

TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
JUNE 26, 2023 | 7:00 P.M.

The Town of Middletown Planning Commission meeting was held on Monday June 26, 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

**1. Set Agenda**

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

**2. Approval of Previous Meeting Minutes**

Municipal Clerk Christina Smith asked for a motion to approve the meeting minutes from February 23, 2023 meeting. Vice Chairman Anderson made a motion to approve the Planning Commission minutes from February 23, 2023. Commissioner Davidson seconded the motion. All Commissioners were in favor and the minutes were passed.

**3. Report from Regional Planner and Acting Planning and Zoning Administrator**

Amanda Kerns presented the commission with a packet reviewing her role as a contracted employee through NSVRC. She reviewed future goals that the commission would like to set as well as covered ordinance updates and upcoming development. She asked the commission to think about what it is they need from her and what they would like for her to go over at future meetings.

Amamda reviewed dates and the cost of the next Planning Commission Certification training which will be held in October 2023.

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

It was discussed that clearer communication is needed between meetings to keep the commission up to date and informed of town business that occurs with Town Council and their monthly meetings.

**5. Unfinished Business**

Nothing to report

**6. New Business**

Mark Klein was selected by the commission to serve in the role as Planning Commission Chairman. The recommendation has been sent to the Town Council for appointment.

**7. Adjournment**

Chairman Gustafson adjourned the meeting at 8:10 p.m.

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Christina Smith  
Municipal Clerk

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Rebecca Anderson  
Vice Chairman