

TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
JANUARY 23, 2023 | 7:00 P.M.

The Town of Middletown Planning Commission meeting was held in the council chambers located at 7875 Church Street, Middletown VA on Monday January 23, 2023 at 7:00 p.m.

**Planning Commission Present**

Vice Chairman David Gustafson  
Rebecca Anderson  
Jennifer Davidson  
Clifton Good  
Jeffrey Pennington – Liaison

**Staff Present**

Municipal Clerk Christina Smith  
Public Works Superintendent Les Morefield

**1. Set Agenda**

Vice Chairman Gustafson asked for a motion to set the agenda. Commissioner Anderson made a motion to set the agenda. Commissioner Good seconded the motion. All Commissioners were in favor and the agenda was set.

**2. Approval of Previous Meeting Minutes**

Vice Chairman Gustafson asked for a motion to approve the Planning Commission minutes from November 28, 2022. Commissioner Good made a motion to approve the minutes. Commissioner Anderson seconded the motion. All Commissioners were in favor and the minutes were passed.

**3. Report from Interim Planning and Zoning Administrator**

7 zoning permits have been approved for the month of January

**4. Update from Council Liaison Jeffrey Pennington**

Nothing to report

**5. Unfinished Business**

Vice Chairman David Gustafson was unanimously selected to serve as the new Chairman by the Commission. Rebecca Anderson was unanimously selected to serve as the new Vice Chairman by the Commission. Planning Commission agreed once they fill the current vacancy and have a full board, they will nominate a member to serve as the Secretary.

Planning Commission reviewed the two applications to fill the current vacancy. It was decided to send the applicants information to Town Council for a decision/appointment after it was determined it was a tie vote between the two applicants. This will go to Town Council for review at the Work Session meeting on February 6, 2023.

Vice Chairman Gustafson asked for further research to be done by the town clerk for on online certification training for the current Planning Commission members and any new members who come on board.

**6. New Business**

Vice Chairman Gustafson went over onboarding of new members, roles and responsibilities of the Planning Commission and asked the board to go out in town and familiarize themselves with the community to better understand happenings as they arise.

Vice Chairman Gustafson set the next Planning Commission meeting for February 27, 2023 at 7:00 p.m.

**13. Adjournment**

Vice Chairman Gustafson adjourned the meeting at 7:47 p.m.

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Christina Smith  
Municipal Clerk

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David Gustafson  
Vice Chairman