

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

Commission

Daryl Terrill – Chair (4/2020)	Shayla Wharton – Vice Chair (04/2020)
Frank Meres (04/2020)	Joan Roche (06/2018)
Mark Dalton (1/2022)	Elizabeth Heishman (1/2021)
John Copeland (10/2020)	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. Chairman Terrill informed the Commission that Commissioner Elizabeth Heishman had resigned. All members were present with the exception of Elizabeth Heishman and Mark Dalton.

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: 4-0-2

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Wharton requested striking Lord Fairfax Community College and changing to Shenandoah University.

Motion as amended: Commissioner Roche
Second: Commissioner Wharton
Vote: 4-0-2

ZONING REPORT

Michele Snyder gave the Zoning Report. Mrs. Snyder gave the Planning Commission a brief introduction of herself. She briefed the Planning Commission with some of the projects she has been working on since taking the position such as; building a new permit database, scanning 2016-2017 zoning permits, creating a new zoning permit application and accessing Frederick County's Building Permit log for 2017 to check Middletown projects.

Mrs. Snyder went over the Zoning Permits that have been issued so far this year. She also went over some recent businesses that have approached the Zoning Department regarding

acceptable uses. Mrs. Snyder went over some of the initiatives that she would like to start working on with Planning Commission such as; restructuring the fee schedule, district uses and the sign ordinance.

Mrs. Snyder also reported to Planning Commission that Blue Ridge Bakery Company is looking at relocating their business to Middletown.

COUNCIL REPORT

Jeff Pennington, Council Liaison, made a recommendation for the Town Attorney to come in and discuss the role of the Planning Commission. Councilman Pennington stated that Town Council had recently participated in a conflict in interest training program with the Town Attorney and it was very helpful. Commissioner Roche suggested to combine these types of training with Planning Commission and Town Council. Chairman Terrill suggested once a year conversing with the Town Attorney.

UNFINISHED BUSINESS

Chairman Terrill reported that he is trying to track down the status of the Comprehensive Plan information from Northern Shenandoah Regional Planning Commission. Commissioner Wharton offered to call on behalf of the Planning Commission.

Chairman Terrill stated that the Mayor has asked Planning Commission to come up with a plan for the Economic Development Plan. Commissioner Roche explained she feels that Town Council should advise Planning Commission specifically of what to work on rather than Planning Commission coming up with something and recommending to Town Council. Commissioner Wharton agreed with Commissioner Roche that if Town Council wants to move forward than there needs to be an outline presented. Commissioner Roche suggested through the Town Council Liaison to let Town Council know Planning Commission is willing to work on the project with direction.

NEW BUSINESS

Chairman Terrill suggested Planning Commission to take a look at current bylaws. Commissioner Roche stated first Planning Commission needs to make sure that all of Planning Commission has the most recent approved copy. Chairman Terrill stated that he would make sure to get all Commissioners the most recent before next meeting so they can be reviewed.

Next meeting set for March 26, 2018

Adjournment

Shayla Wharton made a motion to adjourn the meeting. The motion was approved. The meeting was adjourned at 7:48 pm.

Michele Snyder
Middletown Planning and Zoning

Daryl Terrill
Chairman