

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

**Regular Meeting**

**January 15, 2018**

The regular meeting of the Middletown Planning Commission took place on Monday, January 15, 2018 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, Commissioner Tom Catania (Ex-Officio), Commission members Bob Miller, David Lake, Rich Gallagher, Dixie Eichelberger (Alternate) and Meredith McKittrick (Temp. Alternate). Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: Bill Williams (property owner), Tim Witter (surveyor, Shelly Witter & Fox) and Jian Jun Sun (architect, Studio SKG).

**JANUARY MONTHLY PLANNING COMMISSION MEETING:**

**I. PUBLIC COMMENT** – None

**II. Regular Workshop Minutes of October 11, 2017** – Approved with minor changes suggested at the workshop.

**Regular Meeting Minutes of October 16, 2017** – Approved as submitted.

**Regular Workshop Minutes of November 15, 2017** – Approved as submitted.

**III. PLAN REVIEW**

**Williams Preliminary/Final Plat** – (Bill Williams (property owner) and Tim Witter (surveyor, Shelly Witter & Fox) present). This is the proposed subdivision of a lot located on the south side of East Green Street and along the north side of East Main Street, approximately 400 feet east of the intersection of East Main Street and Route 17, into two lots. This property is zoned R-2 Residential. The Final Plat meets all the requirements according to Chapter 16.24.010 of the Municipal Code. It was noted that although Tax Map Parcel 698, at the rear of the Moser property, has been deeded to the Moser’s, they have not had the executed deed recorded in the land records. Therefore, the lands records still show that parcel as being owned by the Burgess and Commissioners. The minimum building restriction lines have been indicated and both lots meet the requirements for lots within an R-2 Residential district. Both Lot 1 and Lot 2 will each have an existing nonconforming structure on each lot once the subdivision is complete. Both nonconformities are not being created by this proposed subdivision.

- **Minor Subdivisions Requirements** – Section 16.12.030 of the Municipal Code states that “in the event that a subdivision of five lots or less from an original tract and it involves no new streets or extensions of existing streets, the developer may proceed directly to the preparation of a final plat in accordance with the requirements of this title” In addition to final plat data, a minor subdivision shall also show the following: 1) Topography at two- or five-foot intervals. This provision may be waived by the planning commission. 2) All existing permanent features, natural or man-made, that may influence the design of the plat. 3) Location of existing, recorded and proposed utility lines and easements on or within two hundred (200) feet of the tract.
- **Frederick County Health Department Approval** – The plat has been submitted to the County for their review and approval. The Town has not heard back. According to previous correspondence with the Health Department the following note on the plat is required under COMAR: “Plans for community water and sewer systems and for a point of discharge have been

approved by the Maryland State Department of the Environment. Facilities will be available to all lots and lots are served by public water and sewer.” Per COMAR regulations, the plat will need to be recorded within 6 months of approval.

**Action:** Commission Member Lake motioned to conditionally approve the Williams Preliminary/Final Plat conditional upon approval from the Frederick County Health Department and the Planning Commission waiving the provision requirement of the topography contours shown on the plat. Seconded by Commission Member Miller. Motion carried (4-0).

**Revised Richland Driving Range Site Plan** – (Jian Jun Sun (architect, Studio SKG), present). The Planning Commission reviewed and conditionally approved the Richland Driving Range Structure Site Plan in June 2016. Revised Site Plans were brought before the Planning Commission tonight for review. This is for a now proposed one-story accessory building to be used for offices, a pro shop, a small bar area, bathrooms/locker rooms, golf cart storage and heated driving range stalls. The concept plan had indicated a small café which is now included in the revised Site Plan as a small bar. The proposed 17,678 square foot building would meet the parcel lot requirements.

- **Changes to Site Plan** – This revised site plan proposal shows the building to be a one-story structure (previously two-stories with a basement) with a gross building area of 17,678 square feet (previously 15,280 square feet). The proposed building will be 220 feet long and almost 93 feet wide (previously 190 feet by 62 feet). A crosswalk and pathway are now shown from the proposed lower parking lot to an existing cart way that leads to the current driving range across Glenbrook Drive. The hours of operation have been changed to a 7:00am starting time. It should be noted that town staff questions the hours shown for banquets as many events such as wedding receptions often continue past the 9:00pm time indicated on the Facility Operations Study (Sheet G-04).
- **Parking Requirements** – According to the Municipal Code, the revised site plan would now require 108 parking spaces (7 for the pro shop, 6 for the bar, 2 for the offices, 58 for the recreational establishment aspect of the facility, 17 for the cart storage area and 18 for general commercial). The Planning Commission waived 47 parking spaces for the previously approved plan. This revised site plan is asking for a waiver of 42 spaces (17 cart storage, 25 maintenance garage). The total number of required parking spaces for the entire Richland Golf Club is 252, with a waiver of 42 spaces. The Burgess and Commissioners have given approval to allow Richland Golf Club permission to use the Town parking lot adjacent to the maintenance facility for parking for the proposed driving range structure, provided that the parking lot is paved, striped and maintained by the Richland Golf Club.
- **Walkway from Lower Parking Lot to Driving Range** – The revised plan shows a revised pathway from the lower town-owned parking lot to the existing pathway on the golf course to the driving range. This shows the proposed pathway to be at a much gentler slope than the previous plan.
- **Items to Review at Improvement Plan Review** – The following items will be reviewed during the Improvement Plan review: The applicant is asked to provide a photometric plan that shows the foot-candle measurements within the area to be developed. The landscape plan will need to be updated to include the types of proposed shrubs for approval, and Frederick County will review the stormwater management plan.
- **Town Engineer Comments** – The Town Engineer has provided his comments to the Planning Commission for informational purposes, and to the applicant to address.

The applicant was reminded that if any new use(s) within the existing clubhouse have a change in intensity and/or would require a change in off-street parking requirements, it must come before the Planning Commission for review and approval.

**Action:** Commission Member Lake motioned to conditionally approve the Richland Golf Club Driving Range Revised Site Plan conditional upon addressing comments from both the Staff Planner and Town Engineer reports and the Planning Commission waiving 42 parking spaces. Seconded by Commission Member Gallagher. Motion carried (4-0).

**IV. ZONING**

**Town Cleaners (813 E. Main Street) – Flashing Business Sign -** Planning Commission members have noted that the “open” sign at Town Cleaners is flashing. It is in violation of Town Code. The Commission has asked that the Zoning Administrator be notified. The Planning Commission has identified this as an ongoing issue with this business.

**V. MISCELLANEOUS**

**Joint Town Board/Planning Commission Meeting –** The next joint Town Board/Planning Commission meeting is scheduled for Monday, February 5, 2018 at 6:30pm. The Staff Planner stated that if any Planning Commission members had items to place on the agenda to get them in as soon as possible.

**VI. ADDITIONAL PUBLIC COMMENT – None.**

**Meeting adjourned at 7:37pm.**

Respectfully submitted,

Annette Alberghini  
Recording Secretary