

MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street, Middletown, MD 21769

Agenda for the March 18, 2019 Meeting
7:00 p.m.

- I. Public Comment
- II. Minutes of February 2019 Planning Commission workshop Approval
- Minutes of February 2019 Planning Commission meeting Approval
- III. Plan Review
 - Middletown Water Storage Tank Site Plan Review/Approval
 - Middletown Water Storage Tank FSD/PFCP Review/Approval
 - Franklin Commons Improvement Plans Review/Approval
- IV. Zoning - None
- V. Miscellaneous
 - 2018 Annual Planning Report Review
- VI. Additional Public Comment

**** All requests to be on the Planning Commission agenda must be received at the Middletown Municipal Center, 31 W. Main Street, Middletown by 12:00pm on the Monday two weeks prior to the monthly meeting held on the third Monday of each month. All plans being submitted for review must be folded, and an electronic plan is required as well.**

Maryland law and the Planning Commission's Rules of Procedure regarding ex parte communications require all discussion, review, and consideration of the Commission's business take place only during the Commission's consideration of the item at a scheduled meeting. Telephone calls and meetings with Commission members in advance of the meeting are not permitted. Written communications will be directed to appropriate staff members for response and included in briefing materials for all members of the Commission.

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Workshop

February 13, 2019

The regular workshop of the Middletown Planning Commission took place on Wednesday, February 13, 2019 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commission Chairman Mark Carney, Commission Members Rich Gallagher, Bob Miller, David Lake, Alternate Dixie Eichelberger, and Eric Ware, Temporary Alternate. Others present in official capacity: Cindy Unangst (Staff Planner). Members of the public in attendance: Jim Hoover (Zion Lutheran Church) and Hebba Hassanein (The Valley School).

FEBRUARY MONTHLY PLANNING COMMISSION WORKSHOP:

PLAN REVIEW –

Zion Lutheran Church Addition Plat - Cindy read thru her staff report and showed the members the revisions to the plat that had just been received. The commission members asked for clarification on the parcel area to be added and what the remainder lot would be.

The Valley School Revised Site Plan – Cindy read thru her staff report. Chairman Carney asked the applicant whether the shed would be put on a concrete pad, in which Ms. Hassanein responded that it would be put either on a concrete pad or on gravel. Chairman Carney also asked what the height of the shed would be. The applicant will find that out ahead of the meeting on Monday.

COMPREHENSIVE PLAN REVIEW –

Comprehensive Plan Update – Timeline – Based on the letter sent to the Maryland Department of Planning on March 17, 2016 indicating that the Town would be updating the comprehensive plan in the 2022-2024 time frame as recommended by MDP, the update will be pushed back with more discussion on the timeline to be considered at the May joint town board/planning commission workshop.

MISCELLANEOUS –

PC Rules of Procedure – The commission members reviewed aspects of the rules of procedure in place for the planning commission as a refresher.

Workshop adjourned at 8:10pm.

Respectfully submitted,

Cynthia K. Unangst, AICP
Middletown Staff Planner

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

February 18, 2019

The regular meeting of the Middletown Planning Commission took place on Monday, February 18, 2019 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commission Chairman Mark Carney, Commissioner Tom Catania (Ex-Officio), Commission members David Lake, Rich Gallagher, Bob Miller, Dixie Eichelberger (Alternate) and Eric Ware (Temp Alternate). Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: Jim Hoover (Zion Lutheran Church), Hebba Hassanein (The Valley School), Bob Smart (resident), and Alex Kundrick (resident).

FEBRUARY MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT – None

II. INTRODUCTION OF NEW PLANNING COMMISSION MEMBER – Temp Alternate Eric Ware – Chairman Carney formally introduced Eric Ware as the new Temp Alternate to the Planning Commission. Commission member Ware is a resident who loves Middletown and is excited for the opportunity to serve on the Planning Commission.

III. Regular Workshop Minutes of January 16, 2019 – Approved as submitted.

Regular Meeting Minutes of January 21, 2019 – Approved as submitted.

IV. PLAN REVIEW

Zion Lutheran Church Addition Plat – (Jim Hoover (Zion Lutheran Church Administrator) present). Both lots being considered for this addition plat are owned by the church; addition of parcel A (5513.6 square feet) at the corner of Elm Street and West Green Street to the original area of the main church lot will result in a lot area of 74,235 square feet or 1.7044 acres. The remainder of Parcel 6137/234 will result in a lot of 5,535.4 square feet or 0.1270 acres. The lots are located in TC Town Commercial district and are situated on West Main Street, Elm Street and West Green Street. The plat was submitted to the Health Department for review and approval. ARRO Engineering reviewed the plat and sent comments to the Staff Planner today. The Staff Planner reviewed those comments and is not sure if the information ARRO suggested being placed on the plat is necessary. The Staff Planner will review and provide input. The Staff Planner reviewed the proposed new plat which showed where the new property lines would now be. She also explained Zion Lutheran Church's reasons for this plat addition.

- **Addition Plat Requirements** – Certain information required for an addition plat, per Town Code, has been shown except for the registered surveyor signature certifying it as an accurate survey. The plat will be signed prior to Plat recordation.
- **Nonconforming Structure** – The existing white brick building on the remainder lot fronts West Main Street is an existing nonconforming principal structure to the front and side yard setbacks.
- **Required Lot Area, Lot Width and Yards in the Town Commercial District** – Per section 16.12.040 of the Town Code “No transfer of land shall be approved if the original lot from which the transfer was made causes said lot to be less than the minimum lot size for its zoning district or causes the lot to be in violation of any other applicable zoning or health requirements”. The

minimum building restriction lines for the Town Commercial district are a front yard depth to be determined by the planning commission, each side yard is to be 5 feet, and the rear yard is to be 25 feet in depth as stated in Note #6. There is no minimum lot area or lot width in the Town Commercial district. The plat shows the 25-foot rear setback for the remainder lot. The Zoning Code reference in Note #6 is incorrect and should be revised. The reference used is Frederick County's Code; the correct Middletown Zoning Code reference is 17.20.060.

