

MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, January 19, 2015
7:00 p.m.

- I. **Public Comment**
- II. **Minutes of December 2014 Planning Commission meeting** **Approval**
- III. **Plan Review**
 - Chesterbrook Phase 2 site plan** **Review/Approval**
 - Chesterbrook Phase 2 FRO plan** **Review/Approval**
 - Cross Stone Commons development** **Information**
- IV. **Zoning**
 - Documentation of demolition proposed language by Main Street** **Review/Discussion**
 - Subdivision Regulations Update review – Sections 16.04 and 16.08** **(Workshop only)**
 - Violations**
- V. **Miscellaneous**
 - Elect chairman and vice chairman for 2015**
- 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

December 15, 2014

The regular meeting of the Middletown Planning Commission took place on Monday, December 15, 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 David Lake. Others present in official capacity: Commissioners Rich Gallagher (Alternate), Dixie Eichelberger (Temp. Alternate), Cindy Unangst (Staff Planner), and Annette Alberghini (Recording Secretary). Others present: Don Plunkard (Frederick County Division of Public Works, Department of Highway and Facility Maintenance).

I. PUBLIC COMMENT – None.

II. Regular Meeting Minutes of November 17, 2014 – Approved as submitted.

III. PLAN Review

Middletown Library Storage Container Request – (Don Plunkard was present as the representative for Frederick County Division of Public Works, Department of Highway and Facility Maintenance (applicant)) A Site Plan has been provided that shows the location of the storage container. The container (a C container) is already on site and the applicant realizes it is in violation without proper approval and is looking to correct that. The storage container is expected to be removed after the lighting upgrade in the library building is completed tentatively expected by mid to late January. The work is being done on Fridays while the library is closed. The lighting was expected to be done in conjunction with the library renovations which occurred in September 2014, but the wrong lights were delivered and the new lights did not arrive in time. The applicant is asking to keep the storage container on-site until the library lighting upgrade is complete.

- **Time Line –** The applicant was asked when the storage container was put in place. The applicant stated the container was placed on site the Friday before Labor Day (August 29, 2014). It was scheduled to be a 10 day project. The wrong lights were delivered. The library upgrade was completed before the new lights were delivered. The storage container now stores the new lights and the 2-man scissor lift used to install the new lights. There is no place within the building to store the lights, and it is cost prohibitive to transport the scissor lift to and from the site when needed.
- **Lighting Upgrade Completion –** The applicant stated they had hoped to have two crews working on the project, but to date only one crew is doing the work. With the library reopened, it is a slow process to install the new lighting as the books and shelving are in the way. They are completing one row of lights each day. The plan is to be finished by the second week in January. The applicant requests to keep the container on site until the end of January 2015. If the installation went past that time, the applicant would move the container and make other arrangements. The Staff Planner stated that C containers are approved to stay on-site until a project is complete; which generally means 60-90 days.

The Planning Commission Chairman stated he hoped the County would understand that the Town of Middletown has regulations that need to be abided by. Similar issues have arisen in the past with other county agencies. The applicant stated that they do not like putting storage containers on site, and they recognize that they are at fault.

Action: Commissioner Smart motioned to approve the location of the storage container until January 31, 2015 to allow completion of the project and cleanup, but any extensions beyond that date will not be considered. Seconded by Commissioner Lake. Motioned carried (5-0).

AMVETS Site Plan Revision – (No one was present for the applicant) This is an information update. The revised Site Plan was approved May 19, 2014. Two representatives of the architectural firm came to the Planning Commission workshop. They reported that some portions of the remodel were going to be very expensive to complete and they did not have the funds to complete everything originally approved. They are now proposing a much smaller remodel. This remodel will include reducing the amount of storage area originally proposed, installing the ADA bathrooms, and not doing some of the proposed electrical work. The representatives were reminded of their three year limit on their Site Plan for the full build out, and were asked that if they did build before that time, that they would return to the Planning Commission and report what their final build out was. The Staff Planner stated that at the workshop the applicant was also asked that when they apply for the building permit that they bring a copy of the full set of plans to the Town for filing, just like the County, so that the Town is aware of what has been completed out there.

Action: None taken.

Cross Stone Commons Revised Site Plan – (No one was present for the applicant.) This is an information update.

