

MIDDLETOWN PLANNING COMMISSION

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

Agenda for the July 15, 2019 Meeting
7:00 p.m.

- I. **Public Comment**
- II. **Minutes of June 2019 Planning Commission workshop** **Approval**
Minutes of June 2019 Planning Commission meeting **Approval**
- III. **Plan Review**
Water Storage Tank Improvement Plans **Review/Approval**
- IV. **Zoning**
Self-storage Text Amendment **Review/Comment**
- V. **Miscellaneous**
- 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

June 12, 2019

The regular workshop of the Middletown Planning Commission took place on Wednesday, June 12, 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 Bob Miller, Rich Gallagher, David Lake, Dixie Eichelberger, Alternate and Tom Catania, Town Board Liaison. Others present in official capacity: Cindy Unangst (Staff Planner).

JUNE MONTHLY PLANNING COMMISSION WORKSHOP:

PLAN REVIEW –

Water Storage Tank Final Forest Conservation Plan – Cindy reviewed her staff report and explained changes from the preliminary forest conservation plan. It was stated that all references to balled and burlapped trees should be eliminated since container grown seedlings will be used to meet the forest conservation requirement. Cindy explained how the afforestation sites were chosen.

Water Storage Tank Improvement Plans – Cindy reviewed her staff report. There was discussion about adding slats to the fencing to help provide screening of the tank, with remarks by Chairman Carney that he didn't feel the tree plantings to meet the Town's Forest Conservation Ordinance should qualify as landscaping for the site. The lack of lighting locations was also discussed.

Miller Property Phase IV Site Plan – Chairman Carney stated that he and Cindy had a long discussion earlier in the day about the applicant's desire for approval of the increased parking spaces but lack of information regarding the Phase IV microbrewery use. It was determined that the most appropriate action to take would be an approval of a red-line revision to the Phase III site plan for the change in parking spaces on the west side of the property.

ZONING –

Chairman Carney stated that he often sends the Zoning Administrator emails about illegal temporary signs in town to collect.

MISCELLANEOUS – no agenda items

Workshop adjourned at 7:51pm.

Respectfully submitted,

Cynthia K. Unangst, AICP
Middletown Staff Planner

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

June 17, 2019

The regular meeting of the Middletown Planning Commission took place on Monday, June 17, 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: Ann Miller (property owner), Geoffrey Ciniero (C.M.S. Associates) and Jeannine Ranniger (town resident).

JUNE MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT – None

II. Regular Workshop Minutes of May 15, 2019 – Approved as submitted.

Regular Meeting Minutes of May 20, 2019 – Approved as submitted.

III. PLAN REVIEW

Water Storage Tank Final Forest Conservation Plan – (No one present). This is for the proposed construction of a 1 million gallon prestressed concrete water storage tank to replace the two synthetic rubber lined and covered embankment reservoirs, currently in use, for the storage of municipal water, at 4A Ashky Court. Per the approved Preliminary Forest Conservation Plan, the total afforestation required for the 2.92-acre tract is 0.58 acres. No on-site afforestation can occur as there is not enough room. The plans have been provided to the Maryland Department of Natural Resources for review, but no comments have been received to date.

- **Final Forest Conservation Plan Requirements** - All requirements for the final forest conservation plan have been met except: The following note (3.4.4 from the conservation technical manual) should be added to Sheet 2: *If survival requirements are not met, the applicant must establish reinforcement plantings on the planting site prior to the release of the maintenance agreement, but not later than one complete growing season prior to the release of the maintenance agreement.*
- **Change in net tract area and planting requirement from Preliminary Forest Conservation Plan** – 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 preliminary forest conservation plan used the 2.92 acres as the net area with a corresponding afforestation planting area of 0.58 acres. The final forest conservation plan uses the limit of disturbance for the net tract area which is 3.24 acres and includes grading outside of the project site parcel. The corresponding afforestation planting area for the revised net area is 0.65 acres.
- **Meeting the FRO requirement** – The Plan indicates that the Forest Conservation mitigation method will be off-site afforestation on town-owned land adjacent to the project construction site. Off-site afforestation will be accomplished using seedling stock with 85% overstory planting utilizing native trees and 15% understory planting utilizing native trees. The proposed species have been reviewed by staff and are considered a suitable and favorable mix of species in which a majority of the species are considered fast-growing. All the computations and quantities for the proposed seedlings are accurate.

- **Stocking and survival rates** – Sheet 2 of the plans, under Planting Instructions/Specifications, indicates that the minimum stocking ratio of 1.5-inch caliper balled and burlapped trees shall have a 75 percent survival rate. This should be revised to indicate that the minimum stocking ratio for container grown seedlings is 450/acre and shall have a 65 percent survival rate, or at least 292/acre. The plans indicate that the approximate spacing for the trees is 15-foot on center, but the MD State Forest Conservation Technical Manual specifies that the spacing for container grown seedlings should be 10-feet on center. Other references to balled and burlapped trees on the plans should be revised to indicate the appropriate references to container grown tree seedlings.
- **Planning Commission signature block** – A signature block should be added to the plans prior to signature.

The Staff Planner reviewed the plan showing where the off-site planting will occur. Fencing and signage will be placed around the seedlings to protect them from potential destruction from any land rental farming of the rest of that town property.

Action: Commission Member Miller motioned to conditionally approve the Water Storage Tank Final Forest Conservation Plan, conditional upon addressing the comments from the Staff Planner and the Maryland Department of Natural Resources. Seconded by Commission Member Gallagher. Motion carried (5-0).

Water Storage Tank Improvement Plans – (No one present). This is for the proposed construction of a 1 million gallon prestressed concrete water storage tank to replace the two synthetic rubber lined and covered embankment reservoirs, currently in use, for the storage of municipal water, at 4A Ashky Court. The plans before the Planning Commission are 90% complete. The contract with the engineering firm designated that 90% plans be submitted to the Town for review. The 100% completed plans should include a Planning Commission signature block. The full set of plans is 43 sheets, most of which contain erosion and sediment control details that are reviewed by the Soil Conservation District, process details, and mechanical and electrical details. The sheets provided to the Planning Commission are those that contain information related in some way to planning and zoning requirements. The full set of plans is available for review. A request for a SWM waiver was reviewed and approved by Frederick County on February 22, 2019. The proposed storage tank meets the yard requirements for an Open Space district. The plans have been provided to the Town Engineer for review, and the Soil Conservation District for review and approval.

- **Landscaping/screening** – No landscaping on the property is being proposed. Tree plantings to meet the Town's Forest Conservation Ordinance regulations will help to provide screening of the site as they mature. The tree plantings will be sited along Layla Drive and westward towards the project site.
- **Fencing** – An existing 8-foot fence surrounds the water reservoir site. It will be replaced with the same type of chain-link fence as part of this project. The existing perimeter fence and gates will be maintained until the new fence can be installed except where removal is required for construction. Slats can be put in the sections of replacement fence near the northeast corner to help screen the site from neighboring properties. If slats will be used, the Planning Commission requests that additional slat details be provided to include materials used and size.
- **Lighting** – Sheet E-601 (Electrical Schedules) contains the lighting fixture schedule and indicates that some fixture types are to be wall mounted, dusk to dawn fixtures that cast the light downward. There will be two telescoping light poles on the roof of the structure. One on the western side and one over the mechanical addition. These are to be operated by a switch, so will not turn on automatically. The current light on the chemical building will stay. The Planning Commission would like more information on the wall mounted lights as the additional lighting sheets provided do not show a light that casts the light downward but outward. More information is also required regarding the telescoping lights.

Action: Commission Member Lake motioned to table the item until the July 2019 Planning Commission meeting so that comments could be addressed, and if needed the Town Engineer should be present. Seconded by Commission Member Gallagher. Motion carried (5-0).

Miller Property Phase III Revised Site Plan – (Ann Miller (property owner), Geoffrey Ciniero (C.M.S. Associates, the developer) and Jeannine Ranniger (town resident), present). This is in regards to the proposed re-development of existing buildings in phases into new retail and/or restaurant uses. This includes the renovation of the existing main building, construction of a new brick patio in front of the existing building, installation of a new stormwater facility and associated piping, and construction of new grassed islands around the stormwater facility and building. The property is located at 121 and 203 East Main Street. The Improvement Plans were conditionally approved by the Planning Commission in June 2017. The Planning Commission reviewed the Lighting Plan and the Architectural Renderings for the Miller property in August 2017. The site plan has been revised to add red-line revisions for an additional three parking spaces.

- **Parking** – The previous improvement plan for Phase III showed 53 parking spaces (50 regular spaces and 3 handicapped spaces) that vary in size from 8' x 22' to 9' x 19' with the majority of the spaces being 9' x 18'. The town's parking regulations call for parking spaces to be 9' x 20'. A chart showing the parking requirements for the existing and proposed uses was approved in June 2017. The Planning Commission waived all parking requirements above the 53 spaces provided during the Phase III site plan approval in July 2015. Due to the demolition of three storage buildings on the west side of the property, the applicant is proposing to eliminate two of the approved parking spaces in order to add five parking spaces adjacent to five approved spaces on that west side.
- **Fencing/screening** – The neighbor to the west of the Miller Property, at 119 East Main Street, is going to install a 6-foot tall site tight fence to replace the chain-link fence currently on the property line between his property and the Miller Property, with the cost to be split between the two property owners. This agreement with the neighbor is not part of this Site Plan revision.
- **Adjacent Neighbor Comments and Concerns** – Jeannine Ranniger, 119 East Main Street, asked if there would be any additional lighting with the proposed additional parking. The Staff Planner reviewed the approved lighting plan to include lighting placement. Mrs. Ranniger stated that with the removal of the 3 storage buildings she now has light shining in her windows from the warehouse on the other side of the Miller property.

Action: Commission Member Miller motioned to approve the three additional parking spaces of the Miller Property Phase III Site Plan as proposed. Seconded by Commission Member Lake. Motion carried (5-0).

IV. ZONING –

Signage Around Town

- **Unauthorized Signs at Middletown Parkway & Alt 40** – There has been a proliferation of temporary signs placed at the intersection of Alt40 and Middletown Parkway. The Zoning Administrator is aware of this and removes them. It was suggested to place an announcement on the town website informing people that it is illegal to place such signs within town limits without permission.
- **Signage at Middletown Valley Center** – The developer has placed a sign on the property advertising the development without approval. The Zoning Administrator will be following up with the developer for compliance. The Planning Commission would also like to have the Zoning Administrator look into the temporary sign in place on the Middletown Valley Bank property.
- **Cross Stone Commons Signage** – With businesses going in to the new building and the current sign on Main Street already full listing the current businesses, the Staff Planner reminded the Planning Commission that the developer had previously received approval for a directional sign which would be placed at the first entrance into the development off

of Middletown Parkway. This would include the other businesses going into the development but not listed on the main sign.

V. MISCELLANEOUS

The Maryland Municipal League Conference is June 23 – 26, 2019 in Ocean City. Town Board members will be attending.

The Town Board Liaison, Tom Catania, was asked about the proposed changes to the Self-Storage regulations.

VII. ADDITIONAL PUBLIC COMMENT - None

Meeting adjourned at 7:59pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary

DRAFT

Middletown Planning Office

MEMORANDUM

Date: 7/1/2019
Hansen#

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

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

Tax Map Parcel #03-151441

Applicant: Nick Lewis, Gannett Fleming

Property Owner: Town of Middletown

Plan Dated: May 21, 2019

Date Received: May 23, 2019; new materials received July 1, 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 Improvement Plan:

1. **Previous review** – The Planning Commission reviewed the Improvement Plans for the Water Storage Tank on June 17, 2019. The **draft** minutes from that meeting are provided here for your consideration:

Water Storage Tank Improvement Plans – (No one present). This is for the proposed construction of a 1 million gallon prestressed concrete water storage tank to replace the two synthetic rubber lined and covered embankment reservoirs, currently in use, for the storage of municipal water, at 4A Ashky Court. The plans before the Planning Commission are 90% complete. The contract with the engineering firm designated that 90% plans be submitted to the Town for review. The 100% completed plans should include a Planning Commission signature block. The full set of plans is 43 sheets, most of which contain erosion and sediment control details that are reviewed by the Soil Conservation District, process details, and mechanical and electrical details. The sheets provided to the Planning Commission are those that contain information related in some way to planning and zoning requirements. The full set of plans is available for review. A request for a SWM waiver was reviewed and approved by Frederick County on February 22, 2019. The proposed storage tank meets the yard requirements for an Open Space

district. The plans have been provided to the Town Engineer for review, and the Soil Conservation District for review and approval.

- **Landscaping/screening** – No landscaping on the property is being proposed. Tree plantings to meet the Town’s Forest Conservation Ordinance regulations will help to provide screening of the site as they mature. The tree plantings will be sited along Layla Drive and westward towards the project site.
- **Fencing** – An existing 8-foot fence surrounds the water reservoir site. It will be replaced with the same type of chain-link fence as part of this project. The existing perimeter fence and gates will be maintained until the new fence can be installed except where removal is required for construction. Slats can be put in the sections of replacement fence near the northeast corner to help screen the site from neighboring properties. If slats will be used, the Planning Commission requests that additional slat details be provided to include materials used and size.
- **Lighting** – Sheet E-601 (Electrical Schedules) contains the lighting fixture schedule and indicates that some fixture types are to be wall mounted, dusk to dawn fixtures that cast the light downward. There will be two telescoping light poles on the roof of the structure. One on the western side and one over the mechanical addition. These are to be operated by a switch, so will not turn on automatically. The current light on the chemical building will stay. The Planning Commission would like more information on the wall mounted lights as the additional lighting sheets provided do not show a light that casts the light downward but outward. More information is also required regarding the telescoping lights.

Action: Commission Member Lake motioned to table the item until the July 2019 Planning Commission meeting so that comments could be addressed, and if needed the Town Engineer should be present. Seconded by Commission Member Gallagher. Motion carried (5-0).

2. **90% Review Submittal** – The plans before the Planning Commission are 90% complete. The contract with the engineering firm designated that 90% plans be submitted to the Town for review. The 100% completed plans should include a Planning Commission signature block. The full set of plans is 43 sheets, most of which contain erosion and sediment control details that are reviewed by the Soil Conservation District, process details, and mechanical and electrical details. The sheets provided to the Planning Commission are those that contain information related in some way to planning and zoning requirements.
3. **Stormwater management** – A request for a SWM waiver was reviewed and approved by Frederick County on February 22, 2019.
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/screening** – No landscaping on the property is being proposed. Tree plantings to meet the Town’s Forest Conservation Ordinance regulations will help to provide screening of the site as they mature. The tree plantings will be sited along Layla

Drive and westward towards the project site. Although the trees will start out as seedlings, the majority of the proposed tree species are fast growing.

6. **Fencing** – An existing 8-foot fence surrounds the water reservoir site. It will be replaced with the same type of chain-link fence as part of this project. The existing perimeter fence and gates will be maintained until the new fence can be installed except where removal is required for construction. Slats can be put in the sections of replacement fence near the northeast corner to help screen the site from neighboring properties.
7. **Lighting** – Additional lighting information has been submitted including cut sheets of the proposed lighting, point-by-point lighting calculations indicating the footcandles, and renderings of the site showing the proposed lighting. As seen on sheet 2 (tank vicinity lighting calculation), by the time the ringwall of the existing reservoir is reached, just about all of the generated light has dissipated except for very low light levels on the east side of the tank. The renderings (sheets 3 – 5) show that the northernmost end of the tank isn't being illuminated. According to the Project Engineer for Gannett Fleming, some residents may be able to see the light depending on their vantage point, but the light won't get anywhere close to illuminating their property.

All of the lights will operate on photocells which switched on. When switched off, they are off, except for the wall packs above the man door and the generator. Those are supplied with battery backups so that they will turn on in the event of a power outage and generator failure.

8. **Expiration of improvement plan** – Per Section 16.12.060 of the Town Code, approval of an improvement plan shall expire three years after the date on which the Planning Commission approves the improvement plan unless construction has begun as defined by “start of construction.” Extension of the improvement plan may be granted by the Planning Commission for delays attributable to town, county or state agencies.
9. **Review by Town Engineer, Bruce Carbaugh** – The plans have been provided to the town engineers for review.
10. **Review by Soil Conservation District (SCD)** – The plans have been provided to the Soil Conservation District for review and approval.

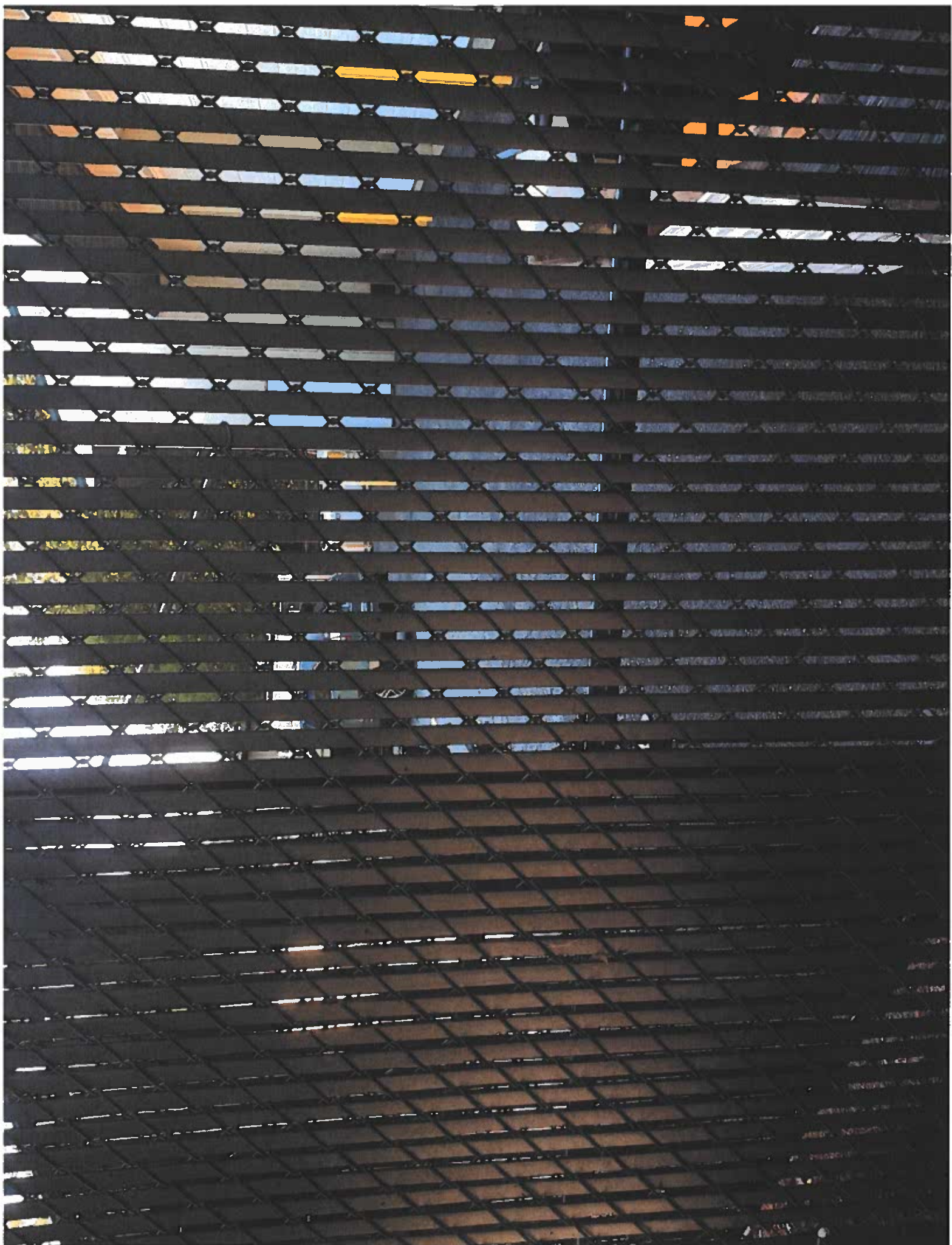
RECOMMENDATION

Staff recommends that the Planning Commission approve the Improvement Plans, contingent on comments by the Staff Planner and approval by SCD, if they desire to do so at this time, or approval can wait until the final set of plans is submitted for review.

This review will be included in the Middletown Planning Commission materials for the July 15, 2019 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be July 10, 2019.

Cc: Mark Crissman, DMW

JR Hawkins, Project Engineer
Bruce Carbaugh, Town Engineer



Middletown Planning Office

MEMORANDUM

Date: 7/11/2019

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: SELF-STORAGE TEXT AMENDMENT

On Monday, July 8th, the Town Board introduced a proposed text amendment to add definitions for the terms “household good”, “personal property”, “self-storage units” and “storage” to the Municipal Code, as well as to delete and repeal the requirement that self-storage facilities may only be permitted as an accessory use to a primary business from Section 17.48.030 of the Code. It is being forwarded to the Planning Commission for your review and comment. A public hearing is being scheduled for Thursday, August 1st, with a vote on the proposed ordinance by the Town Board to take place on Monday, August 12th.

Attached is a draft ordinance by Attorney John Clapp with the proposed changes as suggested from previous discussions between the Town Board and the Planning Commission. Mr. Clapp has questioned the need for a definition for “household good” since there is no reference to it in the Municipal Code. Additionally, he isn’t sure that a definition of “storage” is necessary since it is a common term, and when terms are not specifically defined in a statute, its common-use dictionary meaning is used.

The Staff Planner notes that the proposed terminology of “self-storage units” doesn’t conform with “self-storage facilities” as used in the Municipal Code in Section 17.48.340.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND TITLE 17 OF THE MIDDLETOWN MUNICIPAL CODE TO ADD DEFINITIONS FOR THE TERMS "HOUSEHOLD GOOD", "PERSONAL PROPERTY", "SELF-STORAGE UNITS", AND "STORAGE"; TO AMEND TITLE 17, CHAPTER 17.48, SECTION 17.48.030 TO DELETE AND REPEAL THE REQUIREMENT THAT SELF-STORAGE FACILITIES MAY ONLY BE PERMITTED AS AN ACCESSORY USE TO A PRIMARY BUSINESS.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.04, Section 17.04.30 of the Middletown Municipal Code be, and hereby is amended as follows. The amendment shall adopt the definitions stated, and the new definitions shall be codified in this section of the Municipal Code alphabetically. The remaining provisions of Section 17.04.030 shall remain unaltered. New language is designated by being in **BOLD CAPITAL LETTERS**:

TITLE 17 ZONING

CHAPTER 17.04 – ADOPTION, PURPOSE AND DEFINITIONS

17.04.030 - Definitions.

For the purpose of this title certain terms or words used in this chapter shall be interpreted as follows:

Words used in the present tense include the future. All words in the singular include the plural and all words in the plural include the singular. The word "shall" is mandatory and not directory. The word "used" shall be deemed to include "designed, intended, or arranged to be used."

"HOUSEHOLD GOOD" MEANS PERSONAL PROPERTY OTHER THAN REAL ESTATE, BELONGING TO AN INDIVIDUAL OR HIS OR HER IMMEDIATE FAMILY AND INCLUDING (BUT NOT LIMITED TO) APPLIANCES, BOOKS, CLOTHING, FURNISHINGS, AND FURNITURE.

"PERSONAL PROPERTY" MEANS POSSESSIONS OTHER THAN REAL ESTATE OR

BUILDINGS. PERSONAL PROPERTY IS MOVABLE AND INCLUDES TANGIBLE (APPLIANCES, CAR, FURNITURE, JEWELRY) AND INTANGIBLE (BONDS, RIGHT TO A BENEFIT, SHARES OR STOCKS) ITEMS WHOSE OWNERSHIP BELONGS TO THE INDIVIDUAL. ALSO CALLED CHATTELS.

“SELF-STORAGE UNITS” MEANS A BUILDING OR GROUP OF BUILDINGS CONSISTING OF INDIVIDUAL, SELF-CONTAINED UNITS LEASED OR RENTED TO INDIVIDUALS, ORGANIZATIONS, OR BUSINESSES FOR SELF-SERVICE STORAGE OF PERSONAL PROPERTY AND WHERE NO COMMERCIAL TRANSACTIONS ARE PERMITTED OTHER THAN THE LEASING AND RENTAL OF THE STORAGE UNIT.

“STORAGE” MEANS THE ACTION OR METHOD OF STORING SOMETHING FOR FUTURE USE.

SECTION II. BE IT FURTHER ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.48, Section 17.48.030 of the Middletown Municipal Code be, and hereby is amended as follows. Language being repealed and deleted is designated by being in ~~[brackets and stricken through]~~.

TITLE 17 ZONING

CHAPTER 17.48 – SPECIFIC STANDARDS FOR SPECIAL EXCEPTIONS

17.48.340 - Self-storage.

Self-storage facilities in the GC and SCALM commercial districts are subject to the requirements of the district in which the property is located except as provided in this section:

A. – D. *{Unchanged}*

~~{E. — This use may be permitted only as an accessory use to a primary business.}~~

SECTION III. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2019

PASSED ON THE _____ DAY OF _____, 2019

EFFECTIVE DATE: _____, 2019

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 7/1/2019

RE: Monthly Planning Update - July

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018
1 lot left!

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, or site plan submittal without self-storage use

Franklin Commons -
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 conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)
Next step – 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 approved by PC – March 18, 2019 (Plans expire 3/18/22)
Final Forest Conservation Plan conditionally approved by PC – June 17, 2019
Improvement Plans submitted for review/approval – May 23, 2019
Next step – PC approval of improvement plans

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)
Phase III Revised Site plan approved by PC – June 17, 2019
Next step – PC approval of Phase IV site plan

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 – submittal of improvement plans for approval

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

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: 2018 Annual Planning Report approved by Planning Commission – May 20, 2019

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

Meetings: Next Middletown Green Team Meeting – July 16, 2019

Next Joint town board/planning commission workshop – August 5, 2019