

MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, June 17, 2013
7:00 p.m.

- I. Public Comment
- II. Minutes of May 2013 Planning Commission meeting Approval
- III. Plan Review
- Potomac Gun Depot Revised Site Plan Discussion/Approval
- Rudy Pool Demolition Plan Discussion/Approval
- Personal trainer business site plan Discussion/Approval
- Ice cream parlor site plan Discussion/Approval
- Valley Child Care Center Forest Conservation Plan Discussion/Approval
- Powder-coating business site plan Discussion/Approval
- IV. Zoning
- Zoning Code review – Design Standards -WORKSHOP ONLY Discussion
- Violations
- V. Miscellaneous
- Wayfinding Signs proposal Discussion
- War Memorial renovations 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.

DRAFT

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

May 20, 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, Rich Gallagher, 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 April 22, 2013 – approved as submitted.

III. PLANS

Cross Stone Shopping Center Concept Plan – Cindy stated that the Board of Appeals did approve the special exception use of a shopping center for this location. The approval was conditioned on the applicant receiving an exemption from the Planning Commission for the yard and buffer requirements, and approval of the landscaping plan and architectural review. It was asked by several different people at the BOA meeting what stores would be going in to the shopping center. A representative for the applicant stated that CVS is definitely going in building #1.

Commission member Smart stated that he has been pleased with the open communication that the applicant has had with the Planning Commission from the start of this project.

Cindy stated that the next step in this process is for the applicant to submit site plans including FRO, landscape and site photo plans and SWM plans. The Planning Commission gave the okay to the applicant to proceed with the next steps in the process and did not foresee any major concerns going forward.

IV. ZONING

Violations – none

V. MISCELLANEOUS

Thompson Parking lot – Cindy stated that the engineer for Thompson will be submitting the SWM plans to Fred. Co. and they are hoping that construction is completed by the end of October 2013.

VI. ADDITIONAL PUBLIC COMMENTS – none

Meeting adjourned at 7:30pm.

Respectfully submitted,

Ann Griffin
Administrative Specialist

Middletown Planning Office

MEMORANDUM

Date: 6/5/2013
Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

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

Tax Map Parcel #03-140482

Applicant: Jeffrey Putman

Property Owner: Jeffrey Putman

Plan Dated: February 18, 2013; revised June 3, 2013

Date Received: June 3, 2013

GENERAL INFORMATION

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

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

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

Present Use: Residential

COMMENTS

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

1. **Use** – The Planning Commission conditionally approved the change of use plan for the Potomac Gun Depot at 213 West Main Street on February 18, 2013. The contingencies were the following:
 - Provide a one-hour fire-rated safe for storage of firearms and ammunition at the location shown on the approved site plan
 - Provide a security system at your residence/business
 - Provide surveillance cameras at your residence/business
 - No retail hours – hours by appointment only
2. **Prior uses** – Prior uses include a primary residence

3. **Revised site plan** – The applicant has been told by a representative of the Alcohol Tobacco and Firearms (ATF) that he is required to list business hours in order to be issued his Federal Firearms License. Listing hours by appointment only is not acceptable. Actual hours need to be listed that the business will be open even if it is by appointment only. The applicant would like to revise his site plan to list business hours of 12-2pm on Saturdays by appointment only.
4. **Approval by Frederick County** - A change of use application will need to be filed with the Frederick County Permits department.

This review will be included in the Middletown Planning Commission materials for the June 17, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 12, 2013.

cc: Jeffrey Putman

Jeffrey Putman
213 West Main Street
Middletown, MD 21769
June 2, 2013

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

Dear Cindy Unangst:

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

My intentions are as follows:

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

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

It is my intention, if zoning is permitted, to store all items in a very secure area and to increase security measures at the location. The area needed to conduct business will be less than 100 square feet and will require no alterations to the existing structure. I do not intend on having any signage on the front of the business or changing the exterior of the building in any way. There would not be any need for additional parking to conduct business. While the business will be open to the general public, business will be conducted by appointment only. Business hours will be Saturdays from 12:00 PM until 2:00 PM.

Sincerely,

Jeffrey D. Putman
Co-Owner Potomac Gun Depot

Cindy Unangst

From: Jeffrey Putman [jeff550@verizon.net]
Sent: Friday, April 26, 2013 12:46 PM
To: Cindy Unangst
Subject: Re: Request for planning commission review

Good Afternoon,

I finally was able to meet with a representative of the Alcohol Tobacco and Firearms (ATF) about my Federal Firearms License. Zoning has to be approved through local jurisdictions before the license will be issued. The ATF requires that business hours be listed. Apparently listing hours by appointment only aren't acceptable. They need some actual hours listed that the business will be open even if it is by appointment only.

Therefore, I need that last item in the zoning changed to include some business hours. It would still be by appointment only. How do I go about changing this provision in the zoning requirements?

Thank You,

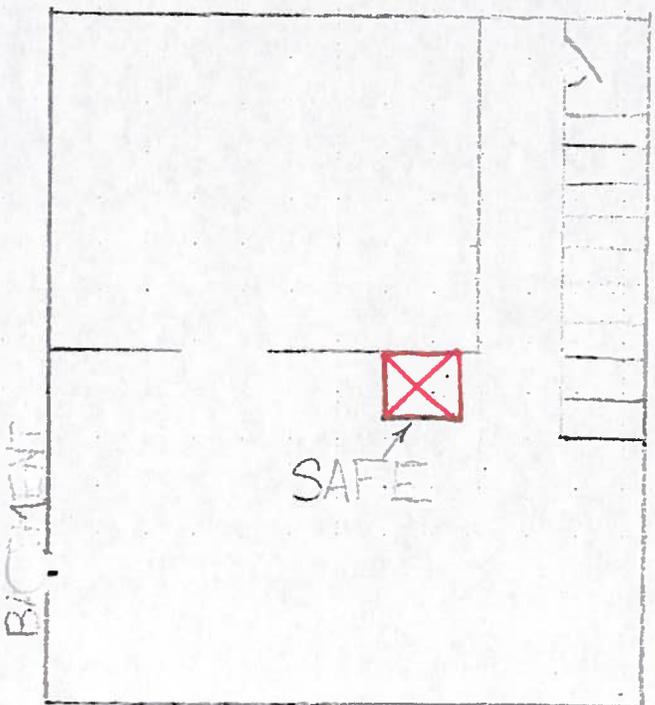
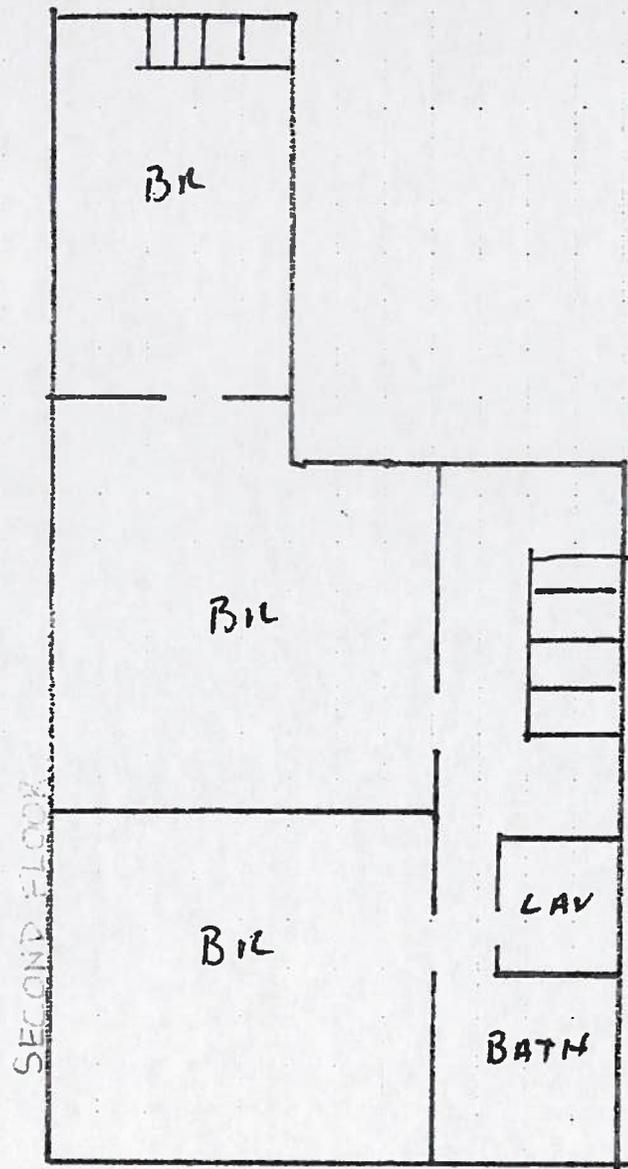
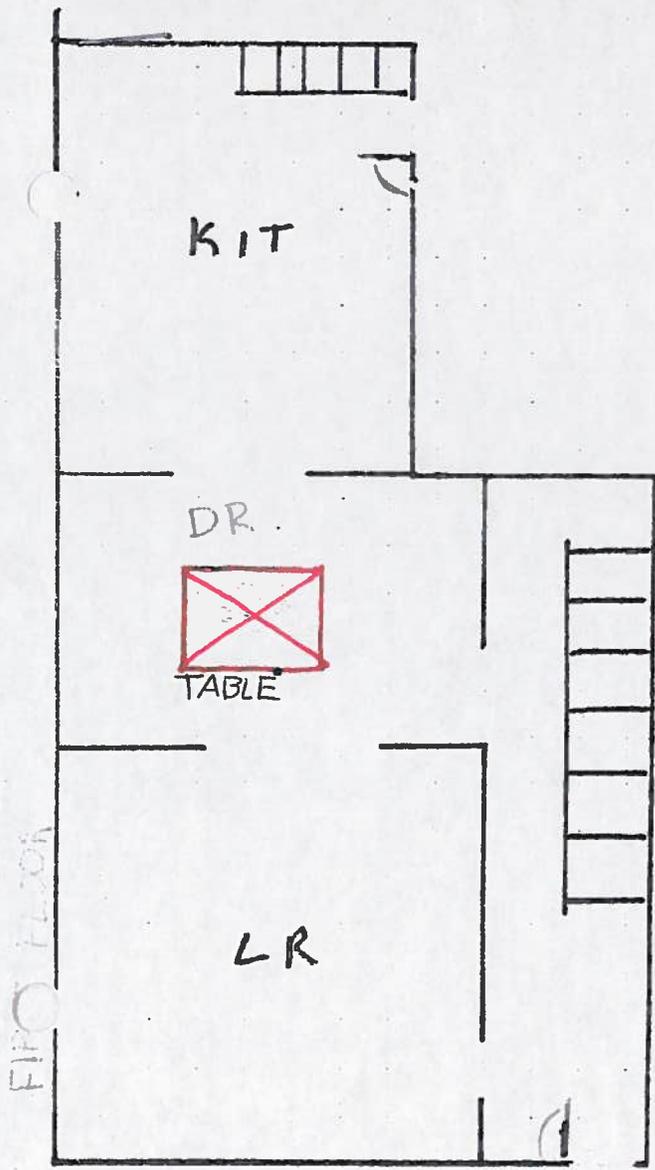
Jeffrey Putman

From: Cindy Unangst <Cindy@ci.middlestown.md.us>
To: 'Jeffrey Putman' <jeff550@verizon.net>
Sent: Tuesday, February 12, 2013 1:45 PM
Subject: RE: Request for planning commission review

Hi Mr. Putman – Attached is a copy of my staff report that was provided to the Middletown Planning Commission. They will be meeting in a workshop tomorrow evening at 7:00pm at the Municipal Center to review the agenda items for their meeting next Monday the 18th. You are welcome and encouraged to attend the workshop tomorrow as well as the meeting. Please let me know if you have any questions.

Thanks! Cindy Unangst

Cynthia K. Unangst, AICP
Middletown Staff Planner & Zoning Administrator
Town of Middletown
31 West Main Street



213 W. MAIN ST.

RECEIVED
FEB 18 2013
TOWN OF MIDDLETOWN, MD.



307 WEST MAIN STREET

305 WEST MAIN STREET

301/303 WEST MAIN STREET

217 WEST MAIN STREET

210 WEST GREEN STREET

215 WEST MAIN STREET

213 WEST MAIN STREET

211 WEST MAIN STREET

207 WEST MAIN STREET

201/203 WEST MAIN STREET

123 WEST MAIN STREET

117 WEST MAIN STREET

107 WEST MAIN STREET

207 WEST GREEN STREET

Middletown Planning Office

MEMORANDUM

Date: 5/2/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: RUDY DEMOLITION SITE PLAN

Tax Map Parcel #03-0145093

Applicant: Fred W. Rudy

Property Owner: same

Plan Dated: April 29, 2013

Date Received: April 29, 2013

GENERAL INFORMATION

Proposal: Remove an existing in-ground pool by filling it in with dirt.

Location: 101 Broad Street, approximately 50 feet west of the intersection of Broad Street and Linden Boulevard

Zoning: R1 Residential.

Present Use: Residential dwelling

COMMENTS

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

1. With approval, demolition is set to begin as soon as permit is received from the County and will last no longer than 90 days and probably will be completed within a week of receiving the permit. The pool will be filled in with dirt after holes have been drilled into the bottom of the pool to allow for rain water to percolate into the subsoil. The applicant, Mr. Rudy will have a contractor bring in the dirt from another location in town to fill in the pool.
2. All requirements of Section 17.32.160 (Demolition site plan – Required in all districts.) of the Middletown Municipal Code have been met.
3. An aerial photograph of the pool to be demolished (marked with the X) has been attached to this memo.

4. Letters were sent to the adjacent property owners informing them of the proposed demolition. The property has been posted as well.
5. 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 June 17, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 12, 2013.

cc: Fred W. Rudy, applicant

May 7, 2013

Dear Neighbors,

We have applied to the Town of Middletown Planning Commission for a permit to fill in our in-ground swimming pool that is located to the rear of our house. We intend to create a lawn area or a garden in its place.

All interested persons are encouraged to attend the Planning Commission meeting on Monday, June 17, 2013 at 7:00pm in the Middletown Municipal Center, 31 W. Main Street, Middletown, MD.

Sincerely,

Fred Rudy

101 Broad Street

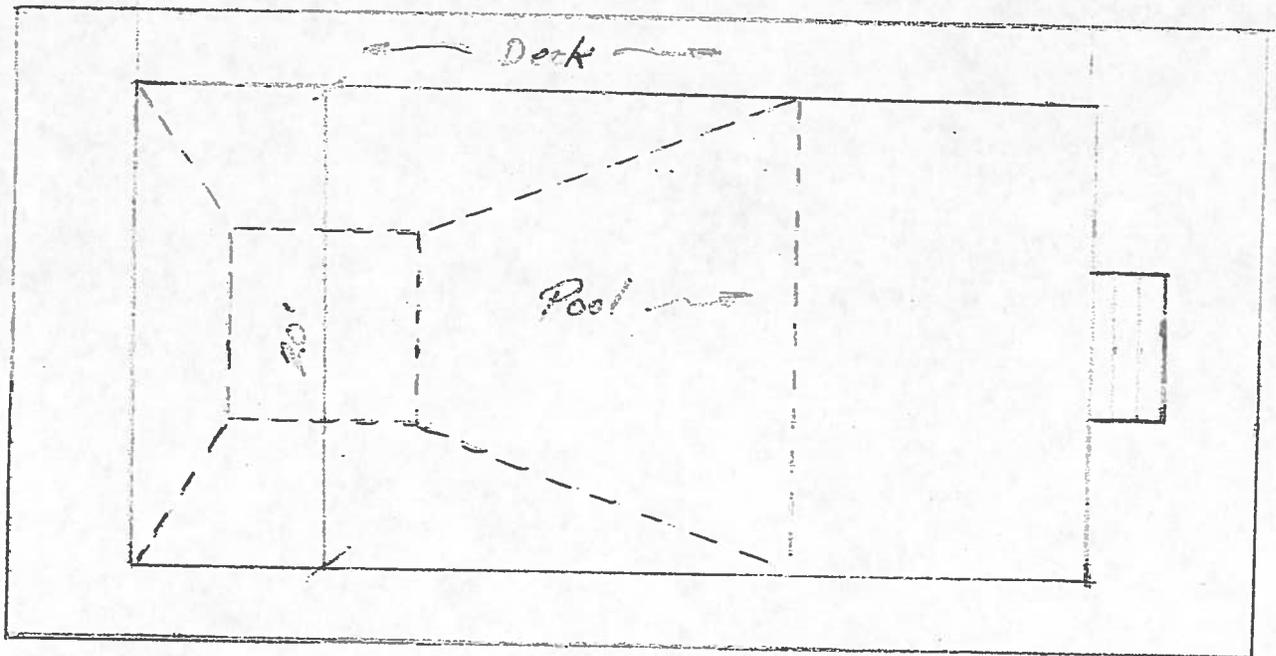
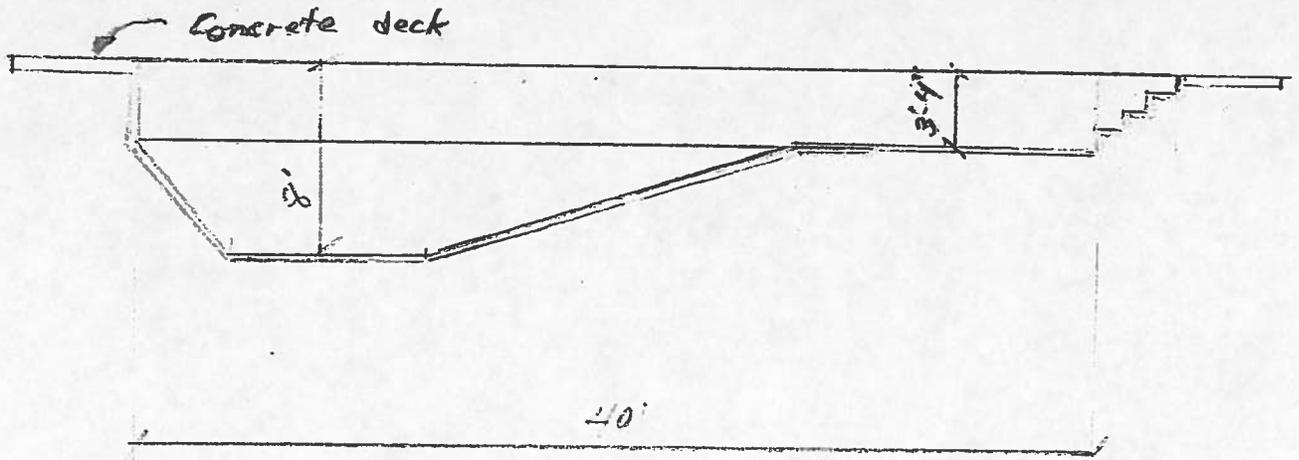
Middletown, MD 21769

301-371-4490

Larue712@aol.com

Fred W. Reedy
Plan & Section of
liner pool
scale 1/8" = 1'-0"
101 Broad Street
Middletown MD

Note:
Remove pool liner to allow
rain water to percolate into
the sub soil & fill with dirt.



Length of time - 1 week after approval
Post demolition restoration - lawn or garden



1 LINDEN BOULEVARD

204 EAST MAIN STREET

200 EAST MAIN STREET

6 BROAD STREET

100 BROAD STREET

102 BROAD STREET

104 BROAD STREET

106 BROAD STREET

128 EAST MAIN STREET

126 EAST MAIN STREET

5 BROAD STREET

124 EAST MAIN STREET

122 EAST MAIN STREET

120 EAST MAIN STREET

118 EAST MAIN STREET

116 EAST MAIN STREET

101 BROAD STREET

103 BROAD STREET

107 BROAD STREET

109 BROAD STREET

101A BROAD STREET

110 EAST MAIN STREET

100 PROSPECT STREET

102 PROSPECT STREET

104 PROSPECT STREET

106 PROSPECT STREET

108 PROSPECT STREET

110 PROSPECT STREET

89.5 ← Alley

91.6"

24' 3' 12'

Garage

36'

203'

Property of

Cecil Martin &
Lucille Martin
103 Broad Street

346'

75.6"

Fence

Parking

Private Alley

Fred W Rudy &
Patsy W Rudy
101 Broad Street
PO Box 47
Middletown MD
21769

17'

40'

20'

Concrete

44'

346'

Scope of work

Backfill pool with
clean fill dirt.

28'-10"

1 Story

25'-8"

12'-3"

14'

Porch

2 Story House

11'-8.84"

34.6"

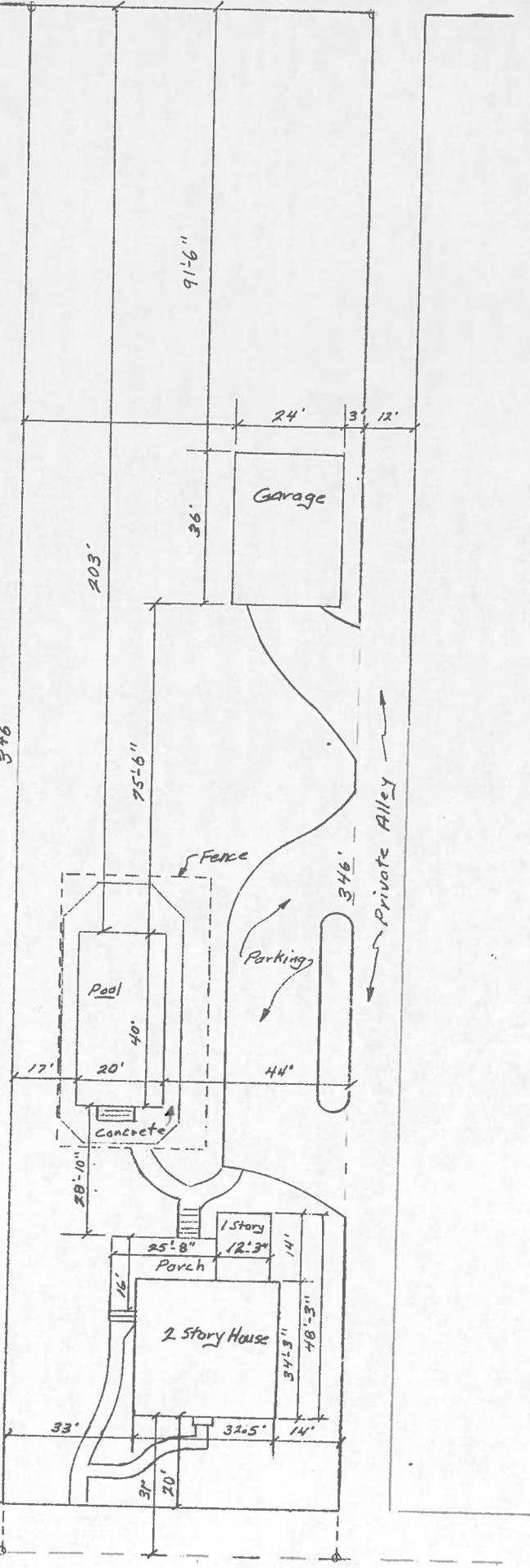
33'

32.5'

14'

Curbline

Center of
Broad Street



Middletown Planning Office

MEMORANDUM

Date: 6/3/2013
Hansen #101578

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **ROCK STAR LLC SITE PLAN**
Tax Map Parcel #03-0143724
Applicant: Shane Smith
Property Owner: Mains Properties LLC
Plan Dated: May 28, 2013
Date Received: May 28, 2013

GENERAL INFORMATION

Proposal: Establish a personal training business in former Mattern Construction offices

Location: 14-2A West Main Street

Zoning: TC Town Commercial. This district permits personal services such as laundry, barber, beauty and funeral homes.

Present Use: Currently vacant, but previously was offices for Mattern Construction Co.

COMMENTS

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

1. **Use** – The applicant is proposing to establish a private personal training service geared towards youth athletics and to the general public. Personal and group training will be provided to no more than 5 persons at a time. The applicant, Shane Smith, will be the only employee. The zoning administrator has determined that as a personal service in line with other types of businesses such as Mountain Spirit Yoga and Pioma Pilates, it is a permitted use in the Town Commercial District.
2. **Prior uses** – Prior use of the space above The Main Cup was a professional office and services workplace – Mattern Construction Co.
3. **Parking** – Off-street parking requirements for commercial buildings and office buildings is a minimum of one parking space for each 300 square feet of gross floor area. The parking spaces needed for the proposed use based on the square footage of 1,300 square feet would be 4-5 parking spaces which was the number required for the previous use.

According to Section 17.32.060I, parking requirements may be waived or reduced by the planning commission in the town commercial district or any other instances based on a demonstrated hardship.

