



**MIDDLETOWN PLANNING COMMISSION
PO BOX 696
MIDDLETOWN, VA 22645
(540) 869-2226 Fax (540) 869-4306**

Mark Davis – Chairman (01/2021)

Daryl Terrill – Vice-Chairman (04/2020)

Phil Breeden (01/2018)

Frank Meres (04/2020)

Joan Roche (06/2018)

Shayla Wharton (04/2020)

Jeff Pennington - Council Liaison

John Copeland (10/2020)

Meeting Minutes

(from regularly scheduled meeting held January 23, 2017)

- Note: These minutes are abridged due to the inability to derive coherent conversation from the tape recording made during the meeting.
- Meeting called to order at 7:00 PM, all Planning Commissioners present with the exception of Phil Breeden. Commissioner John Copeland present until approximately 8:00 PM. Zoning Administrator Fred Wharton, Middletown Town Attorney David Griffin, and Public Works Superintendent Donald Welsh also in attendance.
- Minutes from the December, 2016 meeting were approved as distributed:
In Favor: 6, Opposed: 0
- Jeff Pennington was welcomed as the new Council / Planning Commission Liaison effective January, 2017.
- Confirmation was made that Mark Davis was re-appointed to serve another term on the Planning Commission at the January Town Council meeting.
- Questions were asked of Town Attorney David Griffin on several topics, including the following:
 - The current status and options going forward regarding the towns' relationship with Frederick County in the context of water and sewer service provisions to properties outside the current town boundary. An extensive discussion included a summary of the towns' attempts to negotiate a boundary adjustment to incorporate land to the east and across I81, the current state of the provision of water/sewer service to existing properties in this area, and our ability/capacity to do so in the future, which is partly defined by policies instituted by the Frederick County Sanitation Authority that denote the FCSA as the service provider in this Sewer and Water Service Area (SWSA). These policies have not been formally approved by the town of Middletown, thus there exists an "impasse" that makes it difficult for owners of undeveloped land in this area to define proposals for developing their property. Options going forward were discussed including resumption of discussions and possible negotiations with the FCSA and/or Frederick County as well as future regional discussions for longer-term service solutions. For the near

term, it was agreed that the Council Liaison would present suggestions to the Middletown Town Council for the Planning Commission to become involved in future discussions with Frederick County and/or the FCSA.

- A brief discussion was held on the current state of the Middletown Comprehensive Plan and possible areas for improvement, including the addition of better-defined goals and vision for the future. It was agreed that an evaluation of the current plan and a determination on possible update should be undertaken as soon as possible.
- The status of the town's alleyways was discussed once again. It was noted that the Town Council is interested in exploring the feasibility of opening up the alleys that are currently not functional (overgrown with trees/vegetation, and/or partitioned with fencing or other barriers), so as to be available for use by town vehicles, emergency equipment, and possibly town citizens. No decisions were reached regarding how or when such a feasibility study would be conducted. Additionally, the topic of a private citizen financing and performing upgrades to a portion of an existing town alleyway in order to improve access to their property was discussed, with the conclusion that this could be implemented as a policy permitted by town code, without imposing undue risk or liability to the town.
- The status of the SIP submission for the Village at Middletown was briefly discussed – VDOT had requested that some changes be made to the current submission having to do with the minimum allowable distance between roadway intersects. It was expected that an updated SIP would be available for the February Planning Commission meeting.
- The Chairman reminded the Commissioners that discussions would begin regarding the upcoming Comprehensive Plan and CIP updates at our next meeting.
- It was noted that the next Planning Commissioner training class is to be held locally starting in March. Commissioner Frank Meres expressed an interest in attending.
- Permit Report was given by Fred Wharton, no additional items other than those above were discussed
- Meeting was adjourned at approximately 9:00 PM.