

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

**Regular Meeting**

**September 17, 2018**

The regular meeting of the Middletown Planning Commission took place on Monday, September 17, 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 David Lake, Rich Gallagher and Dixie Eichelberger. Others present in official capacity: Cindy Unangst (Staff Planner) and Annette Alberghini (Recording Secretary). Others present: Tara Scarpignato (resident and Glenbrook Home Owners Association representative), John Greene Jr. (property owner and Glenbrook Home Owners Association representative), Cathy Gannon (Richland Golf Club) and Jian Jun Sun (architect, Studio SKG).

**SEPTEMBER MONTHLY PLANNING COMMISSION MEETING:**

**I. PUBLIC COMMENT** – Tara Scarpignato (resident and Glenbrook Home Owners Association representative), asked if the Town had received the letter from the Glenbrook Home Owners Association, dated April 5, 2018, which stated the concerns regarding the proposed Richland Golf Club driving range structure. The Planning Commission did receive that letter today, September 18, 2018. The concerns listed will be addressed during the discussion on revised driving range structure improvement plans later in this meeting. John Greene Jr. (property owner and Glenbrook Home Owners Association representative) asked if the project has received approval from Frederick County regarding the stormwater management plan. The Glenbrook Home Owners Association (HOA) maintains the biofilters next to the proposed structure location and would like to know the impact this will have on those filters. Those concerns will be addressed during the discussion on revised driving range structure improvement plans later in this meeting.

**II. Regular Workshop Minutes of August 15, 2018** – Approved as submitted.

**Regular Meeting Minutes of August 20, 2018** – Approved as submitted.

**III. PLAN REVIEW**

**Richland Driving Range Structure Improvement Plans** – (Tara Scarpignato (resident and Glenbrook Home Owners Association representative), John Greene Jr. (property owner and Glenbrook Home Owners Association representative), Cathy Gannon (Richland Golf Club) and Jian Jun Sun (architect, Studio SKG), present). The Planning Commission reviewed and conditionally approved the revised Richland Driving Range Structure Site Plan in January 2018. The proposed one-story accessory building would be used for offices, a pro shop, a small bar area, bathrooms/locker rooms, golf cart storage and heated driving range stalls. A new change to the plans is a small 558 square-foot basement garage to be used for equipment storage for the driving range.

- **Changes to the Plan** –

- **Building Square Footage** - The improvement plan proposal shows a gross building area of 18,630 square feet. Previously, the square footage was shown as 17,678 square feet. Adding the proposed basement garage of 558 square feet to the previous square footage does not add up to the 18,630 square-feet now shown on the plans. The applicant explained that the square footage calculations now include the entrance canopy as required by the County. The Planning Commission requested that the notes include an itemized summary indicating separately the individual square footage for the canopy, the main structure, and the storage /partial basement.

- **Proposed Basement Garage & Cart Path** – In addition to the crosswalk and pathway from the proposed lower parking lot to an existing cart way that leads to the current driving range, there is a proposed asphalt cart path leading to the proposed basement garage from the existing cart path. In reviewing this detail, it was noted that all plans should be modified to reflect all changes before the submittal of the signature set for signature by the Staff Planner.
- **Parking Requirements** – The Planning Commission waived 42 parking spaces as part of the conditionally approved Site Plan. 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 and striped and the installed crosswalk across Glenbrook Drive should have the appropriate signage.
- **Lighting Plan** – A revised Photometric/Lighting had been submitted and was reviewed. Given that the driving range stalls are open to the outdoors, the lights to the stalls will turn off at 9pm when the facility closes. It was suggested that they turn off sooner when not in use.
- **Glenbrook HOA Concerns** – The Planning Commission reviewed each of the concerns listed on the letter submitted by the Glenbrook HOA:
  - **Study on the Stormwater Management (SWM) Impact** – The County is currently reviewing the plan. It was suggested the HOA contact the County directly with their identified concerns regarding SWM.
  - **Hanging Nets to Protect Other Golfers** – Nets are not shown on the plans.
  - **Lighting at the Driving Range** – The only lighting will be at the stalls and will be turned off at 9:00pm.
  - **The Natelli Field Parking Lot Being Paved** – The HOA is concerned that paving that parking lot will impact the SWM system in place with the increase in impervious surface. The gravel parking lot in question is already considered an impervious surface and so paving the lot should negligibly impact the SWM system in place. Again, it was suggested that the HOA contact the County directly with their concerns.
- **Stormwater Management Approval by Frederick County** – The stormwater management plan has been sent to Frederick County for review and approval.
- **Town Engineer Comments** – The Staff Planner reviewed the comments from the draft memorandum from the Town Engineer regarding this project. He is extremely busy at the moment but will finalize his remarks and provide them to both the Planning Commission and the applicant as soon as possible.

The applicant will meet with the Staff Planner later this week to review both the Site Plan and the Improvement Plans to identify discrepancies and corrections that need to be made to both, so that both plans will reflect the same information.

**Action:** Commission Member Lake motioned to defer action until the discrepancies on the Improvement Plans are corrected and the Site Plan includes the changes made at the Improvement Plan review stage. Seconded by Commission Member Gallagher. Motion carried (4-0).

#### IV. ZONING

**Blighted Property Ordinance** – Based on the comments from the Planning Commission Workshop, the Planning Commission reviewed the revised draft of the blight ordinance. It was suggested that the wording in the notification, enforcement, and appeals sections mirror that which is currently enacted in the Town Code for sidewalk maintenance and repair. The Special Assessment section was to be removed from the draft document. When granting waivers to a blighted property it was determined that the waiver should be granted by the Burgess and Commissioners. The Staff Planner will update the draft for the October Planning Commission meeting.

**V. MISCELLANEOUS**

**Cross Stone Commons Black Hog Architectural Design Update** – The Black Hog developer provided the lighting information that was requested. The fixtures do meet Town Code Regulations. The developer also provided the information on the materials to be used on the exterior of the business as requested. The ‘wood material’ is a ceramic tile which will be staggered to give the appearance of wood.

**Planning Commission Temporary Alternate** – The Temporary Alternate position is again vacant. Burgess Miller has suggested leaving the position vacant for 6 months to a year. The Planning Commission does not think the position should be left vacant. The needed quorum may not be available for a meeting due to illness/injury or work requirements of other Planning Commission members. The Temporary Alternate provides assurance that the quorum will be maintained. The Planning Commission Chairman will reply to Burgess Miller regarding this position.

**James Gang Pizza (809 E. Main Street) – Flashing Business Sign** - Planning Commission members have noted that the “open” sign at James Gang Pizza is flashing. It is in violation of Town Code. The Staff Planner will follow up with the complaint.

**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 will follow up with the complaint.

**Washing Personal Vehicles at the Fire Station** – On several occasions it has been observed that firemen are washing their personal vehicles at the fire station. It was suggested that the Town send a letter to the Fire Chief about the situation.

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

**Meeting adjourned at 8:17pm.**

Respectfully submitted,

Annette Alberghini  
Recording Secretary