The lease that was signed by the applicant includes the following language: *“Landlord requests that Tenant and its employees refrain from parking for extended hours in parking areas closet to buildings so that visitors and customers for the businesses can readily find parking. Tenant acknowledges that economic development of downtown businesses includes the utilization of public parking lots throughout downtown to enable visitors the closest possible parking areas to businesses along Main Street”*.

4. **Signage** – Any new signage is to be presented to the town zoning administrator for approval before being installed. According to Section 17.36.060, each business on a lot with multiple businesses shall be entitled to a maximum of two (2) signs per business.
5. **Lot requirements** – The proposed use is to be located in an existing building. The building on the lot pre-dates the zoning ordinance and does not meet current setback requirements.
6. **Site plans required for approval by planning commission** – According to Section 17.32.230, site plans are required for all commercial buildings unless all of the following conditions are met: A. There is no change in the amount of parking needed; B. The intensity of use has not changed; C. There are no exterior structural changes; D. The building or use has not been grandfathered; E. The building or site meets all existing regulations for the district in which it is located. Since there is a possible change in the intensity of use, the site plan does require approval by the planning commission. The planning commission is being provided a site plan that shows the layout of the space and an aerial view of the property with the location of the use shown with an “X”.
7. **Water and Sewer requirements** – The site has existing water and sewer.
8. **Approval by Frederick County** - A change of use application has been conditionally approved by the Frederick County Permits department.

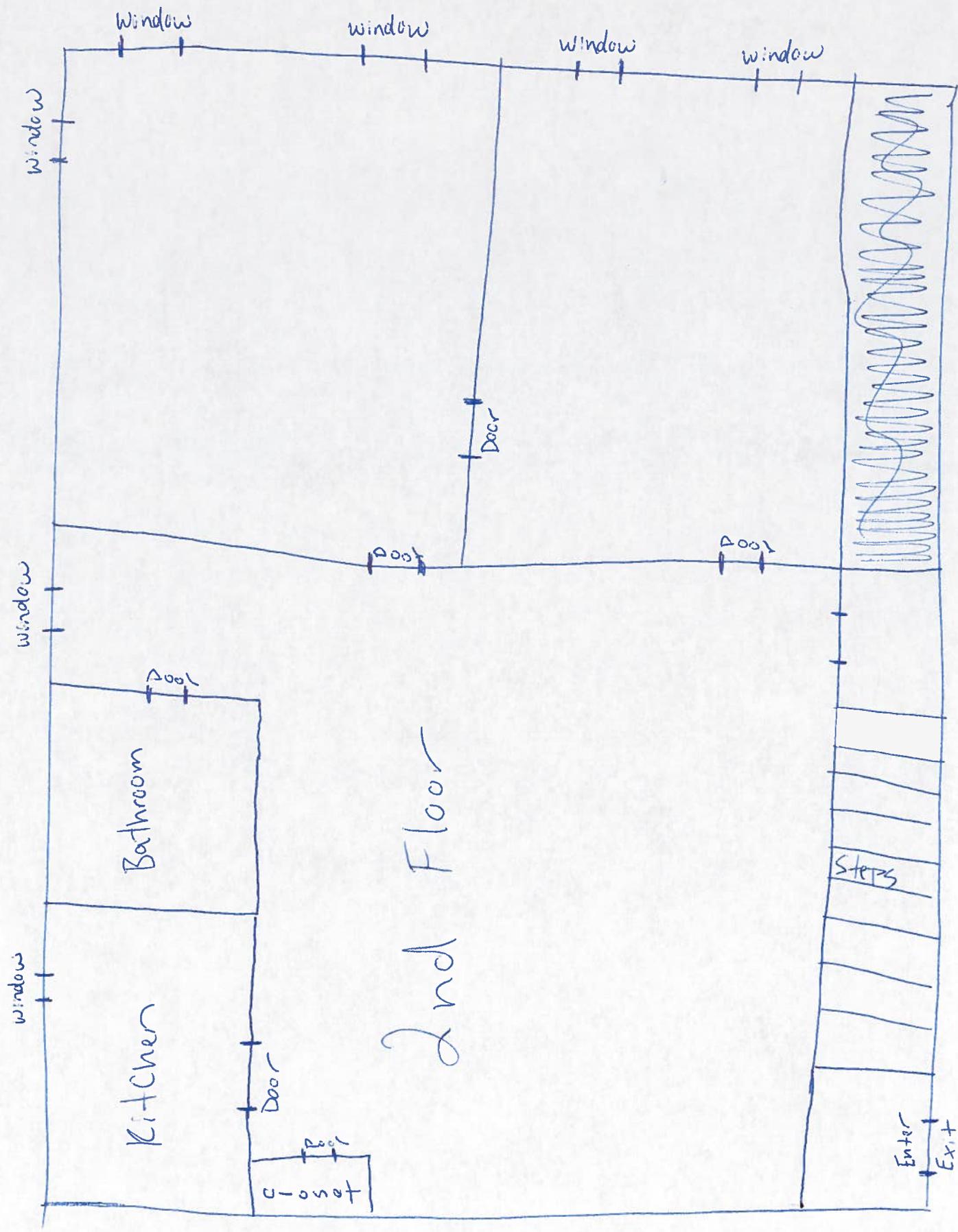
This review will be included in the Middletown Planning Commission materials for the June 17, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 12, 2013.

cc: Shane Smith
Bob Brenengen

RockStar Fitness

1. RockStar Fitness is a private personal training service geared towards youth athletics and to the general public.
2. Business hours will range from 11am-10pm.
3. RockStar Fitness is a private based personal training service that offers personal & group training of no more than 5 at a time MAX! Parking will be limited.
4. Parking will be available behind the Main Cup or Old National Pike.

14-2A West Main St. Middletown, Md. 21769 1,300 square feet



2nd Floor



5 EAST MAIN STREET

N CHURCH STREET

5-7 West Main Street

12 EAST MAIN STREET

10 EAST MAIN STREET

4 EAST MAIN STREET

2 EAST MAIN STREET

4-8 SOUTH CHURCH STREET

12 SOUTH CHURCH STREET

2 WEST MAIN STREET

8 WEST MAIN STREET

10 WEST MAIN STREET

14 WEST MAIN STREET

18 WEST MAIN STREET

20 WEST MAIN STREET

26 WEST MAIN STREET

28 WEST MAIN STREET

13 SOUTH CHURCH STREET

WASHINGTON STREET

9 WASHINGTON STREET

10 WASHINGTON STREET

STREET



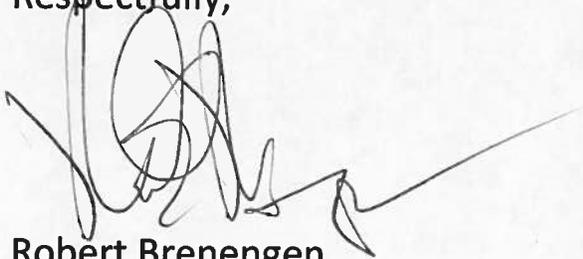
May 31, 2013

Cindy Unangst
Town of Middletown, Maryland

Hi Cindy,

Shane Smith of Rock Star, LLC has my permission to apply for a change of use for the property known as 14-2A W. Main Street, Middletown, MD. Rock Star, LLC would like to lease the space for use as a service business and the current use is recorded as an office.

Respectfully,

A handwritten signature in black ink, appearing to read 'Robert Brenengen', with a long horizontal flourish extending to the right.

Robert Brenengen

Main's Properties, LLC

SOUTH CHURCH STREET

MAIN'S PROPERTIES, LLC
MIDDLETOWN, MARYLAND

REDEVELOPMENT DIAGRAM

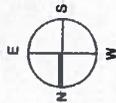
SCALE: 1/8" = 1'-0" APRIL 2003
HICKOK WARMETH FOX ARCHITECTS • WASHINGTON, DC

EXISTING FIREHOUSE

EXISTING GREENHOUSE PARKING

WEST MAIN STREET

PUBLIC ACCESS ALLEY



*RETAIL AT GROUND FLOOR
*OFFICE / RESIDENTIAL AT SECOND FLOOR

*OFFICE / RESIDENTIAL AT GROUND & SECOND FLOOR

*ICE CREAM & COFFEE AT GROUND FLOOR
*OFFICE AT SECOND FLOOR

*RESTAURANT AT GROUND FLOOR
*OFFICE / RESIDENTIAL AT SECOND FLOOR

PATIO

PATIO

PATIO

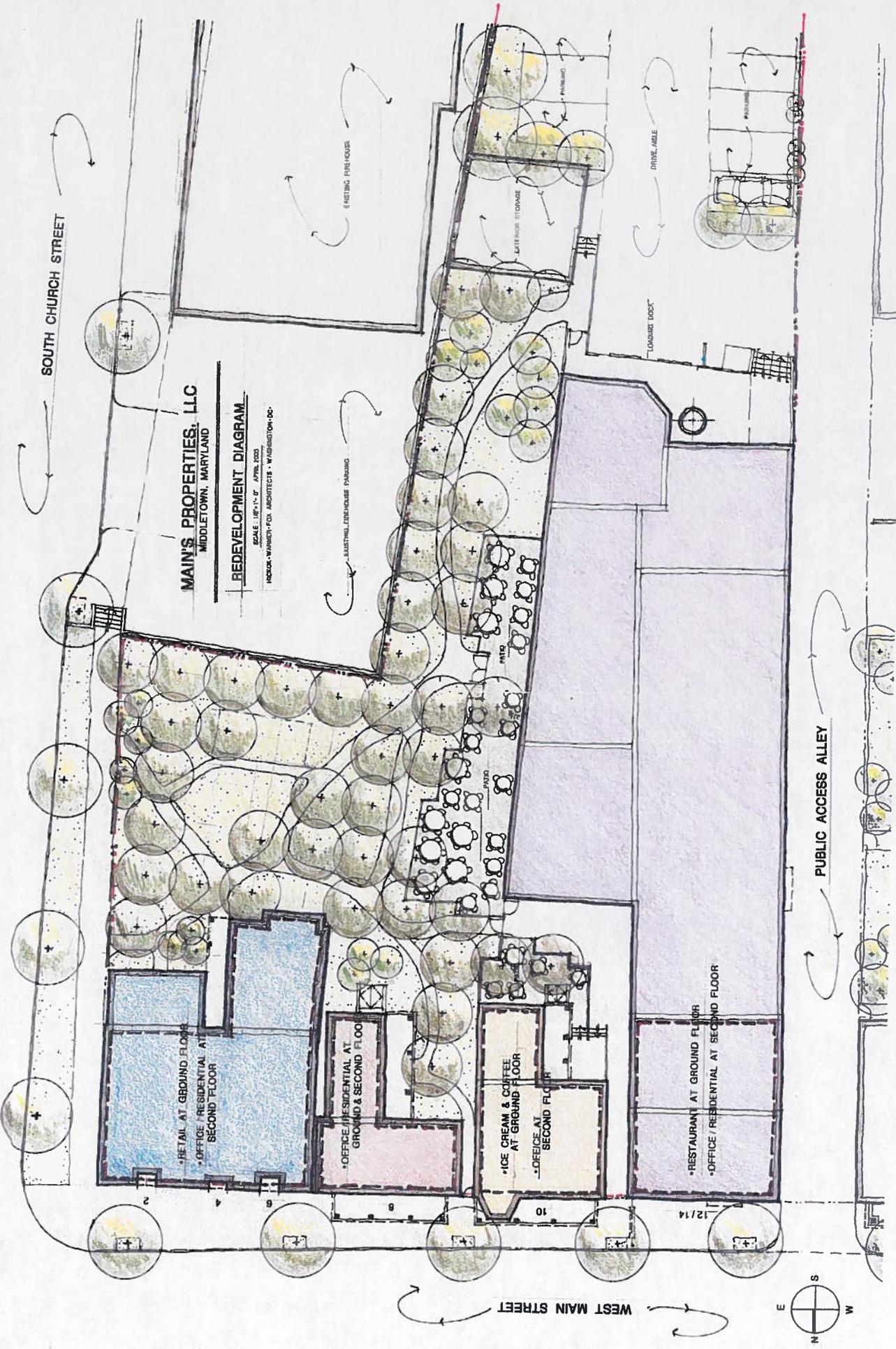
10

12/14

LATE HOUR STORAGE

LOADING DOCK

DRIVE ASSE



Middletown Planning Office

MEMORANDUM

Date: 6/4/2013

Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **OLD PARSONAGE/FLORIST SITE PLAN – MORE ICE CREAM**

Tax Map Parcel #03-013055

Applicants: Jim Kehoe

Property Owner: Ed Scott

Plan Dated: June 2, 2013

Date Received: June 3, 2013

GENERAL INFORMATION

Proposal: Change of use of existing building to a proposed ice cream parlor. Previous uses were a florist and formerly had been a parsonage. No new building square footage is proposed.

Location: 13 West Main Street, on northwest corner of Garage Drive and West Main Street.

Zoning: TC Town Commercial. This district permits eating and drinking establishments. The TC district is intended to provide areas for frequently used retail, service and employment establishments while maintaining the basic character of the area in which they are located.

Present Use: vacant

COMMENTS

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

1. **Use** – The proposed use is for an eating establishment serving ice cream, ice cream specialties and gourmet hot dogs.
2. **Prior use and other uses on subject parcel** – The prior use of this building was a florist in recent years and was formerly the Lutheran parsonage.
3. **Parking** – Based on the proposed square footage (Section 17.32.060), the eating establishment use requires one parking space per 90 square feet of gross floor area or three seats, whichever requirement is greater. The parking spaces needed for its use based on square footage (936 square feet) would then be 10 spaces. Parking spaces needed for its use based on number of seats would be 6 spaces given that the applicant envisions seating for 18 inside the building. The plan submitted indicates that there are 8 existing parking spaces in the parking lot off Garage Drive.

The number of spaces required for handicapped accessibility is one for the given number of spaces required by the Town Code. Section 17.32.060 does allow the planning commission to waive or reduce the parking requirements in the town commercial district or any other instances based on a demonstrated hardship.

4. **Signage** – A drawing has been provided that shows a rendering of the signage proposed for the business. As indicated in the accompanying letter, the freestanding sign will not be parallel to Main Street, but will be perpendicular. It might be attached to one column instead of two, and the idea of the column(s) is to match the columns on the porch of the building. All signage will need to be approved by the zoning administrator. According to Section 17.36.050, each business may have a maximum of three signs for each street on which the property fronts. Types of signs permitted are wall, monument, projecting, window or canopy/awning. The maximum size of a wall sign is based on the linear footage of the building and may not exceed one square foot for each linear foot of building frontage on which the sign is installed (Section 17.26.100).
5. **Lighting** – Existing onsite lighting is on the outside porch and will be updated with new light fixtures. Additional lighting is being proposed to light a new freestanding sign.
6. **Lot requirements** – The proposed use is to be located in an existing building which previously had been used for a florist business. The buildings on the property pre-date the zoning ordinance and do not meet current setback requirements.
7. **Site plans required for approval by planning commission** – According to Section 17.32.230, site plans are required for all commercial buildings unless all of the following conditions are met: A. There is no change in the amount of parking needed; B. The intensity of use has not changed; C. There are no exterior structural changes; D. The building or use has not been grandfathered; E. The building or site meets all existing regulations for the district in which it is located. Since the intensity of use and the amount of parking needed are proposed to change, the site plan does require approval by the planning commission.

The site plan shall show proposed building location and use, driveways, parking and loading areas, landscaping, water and sewer facilities, storm drainage facilities and street lighting, all showing relationships to adjacent development. The planning commission is being provided a site plan that shows all of the above. Currently there are no storm drainage facilities on the site.

8. **Water and Sewer requirements** – The site has existing water and sewer.
9. **Approval by Frederick County** - A change of use application will need to be filed with the Frederick County Permits department.

This review will be included in the Middletown Planning Commission materials for the June 17, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 12, 2013.

cc: Ed Scott
Jim Kehoe

**OFFICE COPY
DO NOT REMOVE**

RECEIVED

June 2, 2013

JUN - 3 2013

TOWN OF MIDDLETOWN, MD.

Ms. Cynthia Unangst
Town Planner & Zoning Administrator
31 West Main Street
Middletown, MD 21769

Dear Ms. Unangst:

It is my intention to open a family ice cream parlor at 13 West Main. The business will be called MORE ICE CREAM. Our calling card will be

MORE ICE CREAM
Quality - Handpacked - Happiness
"You Will Want More"

My expectation is to purchase this property from Mr. Ed Scott before July 14, 2013. I hope to open the parlor in September or October of this year.

More Ice Cream will offer 16 flavors of premium ice cream. We will offer specialties including hot fudge sundaes, milkshakes, banana splits and chocolate sodas. We will also offer soft ice cream. We will have a soda dispenser. The one food item we will offer is a gourmet hot dog, served with chips, cole slaw and pickle.

The shop will be managed by me and an assistant manager. We will have additional servers on staff, and at all times will have two or more employees on duty. Our first choice of part-time employees will be Middletown High School students or recent graduates.

My goal is to have the finest, most attractive ice cream parlor possible. Our welcome mat will be out for all, with special emphasis for children and senior citizens. This property is absolutely perfect. The porch and the grounds are made-to-order for families, friends, locals and travelers to relax, converse and congregate. Two of the interior rooms will afford seating. We will offer these rooms for kid's birthdays and adult meetings. The stereo system will play country and bluegrass exclusively. People will hear background music on the porch. There will be no TV.

We will be painting 13 West Main the same white as Zion Lutheran. The roof will be the same gray as the Church's. The shutters will be black, trimmed in gray. Red will be a highlight color. The porch railing will be a bright white. The interior paint scheme will be a combination of the same colors.

June 2, 2013

Page 2

Ms. Unangst

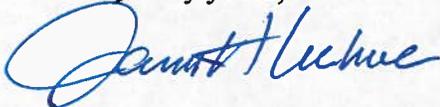
Having run an art gallery and framing business for thirty years in enclosed Malls, I am fully aware of customer service. I know how to handle a crowd. For example, we are planning a queing system to accommodate busy periods. We will have two separate coolers, each containing the same sixteen flavors. This will enable two different employees to directly serve two separate parties.

I know that parking is a concern. There are presently eight spaces on the 13 West Main property. These are the spaces available on the paved lot in front of the garage. Depending upon foot traffic and finances, I would like to pave some or possibly all of the back yard that extends to Green Street sooner than later.

I have a vested interest in this effort. I have been a Middletown resident for thirty years. I grew up in PG County, but my mom's side of the family is from Ijamsville. My three children went to Myersville Elementary, Middletown Middle and Middletown High Schools. The Antietam Gallery has been in Sharpsburg for twenty years, and I had a separate location in FSK Mall for thirteen years, closing in August 2011.

I am fully aware of the special nature of Middletown. I used to patronize Main's Ice Cream. I know what a special place More Ice Cream can be.

Very truly yours,



James H. Kehoe



ANTIETAM GALLERY
17320 Shepherdstown Pike
Sharpsburg, Maryland 21782
301-432-5868

June 4, 2013

Cyndy,

This is a rendering of 13 West Main.

The sign will not be parallel to Main Street.

It will be perpendicular. It might be attached

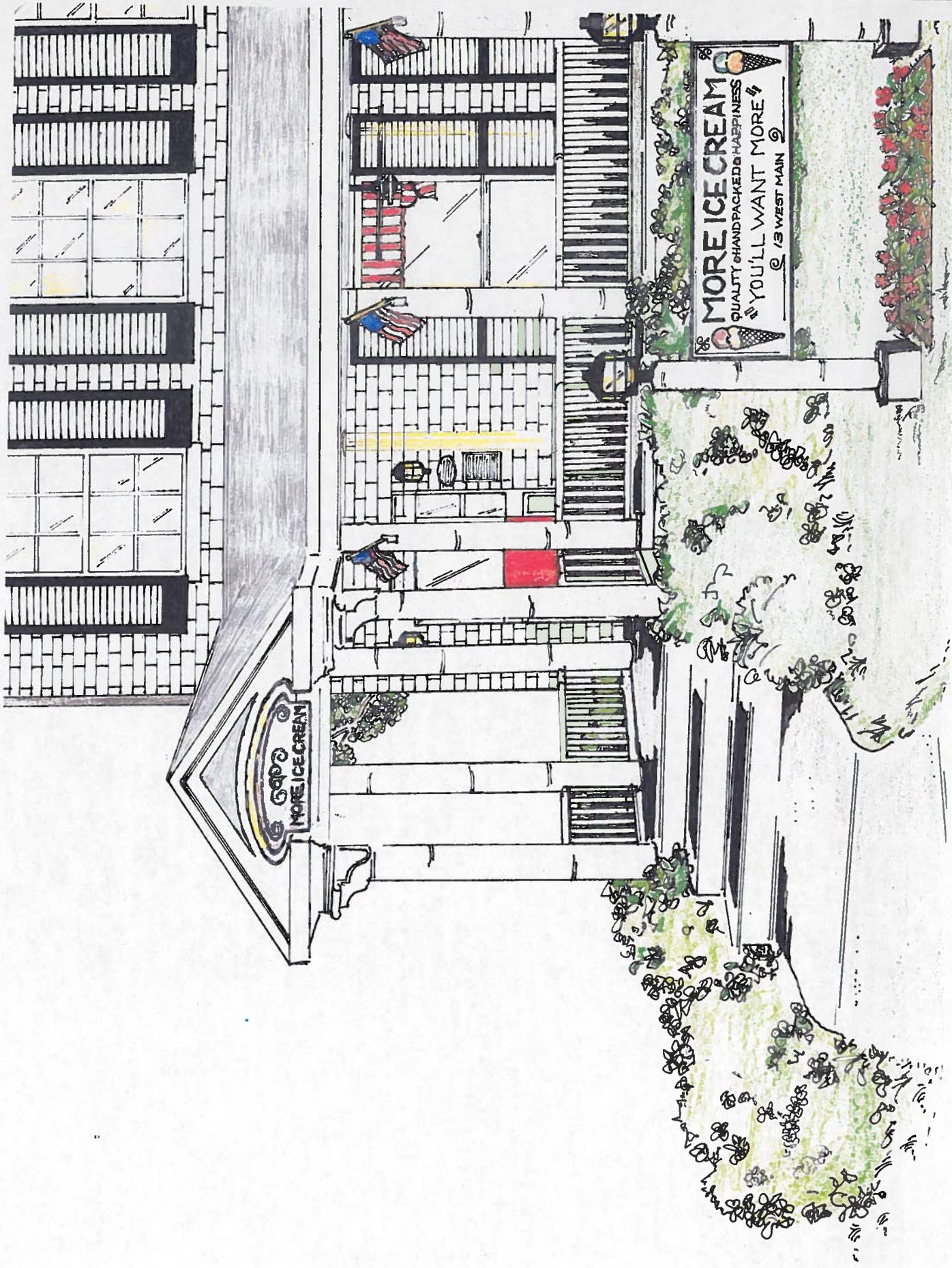
to one column instead of two. The idea of

the columns is to match the columns on the porch.

Whatever it ends up being, it will be tasteful,
not ostentatious, and of course to code.

