

**MIDDLETOWN PLANNING COMMISSION REGULAR MEETING  
July 23, 2018**

**Commission Present**

Daryl Terrill – Chair (04/2020)  
Mark Dalton (1/2022)  
John Copeland (10/2020)  
Frank Meres (04/2020)  
Jeff Pennington – Council Liaison

**Commission Absent**

Joan Roche – Vice Chair (06/2022)

**Staff**

Michele Snyder- Zoning Administrator

**Meeting Minutes**

**I. CALL TO ORDER**

Chairman Terrill called the meeting to order at 7:00 pm. All members were present.

**II. ROLL CALL**

All Commissioners were present with the exception of Vice Chair Roche.

**III. SET AGENDA**

Chairman Terrill asked for a motion to set the agenda. Commissioner Dalton made a motion to set the agenda. Commissioner Copeland seconded the motion.

**IV. PUBLIC COMMENT**

None

**V. APPROVAL OF MINUTES**

Commissioner Dalton made a motion to approve the minutes from the May 29, 2018 Planning Commission meeting. Commissioner Copeland seconded the motion. All Commissioners were in favor and the Planning Commission minutes were passed.

**VI. ZONING REPORT**

Michele Snyder gave the Zoning Report. Mrs. Snyder presented the Planning Commission with a copy of the current zoning permits issued thus far for 2018. Mrs. Snyder gave a brief overview of permits issued. Mrs. Snyder stated that she just finished up helping the Public Works Committee adopt Standards and Specifications for the water/sewer system with the help of Commissioner Dalton for the hydrant part. Mrs. Snyder hopes that establishing documents such as this will aid staff and the property owners for clarity.

## **VII. COUNCIL REPORT**

None

## **VIII. UNFINISHED BUSINESS**

Chairman Terrill wanted to open conversation about the status of the Comprehensive Plan. Chairman Terrill stated that the work was started over a year ago and sent to the Regional Planning Commission and nothing has come back. Chairman Terrill wanted to start discussion of the Planning Commission working on the Comprehensive Plan and not having the Regional Planning Commission involved. Planning Commission discussed what has already been done and what would be entailed in finishing the product. Chairman Terrill asked for Commissioner feedback. Commissioner Copeland stated that with nothing being provided thus far the Planning Commission can start working on putting the information together and if the Regional Planning Commission ends up presenting something also then it would be an advantage to compare both versions. Commissioner Copeland explained he feels that previous Planning Commissions have worked on more projects and sees this as a good opportunity. Chairman Terrill asked Councilor Pennington if he would present this to Town Council at the next work session.

Chairman Terrill on a side note said that the Town Manager is working on setting up sometime for the Attorney to come in and speak with the Planning Commission. Commissioner Copeland stated this would be a good idea to discuss the role of the Planning Commission in relation to the Comprehensive Plan. Chairman Terrill said that he would be gathering the information and distributing it to the Planning Commission.

## **IX. NEW BUSINESS**

Chairman Terrill started discussion of the recent ordinance changes in regards to Planning Commission. Chairman Terrill stated this are not the by-laws, it is his understanding those are being written by Council. Council Pennington said he will get back on updating of the by-laws. Chairman Terrill explained the changes were more or less to reflect Virginia Code requirements in regard to Planning Commission. Chairman Terrill asked if any Commissioners had any questions in terms of the changes. There were no questions from the Commissioners.

Commissioner Dalton asked if we know when the next planning certification will be held. Chairman Terrill said he would find out and let the Commission know.

Next meeting set for August 27, 2018.

**Adjournment**

Chairman Terrill asked for a motion to adjourn. Commissioner Dalton made a motion to adjourn. Commissioner Copeland seconded the motion. Meeting adjourned at 7:47 pm.

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Michele Snyder  
Middletown Planning and Zoning

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Daryl Terrill  
Chairman