

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

**Regular Meeting**

**August 17, 2015**

The regular meeting of the Middletown Planning Commission took place on Monday, August 17, 2015 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), Chris Goodman (Ex-Officio), Bob Miller, Bob Smart, and David Lake. Others present in official capacity: Commissioners Rich Gallagher (Alternate) and Dixie Eichelberger (Temp. Alternate), Cindy Unangst (Staff Planner), and Annette Alberghini (Recording Secretary).

**I. PUBLIC COMMENT** – None.

**II. Regular Meeting Minutes of July 20, 2015** – Approved as submitted.

**III. PLAN REVIEW** – None.

**IV. ZONING**

**Political Signs** – Planning Commission members received communication from Town Board Commissioner Ventre regarding suggested Town Code changes concerning Political Signage. Commissioner Ventre believes that political signs cannot be categorized separately from other temporary signs. The Town Code addresses exempt signs which includes political signs (Section 17.36.140), as well as, temporary signs; those which require a permit and those which do not require a permit (Section 17.36.150). The Staff Planner suggested that the Town Board and Planning Commission review those three sections of the Town Code as a whole in order to clear up any confusion. This will be added as an agenda item at the joint Town Board/Planning Commission meeting in October. It was noted that political signs for the next election are already beginning to appear in Middletown.

**Subdivision Regulations Amendments Introduction** – The Planning Commission has reviewed Title 16 - Subdivisions and has made the following recommendations for updates to this section:

- **Proposed changes:** Changed references to director of operations and construction to director of public works. Changed the daily consumption of gallons of water per dwelling unit from 300 gallons to 250 gallons per the changed policy of the Town. (Section 16.12.055) All sketch plans shall show topography at five-foot contour intervals instead of only where the slope conditions exceed eight percent. (Section 16.16.020) Changed the minimum sight distance on collector streets from 200 feet to 300 feet. (Section 16.28.030) Changed reference to private streets from ‘will not be approved’ to ‘will not be maintained by the town’. (Section 16.28.030) Changed reference to street signs erection from ‘by the town’ to ‘by the developer, initially’. (Section 16.32.020)
- **Proposed deletions:** Deleted the definition of “double frontage lot”. (Section 16.04.030) Deleted types of guarantees of construction of public improvements that are no longer accepted by the Town. (Section 16.12.070) Deleted reference to condominiums. (Section 16.16.020)
- **Proposed additions:** Added definitions for “floodplain”, “plat”, “right-of-way”, “arterial street”, and “tract”. (Section 16.04.030) Added references to the state’s Land Use Article where Article 66B is cited. Added references to electronic copies of plans that are to be submitted. Added references to architectural renderings or drawings that are to be submitted. Added language regarding waterbody buffer requirements. (Section 16.28.020) Alleys will be allowed in overlay districts to represent what has already been approved in recent developments. (Section 16.28.030)

- **For conforming purposes:** Changed the word ‘master’ to ‘comprehensive’ in relation to references to the town’s comprehensive plan. Amended references to Frederick County to conform to the new executive council and board. Changed ‘major highway’ to ‘transportation’ in relations to comprehensive plan sections.
- **Cul-de-sacs:** A definition of a cul-de-sac will be added. All references to cul-de-sacs which had been removed prior will be added back in to the Subdivision Regulations. The Staff Planner will discuss this topic with the Director of Public Works for clarification. The Staff Planner will also research the County to see if other municipalities utilize other standards.
- **Other** – Other minor edits were primarily for grammatical purposes.

The Planning Commission reviewed the timeline going forward and set a public hearing date for the proposed changes to the Subdivision Regulations for Monday, September 21, 2015

**V. MISCELLANEOUS** – None.

**VI. ADDITIONAL PUBLIC COMMENTS** – None.

**Meeting adjourned at 7:28pm.**

Respectfully submitted,

Annette Alberghini  
Recording Secretary