

**MIDDLETOWN PLANNING COMMISSION**  
**31 West Main Street**  
**Middletown, Maryland**

**Regular Meeting**

**August 17, 2020**

The regular meeting of the Middletown Planning Commission took place on Monday, August 17, 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: Gene Fleeman (Resident at 209 South Jefferson Street).

**AUGUST MONTHLY PLANNING COMMISSION MEETING:**

- I. PUBLIC COMMENT** – None.
- II. Minutes of the July 2020 Planning Commission Workshop** – Approved as submitted.  
**Minutes of the July 2020 Planning Commission Meeting** – Approved as submitted.
- III. PLAN REVIEW** - None
- 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; language would be added to 17.36.150.B. to state that temporary signs that fall under the category of no permit required should be taken down after the allowed duration of time (45 days). Adding a section on feathered flags, advertising for new businesses, and temporary real estate signs. There was discussion about our temporary sign definition, and it was determined that the time frame of 45 days would be removed and the word ‘limited’ would be added in front of ‘duration.’

**17.36.150** - Temporary signs.

“Feather flag.” A vertical portable temporary sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand that is used to advertise a company and draw attention to an event or business, and has a maximum height of 12 feet.

- B. A permit is not required for the following types of temporary signs which shall not exceed a duration of 45 days:
  - 1. A temporary real estate sign advertising the sale or lease of the property on which the sign is displayed. For residential, commercial or industrial property, the sign shall not exceed six (6) square feet in size. ~~For commercial and industrial property, the sign shall not exceed thirty two (32) square feet in size.~~
  - 4. Construction signs. Such signs may only be installed after the issuance of a zoning certificate 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.
  - 5. Contractor/artisan job site sign. Such signs shall not exceed six (6) square feet in size and four (4) feet in height, shall be installed only on the property at which the work is being performed and shall be removed upon completion of the job or construction.

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 ~~sixteentwenty-four (1624)~~ square feet in size and ~~foursix (46)~~ feet in height, and shall be removed after four (4) weeks from installation upon completion of the effort being advertised.
7. Political signs shall not exceed six (6) square feet in size and four (4) feet in height
8. Garage/yard sale signs shall not exceed six (6) square feet in size and four (4) feet in height. Such signs may be displayed only one day prior to the sale and must be removed within one day after the sale;
9. Signs advertising new businesses shall be allowed to advertise the opening of the establishment for the first three months from date of 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. The sign shall be situated on the same property as the business which it is advertising.
109. A-frame/sandwich board/T-frame signs which are placed in front of or adjacent to a business establishment for the announcement of daily specials or featured promotions provided that the following conditions are met:
  - g. The sign is no greater than thirty (30) inches wide and four (4) feet in height (forty-eight (48) inches high in size).

C. A permit which necessitates a duration limit is required for the following types of temporary signs:

2. Special Event Sign. A temporary sign noting an event of general interest, such as a locally sponsored carnival or grand openings. Such signs shall be removed within five days after the conclusion of the event. A permit shall be valid for a period of no longer than ninety (90) days from the date of issuance. Such signs shall not exceed thirty-two (32) square feet in size. A maximum of one (1) feather flag is allowed per 50 feet of frontage with a maximum of three (3) flags. Feather flags may be displayed for a period of fourteen consecutive days per calendar quarter up to four times per calendar year, with a temporary sign permit required for each display period.
3. A temporary real estate sign advertising the sale, development or lease of the property on which the sign is displayed. For commercial and industrial property, the sign shall not exceed thirty-two (32) square feet in size and four (4) feet in height.
43. 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.
54. [A-Frame/Sandwich Board/T-Frame Signs.] A-frame/sandwich board/T-frame signs which are placed at a location other than the property location of the business sponsoring the sign and which announces daily specials, featured promotions, or the location of the business. the issuance and holding of a permit for such signs is subject to the following conditions being met:
  - j. The sign is no greater than thirty (30) inches wide and four (4) feet~~forty-eight (48) inches~~ high in size.

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. The allowed duration of time should be no longer than 45 days unless stated otherwise with a permit. The height limit for all signs should state four (4) feet and needs to be included in each section of the plan. Cindy will apply these changes. Cindy will re-submit them to the Planning Commission in the September meeting.

## V. COMPREHENSIVE PLAN UPDATE

**Mission Statement** – There was discussion on reviewing the Mission statement and Statement of Value versions that Commissioner LaPadula and Commission Chairman Carney submitted and combining them to make one statement before submitting it to the Town board. One commission member did not like some of the wording about Middletown being a Historic district. Commission member would like it if the language could be changed to “Old Town Middletown or something like that”, since Middletown does not have a historic district.

**Action:** Tabled until the September meeting to allow time to look at both versions and make changes.

**Chapter Three - Natural Resources** – The Planning Commission received the proposed changes to the Comprehensive Plan Chapter 3 Natural Resources. There was discussion about taking out the section on Geology and Mineral Resources because Frederick County states that there are no known mineral resources identified as having commercial value in the Middletown region. Cindy will apply the changes proposed by the Planning Commission and submit them to the Town board for review. The GIS specialist is scheduled to work on the floodplains map. Cindy will submit the new map to the Planning Commission at the September meeting.

**Chapter Four – Land Use** – The Planning Commission received the proposed changes to the Comprehensive Plan Chapter 4 – Land use. There was discussion about needing to change the name of Chesterbrook Apartments to its new name Middletown Valley Apartments. There was also discussion about taking the demolition site plan review paragraph out of the Historic Sites section and adding it to the Site Plans section. Cindy will make the proposed changes and submit them at the September meeting.

**VI. ADDITIONAL PUBLIC COMMENT** – Gene Fleeman (209 South Jefferson Street) stated that he agreed with the Commission member about changing the wording and signage about Middletown being a Historic District. The wording and signage should have “Small Town Middletown or Old Town Middletown” or something similar to that.

Meeting adjourned at 8:28 PM.

Respectfully submitted,

Patty Guyton  
Recording Secretary