

MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, January 18, 2016
7:00 p.m.

- I. **Public Comment**
- II. Minutes of October 2015 Planning Commission meeting **Approval**
- III. **Plan Review**
 - Richland Golf Course Driving Range Structure Concept Plan **Discussion**
 - POD – 704 East Main Street **Review/Approval**
- IV. **Zoning**
- V. **Miscellaneous**
 - Review Maryland’s Open Meetings Act – Workshop only **Discussion**
 - Robert’s Rules of Order – Workshop only **Discussion**
 - Elect chairman and vice chairman for 2016**
- 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

October 19, 2015

The regular meeting of the Middletown Planning Commission took place on Monday, October 19, 2015 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), Ron Forrester (Zoning Administrator) and Annette Alberghini (Recording Secretary). Others present: Daniel Shaffer (D.R. Shaffer Construction Co.), and Sally Frasher (Property Owner).

PUBLIC HEARING

AN ORDINANCE TO AMEND TITLE 16 – “SUBDIVISIONS” OF THE MIDDLETOWN MUNICIPAL CODE; TO ADD DEFINITIONS FOR THE TERMS “CUL-DE-SAC”, “FLOODPLAIN”, “PLAT”, “RIGHT-OF-WAY”, “ARTERIAL STREET” AND “TRACT”; TO REQUIRE THE SUBMISSION OF ELECTRONIC COPIES OF CERTAIN PLATS AND OTHER DOCUMENTS; TO REDUCE THE DEMANDS OF A PROPOSED SUBDIVISION OR PROJECT FOR WATER AND SEWER CONSUMPTION TO TWO HUNDRED FIFTY (250) GALLONS OF WATER PER EQUIVALENT DWELLING UNIT; TO REMOVE ESCROW ACCOUNTS AND BONDS AS AN ACCEPTABLE TYPE OF GUARANTEE FOR THE CONSTRUCTION OF IMPROVEMENTS; TO ADD PROVISIONS RELATING TO DEVELOPMENT IN WETLANDS, FLOODPLAINS, WATER BUFFER AREAS AND FOREST LANDS; TO INCREASE MINIMUM SIGHT DISTANCES TO 300 FEET FOR DEVELOPMENTS ON COLLECTOR STREETS; TO REQUIRE STREET NAME SIGNS TO BE INSTALLED INITIALLY BY THE DEVELOPER; AND TO MAKE OTHER NON-SUBSTANTIVE STYLISTIC AND LINGUISTIC CHANGES.

The Staff Planner stated that this public hearing was properly advertised. She did receive a phone call from a resident inquiring about the reduction in the demand of water and sewer consumption to 250 gallons of water per equivalent dwelling unit for proposed subdivisions. She explained to the caller that the proposed change was due to a modification in town policy.

There was no public comment. The Public Hearing closed at 7:04pm.

OCTOBER MONTHLY PLANNING COMMISSION MEETING:

- I. **PUBLIC COMMENT** – None.
- II. **Regular Meeting Minutes of September 21, 2015** – Approved as submitted.

III. PLAN Review

Demolition Plan – 109 South Jefferson Street – (Sally Frasher (property owner), and Daniel Shaffer (D.R. Shaffer Construction Co) were present.) This is a demolition plan for the proposed removal of rear porches and shed at 109 South Jefferson Street. All requirements of Section 17.32.160 (Demolition site plan) of the Middletown Municipal Code have been met. The applicant has applied for a demolition building permit and received approval by the County. Once the Planning Commission has approved the demolition, the permit will be issued by the County. A site plan of the porches and shed to be demolished have been furnished by the applicant.

Letters were sent to the adjacent property owners informing them of the proposed demolition. Demolition will commence two weeks from the issuance of the demolition permit and should take one week to complete.

Action: Commissioner Miller motioned to approve the demolition plan for 109 South Jefferson Street as presented. Seconded by Commissioner Smart. Motion carried (5-0).

