



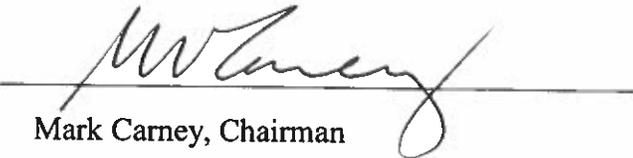
TOWN OF MIDDLETOWN PLANNING COMMISSION

CERTIFICATE OF ADOPTION

IN ACCORDANCE WITH DIVISION 1, TITLE 1-207 OF THE LAND USE ARTICLE OF THE ANNOTATED CODE OF MARYLAND, THE PLANNING AND ZONING ENABLING ACT, THE TOWN OF MIDDLETOWN PLANNING COMMISSION OFFICIALLY ADOPTS THE FOLLOWING 2017 ANNUAL REPORT, FILING SAME WITH THE MIDDLETOWN BURGESS AND COMMISSIONERS AND THE SECRETARY OF STATE PLANNING.

TOWN OF MIDDLETOWN PLANNING COMMISSION

BY:


Mark Carney, Chairman

4/16, 2018



MIDDLETOWN PLANNING COMMISSION

2017

ANNUAL REPORT

Approved April 16, 2018 by Middletown Planning Commission

BURGESS & COMMISSIONERS

John Miller, Burgess (4/2016-4/2020)

Jennifer Falcinelli, Burgess Pro-tem (4/2014-4/2018)

Larry Bussard (4/2014-4/2018)

Richard Dietrick (4/2014-4/2018)

Chris Goodman (4/2016-4/2020)

Tom Catania (4/2016-4/2020)

Andrew J. Bowen, Town Administrator

Middletown Planning Commission

Mark Carney, Chairman (12/2016-12/2021)

David Lake (1/2017-1/2022)

Bob Miller (5/2013-5/2018)

Rich Gallagher (12/2016-12/2021)

Tom Catania, Comm. Ex-Officio (4/2016-4/2020)

Dixie Eichelberger, Alt. (2/2014-6/2017, 6/2017-2/2021)

Meredith McKittrick, Temp. Alt. (1/2017-6/2022)

Middletown Board of Appeals

Fred Rudy, Chair (6/2016-4/2017)

Thomas Routzahn (1/2017-1/2020)

Tim Coakley (1/2017-1/2020)

Daphne Gabb, Chair (4/2017-5/2019)

Alex Kundrick, Alternate (2/2014-2/2017,

3/2017-3/2020)

Planning Department Staff

Cynthia K. Unangst

Town Zoning Administrator

Ron Forrester

Engineering Staff

Bruce Carbaugh, Director of Public Works

J.R. Hawkins, Project Manager

INTRODUCTION

Section 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the Planning Commissions of non-charter counties and municipalities prepare, adopt and file an annual report with the local legislative body and a copy of the report be mailed to the Director of the Maryland Department of Planning. The report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is or is not consistent with a variety of adopted plans. The report thus informs both the Planning Commission and local legislative body about the strengths and weaknesses of the local planning program.

POPULATION IN MIDDLETOWN

<u>YEAR</u>	<u>POPULATION</u>	<u>INCREASE OR DECREASE</u>
1970 Census	1,262	N/A
1980 Census	1,748	486
1990 Census	1,834	86
2000 Census	2,668	834
2010 Census	4,136	1468
2011 Estimate	4,163	27
2012 Estimate	4,272	109
2013 Estimate	4,295	23
2014 Estimate	4,313	18
2015 Estimate	4,321	8
2016 Estimate	4,336	15
2017 Estimate	4,372	36

TEN YEAR PERIODS OF POPULATION GROWTH based on Census

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	<u>1,468</u>
	2,874

MIDDLETOWN PLANNING COMMISSION

The Middletown Planning Commission is a five-member commission with two alternates, which has review and approval authority of site plans and subdivisions. In addition, the Planning Commission makes recommendations to the Burgess and Commissioners on rezoning and annexations, and reviews and comments on text amendments and any other issue, which is planning related. The Middletown Planning Commission also makes recommendations to the Middletown Board of Appeals on cases involving special exceptions.

PLAN REVIEWS - 2017

All plans reviewed and approved were consistent with the Middletown Comprehensive Plan adopted in 2010, the Middletown Zoning Code, and the Middletown Subdivision Regulations. **(Plan and plat names are shown on attached map.)**

CONCEPT PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

SITE PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
1A. 219 S. Jefferson Street Demolition	1	R-3	Approval of demolition of dwelling and shed (Approval 2/20)
1B. Harris Garage Demolition Prospect Street	1	R-1	Approval of demolition of a garage (Approved 4/17)
1C. Miller Property Demolition East Main Street	1	TC	Approval of demolition of partial building (Approved 6/19)
1D. Geiger Shed Demolition West Main Street	1	TC	Approval of demolition of shed (Approved 8/21)
1E. Williams Coop Demolition East Main Street	1	R-2	Approval of demolition of chicken coop (Approved 10/16)

MASTER PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

PRELIMINARY PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

MASS GRADING/SWM PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

IMPROVEMENT PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
2A. Middletown School Complex Schoolhouse Drive	n/a	OS	Review of improvement plans for school complex roadway (Commented 4/17)
2B. Miller Property East Main Street	1	TC	Approval of improvement plans for new commercial businesses (Approved 10/16)

FOREST CONSERVATION PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
3. School Complex Roadway Schoolhouse Drive	1	OS	Approval of FRO plans for school complex roadway (Approved 4/17)

SUBDIVISION PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

ADDITION PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
4. East Green Street	2	R-2	Addition of small parcel areas to existing lots (Approved 1/16)

FINAL PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

RE-ZONING REQUESTS:

None

ANNEXATIONS:

Admar Property Coblentz Road	94 acres	R20	Recommendation of approval to annex property into town boundaries (2/20)
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TEXT AMENDMENTS:

Text Amendments recommended to Burgess and Commissioners for adoption. (Municipal Code Number)

None reviewed

BOARD OF APPEALS: (Applicant names are shown on attached map)

<u>Applicant</u>	<u>Request</u>	<u>Location</u>	<u>Motion</u>	<u>Date</u>
A. H. Brown	variances from min. lot width, side yard setbacks, and front yard setback for single family dwelling	219 S. Jefferson	Approved	2/22
B. Gauthier	variances of 12' from required 18' setback for a pool	701 Glenbrook Drive	Approved	7/26

INFRASTRUCTURE PROJECTIONS:

TRANSPORTATION:

Action taken by the Town in the year 2017 has been consistent with the Town Comprehensive Plan and best management planning practices.

The Town Comprehensive Plan includes roadway alignments both north and south of town that will be requirements of any future annexation agreements. Future development should incorporate roadway dedication and construction to provide minimum collector type road links from east to west, and a collector from US 40-A north to I-70.

The State Highway Administration has funded the Main Street streetscape project and the notice to proceed to construction was received on September 6, 2016. The limits of the project extend from the western edge of town to the eastern edge of town, and includes the replacement of water mains from Coblenz Road to Eastern Circle. The SHA scope of work includes replacement of storm water lines in the Main Street SHA right-of-ways and relocating some utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks. The project also includes landscaping and planting of new trees. The project is expected to be completed on June 21, 2019.

Improvements to West Green Street were started in FY 2016 and were completed in June of 2017. The project included new sidewalks, storm drain, curbs and gutter, as well as the addition of public parking along the street.

WATER SUPPLY AND DISTRIBUTION:

The Town depends on 23 wells, 4 major groups of springs, two reservoirs, and a 400,000-gallon elevated water storage tank to supply water to the Town. The current total withdrawal permitted by the Town is 387,000 gallons per day (gpd). The average daily use for 2017 was 305,000 gpd. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and there were no violation levels in 2017. The Town has an engineering study underway for the replacement of the reservoirs.

WASTE WATER TREATMENT FACILITIES:

The East End Wastewater Treatment Plant (WWTP) on the south side of Holter Road at Hollow Creek is designed to process 350,000 gpd of sewerage. The current discharge permit for the plant is 250,000 gpd. Average daily flows for 2017 were 227,000 gpd.

The discharge permit for the West End WWTP at Catocin Creek in the southwest section of Town is 250,000 gpd. Average daily flows for 2017 were 203,000 gpd.

There were no violations for either plant in 2017.

PARKS AND GREENWAYS:

In 2017, the Town developed a new recreation area in the downtown called Heritage Park which is located across West Main Street from the Municipal Center. This park includes a fountain and mural with interchangeable historic images of Middletown. The Town also installed a footbridge over Cone Branch Creek, across Franklin Street from the Primary School, for continuation of the walking trail system around the Town. The walking trails will be completed in 2018 that connect to this footbridge and Remsberg Park. Trail signage was installed in four locations at the origin of trails in Town that

show the trail system as a whole and information about the site-specific trail. The locations of the trail signage are as follows: off Franklin Street near the Primary School on the Cone Branch Trail; at the beginning of the walking trail at Remsberg Park; near the basketball courts at Wiles Branch Park on the Wiles Branch Trail; and off Layla Drive on the Foxfield Trail. Once the streetscape project is completed, an additional sign will be installed on the Cone Branch Trail off East Main Street.

PROTECTION OF HISTORIC STRUCTURES:

The Town regulations regarding the demolition of buildings are a zoning control (Section 17.32.160, Zoning, Middletown Municipal Code), which requires a Demolition Permit. This permit allows a building to be inventoried prior to the demolition but does not prohibit demolition. Photos are taken before buildings are to be torn down and are archived.

The Town has two historic districts that are listed in the National Register of Historic Places. Properties that are listed as “Contributing” to the significance of the historic districts may voluntarily participate in government programs that provide financial benefits to property owners who undertake maintenance projects that comply with the Secretary of the Interior’s Standards for Rehabilitation. In order to provide a certain level of customer service to property owners in Middletown, the Town established a Historic Commission to act as a conduit between the property owner and the available programs. The Historic Commission only meets when a property owner wishes to take advantage of these specific programs.

Main Street Middletown, MD, Inc. is a 501c3 organization that supports the economic development of the Town. In 2017, the organization started a direct financial incentive program to help offset the expenses associated with the physical improvement and maintenance of historic properties. Through Main Street Middletown’s Façade Improvement Program, commercial properties that are listed as Contributing to the Middletown Historic District, that make improvements that conform to the Secretary of the Interior’s Standards for Rehabilitation, may be reimbursed up to 50% of eligible project costs. In 2017, The Main Cup, a restaurant and bar, took advantage of the program to restore the historic Main’s Ice Cream sign associated with the property.

In addition, Main Street Middletown has taken on the historic plaque program that was formerly managed by the Town. In 2017, the organization reached its goal of adding 6 additional properties with honorary plaques for a total of 19. Main Street Middletown received funding from the Heart of the Civil War Heritage Area through a Mini-Grant to help off-set the expenses of each plaque.

STRATEGIC PLANNING INITIATIVES

ZONING ORDINANCE UPDATE

The Town Board approved the addition of Outdoor Lighting regulations to the Middletown Municipal Code in February 2017.

COMPREHENSIVE PLAN REVIEW

Since there have been no policy changes made in recent years to warrant an update to the Town’s Comprehensive Plan the update process will begin in 2018 to be completed in conjunction with the

availability of the 2020 Census data. The Maryland Department of Planning now requires a ten-year review.

PLANNING COMMISSION RECOMMENDATIONS:

ONGOING RECOMMENDATIONS:

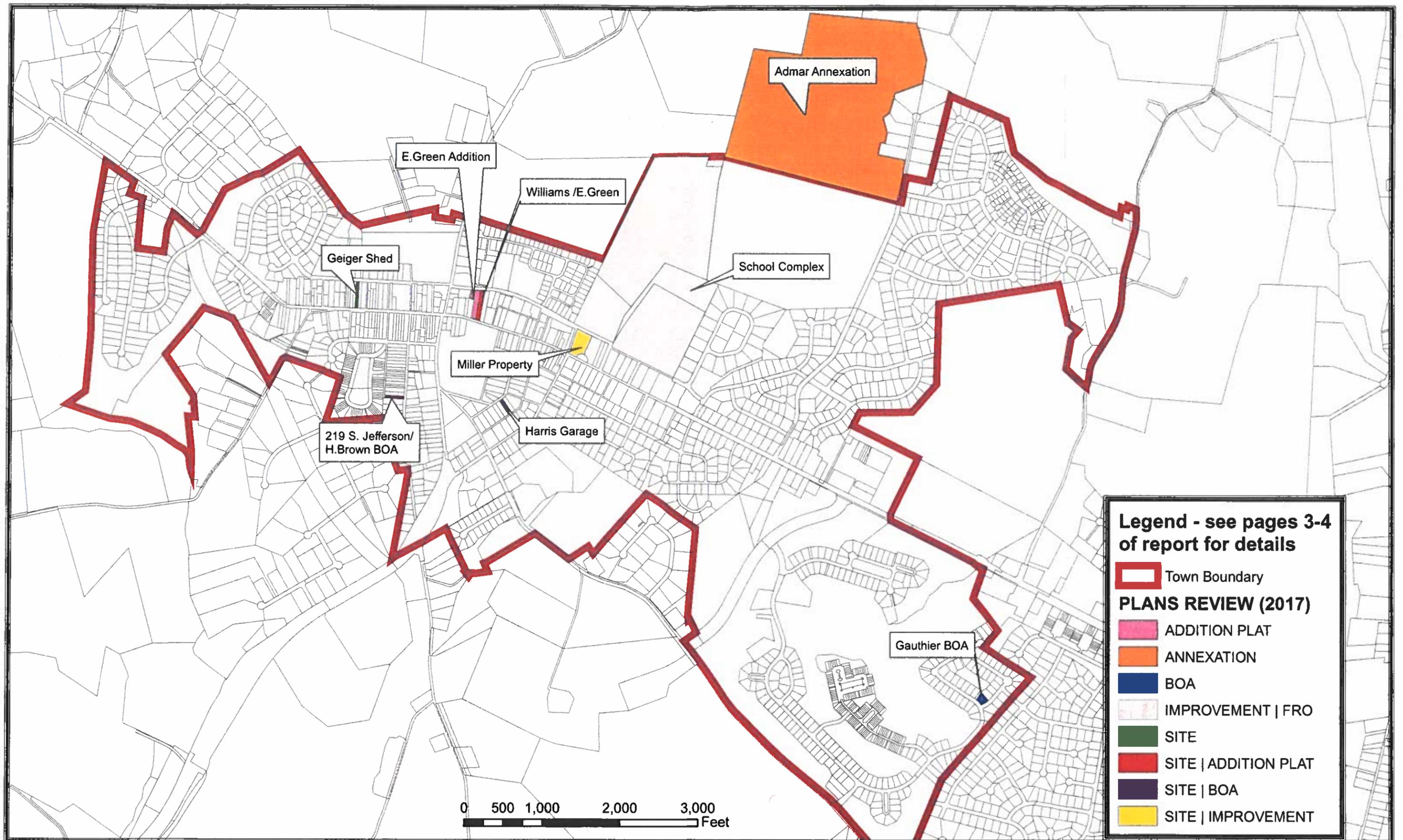
1. Review walkway and road construction strategies to be incorporated into current & future growth and development.
2. Review and refine a management system which includes checklists for the plan review process to help ensure that files are complete and easily accessible, and which verifies that all agency approvals are in place.
3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.
4. Promote and develop a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.
5. Work closely with the Main Street Program to help revitalize downtown Middletown.
6. Promote sustainable development practices thru the development review process as outlined in the 2010 Middletown Comprehensive Plan, along with potential projects to consider for any applicable funding associated with the new Sustainable Communities designation through DHCD.