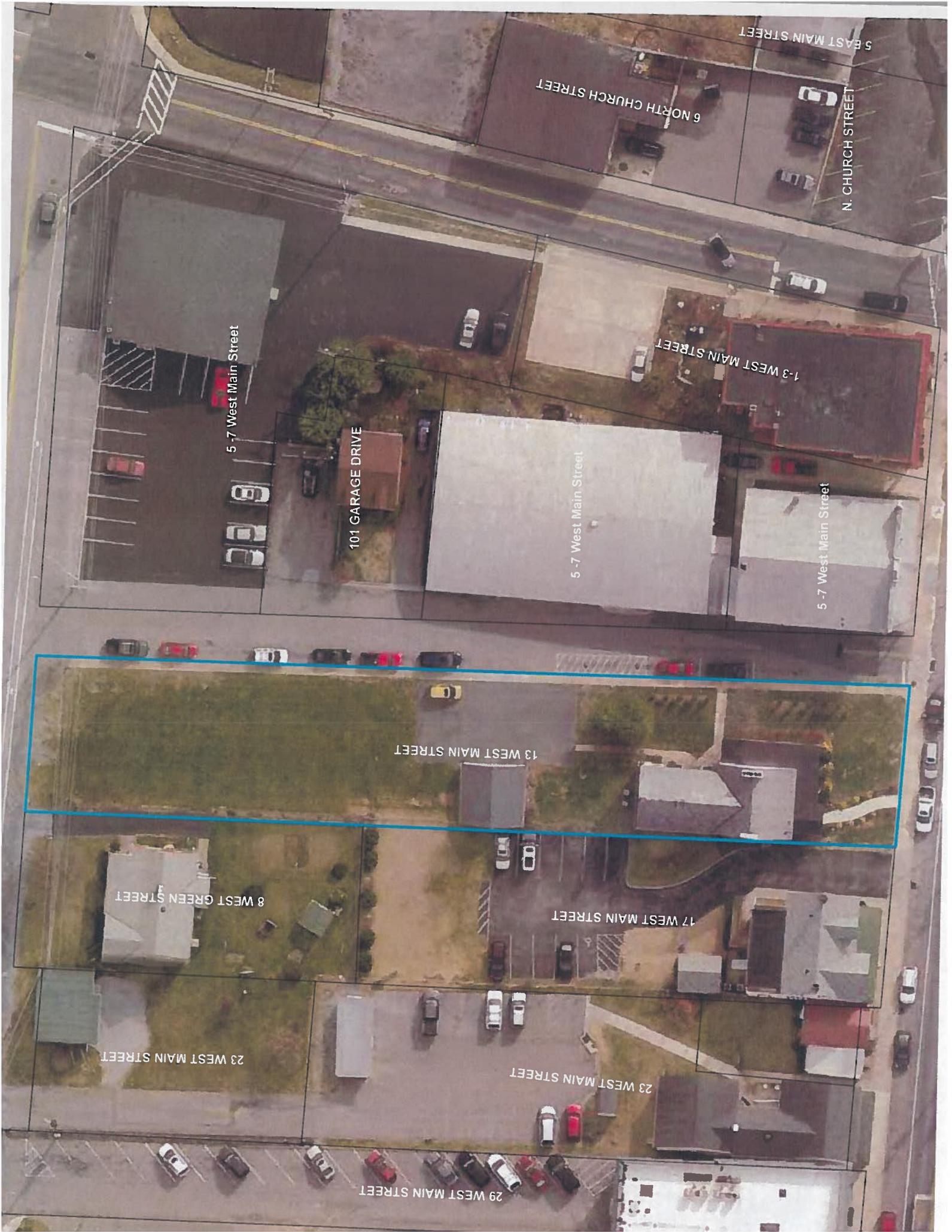
Thanks!

Jim Neke



Gaps
MORE ICE CREAM

MORE ICE CREAM
QUALITY HANDPACKED & HAPPINESS
YOU'LL WANT MORE
@ 13 WEST MAIN



5 EAST MAIN STREET

6 NORTH CHURCH STREET

N. CHURCH STREET

1-3 WEST MAIN STREET

5-7 WEST MAIN STREET

5-7 WEST MAIN STREET

5-7 WEST MAIN STREET

101 GARAGE DRIVE

13 WEST MAIN STREET

8 WEST GREEN STREET

17 WEST MAIN STREET

23 WEST MAIN STREET

23 WEST MAIN STREET

29 WEST MAIN STREET

**SLEEPY HOLLOW LLC
c/o Kline Scott Visco
117 West Patrick Street
Frederick, Maryland 21701
301-694-8444**

May 28, 2013

City of Middletown
Attn: Cynthia Unangst
31 W. Main Street
Middletown, MD 21769

Re: 13 West Main Street, Middletown, Maryland
James Kehoe

Dear Ms. Unangst:

Please accept this letter giving authorization to James Kehoe permission to apply for on Occupancy Permit with the town of Middletown for the above referenced property.

Sincerely,

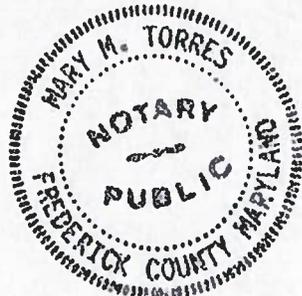

Edward D. Scott
Managing Member

STATE OF MARYLAND, COUNTY OF MARYLAND TO WIT:

On this 28th day of May 2013, before me, personally came Edward D. Scott to me known, who, by me duly sworn, and acknowledged that he executed the foregoing instrument.


Notary Public

My Commission Expires: 8/23/13



Middletown Planning Office

MEMORANDUM

Date: 6/4/2013

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **THE VALLEY SCHOOL FOREST CONSERVATION PLAN**

Given the small size of the property, the applicant plans to satisfy the planting requirement by contributing a fee-in-lieu towards the Middletown Forest Conservation Fund. As staff planner, I concur with the proposal. The fee-in-lieu amount is calculated to be \$1,176.12.

The calculations are correct, and the fee-in-lieu calculations have been done correctly.

Middletown Planning Office

MEMORANDUM

Date: 6/7/2010
Hansen# 109796

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **RIGHT A WAY POWDER COATING SITE PLAN**
Tax Map Parcel #03-0146332
Applicant: Right A Way Powder Coating – Jason Smith
Property Owner: Herb Dennison - AJTA, LLC
Plan Dated: June 3, 2013
Date Received: June 3, 2013

GENERAL INFORMATION

Proposal: Lease the back warehouse building for use as a powder coating business. Parcel currently contains a front building used by Fellowship Baptist Church, a one-story block garage previously leased by Jack Francisco for storage, and a small block building used for storage by owner.

Location: 116B North Church Street, approximately 400 feet north of Main Street.

Zoning: GC General Commercial. This district permits light assembly and fabricating as a permitted use.

Present Use: building to be leased is vacant; other buildings on property are being used for storage.

COMMENTS

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

1. **Use** – The intended use of the building is for the refurbishing of metal parts and objects. Old coatings are removed or new metal is prepped and a powder coating is sprayed on that is baked in an oven. The business is currently housed in the ‘Cold Beer and Welding’ building on Old National Pike to the west of the town limits and is no longer adequate to meet their needs. Normal business hours for the three employees are from 7:30am-5:00pm Monday thru Thursday and Fridays from 7:30am-1:00pm. Customers drop off their objects to be powder-coated and then pick them up upon completion of the work. Given that the Church’s hours are typically Sunday worship from 10:15am-12:30pm, Wednesday bible study from 6:30-8:00pm, and Thursday

evening music practice for an hour, the proposed powder-coating business would not be in operation when the church building is being used.

2. **Prior uses** – In 1992, the owners of the Drapery Loft (a former business housed in the front building) submitted a revised site plan that showed the large garage building to be used for office space and storage; the Planning Commission at the time approved 12 parking spaces for the parking lot and an additional 5 spaces in the large garage building. In 1997, Mr. Lake approved the use of a light assembly and retail business (Quick Kids Race Cars, Inc.) for the warehouse building location.
3. **Parking** – The applicant has submitted an aerial photo showing a gravel parking lot to be used for parking. Based on the square-footage (Section 17.32.060), the commercial business requires one parking space for each 300 square feet of gross floor area. Using the square-footage of 2,540 of the building, the parking spaces needed for their use is 8 spaces. The area of the gravel parking lot seems to be roughly 3,300 square feet. According to Section 17.32.060A. Size of Parking Space, where five or more parking spaces are required, the total parking area, including passageways and driveways, must average 300 square feet per required parking space. Thus, given the area of the gravel lot, eleven spaces would fit in the lot which would be sufficient to meet the needs of the business. As there are only three employees and customers drop off their objects to be powder-coated and then pick them up upon completion of the work, the amount of parking provided seems to be ample for their needs.

Also, according to Section 17.32.060 I., parking requirements may be waived or reduced by the Planning Commission in the town commercial district or any other instances based on a demonstrated hardship.

4. **Signage** – Any signage is to be presented to the town zoning administrator for approval before being installed. According to Section 17.36.060, each business on the lot shall be entitled to a maximum of two (2) signs per business. No lot shall be permitted to have erected both a projecting sign and a monument sign or more than one monument sign. Wall, projecting, window, or canopy/awning signs shall be permitted.
5. **Lighting** – Lighting associated with the site consists of a light above the door of the large storage building and small spot lights over the back door and side of the front building used for the place of worship. Lighting is typical of a residential property. Property has large evergreen trees and a six-foot fence on the east side and along the parking area on the north side.
6. **Fabrication, light assembly and storage uses** – Section 17.20.080 of the Middletown Code states that fabrication, light assembly and storage uses are permitted in the town commercial and general commercial districts only in structures existing as of the date of adoption of the Code, provided the following:

- A. A site plan is approved by the Middletown Planning Commission; and

- B. During the site plan process, an engineer's certificate may be required regarding noise, dust, vibration and odor for review. The certificate shall certify that the proposed operation will not increase the impacts from the above noise, dust, vibration and odor beyond other permitted uses detectable at the property line. Hours of operation may be restricted by the planning commission due to noise, light and pedestrian or vehicle traffic.
7. **Lot requirements** – The proposed use is to be located in an existing building which previously had been used as a storage building.
8. **Site plans required for approval by planning commission** – According to Section 17.32.230, site plans are required for all commercial buildings unless all of the following conditions are met: A. There is no change in the amount of parking needed; B. The intensity of use has not changed; C. There are no exterior structural changes; D. The building or use has not been grandfathered; E. The building or site meets all existing regulations for the district in which it is located. Site plan fees and parking requirements may be waived upon approval by the planning commission. The zoning administrator shall review all change of use permits to assure site plan requirements have been met. The zoning administrator has determined that there will be a change in the amount of parking needed, and the intensity of use would be changed.

The site plan shall show proposed building location and use, driveways, parking and loading areas, landscaping, water and sewer facilities, storm drainage facilities and street lighting, all showing relationships to adjacent development. The planning commission is being provided an aerial photo of the property showing building locations and parking areas as well as existing site conditions.

9. **Water and Sewer requirements** – The building has existing water and sewer currently.
10. **Approval by Frederick County** - A change of tenant application has been filed with the Frederick County Permits department and will need approval by that department.

This review will be included in the Middletown Planning Commission materials for the June 17, 2013 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 12, 2013.

cc: Jason Smith, applicant
Herb and Marilyn Dennison, property owners
Jeff Moss, Pastor – Fellowship Baptist Church

Right A Way Powder Coating

We Refurbish Railings, Lawn Furniture
Automotive Parts, and much more

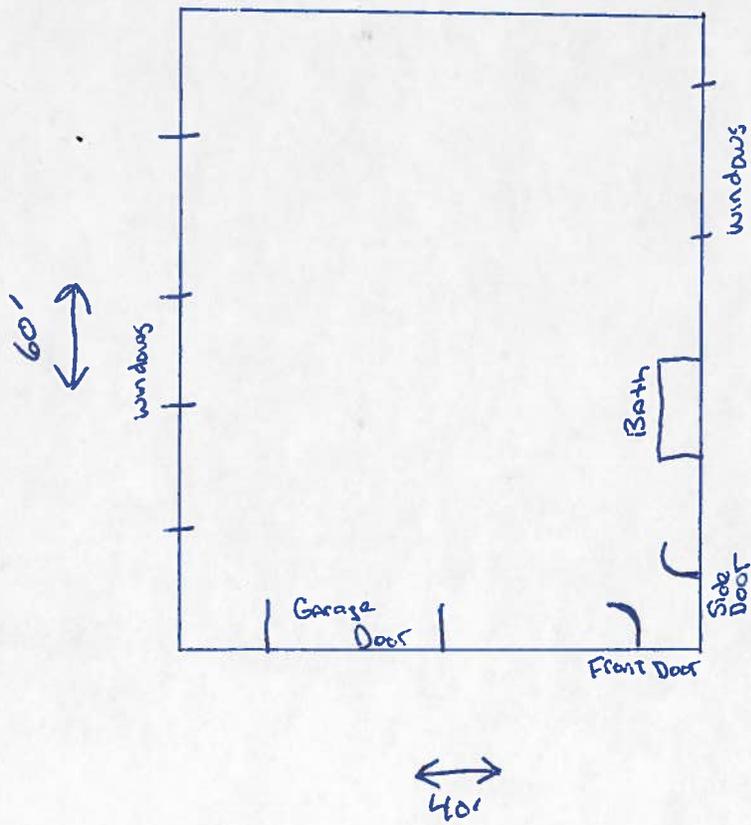
We remove the old coating or prep new
metal For the coating

The coating is A spray on plastic that
is baked in an oven at 395 degrees

We have 3 Employees And business
hours are From 7:30-5:00 M-T

Fridays 7:30-1:00

Our Customers Drop off and pick
work up upon completion of
the work



**AJTA, LLC
Herbert and Marilyn Dennison
7809 Ridge Road
Frederick, Md.
301-473-4015 Fax 310-371-7024**

May 24, 2013

To Whom it may Concern:

Jason Smith, with Right A Way Powder Coating will be renting the Warehouse space at 116 North Church Street, Middletown, Maryland, upon approval of the County and the Town of Middletown.

Marilyn L. Dennison

Herb and Marilyn Dennison
Owners

RECEIVED

JUN - 3 2013

TOWN OF MIDDLETOWN, MD.

Jason
301-748-4362



116 NORTH CHURCH STREET

114 NORTH CHURCH STREET

106 NORTH CHURCH STREET

19 EAST GREEN STREET

NORTH



IRON PIPE FOUND

N 13° E
FIELD DISTANCE = 130.22'

IRON PIPE FOUND & HELD

**LIBER 2683
FOLIO 1019**
3/4 Ac's±

42.6'
10.7' 28.3' 14.5'
Dannison Storage
1 STORY BLOCK

GRAVEL
PARKING
AREA

58.5'
43.4'
Jack Francisco Storage
1 STORY
BLOCK GARAGE
43.4'

N/F MODEL
GARAGE, INC.
L. 705
F. 065

ASPHALT
DRIVEWAY

FRAME RAMP



260 Feet
19.2'
CONC STAIRWELL

28.0'
25.2'
Fellowship Baptist Church
2.1'
6.3'
1.3'

BAY WINDOW
FRAME DECK

ANTENNA
HVAC
BRICK CHIMNEY

HSE #116
1 STORY FRAME
WITH BASEMENT
32.3'
24.5'
FRAME OVERHANG

FRAME PORCH
FRAME STEPS

ASPHALT
DRIVEWAY

5.5' 2.2'
30.8'
FRAME STEPS

SIGN

STONE COLUMNS
CONC WALK

SIGN

CONC WALL

CONC WALK

LAMP

OVERHEAD POWER LINES

CONC WALK

BRICK WALL

FACE OF CONC CURB

130.68 Feet

NORTH CHURCH STREET

NOTES:

- 1. THIS PLAN HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT NECESSARILY INDICATE ALL ENCUMBRANCES ON THIS PROPERTY.
- 2. ALL PROPERTY MONUMENTATION HAVE BEEN FIELD VERIFIED FOR ACCURACY.

HOUSE LOCATION SURVEY
TAX MAP No. 500 - PARCEL 673
LIBER 2683 ~ FOLIO 1019

SITUATED AT #116 CHURCH STREET
MIDDLETOWN ELECTION DISTRICT NO. 3
FREDERICK COUNTY, MARYLAND

**LAVELLE & ASSOCIATES
INCORPORATED**
LAND PLANNERS · SURVEYORS

5732 INDUSTRY LANE · FREDERICK, MARYLAND 21704
OFFICE (301) 695-9722 FAX (301) 695-9766

REFERENCE: 2683/1019

SCALE: 1"=30'

DRAWN BY: JCA

DATE: 4/23/08

CHECKED BY: DPL

JOB NO: 08-075

Title 17 - ZONING
Chapter 17.32 - DESIGN STANDARDS GENERALLY

would create unmaintainable areas or hazardous conditions.

F. Allowable Projections of Freestanding Signs into Yards. Freestanding signs (not attached to a building) as permitted in the particular district may project into the front yard.

G. Yard Requirements for Corner Lots. There shall be a front yard setback for each street frontage and the remaining yard setbacks shall be considered side yards.

H. Additions to Townhouses. No additions shall be permitted in the front and rear yards of townhouse units with the exception of ground-level patios or unenclosed decks or porches. Hipped or flat roofs, including decks, shall only be permitted over ground-level patios.

(Ord. No. 10-11-02, § 1, 11-8-2010; Ord. 08-01-01 § 2 (part), 2008; Ord. 04-05-01 § 1, 2004; Ord. 182 § 8.1, 1976)

17.32.180 - Modifications to height limitations.

A. Public and Semipublic Buildings may Exceed Height Limitations. Public buildings, churches, temples, hospitals, institutions, may exceed the height limits to a total height of seventy (70) feet providing all yards required in the particular district are increased one foot for each two feet in excess of the height limitation.

B. Architectural or Mechanical Appurtenances may Exceed Height Limitations. Chimneys, church steeples, cooling towers, elevators, bulkheads, fire towers, monuments, stacks, stage towers, or scenery lofts, tanks, water towers, spires, radio and television towers, grain elevators, or other such architectural and mechanical appurtenances are exempt from height regulations except that freestanding structures must be set back a distance equal to the height of the structure when located adjacent to an R district and set back one-half the height of the structure when located adjacent to TC, GC, OS and SC/LM districts.

C. Planning Commission Comprehensive Plan Review and Approval for Essential Public Services. (See Section 17.32.020, Essential Public Services.)

(Ord. 182 § 8.2, 1976)

17.32.190 - Modifications to yard requirements in areas of older residential developments.

For properties located within neighborhoods that were predominantly constructed prior to the effective date (1969) of the ordinance codified in this title, the planning commission may allow the following modifications to yard requirements in residential zoning districts if the planning commission determines that the proposed modification will result in development that is compatible with the existing neighborhood, in the same zoning classification. A site plan must be filed with the request for modification. The planning commission may require a planning staff report be developed to evaluate the proposed site modifications and any impact they may have on the existing neighborhood (e.g., lot access, parking, consistency with the existing neighborhood, etc.). Any approved modifications, consistent with the standards outlined in this section and any associated terms and/or conditions assigned by the planning commission in the approval of these modifications, shall be noted in the approved site plan.

A. Front Yard Modifications for Existing Building Alignment. When appropriate, the planning commission may increase or decrease the depth of the required front yard in any residential district so that such front yard will approximate the average depth of the existing front yards of the

Comment [MSOffice4]: This is where we left off after last discussion.

Title 17 - ZONING
Chapter 17.32 - DESIGN STANDARDS GENERALLY

existing dwellings on adjoining lots on each side, or if there are no such adjoining dwellings, shall approximate the average depth of the front yards of the nearest dwellings on the same side of the street within two hundred (200) feet.

B. Modifications to Lot Width. When appropriate, the planning commission may allow a reduction of up to twenty (20) percent of the required minimum lot width if the lot area equals or exceeds the minimum lot area for the district in which the lot is located.

(Ord. 182 § 8.4, 1976)

17.32.200 - Continuance of nonconforming uses.

Any lawful use of land or structure existing at the time of adoption of the ordinance codified in this title, or subsequent amendment of this title, may be continued with the following limitations:

A. Expansion of Nonconforming Uses. Nonconforming uses may upgrade, repair, or make alterations to their facilities. However, for the expansion of any nonconforming use, a site plan must be approved by the town planning commission.

B. Such expansion must meet the following requirements:

1. Expansion is limited to the lot that exists at the time of adoption of the ordinance codified in this title and additional acreage or dwelling units shall not be added to enlarge any nonconforming use.
2. Provision for access drives, off-street parking and loading shall be consistent with the requirements for the use as provided in this title.
3. Provisions for yards, building height and building area shall be consistent with the requirements for permitted uses for the district in which the nonconformity is located.
4. The expansion shall not create new dimensional nonconformities or further increase existing dimensional nonconformities.
5. Buffers and screens shall be provided as determined by the planning commission to adequately protect the properties. This includes, but is not limited to, fences, walls, plantings and open space.

(Ord. 182 § 2.3, 1976)

17.32.210 - Replacement of destroyed nonconforming structures.

If any structure containing a nonconforming use is destroyed by fire, flood or other calamity, it may be immediately restored and the nonconforming use continued as a matter of right to the same size and dimensions and in the same location as the destroyed building on the same lot, subject to the provisions of Section 17.32.200, without application to the board of appeals, provided that a building permit for restoration is issued within one year from the date upon which such building was destroyed, and further provided that construction pursuant to said building permit begins within six months after the date of issuance of such permit, and is substantially completed within one year. The building permit shall be revoked if these conditions are not met. The site plan review as provided in Section 17.32.200(A) shall allow the planning commission architectural review for conformance with the previous nonconforming structure. Nothing contained herein shall be deemed to permit the intentional

Comment [MSOffice5]: Should this be revised to say "Continuance of nonconforming uses and structures"?

Comment [MSOffice6]: Should this include the words "and structures"?

Title 17 - ZONING
Chapter 17.32 - DESIGN STANDARDS GENERALLY

demolition and reconstruction of any building containing a non-conforming use by owner or occupant. Nothing in these regulations shall prevent the strengthening of or restoring to a safe condition any building declared to be unsafe by the office of permits and inspections.

A. Discontinued Nonconforming Use not to Re-Establish after Twelve (12) Months. No nonconforming use shall be established or re-established after having been discontinued for twelve (12) months. Vacating of premises or building or nonoperative status shall be evidence of a discontinued use.

B. Nonconforming Uses to be Substituted. A nonconforming use may be replaced by a less nonconforming use upon approval of a special exception by the board of appeals (Section 17.44.060).

(Ord. 182 § 2.3.2—2.3.4, 1976)

17.32.220 - Home occupations.

Home occupations in residences are subject to the requirements of the district in which located except as herein modified and provided:

A. No person outside the family residing in the dwelling may be employed or engaged in the occupation.

B. The character of external appearance of the dwelling unit or accessory structure must be that of a dwelling or its accessory structure. No display of products or equipment may be shown as to be visible from outside the dwelling. A nameplate not larger than two square feet in area is permitted. It must be illuminated only by indirect lighting and not project more than one foot beyond the building.

C. Not more than twenty-five (25) percent of the floor area of a dwelling unit or an accessory structure may be devoted to a home occupation or profession.

D. No wholesale or retail stock shall be kept upon the premises.

(Ord. 08-01-01 § 3, 2008)

17.32.230 - Site plans required for approval by Planning Commission.

A site plan shall be submitted to the Planning Commission for review and approval for all commercial, multifamily residential, public, institutional, and industrial buildings unless all of the following conditions are met:

- A. There is no change in the amount of parking needed;
- B. The intensity of use has not changed;
- C. There are no exterior structural changes;
- D. The building or use has not been grand fathered;
- E. The building or site meets all existing regulations of the district in which it is located.

Site plan fees and parking requirements may be waived upon approval by the Planning Commission.

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The zoning administrator shall review all change of use permits to assure site plan requirements have been met.

(Ord. No. 10-10-03, § II, 10-25-2010; Ord. 08-01-01 § 2 (part), 2008)

17.32.240 - Site plan requirements.

The site plan, or site development plan, shall comply with the following requirements and contain the following information:

A. General Style and Form.

1. **Provide Information.** It shall provide accurate, reliable and pertinent information as hereinafter set forth and that may be necessary for the Planning Commission and burgess and commissioners to properly consider the proposed development.

2. **Show Plan of Development.** It shall show the general plan of development for the property, covering the entire tract of land or so much of it as may be considered to be necessary for an adequate consideration of the part to be developed. This information shall be drawn to scale.

3. **Drawing Material.** It shall be drawn in ink, on a reproducible material, and shall be at a scale no smaller than one inch per one hundred (100) feet.

4. **Include Key Map.** It shall include a small scale key map showing the location of the property and its relation to major subdivisions, roads, streams, etc. The key map shall be at a scale of one inch equals twelve hundred (1,200) feet.

5. **Title Information.** Title information shall include:

a. Proposed site name, if applicable, which shall not duplicate nor closely approximate the name of any other site in the county or town;

b. Names and addresses of owner, developer, and the designer, surveyor or engineer;

c. Description of site location by streets, tract, political subdivision, or other identifying feature;

d. Scale, north point, and date.

6. **Approval Block.** There shall be an approval block for the Planning Commission with a space for date and signature by the chairperson.

B. Information as to Existing Physical Conditions. The following existing physical conditions shall be shown:

1. **Boundaries.** The boundaries of the land being developed in heavy outline, and the acreage therein. Exterior development boundary must be accurate with dimensions to one one-hundredths of a foot and bearings to half minutes as determined by an accurate field survey and closed within an error of closure not to exceed one foot in five thousand (5,000) feet. Names of adjacent property owners shall be included on the plan;

Comment [MSOffice7]: It should be provided electronically as well.

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2. Topography. Topographic contours at five-foot intervals. Contours shall extend one hundred (100) feet beyond the site boundary except across a public road;

3. Physical Features. Watercourses, floodplain areas, wooded areas, buildings, transmission lines, pipe lines, other utilities, bridges, and any other significant physical items, with the sizes and grades of any water or sewer lines;

4. Streets and Roads. Locations, widths and names of all existing roads, streets, alleys, or other public ways within or adjoining the site or intersecting any street that bounds it, including those recorded but unimproved (shown, by dotted lines); railroad, utility, or other rights-of-way or easements; parks and other public spaces; subdivisions, lots, and property lines; corporate lines; and the locations and outlines of permanent buildings.

