

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

July 18, 2022

The regular meeting of the Middletown Planning Commission took place on Monday, July 18, 2022 at 7:00 p.m. via in-person and Lifesize. Those present (quorum) were Commission Chairman Mark Carney, Commissioner Jean LaPadula (Ex-officio), Commission Members Bob Miller, Chris Mills, Sean Mahar, and Alternate Eric Ware. Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary).

JULY MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT - None

II. Minutes of the June 2022 Planning Commission Workshop – Approved as submitted.

Minutes of the June 2022 Planning Commission Meeting – Approved as submitted.

III. PLAN REVIEW

Fence Replacement for 10 Boileau Drive Site Plan – This is to replace a section of fencing between the Church Street Business center parking lot and 202 South Jefferson Street. According to Town Code, fences in excess of six feet in height in commercial and industrial districts may be approved by the planning commission subject to review of the fence material during site plan review. The applicant is requesting a maximum of 7’2” for the replacement fence as seen from the applicant’s property. Due to backfill for a concrete pad poured at 202 South Jefferson Street several years ago, the grade change between properties is now 14” above the applicant’s property, so the new fence should not exceed six feet from the raised slab on that side of the property line. The applicant intends to slope the height of the fence down to 4’ high on the northern side as was done in the past. The staff Planner reviewed the aerial photograph of the property indicating where the fence will be located. The applicant has materials and is ready for the replacement once approved.

Motion: Commission member Mills motioned to approve the site plan as submitted. Seconded by Commission member Mahar. Motion passed (5-0).

IV. ZONING –

Sign Ordinance Revisions – The Staff Planner reviewed the sign ordinance revisions to date including the diagrams, tables, and the proposed text for each type of sign. The footnotes in each new table will be restarted with number 1. Discussion occurred regarding barber poles. Those barber poles currently erected in town are considered pre-existing nonconforming signs. The Town Board can designate barber poles as historic signs. In table 17.36.150.B. A-Frame and T-Frame signs it was recommended to change Minimum Setback/Distance from Roadway to Minimum Setback/Distance from Road. A definition for Banner Sign will be added to section C. A picture of a banner sign will also

be added to that section as a place holder. Once all corrections and additions are complete, this will be sent to the town board and town attorney for review. The staff planner will include a memorandum with the document.

V. COMPREHENSIVE PLAN UPDATE

Chapter 1 – Introduction – The Staff Planner showed a picture of downtown Middletown that had the power lines removed. Mr. Mattingly recommends leaving the power lines in the picture as this will be part of a government document and should be a true representation. After discussion the planning commission agreed.

Chapter 3 – Natural Features – The Staff Planner reviewed this chapter. Mr. Mattingly recommends not inserting the watershed map into the document as recommended as it would be too small and ineffective. After discussion it was recommended to add the map and include a reference to the appendix where the detailed information will be located.

Chapter 5 – Transportation – This chapter is ready for review.

Chapter 2 – Population and Chapter 4 – Land Use – Much of the history that is in chapter 1 of the 2010 comp plan was pulled and used in the current chapter 2 – History, Housing and Population. Due to the fact that current chapter 4 – Land Use also included historic information but does not have any goals associated with the chapter, that chapter is going to be the new chapter 2. Information in that chapter will lead to the goals for the Population & Housing chapter which will follow. Since current chapter 4 will become current chapter 2 the follow-on chapters will be renumbered accordingly. It was recommended to remove table 4-2 and replace it with a paragraph which summarizes the data.

Updates to these chapters will be brought before the planning commission next month. The goal is to have public hearings on the comp plan in the Fall.

VI. MISCELLANEOUS

There is a meeting July 19, 202 between the Christ Reformed Church representatives and the developers of Memorial Hall. The Town Administrator is attending, but this is not a town issue.

VII. Additional Public Comment –

Chris Johnson, 34 Boileau Court, asked who is responsible for the inspections of the Memorial Hall site? The issue is an 8’ deep hole with no shoring that has standing water in it. The County does all inspections. Mr. Johnson is welcome to report his observations to the County. The Town Administrator will also be notified of the hazard.

Meeting adjourned at 8:24 PM.

Respectfully submitted,

Annette Alberghini
Recording Secretary