

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

January 16, 2017

The regular meeting of the Middletown Planning Commission took place on Monday, January 16, 2017 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commissioners Mark Carney (Chairman), Tom Catania (Ex-Officio), Bob Miller, Rich Gallagher and David Lake. Others present in official capacity: Annette Alberghini (Recording Secretary). Others present: Meredith McKittrick (Resident)

JANUARY MONTHLY PLANNING COMMISSION MEETING:

- I. PUBLIC COMMENT – None**

- II. Regular Workshop Minutes of December 14, 2016 – Approved as submitted.**

Regular Meeting Minutes of December 19, 2016 – Approved as submitted.

III. PLAN REVIEW

East Green Street Addition Plat – (No one present for the applicant). This is the addition of small parcel areas along East Green Street to two lots which also front East Main Street – Parcel A which is 1,825 square feet to be added to Parcel 690 resulting in a lot area of 32,059 square feet, and Parcel B which is 674 square feet to be added to Parcel 692 resulting in a lot area of 23,572 square feet. The property currently owned by the Town will retain a small remainder of 516 square feet. The original Town property is a leftover piece of the old trolley right-of-way that was given to the Town decades ago. This area is zoned R-2 Residential. The addition Plat meets all requirements of the Municipal Code. The plat has a note stating that any future subdivision of this land or building development will be submitted in accordance with the existing subdivision regulations. Although this is an Addition Plat it is also a subdivision of the parcel owned by the Town. Parcels A and B are being subdivided from the Town parcel to be added to those adjoining lots, with Parcel C being the remainder of the subdivided lot. The owner of the property adjacent to Parcel C was contacted by Town officials regarding interest in purchasing Parcel C. The property owner declined. The minimum building restriction lines have been specified on the plat and the resulting 35-foot front yard minimum building restriction lines for East Green Street are shown for Parcels A and B.

- **Sale of Parcels A and B** – Contract of sale for Parcels A and B have been signed by the buyers (Moser’s and Williams). If the addition plat is approved by the Planning Commission, the plat will be recorded with the County Land Records Office and then the Town Attorney will prepare the final ordinance for the sale of the property to be brought before the Town Board for approval. The Town is required to pass an ordinance for sale of town property. The draft ordinance was introduced at the October 10, 2016 Town Meeting. The contracts of sale indicate that the closing date for the delivery of the deed and the payment of the purchase price shall be no later than 30 days from the date on which the survey plat is recorded among the land records of Frederick County.

- **Contour Intervals** – Due to this being a subdivision of the parcel owned by the Town, according to Town code, a minor subdivision shall show topography at two or five foot contour intervals. This contour requirement can be waived by the Planning Commission.

Action: Commissioner Lake motioned to approve the East Green Street Addition Plat with the understanding that any future subdivision of the parcels on this plat for building development will be submitted in the regular manner for approval in accordance with the provisions of the existing subdivision regulations, and the required contour intervals are waived. Seconded by Commissioner Miller. Motion carried (3-0-1) Commissioner Catania abstained.

IV. ZONING - None

V. MISCELLANEOUS

Planning Commission Member Term Memo – The Staff Planner memo indicating Planning Commission member term dates was reviewed. It was noted that the incoming replacement Temp Alternate completing the term vacated by Dixie Eichelberger, who moved into the Alternate member position on the Planning Commission, will face reappointment in June 2017.

Staff Planner Monthly Planning Update – Planning Commission members appreciated the additional information that the Staff Planner is including in her monthly report.

- **Horman Apartments** – It was noted that the SWM plans for this property expire May 4, 2017, at which time the applicant would have to reapply for SWM County approval and Planning Commission Site Plan Approval. The Planning Commission has asked the Staff Planner to contact the County regarding the process if the applicant provided the bare minimums to continue compliance.

VI. ADDITIONAL PUBLIC COMMENT – None.

Meeting adjourned at 7:29pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary