

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

May 16, 2016

The regular meeting of the Middletown Planning Commission took place on Monday, May 16, 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 Bob Smart. Others present in official capacity: Commissioners Dixie Eichelberger (Alternate), Cindy Unangst (Staff Planner), Bruce Carbaugh (Director of Public Works), Ron Forrester (Zoning Administrator) and Annette Alberghini (Recording Secretary). Others present: Pamela & David Wachter (town residents), Jay Ryan (JR Design Build Inc.), Bob Swezey (General Manager Richland Golf Club), Fan Yang (applicant Richland Golf Club), and Jian Jun Sun (Richland Golf Club).

MAY MONTHLY PLANNING COMMISSION MEETING:

- I. PUBLIC COMMENT** – None.
- II. Regular Workshop Minutes of April 13, 2016** – Approved as submitted.
Regular Meeting Minutes of April 18, 2016 – Approved as submitted.

III. PLAN REVIEW

Kaleta Addition Demolition Plan – (Jay Ryan, JR Design Build Inc. for the applicant) This plan is for the proposed removal of an existing 12' x 14' one-story addition (bedroom) at the rear of the dwelling at 10 Jesserong Drive, and replace it with a 21' x 16'-6" two-story addition (bedrooms and interior stairs only). All the requirements of the Town Code have been met. A demolition permit was approved by the County and will be issued after planning commission approval. Letters were sent to the adjacent property owners informing them of the impending demolition. The property has also been posted accordingly. All demolitions and post demolition restoration will be completed within 90 days issuance of the demolition permit. The two-story addition to replace the current one-story addition would be placed sub-grade so that the addition's roof line wouldn't be quite so conspicuous above the rest of the house.

Action: Commissioner Miller motioned to approve the Kaleta addition demolition plan as submitted. Seconded by Commissioner Smart. Motion carried (5-0).

Wachter Shed Demolition Plan – This plan is for the proposed removal of an existing 8' x 12' shed located at the rear of the property located at 212 Prospect Street. A larger shed is already in place at a different location on the property. Most of the requirements for the Town Code have been met. Missing information includes the anticipated length of time for the demolition, and a plan of safety precautions to be taken for the demolition. The staff planner stated with the small size of the shed, demolition will occur in a short amount of time and the safety precautions would be minimal. A demolition permit was approved by the County and will be issued after planning commission approval. Letters were sent to the adjacent property owners informing them of the impending demolition. The property has also been posted accordingly.

Action: Commissioner Smart motioned to approve the Wachter shed demolition plan for 212 Prospect Street as submitted. Seconded by Commissioner Lake. Motion carried (5-0).

Richland Driving Range Structure Site Plan – (Bob Swezey (General Manager Richland Golf Club), Fan Yang (applicant Richland Golf Club), and Jian Jun Sun (Richland Golf Club) were present.) This plan is for the proposed two-story driving range structure to house golf carts, pro shop, bathrooms/locker rooms, offices and covered driving range tees to be erected on the existing driving range located at 50 Glenbrook Drive. This property is zoned both GC General Commercial and OS Open Space. This structure would meet use requirements for both. Updated site plans were turned in to the office today. The site plan still requires clarification on the need to address how many water and sewer taps will be needed; the parking requirements for this structure in conjunction with the existing clubhouse and its uses; and a lighting plan to review. Corrections to the plans are also needed.

- **Parking:** Questions were raised regarding the parking requirements for this structure in conjunction with the existing clubhouse, what square footage total would be used to calculate the number of parking spaces needed. Mr. Swezey stated that parking determination uses gross square footage of a structure. He asked if the parking that is currently located near the Town playing fields could be used as over flow parking for the golf club. The staff planner stated that it is Town property and the golf club would need Town approval before using it. It was noted that golf course use was not included when calculating parking space needs, and it should be.
- **Director of Public Work Comments:** The Director of Public Works (DPW) has received and reviewed the first set of plans. He met and reviewed his comments and concerns with Mr. Jian Jun Sun last week. Water and sewer tap needs have been determined. The town administrator calculated the cost of over \$100,000 based on fixture units projected. He suggested the applicant revise their plans for the SS connection to have it tie in to the existing lateral.

Because of the many questions still unanswered and the need for the plans to be updated to show the correct information, it was suggested that the applicant meet with the staff planner to review everything so that it could be corrected for review at the next planning commission workshop and meeting in June. The applicant was agreeable to that suggestion.

IV. ZONING – The Zoning Administrator previously provided his monthly report to the Planning Commission by e-mail.

- **Signs:** It was noted that many small illegal signs are placed in front yards throughout the Town. Some have been removed and are now placed near the zoning administrators' desk. The zoning administrator asked that if anyone sees a posted sign that they think is illegal, they are to report it to him and he will investigate it to see if it needs to be removed.
- **Utility Trailers:** Commissioner Catania asked why utility trailers are included with recreational vehicles within the Town Code. Historically there has been much discussion about this very item. It is a broad definition. The town code does not prohibit the ownership of a utility trailer within the town. It does provide standards regarding where that utility trailer can be placed on one's property. Namely, it must be screened and behind the front setback.

V. MISCELLANEOUS –

2015 Draft Annual Report and Map – The 2015 draft annual report was reviewed for a final time. The staff planner reviewed how the changes suggested from the April planning commission meeting were incorporated in to the document.

Action: Commissioner Lake motioned to approve the 2015 Annual Report with the suggested changes. Seconded by Commissioner Smart. Motion carried (5-0).

Review Planning Commission's Rules of Procedure – The staff planner reviewed how the changes suggested from the April planning commission meeting were incorporated in to the document. This will be brought before the joint town board/planning commission meeting in June for awareness purposes. The changes will be formally approved at the June planning commission meeting.

The Staff Planner quickly reviewed her monthly report.

- **Coblentz on Green:** The mylars for plats 1 and 2 have been submitted to the Health Department for signature and are ready to be picked up. The staff planner will sign them and take them to the courthouse for recording. This complies with the agreement that a certain number of plats must be recorded within three years of the preliminary plan approval. The town administrator and burgess both agree that it would be a good idea to have a tour of the stormwater management facilities at Middletown Glen (Coblentz on Green development) for both the town board and planning commission members. A future date is in the works.

VI. ADDITIONAL PUBLIC COMMENT – None.

Meeting adjourned at 8:08pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary