MIDDLETOWN PLANNING COMMISSION

Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

AGENDA
Monday, June 19, 2017
7:00 p.m.

I.	**Public Comment**	
II.	Minutes of April 2017 Planning Commission workshop	**Approval**
	Minutes of April 2017 Planning Commission meeting	**Approval**
III.	**Plan Review**	
	Miller Property Improvement Plans	**Review/Approval**
	Miller Property Demolition Plan	**Review/Approval**
IV.	**Zoning**	
V.	**Miscellaneous**	
VI.	**Additional Public Comment**	

**** All requests to be on the Planning Commission agenda must be received at the Middletown Municipal Center, 31 W. Main Street, Middletown by 4:00pm on the Monday two weeks prior to the monthly meeting held on the third Monday of each month. All plans being submitted for review must be folded, and an electronic plan is required as well.**

Maryland law and the Planning Commission's Rules of Procedure regarding ex parte communications require all discussion, review, and consideration of the Commission's business take place only during the Commission's consideration of the item at a scheduled meeting. Telephone calls and meetings with Commission members in advance of the meeting are not permitted. Written communications will be directed to appropriate staff members for response and included in briefing materials for all members of the Commission.

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Workshop **April 12, 2017**

The regular workshop of the Middletown Planning Commission took place on Wednesday, April 12, 2017 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commission members Mark Carney (Chairman), Tom Catania (Ex-Officio), Bob Miller, David Lake, Rich Gallagher and Dixie Eichelberger. Others present in official capacity: Cindy Unangst (Staff Planner). Other applicants present: Carrie Harris and James Rudy (Harris Garage Demolition); Roger Fritz and Billy Brudis (School Complex Plans).

APRIL MONTHLY PLANNING COMMISSION WORKSHOP:

PLAN REVIEW –

Harris Garage Demolition – Cindy went thru her staff report. Chairman Carney asked whether there had been an assessment done of any hazardous materials. Mr. Rudy said there had not been a professional survey done, but there are no pipes involved which could have asbestos involved and there are no asbestos shingles. The applicant was told that a dumpster approval would be needed by the zoning administrator. It would be placed as far back in the driveway as possible to the existing garage.

School Complex Roadway Improvements FRO Plan – The reasoning for the need for a FRO plan for this development was explained along with the method proposed to meet the mitigation requirement. There was discussion about the specimen trees and how the retention area was delineated. Chairman Carney asked whether there are replacement requirements in forest conservation easement areas for tree loss due to natural causes.

School Complex Roadway Improvement Plans – Cindy went thru her staff report in its entirety. There was discussion concerning the lighting plan and the need to show the height of the light poles along with additional foot-candle measurements on the plans, and the landscape plan in relation to checking to see whether proposed trees at intersections and driveway exits will impede sightlines. It was also determined that it would be helpful to show the existing trees to remain on the landscape plans. Stormwater management was discussed along with the need to show a proposed sidewalk connection from the Middletown Glen development to the elementary school.

ZONING –

Memar Annexation Plan – Chairman Carney asked whether there were any additional comments to the memo being sent to the Town Board from the Planning Commission concerning comments from the annexation plan review.

Workshop adjourned at 8:20pm.

Respectfully submitted,

Cynthia K. Unangst, AICP
Middletown Staff Planner

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting **April 17, 2017**

The regular meeting of the Middletown Planning Commission took place on Monday, April 17, 2017 at 7:00 p.m. at the Middletown Municipal Center, 31 West Main Street, Middletown, MD 21769. Those present (quorum) were Commission Chairman Mark Carney, Tom Catania (Ex-Officio), Bob Miller, Dixie Eichelberger and David Lake. Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: Carrie Harris (property owner) and Billy Brudis (Brudis Associates).

APRIL MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT – None

II. Regular Workshop Minutes of March 15, 2017 – Approved as submitted.

Regular Meeting Minutes of March 20, 2017 – Approved as submitted.

