

**MIDDLETOWN PLANNING COMMISSION REGULAR MEETING
May 29, 2018**

Commission

Daryl Terrill – Chair (04/2020)

Frank Meres (04/2020)

Joan Roche –Vice Chair (06/2022)

Mark Dalton (1/2022)

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. All members were present.

SET AGENDA

Chairman Terrill asked for a motion to set the agenda. Vice Chair Roche requested to amend the agenda to add under new business an update of the Mt. Zion Cemetery project and Chairman Terrill requested an amendment to add an announcement under new business. Vice Chair Roche made a motion to set the agenda as amended. Commissioner Copeland seconded the motion.

Motion: Vice Chair Roche

Second: Commissioner Copeland

Vote: 4-0

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Copeland made a motion to approve the minutes from the April 23, 2018 Plan Commission meeting. Commissioner Meres 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 the Planning Commission with a copy of the current zoning permits issued for 2018. Mrs. Snyder gave a brief over view of permits issued. Mrs. Snyder gave a status of the plans and maps that are being added to the digital data base.

Mrs. Snyder informed Planning Commission that there has been some inquires recently for the Liberty Gas Station property. The questions have been in regards to adding a fast food restaurant on the property. Mrs. Snyder stated that from her interpretation of the Zoning Ordinance the property would need to be subdivided; this is based on the definition of a "lot". She also brought to the attention of the Planning Commission the current parking regulations

and the number that would need to be provided. Discussion continued about other municipalities' parking regulations. Mrs. Snyder stated she feels this is the very preliminary stage. Chairman Terrill asked if the change to the parking regulations would have to go through the Planning Commission. Mrs. Snyder stated that it should. Discussion continued about other items in regards to the property. Commissioner Copeland added some history of the property to the discussion. Mrs. Snyder also stated the Planning Commission may want to look at the sign regulations for this project and others.

Mrs. Snyder updated Planning Commission on the status of the Village of Middletown. She explained that a lot consolidation plat was turned in without the deed. The deed will be reviewed by the Town Attorney to make sure it matches the plat. She also commented that some revisions are going to be made to the approved construction plans signed off in January to provide the connection of the water and sewer. Commissioner Dalton commented that he had sent comments during plan review for the Fire Company and wasn't sure if they had been addressed. Mrs. Snyder said she would take a look and see if revisions were made based on the comments.

COUNCIL REPORT

Jeff Pennington, Council Liaison, stated he did not have much to present to Planning Commission. Councilmember Pennington wanted to encourage Planning Commission to attend the certification being held at the end of June.

UNFINISHED BUSINESS

Mrs. Snyder updated Planning Commission on the continuing work being done on the fee schedule. It was proposed that rather than putting it back in the ordinance as it currently is, to add an appendix and eventually making this a master fee schedule for not just planning and zoning but all fees. Mrs. Snyder stated she believes this will aid in convenience to the public and staff rather than constantly making sure an ordinance has not been changed in turn changing amount. If all the fees were in one table format she thinks it would be easier for all. Councilmember Pennington commented that it might have to wait until after the work on the budget is complete. Discussion continued regarding some possible fees and amounts.

Commissioner Copeland made a motion to move the fee schedule to the finance committee. Commissioner Meres seconded the motion. All Commissioners were in favor.

Vote: 4-0

NEW BUSINESS

Chairman Terrill made an announcement that the Mayor invited Planning Commission to be in the Fourth of July parade. The Planning Commission had a brief discussion. It was decided that Commissioners that were available would participate.

Vice Chair Roche updated the Planning Commission with the Mt. Zion Cemetery project. She stated work has been done on the fencing and flowers have been donated by Belle Grove. Vice Chair Roche presented the report and map that was done by the Professor from Shenandoah University with the assistance of his students. Vice Chair Roche explained the legend that was provided on the map done by the University. Vice Chair Roche also shared the artifacts discovered.

Next meeting set for June 25, 2018.

Adjournment

Chairman Terrill adjourned the meeting at 7:55 pm.



Michele Snyder
Middletown Planning and Zoning



Daryl Terrill
Chairman