IV. ZONING

Subdivision Regulations Amendments – The Planning Commission has reviewed Title 16 – Subdivisions and has made the following recommendations for updates to this section:

- Proposed changes:
 - 1) Changed references of director of operations and construction to director of public works.
 - 2) Changed the daily consumption of gallons of water per dwelling unit from 300 gallons to 250 gallons per the changed policy of the Town. (Section 16.12.055)
 - 3) All sketch plans shall show topography at five-foot contour intervals instead of only where the slope conditions exceed eight percent. (Section 16.16.020)
 - 4) Changed the minimum sight distance on collector streets from 200 feet to 300 feet. (Section 16.28.030)
 - 5) Changed reference to private streets from ‘will not be approved’ to ‘will not be maintained by the town’. (Section 16.28.030)
 - 6) Changed reference to street signs erection from ‘by the town’ to ‘by the developer, initially’. (Section 16.32.020)
- Proposed deletions:
 - 1) Deleted the definition of “double frontage lot”. (Section 16.04.030)
 - 2) Deleted penalty provisions in Section 16.08.140 that are already in place per State Code.
 - 3) Deleted type of guarantee of construction of public improvements no longer accepted by the Town. (Section 16.12.070)
 - 4) Deleted reference to condominiums. (Section 16.16.020)
- Proposed additions:
 - 1) Added definitions for “cul-de-sac”, “floodplain”, “plat”, “right-of-way”, “arterial street”, and “tract”. (Section 16.04.030)
 - 2) Added references to the state’s Land Use Article where Article 66B is cited.
 - 3) Added penalty provisions for violations of the subdivision regulations. (Section 16.08.140)
 - 4) Added references to electronic copies of plans that are to be submitted.
 - 5) Added references to architectural renderings or drawings that are to be submitted.
 - 6) Added language regarding waterbody buffer requirements. (Section 16.28.020)
 - 7) Alleys will be allowed in overlay districts to represent what has already been approved in recent developments. (Section 16.28.030)
- For conforming purposes:
 - 1) Changed the word ‘master’ to ‘comprehensive’ in relation to references to the towns comprehensive plan.
 - 2) Amended references to Frederick County to conform to the new executive council and board.
 - 3) Changed ‘major highway’ to ‘transportation’ in relations to comprehensive plan sections.

Other minor edits were primarily for grammatical purposes.

After the Public Hearing in which there were no public comments, there was further discussion among the Planning Commission members of the proposed changes to the Subdivision regulations.

- 1) In Section 16.12.050.E, it was agreed to add the words ‘stormwater management’ after the word ‘road’, so that the proposed language now reads – “including, but not limited to, roads, stormwater management and public spaces.”
- 2) The last proposed sentence in Section 16.12.050.E was agreed to be moved to the end of Section 16.12.050.C, and changed to read – “All appropriate entities shall review all architectural information and submit recommendations to the planning commission for their consideration.”

Action: Commissioner Smart motioned to forward all recommendations submitted at the public hearing and during this planning commission meeting for Title 16 – Subdivisions onto the Burgess and Commissioners for consideration. Seconded by Commissioner Miller. Motion carried (4-0-1). Commissioner Goodman abstained.

The Staff Planner will bring this item before the Town Board for consideration.

Zoning Code Update – Section 17.36 Signs – The Planning Commission has reviewed Chapter 17.36 and has the following comments for updates to this section:

- Additions:
 - 1) Include language that all signs be located within the owner’s property boundaries and not within the right-of-way. (Section 17.36.030)
 - 2) Include language in relation to subdivision and community identification signs that the PC shall have the authority to approve the location and orientation of the sign. (Section 17.36.090)
 - 3) Include language that all temporary signs be removed when the circumstances leading to their existence no longer apply. (Section 17.36.150.E)
- Deletions:
 - 1) Reference to owners of pre-existing nonconforming signs to provide the zoning administrator with information regarding the sign in order to catalog the existence of the sign. (Section 17.36.120)
- Proposed Changes:
 - 1) Change the definition of political signs (Section 17.36.020)
 - 2) Change the height requirement for subdivision and community identification signs and other freestanding signs in residential districts from a maximum of 8 feet to a maximum of 4 feet. (Section 17.36.090 and Section 17.36.100)
 - 3) Change the maximum size of freestanding signs in residential districts from a maximum of 50 square feet to a maximum of 32 square feet. (Section 17.36.100)
 - 4) In regards to sign permit procedures, change approval and enforcement authority from the planning commission to the zoning administrator. (Sections 17.36.130 and 17.36.160)

- 5) Remove political signs and garage/yard sale signs from the Exempt signs section (Section 17.36.140) and relocate them to the Temporary signs that do not require a permit section (Section 17.36.150.B)

Other minor edits were primarily for non-substantive and grammatical purposes.

The changes will be forwarded to the Town Board for consideration. Once approved, the County Board of Elections will be notified of the Town's political sign regulations.