III. PLAN REVIEW

Harris Garage Demolition – (Carrie Harris, applicant, present). This is the proposed removal of an existing 17'-3" x 27' garage behind the existing home at 204 Prospect Street. The purpose is to add an addition to the home and a new 20' x 28' garage towards the rear of the property. All of the requirements of Section 17.32.160 of the Middletown Municipal Code have been met. The Demolition Site Plan provided identifies the garage to be demolished and where both the addition and the new garage will be located. Adjacent property owners have been notified of the proposed demolition. The property has been posted. The applicant will be doing the demolition themselves. The demolition plan includes the use of safety cones and caution tape surrounding the work area, and the use of personal protective gear as appropriate. There are no utilities or asbestos present of any kind within the structure. The applicant hopes to have the demolition concluded by the end of April.

- **County Permit** – The applicant has applied to the County for the demolition permit. They are waiting on approval. Once approved by the County, the applicant will have ninety (90) days to complete all demolitions and post demolition restoration unless otherwise approved by the Middletown Planning Commission.
- **Hours of Demolition** – It was noted that the hours during the day when the demolition was going to take place were not listed anywhere. County permits may have the hours listed on them. It was suggested that the hours should be listed.

Action: Commission member Miller motioned to conditionally approve the Harris Garage Demolition Site Plan, conditional upon County approval and that demolition work will only take place between the hours of 8:00 AM and 8:00PM. Seconded by Commission member Eichelberger. Motion carried (4-0).

School Complex Roadway Improvements Forest Resource Ordinance (FRO) Plan – This is related to the Schoolhouse Improvement Plans regarding roadway improvements to Schoolhouse Drive and the Middletown School Campus. While there are no regulations per the Town Code specifying the Planning Commission is to review roadway plans, the Town Administrator determined that the Planning Commission ought to review these plan for additional feedback. With almost 6 acres of grass area being impacted by the proposed roadway improvements, the applicant is proposing to meet the forest conservation mitigation requirement, per Town Code, by proposing a portion of an existing forest stand near the Middletown Middle School be protected with a long term forest conservation easement. The afforestation planting mitigation is proposed to be 0.90 acres. The proposed forest retention area 'A' of 0.90 acres is the densest area of the 1.52 acre forest stand located on the property. Near the proposed Forest Retention Area 'A' is a specimen eastern cottonwood tree that is currently ranked 2nd in the state in the Maryland Big Tree program. The applicant proposes to distinguish this tree with a specimen tree sign. The FRO plans have been provided to the Maryland Department of Natural Resources for review, but no comments have been received to date.

- **Tree Replacement Due to Natural Attrition –** If the identified area is to be kept as a forest stand in perpetuity, there is nothing stated that addresses the replacement of any trees that die, or are lost naturally. Discussion occurred as to whether or not the Town could place such a requirement within the FRO, and to identify the ensuing replacement requirements for trees lost. A "tree for tree" replacement is not necessary, but replacement numbers or a percentage could be identified. Maryland Department of Natural Resources defines a 'Forest' as an area having one-hundred (100) live trees per acre with at least fifty percent of those trees having a diameter of two (2) inches or greater.
- **Compliance Requirement** – By placing a tree replacement requirement as part of the forest conservation plan, discussion occurred as to what type of compliance requirement must be added to insure that the tree replacement is being met. This included how often the site should be checked for compliance and by whom. The Staff Planner is a Maryland State Forest Conservation Qualified Professional. As such, she could check the site for compliance. She has done this for other FRO locations.

Action: Commission member Lake motioned to conditionally approve the School Complex Roadway Improvements FRO Plan conditional upon; the site meeting the state definition of a forest to include the number of trees, that the site is assessed every five (5) years for compliance, and that Frederick County Public Schools coordinate all conditions within the plan with the Town. Seconded by Commission member Miller. Motion carried (4-0).

School Complex Roadway Improvement Plans – This site plan came before the Planning Commission last year. It is the proposed roadway improvements to Schoolhouse Drive and Middletown School Campus, including widening a portion of Schoolhouse Drive, improving vehicular circulation with the separation of buses from passenger cars, sidewalk additions and improvements, additional lighting, signing improvements and the addition of stormwater management facilities. While there are no regulations per the Town Code specifying the Planning Commission is to review roadway plans, the Town Administrator determined that the Planning Commission ought to review these plans for additional feedback. At the April workshop there was discussion concerning the lighting plan and the need to show the height of the light poles along with additional foot-candle measurements on the plans. The height of the light poles will be eighteen (18) feet. The applicant stated, if a light pole is within ten feet of a property line fifteen foot tall light poles will be used, per the Town Code. Information on the type of light to be used was shown. The plans do not show any change in the foot candle measurements.