For residential uses in the Town Commercial district, the R-3 setbacks are to be used which are a front yard of 35 feet, 12-foot side yards and a rear yard of 40 feet. Residential uses in the TC district shall meet the lot area requirements of the R-3 district which requires a minimum lot area of 6,000 square feet and a minimum lot width of 60 feet. If the remainder lot were to be used exclusively for residential purposes, it would not meet the necessary minimum lot area or lot width.

Action: Commission member Miller motioned to conditionally approve the Zion Lutheran Church Addition Plat, conditional upon revising the code reference in Note #6, approval by the Health Department, revising the plat per agreed upon comments by ARRO Engineering and Town staff, and it comes with the understanding that any future building development or change of use of the parcels on the plat will be submitted in the regular manner for approval in accordance with the provisions of the existing zoning regulations.. Seconded by commission member Gallagher. Motion carried (5-0).

The Valley School Revised Site Plan – (Hebba Hassanein (Owner) present). This is for the proposed addition of a shed, not to exceed 150 square feet, at 30 East Green Street; at the Valley School property. The shed would be placed behind the trash enclosure and used to store classroom supplies and equipment. The yard requirement for a one-story accessory building is that it may project into the side and rear yards providing it projects no closer than six feet to the side or rear lot lines. The trash enclosure is 10 feet from the side lot lines, and the proposed shed would be in line with the enclosure. The proposed shed is vinyl, standing 7.65 feet in height, and would sit on a concrete base.

Action: Commission member Lake motioned to approve the revised Valley School Site Plan for the addition of a small shed, less than 150 square feet, on the east side of the property behind the trash enclosure, as presented. Seconded by commission member Eichelberger. Motion carried (5-0).

V. **ZONING - None**

V. **COMPREHENSIVE PLAN REVIEW**

Comprehensive Plan Update - Timeline – The implementation of the Comprehensive Plan update has been put on hold so as to include information from the 2020 Census. A new timeline will be developed after discussion at the next joint Town Board/ Planning Commission meeting May 6, 2019. Public forums will be included in the new timeline.

VI. **MISCELLANEOUS**

Planning Commission Rules of Procedure – The Planning Commission members reviewed the Planning Commission Rules of Procedure at the February workshop. It is beneficial to review the established procedures occasionally. Chairman Carney stated that during future meetings commission members should raise their hands to be recognized in order to speak. The Alternate (commission member Eichelberger) and Temp Alternate (commission member Ware) positions were recognized on the valuable opinions and input they provide at the meetings even though they may not be voting.

VII. **ADDITIONAL PUBLIC COMMENT**

Staff Planner Planning Department Monthly Planning Update – The Staff Planner updated the Planning Commission on several projects occurring within the Town.

- **Middletown Glen** – There are 14 lots left available for sale.
- **Cross Stone Commons** – Building 4 construction has begun.
- **Franklin Commons** – The Improvement Plans will probably come before the Planning Commission at the March meeting for reapproval. There are no changes to those plans.

Meeting adjourned at 7:44pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary

DRAFT

Middletown Planning Office

MEMORANDUM

Date: 3/14/2019

Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MIDDLETOWN RAW WATER STORAGE PLAN REVIEW**

Tax Map Parcel #03-151441

Applicant: Mark Crissman, DMW

Property Owner: Town of Middletown

Plan Dated: no date on plan

Date Received: February 12, 2019; revised March 13, 2019

GENERAL INFORMATION

Proposal: two synthetic rubber lined and covered embankment reservoirs for the storage of municipal water are to be abandoned and replaced with a 1 million gallon prestressed concrete water storage tank

Location: 4A Ashky Court, located west of Hollow Road and south of Layla Drive

Zoning: OS

Present Use: water storage facility

COMMENTS

The following issues should be considered in your review of this Site Plan:

1. **Planning Commission's review** - Section 17.32.020 of the Middletown Municipal Code states that underground systems for water transmission are permitted in any district provided that a comprehensive plan for such service is submitted for the review and approval of the town planning commission. The planning commission's review of essential services will assure that the proposals are in accordance with the town master plan; do not unnecessarily form an obstruction to movement and community growth; and do not prove themselves objectionable by reason of hazard, unsightliness, odor, smoke, gas fumes, noise, vibration, radiation, refuse matter or water-carried waste. Once a long-range plan is approved, erection or construction of parts thereof can proceed according to the approved plan without individual approval.
2. **Stormwater management** – A request for a SWM waiver was reviewed and approved by Frederick County on February 22, 2019.

3. **Open space uses** – Flood control, water protection works, sewage treatment plants and other municipal public works are permitted uses in the Open Space district.
4. **Open space district required lot area and yards** – There is no required lot area in the open space district. Minimum yard requirements are fifty feet for the front and rear yards, and fifteen feet for side yards. The proposed storage tank meets the yard requirements. The maximum height requirement is twenty-five feet before additional yard setbacks are necessary. The tank is proposed to be 11-feet above ground level.
5. **Landscaping** – Landscaping and/or screening has yet to be determined.
6. **Expiration of site plan** – Per Section 17.32.250 of the Town Code, approval of a site plan shall expire three years after the date on which the Planning Commission approves the site plan unless construction has begun. Extension of the site plan may be granted by the Planning Commission for delays attributable to town, county or state agencies.
7. **Site plan policy** – Per the site plan policy established by the Burgess and Commissioners in 2018, notice has been sent to all residents within 2,000 feet of the proposed tank to inform them of the Planning Commission’s review of the site plan.
8. **Review by Town Engineer, Bruce Carbaugh** – The plans have been provided to the town engineer for review.

RECOMMENDATION

Staff recommends that the Planning Commission approve the Site Plan contingent on comments by the Town Engineer, and with the understanding that landscaping/screening will be addressed at the Improvement Plan stage.

This review will be included in the Middletown Planning Commission materials for the March 18, 2019 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be March 13, 2019.

Cc: Nick Lewis, Gannett Fleming
Bruce Carbaugh, Town Engineer



OPEN LOT

LAYLA

LAYLA DRIVE

7700 HOLLOW ROAD

7700 HOLLOW ROAD

7700 HOLLOW ROAD

205 LAYLA DRIVE

ASHKY COURT

ASHKY

7 ASHBY COURT

8 ASHBY COURT

9 ASHBY COURT

OPEN LOT

OPEN LOT

ROD CIRCLE

ROD CIRCLE

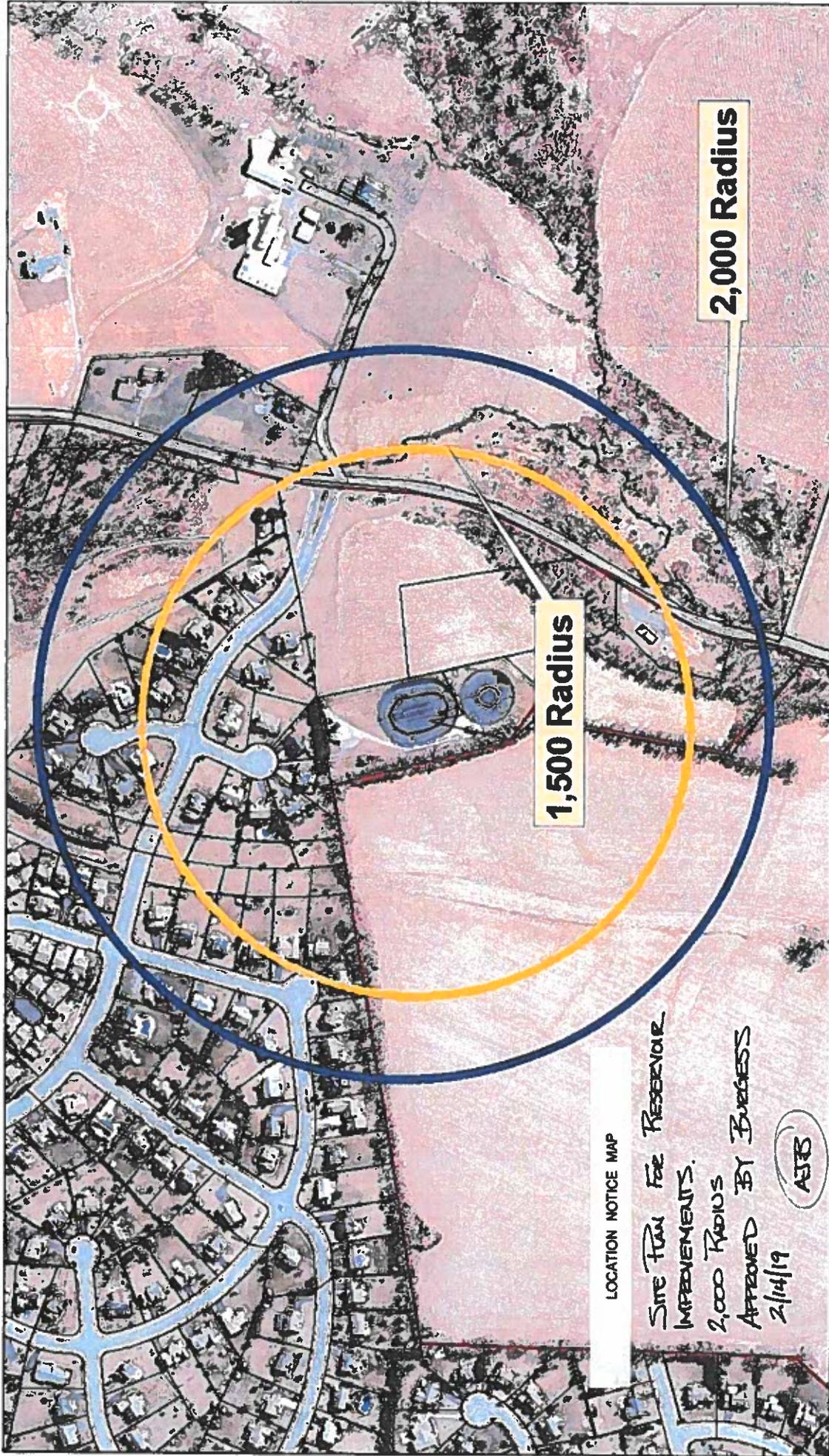
ROD CIRCLE

ROD CIRCLE

4A ASHBY COURT

4A ASHBY COURT

ROD



Town of Middletown - Reservoir Notification Map



February 22, 2019

Mr. David Crable
Frederick County Division of Planning and Permitting
30 North Market Street
Frederick, MD 21701

Re: Raw Water Storage Improvements (Town of Middletown)
Stormwater Management Waiver Request
DMW Project No. 17713

Dear Mr. Crable:

We are currently assisting with a project to upgrade a raw water storage facility for the Town of Middletown. The improvements include the removal of one of two existing water supply reservoirs (the northern reservoir), and replacing it with a partially buried storage tank. The new tank will have a smaller footprint than the existing reservoir it is replacing. In addition to the new storage tank, the existing access road will be partially relocated to facilitate the new tank, as well as trench work for the installation of new utilities lines. There will be a 14% reduction in impervious cover in proposed conditions from existing conditions.

Please refer to the enclosed supporting computations and plan view for documentation and summary of the area computations.

We believe that this project, being a municipality maintenance project with a net reduction in impervious area, qualifies for a stormwater management (SWM) quality waiver from the requirements of the Frederick County SWM Ordinance and the 2009 Maryland Stormwater Design Manual of providing Environmental Site Design (ESD) to the Maximum Extent Practical for redevelopment. Since there will be a net decrease in impervious area compared to existing conditions, no quantity management is required for this project.

Please indicate your concurrence that the SWM quality management may be waived by signing the enclosed page and returning it to us.

If you have any questions, please feel free to contact me at 301-696-9040.

Sincerely,

Daft-McCune-Walker, Inc.

A handwritten signature in blue ink that reads 'Daphne S. Matthews'.

Daphne S. Matthews, P.E.

DSM/tb

Enclosures

cc: Ms. Cynthia Unangst, Town of Middletown (via email only)
Mr. Nick Lewis, Gannett Fleming (via email only)

Raw Water Storage Improvements
Town of Middletown
SWM Waiver Request
DMW Project No. 17713

AREA TABULATION					
	EXISTING CONDITIONS	PROPOSED CONDITIONS	NET REDUCTION	ULTIMATE CONDITIONS	ULTIMATE REDUCTION
SITE AREA	2.93 AC			2.93 AC	
LOD	-	3.90 AC		-	
IMPERVIOUS AREA	1.54 AC	1.12 AC	0.42 AC	0.68 AC	0.86 AC
IMPERVIOUS COVER	53%	38%	27%	23%	56%

By my signature, I indicate that I or my agency concur that SWM quality management may be waived, and quantity management is not required by the Town of Middletown for the Raw Water Storage Improvements.

Name: DAVID A. CRABLE
(Please Print)

Signature: David A. Crable Date: 2/22/19

Middletown Planning Office

MEMORANDUM

Date: 2/14/2019

Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MIDDLETOWN RAW WATER STORAGE FOREST STAND DELINEATION
AND PRELIMINARY FOREST CONSERVATION PLAN REVIEW**

Tax Map Parcel #03-151441

Applicant: Mark Crissman, DMW

Property Owner: Town of Middletown

Plan Dated: no date on plan

Date Received: February 12, 2019

GENERAL INFORMATION

Proposal: two synthetic rubber lined and covered embankment reservoirs for the storage of municipal water are to be abandoned and replaced with a 1 million gallon prestressed concrete water storage tank

Location: 4A Ashky Court, located west of Hollow Road and south of Layla Drive

Zoning: OS

Present Use: water storage facility

COMMENTS

The following issues should be considered in your review of this Forest Stand Delineation and Preliminary Forest Conservation Plan:

1. **Forest stand delineation requirements** – According to Section 16.40.032 of the Middletown Municipal Code, the requirements for forest stand delineations are as follows:

16.40.032 Forest stand delineations.

A. A forest stand delineation shall be submitted as required by Section 16.40.031(B).

B. The delineation shall be used during the project design process to determine the most suitable and practical areas for forest conservation and shall contain the following components:

1. A topographic map delineating intermittent and perennial streams, and steep slopes over twenty-five (25) percent; *Shown*
2. A soils map delineating soils with structural limitations, hydric soils, or soils with a soil K value greater than 0.35 on slopes of fifteen (15) percent or more; *Shown*

3. Forest stand maps indicating species, location, and size of trees and showing dominant and co-dominant forest types; *n/a*
4. Location of one hundred (100) year floodplains; *n/a*
5. Information required by the forest conservation technical manual; *Shown*
6. Other information the approving authority determines is necessary to implement this chapter.
- C. If approved by the planning commission, a simplified delineation may be submitted for an area:
 1. When no forest cover is disturbed during a construction activity; and
 2. Designated to be under a long-term protective agreement.
- D. The planning commission shall consider a simplified forest stand delineation complete if it includes:
 1. All requirements under subsections (B)(1), (2), (4), and (5) of this section;
 2. A map showing existing forest cover as verified by field inspection; and
 3. Other information required by this chapter.
- E. An approved forest stand delineation may remain in effect for a period not longer than five years.

All the requirements for forest stand delineations have been met.

2. Preliminary forest conservation plan requirements – According to Section 16.40.034 of the Middletown Municipal Code, the requirements for preliminary forest conservation plans are as follows:

16.40.034 Preliminary forest conservation plan.

- A. A preliminary forest conservation plan shall:
 1. Be submitted as required by [Section 16.40.031](#) (B) of this chapter;
 2. Include the approved forest stand delineation for the site; *Included as combined plan*
 3. Include a table that lists the proposed values of the following, in square feet:
 - a. Net tract area, *Shown*
 - b. Area of forest conservation required, *Shown*
 - c. Area of forest conservation that the applicant proposed to provide, including both on-site and off-site areas. *Shown*
 4. Include a clear graphic indication of the forest conservation provided on the site drawn to scale, showing areas where retention of existing forest or afforestation or reforestation is proposed; *n/a*
 5. Include an explanation of how the provisions of [Section 16.40.033](#) of this chapter have been met; *Mitigation method is yet to be determined*
 6. In the case of afforestation or reforestation, include a proposed afforestation or reforestation plan; *Mitigation method is yet to be determined*
 7. Include a proposed construction timetable showing the sequence of forest conservation procedures; *n/a*
 8. Show the proposed limits of disturbance; *Shown*
 9. Show proposed stockpile areas; *Shown*
 10. Incorporate a proposed two-year maintenance agreement that shows how areas designated for afforestation or reforestation will be maintained to ensure protection and satisfactory establishment; *Mitigation method is yet to be determined*

11. Include information required in the Forest Conservation Technical Manual; *Shown*
12. Include other information the appropriate approving authority determines is necessary to implement this chapter. *Shown*

B. The review of the preliminary forest conservation plan shall be concurrent with the review of the site plan or preliminary plan of subdivision for planning commission approval.

C. During the different stages of the review process, the preliminary forest conservation plan may be modified provided the approving authority approves of the changes.

All the requirements for the preliminary forest conservation plan have been met aside from the determination of how the mitigation requirement will be met. The method for mitigation can occur at the final forest conservation plan stage.

2. **Summary of FSD narrative** – The site contains 2.92 acres with no existing forest on the site, and the reservoir area is completely enclosed by an 8' high fence. The area between the chain link fence and western property line is a rip-rapped slope which contains the only woody vegetation on site. Shrub species include bush honeysuckle, multiflora rose and privet; tree species include tree of heaven, boxelder, cherry and hackberry, none of which are specimen size. Existing trees planted in adjacent residential properties provide screening from the reservoirs and storage areas.
3. **Forest Requirements Summary** – The total afforestation required for the 2.92-acre tract is 0.58 acres.
4. **Meeting the FRO requirement** – The Plan indicates that the Forest Conservation mitigation method has not been determined yet. It can be determined at the Final Forest Conservation Plan stage. The preferred sequence for afforestation includes on-site afforestation using transplanted or nursery stock that is greater than 1.5 inches in diameter, on-site afforestation using whip and seedling stock, or landscaping of areas which establishes a forest that is at least 35-feet wide and covering 2,500 square feet and containing at least seven shade trees and twenty shrubs. Staff will also note that off-site mitigation is preferred over a fee-in-lieu payment.
5. **Review by Maryland Department of Natural Resources** – The plans have been provided to the Maryland Department of Natural Resources for review, but no comments have been received to date.

RECOMMENDATION

Staff recommends that the Planning Commission approve the Forest Stand Delineation and Preliminary Forest Conservation Plan for this property.

This review will be included in the Middletown Planning Commission materials for the March 18, 2019 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be March 13, 2019.

Cc: Nick Lewis, Gannett Fleming
Bruce Carbaugh, Town Engineer

Middletown Planning Office

MEMORANDUM

Date: 2/13/2019

Hansen# 15726

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **FRANKLIN COMMONS (CHESTERBROOK-PHASE 2) - IMPROVEMENT
PLAN RESUBMITTAL REVIEW**

Tax Map Parcel #03-162338

Applicant: Tom Poss, Verdant Development Group

Property Owner: Chesterbrook Land, LLC

Plan Dated: November 2015

Date Received: February 19, 2019

GENERAL INFORMATION

Proposal: 18 multi-family dwellings in five buildings on a 1.74-acre parcel located on property adjacent to the existing Middletown Valley (Chesterbrook) apartments.

Location: South side of Broad Street and west of Franklin Street

Zoning: R-3 High Density Residential which permits townhouses and multifamily dwellings such as apartments and condominiums containing no more than twelve individual residential units.

Present Use: Vacant lawn area

COMMENTS

The following issues should be considered in your review of this re-submitted Improvement Plan:

1. **Previously approved improvement plans** – The improvement plans for Franklin Commons (formerly Chesterbrook – Phase 2) were conditionally approved on September 21, 2015. The approval was conditional on complying with the comments from the Director of Public Works and Frederick County, updating the lighting plan to include suitable shielding for the proposed lighting, replacing the first-floor window on the architectural rendering with a garage door, and deleting the unnecessary text box on the Landscape Plan per comments from the Staff Planner. The revised plans were reviewed by staff and signed on January 4, 2016. The pertinent minutes from the September 21, 2015 meeting are attached to this staff report. These improvement plans are back before the Planning Commission because the previous approval has expired.

2. **Site plan re-approval** - The Chesterbrook Phase 2 Site Plan was re-approved on May 21, 2018 conditional upon the variance request for the height of the buildings being approved by the Board of Appeals (approved July 12, 2018), guaranteeing of the length of the driveways to be 20 feet long, and the understanding that the developer will work with the Town Engineer to make any necessary changes at the intersection to take into account the speed bump that was installed in 2017.
3. **Expiration of improvement plan** – Per Section 16.12.060 of the Town Code, approval of an improvement plan shall expire three years from the date on which the Planning Commission approves the improvement plan unless construction has begun as defined by “start of construction.” Once improvements have begun, the developer will be expected to proceed with due diligence to completion with visible, substantial and progressive construction activities. Extension of the improvement plan may be granted by the Planning Commission for delays attributable to town, county or state agencies.
4. **Improvement plan requirements (Section 16.32)** – The minimum requirements for provisions of curb and gutter, storm drains, water and sewer lines, sanitary and storm drain profiles, and the location of the proposed water distribution system have been met.
5. **Required lot area, lot width and yard requirements** – According to Section 17.16.070 of the Municipal Code, the minimum lot area per multi-family dwelling in the R-3 District is 4,000 square feet. Multi-family dwellings are required to have a minimum lot area of 5,000 square feet per family or per rental unit when such structures include five or more family or per rental units. The proposed plan shows that each structure will have only three or four units, therefore the minimum lot area is 4,000 square feet. This requirement will be met by the proposed plan. The setback requirements for the corner lot fronting on Broad Street and Franklin Street of 35-foot front yards and 12-foot side yards are also being met by the proposed plan.
6. **Building height regulations** – Section 17.16.050 of the Middletown Municipal Code states that no building will exceed two and one-half stories or thirty-five feet in height. A variance request of 5-feet from the required height regulations was approved by the Middletown Board of Appeals on July 12, 2018.
7. **Parking requirements** – 23 on-street spaces are to be provided, along with 18 driveway spaces and 18 garage spaces, which meets the minimum requirements. The driveway lengths are noted to be 20-21 feet long. The Code requires the driveways to be 20-feet in length to qualify as a parking space.
8. **Sidewalks** – The proposed sidewalks in front of the units have been extended to the proposed sidewalks on Broad Street and Franklin Street for connectivity. In order to accommodate the required driveway length of 20-feet, the sidewalks have been reduced from 5-feet to 4-feet wide. According to Section 16.28.030 (Street design standards) of the Municipal Code, sidewalks are to be 4 feet to 6 feet wide. The Frederick County Code also states that sidewalks are to be a minimum of 4 feet in width. In discussing the

sidewalk width during Site Plan review, the Director of Public Works stated that a 4-foot wide sidewalk would not be a problem (as opposed to a five-foot wide sidewalk).