V. MISCELLANEOUS –

Parking fee-in-lieu – The Planning Commission reviewed the City of Frederick's payments in lieu of parking policies. Questions arose on how a similar policy would be implemented within the Town. Using this for new construction projects or change of use for businesses was discussed. It was determined that this could be a deterrent for businesses in Town because of costs. The Planning Commission is not against this idea, but the mechanism to implement this must come from the Town Board. Commissioner Goodman will present these findings to the Town Board.

Coblentz on Green – Site work has begun. The Staff Planner is meeting with the developers Tuesday, October 20, 2015.

Franklin Commons – The revised plans arrived today which addressed the comments of the Director of Public Works.

Cross Stone Commons – SHA conditionally approved Phase 2 Improvement Plans – October 2015.

School Complex – Ongoing preliminary discussions are occurring among the schools, the County and the Town regarding parking and roadway improvements.

Planning Commission Meeting Decorum – Chairman Carney is looking to formalize procedures to be used by planning commission members during the monthly meetings when interacting with applicants. Roberts Rules of Order will be reviewed at the November planning commission workshop.

VI. ADDITIONAL PUBLIC COMMENTS – None.

Meeting adjourned at 8:07pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary

Middletown Planning Office

MEMORANDUM

Date: 1/4/2016

Hansen# n/a

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **RICHLAND DRIVING RANGE CONCEPT/SKETCH PLAN**

Tax Map Parcel #03-164004

Applicant: Cathy Gannon, Richland Golf Course

Property Owner: Richland Enterprise LLC

Plan Dated: December 11, 2015

Date Received: December 17, 2015

GENERAL INFORMATION

Proposal: Driving range structure to house golf carts, cafe, bathrooms, offices and covered driving range tees

Location: 50 Glenbrook Drive

Zoning: GC General Commercial. This district permits commercial recreation, retail sales, restaurants, and office and business services.

OS Open Space. This district permits golf courses and those accessory uses commonly associated with them.

Present Use: Driving range

COMMENTS

The following issues should be considered in your review of this Concept/Sketch Plan:

1. **Use** – The proposed accessory building would be used for offices, a small café, bathrooms, golf cart storage and heated driving range stalls. Staff understands from the applicant that the area on Sheet A101 labeled Reception is proposed to actually be the Pro Shop area. If so, that area should be re-labeled.
2. **Sketch plans** – According to Section 16.16.010, the sketch plan is a voluntary submission on the part of the developer in order to obtain the planning commission's comments with regard to the subdivider's proposed development prior to making detailed drawings and formal application. In order to provide sufficient information for the planning commission to adequately comment on the proposed development the sketch plan must be drawn in accordance with this chapter.

Section 16.16.020 lists the following required information:

A sketch plan must contain the following information:

- A. The sketch plans shall be submitted on paper and shall be clear and legible. *This requirement has been met.*
 - B. Vicinity map indicating the location of the property with respect to surrounding property and streets. Show all property owned according to tax map if only part of the property is being developed. *This requirement has been met.*
 - C. Title information:
 1. Proposed name, *this requirement has been met;*
 2. Scale of plat, *this requirement has been met;*
 3. Date. *This requirement has been met.*
 - D. Name and address of the owner and person responsible for the preparation of the plan. *The person responsible for the preparation of the plan is noted, but not the name and address of the owner.*
 - E. Northpoint. *This requirement has been met.*
 - F. Boundary of proposed subdivision. *n/a*
 - G. Where slope conditions exceed eight percent, the plat shall show topography at five-foot contour intervals. Contour lines shall be indicated one hundred feet beyond subdivision boundary line except along existing roads. *The plans submitted show the schematic design of the building, elevations, first floor plan, and the proposed building superimposed on an aerial photo. Contours are not shown.*
 - H. Location, widths and names of all streets or alleys on or adjoining the subdivision. *n/a*
 - I. Location of existing utilities on or within two hundred feet of the tract. *Utilities are not shown.*
 - J. Zoning district classification. *Zoning classification is not indicated.*
3. **Lot requirements** – The proposed 6,200 square foot one-story building would meet the parcel lot requirements.
4. **Parking requirements** – Under the off-street parking regulations in Section 17.32.060, the parking spaces needed would be one per 90 square feet of gross floor area for eating establishments, one per 150 square feet of gross floor area for retail shop, one per 100 square feet for recreational establishments and one per 300 square feet of gross floor area for offices. Given those numbers and the uses proposed, this could mean a minimum of 61 spaces needed (3 for the café, 1 for the pro shop, 1 for the offices, and 56 for the recreational establishment aspect of the facility). There are 16 proposed heated stalls and 2 proposed VIP stalls for the driving range; over 1,900 square feet is proposed for the golf cart storage area. Because of the area dedicated to golf cart storage and the 18 stalls for the driving range, the 56 proposed parking spaces required for the recreational establishment aspect would seem to be more than is needed.

