

MIDDLETOWN PLANNING COMMISSION
31 West Main Street
Middletown, Maryland

Regular Meeting

March 19, 2018

The regular meeting of the Middletown Planning Commission took place on Monday, March 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, Commissioner Tom Catania (Ex-Officio), Commission members Bob Miller, David Lake, Rich Gallagher and Dixie Eichelberger (Alternate). Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: Susan Moody (property owner), Victor White Hogan Companies) and David Lingg (Lingg Property Consulting).

MARCH MONTHLY PLANNING COMMISSION MEETING:

I. PUBLIC COMMENT – None

II. ELECT PLANNING COMMISSION CHAIR AND VICE CHAIR FOR 2018 –

- **Planning Commission Chair** - The Staff Planner opened the floor to accept nominations for Chair of the Planning Commission for 2018. David Lake nominated Mark Carney to continue as chair. Seconded by Dixie Eichelberger. There were no other nominations. Motion carried (4-0).
- **Planning Commission Vice Chair** – The staff Planner opened the floor to accept nominations for Vice Chair of the Planning Commission for 2018. Mark Carney nominated Rich Gallagher as vice chair. Seconded by Bob Miller. There were no other nominations. Motion carried (4-0).

III. Regular Workshop Minutes of January 10, 2018 – Approved as submitted

Regular Meeting Minutes of January 15, 2018 – Approved as submitted.

IV. PLAN REVIEW

Moody Shed Demolition Plan – (Susan Moody (property owner) present). This is the proposed removal of an existing non-conforming (due to setbacks) 333 square-foot frame shed at 103 South Jefferson Street. All the requirements of Section 17.32.160 of the Town Code have been met. Adjacent property owners have been notified and the property has been posted. Demolition will be performed by Bobcatt Solutions LLC, Greencastle, Pennsylvania, and is expected to take no more than a week once begun. No explosive or incendiary device will be used. There are no water or sewer connections to the building, and no hazardous materials are present. A new conforming 160 square-foot shed will replace the existing shed and the additional area involved will be graded and seeded immediately upon completion of the demolition work. A demolition permit must be obtained from the County prior to the demolition. All demolition and post demolition restoration shall be completed within ninety (90) days of issuance of a demolition permit in accordance with Town code.

Action: Commission Member Lake motioned to conditionally approve the Moody Shed Demolition Plan conditional upon the demolition being completed within 90 days issuance of the demolition permit. Seconded by Commission Member Gallagher. Motion carried (4-0).

Cross Stone Commons Plan Revisions – (Victor White Hogan Companies) and David Lingg (Lingg Property Consulting), present). The site is to be developed with 35,357 square-feet of commercial space in four separate buildings. Buildings 1 and 3 have already been built. The property is located on the west side of Middletown Parkway at the intersection with US Route 40-A (Old National Pike). On October 20, 2014 the Planning Commission conditionally approved the site plan. The Planning Commission conditionally approved the Phase 2 Improvement Plans for Cross Stone Commons on March 16, 2015. The plans have been submitted to the Town Engineer for review. His comments have not been received at this time.

- **Revision #3 Submittal** – The redline revision proposed included an enlargement to the footprint to Building #4, a change to the traffic pattern behind Building #4 to a one-way direction, the addition of an outdoor seating area at Building #4, and a proposed monument directional sign at the northernmost entrance to the site from Middletown Parkway.
 - **Incorrect Information on Plans** – Note 4 on Site Plan Sheet 1 under General Notes should state in red the proposed square footage of the buildings for the parking requirement.
 - **GC District Uses** – This property is zoned GC General Commercial. Shopping centers are a special exception use in the GC District. The Middletown Board of Appeals approved this exception on May 8, 2013. Special exception regulations for shopping centers include minimum lot areas of 5 acres, a buffer yard of 100 feet in all instances where the site adjoins an R district, and all buildings must be setback at least 50 feet from any property line and 100 feet from a street line. This proposed revision would require a change in the building setback for Building #4 of 2.2 feet for a setback of 47.8 feet instead of the required 50 feet.
 - **Parking** – The proposed increase in square footage to Building #4 from 7,000 to 7,452 square-feet would result in a total of 201 parking spaces required. The plan shows 226 parking spaces, with 2 regular and 2 handicapped accessible spaces in front of the building.
 - **Sidewalks** – Previously approved plans showed the sidewalks on the sides of Building #4 to be 6-feet in width with the front sidewalk to be 5-feet in width. The revised plans show the side sidewalks to be 4-feet in width and the front to be 7-feet in width. The applicant stated the increase in the front sidewalk is to increase maneuverability for handicap access and to meet State ADA requirements.
 - **Traffic Pattern Change Behind Building #4** – With the proposed reduction in the setback, it is now proposed to change the traffic pattern behind Building #4 from a two-way pattern to a one-way pattern for safety.
 - **Proposed Monument Directional Sign** – The plans now include a monument directional sign at the northernmost entrance to the site from Middletown Parkway. It would be a smaller version of the one currently located at the northern end of the property near US Route 40-A. It would include information on those businesses not included on the current sign.

Action: Commission Member Miller motioned to conditionally approve the Cross Stone Commons Plan Revisions conditional upon addressing any comments from the Town Engineer and the one redline correction being made. Seconded by Commission Member Lake. Motion carried (4-0).

Cross Stone Commons Architectural Review Building #4 – The applicant reviewed the most current architectural renderings of Building #4. It will have the similar roof and structure as Building #3. The awnings will also be like Building #3. There is a handicap ramp shown on the left front side of building #4.

- **Change to Building Façade** – The original proposal for Building #4 was to have an all brick exterior. The current proposal is for the sides to now have a mix of brick and Hardi Plank.

Action: Commission member Miller motioned to approve the Cross Stone Commons architectural review as presented. Seconded by Commission member Gallagher. Motion carried (4-0).

IV. ZONING

Demolition Permits Process – The Zoning Administrator is developing proposed changes to the Town Code regarding demolition plans and storage containers. The intent is that items such as shed demolitions could be approved by the Zoning Administrator and not have to come before the Planning Commission, thus decreasing the wait time for applicants. The Town Board will begin discussion on this and send its recommendations to the Planning Commission for review.

Signs at the Safeway Shopping Center – There was discussion regarding a couple of signs at the Safeway Shopping Center. The Staff Planner will relay the information to the Zoning Administrator for action.

V. MISCELLANEOUS

2017 Annual Planning Report – The Staff Planner reviewed the suggested track changes that were made during the workshop. There was further discussion about the Planning Commission recommendations on the last page of the report. It was suggested that some of those recommendations be discussed in detail at upcoming workshops. The annual report draft will go on the agenda for April’s planning commission meeting for further recommended changes.

VI. ADDITIONAL PUBLIC COMMENT – None.

Meeting adjourned at 8:12pm.

Respectfully submitted,

Annette Alberghini
Recording Secretary