

MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, February 18, 2013
7:00 p.m.

- I. Public Comment
- II. Minutes of January 2013 Planning Commission meeting Approval
- III. Plan Review
 - Coblentz Property Preliminary Plans Discussion/Approval
 - High School C-container Discussion/Approval
 - Municipal Center C-container Discussion/Approval
 - Putman business – Potomac Gun Depot Discussion/Approval
- IV. Zoning
 - Violations
- V. 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

Planning Commission Minutes

Regular Meeting

January 21, 2013

The regular meeting of the Middletown Planning Commission took place on Monday, January 21, 2013 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present were Chairman Mark Carney, Commission members David Lake, Bob Smart, Bob Miller, Commissioner Chris Goodman, Rich Gallagher, Ron Forrester, Staff Planner Cindy Unangst and Director of Operation's and Construction Bruce Carbaugh.

I Regular Meeting Minutes of December 17, 2012 – By general consent the Commission approved these minutes.

II PLAN REVIEW

Coblentz Property Master Plan Amendment – The following was discussed:

SWM Facility #2 adjacent to Lots 71 and 72 will be constructed in Phase 4.

State that a minimum of 75% of the homes that front and directly abut Green Street shall contain some type of front covered porch.

Shared driveway for lots 71 and 72 will remain.

Asphalt pathway to the Elementary School.

Eliminate the offset intersection design.

Curb, gutter and sidewalks be provided at all road frontages.

Mr. Smart motioned to recommend this master plan with the modification that curb and gutter be installed along E. Green St. frontage, seconded by Mr. Lake. Motion passed 4 – 0 -1 (Commissioner Goodman abstained).

Coblentz Property Preliminary Plans – Have not received comments from ARRO Engineering, discussion will continue at the February 18 meeting.

Coblentz Property Preliminary Forest Conservation Plan – Mr. Lake motioned to accept this Preliminary Forest Conservation Plan, seconded by Mr. Smart. Motioned passed 5 – 0.

Washington Gas Line/Cone Branch Walking Path Plans – The Gas Line will run from the primary school, across Linden Blvd and cross Green Street and will be on the West side of Cone Branch creek. The Commission feels lighting should be addressed. Mr. Miller motioned to approve these plans, seconded by Mr. Smart. Motioned passed with 4 – 0 -1 vote (Commissioner Goodman abstained).

III ZONING

Mr. Lake mentioned a vehicle is being parked on the lawn across from Schoolhouse Dr. It was noted that this is temporary and work is being done.

IV ELECTION OF OFFICERS

Staff Planner Cindy Unangst opened the floor for nomination for Chairman and Vice Chairman.

Bob Smart motioned to appoint Mark Carney as Chairman, seconded by Bob Miller and passed with a 6 – 0 vote.

Mark Carney motioned to appoint David Lake as Vice Chairman, seconded by Bob Miller and pass with a 6 – 0 vote

V PUBLIC COMMENTS – No comments

Meeting adjourned at 8:00 P.M.

Respectfully submitted,

Christine H. Moore
Administrative Assistant

Middletown Planning Office

MEMORANDUM

Date: 1/17/2013
Hansen# 13152

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **COBLENTZ PROPERTY PRELIMINARY PLAN REVIEW**

Tax Map Parcel #03-160661

Applicant: Hailey Development, L.C.

Property Owner: Andy Mackintosh, Broker Mackintosh Realtors

Plan Dated: November 2012; revised January 6, 2013

Date Received: January 7, 2013

GENERAL INFORMATION

Proposal: Neo-Traditional Residential development on 18.4 acre property adjacent to a 6.4 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.

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

Zoning: NTR – Neo-Traditional Residential Overlay District for 18.4 acres and R-3 High Density Residential zoning for 6.4 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 Preliminary Plan: **See new text in blue.**

Preliminary plat requirements (per Section 17.17.050) –

2. Proposed Development Information.

Street pattern	Layout, widths, proposed roads, streets, proposed names for streets and roads, alleys, crosswalks, and easements. New street names have been provided on the revised Preliminary Plan. They will need further review from
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	Frederick County and then approval from the Burgess & Commissioners.
Dwelling lots	Establishes the maximum building envelope inclusive of all parcels and lots. Shown.
Open spaces	Parcels of land intended to be conveyed or temporarily reserved for public use or for the joint use of property owners, with an explanation of the provisions or conditions of such conveyance or reservation and the proposed arrangements for ownership and maintenance. Shown.
Street grades	Tentative grades on each public street shall be required. Shown.
Utilities	General locations for utilities and drainage facilities proposed. Shown.
Building setback	Building set-back lines within the building envelope along all streets and all lots, and boundaries of the property with the amount of setback indicated. Shown.
Description of Improvements	General description of street and other public improvements proposed to be installed. Unless modified by the planning commission, the requirements relating to improvements in subdivisions set forth in Chapter 16 shall be applicable. Shown.

D. Review Criteria. A preliminary plat application shall be reviewed and approved based on compliance with the following minimum criteria:

1. Whether the preliminary plat is consistent with the approved overlay district master plan and the procedural requirements for the submission of the overlay district master plan as required herein; **Procedural requirements have been met; consistency is still to be determined since master plan amendment has not been approved yet.**
2. Whether the preliminary plat is in compliance with the requirements of this article; **Plat is in compliance.**
3. Whether the preliminary plat is consistent with the town's comprehensive plan; **Plat is consistent with comprehensive plan.**
4. Whether the preliminary plat meets sound planning principles and practices as determined by the reviewing authority. **Plat meets sound planning principles.**

1. **Transportation plan** – East Green Street and North Church Street are considered collector roads and North Church Street is a State Road. The average annual daily traffic count is less than 2,500 on East Green Street and between 2,500 and 5,000 on North Church Street. There are no walkways or trails planned in the area of the proposed subdivision. There is no exit from the subdivision onto North Church Street at this time which means that all traffic will need to exit onto East Green Street. It is our understanding that the proposed development will connect to a future development on the property to the north in which an exit to North Church Street will be provided.

2. **Lots and stormwater management facility** – Staff will note that the SWM Concept plan that was reviewed in May of 2010 contained 78 lots while this submission contains 81 lots. The prior plan placed a SWM facility where lots 48-50 are now located and there were no lots where lots 71 and 72 are proposed now. A discussion should be held with the developer about the changes to the plans since 2010. Additionally there should be a discussion regarding the fact that a stormwater management facility which is intended to serve the proposed development is located outside the town limits. **The current yield of 81 dwelling units is significantly lower than the 94 dwelling units previously approved by the Town. The SWM facility where lots 71 and 72 are located remains in the same location as previously indicated on the Approved SWM Concept Plan. The applicant has stated that refinements to the SWM Concept are naturally evolving as engineering becomes more detailed. The refinements include locating a SWM facility on the adjacent Coblenz property to the north. The necessary easements for access and maintenance will be provided, and with direct access from the revised public Street “A” extension. The SWM facility will be maintained by the HOA.**
3. **Water and sewer capacity certification** - Upon approval of the preliminary plat, the town administrator will conduct a review and analysis of the capacities of the town water and sewer systems in order to determine whether there exists sufficient water and sewer capacity to service the proposed subdivision. The review and analysis will be conducted in coordination with the director of operations and construction and the water and sewer superintendent who shall provide the administrator with pertinent information and data regarding the capacity of the town to provide water and sewer service to the proposed subdivision. In the review and analysis of the town water and sewer capacity, the demands of the proposed subdivision for water and sewer will be based upon a daily consumption of three hundred (300) gallons of water per equivalent dwelling unit. Staff will note that there is a multi-year water tap agreement in place between the Town and the developer.
4. **County review** – The preliminary plans have been routed and reviewed by County agencies with comments received from those agencies.
 - Office of Life Safety comment responses – **The alley will be increased in width to 20’ as required for fire department access. The plans have been revised to meet the stated fire hydrant requirements.**
 - Development Review, Transportation Engineering – **Street names have been provided on the revised Plans.**
 - Development Review, Engineering – **All of the centralized SWM facilities are accessible from a public road. All SWM design comments will be provided at Improvement Plan stage.**
 - MD State Highway Administration – **No access permit will be required from SHA. The Town Code does not require a Traffic Impact Statement.**
5. **Incorrect information** – On Sheet 1 (Cover Sheet) in the Development Program table, it is indicated that there are 17 dwelling units in the R3 zone under the Density heading.