The existing parking lot for the clubhouse/restaurant would be used for the proposed driving range building. Currently there are 154 spaces in that lot, with another 26 spaces on the north side of the existing clubhouse. Staff feels that the spaces needed for the proposed accessory use building would be more than met by the current parking lot.

5. **Stormwater management approval by Frederick County** – A stormwater management plan will need to be approved by Frederick County.
6. **Water and Sewer requirements** – The parcel has existing water and sewer in the existing clubhouse/restaurant building.
7. **Pro shop relocation – change of use** – It would be helpful to the Planning Commission and the applicant if the change of use within the existing clubhouse is reviewed by the Planning Commission at the same time as the Site Plan for the proposed driving range structure. If the pro shop and offices are relocating from the existing building to a new building, the applicant will need to submit a change of use permit application for whatever use will be occupying the space currently used for the pro shop and offices. If the new use(s) is a change in intensity and/or would require a change in off-street parking requirements, it (they) would need to be reviewed and approved by the Planning Commission.

This review will be included in the Middletown Planning Commission materials for the January 18, 2016 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be January 13, 2016.

cc: Cathy Gannon, applicant
Richard Mon
Richland Enterprise LLC









Middletown Planning Office

MEMORANDUM

Date: 12/30/2015

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **704 EAST MAIN STREET STORAGE CONTAINER REQUEST**

Tax Map Parcel #03-145107

Applicant: Marlana Putman

Property Owner: Marlana Putman, Trustee

Plan Dated: December 28, 2015

Date Received: December 28, 2015

GENERAL INFORMATION

Proposal: Temporary use of storage container for storage of furniture while renovations are taking place within the dwelling

Location: 704 East Main Street

Zoning: R1 Residential

Present Use: Dwelling

COMMENTS

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

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

17.32.045 Storage containers.

C. The planning commission may, upon application, approve the placing, keeping or maintaining of a storage container on property or premises in any zone if the storage container is to be used for and in connection with a construction, reconstruction or

renovation project on the property or premises. A permit issued by the planning commission for such purpose shall be used in accordance with the conditions placed upon such permit by the planning commission. Any storage container used in connection with such a permit shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the permit.

3. The storage container is expected to be removed by the end of February, if not sooner.
4. The storage container is about 7 1/2-feet wide, 8-feet tall and 16 feet long. It is situated on the driveway as close to the dwelling as possible and about 10 feet from the side property line. There is no other location on the property for the POD to be located aside from the driveway.

This review will be included in the Middletown Planning Commission materials for the January 18, 2016 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be January 13, 2016.

cc: Marlena Putman, applicant

Cindy Unangst

From: plumbing <plumbing@xecu.net>
Sent: Monday, January 11, 2016 10:15 AM
To: Cindy Unangst
Subject: RE: POD staff report

Cindy,

Yes that is accurate. Pat was finally able to get the POD measured, your measurements are accurate too. Either Patrick or I will be at the meeting on the 13th as well as the 18th.

Painters are moving in this week, hardwood flooring 28th-30th. Then bath and kitchen flooring folks. At that time we will be moving her furniture back into the residence. We should be on schedule to have the pod removed by the end of February.

Not being a town resident it never occurred to us that we needed a permit for the pod for an emergency state such as this. We have been at the mercy of remediation which took almost a month, contractor availability, getting quotes, insurance issues. We realize it was September when this occurred but because my mother was not living in the residence, and thus we didn't have to get her moved back in, contractors have had pressing jobs with timeframes which took precedence. While we could possibly have found other contractors with openings earlier, we felt the need to stay with contractors we knew personally, trusted, and quality workmanship in the best interest of future steps with her home.

While discussing the future, should we turn my mother's home into a rental property is there any special permitting or notice or approvals required from the Planning Commission to do that? Better to ask now than have to ask forgiveness later.

Marlena

From: Cindy Unangst [mailto:Cindy@ci.middleton.md.us]
Sent: Friday, January 08, 2016 3:15 PM
To: Pat Putman
Subject: POD staff report

Hi Marlena – Attached is a copy of my staff report for the POD at 704 East Main Street. This is included in the Planning Commission's workshop/meeting packet for this month. Any questions, please do not hesitate to contact me.

Cindy

Cynthia K. Unangst, AICP

Middletown Staff Planner

Town of Middletown
31 West Main Street
Middletown, MD 21769
301-371-6171

cunangst@ci.middleton.md.us

Cindy Unangst

From: plumbing <plumbing@xecu.net>
Sent: Monday, December 28, 2015 11:27 AM
To: Cindy Unangst
Subject: RE: POD at 704 East Main Street

Thanks Cindy.

I may have a more definite removal time by their meeting. The kitchen and baths can be finished with the furniture back in the rest of the house so we may, based on the painter and the wood floor finisher's schedule be able to get the POD unloaded sooner than later. I'm sure a more definitive date would make the commission even happier.

Marlena

From: Cindy Unangst [mailto:Cindy@ci.middletown.md.us]
Sent: Monday, December 28, 2015 10:31 AM
To: 'plumbing'
Subject: RE: POD at 704 East Main Street

Thank you for the information Marlena. I will put this on the Planning Commission's agenda for their January meeting so the POD will be in compliance with the town's Code.

Cindy

From: plumbing [mailto:plumbing@xecu.net]
Sent: Monday, December 28, 2015 9:53 AM
To: Cindy Unangst <Cindy@ci.middletown.md.us>
Subject: RE: POD at 704 East Main Street

Cindy,

The repair work inside the house is on-going. Mold remediation took a while to make certain there was no potential for concern should we rent or sell the house. Drywall was removed 2' up in every room and closet. The hardwood flooring was ruined and removed in all rooms upstairs. The bathroom was also destroyed requiring tile work, new flooring, and cabinetry. This has been a work in progress. The POD is housing my mother's possessions, which didn't fit into the garage or back porch, until the repairs are complete. It is not a permanent storage unit.

At this time the drywall has been replaced and the entire house ready for painting. The hardwood floors have been replaced, ready for sanding, staining and finishing. The kitchen and bath floors, some tile, and cabinetry need to be replaced. After those items are taken care of the POD will be unloaded back into the house. We are anticipating this being completed by the end of February, if not sooner, depending on the remaining contractor's schedules.

Marlena

From: Cindy Unangst [mailto:Cindy@ci.middletown.md.us]
Sent: Monday, December 28, 2015 9:08 AM
To: Pat Putman
Cc: Drew Bowen
Subject: POD at 704 East Main Street

CONDITIONS AND RESTRICTIONS

SECTION 3

WOODMERE SOUTH

1. THE LAND SHOWN ON THIS PLAN SHALL BE USED FOR THE ERECTION OF SINGLE DWELLINGS, DOUBLE OR OTHER MULTIPLE DWELLINGS, OR FOR THE ERECTION OF A BUILDING OR BUILDINGS TO BE UTILIZED FOR A SINGLE FAMILY DWELLING, NOT MORE THAN ONE LOT MAY BE UTILIZED FOR THE CONVENIENCE OF THE OWNERS THEREOF, AS WELL AS AN OUTDOOR FIREWORKS PRESENTATION, AND NO OTHER USES SHALL BE PERMITTED, UNLESS OTHERWISE PROVIDED IN WRITING BY THE SURVEYOR.

2. NO DWELLING SHALL BE ERECTED UPON THE PREMISES, INCLUDING ANY PORCHES, PATIOS, DECKS, ENCLOSURES, OR OTHER STRUCTURES, UNTIL AT LEAST TWO (2) YEARS HAVE ELAPSED FROM THE DATE OF THE RECORDING OF THIS PLAN.

3. NO DWELLING ERECTED UPON THE PROPERTY SHALL BE CONSIDERED TO BE A RESIDENTIAL USE UNLESS IT IS A SINGLE DWELLING, DOUBLE OR OTHER MULTIPLE DWELLING, OR A BUILDING OR BUILDINGS TO BE UTILIZED FOR A SINGLE FAMILY DWELLING, NOT MORE THAN ONE LOT MAY BE UTILIZED FOR THE CONVENIENCE OF THE OWNERS THEREOF, AS WELL AS AN OUTDOOR FIREWORKS PRESENTATION, AND NO OTHER USES SHALL BE PERMITTED, UNLESS OTHERWISE PROVIDED IN WRITING BY THE SURVEYOR.

