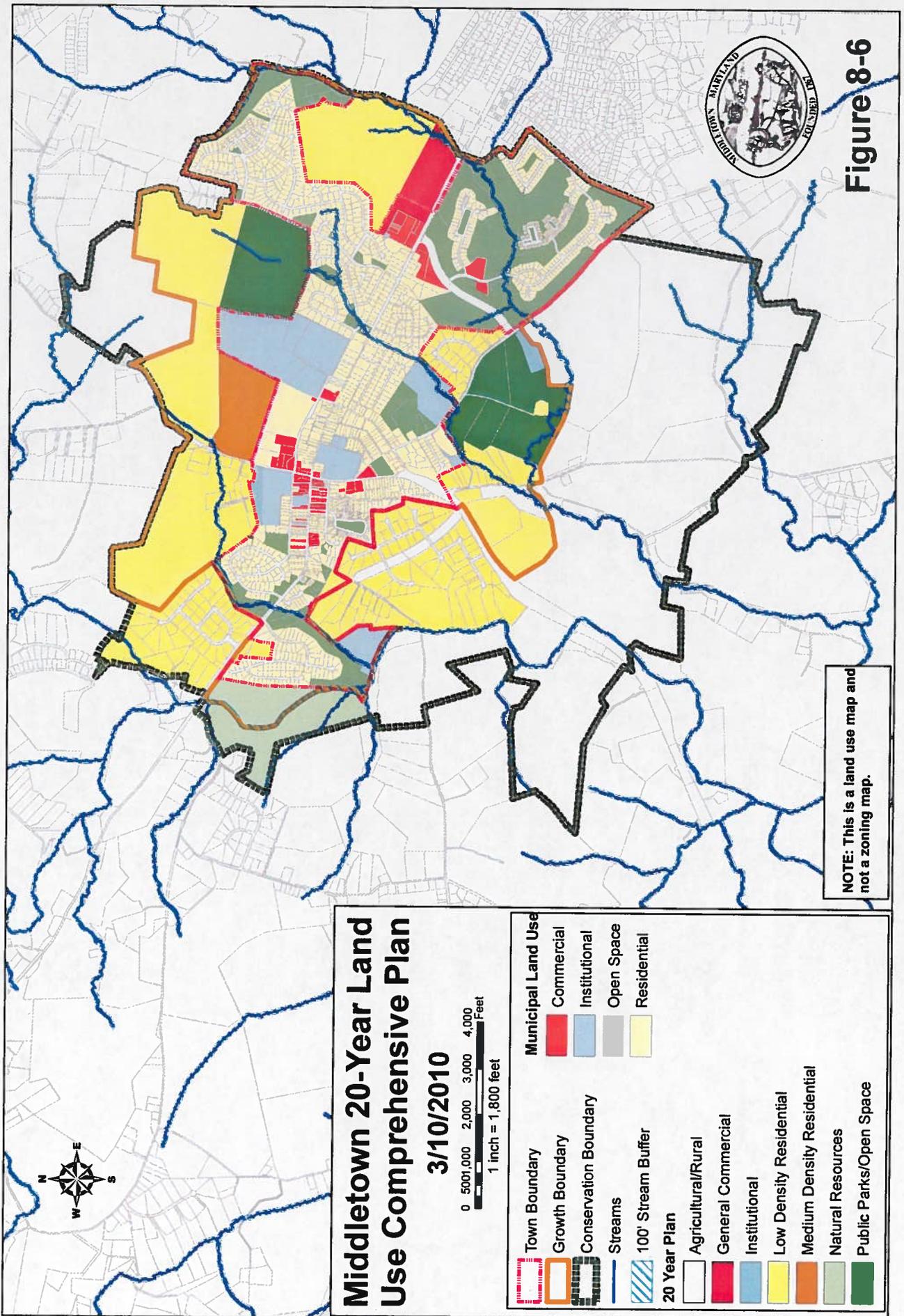
Tier III – large lot developments and "Rural Villages" on septic systems

Tier IV – preservation and conservation areas. No major subdivisions on septic.