The plans indicate that there are 19 dwelling units in that zone for a total of 81 units and not 79. Further down in the table under the R-3 development standards, it is indicated that there are 62 single-family dwellings with 124 required and proposed parking spaces. The correct numbers should be 19 single-family dwellings with 38 required and proposed parking spaces. Under the Neo-Traditional overlay district development standards section of the table, the correct information should be 62 single-family dwellings (sfd) and 124 required/proposed parking spaces (instead of 17 sfd and 34 parking spaces). **The Development Program Table has been revised to reflect the corrected information.**

6. **Waiver requests** – Sheet 1 (Cover Sheet) indicates some waiver requests from the Design Manual. Staff recommends that these requests be discussed with the Town Engineer. **Further revisions to the plans have reduced the number of modification requests. Modifications are requested for: the typical street right-of-way width to be reduced from 50' to 42'; the typical street pavement width of 32' to be reduced to 26'; and the minimum intersection spacing requirements between Street 'B' and Street 'C' along Street 'A' to be reduced from 250' to ±135'. Bruce Carbaugh stated at the December PC meeting that he could be supportive of the Street 'A' intersection modification if the driveway on Lot 2 was relocated internally to be accessed directly from the alley and that change has been made. Further refinements could be coordinated with the Town Engineer during the Improvement Plan stage. *Waiver request also needed for mountable curbs in the alley.***
7. **Landscape and Lighting Plan** – Sheet 8 (Landscape & Lighting Plan) **has been revised to show a key and table** to indicate the number of street trees and light poles that are shown. **Additionally, per comments made by Bruce Carbaugh, the street trees will be relocated from within the public right-of-way to on-lot.**
8. **Street parking** – **The issue of street parking was discussed at the last Planning Commission meeting in January. There are concerns about parking on the narrow streets. Staff talked to a member of the Glenbrook HOA Board and was told that parking on narrow streets in Glenbrook has not really been an issue. Problems arise occasionally due to residents having parties, etc., but they have not led to a need to revise any on-street parking.**

This review will be included in the Middletown Planning Commission materials for the February 18, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be February 13, 2013.

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.

Middletown Planning Office

MEMORANDUM

Date: 2/6/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MIDDLETOWN HIGH SCHOOL STORAGE CONTAINER REQUEST**

Tax Map Parcel #03-101

Applicant: Dave Wade, Lead Mechanic

Property Owner: Frederick County Public Schools

Plan Dated: January 31, 2013

Date Received: January 31, 2013

GENERAL INFORMATION

Proposal: Temporary use of storage container for storage for boiler room equipment in conjunction with the replacement of existing boilers at the high school.

Location: 200 Schoolhouse Drive

Zoning: OS Open Space

Present Use: Public high school

COMMENTS

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

1. A site plan has been provided that shows proposed locations of the storage container. Option A is directly in front of the high school to the east of the main front entrance and Option B is to the west of the front parking lot. Option A is the applicant's preferred location due to its close proximity to the building. Option B would be a better choice due to it being a better location in terms of appearance.
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:

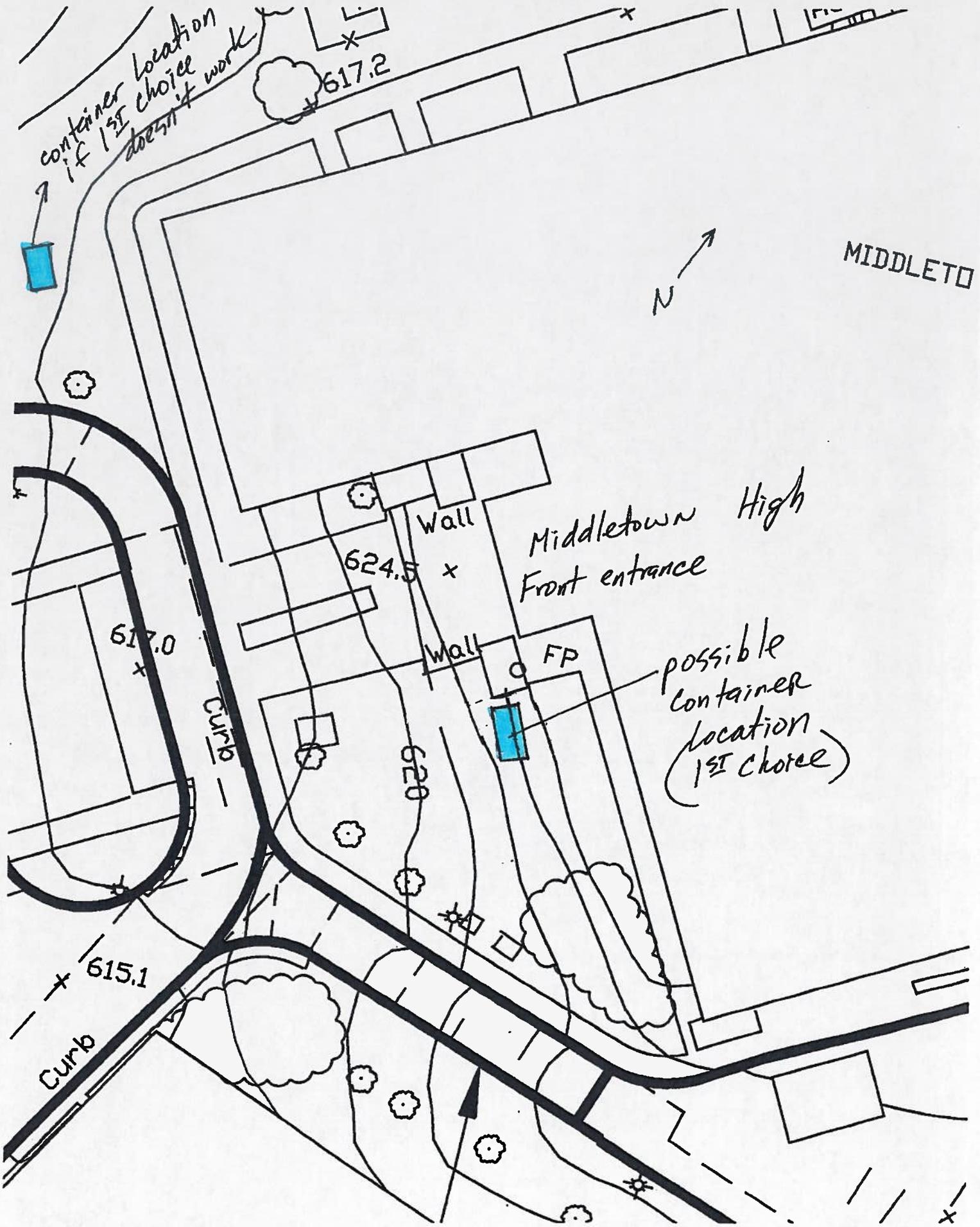
17.32.045 Storage containers.

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 put in place on April 15th and will be kept on the property until the boiler replacement is complete which hopefully will be by the end of August.

This review will be included in the Middletown Planning Commission materials for the February 18, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be February 13, 2013.

cc: Dave Wade, applicant



container location
if 1st choice
doesn't work

MIDDLETOWN



Middletown High
Front entrance

possible
container
location
(1st choice)

617.2

624.5

617.0

620

615.1

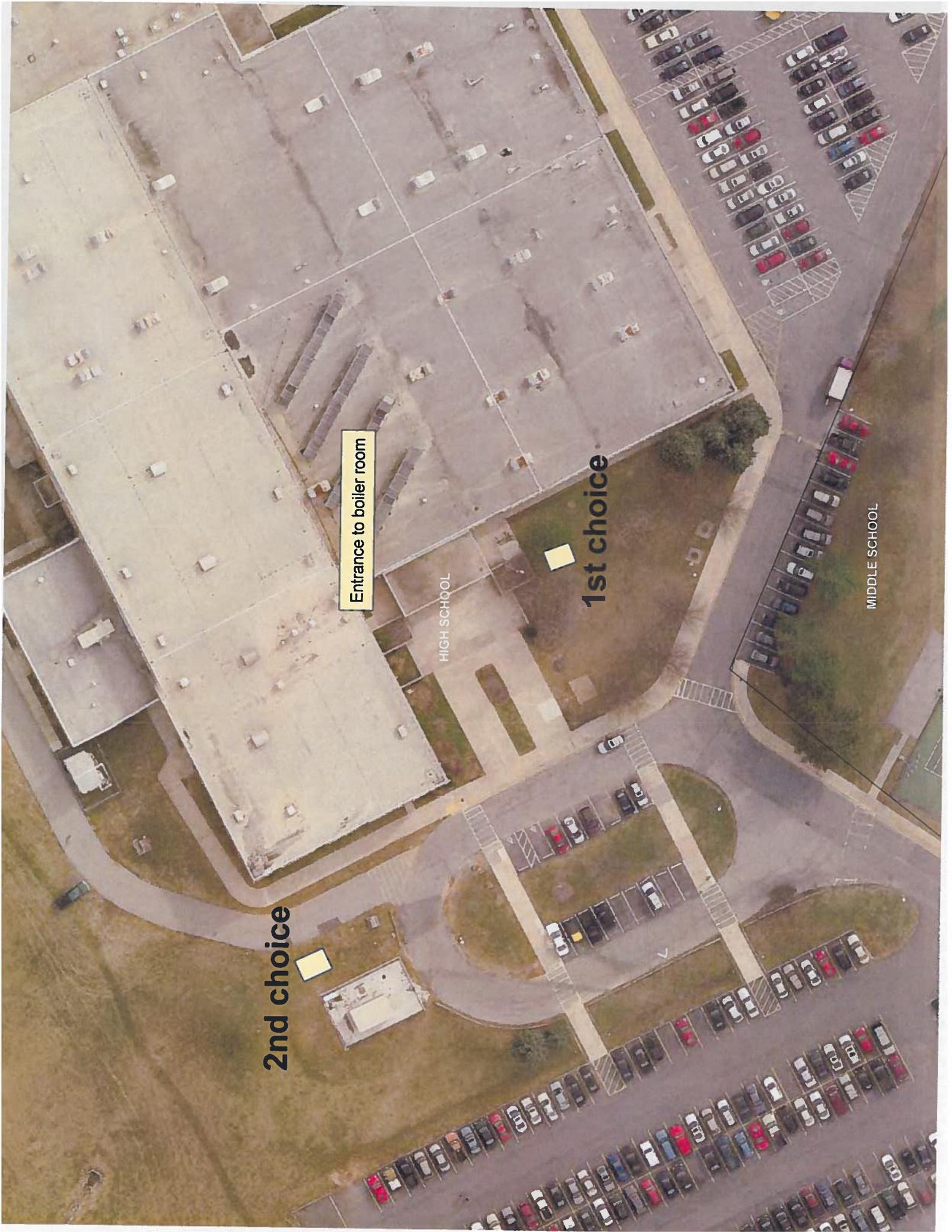
Wall

Wall

FP

Curb

Curb



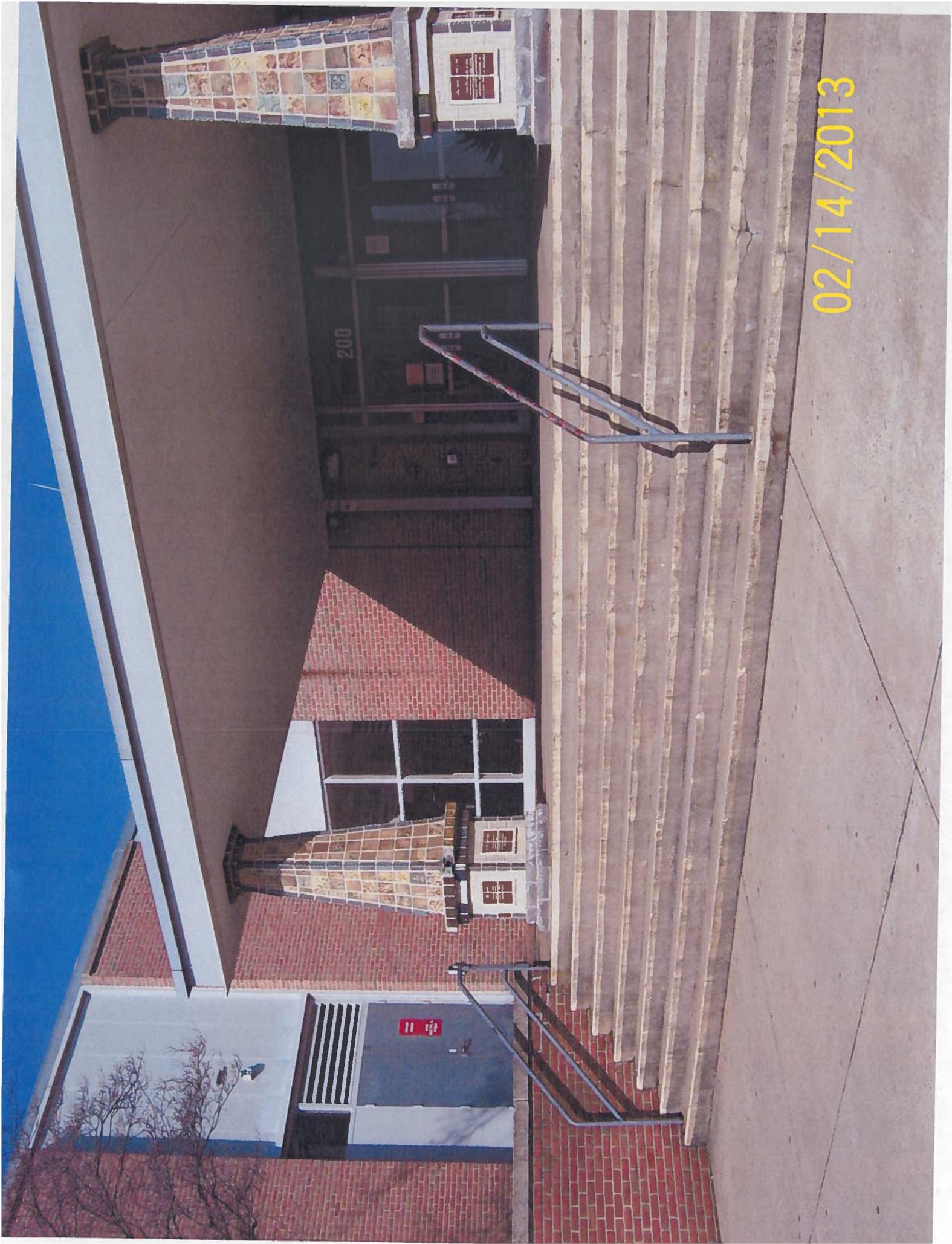
Entrance to boiler room

1st choice

HIGH SCHOOL

MIDDLE SCHOOL

2nd choice



02/14/2013

Middletown Planning Office

MEMORANDUM

Date: 2/6/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MUNICIPAL CENTER STORAGE CONTAINER REQUEST**

Tax Map Parcel #03-145948

Applicant: Drew Bowen, Town Administrator

Property Owner: Town of Middletown

Plan Dated: February 4, 2013

Date Received: February 4, 2013

GENERAL INFORMATION

Proposal: Temporary use of storage container for storage of office furniture while carpeting is being replaced in the offices and meeting rooms at 31 West Main Street.

Location: 31 West Main Street at the intersection of West Main and North Jefferson Streets is the location of the principal building on the parcel; rear parking lot of property off North Jefferson and West Green Streets is proposed location of storage container.

Zoning: TC Town Commercial

Present Use: Town office

COMMENTS

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

1. A site plan has been provided that shows the proposed location of the storage container in the rear parking lot behind the Municipal Center building.
2. All requirements of Section 17.32.045 (Storage containers) of the Middletown Municipal Code have been met except for the following:

According to Section 17.32.045B., the storage container shall either be situated in the rear yard of the property or be 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. On the one hand, the parcel fronts West Main Street, North Jefferson Street and West Green Street, and

