



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

Mark Davis – Chairman (01/2017)

Daryl Terrill – Vice-Chairman (04/2020)

Phil Breeden (01/2018)

Frank Meres (04/2020)

Joan Roche (06/2018)

Shayla Wharton (04/2020)

Scott Fink - Council Liaison

John Copeland (10/2020)

**Meeting Minutes**

(from rescheduled and combined Nov/Dec meeting held Dec 14, 2016)

- Meeting called to order at 7:00 PM, all Planning Commissioners present. Zoning Administrator Fred Wharton also in attendance.
- Minutes from the October, 2016 meeting were approved as distributed:  
In Favor: 6, Opposed: 0
- It was noted that due to new Town Council committee assignments, the Planning Commission Liaison will be Jeff Pennington, effective January 01, 2017.
- It was noted that the Town Attorney David Griffin will be attending the January 2017 meeting, and the Chairman requested that all Commissioners come to the meeting prepared with any questions they may have regarding Planning Commission duties and activities in a legal context.
- A site plan submitted by property owner Robbie Molden, for improvements to 7939 Main Street was discussed. The applicant is proposing to build a duplex dwelling unit at the rear of the parcel while retaining the existing dwelling unit on the lot that fronts Main Street. He is proposing that vehicular access to the rear units will be exclusively via the alleyway that runs across the rear of the parcel. He expressed general agreement that he would be willing to improve the alleyway between his property and 4<sup>th</sup> street with asphalt paving and associated grading/drainage provisions, as well as meeting any VDOT requirements for connection to 4<sup>th</sup> street (a state roadway). It was noted that at least one other dwelling unit in town has exclusive rear alleyway access (an arrangement that has existed for many years), but that such a request involving new construction may very well be unprecedented, and that no process or town code provisions currently address it. Therefore, the Commission determined that it did not have sufficient data to render a decision at the meeting, and that consultations with the Public Works department, VDOT, and the Town Attorney would be required. An informed decision (as well as possible change proposals to town code) would follow, possibly as soon as the January meeting of the Commission. No vote was taken at this meeting.
- It was noted that a definitive town policy regarding the terms under which future development outside the town boundary would connect to town water/sewer

- services does not currently exist, or at the very least is not properly defined, and that joint discussions with Town Council and/or the Town Attorney will be required in the near future (in reference specifically to the adjacent county land to the east of I81 under the jurisdiction of the FCSA).
- A brief discussion was held regarding town alleyways with a summary by Fred Wharton, and in conjunction with the questions identified in the site plan review (above) it was agreed that the alley discussion would be continued at the January 2017 meeting to be attended by the Town Attorney.
  - The upcoming review of the town Comprehensive Plan was briefly discussed. It was agreed that detailed discussion would be deferred until the February 2017 meeting since the January agenda was already getting full.
  - The draft annual report to Council (covering the period 07-15 through 06-16) was approved (recommendation to forward report to Council):  
In Favor: 6, Opposed: 0
  - A request was made to the Council Liaison to add to the January Council meeting agenda the re-appointment of Chairman Mark Davis to another term on the Planning Commission. All Commissioners were in agreement.
  - It was noted that Commissioner Daryl Terrill had completed Planning Commissioner certification training, and more Commissioners were urged to sign up for the program. The next class is scheduled for March 2017 to be held locally, and a request was made to the Council Liaison to ask Council if additional members could attend since there would be cost savings due to the elimination of overnight lodging costs.
  - Permit Report was given by Fred Wharton. The Specific Implementation Plan (SIP) for the Village at Middletown development is expected to be submitted this month.
  - Meeting was adjourned at approximately 8:20 PM.