

**Middletown Planning Commission
31 West Main Street
Middletown, Maryland 21769**

Regular Meeting

December 16, 2013

The regular meeting of the Middletown Planning Commission took place on Monday, December 16, 2013 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were: Commissioner Chairman Mark Carney, Commissioners David Lake, Chris Goodman (Ex-Officio), Bob Miller, and Bob Smart. Others present in official capacity: Commissioners Rich Gallagher (Alternate), and Ron Forrester (Temp. Alternate), Cindy Unangst (Staff Planner), and Julie Baer (Recording Secretary).

I. Public Comment – None

II. Regular Meeting Minutes of November 18, 2013 -- Approved with correction

III. Plan Review -- None

IV. Zoning

Forest Conservation Ordinance text amendment: Cindy received an email from the Department of Natural Resources and they are mailing a letter with approval. The Town FRO text amendment was sent to the State on 11/11/13 for their review. Chairman Carney stated that the changes to the FRO will conform to the state requirements.

Action: Commissioner Smart motioned to recommend approval of the FRO text amendment. Commissioner Miller seconded the motion. Commissioner Goodman abstained. Motion carried. (4-0-1)

Violations

Thompson Funeral Home parking lot: A letter from the Town was sent to Mr. Thompson and he has been advised that fines will be assessed. Chairman Carney asked Cindy for a copy of the letter, so the Planning Commission is aware of status of what the Town is doing about the situation. Commissioner Gallagher inquired about what the next step is with the fine.

Cindy Unangst resigned as Zoning Administrator effective December 1, 2013. The Town Board has assigned Drew Bowen as the Temporary Zoning Administrator.

V. Miscellaneous

Fee Schedule review: Chairman Carney reviewed the fee structure chart and noted that the fees charged by Middletown were generally lower than the other fees charged by other towns surveyed in Frederick County. He suggested that the fee structure chart to be presented for discussion at the upcoming joint Town Board/Planning Commission meeting. Chairman Carney asked Cindy to use the Coblenz property as a sample case for calculating revenue from fees generated based on the Middletown and Myersville fee structures. He said that Walkersville's fees were clearly higher than both Middletown and Myersville and noted that Myersville had

recently revised their fee structure. Commissioner Forrester asked when Middletown last reviewed and/or revised their fee structure. Cindy said that fees were revised in 2006. Commissioners Gallagher and Goodman stated that they would like to see fees reviewed every 4 years. Chairman Carney said our next course of action was to discuss the fee structure with the Town Board at our joint meeting in January and then make final recommendations based on the outcomes of those discussions. Commissioner Goodman asked about fees for electronic copies of document. Chairman Carney mentioned that e-file changes would bring us up to the 21st century and that this topic would also be an agenda item for the joint meeting on 1/6/14.

VI. Additional Public Comment-- None

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Julie Baer, Receptionist