

ORDINANCE 26-06-02

Introduced: June 1, 2026

Approved:

LEGISLATION SETTING GUIDELINES FOR TOWN OF MIDDLETOWN BOARDS, COMMISSIONS, COMMITTEES

WHEREAS, pursuant to the Charter for the Town of Middletown, the Mayor & Council shall appoint all committees; and

WHEREAS, the Mayor and Council of Middletown would like to set the following parameters for the town's Planning and Zoning Commission, Board of Adjustment, Police Accountability Committee, Election Board and any other future commissions established in the Town of Middletown; and so

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of Middletown, as follows:

- The Planning and Zoning Commission shall consist of nine (9) voting members and one non-voting member (Volunteer Hose Company of Middletown Fire Chief).
- The Board of Adjustment shall consist of five (5) members, one being the sitting Chairperson of the Planning & Zoning Commission).
- The Police Accountability Committee shall consist of the required members pursuant to 11 Del. Code § 8404 (a)(20).
- Election Board shall consist of three (3) members.

Term length

The term of each member shall be three (3) years. Each member may reapply at the end of their term (by the first Monday in April of their third year) and Mayor & Council will vote to retain or replace each appointment. New members must have lived in Town limits for at least one (1) year and must maintain their residency for the duration of their term. Members shall notify the sitting chairperson if they plan to / have moved outside of municipal limits. Attendance at a majority of the annual meetings is required or may lead to dismissal.

Application.

All potential members must submit an application to the commission to which they would like to be appointed by the first Monday in April at the end of business. All boards / commissions shall utilize the "Boards, Commissions, & Committees Member Application" online to apply for any open seats, both of which will be published on the Town of Middletown's Website. A resumé shall be required as part of the application. The filing directions and deadlines shall be found on the Website.

Removal; vacancies.

Any commission member may be removed for cause by the Mayor and Council. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term with a new applicant.

Chairperson.

The Mayor shall appoint the chairperson of each board, commission, or committee from among its members.

Compensation.

Any compensation for board, commission, or committee members shall be set by the Mayor and Council by resolution.

Section 2. Effective date. That the effects of this Ordinance shall be in full force after its approval by the Mayor and Council of Middletown.

ADOPTED THIS _____ DAY OF _____, 2026.

(SEAL)

Kenneth L. Branner, Jr., MAYOR

ATTESTED TO BY: _____

The Mayor and Council of Middletown

General Administration

19 W. Green Street
Middletown, DE 19709



BOARDS, COMMISSIONS, & COMMITTEES MEMBER APPLICATION

Thank you for your interest in joining a Town of Middletown Commission. Applications are due on the first Monday in April to be considered for a July appointment to a commission.

Name: _____

Address: _____

(Applicant must have lived at this address for at least one (1) year at time of application.) Please confirm this address is in the municipal limits. [Click here to view a map.](#)

Mobile Phone: _____

Email: _____

Board / Commission of Interest:

- Planning & Zoning Commission
- Board of Adjustment
- Police Accountability Committee
- Election Board

Provide special knowledge, education, experience, qualities or talents that may qualify you to be selected to serve on one of the above groups.

Explain why you are seeking appointment to this group.

Do you, your spouse / partner, or any immediate family members, have any potential conflicts of interest (financial or personal) that may / should require you to recuse yourself from votes of this board/commission for which you are applying?

Do you have a business or personal relationship with anyone on the Mayor and Council of Middletown; or any member of any board, committee, commission, or employee of the Town of Middletown? If so, please list them here:

Please list three (3) references below who are not related to you and would be able to comment on your ability to serve on this board, commission or committee.

- 1. Name: _____ Phone number: _____
- 2. Name: _____ Phone number: _____
- 3. Name: _____ Phone number: _____



Per our Clean Hands Ordinance, you shall not have any outstanding debt owed to the Town of Middletown for items including utilities, taxes, licenses, permits, and all other obligations owed to the Town. Please initial in the box to the left that you are in good financial standing with the Town of Middletown.

I certify that the information submitted in this application is true and accurate to the best of my knowledge and recognize that if any of the information included in this application is found to be false, my application shall be disqualified from consideration. If any of the information changes during the application process, or during my term if appointed, I agree to resubmit this application with the updated information to the Town of Middletown as soon as possible.

Signature of Applicant

Date

Submit application and resumé to: commissionapp@middletown.delaware.gov

PLANNING & ZONING COMMISSION

AUTHORITY: Town of Middletown Charter and 22 Del. Code § 701

MEMBERSHIP: Nine (9) voting and one (1) non-voting (sitting Fire Chief) members. Chairperson is appointed by the Mayor from among its members.

APPOINTMENT: Following completion of the Commission Member application process, appointments shall be made by the Mayor & Council of Middletown at the July meeting of the Mayor & Council for annual appointments. Three appointments shall be made to this Commission each year. Vacancies on the Commission could result in appointments being made at other times, however, that member's term will end at the original member's term limit.

TERM: Three-year terms. Members may reapply for an additional term by the end of business on the first Monday in April of their third year.

PAY: \$75 / per meeting (May be amended by Resolution of the Mayor & Council of Middletown)

RESTRAINTS: Members shall be qualified by reason of education, experience and familiarity with the Town of Middletown. Members shall be a resident of the municipal limits and must have resided in Town for at least one (1) year. Residency must be maintained for the duration of the term. Members shall attend at least 10 of the annual meetings. Non-emergent absences may be cause for termination from the Commission.

COMMISSION FUNCTIONS:

Conduct public hearings on zoning district classification changes (rezonings and annexations). Review and make comments to be referred to the Mayor & Council on any and all applications for approval of land subdivision, land development plans, conditional use permits, location of Town public places, off-street parking requirement reviews, Historic District reviews and any other reviews requested by the Mayor & Council of Middletown or the Town Manager.

HEARING NOTICE: Agenda to be published at least seven (7) days prior to the public hearing on the Town of Middletown Website and in Town Hall.

MEETINGS: Third Thursday of each month at 7:00 p.m.

Additional Information:

- Resumé must be submitted with application.
- Attendance is expected at meetings. Please provide the Town Manager or other designated Town employee at least 48-hours' notice for any non-emergency absence. Missing more than two (2) meetings per year may result in termination of your appointment.
- If a Commission member moves outside of Town limits, please notify the Town as soon as possible.

Time Commitment for Commissions / Boards / Committees

Planning & Zoning Commission: Meets on the third Thursday of every month at 7 p.m. The meeting's length is dependent upon the time needed to address all of the items on the agenda. Average meeting time is one hour or less. In addition, packets are dispersed with information about each agenda item that should be reviewed prior to the meeting, again, time dependent upon the complexity of the building project, annexation, rezoning or other plans.

Board of Adjustment: Meets as needed, upon receipt of a request for a variance, on a Wednesday evening at 6 p.m. Length of the meeting depends upon the complexity of the request and the number of questions and comments from the public and board. Averages two (2) to four (4) meetings per year.

Police Accountability Committee: Meets quarterly on the third Wednesday of the month at 6:30 p.m. Meetings are typically one to three hours, depending upon the topic / training on the agenda.

Election Board: Meets as needed during election season (first Monday in March) for review of election materials, election training for workers, certification of voting machines and oversight of the processes on Election Day. Following an election, a meeting is held for certification of the votes. Additional meetings may be required pending public complaints.

Additional Commissioner Requirements / Information

- Term limits are three (3) years. Applications are due on the first Monday in April to be considered for an appointment in July. Members must reapply at the end of their term (by the first Monday in April of their third year) for consideration of an additional term.
- The Mayor & Council of Middletown will confirm by vote each commission member and any term extensions at its July meeting each year.
- Resumé must be submitted with application.
- Attendance is expected at the meetings. Please give at least 48-hours' notice for any non-emergency absence. Missing more than two (2) meetings per year may result in termination of your appointment.
- If a Commission member moves outside of Town limits, please notify the Town as soon as possible. Members must reside in Town limits.

Submit this application and your resume to: Mayor & Council of Middletown
19 W. Green St., Middletown, DE 19709.
Email to: commissionapp@middletown.delaware.gov