C. Information as to Proposed Development. The following proposed development information shall be shown:

1. Buildings. Layout, numbering and dimensions of buildings;

2. 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;

3. Utilities. Locations for utilities and drainage facilities, with six-foot easements for same along all property lines. Method of water and sewer service shall be stated on the plan;

4. Building Setback. Proposed building lines along all streets, with the amount of setback indicated.

5. Proposed Zoning Change. Proposed uses of property and any proposed zoning change.

6. 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.

7. In cases of condominium or multi-family projects (apartment, townhouse, etc.) the following additional items shall be shown:

a. Location of each building;

b. Total number of units in each building;

c. Number of parking spaces in each off-street parking area, and total thereof;

d. Interior road or street access, whether public or private.

(Ord. No. 10-10-03, § III, 10-25-2010)

17.32.250 - Planning Commission site plan review.

Approval of a site plan submitted under the provisions of this section shall expire three (3) years after the date on which the Planning Commission approves the site plan unless construction has begun.

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Chapter 17.32 - DESIGN STANDARDS GENERALLY

Upon written request submitted to the Planning Commission no later than one (1) 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 (6) 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.

(Ord. No. 10-10-03, § III, 10-25-2010)



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

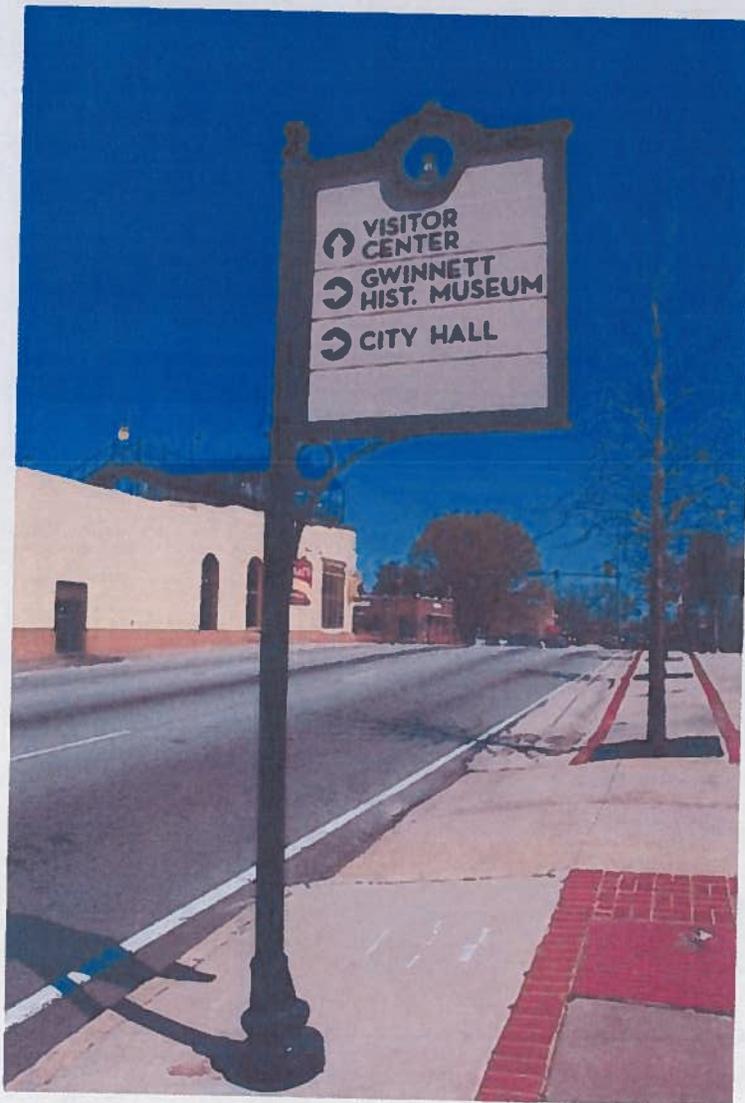
Main Street recognizes the costs associated with the purchase and installation of the banner poles; therefore, we have identified Priority Locations concentrated in the Main Street area. These include Location numbers 4, 5, 7, 11, and 12.

- 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

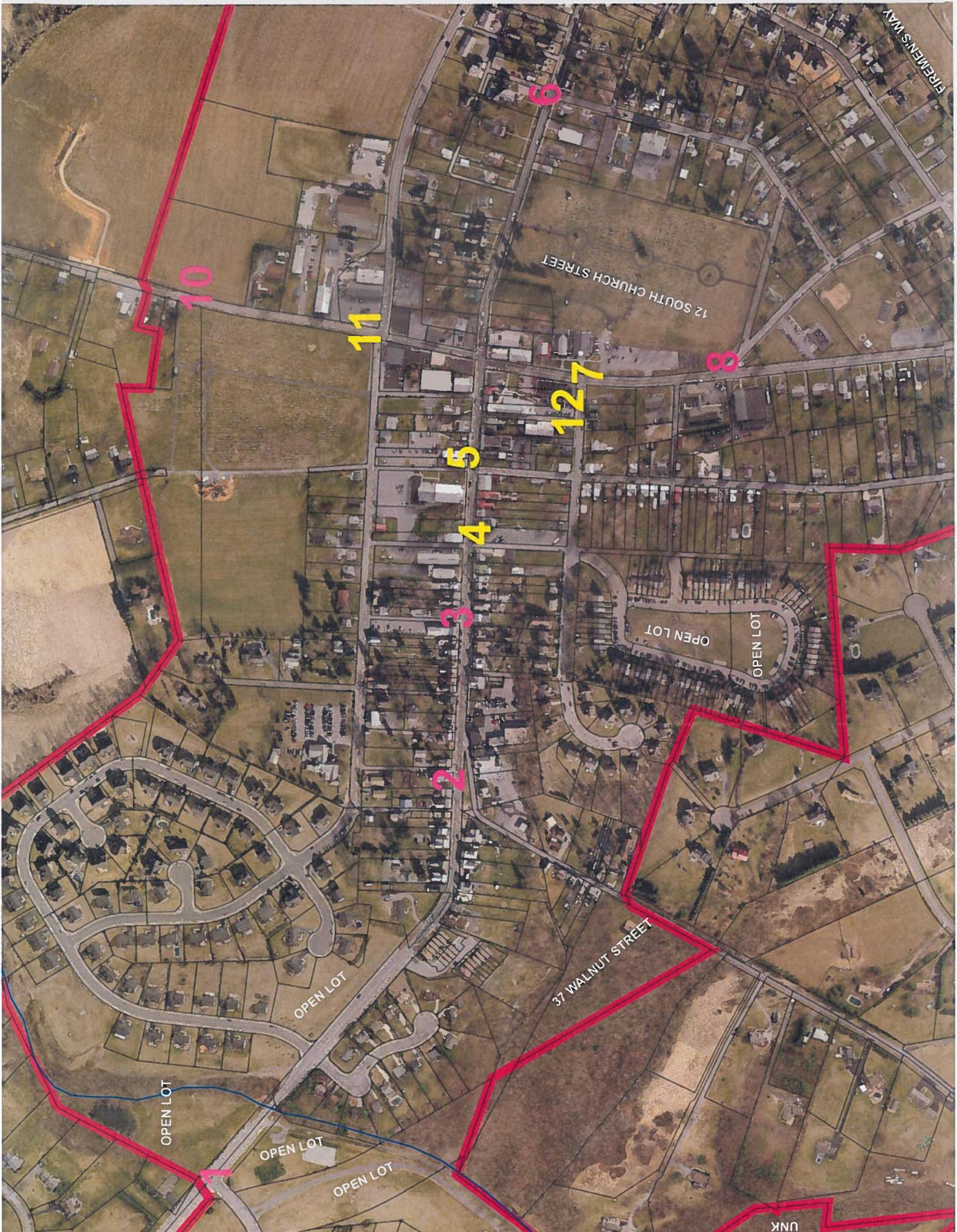
ESTIMATED TOTAL PRICE:

\$25,030.00

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.



FIREMANS WAY

12 SOUTH CHURCH STREET

OPEN LOT

OPEN LOT

37 WALNUT STREET

OPEN LOT

OPEN LOT

OPEN LOT

UNK

6

10

11

8

12

5

4

3

2

MEMORANDUM

Date: 6/7/2013

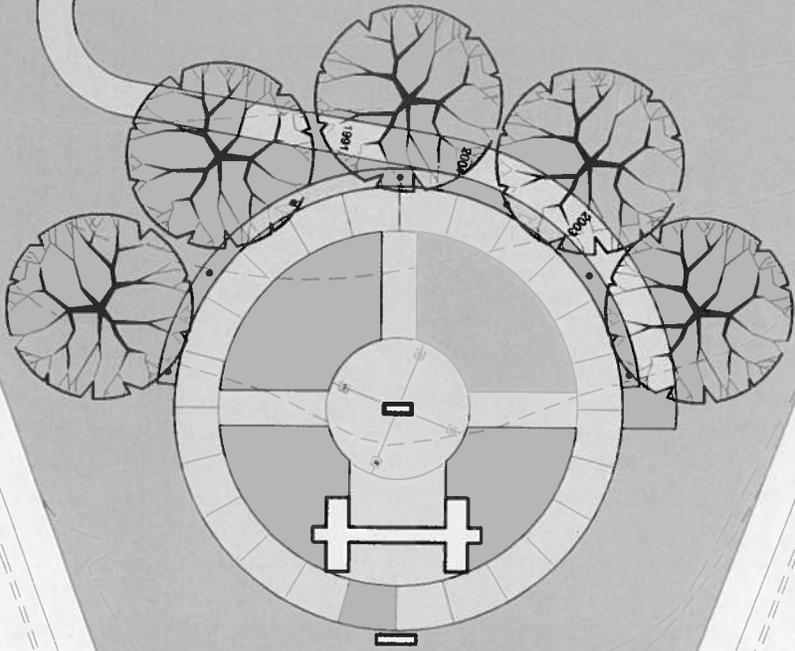
To: Middletown Planning Commission
From: Cindy Unangst, Middletown Staff Planner
RE: War Memorial renovations

The Town, working with the AMVETS, is planning to renovate the War Memorial located at the intersection of Franklin Street and South Church Street. The Town Board values the Planning Commission's opinions and thus the renovation plans are attached for your information.

The five trees are proposed to be Cherry trees with a 2-inch caliber.

FRANKLIN STREET

SOUTH CHURCH STREET



1917

1941

1941

1941

1941

1941

1941



AMVETS

AMERICAN VETERANS Post #9
P.O. Box 275 / Green Street
Middletown, Maryland 21769

08 February 2012

Subject: Middletown War Memorial

Department of Maryland Amvets

The WWII Memorial was erected and dedicated in 1947 to honor all local war veterans who served in WWII and those who paid the supreme sacrifice in that war. In 1999, a joint effort between Amvets Post #9 and the town of Middletown, the memorial plaques were restored and shrubs and walkways were replaced and/or repaired. At that time, a WWI plaque bearing the names of local veterans of that war was moved from the old town hall to the site of the WWII memorial. Fundraising and donations by the Amvets Post #9 funded this restoration.

Every year since the restoration project, the local Middletown Boy Scout Organization honors the names of the WWI and WWII memorials and all veterans of our community in a ceremony that includes reading of all the names, playing of taps, a choral group from Middletown High, and many of our citizens participating in this honorable event. This past year, seven flag poles (as seen in the pictures provided) were added to the memorial site consisting of all five Armed Forces, POW-MIA, and the U.S. Flag. Amvets Post #9 covered the cost of the poles and flags and the town of Middletown provided the labor to erect the poles. We are now in the planning and fundraising stages to erect memorials to honor the war veterans of all wars and conflicts in the post WWII era. This undertaking, as you can imagine, is quite a large task to collect DD214's of our vets in the community who have served in harms way during the past sixty-seven years.

The new plaques will be placed on the reverse side of the existing WWII Memorial and will consist of names who served in the wars, and a special area for those who were killed in action. The town wants to add new shrubs, benches, and sidewalks with handicap access. The new plaques would also list the Wars: Korea, Vietnam, Operation Desert Storm/Desert Shield, Operation Iraqi Freedom, Operation Enduring Freedom (Afghanistan), and all other deployments and engagements world-wide which our Armed Forces were and are defending freedom and fighting terrorism in the post WWII era.

Fundraising has begun by a Memorial Committee at Amvets Post #9 consisting of Veterans, Ladies Auxiliary, and the Sons of Amvets who have worked diligently to pay tribute to these war veterans. Fundraising began last year with donations from veterans and members of our community. A food service table at the Middletown Heritage Days, local businesses having donation jars at their place of business, and a fundraising dinner on 14 April 2012. We meet monthly to keep abreast of where we are and to plan future events to raise money. This worthwhile project will be huge in effort and cost. Any assistance the Department of Maryland Amvets can give our post home would be deeply appreciated in honoring our veterans.

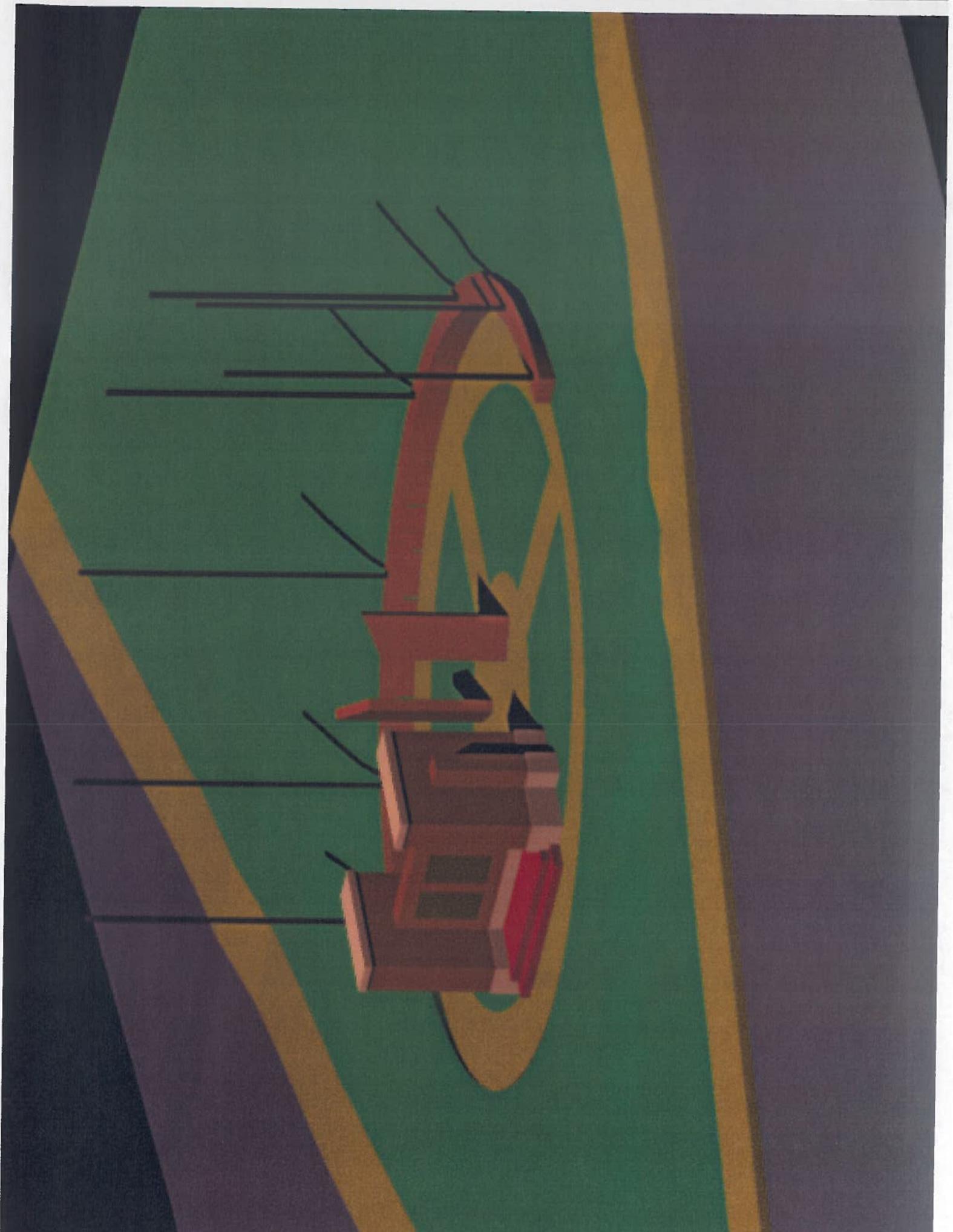
Thank you,

Jim McMahon
Past Post Commander
Chairman, War Memorial Committee



Town of Middletown - Frederick County

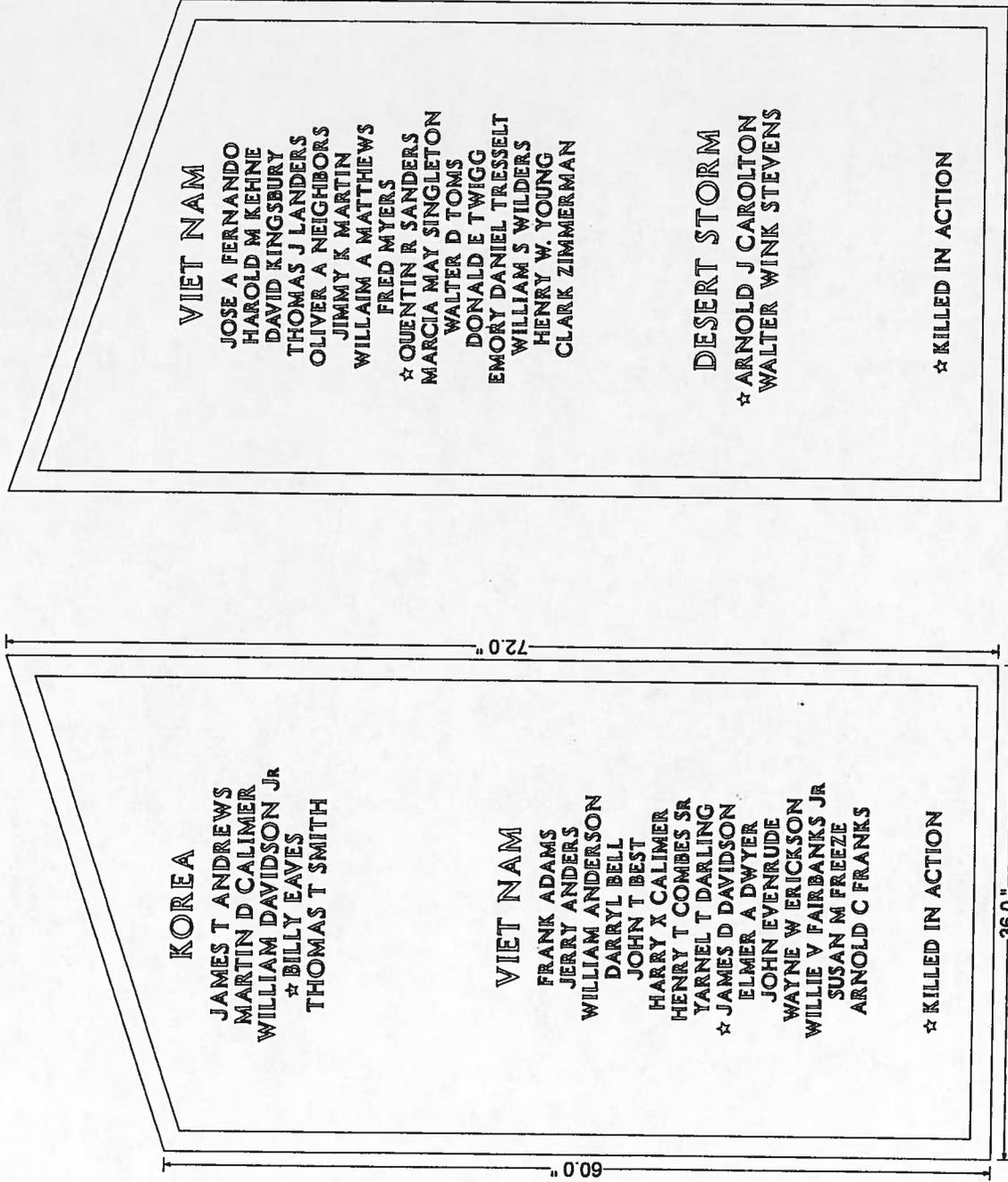
War Memorial - Harp Medical Center Buffer





R. S. Kinnaird Memorials
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 LETTER CARVING • STATUARY
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 (301) 271-2273 IN MD, VA, DC, PA 1-800-675-4807
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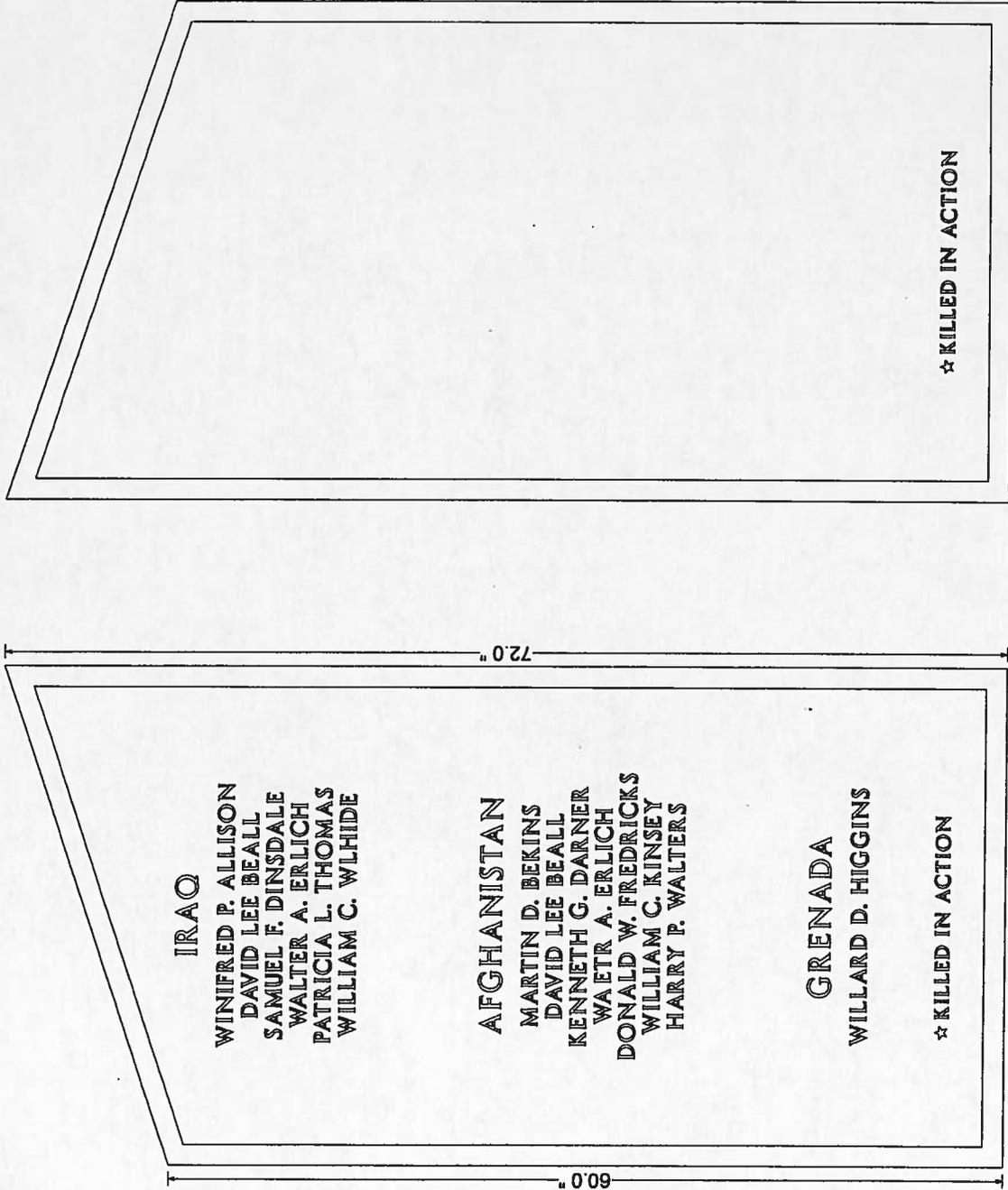
Dakota Mahogany Upright Memorial
 36" x 8" x 72", Polished border, Steeled Panels
 Rock Pitched Sides and Top.
 Layout Example A-1



Back

36.0"
Front

72.0"



Back

36.0"
Front

72.0"

Dakota Mahogany Upright Memorial
 36" x 8" x 72", Polished border, Steeled Panels
 Rock Pitched Sides and Top.

Layout Example A-2

R. S. Kinnaird Memorials

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