The landscape plan is to be reviewed in relation to checking to see whether the size and location of proposed trees at the intersection of Schoolhouse Drive and East Green Street will impede sightlines. It was also determined that it would be helpful to show both the existing trees to remain and proposed trees on the landscape plans. Stormwater management was conditionally approved by the County. The Middletown Director of Public Works has not provided his comments as of yet. The plans need to show a proposed sidewalk connection from the Middletown Glen development to the elementary school.

Action: Commission member Lake recommended that the Planning Commission recommend the Town Board approve the School Complex Roadway Improvement Plans as long as the plans incorporate the following: 1. Confirmation that the Improvement Plans are compliant with Town Code lighting regulations showing light pole height and foot candle measurements. 2. Parking in relation to the proposed stormwater management facilities. 3. The landscape design plan verifies sight lines are not impacted and show both existing and proposed additional trees. 4. Plan shows the proposed sidewalk connection from the Middletown Glen development to the elementary school. 5. Incorporate any comments from the consulting engineer and the Director of Public Works. Seconded by Commission member Eichelberger. Motion carried (3-0-1). Commissioner Catania abstained.

IV. ZONING – The Planning Commission has not received the monthly report from the Zoning Administrator. The Staff Planner will follow up with the Zoning Administrator to have the report sent out.

V. MISCELLANEOUS

Memar Annexation– Commissioner Catania provided the Planning Commission with an update on the Town Board's discussion regarding the Memar annexation petition.

VI. ADDITIONAL PUBLIC COMMENT – None.

Meeting adjourned at 8:04pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary

Middletown Planning Office

MEMORANDUM

Date: 6/5/2017
Hansen# 14195

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MILLER COMMERCIAL PROPERTIES IMPROVEMENT PLAN**
Tax Map Parcel #03-0136108
Applicant: Geoff Ciniero, CMS Associates LLC
Property Owner: Miller Commercial Properties LLC
Plan Dated: March 19, 2014; revised May 25, 2017
Date Received: June 2, 2017

GENERAL INFORMATION

Proposal: Redevelop existing buildings in phases into new retail and/or restaurant uses. Parcel currently contains various vacant buildings plus the offices and storage facilities for Current Components. These improvements plans are for Phase III of the re-development project which includes the renovation of the existing main building, construction of a new brick patio in the front of the existing building, installation of a new stormwater facility and associated piping, and construction of new grassed islands around the stormwater facility and the building.

Location: 121 & 203 East Main Street, on northeast corner of Broad Street and Main Street.

Zoning: TC Town Commercial. This district permits numerous uses such as retail sales and eating and drinking establishments along with office and business services and storage, wholesale and warehouse buildings.

Present Use: Offices and warehouse for Current Components business. The rest of the buildings to be renovated are vacant.

COMMENTS

The following issues should be considered in your review of this Improvement Plan:

1. **Previous review** – The Planning Commission reviewed a Site Plan for the Miller Property in July 2015. The minutes from that meeting are provided here for your consideration:

   Miller Property Site Plan – (Ann Miller (property owner), and Geoffrey Ciniero, representative for CMS Associates, L.L.C. (the developer) were present.) The Planning Commission reviewed the Concept Plan for the Miller property September 2013. This Site Plan includes the additional insets showing details for the utilities, stormwater management,

grading, etc. per comments received from Frederick County and State Highway. The Site Plan was approved by State Highway. A stormwater management plan was approved by Frederick County. Lighting and signage will be included in the Improvement Plan. The buildings on the property pre-date the zoning ordinance and do not meet current setback requirements.

- **Parking** – Fifty two (52) spaces are provided on the plan. Based upon the proposed usage for the various buildings, the parking requirements per the Town Code would be much greater. The Planning Commission will waive the required number of parking spaces beyond the fifty two provided. The Planning Commission is asking the developer for a table as an addendum to the Site Plan which indicates the number of parking spaces proposed and the number required per the Town Code for the various uses. This table will also be included in the Improvement Plan. The applicant will provide the number of employees using the parking area for Phase 1 of the development.
- **Building Usage** – The proposed restaurant will not utilize the whole building. The applicant must identify the total square footage to be used for the restaurant and the total square footage to be used by the proposed market.
- **Parking Spaces** – The site plan shows 52 parking spaces of varying sizes. Per the previous review, the Director of Public Works stated that wider aisles beside the shorter parking spaces in the revised plan would qualify for the same square footage.
- **Suggestions for the Improvement Plan** – It was suggested the applicant not limit their identified operation hours on the Improvement Plan. If the proposed business is open too late that could also have an impact as it is located next to a residential area.

Action: Commissioner Smart motioned to conditionally approve the Miller property Site Plan. Conditional upon the applicant providing a table with the requested parking data as an addendum as soon as possible or before the submission of the Improvement Plan and include with it the waiver of the required parking spaces based upon the information provided in that table. Seconded by Commissioner Goodman.

Motion carried (5-0)

2. **Changes from prior plan** – Sheet C-1 has not changed from the site plan stage except for the addition in the Site Analysis of the addition of the 'Phase II – Residential House – 1,200 square feet' wording and the addition of the wording "New building addition to be constructed within footprint of demolished building" under Phase III Proposed Market Building on the drawing. Other sheets included in the Improvement Plan submission include: a cover sheet, utility profiles, site and utility details sheets, stormwater management plan, stormwater details, stormwater landscape plan, site landscape plan and details, drainage area plan, sediment and erosion control plan and details, and an SHA plan.

3. **Parking** – Sheet C-1 of the plans, with no changes to the drawing from the site plan submittal, shows 53 parking spaces that vary in size from 8′x 22′ to 9′ x 19′ with the majority of the spaces being 9′ x 18′. The town's parking regulations call for parking spaces

to be 9′ x 20′. During the site plan review, the Planning Commission waived the additional parking spaces required and the Town Engineer stated that the parking spaces sizes were acceptable. The parking data chart has been added to the cover sheet of the Improvement Plan submittal. In reviewing the number of parking spaces provided, it seems that the handicap space just to the west of the proposed restaurant was possibly missed in the parking calculations review at the site plan stage. The parking chart should be revised to indicate that of the total 53 spaces, there are 3 handicap spaces and 50 regular spaces. Also, it was asked that the applicant indicate how many employees work at the existing warehouse since Section 17.32.060 of the Code does not list warehouse as a type of use; therefore it would be beneficial for the applicant to indicate also how many employees there are at the existing warehouse (Phase 1).

4. **Lighting** – Lighting associated with the site consists of flood lights directed to the interior of the lot from some of the buildings located in the rear section of the lot, and residential-type outdoor lights on the front of the old retail building at the front of the lot. Changes to lighting, or additional lighting, shall be approved by the Planning Commission and are typically shown on plans at the Improvement Plan stage.

5. **Signage** – Any signage is to be presented to the town zoning administrator for approval before being installed.

6. **Lot requirements** – The buildings on the property pre-date the zoning ordinance and do not meet current setback requirements.

7. **Stormwater management** – A Stormwater Management Plan has been submitted and conditionally approved by Frederick County. Stormwater management consists of a micro-bioretention facility in the middle of the parking lot to accommodate the re-development of existing buildings and the reconfiguration of the parking lot. Frederick County Development Review Engineering signature blocks need to be provided on the cover sheet as well as Sheets C-5, C-6, C-7A, C-7B and C-8.

8. **Landscape plans** – The landscape plans have been reviewed and all proposed tree and shrub species and numbers are acceptable to the Staff Planner. On Sheet C-11, General Planting Note #1 should state that the landscape contractor shall obtain property owner and Town, as opposed to County, approval prior to making any plant materials substitutions.

9. **Architectural plans and renderings** – Per Section 17.20.050 (Site plans required in commercial districts) of the Municipal Code, all applications for site plan approval shall include architectural plans, elevations, and architectural renderings or other information concerning the design and materials of the proposed building, to ensure aesthetically pleasing development compatible with adjacent or neighboring buildings. The applicant should submit architectural plans for the building renovations for review and approval of the Planning Commission.

10. **Water and Sewer requirements** – The site has existing water and sewer in the back building.

11. **Missing information** – The plans should indicate the zoning classification of the subject parcel.

12. **Other agency reviews** – The plans have been approved by the Frederick County Office of Life Safety and the State Highway Administration.

13. **Improvement plan expiration** – Approval of an improvement plan shall expire three years from the date on which the Planning Commission approves the improvement plan unless construction has begun as defined by "start of construction" per Section 16.12.060 of the Municipal Code.

This review will be included in the Middletown Planning Commission materials for the June 19, 2017 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 14, 2017.

cc: Geoffrey Ciniero, applicant
Ann Miller, property owner

Middletown Planning Office

MEMORANDUM

Date: 6/7/2017

To: Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MILLER PROPERTY DEMOLITION SITE PLAN**
Tax Map Parcel #03-036094 and 03-136108
Applicant: Geoffrey Ciniero, CMS Associates LLC
Property Owner: Miller Commercial Properties LLC
Plan Dated: May 31, 2017
Date Received: June 2, 2017

GENERAL INFORMATION

Proposal: Remove the back part of the main building (old retail building) and one of the buildings on the west side of the property, as well as site concrete and pavement

Location: 203 East Main Street, at the intersection of East Main and Broad Streets

Zoning: TC Town Commercial.

Present Use: Vacant buildings

COMMENTS

The following issues should be considered in your review of this Demolition Site Plan:

1. The reason for the proposal is to prepare for the re-development of the existing main building for future tenants – a proposed restaurant and market, as well as the demolition of one of the buildings on the west side of the property which will be replaced as part of Phase IV.

2. With approval, demolition is set to begin as soon as permits are received from the County and is proposed to last three weeks or so.

3. Most of the requirements of Section 17.32.160 (Demolition site plan – Required in all districts.) of the Middletown Municipal Code have been met. Section B. of the referenced demolition requirements states that all site plans for demolition shall be submitted a minimum of 30 days prior to a regularly scheduled planning commission meeting. Since the demolition plan was submitted in conjunction with the Phase III Improvement Plans,

it does not meet the 30-day requirement. The Planning Commission can defer the review and approval of the demolition plan to the July meeting, or you have the prerogative to go-ahead and review the plan at this time. A confirmation of a plan for the discontinuance of all utility services to the structures or buildings proposed to be demolished should be submitted if necessary.

4. An aerial photograph of the property has been attached to this memo along with a site plan that shows the location of the area of the main building to be removed as well as the building on the west side of the property.

5. Letters are to be sent to the adjacent property owners informing them of the proposed demolition. The property will be posted as well.

6. The demolition plan will need to be reviewed and approved by Frederick County. Approval will most likely be conditioned on all demolition materials to be discarded properly to an approved disposal facility, and that if the building is connected by utilities separate cap-off inspections will be necessary.

This review will be included in the Middletown Planning Commission materials for the June 19, 2017 public meeting. The applicant is encouraged to attend this meeting and the workshop on the Wednesday prior to the meeting which will be June 14, 2017.

cc: Ann Miller, property owner
Geoffrey Ciniero, applicant

CMS Associates LLC

To: Town of Middletown

From: Geoffrey L. Ciniero, P.E., CMS Associates LLC / Ann Miller, Miller Commercial Prop., LCC

Date: June 9, 2017

Demolition Plan

Location of Demolition: 203 E. Main Street

To Be Demolished: Buildings and portion thereof, asphalt pavement, site concrete, entrance curb and curb and gutter.

Proposed Date of Demolition: Soon after or just before the release of building permits for the proposed work.

Duration of Demolition: 3 Weeks +/-

Method of Demolition: Deconstruction, excavation

Performed by: Miller Commercial Properties, LLC and their associated licensed contractors.

Notes:

Workers will utilize al necessary safety equipment to deconstruct the building. Materials from the demolition will be recycled or taken to the County Landfill.

No explosive or incendiary device are proposed to be used in performing the demolition.

A site safety construction fence shall secure the property during demolition.

The proposed demolition will be in compliance with all federal, state and local laws, ordinances and regulations including, but not limited to, any and all laws and regulations governing "Hazardous Materials" and the disturbance and/or removal of "Hazardous Materials" from the property.

All disturbance will be stabilized once demolition is complete or an approved sediment control plan will be implemented at the time of demolition completion.

Adjacent Property Owner's Notified:

211 E. Main Street

Owner: Middletown BP (211 E. Main Street LLC)

Address: 300 Main Street; Myersville, MD. 21773

217 E. Main Street

Owner: Lonnie Darr & Jane Tamagna

Address: 217 E. Main Street; Middletown, MD.. 21769

119 E. Main Street

Owner: Parker Ranniger & Jeannine Bernazani

Address: 119 E. Main Street; Middletown, MD. 21769

204 E. Main Street

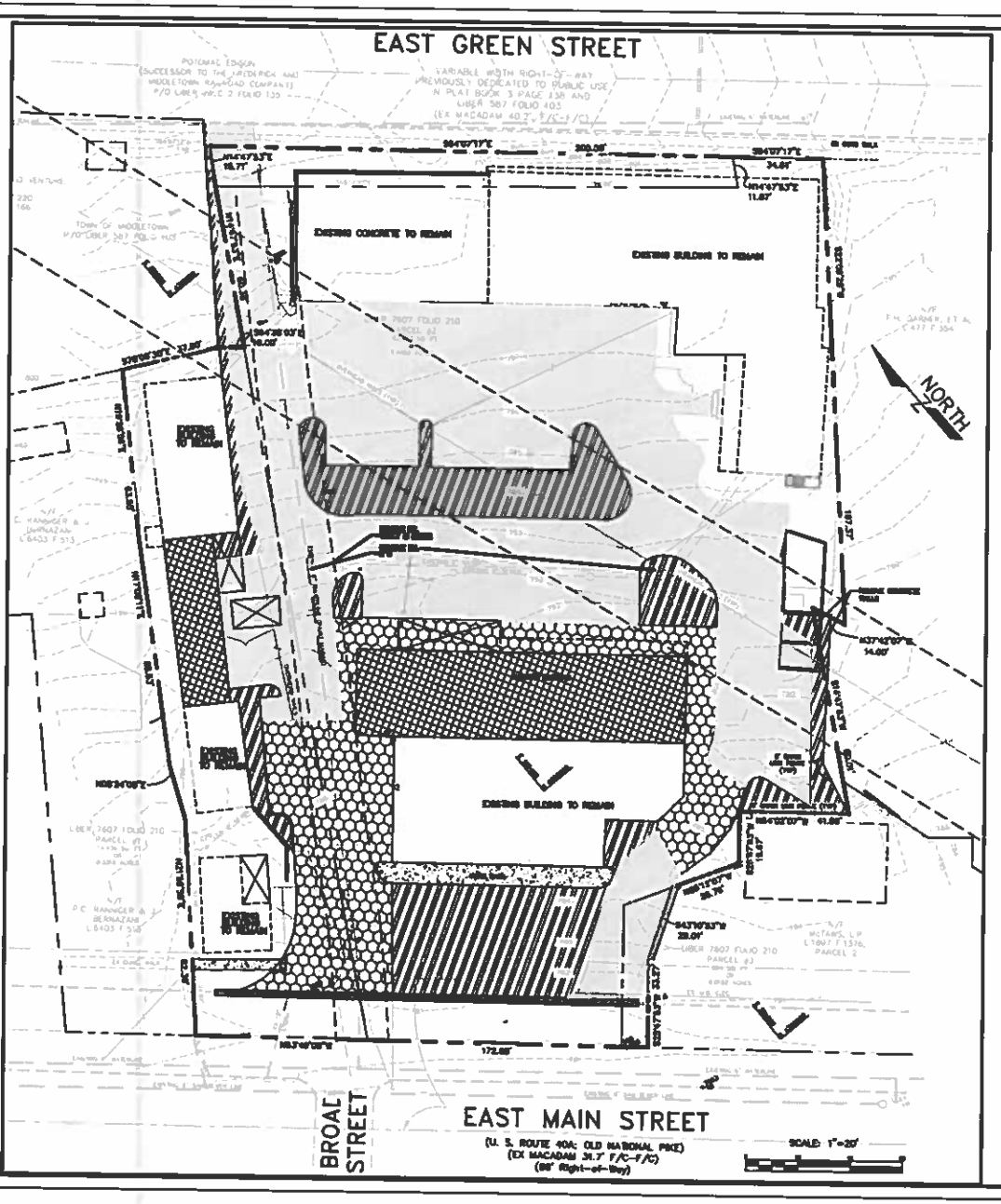
Owner: George Roderick

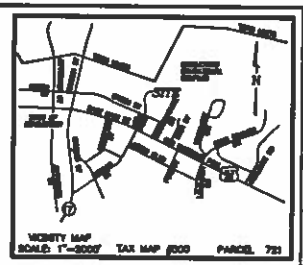
Address: 204 E. Main Street; Middletown, MD. 21769

200 E. Main Street

Owner James & Josette Dent

Address: 200 E, Main Street; Middletown, MD. 21769





LEGEND

- MILL ASPHALT SURFACE FOR OVERLAY
- FULL DEPTH ASPHALT SECTION REMOVAL
- BUILDING REMOVAL
- SURFACE AND BASE ASPHALT REMOVAL
- CONCRETE REMOVAL
- CONCRETE CURB REMOVAL

Buildings Demolished are planned to be replaced.

OWNER/APPLICANT
MILLER COMMERCIAL PROPERTIES LLC
8600 MYERSVILLE ROAD
MIDDLETOWN, MD. 21769
Attn: ANN MILLER
(P) (703) 908-6837

TOWN OF MIDDLETOWN PLANNING COMMISSION

APPROVED: _____ PLANNING COMMISSION CHAIR

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Contact: Geoffrey L. Clinton, PE
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MILLER COMMERCIAL PROPERTY
DEMOLITION PLAN
121 & 203 EAST MAIN STREET
TAX ID: 03-136094 & 03-136108
TOWN OF MIDDLETOWN
MIDDLETOWN ELECTION DISTRICT 3
FREDERICK COUNTY, MARYLAND

PLAN NO.: D-1
SCALE: AS NOTED
DATE: 05/31/2017
SHEET 1 OF 1
FILE NO. 13-005

106 EAST GREEN STREET
ELEMENTARY SCHOOL
109 EAST MAIN STREET
119 EAST MAIN STREET
117 EAST MAIN STREET
121 EAST MAIN STREET
203 EAST MAIN STREET
217 EAST MAIN STREET
219 EAST MAIN STREET
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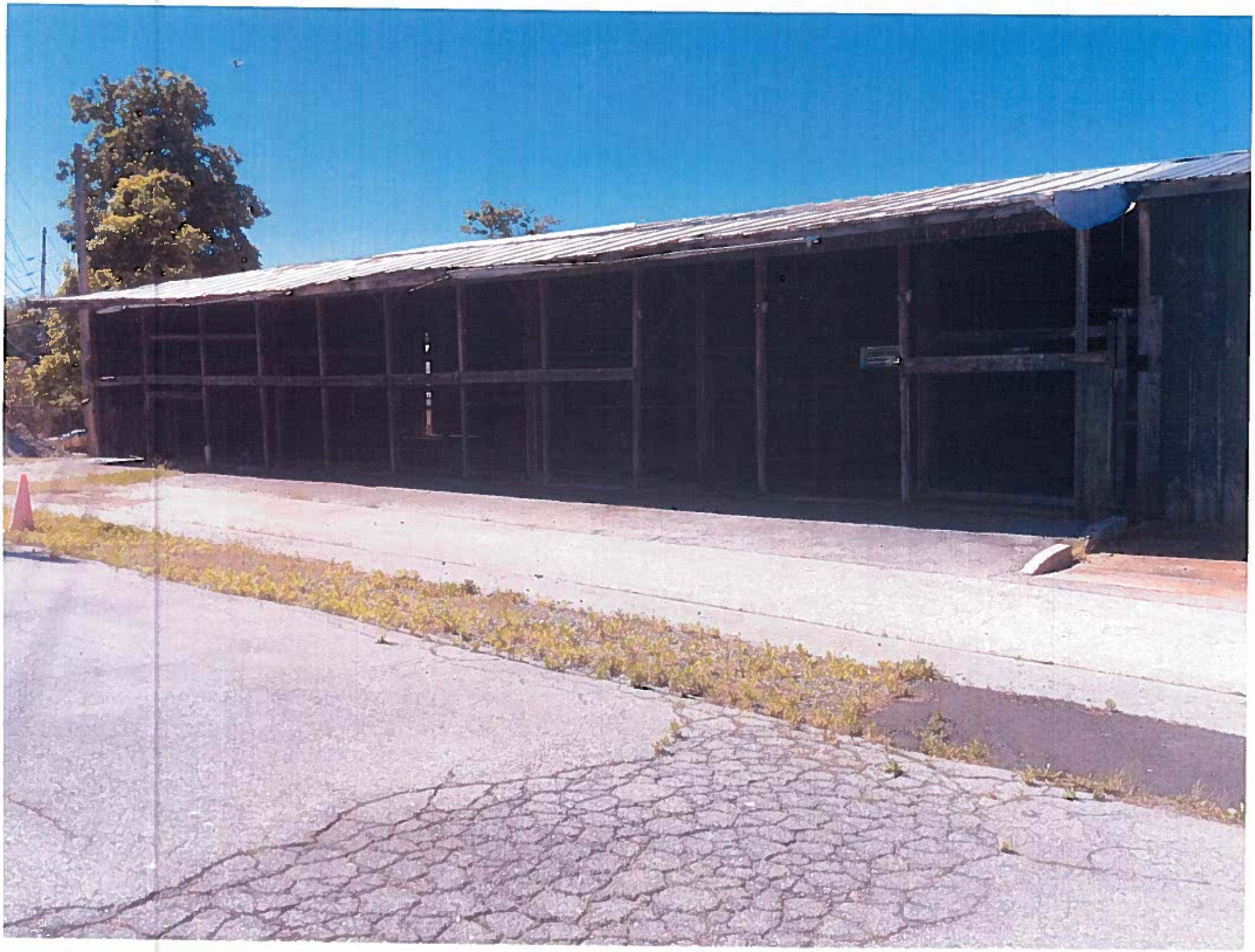

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 6/6/2017

RE: Monthly Planning Update - June

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
Final Plats conditionally approved – November 17, 2014
Plats 1 & 2 recorded at Courthouse – May 17, 2016
FRO planting at Remsberg Park completed – February 2017
Plat 3 recorded at Courthouse – March 1, 2017
Next step – record additional final plats

Site Plans, Plats and Minor Subdivisions:

Cross Stone Commons – Final FRO Plan approved – May 19, 2014
Revised Site Plan conditionally approved – October 20, 2014
Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)
Next step – submit architectural renderings for buildings #2 and 4 for review/approval

Fire Station – BOA approved height variance request - October 20, 2016
Revised Site Plan conditionally approved – October 17, 2016 (Plans expire 10/17/19)
Demolition plans conditionally approved – December 19, 2016
Improvement Plans conditionally approved – December 19, 2016
Final plat recorded at Courthouse – February 7, 2017
Improvement Plan mylars signed – May 30, 2017
Next steps – submittal of PWAs for approval and apply for building permit

Franklin Commons - Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
FRO plan conditionally approved – January 19, 2015
Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/2018)
Mylars signed – January 4, 2016
Next step – submittal of PWAs for approval and apply for building and grading permits

Caroline's View/Horman Apartments- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Currently approved SWM plans remain valid until May 4, 2017
Mylars signed – September 11, 2015
Next step – resubmittal of SWM plans for review and approval

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010

Forest Conservation Plan approved – October 20, 2008
Architectural plans approved by PC – March 16, 2015
BOA hearing for variance requests (approval received) – March 29, 2016 (**Expired 3/29/17**)
SWM plans submitted to SCD and Frederick County – December 5, 2016
Next step – apply for variance requests for siting of duplex building

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010
Revised Concept Plan reviewed by PC – September 16, 2013
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)
Improvement plans submitted for review and approval – June 2, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Richland Driving Range – Concept plan reviewed by PC – January 18, 2016
Site Plan reviewed by PC – May 16, 2016
Revised Site Plan conditionally approved by PC – June 20, 2016 (Plans expire June 20, 2019)
Next step – submit improvement plans for review/approval

School Complex roadway plans – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017

Technology MD Network Company permit application – withdrawn – March 15, 2017

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied by Town Board – October 11, 2010

Admar Property – annexation petition sent to PC by Town Board – January 9, 2017
PC approval of consistency with zoning/comp plan – February 20, 2017

Text Amendments:

Reports:

Grants: **MEA Smart Energy Communities grant application – award granted – May 2017**

Meetings: **Next Middletown Green Team Meeting – June 21, 2017**

Next Joint town board/planning commission workshop – August 7, 2017