



MIDDLETOWN PLANNING COMMISSION

2016 ANNUAL REPORT

Approved March 20, 2017 by Middletown Planning Commission

BURGESS & COMMISSIONERS

John Miller, Burgess (4/2012-4/2016, 4/2016-4/2020)

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

Larry Bussard (4/2014-4/2018)

Richard Dietrick (4/2014-4/2018)

Anthony Ventre (4/2012-4/2016)

Chris Goodman (4/2012-4/2016, 4/2016-4/2020)

Tom Catania (4/2016-4/2020)

Andrew J. Bowen, Town Administrator

Middletown Planning Commission

Mark Carney, Chairman (12/2011-12/2016)

Robert Smart (12/2011-12/2016)

David Lake (2/2012-2/2017)

Bob Miller (5/2013-5/2018)

Chris Goodman, Comm. Ex-Officio (4/2012-4/2016)

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

Rich Gallagher, Alt. (2/2016-2/2021)

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

Middletown Board Of Appeals

Fred Rudy, Chair (6/2013-6/2016, 6/2016-6/2019)

Thomas Routzahn (2/2014-2/2017)

Tim Coakley (2/2015-2/2017)

Alex Kandruck, Alternate (2/2014-2/2017)

Planning Department Staff

Cynthia K. Unangst

Town Zoning Administrator

Ron Forrester

Engineering Staff

Bruce Carbaugh, Director of Public Works

J.R. Hawkins, Project Manager

INTRODUCTION

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

POPULATION IN MIDDLETOWN

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

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 - 2016

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>
1A. Richland Driving Range	1	GC	Discussion of new structure on driving range

SITE PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
1A. POD – 704 E. Main St.	1	R-1	Approval of temporary storage container (Approval 1/18)
1B. Kaleta Addition Demolition Jesserong Drive	1	R-2	Approval of demolition of an addition (Approved 5/16)
1C. Wachter Shed Demolition Prospect Street	1	R-1	Approval of demolition of shed (Approved 5/16)
1D. Richland Driving Range Glenbrook Drive	1	GC	Approval of driving range structure (Approved 6/20)
1E. Middletown School Complex Schoolhouse Drive	n/a	OS	Review of school complex roadway improvements (Commented 6/20)
1F. Zion Lutheran Demolition West Green Street	1	R-2	Approval of demolition of dwelling and shed (Approved 8/15)
1G. Fire Station Franklin Street	1	OS	Approval of new fire station building (Approved 10/17)
1H. Zion Lutheran Demolition West Green Street	1	TC	Approval of demolition of garage (Approved 11/21)
1I. Fire Depart. Pavilion Demolition Franklin Street	1	OS	Approval of demolition of carnival grounds pavilion (Approved 12/19)

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>
-------------	--------------	---------------	---------------------

2. Fire Station Franklin Street	1	OS	Approval of improvement plans for fire station (Approved 12/19)
------------------------------------	---	----	--

FOREST CONSERVATION PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
-------------	--------------	---------------	---------------------

None

SUBDIVISION PLATS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
-------------	--------------	---------------	---------------------

3. Nicholson Walnut Street	2	TC	Approval of subdivision plat for two lots (Approved 6/20)
-------------------------------	---	----	--

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>
-------------	--------------	---------------	---------------------

4. Cross Stone Commons East Main Street	1	GC	Approval of plat of correction required by SHA (Approved 9/19)
--	---	----	---

RE-ZONING REQUESTS:

None

ANNEXATIONS:

None

TEXT AMENDMENTS:

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

Town Commercial off-street parking and vehicle sales – Planning Commission reviewed and commented on regulations for off-street parking of motor vehicles for property used for residential uses in the town commercial district; to provide screening requirements for the parking of unregistered

or inoperable motor vehicles in residential districts and for residential use property in the town commercial district and to limit the permitted number of such vehicles; to regulate the sales of motor vehicles for property used for residential uses in the town commercial district (Sections 17.32.060 and 17.32.125) [PC commented 6/20; B&C adopted 8/8]

Storage containers ordinance revisions – Planning Commission reviewed and commented on adoption of revisions to provide that the zoning administrator, instead of the planning commission, is the person charged with reviewing and approving applications to place storage and disposal containers on property; to provide a definition for the term “disposal container”; to delete enforcement provisions as being superfluous. (Section 17.32.045) [PC commented 6/20; B&C adopted 8/8]

Outdoor lighting regulations – Planning Commission reviewed and commented on adoption of regulations pertaining to outdoor lighting design standards; to establish regulations and requirements relating to general lighting; to authorize the planning commission to require a lighting plan as part of the submission of certain site plans; and to provide for certain exemptions from the lighting regulations and requirements. (Section 17.32.245) [PC commented 11/21]

Ballfield signs – Planning Commission commented on adoption of revisions to the exemption standards for signs located on ballfields and sports complexes. (Section 17.36.140) [PC commented 11/7; B&C adopted 12/12]

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. Jiffas	variance of 22' from front yard setback for duplex	corner of Summers and West Green	Approved	3/29
B. Wilson	variances of 8' from required 18' setback for a pool	101 N. Pointe Terr.	Approved	3/29
C. Fire Station	variances from side setbacks for height of fire station building	401 Franklin Street	Approved	10/20

INFRASTRUCTURE PROJECTIONS:

TRANSPORTATION:

Action taken by the Town in the year 2016 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 construction began in FY 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 the 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 take up to two years to complete.

Improvements to West Green Street were started in FY 2016 and will be completed by June of 2017. The project is currently 87% complete with storm drain, curb and gutter completed. Approximately 50% of the sidewalks have been finished and base paving has been installed.

WATER SUPPLY AND DISTRIBUTION:

The Town depends on 22 wells, 4 groups of springs, two reservoirs, and a water tower 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 2016 was 290,120 gpd. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and there were no violation levels in 2016.

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 2016 were 222,083 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 2016 were 221,500 gpd.

There were no violations for either plant in 2016.

WATER/SEWER MASTER PLAN

Although the Town developed a Water/Sewer Master Plan as a Subsidiary Plan to the County Water/Sewer Master Plan, it was denied by the State in 2004, and consequently the Town complies with the County's Water and Sewer Master Plan.

PARKS AND GREENWAYS:

In 2016, the Town completed a replacement of children's equipment at Memorial Park to bring it up to ADA and today's safety standards.

PROTECTION OF HISTORIC STRUCTURES:

At the present time, the only 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.

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.

The Town formerly managed a historic plaque program that has been passed onto Main Street Middletown, MD, Incorporated to manage and implement. Main Street Middletown is a 501c3 organization that supports the economic development of the Town. In 2016, seven properties were invited to receive honorary plaques. Main Street Middletown is in the process of selecting one more property to reach the goal of 20 properties with plaques by the end of 2017. 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

No updates to the Zoning Code were completed in 2016 aside from the few text amendments listed above.

COMPREHENSIVE PLAN REVIEW

Due to the fact that there have been no policy changes made in recent years to warrant an update to the Town's Comprehensive Plan at this time, the Plan will most likely begin the update process in 2020 in conjunction with the 2020 Census data. The Maryland Department of Planning now requires a ten-year review instead of a seven-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 for the plan review process to help ensure that files are complete and easily accessible, and which includes a checklist to verify that all agency approvals are in place.
3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.
4. Work on promotion and development of 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. Work on promoting 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. Work on town regulations to address blighted properties.
2. Work on wireless communication facilities siting ordinance.
3. Work on the promotion of energy-saving and renewable energy policies for the town.