

**MIDDLETOWN PLANNING COMMISSION
MEETING
November 25, 2019**

Commission Present

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

Commission Absent

Alexandra Hannigan – (4/2020)

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 Alexandra Hannigan.

III. SET AGENDA

Vice Chair Roche 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 October 28, 2019 minutes as presented. Vice Chair Roche made motion to approve the minutes from October 28, 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 report for zoning permits issued in 2019.

Mrs. Snyder pointed out in addition to the permits issued there is also a tally of occupancies given for the Village to make sure any of the proffer triggers are done. The next trigger is the warranting of the light per VDOT based on the 30th occupancy. Staff has reached out to the developer and VDOT to see if there is a warrant based on the current traffic count. Staff also pointed out that her interpretation is this count is only on occupancies and not at the zoning permit level.

Mrs. Snyder also discussed the revision to the corner lots in Section two subdivision plat for the Village in regards to the side yard setback.

Mrs. Snyder reported to Planning Commission the recent TRC meeting held at the County for the next phase construction drawings for the Village. Mrs. Snyder and Les Morefield attended on behalf of the Town. Mrs. Snyder stated that a few comments that were added to the agents for the project were the connection of the existing streets and streetlights. Staff stated that per the Town Zoning Ordinance streetlights are required but did point out that not sure how much can be said about phase one because it was never addressed prior to approval. Mrs. Snyder stated that the formal submission has not been done. Chairman Dalton asked if we can pursue requiring on phase one. Mrs. Snyder stated she is not sure if you can, although misleading the drawings show a detail but do not show anywhere, they were to be installed and was approved.

Mrs. Snyder stated that from discussion with Vice Chair Roche it would be a good idea once the ordinance is cleaned up it would be a good idea to have a checklist for items like this during review. Mrs. Snyder stated a lot of this conversation will be covered later under the discussion of the MTND. Mrs. Snyder also mentioned that another good document to look at is the County's R-4 District which closely mimics the intent of the MTND.

VII. COUNCIL REPORT

Councilman Pennington wanted to encourage Planning Commission to put the CIP as a top priority especially in regards to the sewer plant upgrade. Mrs. Snyder asked if this is for use on current budget or next years. Councilman Pennington stated next years. Chairman Dalton asked when is the absolute deadline; Councilman Pennington stated according to the Mayor ASAP. Councilman Pennington stated there is no need to rewrite the CIP but just to edit the existing. Chairman Dalton stated that as far as the CIP the next step is to go the Town Manager to get the data. Chairman Dalton said that by January meeting we will have a format to plug in the numbers. Vice Chair Roche asked if the Department heads are asked what their needs are to go into the yearly budget. Councilman Pennington stated they do. Discussion continued on the process and details of what needs to be removed off of the current CIP. Chairman Dalton stated he would get with the Town Manager to get some highlights and direction. Chairman Dalton said he will also request a meeting with all parities to discuss the requests. Commissioner Furman asked when does the budget have to be finalized, Councilman Pennington stated by July 1.

VIII. UNFINISHED BUSINESS

Chairman Dalton stated the next item is discussion of the MTND. Chairman Dalton apologized for not being at the Special Meeting but something came up. Mrs. Snyder stated that because a quorum was not present it ended up being just a work session but was still informative. Chairman Dalton asked the Planning Commission if they wanted to try and work on this the first part of December. Vice Chair Roche suggested having 2 meetings in January. Chairman Dalton suggested January 8, 2020 at 7:00. All Commissioners present agreed.

Mrs. Snyder started discussion of an item that was brought up at the work session meeting by Vice Chair Roche of looking at the Foresight Middletown and taking the section that discusses the Traditional Neighborhood Design. Mrs. Snyder explained where this section is in the document and might be fairly easy to start there with adding it back to the comprehensive plan. Staff stated that Town does need to add something for this district in the comprehensive plan which will help guide the vision. With this being said we come to the next step in clarifying the vision with the section of the Zoning Ordinance. Staff commented that there have been several occasions that applicants, developers and other agencies being perplexed by our process as far as submittal and where exactly it falls in the process as a whole. Discussion ensued on items that need addressed. Mrs. Snyder presented a copy of the R-4 District from the County to possibly expand from. Chairman Dalton asked why our process is so different than the County, especially considering the players; agencies, being the same.

Discussion of the flaws in the MTND were presented to Planning Commission. Staff pointed out items that were omitted from the original model that has made it hard to interrupt.

Commissioner Furman suggested from now till the special meeting being held in January for the Commissioners to take the opportunity to look at the current document and make some suggestions.

Staff wanted to make one final point; when the Boundary Line Adjustment was done it appears the County and Town put the Traditional Neighborhood in both Comprehensive Plans. The next step was to adopt the District into the Zoning Ordinance which the County and Town did. Unfortunately, the Town adopted a very different document from the County. Then when the Foresight Middletown was no longer part of the Comprehensive Plan it left the District and its intent in somewhat of a limbo. Staff's hope is with Planning Commission and Town Council we can get these two very important pieces to complement one another.

IX. New Business

None

Next meeting set for January 8, 2019 at 7:00 pm.

Adjournment

Chairman Dalton asked for a motion to adjourn the meeting. Vice Chair Roche made a motion to adjourn the meeting at 8:13 pm.

Michele Snyder
Middletown Zoning

Mark Dalton
Chairman