- **Grading Permit** - The question was raised last month regarding obtaining the grading permit for the project. The public works agreements have to be approved prior to getting the grading permit. Ahead of the public works agreements being signed, the cost estimates must be approved. Those estimates have been submitted to the Town and the County. Once cost estimates are approved, the public works agreement language is completed, reviewed and signed. Currently the applicant is awaiting the cost estimates approval, then public works agreements will be finalized and signed, and then they will be able to get their grading permit.
- **Building Permit** – The building permit for the CVS has been going through review and two agencies have a denied status in the permit system. Those agencies are Emergency Communications and Public Works. The Public Works denial is probably in relation to not having the public works agreement items in. The Staff Planner stated that the Zoning Administrator would have to be asked about the Emergency Communications denial. The Zoning Administrator is awaiting all approvals prior to giving his final approval.

Action: None taken.

IV. ZONING

Zoning Code Update Sections Going to Town Board for Approval –

- **Subdivision Regulations for Approval of Preliminary Plans** - The section entitled Subdivision of Preliminary plat of subdivision for approval states “along with consideration of the preliminary plat, which the planning commission would approve, the Town Board and the Developer shall arrive at an understanding concerning the provision of water and sewer services plus any other public improvements contemplated.” This language should be expanded for clarity so those other public improvements contemplated might include roads, public spaces etc. Similar language would also be added to the zoning code relating to site plans.
- **Zoning Code – Design Standards** – Specifically regarding site plans being approved by the Planning Commission and includes all the requirements. When reviewing that section, additional language regarding town board review of public improvements in relation to public works agreements will be added here.
- **Town Board Update Review**– The plan is to talk with the Town Board so that they understand what the Planning Commission is presenting. The Planning Commission Chairman and the Staff

Planner will then provide a presentation when the updates are scheduled for the Town Board meeting. The presentation would include what key items were reviewed, what the specific changes were made, and why. This is so the Town Board doesn't review the entire document after the Planning Commission has. The Staff Planner stated that the edits from those sections reviewed at the last Planning Commission workshop for January, February, and March, which are going to the Town Board, have been entered into both Bluebeam and the FTP site. At the Joint meeting in January, the Planning Commission will give an overview of the schedule and the plan. The Town Board will have all that information available to them beginning in January. The Town Board would approve two sections in January, four sections in February, and two sections in March. At the April joint meeting the last 3 sections can be discussed. The Planning Commission will begin reviewing the subdivision regulations in January 2015.

Violations –

- **Commercial Truck Parked on Linden Boulevard** – Ongoing violation on Linden Boulevard of a commercial truck parked on the street. Resident stated it is not a restricted vehicle because it wasn't over eight feet in height. Now there is a new commercial truck parked in the street.
- **Town Commercial Parking** - The Staff Planner reported that Burgess Miller was in discussions with the Zoning Administrator regarding trucks parking on grassy areas in the Town Commercial district and how it should be resolved. Town Commercial has no restriction for parking on grass which should be resolved for uniformity throughout the Town.
- **Scarecrow Still Displayed on East Main Street** – It was noted that there is a scarecrow still displayed on East Main Street. This scarecrow was not part of the scarecrow contest this year, but was put up during that time. It is an advertisement for an HVAC business. This issue will be forwarded to the Zoning Administrator to investigate.
- **Gas Station next to Ingalls Property** – Various multiple signs are being displayed. Some are tie wrapped to poles. The Zoning Administrator needs to address this as it relates to sign regulations within the Town Code.
- **Driver Education Service** – There is a driver education operation which provides a service out of the Fire Departments Activities Building. The Zoning Administrator has been investigating the appropriateness of this endeavor operating here. After investigating and several discussions it was determined that this was an educational service provided to the community and was deemed appropriate.

V. MISCELLANEOUS –

Ingalls Property – The owners usually provide a plans update February of each year. It was suggested that the Staff Planner contact them for the update information.

Maryland Scenic Byways Planning Session – Commissioner Smart received an email invitation regarding the Maryland Scenic Byways Planning Session scheduled for January 27, 2015 at one of the County office buildings. This is for planning along historic Route 40. All Planning Commission members and the Staff Planner should also have received this email. Commissioner Smart plans on attending.

Next Year – Plan for next year for the Planning Commission is to work on reviewing the subdivision regulations and from the January joint workshop receive any direction from the Town Board on items it wants the Planning Commission to pursue.

VI. ADDITIONAL PUBLIC COMMENTS – None.

Meeting adjourned at 7:30pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary

DRAFT

Middletown Planning Office

MEMORANDUM

Date: 1/15/2015
Hansen# 14838

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **CHESTERBROOK – PHASE 2 - SITE PLAN REVIEW**

Tax Map Parcel #03-162338

Applicant: J.F. Brown III & Assoc., Inc., Andrew Brown

Property Owner: Chesterbrook Land, LLC

Plan Dated: December 2014

Date Received: December 18, 2014

GENERAL INFORMATION

Proposal: 18 multi-family dwellings in five buildings on a 1.74 acre parcel located on property adjacent to the existing Middletown Valley (Chesterbrook) apartments.