4. THE MINIMUM BUILDING SET BACK LINE SHOWN ON THIS PLAN, SAID BUILDING LINE SHALL NOT BE LESS THAN THE MINIMUM BUILDING SET BACK LINE SHOWN ON THIS PLAN.

5. NO BUILDING, TRAILER, TRACTOR OR OTHER VEHICLE WHICH HAS BEEN MANUFACTURED OR WHICH IS BEING USED AS A TRAILER, TRACTOR OR OTHER VEHICLE SHALL BE PLACED ON THE PROPERTY, UNLESS IT IS A TRAILER, TRACTOR OR OTHER VEHICLE WHICH HAS BEEN MANUFACTURED OR WHICH IS BEING USED AS A TRAILER, TRACTOR OR OTHER VEHICLE.

6. THE SAID LAND OR ANY PART THEREOF SHALL NOT BE USED FOR ANY PURPOSES OTHER THAN THE PURPOSES SET FORTH IN THIS PLAN, UNLESS OTHERWISE PROVIDED IN WRITING BY THE SURVEYOR.

7. NO TRAILER, TRACTOR OR OTHER VEHICLE WHICH HAS BEEN MANUFACTURED OR WHICH IS BEING USED AS A TRAILER, TRACTOR OR OTHER VEHICLE SHALL BE PLACED ON THE PROPERTY, UNLESS IT IS A TRAILER, TRACTOR OR OTHER VEHICLE WHICH HAS BEEN MANUFACTURED OR WHICH IS BEING USED AS A TRAILER, TRACTOR OR OTHER VEHICLE.

8. THE SAID LAND OR ANY PART THEREOF SHALL NOT BE USED FOR ANY PURPOSES OTHER THAN THE PURPOSES SET FORTH IN THIS PLAN, UNLESS OTHERWISE PROVIDED IN WRITING BY THE SURVEYOR.

9. THE SAID LAND OR ANY PART THEREOF SHALL NOT BE USED FOR ANY PURPOSES OTHER THAN THE PURPOSES SET FORTH IN THIS PLAN, UNLESS OTHERWISE PROVIDED IN WRITING BY THE SURVEYOR.

10. THE SAID LAND OR ANY PART THEREOF SHALL NOT BE USED FOR ANY PURPOSES OTHER THAN THE PURPOSES SET FORTH IN THIS PLAN, UNLESS OTHERWISE PROVIDED IN WRITING BY THE SURVEYOR.

STATE OF MARYLAND

COUNTY TO-WIT

WE, THE SUBSCRIBER, A NOTARY PUBLIC IN AND FOR THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT, AND WHO DID EACH ACKNOWLEDGE THAT THEY EXECUTED THE SAME, WITNESS MY HAND AND OFFICIAL NOTARIAL SEAL

MY COMMISSION EXPIRES: July 1, 1970

John P. Routzahn
 Notary Public
 MARYLAND

DATE: 20 Nov 1969

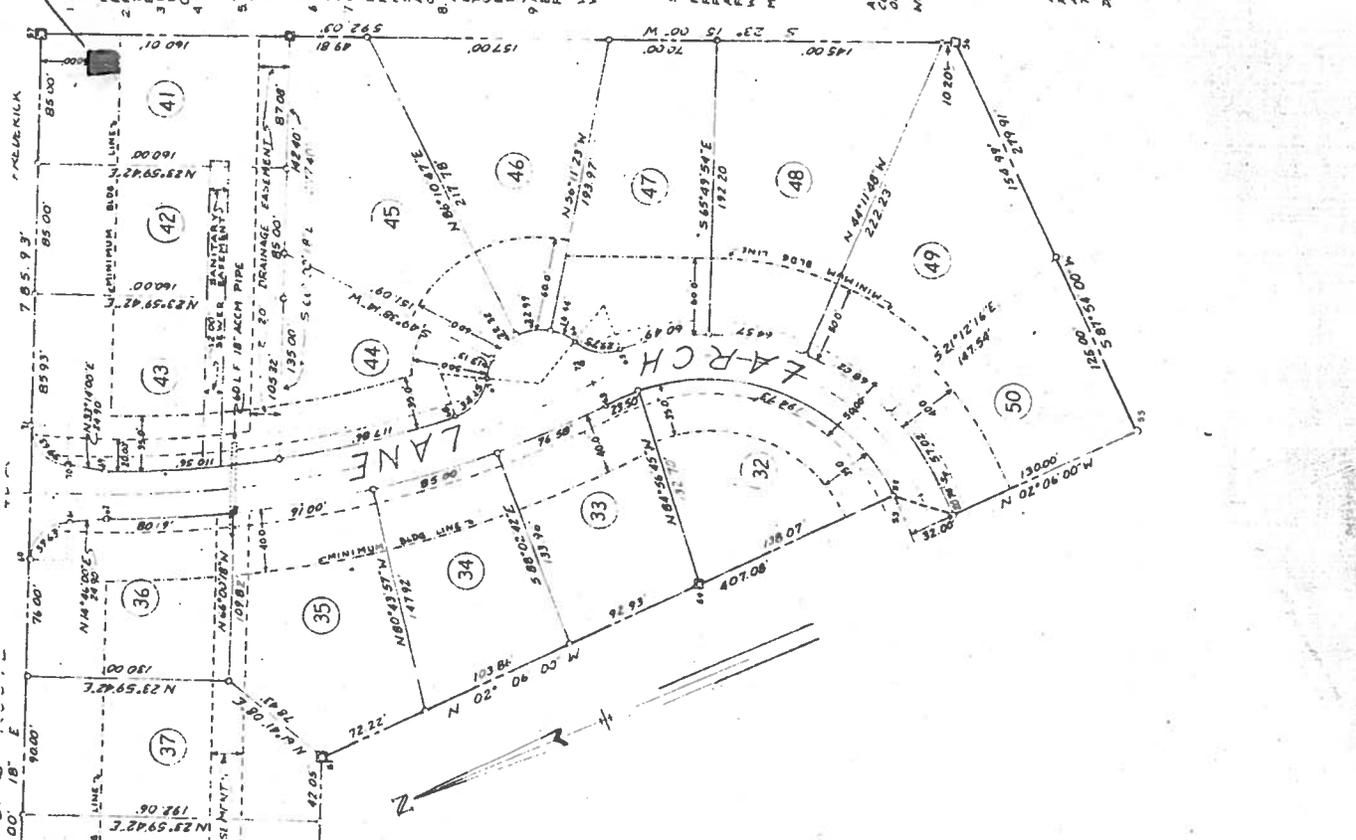
WITNESSES: OUR HANDS AND SEALS THIS 12th DAY OF November A.D. 1970

John P. Routzahn
 Notary Public
 MARYLAND

OWNER'S STATEMENT
 ARTICLE 17 OF THE ANNOTATED CODE OF MARYLAND (1957) HAS BEEN SEEN BY ME AND I HAVE BEEN CONVINCED THAT THE MARKERS HEREIN DESCRIBED

WITNESS MY (OUR) HAND(S) AND SEAL(S) THIS 12th DAY OF November 1970

John P. Routzahn
 Notary Public
 MARYLAND



CURVE DATA

CURVE	Δ	RAD	CHORD
32	92°31'39"	171.00	247.12
33	84°15'12"	171.00	247.12
34	84°15'12"	171.00	247.12
35	84°15'12"	171.00	247.12
36	84°15'12"	171.00	247.12
37	84°15'12"	171.00	247.12
38	84°15'12"	171.00	247.12
39	84°15'12"	171.00	247.12
40	84°15'12"	171.00	247.12
41	84°15'12"	171.00	247.12
42	84°15'12"	171.00	247.12
43	84°15'12"	171.00	247.12
44	84°15'12"	171.00	247.12
45	84°15'12"	171.00	247.12
46	84°15'12"	171.00	247.12
47	84°15'12"	171.00	247.12
48	84°15'12"	171.00	247.12
49	84°15'12"	171.00	247.12
50	84°15'12"	171.00	247.12

COORDINATES

LOT	N	E	PL	E
32	4,988.33	4,947.40	82	5,414.10
33	5,334.06	5,226.60	63	5,368.72
34	4,927.25	5,241.50	63	5,065.23
35	4,926.88	5,235.26	63	5,064.15
36	4,694.90	5,236.44	63	5,074.28
37	4,764.23	5,220.41	67	5,139.67
38	4,753.97	4,940.76	68	5,167.88
39	5,197.92	5,174.46	69	5,369.63
40	4,978.25	5,092.45	70	5,309.34
41	4,864.37	5,050.89	71	5,402.02
42	5,428.63	4,858.43	72	5,079.60
43	5,405.62	4,871.10		

SECTION 3

WOODMERE SOUTH

ELECTION DISTRICT

MIDDLETOWN, FREDERICK COUNTY, MARYLAND

DATE: 20 Nov 1969

REGISTERED

REGISTRATION NO. 428

M-S-72-1

J. B. FERGUSON & CO., INC.

DESIGNERS

CONSTRUCTORS

HAGERSTOWN, MARYLAND

NOV 20 1969

R.L.D.

