

**MIDDLETOWN PLANNING COMMISSION
MEETING
Monday April 27, 2020**

Commission Present

Mark Dalton –Chair (01/2022)
Joan Roche – Vice Chair (06/2022)
Kimberly Begnaud (04/2020)
Marco Furman (04/2020)
Jeff Pennington – Council Liaison
Charles H. Harbaugh IV, Mayor

Commission Absent

Staff

Eric Bittner- Zoning Administrator

Meeting Minutes

I. CALL TO ORDER

Chairman Dalton called the meeting to order

II. ROLL CALL

All Commissioners were present

III. SET AGENDA

Vice Chair Roche made a motion to set the agenda. All Commissioners were in favor.

VIII. UNFINISHED BUSINESS

Mayor Harbaugh thanked planning commissioners for the work they perform for the town for National Volunteer Week. Mayor Harbaugh mentioned that the tangible work they do made a big difference in the town of Middletown.

January and February minutes were approved and the March meeting was cancelled due to COVID-19. Motion made by Vice Chair Roche, approved by all commissioners.

Vice Mayor Jeff Pennington made council update to the commission. He publicly thanked Eric Bittner for archaeological survey on the Richmond American Homes potential development. He asked the PC to pursue a historic district.

Under Old business: CIP Plan update was given by Eric Bittner, and they have completed the secondary draft of the CIP. Included in packets, 21 projects in updated CIP. Marco Furman inquired about the need for “gopher” vehicle mentioned in plan. Marco mentioned it was nice to see the way projects were broken out by department. Plan was requested to be forwarded to Council and accepted by Marco Furman; all was in favor. Plan accepted.

Historic Overlay Discussion – on March 2nd at 6:00pm several residents spoke against any historic overlay. A citizen did speak in favor of historic properties others spoke against it. Zoning Administrator Eric Bittner recommends against BAR. Vice Mayor Pennington inquired about the opposition and the pros and cons. Vice Mayor mentioned the historic charm and nature of Middletown and all of the old historic homes. Marco Furman seconded this and said it was why he moved here. Chairman Dalton mentioned that we weren’t ready to put ink to paper on an ordinance. Joan Roche asked if original documents could be sent to Council. Vice Mayor Pennington mentioned Council would be for an ordinance but we should not wait a few more years.

New Business – Three new PC applicant members joined the Zoom meeting. Stephanie Mitchell, Dennis Fusaro and David Gustafson. Vice Chair Roche asked each member to briefly introduce themselves and how long each lived in Middletown. She cited policy that stated all planning commissioners had to live in town for at least a year, essentially voiding out two potential candidates. Marco inquired about the validity of that policy and procedure. PC agreed to review policy and procedure. Each candidate gave a bio and brief speech on why they wanted the position. PC move to research more about the by-laws.

Middletown Village Section 3 Plat – Staff recommend to approve the plan. No commissioners had any questions or concerns. Joan made a favorable motion all voted in favor and the motion carried. Patrick Sowers was on the Zoom representing David Holliday and the Middletown Village.

Richmond American Homes – Eric Bittner pointed out park is under the ownership of the town and mentioned sewer easements had been changed. In total 28 small lots of 5,000 square feet, 29 medium sized lots, and 36 large lots of 6,000 square feet. Erosion and sediment control management plan was discussed. Landscape plan was discussed a put forth with 183 trees. Department review was conducted by all departments and approved, street lights are required by town code, and comp plan calls for an increase in sidewalks. D. Harris and Evan Wyatt participated via Zoom and mentioned eliminating townhouses and creating stormwater management. Proffers were revised and developers wanted to make sure GIP was supported and desired to work with the town. Some revisions, may need to be made to proffers and GIP to gel together. Modifications were made to sewer to allow properties to the south to tie in.

Commissioner Furman wanted to reiterate the importance of the historical nature of the town. The number of residential lots had to work out because of a need for open space to meet the MTND and the need to be financially feasible for Richmond American. Property would have to be blasted and obtain blasting permits and patterns. Surveys would be needed to be done to protect against existing historic homes. Vice Mayor Pennington inquired about liability to any damages, and it was mentioned contractors would be held liable. Borings would be 17-18 feet in the ground, blasting would hope to be reduced. Commissioner Furman inquired about sewer impact analysis and he inquired about any potential delays due to COVID-19. Eric Bittner mentioned that he did not foresee or anticipate any potential delays. Marco then inquired to Evan Wyatt about guaranteed competition of the development and how he had seen developments not completed during the 2008 recession. Evan Wyatt mentioned the next step in the SIP plan needs to be approved then platting, then bonding, if something were to happen the developer would be on the hook. Evan Wyatt and D. Harris mentioned sales were strong despite recession and they pointed to Southern Hills development in Stephens City. They hope to break ground in early 2021, and expect 5-6 sales per quarter. Marco inquired which section would be built first and they stated it would be towards Route 11. Discussion was then held with Chairman Dalton and Vice Chair Roche on potential changes. The motion was made by Vice Chair Roche for approval, all voted in favor.

Adjournment

Chairman Dalton asked for a motion to adjourn the meeting. Vice Chair Roche made a motion to adjourn the meeting at 8:30 pm.

Charles Harbaugh IV
Mayor

Mark Dalton
Chairman