



MIDDLETOWN PLANNING COMMISSION
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Mark Davis – Chairman (01/2021)

Daryl Terrill – Vice-Chairman (04/2020)

Phil Breeden (01/2018)

Frank Meres (04/2020)

Joan Roche (06/2018)

Shayla Wharton (04/2020)

Jeff Pennington - Council Liaison

John Copeland (10/2020)

Meeting Minutes

(from regularly scheduled meeting held February 27, 2017)

- Note: Meeting held in room 119 of the Lord Fairfax Community College Student Union building, due to Town Hall being closed for repairs.
- Meeting called to order at 7:00 PM, all Planning Commissioners present with the exception of Phil Breeden. Zoning Administrator Fred Wharton also in attendance for the first six discussion items below.
- A change to the agenda for the purpose of conducting new elections for Commission officers was discussed. It was noted that the Commission had held its most recent elections in August 2016, and that Middletown town code specifies that Planning Commission officer elections shall be held annually (the Commission By-Laws state that elections shall be held in January). Some Commissioners observed that as long as elections were held at least once per year then the Commission is in compliance with town code and the “intent” of the By-Laws. It was also noted that any voting member of the Commission was free to request through motion that elections be held at any time regardless of annual election cycle. Several Commissioners felt that it may not be appropriate to hold elections during a meeting for which all Commissioners were not present. No formal motion to hold elections was made.
- Minutes from the January, 2017 meeting were approved as distributed:
In Favor: 5, Opposed: 0
- The Chairman relayed a message from Commissioner Phil Breeden, noting that Mr. Breeden has missed the past two meetings (this being the 2nd), and that as a result of recent medical concerns he will be re-evaluating his membership on the Commission in the following weeks and will advise the Commission of his decision prior to the next meeting.
- Engineer Patrick Sowers representing Pennoni Associates presented the updated Specific Implementation Plan (SIP) for the Village at Middletown development at the north end of town. The plan previously presented to the Commission had been updated to address VDOT concerns regarding minimum allowable distance between roadway intersects. Aspects of the plan and the development discussed included sidewalk placement, a provision for street access from Grand street to

the northwestern portion of the development (to be added/clarified), the administration of the planned HOA, provision of trails, on-street parking allocation, and the inclusion of buffering between the south end of the development and I81 (Mr. Sowers indicated a willingness to provide such buffering if it becomes necessary but prefers not to include it in the SIP because it is not required by ordinance). Following discussion it was noted that Zoning Administrator Fred Wharton and the Commissioners had no outstanding concerns or unanswered questions, and a motion to approve the SIP (with the clarification above) and to forward it to Town Council with a recommendation for favorable consideration and scheduling of a public hearing was made and seconded. The motion passed:

In Favor: 5, Opposed: 0

- Council Liaison Jeff Pennington provided an update on Council actions taken / to be taken regarding issues from the January Planning Commission meeting as follows:
 - The Council will take the initiative towards resumption of any discussions with Frederick County and/or the FCSA regarding provision of water/sewer service to properties outside the town boundaries and any progression of related agreements between those entities and the Town of Middletown. No involvement by the Middletown Planning Commission is required at this time.
 - Council Committee members will examine the feasibility of opening up any currently unusable town alleyways, and no further action by the Planning Commission is requested at this time.
- Council Liaison Jeff Pennington agreed to take a request back to the Council Ordinance Committee to determine the appropriate method for documenting a process allowing town property owners to make improvements to alleyways that border their property. The Planning Commissioners had agreed on the merits of having such a policy at their January meeting. Middletown property owner Robbie Molden (in attendance) stated that he requires clarification of the policy in order for him to submit a site plan for property he is developing at 7939 Main Street, which he intends to present at the March Planning Commission meeting.
- Updates to the town's Capital Improvement Plan (CIP) and Comprehensive Plan were discussed. Council Liaison Jeff Pennington agreed to request that the appropriate information be provided to the Commission by Council in order to allow the Commission to begin generating an update to the CIP. Additionally, Mr. Pennington agreed to convey to the Council the Planning Commissioners desire to hold a joint meeting with Council so as to begin an exchange of ideas, desires, and criteria for the pending update to the Comprehensive Plan.
- It was noted that the upcoming Planning Commissioner training class had filled up before Commissioner Frank Meres was able to register, but that hopefully he and possibly other Commissioners would be able to attend a class in the near future.
- Permit Report submitted by Fred Wharton was reviewed, no additional items other than those above were discussed.
- Due to the lack of availability of at least two members of the Commission for the March regularly scheduled meeting date of the 27th, the Commissioners agreed to hold the March Planning Commission meeting on March 20th.
- Meeting was adjourned at approximately 8:40 PM.