9. **Lighting Plan** – Sheet E1 shows the lighting plan, including photometrics, for the four proposed 16-foot tall light poles. The photometric plans show that foot-candle measurements are 0.0 measured at adjacent residential properties.
10. **Landscape plan** – The proposed landscape schedule is included on Sheet 12 along with the locations of the proposed 23 trees and 26 shrubs. The landscape schedule specifies that redbuds, flowering dogwoods holly bushes are to be planted. The existing trees shown that will need to be removed due to construction are noted as well.
11. **Signage** – There is no proposed signage for the lot, except that the existing signage on the corner will remain or be adjusted slightly to accommodate the new sidewalk and turn lane.
12. **Stormwater management** – Improvement Plan Note #2 (Sheet 1) states that Environmental Site Design (ESD) will be provided within permeable pavement, bio-swales and micro-bioretenion facilities. The legend on Sheet 3 indicates a symbol for the pervious concrete, as well as a symbol for the asphalt pavement and the reinforced turf for the emergency access from Franklin Street. Sheet 3 also shows the maintenance requirements for permeable pavement as well as the note that if possible, the permeable pavement should be constructed as one of the last site work items. Although the County had previously approved the plans, the plans will need to be re-approved as the approval expired on March 4, 2019.
13. **FRO** – A Simplified Delineation and Combined Forest Conservation Plan utilizing fee-in-lieu was approved by the Planning Commission on January 19, 2015. The fee-in-lieu was paid on May 31, 2016.
14. **Review by Town Engineer, Bruce Carbaugh** – The plans have been provided to the town engineer for review.
15. **Street intersection improvements** - The Town Board has approved the proposed intersection improvements.
16. **Street name** – The common driveway leading to the five buildings has a proposed name of Chester Court which is subject to approval by the planning commission. Although common driveways leading to common parking areas such as in a multifamily residential project are not considered streets (Section 16.28.030.O), the County regulations for addressing require that the common driveway be named.
17. **Maintenance of common areas** - According to Section 17.16.080.F of the Municipal Code, if a townhouse development provides for common area, properties or facilities, they shall be conveyed to an incorporated private nonprofit homeowners' association through which each lot owner is automatically a member subject to a charge of a

proportionate share of common property maintenance. Such homeowners' association agreements shall be reviewed by the town. Staff recommends that the homeowners' association documents be reviewed by the Planning Commission prior to the first building permit being submitted.

18. **County review** – The improvement plans were reviewed and approved by County agencies.

- Office of Life Safety – Approved - 9/15/2015
- Health Department – Approved – 9/17/2015
- Development Review, Engineering – Conditional Approval – 9/22/2015
- Soil Conservation District – Approved – 8/11/2015

RECOMMENDATION

Staff recommends that the Planning Commission approve the Improvement Plans conditional on re-approval by the County for the stormwater management plans.

This review will be included in the Middletown Planning Commission materials for the March 18, 2019 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be March 13, 2019.

Cc: Noel S. Manalo, Miles and Stockbridge P.C.

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

September 21, 2015

The regular meeting of the Middletown Planning Commission took place on Monday, September 21, 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: Commissioner Dixie Eichelberger (Temp. Alternate), Cindy Unangst (Staff Planner), Bruce Carbaugh (Director of Public Works) and Annette Alberghini (Recording Secretary). Others present: Noel Manalo (Miles & Stockbridge), Tom Poss (Verdant Development Group), Andrew Brown (J.F. Brown, III & Associates), and Michael Swanson (Terra Solutions Engineering).

I. PUBLIC COMMENT – None.

II. Regular Meeting Minutes of August 17, 2015 – Approved as submitted.

III. PLAN REVIEW

Franklin Commons (Chesterbrook) Improvement Plans – (Noel Manalo (Miles & Stockbridge), Tom Poss (Verdant Development Group), Andrew Brown (J.F. Brown, III & Associates), and Michael Swanson (Terra Solutions Engineering)). These plans were formally known as Chesterbrook Phase 2, now known as Franklin Commons. This is a proposed 18 multi-family dwellings in five buildings on a 1.74 acre parcel located on property adjacent to the existing Middletown Valley (Chesterbrook) apartments. The Phase 2 Site Plan was approved on January 19, 2015 conditional upon meeting the comments from the Director of Public Works, incorporating the lighting plan to be included at the improvement plan stage, and have architectural rendering review at the improvement plan stage. The lighting plan showing foot-candle limits for all four proposed light poles has been provided. Architectural renderings were provided tonight to planning commission members. A variance request of 5-feet from the required height regulations was approved by the Middletown Board of Appeals on January 13, 2015. Parking requirements have been met. Sidewalk widths of 4-feet were determined not to be problematic, per the Director of Public Works. The revised landscape plan now correctly indicates which existing trees are to be removed. The note on the improvement plans Sheet 11, Landscape plan, needs to have the unnecessary text removed. There is no proposed signage for the lot, except for existing signage on the corner which will remain or be adjusted slightly to accommodate the new sidewalk and turn lane. The SWM concept plan was approved by the County on October 1, 2014. The common driveway leading to the five buildings has a proposed name of Chester Court. The County review has been completed with all approved except the Development Review, Engineering which is incomplete. The Middletown Director of Public Works has done a partial review, but will complete a full review of the plans.