therefore really has three front yards. To the extent that the principal building fronts West Main Street, the area along West Green Street appears to be the rear yard of the property. The parking lot seems to be the most appropriate location to place the storage container, and the proposed location within the parking lot seems the most appropriate given that it is a reasonable distance from the rear entrance, but not too far away for the furniture to be carried.

3. Upon approval by the Planning Commission, the storage container may be kept on the property for a period of no more than six consecutive months, although the Planning Commission may, upon application, extend the six-month period of time for another six month or less period. The storage container is expected to be kept on the property for 3-5 days while the carpeting is being laid during the month of March.

This review will be included in the Middletown Planning Commission materials for the February 18, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be February 13, 2013.

cc: Drew Bowen, applicant



Town of Middletown
Proposed Location - "C" Container
Storage of Office Furniture for Carpet Replacment
Duration - 3-5 Days

Middletown Planning Office

MEMORANDUM

Date: 2/6/2013

Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **213 WEST MAIN STREET CHANGE OF USE PLAN**

Tax Map Parcel #03-140482

Applicant: Jeffrey Putman

Property Owner: Jeffrey Putman

Plan Dated: February 4, 2013

Date Received: February 4, 2013

GENERAL INFORMATION

Proposal: Change of use of existing building to include a primarily internet-based gun retail business with some inventory on the premises. No new building square footage is proposed.

Location: 213 West Main Street, on the north side of West Main Street, east of Willow Street.

Zoning: TC Town Commercial. This district permits retail sales of various merchandise such as paint, hardware, apparel, jewelry, etc. The TC district is intended to provide areas for frequently used retail, service and employment establishments while maintaining the basic character of the area in which they are located.

