

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

April 18, 2016

The regular meeting of the Middletown Planning Commission took place on Monday, April 18, 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 Miller, David Lake and Rich Gallagher. Others present in official capacity: Commissioners Dixie Eichelberger (Alternate), Cindy Unangst (Staff Planner) Ron Forrester (Zoning Administrator) and Annette Alberghini (Recording Secretary). Others present: None.

APRIL MONTHLY PLANNING COMMISSION MEETING:

The members of the Planning Commission welcomed Commissioner Catania as the new liaison to the Planning Commission from the Town Board. The Planning Commission also publically thanked Commissioner Goodman for everything he did as the previous liaison to the Planning Commission. Commissioner Goodman is now chairman of the Parks and Recreation standing committee.

I. PUBLIC COMMENT – There is a tractor for sale parked in the Subway parking lot at the square corner. The Zoning Administrator is checking for possible violations.

II. Regular Workshop Minutes of January 13, 2016 – Approved as submitted.

Regular Meeting Minutes of January 18, 2016 – Approved as submitted.

III. PLAN REVIEW – None.

IV. ZONING –

Ordinance Review – The entire zoning code has now been reviewed. There are text amendments requiring further review after the joint town board/planning commission meeting in June. Specifically, changing the wording regarding storage containers from planning commission review to zoning administrator review, as well as, changing the enforcement of residential codes on vehicles located within Town Commercial district.

Zoning Administrator - Planning Commission Relationship – The zoning administrator provides the planning commission a monthly report for informational purposes. He also receives information from the planning commission regarding possible code violations within the Town.

DARCAR Sign – Questions were raised about the large DARCAR sign located near the football stadium. The zoning administrator will be addressing those questions.

V. MISCELLANEOUS –

2015 Draft Annual Report and Map – The 2015 draft annual report was reviewed. Suggestions for edits were given. The staff planner will make the necessary changes. This report will be brought before the planning commission for further review and approval in May.

Review Planning Commission's Rules of Procedure – The rules and procedures were reviewed for clarification.

Temporary Alternate: Questions were raised regarding the role of the temporary alternate on the planning commission and especially its effect on a quorum according to the current definition within the rules of procedure. This topic will be added to the June 6, 2016 joint town board/planning commission meeting.

Meeting Attendance (section 3, subsection 3.3): Discussion concerning what constituted three consecutive meetings and whether or not to include workshops as part of that definition occurred. Unexcused absences were defined as absences from meetings in which neither the staff planner, nor the planning commission chairman were notified.

Foreword: The following statements will be added to the foreword of this document, “In all matters not provided for in these Rules, the applicable rules in the current edition of Robert’s Rules of Order Newly Revised govern. All meeting and workshops of the Middletown Planning Commission are subject to the Maryland Open Meetings Act.”

The new planning commission liaison asked for information on annexations within the Town.

Review 14 Topics in which a public body can meet in closed session – The planning commission reviewed the document.

The Staff Planner quickly reviewed her monthly report. It was suggested that planning commission members tour the Coblenz development with the Middletown project manager at a future date to view the stormwater management facilities in particular.

VI. ADDITIONAL PUBLIC COMMENT – None.

Meeting adjourned at 8:38pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary