

# MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center  
31 West Main Street  
Middletown, MD 21769

AGENDA  
Monday, October 17, 2016  
7:00 p.m.

- I. **Public Comment**
- II. Minutes of September 2016 Planning Commission workshop **Approval**  
Minutes of September 2016 Planning Commission meeting **Approval**
- III. **Plan Review**  
Fire Station Revised Site Plan **Review/Approval**
- IV. **Zoning**
- V. **Miscellaneous**
- VI. **Additional Public Comment**

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**\*\* All requests to be on the Planning Commission agenda must be received at the Middletown Municipal Center, 31 W. Main Street, Middletown by 4:00pm on the Monday two weeks prior to the monthly meeting held on the third Monday of each month. All plans being submitted for review must be folded, and an electronic plan is required as well.**

**MIDDLETOWN PLANNING COMMISSION  
31 West Main Street  
Middletown, Maryland**

**Workshop**

**September 14, 2016**

The regular workshop of the Middletown Planning Commission took place on Wednesday, September 14, 2016 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commission members Mark Carney (Chairman), Bob Smart (Vice-Chairman) Tom Catania (Ex-Officio), Bob Miller, David Lake, and Dixie Eichelberger. Others present in official capacity: Cindy Unangst (Staff Planner). Others present included: Mark Crissman and Victor White (Cross Stone Commons), John Bankard, Tracy Diggs, and Shawn Benjaminson (Fire Station), and resident Pam Wachter.

**SEPTEMBER MONTHLY PLANNING COMMISSION WORKSHOP:**

**PLAN REVIEW** –

**Cross Stone Commons Plat of Correction**– Mark Crissman of DMW explained that SHA is requiring the approval and recordation of this correction plat due to the fact that the development project was divided into the two phases with Phase 2 being the right-in-only turn lane off of Route 40A. He also stated that the amount of stormwater runoff from the road would be very minimal. The plat before the Planning Commission has been approved by SHA at this point, so besides PC approval it just needs approval from the Health Department.

**Fire Station Revised Site Plan** – Staff Planner, Cindy Unangst, went thru her staff report to review the many comments and concerns from a staff point of view. The parking requirements were discussed and the applicant, Shawn Benjaminson, stated that commonly there are 60 spaces in place for fire stations to account for the amount needed during shift changes. This plans proposed 58 spaces which is close to the number generally used. There was also discussion about the exit on Franklin Street being signed just for emergency vehicle use only.

**ZONING** –

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**Outdoor lighting regulations-text amendment** – The Planning Commission discussed John Clapp's latest comments of these regulations. Cindy was asked if she could come up with some wording regarding the PC's ability to modify the site plans requirements when needed. There was also discussion about permits for sports events that extend past 10:00pm. It was suggested that there be a line added to the general lighting requirements that states street lighting needs to conform to the Design Manual guidelines.

**MISCELLANEOUS** – None

**Workshop adjourned at 8:10pm.**

Respectfully submitted,

Cynthia K. Unangst, AICP  
Middletown Staff Planner

**MIDDLETOWN PLANNING COMMISSION**  
**31 West Main Street**  
**Middletown, Maryland**

**Regular Meeting**

**September 19, 2016**

The regular meeting of the Middletown Planning Commission took place on Monday, September 19, 2016 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commissioners Mark Carney (Chairman), Tom Catania (Ex-Officio), Bob Smart, David Lake and Bob Miller. Others present in official capacity: Commissioners Rich Gallagher (Alternate), Dixie Eichelberger (Temp alternate), Cindy Unangst (Staff Planner), Bruce Carbaugh (Director of Public Works), Ron Forrester (Zoning Administrator) and Annette Alberghini (Recording Secretary). Others present: Victor White (Middletown Valley Investment Partners), Jason Fritz (Adtek Engineering), John Bankard (Adtek Engineering), Charles Nipe (Frederick County DPW), Sue Barthol (Frederick County Office of Project Management), Tracy Diggs (Frederick County DPW – Engineering & Construction Management) and Steve Leatherman (Frederick County Fire & Rescue Services – Administrative Services). Brent Harne (Middletown Volunteer Fire Department, residents Pam and David Wachter.

**SEPTEMBER MONTHLY PLANNING COMMISSION MEETING:**

- I. PUBLIC COMMENT – None.**
- II. Regular Workshop Minutes of August 10, 2016 – Approved as submitted.**  
**Regular Meeting Minutes of August 15, 2016 – Approved as submitted.**

**III. PLAN REVIEW**

**Cross Stone Commons Plat of Correction** – (Victor White (Middletown Valley Investment Partners) was present.) The purpose of the plat is to add the “perpetual easement to discharge flow of water upon existing ground” symbol and “perpetual right to discharge” statement to the Owner’s Dedication which grants the owner’s approval of accepting storm water runoff from the State Highway Administration (SHA) right-of-way onto private property (Cross Stone Commons property), and format the dedication area to SHA standards. The plat of correction is required by the SHA in order to add the “perpetual right to discharge” symbol and statement which grant’s the owner’s (Middletown Valley Investment Partners, LLC) approval of accepting runoff from Old National Pike to drain through the Cross Stone Commons site. The stormwater management for this area was included in the original approved design and there are no changes to be made to the plans or the design. The original addition plat for the Cross Stone Commons development was conditionally approved by the Middletown Planning Commission on November 18, 2013. It met the required conditions and was recorded in the land records November 10, 2014.

The Health Department has requested that “addition plat” be removed from the title block. SHA will have to approve that change.

**Action:** Commissioner Smart motioned to approve the Cross Stone Commons Plat of Correction conditional on the applicant addressing all agencies comments and receiving approval from state and county agencies. Seconded by Commissioner Lake. Motion carried (5-0).

**Middletown Fire Station Revised Site Plan** – (Jason Fritz (Adtek Engineering), John Bankard (Adtek Engineering), Charles Nipe (Frederick County DPW), Sue Barthol (Frederick County Office of Project Management), Tracy Diggs (Frederick County DPW – Engineering & Construction Management) and Steve Leatherman (Frederick County Fire & Rescue Services – Administrative Services) were present.) This is the proposed construction of a fire station on Franklin Street adjacent to the Middletown Primary School. The property is zoned OS Open Space (9.27 acres) and R1 Residential (7.73 acres). The area dedicated for the site under the “Middletown Fire Department Final Plat” which was conditionally approved October 23, 2013 is 2.73 acres of Open Spaced zoned land. The site plan was

previously approved November 18, 2013. The pavilion demolition plan must still be approved and completed. Staff considers the proposed number of parking spaces to be sufficient. All water and sewer tap fees have been waived. The major changes for this revised site plan are the orientation of the building on the site and the location of the driveway onto Franklin Street. The dimensions for the proposed building are the same, but the building has been turned on the property 90 degrees.

- **Discrepancies** – The property lines shown on Sheet C-3A do not seem to match the Final Plat and will need to be revised. The 50-foot front setback lines do not seem to match the property line in the front and needs to be addressed.
- **Modifications to Height Limitations** – With the planned building height exceeding the Town Code limits, the applicant will have to request a variance from the Middletown Board of Appeals.
- **Director of Public Works Comments** –
  1. When the Primary School was completed it was anticipated that the Fire Department would use the school driveway as the return from an event entrance. Due to school traffic congestion multiple times a day that is no longer feasible. The primary entrance/exit should be on Franklin Street. A warning/blinking/beacon light should be installed at the proposed location and coordinate with the existing traffic signal at the entrance to the Primary School. Both the Director of Public Works and the Staff Planner recommend a discussion with the County, Planning Commission and Town Board officials prior to any approval.
  2. If the new building includes a kitchen then a grease interceptor will be required.

**Action:** Commissioner Lake motioned to table the discussion on this revised site plan until the applicant can meet with the Town Board. Seconded by Commissioner Smart. Motion carried (5-0).

#### IV. ZONING

**Outdoor Lighting Regulations Text Amendment (17.32.245)** – The Staff Planner reviewed the changes suggested at the Planning Commission workshop on September 14, 2016.

- **Section 17.32.245, revised subsection E, Pre-existing Lighting** – The Zoning Administrator suggested that the subsection be revised to read “ No changes or alterations or additions to such existing lighting may be made without a zoning certificate being submitted and Zoning Administrator approval in accordance with the section.”
- **Exemptions** – There is no permit currently needed for this section like other sections within the Town Code have. Discussion occurred concerning whether Frederick County Public Schools should send in a letter requesting a permit which would cover all activities, or whether all FCPS activities should be exempt. ~~Highland Golf Club sends in an annual letter for their summer outdoor events.~~

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The Staff Planner will make the suggested changes. It will be an item on the joint Town Board/Planning Commission meeting scheduled for November 7, 2016.

**Action:** None taken.

V. MISCELLANEOUS – None

VI. ADDITIONAL PUBLIC COMMENT – None.

Meeting adjourned at 8:02pm.

Respectfully submitted,

Annette Alberghini  
Recording Secretary

## Middletown Planning Office

### MEMORANDUM

Date: 10/13/2016

Hansen# 13792

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MIDDLETOWN FIRE STATION REVISED SITE PLAN**

Tax Map Parcel #03-146545

Applicants: Tracey Diggs, Frederick County Dept. of Facilities & Project Services and John Bankard, Adtek Engineers

Property Owner: Middletown Volunteer Fire Department (under conditionally approved "Middletown Fire Department Final Plat" owner is Frederick County Department of Facilities & Project Services)

Plan Dated: September 6, 2016 (**Applicant – in the future, please indicate revision date on plans**)

Date Received: October 3, 2016

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#### GENERAL INFORMATION

Proposal: Construction of a fire station

Location: Franklin Street adjacent to Middletown Primary School

Zoning: OS Open Space (9.27 acres) and R1 Residential (7.73 acres). The Open Space district permits schools, churches, community centers and other public buildings, and those accessory uses commonly associated with them. It also permits public safety services subject to site development plan approval. The area dedicated for the site under the "Middletown Fire Department Final Plat" which was conditionally approved on October 23, 2013 is 2.73 acres of Open Space zoned land.

Present Use: Vacant

#### COMMENTS

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

1. **Use** – The proposed use is for a fire station. The hours of operation are listed in Site Plan Note #8 as being continuous. The parcel that the proposed fire station is to be located on is zoned OS Open Space. The Middletown Volunteer Fire Department is deeding the parcel over to Frederick County per the Middletown Fire Department Final Plat which was conditionally approved on October 23, 2013. The property lines shown on Sheet C-3A have been revised to match the Final Plat. The area of the parcel is indicated in Site Plan Note #2 to be 2.73 acres, but the Final Plat shows the plat area to be 2.68 acres. The Site Plan should be revised to reflect the correct acreage.

