

**MIDDLETOWN PLANNING COMMISSION  
MEETING  
September 24, 2018**

**Commission Present**

Daryl Terrill – Chair (04/2020)  
Joan Roche – Vice Chair (06/2022)  
John Copeland (10/2020)  
Frank Meres (04/2020)  
Jeff Pennington – Council Liaison

**Commission Absent**

Mark Dalton (01/2022)

**Staff**

Michele Snyder- Zoning Administrator

**Meeting Minutes**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

All Commissioners were present with the exception of Mark Dalton.

**III. SET AGENDA**

Chairman Terrill asked for a motion to set the agenda. Vice Chair Roche made a motion to set the agenda. Commissioner Copeland seconded the motion.

**IV. PUBLIC COMMENT**

None

**V. APPROVAL OF MINUTES**

Commissioner Meres made a motion to approve the minutes from the August 27, 2018 Planning Commission meeting. Vice Chair Roche seconded the motion. All Commissioners were in favor and the Planning Commission minutes were passed.

**VI. ZONING REPORT**

Mrs. Snyder reported to the Planning Commission the only permit issued this month was for the demolition of the house at 7881 Main Street. According to the new owner a permit for the new dwelling will be submitted at a later time.

## **VII. COUNCIL REPORT**

Councilman Pennington stated that he had a few minor edits to do to the bylaws and will be forwarding them over to the Town Attorney for review and once approved will be sent to the Planning Commission Chair and staff.

## **VIII. UNFINISHED BUSINESS**

Chairman Terrill started discussion of the next steps toward adoption of the revised Comprehensive Plan. Per State Code a public hearing will need to be held before Planning Commission can recommend to Town Council. Chairman Terrill stated that a joint public hearing can be held with Planning Commission and Town Council. The Planning Commission discussed upcoming meeting dates.

Commissioner Copeland asked if this draft was the final product. Chairman Terrill explained that the comments sent in from the County have already been added to the draft. Chairman Terrill stated a few revisions are still pending and then turned the discussion to the comments that were sent in from VDOT.

Vice Chair Roche addressed the comment in regards to sidewalks, she stated that she feels that depends on Town Council wanting to add a particular project to the CIP. Vice Chair Roche stated she feels adding the Appendix to the Plan per VDOT's request would be a mute point. Vice Chair Roche she feels what is already in the Comprehensive Plan in regards to sidewalks is sufficient. Commissioner Copeland stated he feels we could take some of the other comments into consideration. Chairman Terrill stated he feels some of the comments are for larger towns and may not be appropriate for Middletown. Vice Chair Roche suggested voting on Item #1, changing the word "Arterial" to "Interstate" on page 26. Vice Chair Roche commented that the suggestion of adding the cost estimate shouldn't be added in the comprehensive plan but be used in the capital improvement plan.

Commissioner Copeland made a motion to only change item #1 from the VDOT comments Vice Chair Roche second the motion. All Commissioners were in favor, motion carried.

Mrs. Snyder pointed out to Planning Commission that going through the comments from VDOT there appears to be some that are for consideration but expressed a concern about the comments that VDOT call out to be referenced, such as item #6 about the VTrans 2040. Vice Chair Roche suggested adding a reference on the existing map about confirming to VTrans 2040. Vice Chair Roche stated that under the transportation plan section now it is stated that all the roads in Town are state maintained and feels that clarifies what they are asking.

Commissioner Copeland made a motion to amend the previous motion and to include #1 and #6 in regards to the VDOT comments Vice Chair Roche second the motion. All Commissioners were in favor, motion carried.

Chairman Terrill asked Planning Commission based on these changes if the document was ready for Public Hearing.

Commissioner Meres made a motion to proceed with the joint public hearing based on the changes presented tonight. Vice Chair Roche second the motion. All Commissioners were in favor, motion carried.

Chairman Terrill stated he will get with the Mayor and Town Clerk to get the dates set and advertised.

Next meeting set for October 22, 2018.

**Adjournment**

Chairman Terrill asked for a motion to adjourn. Vice Chair Roche made a motion to adjourn. Commissioner Meres seconded the motion. Meeting adjourned at 7:50 pm.

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Michele Snyder  
Middletown Zoning

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Daryl Terrill  
Chairman