

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

**Regular Meeting**

**February 19, 2024**

The regular meeting of the Middletown Planning Commission took place on Monday, February 19, 2024, at 7:00 p.m. via in-person and Lifesize. Those present (quorum) were Commission Chairman Mark Carney, Vice Chairman Christopher Mills, Commission members Sean Mahar and Temporary Alternate Dave Hiller. Town Board Liaison Jean LaPadula, Commission member Eric Ware and Alternate Lori Summers were not present. Others present in official capacity: Cindy Unangst (Staff Planner), Jen Rhinaman (Recording Secretary), and Mike Wiley (Foxfield Section 6 applicant). Ed Schreiber (Waller Subdivision and Heritage Park Subdivision applicant) was present via Lifesize.

**FEBRUARY MONTHLY PLANNING COMMISSION MEETING:**

**DRAFT COMPREHENSIVE PLAN PUBLIC HEARING – 7:00PM** – Notice and materials were provided for the Draft Comp Plan Public Hearing. There was no public comment. The Public Hearing was closed at 7:02PM.

**I. PUBLIC COMMENT-** none

**II. Miscellaneous – Election of Chair and Vice Chair** – Commission member Sean Mahar nominated Chairman Mark Carney for Chairman. Mark Carney accepted, all approved (3-0). Motion carried. Chairman Mark Carney nominated Commission member Sean Mahar for Vice Chairman. Sean Mahar accepted, all approved (3-0). Motion carried.

**III. Minutes of January 2024 Planning Commission Workshop** – Commission Chairman Mark Carney motioned to approve, all approved. (4-0) Motion carried.

**Minutes of January 2024 Planning Commission Meeting** – Commission Chairman Mark Carney motioned to approve, all approved. (4-0) Motion carried.

**Correction to December Workshop Minutes** – Cindy Unangst, Staff Planner, discussed additional comments to be added from resident Judy Wegner. The Commission members stated for Cindy, Staff Planner, to make the correction and they will vote on the addition to the December workshop minutes next month.

**IV. PLAN REVIEW – Waller Subdivision Plat** – Cindy Unangst, Staff Planner, went through the points of her staff report and brought up that she questioned some of the survey and setback measurements, and the plat was missing an approval block for the health department which has a copy for review and approval. Cindy received the staff report from Bruce Carbaugh, Town Engineer, and discussed his concerns. Cindy explained the differences regarding the plats provided by the Engineer and stated that the one that the Town has on file is from deed research and that the

one presented for the Waller Subdivision Plat is an actual survey that was completed. There was discussion regarding the exact property lines for the plat. Ed Schreiber, Waller applicant, stated that he could have Mr. Kesner change his deed if need be due to issues with the property lines. There were also concerns from commission members about the alley on the north side. The Planning Commission concluded that anyone has access to the alley and the Town does not maintain the alley. Cindy also reviewed the Water Supply and Wastewater Capacity Management Plans and how they relate to subdivision plats. Vice Chairman Christopher Mills motioned to conditionally approve the Waller Subdivision Plat with the Health Department approval and addition of Health Department approval block, the professional certification expiration date update, the Town Engineers comments addressed, and verification of dimensions and bearings and setback lines. Temporary Alternate Dave Hiller seconded the motion. Motion carried. (3-0) Commission member Sean Mahar opposed.

**Heritage Park Subdivision Plat** – Cindy Unangst, Staff Planner, went through key points in her staff report including the lack of an approval block for the health department and the subdivision requirements for this plat. There were questions about the development potential of the subdivided lot if the town ever decided to sell it after purchasing it from the bank. Cindy also stated that there are no restrictions for the Town to build on the property, but if the Town chooses to do so, it will need to go to the Planning Commission for further approval. Commission member Sean Mahar motioned to conditionally approve the Heritage Park Subdivision Plat with the Health Department approval and addition of Health Department approval block, the comments from the Town Engineer being addressed, and professional certification stamp added. Vice Chairman Christopher Mills seconded the motion. All approved. (4-0) Motion carried.

**Foxfield Section 6 Improvement Plan** – Cindy reviewed the important comments in her staff report. Chairman Mark Carney discussed his concerns about the walking trails on the property not being completed correctly with the phases. Mike Wiley, Wormwald Companies, stated that they will build walkways concurrent with each phase. There was also discussion that there is no Water appropriation permit from MDE. Mike Wiley, Wormald Companies, stated that he hopes to hear from MDE sometime in April. There was discussion regarding the need for railings along steps as this is to be a development for older adults, the positioning of fire hydrants so they aren't a hindrance to maneuvering into driveways, the positioning of streetlights, planning for snow removal, and using a material more durable than mulch on the trails to cut down on the expense of replenishing it every year. Mike Wiley, Wormwald Companies, stated that the walking trails will be made of asphalt. Mike Wiley also stated that they will make an alignment change where possible and relocate the trail so that it will not affect conflicts with the adjacent farm property owned by Dale Haines. Cindy Unangst, Staff Planner, stated that she received an email from Trevor Frederick regarding the access easement on the northwest corner of the park. Cindy Unangst, Staff Planner, stated she will speak with Paul Mantello, Town Administrator, and Bruce Carbaugh, Town Engineer, regarding this issue. Chairman Mark Carney stated that he would like a checklist of all the items that need to be reviewed for this project for the next Planning Commission meeting.

## **V. ZONING – none**

## **VI. COMPREHENSIVE PLAN:**

**Comprehensive Plan Revised Draft**– Cindy Unangst, Staff Planner, stated that John Mattingly updated the spring flows graph. She also reviewed revised maps showing the inclusion of Remsberg Park within the growth boundary. There was discussion about changes that should be made to the maps. Cindy also reviewed the minor edits needed in Chapter 9 for the inclusion of the park within the town boundary and the numbers of acreage and parcel numbers need to be updated.

**Comprehensive Plan Revised Maps** – There was discussion about changes that should be made to the maps including the potential annexation of the Hutchinson property. There was also discussion regarding some color changes to maps as well. Vice Chairman Christopher Mills conditionally approved submitting the Comp Plan to the Town Board for approval after the changes to the color in the map and the numbers in Chapter 9 are updated. Commission member Sean Mahar seconded the motion. All approved. (4-0) Motion carried.

**VII. MISCELLANEOUS: Annual Planning Report 2023** – Cindy Unangst, Staff Planner, reviewed the state of the annual report including which sections were complete and which needed to be updated. Cindy Unangst, Staff Planner, will make the updates that were recommended in the Planning Commission Workshop.

**PC Rules of Procedure** – Cindy spoke about the new virtual meetings policy approved by the Town Board for their meetings. It was decided to include the policy in the PC procedures. The Planning Commission decided to replace the word “chairman” with “chair.” It was agreed that it should be changed. There was also discussion on Section 4.2 that states the order of business should be approved as the first order of business during the meetings. Since that has not been done in the past, it was agreed to delete that section. Commission member Sean Mahar motioned to approve all the current changes. Vice Chairman Christopher Mills seconded the motion. All approved. (4-0) Motion carried.

**VIII. Additional Public Comment** — None

The meeting was adjourned at 8:49 P.M.

Respectfully Submitted,  
Jen Rhinaman,

  
Recording Secretary