

MIDDLETOWN PLANNING COMMISSION REGULAR MEETING
August 27, 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 with the exception of Vice Chair Roche.

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

Marty Monk spoke to the Planning Commission about his property located on the Southside of town that was brought into town through a boundary line adjustment. He stated that he is asking the Planning Commission how they would feel about rezoning the current RA parcels. Mr. Monk stated that he has been working with some land specialists and has been advised that commercial property is not what Middletown needs. Mr. Monk stated the land specialist he has been working with sees a need for a 55 an older community. Mr. Monk stated that he is marketing it as a 20 acre lot. Mr. Monk stated he would not be rezoning it but the purchaser would be doing this. Vice Chair Roche said that planning commission will take the information given under advisory. Chairman Terrill stated when planning commission reviews the comprehensive plan they will also take a look at this parcel of property. Commissioner Meres asked if he was currently under contract with a realtor. Mr. Monk stated not currently.

Patty Sinclair from 2404 Greenbriar Road provided a video to the planning commission showing the amount of water runoff coming off of Senseney Road at the culvert located at the edge of the church property. Ms. Sinclair stated she is bringing this up to planning commission because

the section in the current comprehensive plan is out of date. Chairman Terrill stated the Planning Commission is currently working on a draft of the new comprehensive plan. Ms. Sinclair stated she has been a resident of the town for 20 plus years and nothing has changed, with the building of her new home she is concerned. She stated she is concerned about the liability to the town. Betty Goode at 2435 Third Street added that she gets the most of the collection of the water on her property. Vice Chair Roche asked Ms. Sinclair if she had attended a town council meeting regarding the problem. Ms. Sinclair stated she had not gone to Council. Mrs. Snyder stated that there are several elements to this problem. If it is a drainage issue neighbor to neighbor that will be a civil dispute. With the new dwelling there will be requirements from the County which Mrs. Snyder stated she has already reached to Frederick County Public Works to what will be required. Vice Chair Roche stated that drainage has always been a problem. Commissioner Copeland explained some of the history of the drainage problem. Vice Chair Roche stated that a full report by the Department of Public Works for the Town might need to be done to initiate a possible grant. Commissioner Dalton asked if any of the water was going into anyone's house. The residents stated no. Ms. Sinclair asked the Planning Commission if water was put on Town property how long would the resident have to correct the situation. Vice Chair Roche stated that planning commission is only an advisory committee to council and strongly suggests bringing this information to town council. Planning Commission discussed steps that need to take place such as reaching out to the Public Works Department and possibly the engineering firm. Staff stated that by the end of the week to hopefully present Ms. Sinclair with a "game plan" with options as far as steps.

V. APPROVAL OF MINUTES

Commissioner Copeland made a motion to approve the minutes from the July 23, 2018 Planning Commission meeting. Vice Chair Roche 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. Mrs. Snyder gave a brief overview of statuses for Blue Ridge Bakery and the distillery both on Main Street. Mrs. Snyder also gave an update regarding The Village at Middletown and the different agencies reviewing.

VII. COUNCIL REPORT

Councilman Pennington stated he does not have anything to present to the Planning Commission. Vice Chair Roche asked if the ordinance changing the amount of members had been completed. Councilman Pennington stated the ordinance has been changed.

VIII. NEW BUSINESS

Chairman Terrill started discussion of the Subdivision Plat for Section One Village at Middletown. Mrs. Snyder gave a staff report to the Planning Commission in regards to submission of Subdivision Plat Village of Middletown-Section 1. Applicant is requesting recommendation of the plat to Town Council. Mrs. Snyder stated VDOT has not yet approved the plat, bond estimate is still being reviewed and the Town Attorney has made comments on

the Deed of Dedication that will need to be addressed. Mrs. Snyder also commented that there is also a revision to the construction plan-phase 1 being reviewed. Mrs. Snyder stated that the plat is in conformance with the approved SIP from 2017.

Vice Chair Roche made a motion to recommend approval of the Subdivision Plat Village of Middletown-Section 1 with the conditions of VDOT approval, approved bond and Deed of Dedication. Commissioner Copeland seconded the motion. All Commissioners were in favor.

IX. UNFINISHED BUSINESS

Chairman Terrill started discussion of the revisions to the Comprehensive Plan. The first matter was the comments sent in from the Town Attorney via email dated August 13, 2018. Vice Chair Roche stated that she feels the Commission should review the comments and make the changes and then have the attorney review.

Commission went through the comments from the Town Attorney and made the needed changes. Discussion took place about removing the language in regards to the eastward 81 expansion. Planning Commission decided to remove this section based on prior conversation with the County. The Planning Commission discussed the section in regards to VDOT roads.

Commissioner Dalton discussed some of the comments he had sent into Planning Commission. He stated he is familiar with an implementation plan but the Comprehensive Plan does not seem to have the intent of implementation. Planning Commission discussed the purpose of the Comprehensive Plan in general and the relationship to the CIP. Commissioner Dalton also brought up some grammatical errors found throughout the document. Planning Commission continued to review and make revisions. Commissioner Dalton some of the numbers for the wastewater plant that is currently in the plan and if they are still valid. Vice Chair stated that would need to be confirmed with the plant supervisor.

Next meeting set for September 24, 2018.

Adjournment

Chairman Terrill asked for a motion to adjourn. Commissioner Copeland made a motion to adjourn. Commissioner Meres seconded the motion. Meeting adjourned at 8:33 pm.

Michele Snyder
Middletown Planning and Zoning

Daryl Terrill
Chairman