

**MIDDLETOWN PLANNING COMMISSION
MEETING
September 16, 2019**

Commission Present

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

Commission Absent

Marc Furman

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 Alexandra Hannigan made a motion to set the agenda. All Commissioners were in favor.

IV. PUBLIC COMMENT

None

V. APPROVAL OF MINUTES

Chairman Dalton asked if any amendments needed for the July 22, 2019 minutes as presented. Commissioner Begnaud made motion to approve the minutes from July 22, 2019. 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 the Section 2 Subdivision Plat for the Village at Middletown was approved by Town Council and all the conditions set by Planning Commission were satisfied before approval. Mrs. Snyder went over how many occupancies have been given for the Village at Middletown.

Mrs. Snyder stated that Mr. Meres on Main Street has submitted a Lot Consolidation.

VII. COUNCIL REPORT

Councilman Pennington discussed the email that he sent out to Mark Dalton regarding items the Public Works Committee would like to have added to the CIP. Councilman Pennington stated this includes the plant upgrade with design and construction estimates along with existing water and sewer lines repair and replacement and stormwater improvements. Staff is to get the information from Keith Lane that were presented to Council.

VIII. UNFINISHED BUSINESS

Chairman Dalton stated that from now to the next regular planning commission meeting the Commissioners need to review the CIP, the Comprehensive Plan, the Middletown Traditional Neighborhood District and see if there are contradictions. Then start to develop a future land use map based on all the information. Discussion took place of some concerns that have been brought up to the Commissioners about properties close to the battlefield. Staff provided lecture about the intent of a Traditional Neighborhood Design. Chairman Dalton stated that he wants to make sure they we are not restricting a property owner from developing his land as he had planned but trying to reach a balance. Chairman Dalton went on to say that ultimately when it comes to developing the Town a huge consideration is the water and wastewater capabilities. Planning Commission discussed improvements that need to be made Traditional Neighborhood District to include a clear process what needs to be submitted to be a complete application and to make sure expirations were in place that are allowed by State law. Councilman Pennington stated that this would require an ordinance change. Chairman Dalton expressed his concerns of the closeness of the homes if there were to be a fire, especially with the materials used.

Chairman Dalton stated that he would like to make this an objective over the next few meetings and some additional meetings may be necessary.

IX. New Business

Chairman Dalton wanted to take a moment and congratulate Kim Begnaud, Alexandra Hannigan, and Marc Furman for completing their Planning Commission certification. Councilman Pennington stated that he thinks this is the first time all Commissioners have done the training.

Commissioner Begnaud stated she would like to attend a class being offered on housing the 26th of September. Mrs. Snyder said she would confirm this with the Town Manager and if it is approved then she would send out the information to the Commissioners. Chairman Dalton stated that Shenandoah County hosted an event with Dr. Chandler and would be interested in doing the same in Middletown and inviting neighboring Towns and Counties. The Commissioners shared their experiences in the certification training.

Next meeting set for October 28, 2019.

Adjournment

Chairman Dalton asked for a motion to adjourn the meeting. Vice Chair Roche made a motion to adjourn the meeting at 7:40pm.

Michele Snyder
Middletown Zoning

Mark Dalton
Chairman