Location: South side of Broad Street and west of Franklin Street

Zoning: R-3 High Density Residential which permits townhouses and multifamily dwellings such as apartments and condominiums containing no more than twelve individual residential units.

Present Use: Vacant lawn area

COMMENTS

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

Site plan requirements (per Section 17.32.240) –

Information as to Existing Physical Conditions and Proposed Development.

Boundaries	The boundaries of the land being developed in heavy outline, and the acreage therein. Shown.
Topography	Topographic contours at five-foot intervals. Shown.
Physical features	Watercourses, floodplain areas, wooded areas, buildings, transmission lines, other utilities, and any other significant items, with the sizes and grades of any water or sewer lines. Existing buildings and utility lines are shown. There are no floodplain areas or wooded areas.

Streets and roads	Locations, widths and names of all existing roads or other public ways within or adjoining the site; utility or other rights-of-way or easements. Shown.
Buildings	Layout, numbering and dimensions of buildings. Shown.
Open spaces	Portions of the property intended to be conveyed or temporarily reserved for public use or for the joint use of property owner, with an explanation of the provisions or conditions of such conveyance or reservation and the proposed arrangements for ownership and maintenance. Not applicable.
Utilities	Locations for utilities and drainage facilities, with six-foot easements for same along all property lines. Shown.
Building setback	Proposed building lines along all streets, with the amount of setback indicated. Shown.
Stormwater Management Plan	Proposed method of storm water management for the site which will comply with the 2009 Maryland Stormwater Regulations, as amended from time to time. Shown – Site Plan Note #6.
Condominiums or multi-family projects	Additional items shall be shown: Location of each building – Shown ; Total number of units in each building – Shown ; Number of parking spaces in each off-street parking area, and total thereof – Shown and indicated in Site Plan Note #5 ; Interior road or street access, whether public or private – Shown.

1. **Required lot area, lot width and yard requirements** – According to Section 17.16.070 of the Municipal Code, the minimum lot area per multi-family dwelling in the R-3 District is 4,000 square feet. Multi-family dwellings are required to have a minimum lot area of 5,000 square feet per family or per rental unit when such structures include five or more family or per rental units. The proposed plan shows that each structure will have only three or four units, therefore the minimum lot area is 4,000 square feet. Site Plan Note #3, indicates that this requirement will be met by the proposed plan. The setback requirements for the corner lot fronting on Broad Street and Franklin Street of 35-foot front yards and 12-foot side yards are also being met by the proposed plan.
2. **Building height regulations** – Section 17.16.050 of the Middletown Municipal Code states that no building will exceed two and one-half stories or thirty-five feet in height. Site Plan Note #2 indicates the Design Requirements as such, but there is no indication on the plan as to the proposed height of the buildings. A variance request of 5-feet from the required height regulations was approved by the Middletown Board of Appeals on Tuesday, January 13th.
3. **Open space requirements** – In the planning and development of residential properties consisting of five or more dwelling units in one structure, at least .05 acres per dwelling unit shall be devoted to use as an active recreational area for the combined area being

developed. Areas designated, in whole or in part, as a stormwater management facility or as a forest resource conservation area shall not be considered as part of the recreational area required by this section and shall not be calculated into the required area to be designated as the recreational area. The areas to be designated as a recreational area shall be subject to the review and approval of the planning commission (Section 17.16.075). Previously, the proposed site plan included structures with five or more dwelling units per structure. The revised plan under review by the Planning Commission now shows only three or four dwelling units per structure, therefore there is no open space requirement to be met.