2. **Previous site plan approval** – A site plan for the proposed fire station was previously approved on November 18, 2013 conditional upon the pavilion demolition plan approval and demolition completion. The major changes for this revised site plan are the orientation of the building on the site and the location of the driveway onto Franklin Street.
3. **Prior use on subject parcel** – The prior use of this property is as the carnival grounds for the fire department.
4. **Lot requirements** – The building setbacks for the open space district are indicated in Note #7, and are shown on the plans. The 50-foot front setback line does not seem to match the property line in the front and should be revised.
5. **Site Plan requirements and review** – All requirements of Section 17.32.240 Site Plan requirements of the Town Code have been met. The proposed landscaping plan has not been submitted yet. Approval of site plans shall expire three years after the date on which the Planning Commission approves the site plan unless construction has begun.
6. **Parking requirements** – Under the off-street parking regulations in Section 17.32.060, there does not seem to be any type of use listed that would apply parking standards to a fire station. The parking tabulation listed at the bottom of the Site Plan (Sheet C-3A) indicates that 58 spaces are proposed. There are three (3) handicapped accessible spaces provided and 55 standard spaces. Previously 59 parking spaces were proposed. The gross floor area of the proposed fire station is 18,388 square feet which would mean that there is one parking space for every 317 square feet. The parking ratio would be comparable to the needed spaces of 1 parking space per 300 square feet for a commercial building or an office building. Given that almost half of the proposed square footage will be used for the housing of the fire trucks, staff would consider the proposed number of parking spaces to be sufficient.
7. **Modifications to height limitations** – Section 17.32.180 states that public and semipublic buildings 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. The Open Space regulations for structures higher than 25 feet require a distance of 2.5 times the height of the structure between the foundation and the nearest lot line (Section 17.28.040). The revised plan indicates the proposed height of the building to be 28 feet tall (Site Plan Note #18). Since the proposed height is 3 feet taller than the height limit of 25 feet, the increase in setbacks should be 70 feet. The plans do not show this requirement being met for the rear and right side building setbacks. A Board of Appeals hearing has been set for Thursday, October 20<sup>th</sup>, for the review and approval of the variance request.
8. **Entrance/exit on Franklin Street** - The proposed entrance/exit onto Franklin Street to and from the fire station adjoins the acceleration lane from the Primary School exit onto northbound Franklin Street north of the entrance to Walnut Pond Court. Previously the proposed exit was directly across from Walnut Pond Court. The applicant has had discussions with the Town Board and the Town Engineer regarding the newly proposed entrance/exit since the Town Board has jurisdiction in relation to public improvements that involve local roads. The plans have been

amended to show that vehicles will enter and exit the proposed driveway and emergency vehicles will exit thru that driveway. Emergency vehicles will arrive back at the station thru the entrance from the Primary School driveway. It was determined by the Town Board on September 26<sup>th</sup> that there is no need to lengthen the acceleration lane adjacent to the fire station parcel. The applicant should look at the wording for signage that might be put in place at the entrances to the fire station for the safety of residents and fire personnel, and also to prevent the fire station parking lot from being used as a cut-thru from the Primary School to Franklin Street.

9. **Blinking light** – In previous discussions about the proposed fire station, there were considerations about converting the existing blinking caution light on Franklin Street, at the Middletown Primary School entrance, to a fully signalized intersection. It had been stated that the Town would pay for the maintenance of the signal, but not the initial cost of installation of any upgrade. The existing blinking caution signal at the Middletown Primary School is able to be converted to a full signal. With the proposed fire station (and relocated entrance/exit onto Franklin Street no longer across from Walnut Pond Court), the Fire Department Activities Center, Remsberg Park, and the Middletown Primary School all in this area, a traffic signal analysis is probably warranted. It may very well be time to make the intersection fully signalized. The Town Board has had a conversation with Frederick County Project Management about this. After a detailed explanation and examples of other fire stations in the County, the Town Board, at their September 26, 2016 meeting, approved NOT needing a blinking light for the fire station.
10. **Landscape plan** – The proposed landscape plan includes a good selection of native plants around the perimeter of the property and in the parking areas. Along the border with the residential lot to the north, five 9 to 10-foot tall arborvitae are proposed as a buffer between the two uses as well as a couple of deciduous trees. Although the existing pine trees adjacent to the Magaha/Wachter property are shown, staff would appreciate the applicant showing the trees and shrubs on the south side of the property and whether they are to remain or be removed. Additionally, the legend indicates that there is a Sheet L-2B which has not been submitted for review thus far. Staff assumes it will be submitted with the Stormwater Management Improvement Plans.
11. **Lighting** – A Photometric/Lighting Plan has been included with the plans. The photometric plan looks good in terms of the foot-candle numbers; the current numbers are much less than the previous plans numbers. The site plan has been revised to show the locations of the proposed lighting. The height of the light poles is indicated to be 20 feet tall. As a point of reference, the height of the light poles at the adjacent Activities Center is 18-feet tall and the light poles at the adjacent Primary School are 25-feet tall. Staff would recommend that the applicant consider limiting the light poles to 18-feet in height similar to the Activities Center. One of the reasons for the recommendation is due to the difference in elevation between the proposed fire station and the houses across Franklin Street on Walnut Pond Court. There was another comparable instance in Town where parking lot and interior business lighting at a higher elevation ended up bringing a complaint to town officials from a resident who was impacted by the light shining towards the resident's property. If the proposed poles are changed to an 18-foot height, a revised site lighting photometric plan can be submitted with the Improvement Plans. Additionally, the expiration date of the professional certification has expired and the plan should be signed.

The LED wall sconce is shown in the literature to be dark sky compliant. Is there information to show that the proposed LED mini sconces and light pole lights are also dark sky compliant?

12. **Storage of inflammable fuels** – The previously approved site plan showed a fuel tank to be located behind the proposed building. Section 17.32.100 of the Municipal Code states that gasoline, fuel oil and other liquid fuels, such as diesel fuel, shall be stored underground or within the structure to be heated. There are also setbacks associated with storage tanks. Currently the 300 gallon diesel fuel tank, which is currently located at the existing fire station, is not shown on the site plan. If the fuel tank is to be placed underground on the fire station site in the future, a revised site plan will need to be submitted and approved by the Planning Commission in order to determine whether Code requirements are being met.

17.32.100 - Storage of inflammable fuels.

B. Gasoline, Kerosene, Fuel Oil and Other Liquid Fuels. Gasoline, kerosene, fuel oil and other liquid fuels shall be stored underground or within the structure to be heated.

13. **Signage** – The revised site plan shows an indication of where a site sign is to be located. The applicant should ensure that the proposed freestanding sign meets all applicable Middletown Municipal Code sign requirements and receives approval from the Town's Zoning Administrator.
14. **Water and Sewer requirements** – The Fire Department has previously had a discussion with the Town Board regarding water taps. All water and sewer tap fees have been waived.
15. **Stormwater management approval by Frederick County** – A stormwater management concept plan was approved by Frederick County on October 7, 2016 for this site plan.
16. **Demolition of pavilion** – The previously approved site plan was conditional upon the pavilion demolition plan approval and demolition completion. Although a demolition site plan was submitted to the Town, the staff planner did not receive a go-ahead by the applicant for the review by the Planning Commission. The reason for the demolition of the pavilion is that the property line for the fire station parcel lies directly on the pavilion. It is our understanding that this demolition will be shown as part of the improvement plans and all requirements of Section 17.32.160 will be met. Also, the existing pavilion should be delineated on the site plan.
17. **FRO** – Site Plan Note #12 on Sheet C-3A states that the FRO requirement has already been met in conjunction with the Primary School development.
18. **Revisions needed** – The legend shows that the proposed building is indicated by a slanting line which is not shown on the plans. Either the legend should be revised or the plans should be revised to match the legend. Also, the limit of disturbance line needs to be shown on the plans. Some of the parking lot is shown to be asphalt paving, and the rest of the parking lot is not shown to be asphalt or concrete; please revise as needed.

## **RECOMMENDATION**

**Staff recommends that the Planning Commission conditionally approve the Fire Station Revised Site Plan conditional on the following:**

- **Revisions to plans based on staff comments**
- **Board of Appeals approval for variance from the height limitations regulations**

This review will be included in the Middletown Planning Commission materials for the October 17, 2016 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be October 12, 2016.

cc: Middletown Volunteer Fire Department  
Tracy Diggs, Frederick County Department of Facilities & Project Services  
Susan Barthol, Frederick County Office of Project Management  
John Bankard, Adtek Engineers  
Pam Wachter



# FREDERICK COUNTY GOVERNMENT

**DIVISION OF PLANNING & PERMITTING**  
Department of Development Review

Jan H. Gardner  
*County Executive*

*Steven C. Horn, Division Director*  
*Shawna Lemonds, Director*

October 7, 2016

Mr. John Bankard,  
Adtek Engineers, Inc.  
97 Monocacy Blvd.  
Frederick, MD 21701

RE: Middletown Volunteer Fire Department (Town of Middletown; A/P 13791)  
Stormwater Management Concept plan

Dear Mr. Bankard,

The Stormwater Management (SWM) concept plan for the above referenced site has been reviewed by Frederick County and found to meet the criteria required under applicable regulations. The concept plan has adequately demonstrated how Environmental Site Design (ESD) can be met to the maximum Extent Practicable (MEP), including preservation and protection of natural resources.

You may now proceed with the SWM development plan for this project. The following information must be incorporated, where applicable, into all future plan submittals for this project:

- A copy of this letter must be affixed to the SWM development plans;
- All other information required for SWM development plans.

Substantive changes to the design of the site may require additional consideration of this SWM concept plan. If you have any questions regarding this subject or require additional clarification, please feel free to contact me at 301-600-1560.

Sincerely,

Vijay Kapoor  
Development Review Engineering

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 10/6/2016

RE: Monthly Planning Update - October

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**Major Subdivisions:**

**Coblentz on Green - Master Plan Amendment approved - March 11, 2013**  
Preliminary plans signed – May 29, 2013  
Improvement plans conditionally approved – October 16, 2013  
Final FRO Plan approved – April 21, 2014  
Final Plats conditionally approved – November 17, 2014  
Plats 1 & 2 recorded at Courthouse – May 17, 2016  
**Model home Certificate of Occupancy received – October 6, 2016**

**Site Plans and Minor Subdivisions:**

**Cross Stone Commons – BOA Special Exception Use Hearing – May 8, 2013**  
Revised architectural plans approved by PC – March 17, 2014  
Final FRO Plan approved – May 19, 2014  
Revised Site Plan conditionally approved – October 20, 2014  
Phase 1 Improvement Plans conditionally approved – October 20, 2014  
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)  
Building permit for Building #3 applied for – June 24, 2016  
**Plat of Correction conditionally approved – September 19, 2016**

**Fire Station – Fire Station plat conditionally approved – October 16, 2013**  
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)  
**Revised Site Plan review tabled by PC – September 19, 2016**  
**BOA hearing for height variance set for October 20, 2016**  
**Amended Site Plan submitted for review – October 3, 2016**

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

**Horman Apartments- Site Plan approved – April 21, 2008**  
Improvement Plans conditionally approved – May 17, 2010  
Currently approved SWM plans remain valid until May 4, 2017  
Mylars signed – September 11, 2015  
Letter sent out to property owner – August 25, 2016

**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008  
Forest Conservation Plan approved – October 20, 2008  
Revised Architectural Plans submitted and reviewed – June 16, 2014  
Architectural plans approved by PC – March 16, 2015  
BOA hearing for variance requests (approval received) – March 29, 2016

**Miller (Ingalls)** – Concept and Phase I & II Plan approved & signed – September 27, 2010  
Revised Concept Plan reviewed by PC – September 16, 2013  
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

**Nicholson** - Final Plat submitted for review – March 2, 2015  
Subdivision plat conditionally approved by PC – June 20, 2016

**Putman** – Forest Conservation Plan approved – June 16, 2009  
Revised Site Plan Extension request approved for 6-months – March 16, 2015  
Revised Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)

**Richland Driving Range** – Concept plan reviewed by PC – January 18, 2016  
Site Plan reviewed by PC – May 16, 2016  
Revised Site Plan conditionally approved by PC – June 20, 2016 (Plans expire June 20, 2019)

**School complex** – PC reviewed plans for comment to Town Board – June 20, 2016

**Zion Lutheran property demolition site plan** - approved by PC - August 15, 2016  
**Building demolished** – week of September 26th

**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 by Town Board – October 11, 2010

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**Text Amendments: Sign ordinance revision for exemption standards for signs located on ballfields**

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**Reports: Sustainable Maryland Certified application re-submitted August 25, 2016**

**Meetings: Next Middletown Green Team Meeting – October 19, 2016**

**Maryland Planning Commissioner Association Conference – October 27 & 28**

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