SECTION 3

JOB NO.



PODS
Storage & Moving Solutions
Residential & Commercial
1-888-776-PODS



PODS
Portable & Durable Storage
Moving & Storage
1-888-778-PODS

104



1 LARCH LANE

2 LARCH LANE

3 LARCH LANE

5 LARCH LANE

4 LARCH LANE

702 EAST MAIN STREET

704 EAST MAIN STREET

706 EAST MAIN STREET

6 LARCH LANE

7 LARCH LANE

8 LARCH LANE

10 LARCH LANE

607 EAST MAIN STREET

601 EAST MAIN STREET

603 EAST MAIN STREET

605 EAST MAIN STREET

607 EAST MAIN STREET

712 EAST MAIN STREET

708 EAST MAIN STREET

706 EAST MAIN STREET

710 EAST MAIN STREET

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/30/2015

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
Site work has begun – September 2015

Foxfield Section 4- 2 homes left to be built.

Site Plans and Minor Subdivisions:

Franklin Commons/Chesterbrook Phase 2 - Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
Phase 2 FRO plan conditionally approved – January 19, 2015
Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)
Mylars signed – January 4, 2016

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
Currently approved SWM plans remain valid until May 4, 2017
Mylars signed – September 11, 2015

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 approved by PC – March 16, 2015

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
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

Cross Stone Commons – BOA Special Exception Use Hearing – May 8, 2013
Revised architectural plans approved by PC – March 17, 2014
Final FRO Plan approved – May 19, 2014
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)
Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)
Dedication Plat conditionally approved – March 16, 2015
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)
Phase 2 mylars submitted for signature – October 30, 2015
Dedication (donation) plat mylars signed – December 1, 2015

Nicholson - Final Plat submitted for review – March 2, 2015

POD at 704 East Main Street – request submitted for review and approval – December 28, 2015

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 Extension request approved for 6-months – March 16, 2015 (Oct. 2015)
Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)
Site work has begun – October 16, 2015

Richland Driving Range – Concept plan submitted for comments – December 17, 2015

School complex – Kick-off meeting for parking and roadway improvements – September 9, 2015

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:

Reports:

Meetings: Next Middletown Green Team Meeting – January 20, 2016

Next Joint town board/planning commission workshop – Monday, March 7, 2016

Town of Middletown Planning Department

To: Burgess & Commissioners and Planning Commission members

From: Cindy Unangst, Staff Planner

Date: 1/4/2016

RE: Tracking of Past Plan Approvals

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
BOA hearing for variance requests (approval received) – December 16, 2014 (now expired)
Architectural plans approved by PC – March 16, 2105

Horman Apartments- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010
Currently approved SWM plans remain valid until May 4, 2017
Mylars signed – September 11, 2015

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

Putman – Revised Site Plan Extension request approved- March 16, 2015 (expires Oct. 2015)
Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)
Site work has begun – October 16, 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 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)

Newton Property (Cross Stone Commons) – BOA Special Exception Use Hearing – May 8, 2013
Site Plan conditionally approved by PC – November 18, 2013
Improvement Plans conditionally approved by PC – July 21, 2014
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)
Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)

Franklin Commons/Chesterbrook Apts- Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)
Mylars signed – January 4, 2016

Miller (Ingalls) – Revised Concept Plan reviewed by PC – September 16, 2013
Site Plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)



MEMORANDUM

DATE: October 28, 2015
TO: Burgess and Commissioners, Planning Commission
CC: Andrew J. Bowen, Town Administrator
FROM: Cindy Unangst, Staff Planner
SUBJECT: 2016 Joint Meeting Workshop Dates

Attached are proposed dates for the Joint Meetings between the Town Board and Planning Commission for 2016:

Monday, March 7, 2016	6:30PM
Monday, June 6, 2016	6:30PM
Monday, November 7, 2016	6:30PM

The only other month where there is a Monday between the first Thursday workshop and the second Monday meeting is December (5th).

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