MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, July 15, 2013
7:00 p.m.

I. **Public Comment**

II. **Minutes of June 2013 Planning Commission meeting** — **Approval**

III. **Plan Review**

The Valley School Demolition Plan — **Discussion/Approval**

The Valley School Site Plan — **Discussion/Approval**

The Valley School Improvement Plans — **Discussion/Approval**

IV. **Zoning**

Violations
Camper – 15 Manda Court
Flashing sign – 809 E. Main Street

V. **Miscellaneous**

Wayfinding Signs proposal — **Discussion**

VI. **Additional Public Comment**

**** All requests to be on the Planning and Zoning Agenda must be received at the Middletown Planning and Zoning office in the Middletown Municipal Center, 31 W. Main Street, Middletown by noon on the Monday two weeks prior to the monthly meeting held on the third Monday of each month. All plans being submitted for review must be folded, although electronic plans are preferred.**

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting **June 17, 2013**

The regular meeting of the Middletown Planning Commission took place on Monday, May 20, 2013 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present were Chairman Carney, Commission members Bob Miller, Bob Smart, David Lake, Ron Forrester, Commissioner Chris Goodman, Bruce Carbaugh, Director of Operations & Construction and Cindy Unangst, Staff Planner.

I. PUBLIC COMMENT - none

II. Regular Meeting Minutes of May 20, 2013 – approved as submitted.

III. PLANS

Potomac Gun Depot Revised Site Plan – Cindy stated that this plan is back before us as the ATF is requiring Mr. Putman to have set hours. Mr. Putman would like to have 6-8pm. on Thursday and 12-2pm. on Saturday's and by appointment.
Motion by Smart to approve the change in hours to Thursday's 6-8pm. and Saturday's 12-2pm. and by appointment, seconded by Miller. Motion carried (4-0-1, Lake abstained as he was late to meeting).

Rudy Pool demolition plan – Cindy stated that Fred Rudy would like to fill in his pool.
Motion by Lake to approve the demolition site plan for Mr. Rudy to fill in his pool with dirt, seconded by Smart. Motion carried (5-0).

Personal Trainer Business (Rock Star LLC) site plan – Cindy stated that Shane Smith would like to establish a personal trainer business in the former Mattern Construction office located at 14-2A West Main Street (above the Main Cup). Cindy stated that this property is zoned TC and permits personal services such as laundry, barber, beauty and funeral homes. Chairman Carney asked Mr. Smith what his hours of operation would be. Mr. Smith would like to keep his options open; therefore he is requesting to have business hours 7 days a week from 7am. – 11pm.
Motion by Smart to approve the Rock Star LLC site plan as presented with the hours of operations to be 7 days a week from 7am.-11pm., seconded by Lake. Motion carried (5-0).

More Ice Cream Site Plan (13 West Main Street) – Cindy stated that Mr. Jim Kehoe has submitted a site plan proposing to put in an ice cream parlor at 13 West Main Street (formally a florist). There is no new building square footage being proposed. This property is located within the TC district that permits eating and drinking establishments. Mr. Kehoe stated that he plans to update the existing porch light fixtures. Mr. Kehoe also stated that he plans to have 15 seats inside and 18 seats outside which would mean he needs to have 11 parking spaces. The proposed site plan shows 6 spaces on the lot off of Garage Drive and also 2 spaces in the garage off of Garage Drive. Mr. Kehoe is asking for hours of operation to be from 10am.-9pm., 7 days a week. Bruce Carbaugh stated that he will need a layout of the kitchen to determine the grease trap size.
Motion by Lake to approve the More Ice Cream site plan as presented with the following conditions: hours of operation 7 days a week 10am.-9pm., striping of parking spaces on lot off of Garage

Drive, sign on garage stating "Patron parking", waiving 3 parking spaces and subject to any plumbing requirements defined by the Town and/or County, seconded by Miller. Motion carried (5-0).