Present Use: Residential

COMMENTS

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

1. **Use** – The proposed use is to conduct gun sales with very little inventory kept at the business. There is to be a quick turnover rate of inventory and sales will primarily focus on internet transfers of firearms and special ordered firearms.

The town's zoning regulations do not include gun sales specifically as a permitted retail use in the Town Commercial district although the list of retail uses cannot note every type of retail use possible. As zoning administrator, it is my opinion that due to the fact that retail uses are permitted in the Town Commercial district and the proposed retail use will be limited in that there will be no signage advertising the business, that it should be included as a permitted retail use.

2. **Prior uses** – Prior uses include a primary residence
3. **Parking** – The applicant’s letter states that there will not be any need for additional parking to conduct his business. The letter also states that the area needed to conduct the business will be less than 100 square feet. According to the off-street parking requirements in Section 17.32.060 of the Municipal Code, retail stores or shops require a minimum of one parking space for each 150 square feet of gross floor area. Thus the proposed business would need one parking space. Staff will note that there is no off-street parking available at 213 West Main Street. Staff also notes that there is no off-street parking available at 215 West Main Street where lawyer Paul Jorgensen has a business. Section 17.32.060 does allow the planning commission to waive or reduce the parking requirements in the town commercial district.
4. **Signage** – The applicant does not intend to have any signage on this property. Any proposed signage is to be presented to the town zoning administrator for approval before being installed. According to Section 17.36.050, a single business located on one lot shall be entitled to a maximum of three signs.
5. **Lot requirements** – The proposed use is to be located in an existing building which has been used as a residence. The building pre-dates the zoning ordinance and does not meet current setback requirements.
6. **Site plans required for approval by planning commission** – According to Section 17.32.230, site plans are required for all commercial buildings unless all of the following conditions are met: A. There is no change in the amount of parking needed; B. The intensity of use has not changed; C. There are no exterior structural changes; D. The building or use has not been grandfathered; E. The building or site meets all existing regulations for the district in which it is located. Due to the fact that the gun depot business is a new proposed use for the Town Commercial district, the site plan does require approval by the planning commission, as well as a potential increase in the intensity of use.

The site plan shall show proposed building location and use, driveways, parking and loading areas, landscaping, water and sewer facilities, storm drainage facilities and street lighting, all showing relationships to adjacent development. The planning commission is being provided an aerial photo that shows the building where the change of use is being proposed.
7. **Water and Sewer requirements** – The site has existing water and sewer.
8. **Approval by Frederick County** - A change of use application will need to be filed with the Frederick County Permits department.

This review will be included in the Middletown Planning Commission materials for the February 18, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be February 13, 2013.

cc: Jeffrey Putman

Potomac Gun Depot
Jeffrey D. Putman
213 W. Main Street
Middletown, MD 21769
February 4, 2013

RECEIVED

FEB -4 2013

TOWN OF MIDDLETOWN, MD.

Cindy Unangst
Town Planner and Zoning Administrator
Town of Middletown
31 W. Main Street
Middletown, MD 21769

Dear Cindy Unangst:

As we discussed, it is my intention to conduct business out of my home located at 213 W. Main Street, Middletown. I am requesting that my intention be heard at the next planning commission review process. My intention is to obtain my Federal Firearms Dealers Permit and State of Maryland Regulated Firearms Dealers license so that I can transfer firearms. This can not be done until I meet local zoning requirements.

My intentions are as follows:

To conduct gun sales out of my residence under the business license of Potomac Gun Depot LLC. This corporation is operated by myself and my business partner Steven Petruzello. There will be no employees.

There will be no displays and very little inventory kept at the business. The transfer of the firearms will be swift and there will be a quick turnover rate of inventory. We will primarily focus on internet transfers of firearms and special ordered firearms.

It is my intention, if zoning is permitted, to store all items in a very secure arca and to increase security measures at the location. The area needed to conduct business will be less than 100 square feet and will require no alterations to the existing structure. I do not intend on having any signage on the front of the business or changing the exterior of the building in any way. There would not be any need for additional parking to conduct business.

