

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

**Regular Meeting**

**September 19, 2022**

The regular meeting of the Middletown Planning Commission took place on Monday, September 19, 2022 at 7:00 p.m. via in-person and Lifesize. Those present (quorum) were Commission Chairman Mark Chaney, Commission members Bob Miller, Sean Mahar, Chris Mills, Town Board Liaison Jean LaPadula and Alternate Eric Ware. Others present in official capacity: Cindy Unangst (Staff Planner) and Jen Rhinaman (Recording Secretary). Diana Corl was present via Life Size. Others present: Mark Lancaster, David Lingg and Mark Chrisman from the Hollow Creek Professional Center project.

**AUGUST MONTHLY PLANNING COMMISSION MEETING:**

I. **PUBLIC COMMENT-** None

II. **Minutes of August 2022 Planning Commission Workshop** -Approved as submitted

**Minutes of August 2022 Planning Commission Meeting** - Approved as submitted.

III. **PLAN REVIEW -**

**Hollow Creek Professional Center Improvement Plans** – Staff Planner, Cindy Unangst, reviewed her staff report. There was discussion about the need to submit signage plans for the planning commission’s review and the changes that were made to the lighting plans (Sheets 19 and 20). Per discussion during workshop regarding adding handicapped parking spaces at the rear of the three-story building, the applicant suggested adding four such spaces near the rear entrance which would displace six regular parking spaces. The planning commission would then need to waive the two parking spaces being deleted. There was also discussion about the location of grease traps if needed and propane tanks.

Commission member Jean LaPadula motioned to conditionally approve the improvement plans with the following conditions: 1) Revisions to plans per comments in staff planner’s report – landscape plan plant schedule modification and change to label on three-story building, in addition to adding proposed propane tank location for front buildings.

2) Submittal of appropriate documents and easements by the owner of the shopping center and the Truist Bank agreeing to proposed changes to the existing drive aisles, parking, and islands in the shopping center, as well as the sign and dumpster locations.

3) Submittal of appropriate easement/agreement document for location of water line crossing on private property, i.e., shopping center.

4) Submittal of signage details for review and approval by the Planning Commission

5) Acceptance of 174 total parking spaces by the Planning Commission in which two parking spaces are waived for the addition of four new handicapped spaces and the subsequent elimination of six regular parking spaces.

6) Revisions to plans per comments by Town Engineer, Bruce Carbaugh.

7) Addition of note to be added to plans in lieu of details for grease trap specifics to be delineated at building permit stage

Commission member Mahar seconded the motion. All approved.

**Memorial Hall Site Plan** – Staff Planner, Cindy Unangst, reviewed her staff report. There were no representations from the applicant at the meeting. Commission member Mahar brought up his concern about the

applicant not addressing drainage issues on the site which he feels is needed due to language in the Town Code in Sections 17.20.50 and 16.32.020D. There was much discussion concerning this topic.

Commission member Mahar motioned to send plans back for contractor revisions to address storm drainage and flow due to not meeting Town Code Sections 17.020.050 and 16.32.03.20 D. The vote was 3 to 2. Town Board Liaison Jean LaPadula seconded the motion. Commission members Bob Miller, Sean Mahar and Jean LaPadula approved the motion and Commission members Mark Carney and Chris Miller opposed.

#### **IV. ZONING –**

**Sign Ordinance Revisions** - The Planning Commission discussed ways to make the sign regulations easier to understand along with possible revisions to the proposed regulations. Ahead of the joint workshop with the town board in November where the regulations will be reviewed. The following was proposed:

- To share proposed signage regulations with the Zoning Administrator, Robert Wilkes.
- Get feedback form a local sign maker on proposed regulations.
- Make sure that definitions for signs are correct and simplified as much as possible.

#### **V. COMPREHENSIVE PLAN UPDATE**

**Chapter 3 – Housing and Population** – The Staff Planner reviewed updates to this chapter which were updates to numbers from the newest American Community Survey data. It was noted that the numbers shown in Figure 3-4 needs to be updated to match the numbers in the text.

**Chapter 6 – Community Facilities** – The Staff Planner reviewed the chapter with the update revisions which were the inclusion of text related to the promoting and supporting art-based and other cultural amenities in the Town including the annual events. There was a brief discussion about the listing of churches within the Town.

**Chapter 7 – Sustainability** – There was discussion by the Staff Planner about adding more information about community compost bins and to add quarterly numbers to show usage of the compost bins.

#### **VI. MISCELLANEOUS**

406 West Green Street – The projected plans is for the property is for a duplex to be built.

Middletown Community Park – A contractor should be planting trees this Fall as part of the project.

New Middletown Library – The construction trailers are on site.

#### **VII. Additional Public Comment – None**

Meeting adjourned at 8:51 P.M

Respectfully Submitted,

Jen Rhinaman  
Town Receptionist

