

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

July 20, 2020

The regular meeting of the Middletown Planning Commission took place on Monday, July 20, 2020 at 7:00 p.m. via a Zoom meeting. Those present (quorum) were Commission Chairman Mark Carney, Commission members David Lake, Rich Gallagher, Commissioner Jean LaPadula (Ex-officio), Bob Miller, Dixie Eichelberger (Alternate) and Eric Ware (Temp Alternate). Others present in official capacity: Cindy Unangst (Staff Planner) and Patty Guyton (Recording Secretary). Others present: Jon Lobenstine (MVAA) and Ana Lomb (Resident at 9 Washington Street).

JULY MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT – None.

II. Minutes of the June 2020 Planning Commission Workshop – Approved as submitted.

Minutes of the June 2020 Planning Commission Meeting – Approved as submitted.

III. PLAN REVIEW

MVAA Memorial Park Shed Relocation – The proposed use is for a 10-foot by 14’6”-foot storage shed to be erected at Memorial Park to replace a 6’x8’ shed which is in poor condition. The new shed would be able to store the lawn tractor used regularly for conditioning the field, which is currently stored at a neighbor’s house. The proposed shed would be placed out of sight of park users behind the bathroom building where the horseshoe pits are currently located. Town officials have stated that the horseshoe pits are essentially never used.

The building setbacks for the open space district are 50-foot front and rear yards and 15-foot side yards. The request materials do not indicate the proposed distance from the side lot line, but a visit to the site with a measuring wheel showed the distance to the property line to be about 30-feet. The height of the proposed storage shed is 10’10”.

Action: Commission member Lake motioned to approve the new shed for MVAA that was presented tonight. Motion was seconded by Commission member Gallagher. Motion carried (5-0)

IV. ZONING

Temporary Sign Regulations – The proposed changes are to modify the language of the Middletown Municipal code by changing the height and square footage of Construction, Non-Profit Advertising Events, and Business Identification signs to not exceed 4 feet in height and 16 square feet and should be taken down after the allowed duration of time. Also proposed were regulations for signage of new businesses.

17.36.150 - Temporary signs.

B. A permit is not required for the following types of temporary signs:

3. Temporary Business Identification. A temporary sign which identifies the opening or existence of a new business. Such signs shall not exceed ~~sixteentwenty-four~~ (1624) square feet in size, four (4) feet in height, and shall be valid for a period of no longer than ~~sixtwo~~ months from the date of issuance.

4. Construction signs. Such signs may only be installed after the issuance of a zoning permit, may not exceed one sign per street frontage, may not exceed ~~four six~~ (46) feet in height and may not exceed ~~sixteen twenty-four~~ (1624) square feet in size. A construction sign shall be removed prior to the issuance of a certificate of occupancy.
6. Temporary non-profit signs advertising events, activities, ~~recruiting~~ or fundraising efforts by community service groups, religious groups, children's or youth organizations, or student organizations. Such signs shall not exceed ~~sixteen twenty-four~~ (1624) square feet in size and ~~four six~~ (46) feet in height, and shall be removed ~~after four (4) weeks from installation upon completion of the effort being advertised.~~
9. Signs advertising new businesses shall be allowed to advertise the opening of the establishment for the first three months from certificate of occupancy. Such signs shall not exceed six (6) square feet in size and the business shall be limited to three (3) in number.

C. A permit is required for the following types of temporary signs:

3. Temporary Business Identification. A temporary sign which identifies the opening or existence of a new business. Such signs shall not exceed ~~sixteen twenty-four~~ (1624) square feet in size, four (4) feet in height, and shall be valid for a period of no longer than ~~six two~~ months from the date of issuance.

There was discussion after reviewing the changes to the Temporary sign regulations, that some of the language needs to be changed and defined more clearly. Some regulations and information will need to be moved to other sections of the temporary sign regulations for more clarity. Cindy will apply these changes and share them with the Zoning Administrator for review. Once the Zoning Administrator reviews the changes, Cindy will re-submit them to the Planning Commission.

Action: Tabled until next month so Cindy can make the changes that were proposed and have the Zoning Administrator review the changed regulations.

V. MISCELLANEOUS

2019 Annual Planning and Zoning Report -The Planning Commission has the most current version of the draft 2019 Annual Planning Report for review. The report is missing wastewater average daily flow measurements. Mark reviewed the new Water Capacity calculations to be inserted in the chart.

Action: Commission member Gallagher motioned to conditionally approve the 2019 Annual Report, once the Town Administrator sends the wastewater data to Mark and he will email the Planning Commission members for review and approval. Seconded by Commission member Miller. Motion carried (5-0)

VI. COMPREHENSIVE PLAN UPDATE

Chapter Three - Natural Resources – The Planning Commission received the proposed changes to the Comprehensive Plan Chapter 3 Natural Resources. There was discussion about the watershed paragraph needing to be re-worded/re-worked. Cindy was asked to get in touch with a GIS specialist on how to clear up the stream information at the county park. Cindy will make the edits and the Planning Commission will review it at the August meeting.

Comp Plan Update Timeline – Cindy will contact Frederick County to see when the Census data will be ready and add it to the Comp Plan update timeline. There was discussion on adding a joint meeting in December since the next meeting after October will not be until April. Cindy will talk to the Town Administrator about scheduling.

Citizens Survey – There was discussion on putting the survey on Google drive so that the Planning Commission members could see each other’s comments and edits. Commission members added that some of the questions could be combined into one question instead of having two that are similar. Cindy and Mark will work on getting the survey out to the members for review and comments.

VII. ADDITIONAL PUBLIC COMMENT - None.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Patty Guyton
Recording Secretary