

**MIDDLETOWN PLANNING COMMISSION  
MEETING  
July 22, 2019**

**Commission Present**

Mark Dalton –Chair (01/2022)  
Alexandra Hannigan – (4/2020)  
Marc Furman (10/2020)  
Daryl Terrill – Council Liaison

**Commission Absent**

Kimberly Begnaud (04/2020)  
Joan Roche – Vice Chair (06/2022)

**Staff**

Michele Snyder- Zoning Administrator

**Meeting Minutes**

**I. CALL TO ORDER**

Chairman Dalton called the meeting to order at 7:00 pm.

**II. ROLL CALL**

All Commissioners were present with the exception of Kimberly Begnaud and Joan Roche.

**III. SET AGENDA**

Commissioner Alexandra Hannigan made a motion to set the agenda. All Commissioners were in favor.

**IV. PUBLIC COMMENT**

None

**V. APPROVAL OF MINUTES**

Chairman Dalton asked if any amendments needed for the June 24, 2019 minutes as presented. Commissioner Furman made motion to approve the minutes from June 24, 2019. With no further discussion all Commissioners were in favor. Minutes were approved.

**VI. ZONING REPORT**

Staff provided the Planning Commission the year-to-date zoning permits issued for zoning permits issued in 2019.

Mrs. Snyder pointed out the permits that were approved based on the new rates established with the new fee schedule. Mrs. Snyder stated that Section 1 for the Village of Middletown is just about completed as far as Zoning Permits that is one of the reasons for tonight's request for Section 2 subdivision plat.

Mrs. Snyder also added that she and the Chair of the Commission met with Marty Monk to discuss future plans for his property. Mrs. Snyder noted a few items that came out of the

discussion were the conformance with the Comprehensive Plan and if they were looking at the MTND if it met the intent. There was also discussion of the boundary line agreement with the County and the impacts related to this project. Mrs. Snyder informed Planning Commission as of July 2019 the County adopted an updated development impact model and passed this information on to agent for Mr. Monk.

#### **VII. COUNCIL REPORT**

Councilman Terrill there was no report from Council.

#### **VIII. UNFINISHED BUSINESS**

Chairman Dalton stated that he would be getting with the Town Manager in reference to the department heads for the CIP.

#### **IX. New Business**

Mrs. Snyder passed the information from the Town Attorney in regards to The General Assembly amendment to Va. Code 15.2-2309 and Va. Code 15.2-2283. Mrs. Snyder stated this is in regards to variance requests and the Americans with Disabilities Act.

Chairman Dalton asked the Commissioners to please take an opportunity to look at the information and familiarize themselves.

Chairman Dalton stated the next item was the application of Section 2 Subdivision Plat for the Village at Middletown.

Mrs. Snyder stated that there is a staff report in the Commissions packet. Everything looks to be in conformance with the approved GIP and SIP. Fees have been paid, the deed of dedication and the bond estimate still needs to be brought in. Virginia Department of Transportation has signed off. Patrick Sowers, agent for the developer, stated much like Section 1 Subdivision Plat he was hoping that Planning Commission would forward the application to Council contingent on the deed approval and bond estimate. Chairman Dalton asked the Commissioners if they felt comfortable if all other items confirmed.

Commissioner Furman made a motion to recommend the approval of Section 2 Subdivision Plat contingent of approved deed of dedication and review of monetary bond estimate. All Commissioners were in favor.

The Commission and staff briefly discussed approved plans under the MTND. Commission Furman expressed an interest in coming in to take a look at these plans. Mrs. Snyder stated that there are definitely improvements that need to be made to the MTND for clarity. Chairman Dalton stated that the Commission should take an opportunity to look over the MTND section to see if there items that stand out.

Next meeting set for August 26, 2019.

**Adjournment**

Chairman Dalton asked for a motion to adjourn the meeting. Commission Hannigan made a motion to adjourn the meeting at 7:18 pm.

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Michele Snyder  
Middletown Zoning

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Mark Dalton  
Chairman