Valley Child Care Center Forest Conservation Plan – Cindy stated that the owner of the Valley School would like to satisfy the planting requirement by contributing a fee-in-lieu towards the Middletown Forest Conservation Fund. Cindy stated that given the small size of this property she concurs with their proposal. The fee-in-lieu amount is $1,176.12.

Motion by Miller to accept the FRO fee-in-lieu amount for this property, seconded by Smart. Motion carried (5-0).

Right-A-Way Powder Coating Site Plan – Cindy stated that Jason Smith, owner of Right-A-Way Powder Coating, is looking to lease the back warehouse building located at 116-B North Church Street. The property is zoned GC and permits light assembly and fabricating as a permitted use. David Lake brought up the fact that the parking lot is gravel and he stated that our code states that parking areas must be paved. Cindy stated that this parking lot has been gravel for a number of years and that when the Fellowship Church came in 2010 for approval by the PC nothing was discussed about the parking lot being paved. Bob Smart stated that this parking lot is off the street and that the driveway leading to the lot is paved, therefore he doesn't see it being an issue.

Motion by Lake to approve the site plan presented by Right-A-Way Powder Coating with the following conditions: a waiver of the paved surface parking requirement since this was previously approved on a site plan in the GC district there is no additional lighting and that if the equipment modular building is used outside the warehouse it must have a roof, identify it as a piece of equipment and have it sided to look like part of the building, seconded by Smart. Motion carried (5-0).

IV. ZONING

Violations – Maggie's signs – Cindy will speak to the owner on Wednesday or Thursday this week.

V. MISCELLANEOUS

VI. ADDITIONAL PUBLIC COMMENTS – none

Meeting adjourned at 8:05pm.

Respectfully submitted,

Ann Griffin
Administrative Specialist

DRAFT

Middletown Planning Office

MEMORANDUM

Date: 7/11/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **THE VALLEY SCHOOL DEMOLITION SITE PLAN**
Tax Map Parcel #03-588489
Applicant: Christine Mayo, Harris, Smariga & Associates
Property Owner: LAM Properties
Plan Dated: May 2013
Date Received: June 3, 2013

GENERAL INFORMATION

Proposal: Remove an existing 655 square-foot shed, 580 square-foot garage, and barbecue with stone wall in order to prepare the site for construction of The Valley School

Location: East Green Street, approximately 850 feet east of the intersection of East Green and North Church Streets

Zoning: R-2 Residential

Present Use: Vacant storage buildings

COMMENTS

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

1. The reason for the proposed demolitions is to prepare the site for construction of The Valley School, a daycare center.

2. With approval, demolitions would be concurrent with site construction activities in the Fall of 2013. According to the demolition regulations, all demolitions and post demolition restoration shall be completed within 90 days of issuance of a demolition permit unless otherwise approved by the Planning Commission. The Planning Commission therefore might grant the approval of the demolitions to be done concurrent with the site construction activities instead of within 90 days of issuance of the permit.

3. All requirements of Section 17.32.160 (Demolition site plan – Required in all districts.) of the Middletown Municipal Code have been met.

4. An aerial photograph of the buildings to be demolished (marked with the X) has been attached to this memo along with a site plan that shows the location of the shed, stone wall and garage to be removed.

5. Letters were sent to the adjacent property owners informing them of the proposed demolitions. The property has been posted as well.

6. The demolition plan will need to be reviewed and approved by Frederick County.

This review will be included in the Middletown Planning Commission materials for the July 15, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be July 10, 2013.

cc: LAM Properties

28 EAST GREEN STREET
28 EAST GREEN STREET
X
X
X
32 EAST GREEN STREET
34 EAST GREEN STREET
25 EAST MAIN STREET
27 EAST MAIN STREET
29 EAST MAIN STREET
31 EAST MAIN STREET

Harris, Smariga & Associates, Inc.
Planners/Engineers/Surveyors
125 S. Carroll Street, Suite 100/Frederick,MD 21701
301-662-4488/FAX 301-662-4906

June 25, 2013

To My Neighbors:

I wish to inform you that LAM Properties, LLC, owner of 30 West Green Street, has made application to the Town of Middletown for the demolition permit for the vacant shed and garage located on the property. This demolition will be done in concert with the construction of The Valley School, a daycare center.

All interested persons are encouraged to attend the Planning Commission hearing on Monday, July 15, 2013 at 7 pm in the Town's Municipal Center located at 31 West Main Street, Middletown, MD.

Sincerely,

Hebba Hassanein
LAM Properties, LLC
9093 Ridgefield Drive
Suite 207
Frederick, MD 21701

240-422-5957
hebbahassanein@yahoo.com

Middletown Planning Office

MEMORANDUM

Date: 7/3/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **THE VALLEY SCHOOL SITE PLAN**
Tax Map Parcel #03-588489
Applicant: Christine Mayo, Harris, Smariga & Associates
Property Owner: LAM Properties, LLC
Plan Dated: May 2013
Date Received: July 1, 2013

GENERAL INFORMATION

Proposal: Construction of a 4,050 square foot child day care center.

Location: 30 East Green Street, approximately 850 feet east of the intersection of East Green and North Church Streets

Zoning: R-2 Medium Density Residential. The R-2 district permits numerous uses including child daycare centers by special exception. Special exception approval was granted by the Middletown Board of Appeals on May 8, 2103.

Present Use: Vacant shed and garage buildings

COMMENTS

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

1. **Use and lot requirements** – The proposed use is for a child daycare center which has been approved as a special exception use on the subject property. Lot area requirements for child care centers are a minimum 12,000 square foot lot area and a minimum lot width of 100 feet. The property is 27,878 square feet with a lot width of roughly 170 feet. The required yard setbacks are 25 feet from all property lines. The setbacks shown for the building are 26.9 feet for the east side yard, 68 feet for the west side yard, 25 feet for the rear yard, and 87.8 feet for the front yard. The play area is fully fenced and 4,941 square feet in size.

In residential districts, no building shall exceed two and one-half stories or 35 feet in height according to Section 17.16.050 of the Town Code. The site plan indicates that the proposed building will be 20.5 feet in height.

2. **Existing use** – The prior use of this property included use of the shed and the garage as storage facilities and was previously part of the large lot that included 29 East Main Street.

3. **Floor area requirements for child care centers** – The floor area requirements for child care centers is a minimum of 35 square feet of usable floor space for each child. The proposed plans show an average of 37.32 square feet per child. Sheet 1 (SP-1) of the plans shows a floor plan with the required minimum floor area per room and the actual square footage which complies with the regulations.

4. **Parking** – The regulations for child care centers is one parking space per seven pupils plus one per employee. The plans show that there will be 71 students according to the floor plan and 70 students under Site Plan Note 14. The note also indicates that there will be 10 employees. Given the number of students at 71 and 10 employees, the required number of spaces would be 20 spaces. The plans show the required number of parking spaces are being met as well as the parking space sizes. According to Section 17.32.060F. all required parking areas and all access drives shall be paved with concrete or bituminous paving or other dust free surface. The proposed access driveways meet the requirements of Section 17.32.060G. regarding width and distance between driveways.

   The number of spaces required for handicapped accessibility is one for the given number of spaces required by the Town Code. The site plan shows that this requirement is being met. Section 17.32.070 of the Town Code states that every building used for commercial uses shall provide space on the property to be used exclusively for loading and unloading of vehicles. The required space(s) for the proposed square footage is one space which is shown on the east side of the building and meets the town's regulations in terms of size.

5. **Landscape plan** – Although the landscape plan looks very thorough regarding the number and diversity of overstory and understory trees, shrubs and groundcover, there are a few comments to be made. The staff planner would prefer the planting of a white pine which is a native evergreen compared to the Norway spruce. Although the plant list indicates that there are 10 Witchita Blue junipers, the plan shows 12 of those symbols. Also, the plant list indicates that there are 12 sweetspires but the plan only shows 11 of those symbols. Two of the plants listed in the plant list are shown to have the same symbol – the bamboo and the clethra; 11 of the symbols are shown on the plan. The staff planner is not in favor of the planting of the bamboo and would trust that the 11 symbols shown are for the clethra. The bamboo listed in the plant list should be removed.

6. **Signage** – According to Section 17.36.130E. of the Town Code, a signage plan identifying the size, height and location of all signs should be included on all site plans reviewed by the planning commission. Under the Site Plan Note #16 on Sheet SP-1, it is

indicated that the daycare will have one monument sign not to exceed 8-feet in height; the maximum size allowed for the monument sign would be 34.4 square-feet. The location of the proposed monument sign is shown on the site plan as being to the west of the driveway on the east side of the property.

7. **Lighting** – Site Plan Note #13 on Sheet SP-1 indicates that building mounted lights will provide lighting for the site. Sheet SL-1 is a lighting plan that shows 10 building-mounted sconce locations and three 15-foot pole-mounted locations.

8. **Water and Sewer requirements** – The property is an existing lot of record and therefore has an available water tap and sewer service.

9. **Site Plan requirements and review** – All requirements of Section 17.32.240 Site Plan requirements of the Town Code have been met. Approval of the site plan shall expire three years after the date on which the Planning Commission approves the site plan unless construction has begun.

10. **Approval by Frederick County** – The Stormwater Management Concept Plan has been conditionally approved by the County.

This review will be included in the Middletown Planning Commission materials for the July 15, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be July 10, 2013.

cc: LAM Properties

Middletown Planning Office

MEMORANDUM

Date: 7/8/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **THE VALLEY SCHOOL IMPROVEMENT PLANS**
Tax Map Parcel #03-588489
Applicant: Christine Mayo, Harris, Smariga & Associates
Property Owner: LAM Properties, LLC
Plan Dated: July 2013
Date Received: July 1, 2013

GENERAL INFORMATION

Proposal: Construction of a 4,050 square foot child day care center and associated parking.

Location: 30 East Green Street, approximately 850 feet east of the intersection of East Green and North Church Streets

Zoning: R-2 Medium Density Residential. The R-2 district permits numerous uses including child daycare centers by special exception. Special exception approval was granted by the Middletown Board of Appeals on May 8, 2103.

Present Use: Vacant shed and garage buildings

COMMENTS

The following issues should be considered in your review of these Improvement Plans:

1. **Use and lot requirements** – The proposed use is for a child daycare center which has been approved as a special exception use on the subject property. Lot area requirements for child care centers are a minimum 12,000 square foot lot area and a minimum lot width of 100 feet. The property is 27,878 square feet with a lot width of roughly 170 feet. The required yard setbacks are 25 feet from all property lines. The setbacks shown for the building are 26.9 feet for the east side yard, 68 feet for the west side yard, 25 feet for the rear yard, and 87.8 feet for the front yard. The play area is fully fenced and 4,941 square feet in size.

In residential districts, no building shall exceed two and one-half stories or 35 feet in height according to Section 17.16.050 of the Town Code. The site plan indicates that the proposed building will be 20.5 feet in height.

2. **Existing use** – The prior use of this property included use of the shed and the garage as storage facilities and was previously part of the large lot that included 29 East Main Street.

3. **Parking** –The proposed access driveways meet the requirements of Section 17.32.060G. regarding width and distance between driveways, and the parking areas and access drives meet the paving requirements of Section 17.32.060F.

   The number of spaces required for handicapped accessibility is one for the given number of spaces required by the Town Code. The site plan shows that this requirement is being met. Section 17.32.070 of the Town Code states that every building used for commercial uses shall provide space on the property to be used exclusively for loading and unloading of vehicles. The required space(s) for the proposed square footage is one space which is shown on the east side of the building and meets the town's regulations in terms of size.

4. **Landscape plan** – The landscape plan submitted with the Improvement Plans have been changed a little bit from the Site Plan submission. In this plan submission, the plant list quantities and symbols match what is shown on the landscape plan. As before, the staff planner would prefer the planting of a white pine which is a native evergreen compared to the Norway spruce, and the staff planner is not in favor of the planting of the bamboo. Also, the botanical name listed for the Willow Oak is Quercus pallustris which is in fact the botanical name of the Pin Oak. The botanical name for the Willow Oak should be listed as Quercus phellos.

5. **Water and Sewer requirements** – The property is an existing lot of record and therefore has an available water tap and sewer service.

6. **Improvement Plan requirements and review** – All requirements of Section 16.32 Improvements of the Town Code have been met. Approval of the improvement plans shall expire three years after the date on which the Planning Commission approves the improvement plans unless construction has begun as defined by "start of construction."

7. **Approval by Frederick County** – The Stormwater Management Concept Plan has been conditionally approved by the County.

This review will be included in the Middletown Planning Commission materials for the July 15, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be July 10, 2013.

cc: LAM Properties

TO: The Burgess and Commissioners
FROM: Main Street Manager, Becky Reich
RE: Parking/Signage/Wayfinding
DATE: April 4, 2013

ISSUE:

Main Street Middletown was asked to investigate possible solutions to signage and parking concerns that have been brought up recently with the expansion of the Main Cup and new businesses in Middletown. Main Street was happy to investigate signage and parking as this fits into our program areas of Economic Development and Design.

ANALYSIS:

Main Street proposed the idea of adding way-finding signage at strategic locations in Town to help direct visitors to shopping, dining, parking and attractions. By canvassing Main Street and MD 17, and points in-between, Main Street generated a list of locations that would ideal for such way-finding signage.

Number	Location
1	Eastbound, West Main near Knoll Side Lane
2	Eastbound, West Main Open Space at Gladhill's
3	Eastbound, West Main across from Willow
4	Eastbound, West Main at Elm Street Parking Lot
5	Westbound, West Main at Town Hall
6	Westbound, East Main at Prospect Street
7	Northbound, South Church Street at Washington
8	Northbound, South Church Street at Franklin Street
9	Northbound, South Church Street at Chesterbrook
10	Southbound, North Church Street at Cemetery
11	Southbound, North Church Street at Cemetery and Green
12	Washington Street, leaving Main's Parking Lot

Main Street recognizes the costs associated with the purchase and installation of the banner poles; therefore, we have identified Priority Locations concentrated in the Main Street area. These include Location numbers 4, 5, 7, 11, and 12.

- Location 4 and 5 are existing Banner poles;

- Location 11 and 7 would require the purchase of 2 Banner poles.
- Location 12, Main Street would recommend the purchase of a smaller, sign pole.
- In addition, Main Street would recommend removing the existing signage located along Washington Street that point to the Elm Street Parking Lot, and the green Parking signs along Main Street.

Location 1, 2, 3, 6, 8, 9, and 10 would give Middletown the most complete, most friendly and welcoming coverage, but could be purchased later.

The Design Committee reviewed over 20 styles of way-finding signs and the Committee recommended the following style sign with a few design changes such as a supporting bracket that matches the bracket on the street signs. Instead of using exact place names, the Main Street Board recommends using the words Dining, Shopping, Parking, and Attractions. We feel this wording offers the most flexibility for future growth.

ESTIMATED PROJECT COSTS:

Main Street contacted the company that designed and fabricated the poles and signage for the above illustrated project. Main Street also based pricing of the Banner Poles and Street Sign poles on specifications from 2009 when the Banner Poles were initially installed.

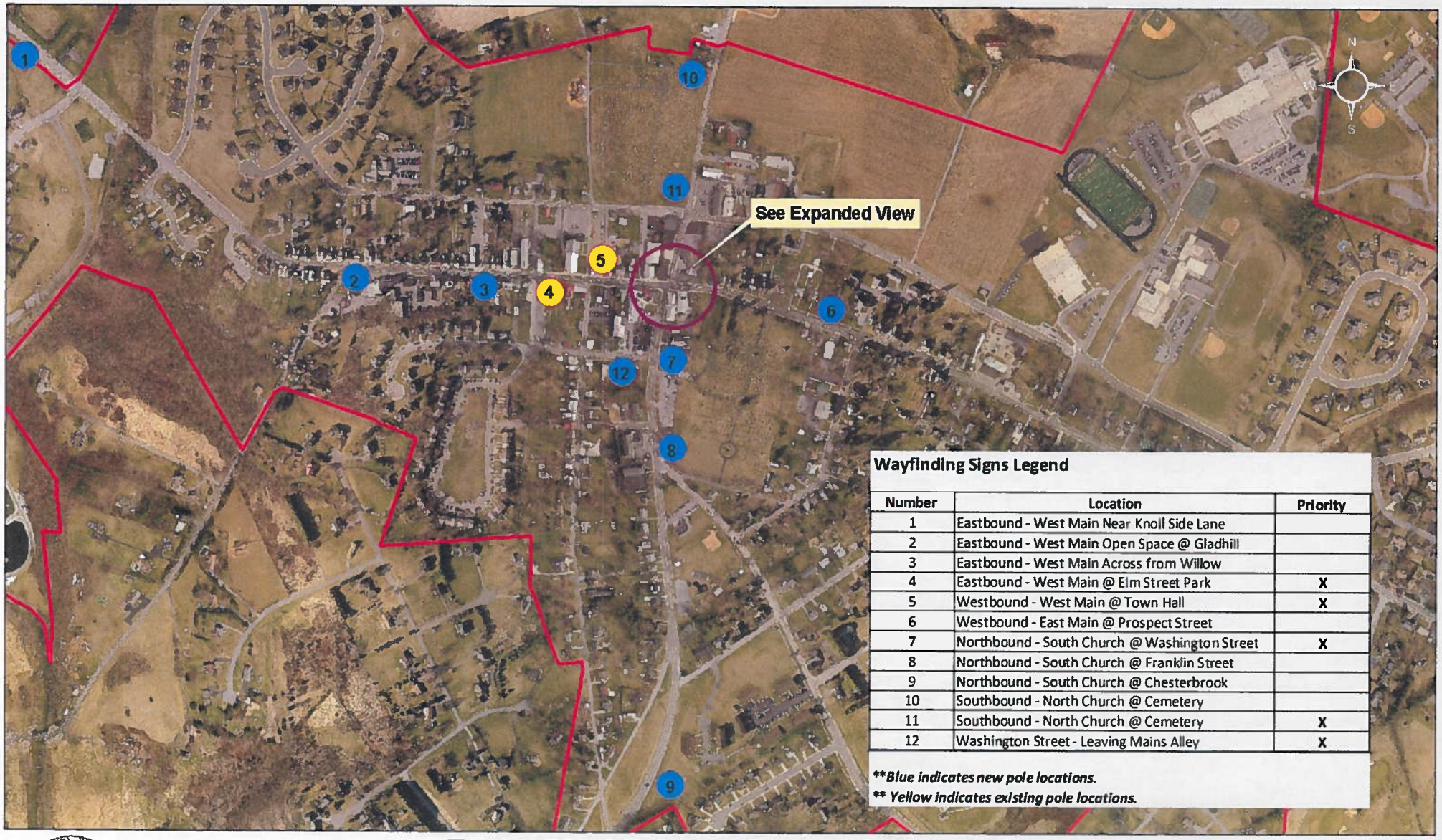
Items	Recommendation	Costs
Way-Finding Signs	Recommend 8	$2235/ per sign for fabrication and installation
Banner Poles	Recommend Purchase of 2	$3200/pole fabrication and installation based on 2009 price
Street Pole	Recommend Purchase of 1	$720 installed fabrication and installation based on 2009 price
Street Sign	Recommend Purchase of 1	$30 fabrication

ESTIMATED TOTAL PRICE: **$25, 030**

CONCLUSION:

Main Street Middletown believes adding this type of signage will enhance the economic development of the Town by helping to direct potential customers to the varied businesses located in Town, presents a friendly image to visitors, adds a neat and pleasing appearance to the Main Street district, and works in conjunction with the Main Street Middletown strategic plan of adding Banner Poles within the Main Street district.