Sincerely,



Jeffrey D. Putman
Co-Owner Potomac Gun Depot



107 WEST MAIN STREET

117 WEST MAIN STREET

123 WEST MAIN STREET

201/203 WEST MAIN STREET

207 WEST MAIN STREET

211 WEST MAIN STREET

213 WEST MAIN STREET

215 WEST MAIN STREET

217 WEST MAIN STREET

210 WEST GREEN STREET

301/303 WEST MAIN STREET

305 WEST MAIN STREET

207 WEST GREEN STREET

Town of Middletown Planning Department

To: Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 2/8/2013

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – Submitted Master Plan Amendment and Preliminary Plans – Nov. 2012

Master Plan approval – approved November 10, 2008

SWM Concept Plan – approved by County October 15, 2010

Water Tap agreement approved by Burgess & Commissioners – March 2012

Town Board sent revised Master Plan to Planning Commission for review – Dec. 14, 2012

Planning Commission reviewed revised Master Plan – December 21, 2012

Planning Commission preliminary plan review – February 18, 2013

Public Hearing scheduled for March 7, 2013

Foxfield Section 4- FRO plantings have all been installed. 16 homes still to be built.

Minor Site Plans and Subdivisions:

AMVETS Expansion Plans – Site Plan approved – October 15, 2012; (Plans expire 10/15/2015)

Chesterbrook Apts- Site Plan approved – July 17, 2006

Improvement Plans signed by County – July 17, 2008

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.

Coblentz Grove minor subdivision – Preliminary/Final Plat conditionally approved – Nov. 15, 2010

FSD & Forest Conservation Plan approved – November 15, 2010

Improvement Plans conditionally approved – February 21, 2011

Final Plat approved – July 18, 2011 (recorded – October 24, 2012)

Building permits applied for – October 30, 2012

Cone Branch Walking Trail – Concept plans approved – March 19, 2012

Improvement plans conditionally approved – January 21, 2013

Fire Co Activities Center- Site Plan conditionally approved – July 21, 2008

Site Plan resubmitted and SWM Concept/Dev. Plan submitted – Sept. 6, 2011

Revised Site Plan conditionally approved – October 17, 2011; (Plans expire October 17, 2014)

SWM Plan approved by Frederick County – November 3, 2011

Improvement Plans submitted – December 6, 2012

Hollow Creek – Revised Site Plan approved and signed – October 14, 2010

Revised Site Plan (leaderboard) approved – February 21, 2011; (Plans expire February 21, 2014)

Hollow Creek Golf Course SWM Pond #1 Revision plans submitted to County 12/1/2010
Plans approved by County – December 22, 2010
Revised Plans submitted for PC review – December 30, 2010
Revised Plans submitted to SCD for review – January 5, 2011

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

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008

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

Middletown H.S. C-container site plan – submitted January 31, 2013

Miller (Ingalls) – Concept and Phase I & II Plan submitted – September 20, 2010
Approved and signed – September 27, 2010

Municipal Center C-container site plan – submitted February 4, 2013

Newton Property (Cross Stone Commons) – Concept Plan discussion – June 18, 2012
Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
Revised Concept Plan reviewed by PC – November 19, 2012

Potomac Gun Depot – plans submitted – February 4, 2013

Putman – Site Plan conditionally approved- November 17, 2008
Forest Conservation Plan approved – June 16, 2009
Improvement Plans conditionally approved – July 20, 2009
Cost estimates for public improvements approved – May 13, 2010
Improvement Plans approved and signed by all agencies – July 2010
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

Thompson Funeral Home Parking Lot Site Plan – disapproved – October 15, 2012

Washington Gas Line – plans approved – January 21, 2013

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

Reports: **Draft Annual Report** – Planning Commission review will be in March

Meetings: **Middletown Park Annexation request** – BOCC – February 7, 2013

Town of Middletown Zoning Department

To: Middletown Planning Commission
From: Cindy Unangst, Zoning Administrator
Date: 2/8/2013
RE: Monthly Zoning Update

P & Z Issues:

R2 Parking lot text amendment - Planning Commission recommended approval with changes to the requested text amendment pertaining to parking lots allowed by special exception in the R-2 residential zoning district. The Town Board public hearing date was February 7, 2013. The Town Board will act on the text amendment at their meeting on February 11, 2013.

BOA Hearings:

Zoning Violations:

Fence on Manda Court – permit filed

Meetings:

January 2013 Zoning Permits	Address	Permit #	M-town	C. Unangst	County
			Received	Approved	Approval
Colsh - finish basement	9 Walnut Pond Court	105671	12/28/2012	1/8/2013	yes
Miss - fence	9 Manda Court	Town	1/28/2013	1/29/2013	n/a