

MIDDLETOWN PLANNING COMMISSION REGULAR MEETING
April 23, 2018

Commission

Daryl Terrill – Chair (04/2020)
Joan Roche (06/2018)
John Copeland (10/2020)

Frank Meres (04/2020)
Mark Dalton (1/2022)
Jeff Pennington – Council Liaison

Staff

Michele Snyder- Assistant Zoning Administrator

Meeting Minutes

CALL TO ORDER

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

SET AGENDA

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

Motion: Commissioner Roche
Second: Commissioner Copeland
Vote: 4-0

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Meres made a motion to approve the minutes from the February 26, 2018 Planning Commission meeting. Commissioner Roche seconded the motion. All Commissioners were in favor and the Planning Commission minutes were passed.

Vote: 4-0

ZONING REPORT

Michele Snyder gave the Zoning Report. Mrs. Snyder presented a revised fee schedule that she would like to present to the necessary committees and ultimately Town Council for adoption. Mrs. Snyder stated the revisions were from the discussion of the March work session that the Planning Commission wanted to see the information in an easier format than the spreadsheet originally presented. Mrs. Snyder also presented the Planning Commission the current Zoning Ordinance section with the fee schedules. Discussion by the Planning Commission comparing the two existing fee schedules continued. Commissioner Dalton commented that this must cause a problem in the office trying to figure out the amount to charge. Councilmember Pennington stated that the proper process of Ordinance Committee and Public Hearing would need to take place. Chairman Terrill suggested putting the proposed fee schedule on one document.

Mrs. Snyder also reported to Planning Commission that another project she has been working on is going to the Frederick County Courthouse to pull deeds and plats for the properties in Middletown. Mrs. Snyder said that she is looking into getting the Remote Access of the database so it can be accessed from Town Hall.

Status of proposed new businesses were also discussed to include the bakery at the Middletown Courts Shopping Center and new retail business at the old Compton garage location.

COUNCIL REPORT

Jeff Pennington, Council Liaison, presented to the Planning Commission some infrastructure items that need to be addressed such as sidewalks, drains, storm water plans and changes to the Comprehensive Plan. Commissioner Roche questioned if there is funds available to do the projects. Councilmember Pennington stated the first step is to set up the Plan. Commissioner Roche stated that Public Works was working on these issues four or five years ago. Commissioner Meres stated that the Maintenance Department needs to come to a Planning Commission meeting to explain what needs to be done. Chairman Terrill stated that he feels that Maintenance Department are in a better position to explain what they need. Commissioner Roche explained that there is items in the current Comprehensive Plan discussing storm water management. Commissioner Copeland asked if the Town knows how much infill is being treated from the runoff. Councilmember Pennington said he is not sure. Discussion continued regarding existing conditions of the storm water system. Commissioner Roche pointed at the specific language that is in the existing Comprehensive Plan, Councilmember Pennington stated that he would pass this information on to Council. Commissioner Roche did state that she likes the idea of Public Works coming to one of the Planning Commission meetings to discuss what is needed as far as storm water concerns. Discussion continued regarding history of the existing storm water system throughout Town. Chairman Terrill stated that we need to get the Supervisor of Public Works and the Town Attorney to come in to discuss these matters.

UNFINISHED BUSINESS

None

NEW BUSINESS

Commissioner Meres mentioned noticing some yards that are already showing signs of needing to be mowed. Michele Snyder stated that she would be monitoring this and sending notices. Mrs. Snyder also stated that she would be putting the information in the May newsletter. Mrs. Snyder also commented on the residential properties that had excessive outdoor storage.

Chairman Terrill opened the floor for nomination of the Vice Chair of the Planning Commission. Commissioner Roche nominated Commissioner Dalton. Commissioner Copeland nominated Commissioner Roche motion second by Commissioner Meres. Commissioner Roche as Vice Chair.

Vote:3-0.

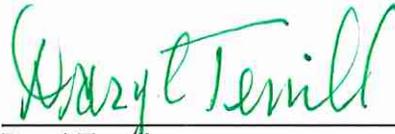
Next meeting set for May 29, 2018.

Adjournment

Joan Roche made a motion to adjourn the meeting. The motion was approved. The meeting was adjourned at 7:55 pm.



Michele Snyder
Middletown Planning and Zoning



Daryl Terrill
Chairman