NEW RECOMMENDATIONS:

1. Establish town regulations to address blighted properties.
2. Work with the Sustainability Committee on implementing energy-saving and renewable energy strategies and policies for the town.

Permits Issued

TYPE	1996-2000	2001	2002	2003	2004	2005	5 yr.	2006	2007	2008	2009	2010	5 yr.	2011	2012	2013	2014	2015	5 yr.	2016	2017	2018	2019	5 yr.
	Single - Family	168	75	106	92	45	22	340	30	31	12	17	23	113	10	12	5	8	4	39	8	25		
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0		
Duplex	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
Townhouse	0	0	0	42	15	0	57	16	19	23	24	0	82	0	0	0	0	0	0	0	0	0		
Apartments	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Interior Improvements	0	9	11	20	19	22	81	18	20	19	12	19	88	15	11	12	15	-17	70	16	25			
Additions	0	6	15	15	28	20	84	8	12	2	6	2	30	6	7	4	2	4	23	1	4			
Pools & Hot Tubs	23	7	9	9	16	4	45	8	12	7	4	3	34	2	6	5	2	1	16	2	6			
Decks & Porches	106	18	38	36	64	39	195	37	41	31	27	28	164	32	19	9	15	21	96	14	16			
Accessory Structure	66	14	15	24	23	16	92	18	13	14	9	9	63	6	5	7	8	15	41	11	15			
Fences	66	18	27	41	36	29	151	23	16	25	24	20	108	16	24	13	15	16	84	23	19			
Demolitions	7	1	1	0	1	2	5	0	2	0	2	1	5	2	1	2	1	3	9	5	5			
Propane Tanks	0	1	1	3	6	6	17	3	4	2	2	1	12	6	2	4	1	0	13	0	1			
Trailers	0	3	2	0	0	3	8	0	0	0	0	0	0	0	0	0	0	0	0	2	0			
Pump Station	0	1	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0			
Signs	16	8	6	4	4	7	29	5	7	2	5	6	25	7	8	6	10	8	39	3	4			
Solar panels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	37	20	61	25	7			
New Commercial	15	2	4	0	0	0	6	0	0	0	0	1	1	0	0	2	0	2	4	1	0			
Commercial Conversion	0	4	5	7	6	8	30	1	2	7	3	3	16	4	6	5	5	8	28	1	4			
Industrial Conversion	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Office Conversion	0	4	4	0	1	4	13	14	3	0	5	2	24	0	3	0	0	3	6	0	1			
Other									2	1	2	2	7	5	4	4	6	4	23	1	4			
Total Permits	468	173	245	293	264	182	1157	182	184	146	142	120	774	111	108	83	125	126	553	113	136			



Middletown 2017 Annual Report Map

