

TOWN OF MIDDLETOWN
PLANNING COMMISSION MEETING MINUTES
August 28, 2023 | 7:00 P.M.

The Town of Middletown Planning Commission meeting was held on Monday, August 28, 2023, at 7:00 p.m. in the town council chambers located at 7875 Church Street, Middletown VA.

Planning Commission Members Present

Vice Chairman Rebecca Anderson
Jennifer Davidson
Mark Klein
Anothony Boring

Staff Present

Jeffrey Pennington – Liaison
Municipal Clerk Christina Smith
Amanda Kerns, Regional Planner NSVRC
Town Manager Les Morefield
Brandon Davis, Executive Director NSVRC

1. Set Agenda

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

2. Approval of Previous Meeting Minutes

Chairman Klein requested a motion to approve the meeting minutes from the June 26, 2023, meeting. Vice Chairman Anderson made a motion to approve the Planning Commission minutes from June 26, 2023. Commissioner Davidson seconded the motion. All Commissioners were in favor and the minutes passed.

3. Public Comments

Frederick County Planning Commission Chair John Jewell introduced himself to the Planning Commission as the republican candidate for the Back Creek District Supervisor. He shared his platform focus with Commission members and offered to stay for the meeting and meet with members to answer questions.

4. Chairman Comments

Chairman Klein offered introductory comments, encouraging engagement and collaboration among members.

5. Report from Planning and Zoning Administrator

Brandon Davis provided a Commissioner’s Academy presentation regarding the roles and responsibilities of the Planning Commission. Amanda Kerns gave a presentation on the development of short-term rental ordinances across the Northern Shenandoah Valley Region

6. Update from Council Liaison Jeffrey Pennington

Mr. Pennington had no update.

6. Unfinished Business

Ms. Kerns provided Commissioners with dates for the upcoming virtual Planning Commissioner Training class through VCU.

6. New Business

The Planning Commission reviewed three applications to fill two Commission vacancies. The Commission voted to recommend that the Town Council appoint Angela Morelock and William Kircher to the Planning Commission.

Chairman Klein initiated a discussion on the review of the Capital Improvements Plan. Ms. Kerns provided information on the state's requirement for review of the Comprehensive Plan. The Commissioners discussed the best way to conduct these reviews. Commissioner Davidson made a motion to establish a committee to review and provide recommendations on updates to the Capital Improvements and Comprehensive Plans. Commissioner Boring seconded the motion. All Commissioners voted to approve establishing the committee. The Commission agreed to finalize meeting dates, times, and membership at the September meeting once the new members have been appointed by the Town Council.

Town Manager, Les Morefield, presented preliminary survey sketches for three lot consolidations of Town-owned property. Vice Chair Anderson made a motion to recommend approval of the lot consolidations to the Town Council. Commissioner Davidson seconded the motion. All Commissioners were in favor of the lot consolidation.

7. Adjournment

Chairman Klein adjourned the meeting at 8:30 p.m.

Christina Smith
Municipal Clerk

Mark Klein
Chairman