- **Stormwater Pond –** Fencing for a stormwater pond is plastic if the Town is responsible for it. The Town is not responsible for this pond; it will be the responsibility of the HOA. The HOA will determine what materials it will use to build the fence. The County will

have the easement to the stormwater pond and will inspect the pond on behalf of the Town. The County could force the property owner to maintain the stormwater pond.

- **Water Distribution** – The Director of Public Works noted that the plans show a change in the water distribution line from an 8-inch pipe to a 6-inch pipe to the first hydrant. It then changes to a 4-inch pipe thereafter. The Director of Public Works will review this with the Frederick County Office of Life Safety to see if it is sufficient. There was speculation as to what the water quality will be like in the future for those dwellings since it is a dead end line. No one was sure.
- **Lighting** – The Director of Public Works reviewed the lighting plan and determined that the apartments in the Chesterbrook building closest to the newly proposed lighting would see a “light ball” from the closest proposed lamp post, but the light would not shine directly in to the apartment windows. The foot-candles are 0 at the building line. Questions were raised regarding the varying lumens from unit to unit and within the parking area. The developer will work with the Director of Public Works in developing a shielding plan to provide consistent lighting across the development prior to plan signatures.
- **Architectural Review** – The developer provided planning commission members with an illustration closest to what the planned dwellings could look like. The difference between the illustrations provided and the planned dwellings is that a garage door would replace the first floor window shown. The developer had previously provided architectural renderings to the planning commission at the site plan stage to help answer questions regarding whether the units were townhouses or condos; there is no code requirement for architectural review though. The developer will provide a modified illustration showing the garage door in place of the window.

Action: Commissioner Lake motioned to conditionally approve the Franklin Commons Improvement Plans conditional upon modifying the landscape plan per the Staff Planner’s request, update the lighting plan to include the shielding plan to be developed, providing an architectural drawing showing the garage door in place of the first floor window, and subject to review and comments by the Director of Public Works and Frederick County. Seconded by Commissioner Miller. Motion carried (5-0).

IV. ZONING - None

V. MISCELLANEOUS –

VI. ADDITIONAL PUBLIC COMMENTS – None.

Meeting adjourned at 7:53PM.

Respectfully submitted,

Annette Alberghini
Recording Secretary

Middletown Planning Office

MEMORANDUM

Date: 3/5/2019

To: Middletown Planning Commission

From: Cindy Unangst, Middletown Staff Planner

RE: **DRAFT ANNUAL REPORT**

The following document is enclosed for your review and direction:

- Draft Annual Report for the year ending 2018, and all planning and zoning activity reflected for that year, conducted by the PC, staff, zoning administrator, and Board of Appeals. This report must be reviewed, and staff would request comments, especially on goals for the new year, before approving and forwarding to the Town Board for their information and submitting to the State and Frederick County.



MIDDLETOWN PLANNING COMMISSION

2018 ANNUAL REPORT

Approved April __, 2019 by Middletown Planning Commission

BURGESS & COMMISSIONERS

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

Jennifer Falcinelli, Burgess Pro-tem (4/2014-4/2018)(4/2018-4/2022)

Larry Bussard (4/2014-4/2018)(4/2018-4/2022)

Richard Dietrick (4/2014-4/2018)(4/2018-4/2022)

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)(5/2018-5/2023)

Rich Gallagher (12/2016-12/2021)

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

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

Meredith McKittrick, Temp. Alt. (1/2017-6/2018)

Eric Ware, Temp. Alt. (12/2018-5/2022)

Middletown Board of Appeals

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

Thomas Routzahn (1/2017-1/2020)

Tim Coakley (1/2017-1/2020)

Alex Kundrick, Alternate (3/2017-3/2020)

Planning Department Staff

Cynthia K. Unangst

Engineering Staff

Bruce Carbaugh, Director of Public Works

J.R. Hawkins, Project Manager

Town Zoning Administrator

Ron Forrester (2/2014-5/2018)

Mark Hinkle (10/2018 – present)

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
2018 Estimate	4,439	67

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 - 2018

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>
1. Valley Center East Main Street	4	GC	Discussion of retail, office and self-storage development (5/21)

SITE PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
2A. Richland Drive Range Glenbrook Drive	1	GC	Approval of driving range structure (Approved 1/15)
2B. Moody Shed Demolition Location	1	R-3	Approval of demolition of a shed (Approved 3/19)
2C. Cross Stone Commons Middletown Parkway	1	GC	Approval of revisions to Building #4 (Approved 3/19)
2D. Dewitt Deck Demolition Location	1	R-1	Approval of demolition of deck (Approved 4/16)
2E. Harne Deck Demolition Caroline Street	1	R-1	Approval of demolition of deck (Approved 5/21)
2F. Franklin Commons Franklin and Broad Streets	18	R-3	Approval of 18 townhouse condo units (Re-approved 5/21)
2G. St. Thomas More Prospect Street	2	R-3?	Approval of two temporary classroom buildings (Approved 8/20)

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>
3. Richland Driving Range Glenbrook Drive	1	GC	Approval of improvement plans for driving range structure (Deferred 9/17)

FOREST CONSERVATION PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
4. Valley Center East Main Street	4	GC	Approval of FSD plans for commercial development (Approved 4/16)

SUBDIVISION PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
5. Williams Plat East Main Street	2	R-2	Subdivision of lot into two lots (Approved 1/15)

ADDITION PLATS

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

FINAL PLATS

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

RE-ZONING REQUESTS:

None

ANNEXATIONS:

None

TEXT AMENDMENTS:

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

Storage container text amendment – Planning Commission reviewed and commented on adoption of revisions to provisions pertaining to the use of storage containers. (Section 17.32.045) [PC commented 5/21; B&C adopted 8/13]

Demolition site plan text amendment – Planning Commission reviewed and commented on adoption of revisions to the demolition ordinance to allow demolition of certain structures under 500 square feet with the authority of the zoning administrator; and to make other language and stylistic changes. (Section 17.32.160) [PC commented 5/21; B&C adopted 8/13]

Microbrewery text amendment – Planning Commission reviewed and commented on establishing microbreweries as a permitted use in the GC and TC commercial zoning districts; to provide a definition for the term “microbrewery”; and to amend Section 17.02.080 to clarify the date before which a structure must be in existence in order to use the structure for fabrication, light assembly and storage. (Sections 17.04.030, 17.20.010, 17.20.020 and 17.20.080) [PC commented 7/16; B&C adopted 12/10]

Blighted property ordinance – Planning Commission drafted regulations which would provide a definition of blighted property and enforcement, penalties and remediation incentives for offenses. (Chapter 8.24) [PC commented 11/19]

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. Franklin Commons	variance of 5' for height of buildings	corner of Franklin and Broad Streets	Approved	7/12
B. Fire Department	variance from sign area requirement	401 Franklin St.	Approved	9/20
C. Safeway Shopping Center	variance for sign size and height	815 E. Main St.	Approved	12/19

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 Catoctin 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

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 2019 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	28		
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	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	0	
Townhouse	0	0	0	42	15	0	57	16	19	23	24	0	82	0	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	0	
Interior Improvements	0	9	11	20	19	22	81	18	20	19	12	19	88	15	11	12	15	17	70	16	25	19		
Additions	0	6	15	15	28	20	84	8	12	2	6	2	30	6	7	4	2	4	23	1	4	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	3		
Decks & Porches	106	18	38	36	64	39	195	37	41	31	27	28	164	32	19	9	15	21	96	14	16	18		
Accessory Structure	66	14	15	24	23	16	92	18	13	14	9	9	63	6	5	7	8	15	41	11	15	10		
Fences	66	18	27	41	36	29	151	23	16	25	24	20	108	16	24	13	15	16	84	23	19	15		
Demolitions	7	1	1	0	1	2	5	0	2	0	2	1	5	2	1	2	1	3	9	5	5	2		
Propane Tanks	0	1	1	3	6	6	17	3	4	2	2	1	12	6	2	4	1	0	13	0	1	2		
Trailers	0	3	2	0	0	3	8	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1		
Pump Station	0	1	0	0	0	0	1	0	0	1	0	0	1	0	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	7		
Solar panels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	37	20	61	25	7	8		
New Commercial	15	2	4	0	0	0	6	0	0	0	0	1	1	0	0	2	0	2	4	1	0	4		
Commercial Conversion	0	4	5	7	6	8	30	1	2	7	3	3	16	4	6	5	5	8	28	1	4	4		
Industrial Conversion	0	2	0	0	0	0	2	0	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	3		
Other									2	1	2	2	7	5	4	4	6	4	23	1	4	5		
Total Permits	468	173	245	293	264	182	1157	182	184	146	142	120	774	111	108	83	125	126	553	113	136	133		

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 3/4/2019

RE: Monthly Planning Update - March

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
FRO planting at Remsberg Park completed – February 2017
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018

Site Plans, Plats and Minor Subdivisions:

Caroline's View/Horman Apartments- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Revised Improvement Plan mylars signed – July 21, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Cross Stone Commons – Revised Site Plan conditionally approved – October 20, 2014
Improvement Plan mylars signed – November 6, 2015
Architectural renderings for Building #4 approved – March 19, 2018
Revised Forest Conservation Plan approved – January 21, 2019
Next step – submit architectural renderings for building #2 for review/approval

Dowd Property – Forest Stand Delineation approved – April 16, 2018
Revised Concept plan reviewed by PC – January 21, 2019
Special Exception materials submitted for self-storage use – December 21, 2018
Next step – PC review/recommendation and BOA review/approval of special exception for self-storage use

Franklin Commons - Improvement Plans approved – Sept. 21, 2015 (**Plans expired 9/21/2018**)
Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)
BOA approved height variance request – July 12, 2018 (BOA approval expires July 12, 2019)
Improvement plans submitted for re-approval – February 19, 2019
Next step – resubmittal of improvement plans for review and approval; then submittal of letter of credit and signing of PWA's;

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)

Forest Conservation Plan approved – October 20, 2008

Architectural plans approved by PC – March 16, 2015

BOA approval for variance requests – March 29, 2016 (Expired March 29, 2017)

Next step – apply for variance requests for siting of duplex building

Middletown Water Storage Tank – Site Plan submitted for review – February 12, 2019

FSD/FCP submitted for review – February 12, 2019

Miller (Ingalls) – Revised Concept Plan reviewed by PC – September 16, 2013

Site plan (Phase III) conditionally approved by PC – July 20, 2015

Improvement plans (Phase III) conditionally approved by PC – June 19, 2017 (Expires 6/19/20)

Improvement plan (Phase III) mylars signed – January 2, 2018

Richland Driving Range – Concept plan reviewed by PC – January 18, 2016

Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)

Improvement Plans reviewed and tabled by PC – September 17, 2018

Next step – approval of improvement plans by Planning Commission

School Complex roadway plans – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)

SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

St. Thomas More Academy Site Plan revision – conditionally approved August 20, 2018

Valley School – revised Site plan approved – February 18, 2019

Zion Lutheran Church – addition plat conditionally approved – February 18, 2019

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009

Public hearing date - Monday, October 11, 2010

Annexation petition denied by Town Board – October 11, 2010

Admar Property – annexation petition sent to PC by Town Board – January 9, 2017

PC approval of consistency with zoning/comp plan – February 20, 2017

Public Hearing - April 5, 2018

Town Board passed annexation resolution – April 9, 2018

Text Amendments:

Reports:

Grants: MEA Smart Energy Communities grant application – award granted – May 2017

Meetings: Next Middletown Green Team Meeting – March 19, 2019

Next Joint town board/planning commission workshop – May 6, 2019