

**MIDDLETOWN PLANNING COMMISSION
MEETING
October 28, 2019**

Commission Present

Mark Dalton –Chair (01/2022)
Joan Roche – Vice Chair (06/2022)
Alexandra Hannigan – (4/2020)
Marc Furman (04/2020)
Jeff Pennington – Council Liaison

Commission Absent

Kimberly Begnaud (04/2020)

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.

III. SET AGENDA

Commissioner Hannigan proposed an amendment to add an overview of the Beautification Committee under New Business. Commissioner 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 September 16, 2019 minutes as presented. Vice Chair Roche made motion to approve the minutes from September 16, 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 report for zoning permits issued in 2019.

Short discussion took place of locations of the projects. Staff also gave a status of the Adam's property on the South end of Town. Currently nothing new has been submitted for the project but staff stated that questions have been asked to aid in the fiscal study they are doing on the property, such as water and sewer capacity for the location. Staff did explain to the Commission that there was an inquiry about changing townhomes to single-family homes. Staff provided the

language of the approved proffers that clearly stating maximum 69 single- families and maximum 32 town homes.

VII. COUNCIL REPORT

Councilman Pennington stated he does not have anything to add but Council is aware of all the items that Planning Commission is trying to work on.

VIII. UNFINISHED BUSINESS

Chairman Dalton stated that the Commission is aware from the review of the Comprehensive Plan last February that there are some areas between the MTND and Comprehensive Plan that do not “marry” well and need to be fixed.

Chairman Dalton stated that going into our new business a document that we were really not aware was found providing the future intentions of the Town. Chairman Dalton turned the discussion over to staff to provide the history of the document and information if it is still legally valid.

The next order of business was the continuing work on the CIP. Staff stated estimates from the consulting engineer for the waste water plant upgrade were provided so they may be added. Mrs. Snyder stated that in looking at the current CIP she will need to get with the Public Works staff and the Police Department to see if the vehicles that are listed are still in the fleets and if the requests have been fulfilled. Vice-Chair Roche asked Councilman Pennington if the upgrade was already in the budget for this year. Councilman Pennington stated he is not sure what the status is but does know that it is an interest free loan from the State.

IX. New Business

Staff provided Planning Commission with the document “Foresight Middletown,” which was part of the 2005 Comprehensive Plan. Staff believes this was done in preparation to the 2005 Boundary Line Adjustment. Through much public input, Foresight Middletown provided guidance for future development within the Town with strong attention to the newly added North and South. In 2013 and current Comprehensive Plan there is language stating because it became too cumbersome this section was removed from the Comprehensive Plan and left as a stand-alone document. With this information being taken out and from speaking with prior Commissioners and others involved with the document, this document is no longer valid. Mrs. Snyder stated the reason she wanted to present this to the Planning Commission is hopes that there may be some information that can be used in regards to our recent conversations about adding information for future land uses.

Chairman Dalton asked Councilman Pennington if he was aware of any history of the document and if there was a way to make sure that items such like this were not being lost in the future. Councilman Pennington said this was prior to the current administration. Staff stated there is a database now that any prior documents adopted should be able to be found.

Chairman Dalton stated that with this being said he would like to have a Special Meeting in two weeks after everyone has a chance to look at the Foresight Middletown and the MTND. Chairman Dalton stated that again the reason for these discussions is to make sure that the Comprehensive Plan covers the items that translates to an effective CIP and to the MTND and asked if the Planning Commission would like to look at each item separately or all together. The Commission stated they think it best to

work with all three documents. Vice- Chair Roche stated that she does not feel that the whole process needs to be revised. Chairman Dalton stated no he does not feel it will either, just reviewed to make sure no discrepancies and then to add the items necessary. Staff stated that she only gave the “Foresight Middletown” to the Commission as a resource, Mrs. Snyder stated that there maybe items in there that are not favorable and not how the public will agree on. Chairman Dalton stated the special meeting will be set for November 13, 2019 at 7:00 PM.

Commissioner Hannigan gave the status of the beautification committee. The beautification committee is asking the Planning Commission to address a few items; one is the sidewalks, Commissioner Hannigan stated she knows this is in the Comprehensive Plan and has spoken with the Chair about this; two would be the removal of the trees for better lighting. Commissioner Hannigan also stated the establishment of the Historic District which has been shot down in the past. Councilman Pennington stated that to start small and just some procedures on demolition. Commissioner Hannigan also added there was discussion of ordinances for the lack of maintaining properties. Vice-Chair Roche said there is an ordinance for grass and it is enforced, staff confirmed. Mrs. Snyder also stated the Town did adopt the building maintenance code. Shayla Rickard, the chair of the beautification committee was present and introduced herself, she stated the main point for the committee is just to enhance the community feel. The committee will be taking a two month break to work on gathering information on Grants that are available. Mrs. Rickard stated she has emphasized the importance of staying within the Comprehensive Plan. Mrs. Rickard stated that surveys are being given out for the citizens. Vice-Chair Roche asked for the information to be forwarded to Planning Commission so they can also make sure it is addressed if at all possible. Vice-Chair Roche added that there are some funds that have been allocated for sidewalk improvements, Mrs. Rickard stated many of the Grants they are looking at are matching grants so that would be great.

Next meeting set for November 13, 2019.

Adjournment

Chairman Dalton asked for a motion to adjourn the meeting. Vice Chair Roche made a motion to adjourn the meeting at 7:47pm.

Michele Snyder
Middletown Zoning

Mark Dalton
Chairman