

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

**Regular Meeting**

**November 19, 2018**

The regular meeting of the Middletown Planning Commission took place on Monday, November 19, 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, Commission members David Lake, Rich Gallagher, Bob Miller and Dixie Eichelberger. Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: None.

**NOVEMBER MONTHLY PLANNING COMMISSION MEETING:**

**I. PUBLIC COMMENT** – None.

**II. Regular Workshop Minutes of September 12, 2018** – Approved as submitted.

**Regular Meeting Minutes of September 17, 2018** – Approved as submitted.

**Regular Workshop Minutes of October 10, 2018** – Approved as submitted.

**III. PLAN REVIEW**

**Foxfield Section 6 Street Names** – (No one, present). The Staff Planner apologized to the Planning Commission regarding the Town Board having this as an agenda item on the November 12<sup>th</sup>, 2018 Town Board meeting agenda prior to a formal recommendation from the Planning Commission. At the November 12<sup>th</sup> Town Board meeting the board formally approved the street names for the Memar Development as: Winter Corn Way, Summer Wind Trail and Harvest View Circle. The Planning Commission can approve the names as suggested or change to coincide with County guidelines.

- **County Guidelines Regarding New Street Names** – The Staff Planner inadvertently met with County officials November 14<sup>th</sup> and received clarification on county guidelines regarding street types. These guidelines assist emergency services with the movement of emergency equipment during emergency responses. The County would like any street name ending in Circle to be used in conjunction with either a public rotary, or when a street has a large loop with no through movement. Harvest View Circle does not meet either of those guideline conditions. After reviewing the suggestions and discussions from the October Planning Commission workshop, the Planning Commission decided by consensus to modify the name of Harvest View Circle to Harvest View Run in its recommendation to the Town Board. The Planning Commission is in consensus with the street names Winter Corn Way, Summer Wind Trail, and Smithfield Drive.
- **Smithfield Drive** – There was also discussion at the meeting about Smithfield Drive based on discussions at the last joint workshop. It was suggested at the joint workshop that Smithfield be a divided road its full length from Coblenz Road to the west, and traffic circles be used at intersections to help slow down traffic. The Planning Commission recognizes that this would be part of the public works discussion for this development and outside of the scope of the Planning Commission. The Planning Commission is restricted to the guidelines within the Town Design Manual with very limited flexibility to make other recommendations. The Planning Commission suggested that within this Memar development that Smithfield Drive ought to be changed to Smithfield Boulevard from Coblenz Road to the west if it indeed were built as a boulevard.

The Staff Planner will send a memorandum to the Town Board with the Planning Commission's recommendations.

#### IV. ZONING

**Blighted Property Ordinance** – Based on the comments from the Planning Commission Workshop, the Planning Commission reviewed the revised final draft of the blight ordinance which included one minor edit.

**Action:** Commission member Miller motioned to recommend the blighted property ordinance to the Town Board as modified. Seconded by commission member Lake. Motion carried (4-0).

The Planning Commission recommends that the Staff Planner include identified key items in the memorandum that accompanies the blighted property ordinance to the Town Board.

#### V. MISCELLANEOUS

**Elm Street Parking Lot – trailer/RV issue** – Discussion occurred as to whether this was a zoning issue or town regulation issue. The Staff Planner reviewed the general prohibitions of Title 10 – Vehicles and Traffic of the town code. It was decided that this issue was an issue for the Town Board to address. The Staff Planner will notify the Town Board of this determination via memorandum.

**Planning Commission Temporary Alternate** – The Temporary Alternate position advertisement is listed on the town website.

**Signs Hanging from Light Poles at CVS (Cross Stone Commons)** – It was stated that there are signs hanging from the light poles at the CVS. These are against Town Code. The Staff Planner brought this issue to the Zoning Administrator to follow up with the complaint. The Staff Planner will check with the Zoning Administrator for an update.

**New Zoning Administrator** – Mark Hinkle is the new Zoning Administrator. He can be reached at [zoning@ci.middlestown.md.us](mailto:zoning@ci.middlestown.md.us).

**Planning Department Update** – The Staff Planner reviewed some of the activities within the Planning Department.

- **Cross Stone Commons** – A construction trailer is now on-site in preparation of the construction of Building 4 at Cross Stone Commons. Internal remodeling continues within the site for Fratelli's restaurant.
- **Dowd Property** – A traffic impact study is being done for the Dowd property.

**Comprehensive Plan** – The Staff Planner is working on a timeline for the comprehensive plan update. The idea is to review a different section every month with the understanding that certain sections may take longer. It was stated that the comprehensive plan could include new sections for other topics such as economic development and/or sustainability. Public meetings for discussion will be scheduled for resident input.

**Streetscape Trees** – 22 planted trees are being relocated from Main Street to other locations within town yet to be determined. State Highway will help with tree relocation once the best places are identified. Planning Commission members suggested locations.

**2019 Joint Town Board / Planning Commission Meetings** – Dates for the 2019 joint meetings are being determined. The first will occur in January 2019.

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

**Meeting adjourned at 7:32pm.**

Respectfully submitted,

Annette Alberghini  
Recording Secretary