

**MIDDLETOWN PLANNING COMMISSION
REGULAR MEETING
November 26, 2018**

Commission Present

Daryl Terrill – Chair (04/2020)
Joan Roche – Vice Chair (06/2022)
Mark Dalton (1/2022)
John Copeland (10/2020)
Frank Meres (04/2020)
Jeff Pennington – Council Liaison

Commission Absent

None

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.

III. SET AGENDA

Chairman Terrill asked for a motion to set the agenda. Vice Chair Roche made a motion to set the agenda. Commissioner Dalton seconded the motion.

IV. PUBLIC COMMENT

None

V. APPROVAL OF MINUTES

Vice Chair Roche made a motion to approve the minutes from the October 15, 2018 Planning Commission meeting. Commissioner Dalton seconded the motion. All Commissioners were in favor and the Planning Commission minutes were passed.

Vice Chair Roche made a motion to approve the minutes from the October 22, 2018 Planning Commission meeting. Commissioner Dalton 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. An update was presented to

Planning Commission on the Village at Middletown. Conversation pursued on addressing and street names. After speaking with Frederick County GIS and 911 the proposed names will not be acceptable new names will need to be suggested for Phase II.

Mrs. Snyder updated the Commission on inquires for the Adams property. Mrs. Snyder discussed some items that may need to be addressed in regards to mixed use in the downtown area per some recent inquires.

VII. COUNCIL REPORT

Councilman Pennington presented to Planning Commission items initiated from the Public Works committee that will require studies. These items include the Storm water system, sidewalks and curbs upgrade and extension, parking in downtown area, review trash pickup and streetlights. Vice Chair Roche asked if there was priorities to each of these items. Councilman Pennington stated no, that he would suggest the less extensive items “knocking them out” first.

VIII. UNFINISHED BUSINESS

Chairman Terrill stated he would like to go through the Comprehensive Plan one more time and vote to send it up to Council. Vice Chair Roche stated she feels that much attention has been given by all the Commissioners, staff and agencies and feels confident with the product. Vice Chair Roche reminded the commission that this will also have a public hearing for council and they will also have to vote. Chairman Terrill commented that he agrees. Chairman Terrill asked if any commissioners had any questions. Commissioner Dalton brought up some items that needed to be addressed and asked if they had indeed been addressed. Staff commented that one item that needs to be addressed is the map that will be in the Comprehensive Plan needs to illustrate what the current zoning is on the properties in Town and that will be done before the Comprehensive Plan is passed.

Chairman Terrill asked for a motion to forward the Comprehensive Plan to Town Council. Commissioner Copeland made the motion to forward the Comprehensive Plan to Town Council. Commissioner Meres seconded the motion.

Joan Roche – Aye
Mark Dalton- Nay
John Copeland- Aye
Frank Meres - Aye

Carried 4-1

IX. NEW BUSINESS

Chairman Terrill stated there is a resignation from Commissioner Meres effective December 31, 2018 and a resignation from himself effective December 31, 2018.

Vice Chair Roche made a motion to accept the resignations as submitted. Commissioner Copeland seconded the motion. All Commissioners were in favor.

Chairman Terrill passed out an application for Alexandra Hannigan for Planning Commission. The Commissioners reviewed her application and took the opportunity to ask a few questions while she was present. The Commission told Ms. Hannigan to submit the application and said they would vote at the next meeting.

Next meeting set for January 28, 2019.

Adjournment

Chairman Terrill asked for a motion to adjourn. Vice Chair Roche made a motion to adjourn. Commissioner Meres seconded the motion. Meeting adjourned at 8:12pm.

Michele Snyder
Middletown Planning and Zoning

Daryl Terrill
Chairman