Senate Bill 236 was introduced by Governor O'Malley and passed by the Maryland General Assembly in its 2012 Session. The goal of the law is to limit the disproportionate impacts of large subdivisions on septic systems on the State's farm and forest land, streams, rivers and Chesapeake and Coastal Bays. The Act provides an approach for planned development using on-site sewage disposal systems. Mapping the Growth Tiers (Tiers) is intended to be a straight-forward exercise based on existing local government plans and goals for growth and land preservation. Most of the Tier mapping should be a reflection of existing zoning, comprehensive plans and sewer service. Local jurisdictions are to map Tiers by December 31, 2012. Identification and mapping of the Tiers is voluntary; however, jurisdictions that do not map Tiers will not be able to approve major subdivisions outside of areas currently served by public sewerage systems.

Based on the Middletown 20-Year Land Use Comprehensive Plan map, which is part of the Middletown Comprehensive Plan, town staff would propose that all properties within the town limits be designated as Tier I (currently served by sewer) and all properties within the Town's Growth Boundary be designated as Tier II (future growth areas planned for sewer). See attached Land Use Plan map.

Also attached is Frederick County's draft Middletown Septic Tiers map which shows all properties within the town limits, as well as parts of Remsberg Park, as Tier I, and the properties within the County's Community Growth Area as being within Tier II. Please note that the Town's Growth Boundary differs from the County's Community Growth Area on the north side of Town. The draft map from the County also designates the two properties on the north side of town that are not within the Community Growth Area as Tier IIA. The County's definition of Tier IIA is "areas planned for public sewer NOT in a growth area."



Middletown 20-Year Land Use Comprehensive Plan

3/10/2010



Town Boundary		Municipal Land Use			
	Growth Boundary		Commercial		Institutional
	Conservation Boundary		Open Space		Residential
	Streams		Agricultural/Rural		General Commercial
	100' Stream Buffer		Institutional		Low Density Residential
	20 Year Plan		Medium Density Residential		Natural Resources
	General Commercial		Public Parks/Open Space		

NOTE: This is a land use map and not a zoning map.

Figure 8-6



December 4, 2012

Frederick County Community Development Division
Attn: Jim Gugel
30 North Market Street
Frederick, MD 21701

RE: SENATE BILL 236: FREDERICK COUNTY GROWTH TIERS

Dear Mr. Gugel:

The Burgess & Commissioners of Middletown concur with having Frederick County submit Septic Tier mapping to the Maryland Department of Planning on its behalf. According to the draft map dated October 31, 2012, the entire Town of Middletown is shown as being in Tier 1 as all properties within the town are served by public sewer. The draft map also shows the properties outside the town boundaries but within the County's Community Growth Area (amended September 2012) as being in Tier II, which are planned to be served by public sewerage systems. Additionally, two properties to the north of the Town and within the Town's Growth Boundary are shown as being in the County's Tier IIA, which also are planned to be served by public sewerage systems in the future.

The Town appreciates the County submitting the mapping and corresponding paperwork to the State on its behalf. If you have any questions, please do not hesitate to contact the Middletown Planning and Zoning Office, 301-371-6171 at your earliest convenience.

Sincerely,
BURGESS & COMMISSIONERS
Middletown, Maryland

John Miller
Burgess of Middletown

Cynthia K. Unangst, AICP
Staff Planner

cc: File



MEMORANDUM

DATE: December 6, 2012

TO: Burgess and Commissioners

CC: Cindy Unangst, Staff Planner & Zoning Administrator

FROM: Andrew J. Bowen, Town Administrator

SUBJECT: 2013 Joint Meeting Workshop Dates - DRAFT

Attached are the proposed dates for the Joint Meetings between the Town Board and Planning Commission for 2013:

Monday, January 7, 2013	6:30PM
Monday, May 6, 2013	6:30PM
Monday, August 5, 2013	6:30PM
Monday, October 7, 2013	6:30PM

If you should have any questions, please do not hesitate to contact me at 301.371.6171 Ext. 12 or e-mail me at abowen@ci.middletown.md.us