

TOWN OF MIDDLETOWN
PLANNING COMMISSION MEETING MINUTES
January 22, 2024 | 7:00 P.M.

The Town of Middletown Planning Commission meeting was held on Monday, January 22, 2024, 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 Chair Rebecca Anderson
Anothony Boring
William Kircher
Angela Morelock

Planning Commission Members Absent

Jennifer Davidson

Staff Present

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

Others Present

Councilor Stephanie Mitchell
Councilor Jacob Skeith

1. Set Agenda

Chairman Klein asked for a motion to set the agenda with the addition of item 10.b: Officer Elections. Vice Chair Anderson made a motion to set the agenda with the additional item. Commissioner Morelock seconded the motion. All Commissioners were in favor and the agenda was set as amended.

2. Approval of Previous Meeting Minutes

Chairman Klein requested a motion to approve the meeting minutes from the November 27, 2023, meeting with an edit to the language about the motion made by Vice Chair Anderson under the New Business section. Commissioner Kircher made a motion to approve the Planning Commission minutes, as amended, from November 27, 2023. Vice Chair Anderson seconded the motion. All Commissioners were in favor and the minutes passed as amended.

3. Public Comments

No public Comments

4. Chairman Comments

Chairman Klein expressed his appreciation for the commitment and level of effort from the Plan Review Committee.

5. Report from Planning and Zoning Administrator

Ms. Kerns provided an update on recently submitted development proposals and discussions. Ms. Kerns shared that the Liberty gas station on Reliance Road would be undergoing a remodel and that a preliminary site plan review had been conducted. No other formal applications had been submitted.

6. Update from Council Liaison Jeffrey Pennington

No update

7. Unfinished Business

Commissioner Morelock shared an update on the progress of the Plan Review Committee. All committee members agreed to meet at the same time next month, 6 pm before the regular Planning Commission Meeting.

Ms. Kerns presented revisions to the draft of the short-term rental ordinance. The Commissioners agreed that they were satisfied with the draft ordinance and that it was ready for review by the Town Council. Councilor Morelock made a motion to forward the draft ordinance to the Town Council for review and feedback. Vice Chair Anderson seconded the motion. All Commissioners were in favor and the motion passed.

8. New Business

Chairman Klein shared that he would like to look into options that would address noise abatement, particularly along I-81, for new developments. Chairman Klein pointed out that as the new housing development at the southern end of the Town is built out, the removal of mature trees amplifies the noise coming from I-81. Staff agree to look into possible solutions and development standards that can be incorporated into the ordinance for future development.

Staff shared that, according to the Commission's By-Laws, officer elections are to be held at the first meeting of each calendar year. Commissioner Kircher made a motion to nominate Chairman Klein and Vice Chair Anderson to continue to serve in their respective positions. Commissioner Morelock seconded the motion. All Commissioners were in favor and the motion passed.

9. Announcements

Chairman Klein confirmed that the next meeting would take place on February 26, 2024.

10. Adjournment

Chairman Klein adjourned the meeting at 8:06 p.m.

Christina Smith
Municipal Clerk

Mark Klein
Chairman