4. **Parking requirements** – Site Plan Note #5 states that 23 on-street spaces are to be provided, along with 18 driveway spaces and 18 garage spaces, which meets the minimum requirements. The driveway lengths are now noted to be 20-21 feet long (previously they were shown to be 18-20 feet long). In taking a scale to the plans, the driveway lengths appear to be more like 19-20 feet long. The Code requires the driveways to be 20-feet in length to qualify as a parking space.
5. **Sidewalks** – The proposed sidewalks in front of the units have been extended to the proposed sidewalks on Broad Street and Franklin Street for connectivity on this revised plan. In order to accommodate the required driveway length of 20-feet, the sidewalks have been reduced from 5-feet to 4-feet wide. According to Section 16.28.030 (Street design standards) of the Municipal Code, sidewalks are to be 4 feet to 6 feet wide. The Frederick County Code also states that sidewalks are to be a minimum of 4 feet in width.
6. **Lighting Plan** – Four proposed 16-foot tall light poles (Site Plan Note #11) are shown on Sheet 2 with the approximate foot-candle limits shown for the pole nearest the entrance to Chester Court. The foot-candle limits should also be shown for the other three light poles, especially the one directly to the north of the existing apartment building. It should be assured that lighting from Lot 1 does not shine into the existing apartments.
7. **Landscape plan** – The proposed landscape schedule is included on Sheet 2 along with the locations of the proposed 21 trees. The landscape schedule specifies that redbuds and flowering dogwoods are to be planted. The existing trees shown that will need to be removed due to construction should be noted so on the improvement plans.
8. **Signage** – If any signage is planned for the lot, the location, size and height of the signage should be provided at the improvement plan stage.
9. **Stormwater management** – Site Plan Note #6 specifies that stormwater management shall be provided in part with permeable pavement. The legend on Sheet 1 indicates a symbol for the pervious concrete, as well as a symbol for the asphalt pavement and the reinforced turf for the emergency access from Franklin Street, however the plans do not seem to show where these different surfaces are to be located. As noted in Note #6, the SWM Concept plan was approved by Frederick County on October 1, 2014.

10. **FRO** – A Simplified Delineation and Combined Forest Conservation Plan has been submitted to the Planning Commission for review and approval.
11. **Expiration of site plan** – Per Section 17.32.250 of the Town Code, approval of a site plan shall expire three years after the date on which the Planning Commission approves the site plan unless construction has begun. Upon written request submitted to the Planning Commission no later than one month prior to the expiration date, and for good cause shown by the applicant, a one-time extension for a period not to exceed six months may be granted by the Planning Commission. Extension of the site plan may be granted by the Planning Commission for delays attributable to town, county or state agencies.
12. **Previously approved site plan** – A site plan for Phase 2 Chesterbrook that included 16 rental apartments and 48 parking spaces was previously approved on July 17, 2006.
13. **Review by Town Engineer, Bruce Carbaugh** – The plans have been provided to the town engineer for review.
14. **County review** – The revised site plan has been routed and reviewed by County agencies with these comments received from those agencies thus far.
 - Office of Life Safety – Approved - 12/31/2014
 - Health Department – Conditional Approval – 9/30/2014
 - Development Review, Engineering – Conditional Approval – 10/1/2014
 - Street Name Review – Approved – 12/29/2014

RECOMMENDATION

Staff recommends that the Planning Commission approve the Site Plan conditional on the variance request for the height of the buildings being approved by the Board of Appeals, verification that all the driveways are a minimum of 20-feet in length, and a more detailed lighting plan showing the foot-candle limits for all four of the light poles. It would be helpful if the applicant would also provide some architectural renderings to show how the proposed buildings will conform to the existing development.

This review will be included in the Middletown Planning Commission materials for the January 19, 2015 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be January 14, 2015.

Cc: Andrew Brown, J.F.Brown III & Associates, Inc.

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

Middletown Planning Office

MEMORANDUM

Date: 1/7/2015

Hansen# n/a

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **CHESTERBROOK – PHASE 2 - FRO PLAN REVIEW**

Tax Map Parcel #03-162338

Applicant: J.F. Brown III & Assoc., Inc., Andrew Brown

Property Owner: Chesterbrook Land, LLC

Plan Dated: September 4, 2014

Date Received: September 10, 2014

GENERAL INFORMATION

Proposal: 18 multi-family dwellings in five buildings on a 1.74 acre parcel located on property adjacent to the existing Middletown Valley (Chesterbrook) apartments.

Location: South side of Broad Street and west of Franklin Street

Zoning: R-3 High Density Residential which permits townhouses and multifamily dwellings such as apartments and condominiums containing no more than twelve individual residential units.

Present Use: Vacant lawn area

COMMENTS

The following issues should be considered in your review of this Simplified Delineation and combined Forest Conservation Plan:

1. **Middletown FRO program** – The applicant is proposing to meet the mitigation requirement by off-site afforestation planting on adjacent Lot 2 which the existing Chesterbrook apartments are located on. Although the plan states that the planting will be on the adjacent lot which would provide a buffer for the rear of the adjacent residential lots of the Walnut Pond Subdivision, the plan does not show this proposed planting location. The previously approved FRO plan showed a proposed off-site afforestation area of 0.52 acres on the southwest side of adjacent Lot 2. The forest conservation worksheet shows the afforestation planting mitigation to be 0.26 acres, which is correct given the net tract area of 1.74 acres.

2. **FRO approval by MD DNR** – The Simplified Delineation and Combined Forest Conservation Plan has been submitted to the Maryland Department of Natural Resources for review and approval.
3. **Recent information** – The staff planner has heard from the applicant that they will most likely not be doing the off-site planting on the adjacent lot. If this is true, another location will need to be determined for the off-site planting, or the applicant has the ability to pay a fee-in-lieu instead.

RECOMMENDATION

Staff recommends that the Planning Commission not approve the FRO Plan until it has been determined where the off-site afforestation is to be accomplished, or if a fee-in-lieu is to be proposed instead, then a revised FRO plan should be submitted for review and approval with that information put on the plan.

This review will be included in the Middletown Planning Commission materials for the January 19, 2015 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be January 14, 2015.

Cc: Andrew Brown, J.F.Brown III & Associates, Inc.

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



TO: Burgess and Commissioners
FROM: The Main Street Design Committee
DATE: November 10, 2014
RE: Proposed Change in Demolition Ordinance Language

Introduction:

The Town of Middletown was awarded the Main Street designation in 2005. Part of being a designated and annually certified Main Street community is to adhere to the national Main Street program's 4-Point Approach. The 4-Point Approach looks at four broad areas: Design, Promotions, Economic Development, and Organization. Each part is considered equally important in resulting with a well-rounded and successfully revitalized historic business district.

The Main Street Design Committee is charged with suggesting, encouraging, and providing advice on how to keep the Main Street area looking clean, attractive, inviting – this includes the buildings, sidewalks, storefront windows, street furniture, plants, signage. In addition, we know that in our particular location – in the Heart of the Civil War Heritage Area and the Journey Through Hallowed Ground - tourism is a big industry. We know from our associations with the Frederick Tourism Council and statistics that they keep that visitors are looking for the unique place – to see something that they can't see at home. Middletown is that picturesque small town that travelers like to discover.

Issue:

The Main Street Design Committee is concerned about the long term preservation of Middletown's historic buildings. The Design Committee is concerned specifically about the buildings in the Main Street district; however, part of the overall richness of the Town as a "picturesque small town that travelers like to discover" are the historic homes lining Main Street and the rich variety of architectural periods, styles, and how they all relate to Middletown's unique history.

The Main Street Design Committee would respectfully request that the Town amend its current demolition ordinance to add the following stipulations:

- When a demolition permit is applied for that the Town notify the Main Street Middletown with the address of the structure to be demolished, the name and contact information of the property owner.
- The goal of this information is:
 - Main Street Design Committee can ascertain if the property is in the Main Street district;
 - If the property is listed as a Contributing Property in the National Register Nomination form, the Main Street Manager or members of the Design Committee can obtain permission to access the property to take photographs of the existing building(s) before they are demolished.

- Photographs will be digitally stored on the Town's server; digital copies of the photographs will be sent to the Frederick County Library, Maryland Room, and the Middletown Valley Historical Society.

In the hierarchy of preservation, documentation of a historic structure is the lowest level of treatment, it is the least invasive to the property owner and takes very little time to photograph historic structures. It also sends a public message that Main Street values Middletown's historic structures.

Conclusion:

The Main Street Design Committee respectfully requests that this minor change in the Demolition ordinance be added so that we can continue to educate and inform people about Middletown's history, and illustrate our values and commitment to the Middletown Community that our historic buildings are assets to be treasured.

Town of Middletown Planning Department

To: Burgess & Commissioners and Planning Commission members

From: Cindy Unangst, Staff Planner

Date: 1/6/2015

RE: Tracking of Past Plan Approvals

Chesterbrook Apts- Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
SWM waiver received from County – May 12, 2011
SWM waiver will expire on May 4, 2017; final plans approved prior to May 4, 2013

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

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

Sunset Provisions text amendment approved by the Town Board – Effective November 14, 2010

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

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

Coblentz on Green - 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

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)

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

Newton Property (Cross Stone Commons) – BOA Special Exception Use Hearing – May 8, 2013
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)

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 1/6/2015

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green - 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- 6 homes still to be built.

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 submitted for review – December 18, 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)

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

Revised Architectural Plans submitted and reviewed – June 16, 2014

BOA hearing for variance requests (approval received) – December 16, 2014

Architectural plans submitted for review by PC – December 16, 2014

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

Middletown Library Storage Container request – reviewed December 15, 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) – BOA Special Exception Use Hearing – May 8, 2013
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

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)

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 – town board to be holding public hearings first half of 2015

Gun sales restrictions – PC and Town Board discussed at joint workshop – January 5, 2015

Subdivision regulations review – Planning Commission to begin review – January 2015

Reports: none

Meetings:

Next Joint town board/planning commission workshop – April 6, 2015