

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

December 16, 2019

The regular meeting of the Middletown Planning Commission took place on Monday, December 16, 2019 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, and Dixie Eichelberger. Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: Mark Lancaster (Lancaster Craftsman Builders), David Lingg (Lingg Property Consulting), Mike Tabor (property owner) and Bob Smart (resident).

Commission member Gallagher was absent from the meeting. Commission member Eichelberger participated for the quorum.

DECEMBER MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT – None.

II. Regular Workshop Minutes of November 13, 2019 – Approved as submitted.

Regular Meeting Minutes of November 18, 2019 – Approved as submitted.

III. PLAN REVIEW

Hollow Creek Professional Center Revised Architectural Renderings – (Mark Lancaster (Lancaster Craftsman Builders) and David Lingg (Lingg Property Consulting) present). This is for the proposed development of 48,800 square feet of commercial space in three separate buildings with 208 parking spaces, with a self-storage facility in the rear of the property; located on the north side of US Route 40-A just east of the Safeway shopping center. The area is zoned GC General Commercial and is currently a vacant lot. The architectural renderings provided by the developer and the report from the Main Street Design Committee were reviewed. It was stated that the Main Street report was provided for the Planning Commission to review and consider during the architectural review. It is not a directive for the applicant to implement as any recommendations would be coming from the Planning Commission.

- **3-story Building Awning** – The renderings show an awning to the left of the main entry door. The applicant stated it is to delineate the potential retail space located there from the rest of the professional office space of the building. If a restaurant goes into that retail space, it could use the area under the awning for outdoor seating. There will be recessed entry doors under the awning into the retail space, so patrons do not have to enter the professional business space before/after business hours.
- **Materials Used** – If possible, the Planning Commission would like to see samples of the materials to be used on the proposed buildings. They would also like annotations as to where each of the materials would be used. It was recommended that the applicant review the color scheme and brick work for the 3-story building to give it more visual appeal. The applicant will be beefing up the columns shown on the front of the two one-story buildings. The materials used will need to be annotated.
- **Additional Information Needed** – The Planning Commission would like more information on the following areas:

- **Retaining Wall Sign** – The dimensions, materials and lighting plan for the retaining wall sign are needed.
- **Walkway/Breezeway, Gazebo and Raised Planters** – Detail information is needed regarding the proposed walkway between the two front buildings, the raised planters and the proposed gazebo, including materials used.
- **View of East Side of Property** – The Planning Commission has requested an architectural rendering of the view of the east side of the property looking west toward Safeway. One was not provided.

Action: No action taken.

Self-storage Facility Revised Concept Plan – The Staff Planner reviewed her staff report. There was a brief discussion about changes to the Concept Plan submitted in January. The applicant met with both Town Engineers regarding the water line easement. Chairman Carney acknowledged that this is just a concept plan and that changes can occur when it comes to the Site Plan submittal. The applicant stated that in the future they may go to the Board of Appeals for a variance to allow parking on the south side of the property.

Action: No action taken.

Self-storage Facility Special Exception Use – The Staff Planner reviewed her staff report. She reviewed the specific standards in the Town Code as they now stand. The subject proposal meets the current standards. Staff advises the Planning Commission to give a positive recommendation of the proposed self-storage to the Board of Appeals for this property with the condition emphasized that the Planning Commission will review plans going forward that will include architectural drawings and elevations, and size limitation authority. Included will be the review and approval of the rules and regulations of the self-storage facility before site plan approval is granted.

The applicant would like the hours of operation for the self-storage facility as follows: key code access to units by customers seven days a week, 5:00 AM to 11:00 PM, and staffed office hours Monday-Saturday 8:00 AM to 5:00 PM.

The Zoning Administrator has researched self-storage hours of operation within the area. He recommends customer access seven days a week from 6:00 AM to 9:00 PM with staffed office hours Monday-Saturday 8:00 AM to 5:00 PM.

It was noted that the Planning Commission has the ability to address lighting, noise, traffic impact etc., if the original recommendations are approved.

Action: Commission member Lake moved to recommend a motion to the Board of Appeals that approves and finds the proposals consistent with the guidelines for self-storage facilities and looks forward to working with the applicant regarding details related to rules and regulations of self-storage facilities. Seconded by Commission member Miller. Motion carried (5-0).

Tabor Demolition Plan Extension Request – This is regarding the demolition of a 1,700 square foot barn at 10 Boileau Drive. The demolition permit was approved September 16, 2019 and was to be completed within 90 days. The barn has been removed; however, weather and the winter season have not permitted the applicant to proceed with the stone foundation repairs and required landscaping. He is asking for a 6-month extension in order to complete the requirements.

Action: Commission member Miller motioned to extend the demolition and remediation deadline to June 16, 2020. Seconded by Commission member Eichelberger. Motion carried (5-0).

IV. ZONING - None

V. MISCELLANEOUS –

Caroline’s View/Horman Apartments – The Site Plan was approved April 21, 2008 with no sunset provisions prior to November 2014. The Improvement Plans were conditionally approved May 17, 2010 with no sunset provisions prior to November 2010. Revised Improvement Plan mylars were signed July 21, 2017.

The question was raised that if it is revised does it now come under new/updated regulations? The Staff Planner will contact the Town Attorney for review and comment.

Joint Workshop Dates for 2020 – The dates were reviewed. They are February 3rd, May 4th, July 6th, and October 5th, 2020.

VII. ADDITIONAL PUBLIC COMMENT - None

Meeting adjourned at 8:22pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary