

**MIDDLETOWN PLANNING COMMISSION
MEETING
Tuesday May 28, 2019**

Commission Present

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

Commission Absent

Marc Furman (10/2020)

Staff

Michele Snyder- Zoning Administrator

Meeting Minutes

I. CALL TO ORDER

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

II. ROLL CALL

All Commissioners were present with the exception of Marc Furman.

III. SET AGENDA

Commissioner Hannigan made a motion to set the agenda. Commissioner Begnaud second the motion. All Commissioners were in favor.

IV. PUBLIC COMMENT

None

V. APPROVAL OF MINUTES

Chairman Dalton asked if any amendments needed for the April 22, 2019 minutes as presented. Vice Chair Roche made motion to approve the minutes from April 22, 2019. Commissioner Hannigan second the motion. With no further discussion 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 that since last meeting occupancies on four of the houses were given and proffers were paid. The issue of the HVAC units in the side yard setback has been resolved and moved to the rear. Mrs. Snyder stated that the project manager, Patrick Sowers, has reached out about the next two subdivision plats for Phase two and Phase three.

Staff reminded the Planning Commission that the Joint Public Hearing is set for June 10, 2019 at 7:00 for the proposed Zoning Ordinance changes for the definitions and proposed changes to Home Occupation to be a by-right use with current provisions in the R-1 and the addition of regulations for uses to be moved to the 17-6 A section of the Zoning Ordinance. Mrs. Snyder also stated that per last Planning Commission meeting the suggestions given to the Attorney in regards to Family Day Homes should be available for review prior to the Joint meeting.

Discussion continued as to the status of other details for the Village at Middletown Project.

VII. COUNCIL REPORT

Councilman Pennington reminded the Planning Commission about the Joint Meeting to be held June 10, 2019 as the Zoning Administrator.

VIII. UNFINISHED BUSINESS

Chairman Dalton stated that from the last Planning Commission meeting that the Commissioners were asked to bring up items that they felt were important for the Town. Once the information is gathered then the Planning Commission can start working on a priority list and getting them in the CIP. Commissioner Hannigan stated definitely storm water and sewer lines. Councilman Pennington stated street lighting. Commissioner Hannigan stated sidewalks. Chairman Dalton stated that he has on his priorities identify the water distribution system, add fire hydrants as needed throughout Town. Discussion of the process of in which the CIP goes to Council took place.

Planning Commission offered the following priorities in order:

1. Wastewater Plant Upgrade
2. Inflow and Infiltration
3. Storm water runoff
4. Identifying water distribution system-GIS
5. New Hydrant locations
6. Sidewalk repair and extension
7. Street Lighting

Chairman Dalton pointed out that many of these priorities are interconnected. Vice Chair Roche asked Chairman Dalton about the responsibility of the Town to the Fire Department when it comes to hydrants. Chairman Dalton explained what responsibilities have to be met such as flow tests. Conversation regarding the needs of the other departments ensued.

IX. New Business

Chairman Dalton stated the next item on the agenda is Robert's Rules for small groups. Some history was brought up from the previous meeting and the recommendation if the Planning Commission chooses to follow these procedures then it must be voted and the by-laws need to reflect. Vice Chair Roche stated that she feels this seems more appropriate for Middletown's Planning Commission. Vice Chair Roche made a motion to adopt Robert's Rules of Order for

small groups. Commissioner Begnaud second the motion. All Commissioners were in favor, motion carried.

Chairman Dalton brought up the next item on the agenda, review of the proffer changes. Staff stated more than anything she thinks it is important for Planning Commission to be aware of the change yet again coming in July 2019. A copy of the revised Bill was given to the Planning Commission. Staff explained the changes were more for clarification of language that came from the 2016 legislature and how conversations take place with potential applicants.

Next meeting set for June 24, 2019. Joint Public hearing set for June 10, 2019 at 7:00 pm.

Adjournment

Vice Chair Roche made a motion to adjourn. Commissioner Begnaud seconded the motion. Meeting adjourned at 7:47 pm.

Michele Snyder
Middletown Zoning

Mark Dalton
Chairman