

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

Commission Present

Joan Roche – Chair (06/2022)
Marc Furman (10/2020)
Mark Dalton (01/2022)
Kimberly Begnaud (04/2020)
Alexandra Hannigan – (4/2020)
Jeff Pennington – Council Liaison

Commission Absent

Staff

Michele Snyder- Zoning Administrator
David Griffin-Town Attorney

Meeting Minutes

I. CALL TO ORDER

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

II. ROLL CALL

All Commissioners were present.

III. SET AGENDA

Chairman Roche set the agenda.

IV. PUBLIC COMMENT

None

V. APPROVAL OF MINUTES

Chair Roche stated the minutes from the March 25, 2019 Planning Commission meeting were in the packets. Commissioner Dalton made motion to approve the minutes from March 25, 2019. Commissioner Furman second the motion. 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 stated there shows eight permits not yet issued, that is to resolve an issue with the previously issued permits and the HVAC unit encroaching in the side yard setback.

Commissioner Dalton commented on the increase hazard to be able to access the rear of the structure in the case of a fire. Commissioners discussed the MTND and the current setbacks.

VII. COUNCIL REPORT

Councilman Pennington stated the Council is happy to hear that all the new Commissioners are registered for the Planning Certification in June and looks forward to a professional Planning Commission.

VIII. UNFINISHED BUSINESS

Chair Roche stated that appointment of officers is needed; this is for a Chair and Vice Chair. Chair Roche asked for a motion. Commissioner Furman made a motion for nomination of Chair and Vice Chair. Commissioner Hannigan seconded the motion. All Commissioners were in favor. Chair Roche nominated Commissioner Dalton for Chair of the Planning Commission. Commissioner Dalton nominated Chair Roche as Vice Chair. Both nominations were accepted.

Town Attorney Griffin was introduced to the new Commissioners. Mr. Griffin discussed Robert's Rules and options of adopting a simpler form designed for small groups.

Mr. Griffin then went over the Public Works priorities that were discussed at the last two meetings. Mr. Griffin explained to Planning Commission as Commissioners their job is to have the vision but the implementation is for Council. The priorities are items that the Public Works Committee has started looking at that need to be addressed for future projects. Discussion then started on the importance of the Capital Improvement Plan. One example that was given is the need for a new sewer plant, Mr. Griffin stated this needs to be reflected in the CIP in order to get funding for the project. Some other examples were given off the priorities list. Commissioner Dalton asked if a CIP already exists. Chair Roche stated there is a CIP. Discussion of the existing items on the CIP and what has been done and not. Chair Roche stated that from last meeting it was discussed of combining the items of I & I, line location and storm water management. Commissioner Dalton stated he feels that for next meeting we need to get input and prioritize the list and then split up into groups to start working on the projects and establishing target dates. Commissioner Furman asked if we know where our existing storm water concerns exist. Mr. Griffin stated that the best "study" is staff observing the issues rather than an engineer coming out. Commissioner Dalton explained a lot of the time so much money is spent on the study the project cannot be done. Chair Roche stated that much on the current CIP is an inventory of vehicles per departments. She stated that we need see if these vehicles are current or if they have already been replaced. Staff was asked to get an updated inventory of vehicles and equipment from the department heads and/or the Town Manager. Conversation of the connection of the Comprehensive Plan, CIP and proffers took place.

Planning Commission then discussed the proposed definition changes presented at the last meeting to see if this could move forward to Council. Staff gave a brief explanation of some of the changes outlined to include eliminating repetitiveness, clarification and removing regulations and provisions in the definition itself. Some additional definitions were added and gone over.

Commissioner Furman made a motion to vote on recommendation of updated definitions as outlined in our previous discussions. Commissioner Dalton seconded the motion. With no other discussion motion carried.

IX. New Business

Staff presented the changes to the R-1 District regarding home occupations and family day homes. Staff explained that this also coordinates with the definition changes. Staff recommended removing home occupation as a special use permit and adding family day homes as a by-right use in the R-1 District to aid in compliance. Mrs. Snyder stated that with the appropriate regulations and provisions adopted it would encourage residents to get the proper licensing for their home occupations without having to go through a public hearing for Planning Commission and Town Council. Mrs. Snyder also stated that everywhere else customarily a small home occupation was by-right. She went on to explain adding a family day home, an in home day care, and differentiate it between a large scale in home daycare and a commercial daycare much the way VA Code does would be a good idea. Staff also recommended having a 17-6 A include all regulations and provisions for all uses so they would be centrally located.

Discussion regarding family day homes and the options for regulations continued. Mr. Griffin suggested adding a background checks if the Town were to regulate. Planning Commission continued discussion of the advantages of putting some regulation for the safety of the children.

Commissioner Dalton made a motion to vote on recommendation of changes to the home occupation and family day with the language being added of a background check. Commissioner Furman seconded the motion. With no other discussion motion carried.

Next meeting set for May 28, 2019.

Adjournment

Commissioner Hannigan made a motion to adjourn. Commissioner Furman seconded the motion. Meeting adjourned at 8:20 pm.

Michele Snyder
Middletown Zoning

Joan Roche
Chair