Main Street Middletown wishes to thank the Burgess, Commissioners, and the Planning Commission for involving Main Street Middletown in the parking/signage issue, and we look forward to continuing the discussion.



Wayfinding Signs Legend

Number	Location	Priority
1	Eastbound - West Main Near Knoll Side Lane	
2	Eastbound - West Main Open Space @ Gladhill	
3	Eastbound - West Main Across from Willow	
4	Eastbound - West Main @ Elm Street Park	X
5	Westbound - West Main @ Town Hall	X
6	Westbound - East Main @ Prospect Street	
7	Northbound - South Church @ Washington Street	X
8	Northbound - South Church @ Franklin Street	
9	Northbound - South Church @ Chesterbrook	
10	Southbound - North Church @ Cemetery	
11	Southbound - North Church @ Cemetery	X
12	Washington Street - Leaving Mains Alley	X

***Blue indicates new pole locations.*

*** Yellow indicates existing pole locations.*

Town of Middletown - Frederick County
Wayfinding Sign Proposed Locations

Main Street Middletown

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 7/1/2013

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013

Foxfield Section 4- FRO plantings have all been installed. 16 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)

Minor Site Plans and Subdivisions:

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

Chesterbrook Apts/Middletown Valley 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- SWM Plan approved by Frederick County – November 3, 2011
Improvement Plans conditionally approved – April 22, 2013
Revised Site Plan conditionally approved – April 22, 2013 (Plans expire April 22, 2016)
Building permit issued – May 24, 2013

Fire Station – Concept plan submitted to PC for comments – April 22, 2013

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 – conditionally approved February 18, 2013

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

More Ice Cream site plan – conditionally approved – June 17, 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
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
Revised Concept Plan reviewed by PC – May 20, 2013

Potomac Gun Depot – plans conditionally approved – February 18, 2013
Revised site plan conditionally approved – June 17, 2013

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

Right A Way Powder Coating site plan – conditionally approved – June 17, 2013

Rock Star, LLC (personal trainer) site plan – conditionally approved – June 17, 2013

Rudy pool demolition site plan – approved – June 17, 2013

Subway property – site plan reviewed for ice cream parlor during workshop discussion– May 15, 2013

The Valley School – BOA special exception use hearing – May 8, 2013 (Approved)
Demolition plan and Forest Conservation Plan submitted – June 3, 2013
Forest Conservation Plan approved – June 17, 2013
Site Plan submitted – July 1, 2013
Improvement Plans submitted – July 1, 2013

Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 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

County Park – Annexation agreement approved by BOCC – May 30, 2013
Annexation agreement approved by Town Board – June 10, 2013

Reports:

Meetings: **Maryland Planning Directors Roundtable – Annapolis – June 13, 2013**
Frederick County Municipal Planners Quarterly meeting – June 14, 2013

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Zoning Administrator

Date: 7/1/2013

RE: Monthly Zoning Update

P & Z Issues:

Zoning Code review - ongoing

BOA Hearings:

Variance request approved for a 10-foot variance for a deck at 212 Layla Drive – 6/24/2013.

Zoning Violations: **none**

June 2013 Zoning Permits	Address	Permit #	M-town Received	C Unangst Approved	County Approval
Warren - garage and interior renovations	3 Tobias Run Court	110049	6/5/2013	6/11/2013	yes
Rock Star LLC – change of use	14-2A W. Main St.	109979	5/28/2013	6/18/2013	yes
Rudy – pool demolition	101 Broad Street	110332	4/29/2013	6/19/2013	yes
Warner – deck with steps	212 Layla Drive	109814	5/28/2013	6/24/2013	yes
Verts – fence	1 Valley View Court	Town	6/11/2013	6/11/2013	n/a
Maddox – fence	312 E. Main St.	Town	6/13/2013	6/18/2013	n/a