

TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
September 25, 2023 | 7:00 P.M.

The Town of Middletown Planning Commission meeting was held on Monday, September 25, 2023, at 7:00 p.m. in the town council chambers located at 7875 Church Street, Middletown VA.

**Planning Commission Members Present**

Chairman Mark Klein  
Vice Chairman Rebecca Anderson  
Anothony Boring  
William Kircher  
Angela Morelock

**Staff Present**

Jeffrey Pennington – Liaison  
Amanda Kerns, Regional Planner NSVRC  
Town Manager Les Morefield

**1. Set Agenda**

Chairman Klein asked for a motion to set the agenda. Vice Chairman Anderson made a motion to set the agenda. Commissioner Kircher 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 August 28, 2023, meeting. Vice Chairman Anderson made a motion to approve the Planning Commission minutes from August 28, 2023. Commissioner Boring seconded the motion. All Commissioners were in favor and the minutes passed.

**3. Public Comments**

No public Comments

**4. Chairman Comments**

Chairman Klein expressed his goal of focusing on the Comprehensive and Capital Improvements Plans moving forward. Chairman Klein stated that he envisions the Plan Review Committee as a working group that will bring recommendations back to the full Commission.

**5. Report from Planning and Zoning Administrator**

Ms. Kerns gave a Zoning 101 Presentation to the Commission. The presentation provided an overview of the purpose of zoning, administration of the zoning ordinance, zoning districts, zoning permits, and zoning text and map amendments.

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

Mr. Pennington shared that he has let the Town Council know that he is very happy with the progress the Planning Commission is making. He encouraged attendance and participation at the upcoming Frederick County Board of Supervisors meeting, stating that multiple agenda items would potentially impact the Town.

### **7. Unfinished Business**

Chairman Klein asked to finalize leadership and makeup of the recently established Plan Review Committee. Commissioner Morelock volunteered to chair the Committee. Commissioners Anderson and Boring volunteered to sit on the Committee. Committee members and Chairman Klein decided to discuss setting up meeting dates and times via email.

### **8. New Business**

Ms. Kerns reviewed potential changes to the ordinance that would come before the Commission in the coming months. Chairman Klein requested that Councilor Pennington request guidance from Town Council on whether or not to move forward with developing a short-term rental ordinance.

### **9. Announcements**

Chairman Klein welcomed newly appointed Commissioners Kircher and Morelock to the Planning Commission.

Commissioners Boring and Anderson indicated that they may be out of town for the October meeting. The group requested Ms. Kerns send an email to assess availability prior to the October meeting to determine if a quorum would be present.

### **10. Adjournment**

Chairman Klein adjourned the meeting at 7:53 p.m.

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Christina Smith  
Municipal Clerk

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Mark Klein  
Chairman