

**TOWN OF MIDDLETOWN
PLANNING COMMISSION MEETING MINUTES
February 26, 2024 | 7:00 P.M.**

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

Planning Commission Members Absent

Jennifer Davidson
Angela Morelock

Staff Present

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

Others Present

1. Set Agenda

Chairman Klein asked for a motion to set the agenda with a correction to agenda item lettering under unfinished business and the addition of item D., under new business, an action item to a schedule public hearing. Vice Chair Anderson made a motion to set the agenda with the correction and amendment. Commissioner Kircher 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 February 26, 2024, meeting. Commissioner Boring made a motion to approve the Planning Commission minutes from February 26, 2024. 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 shared that the Plan Review meeting scheduled for that evening had been canceled due to the absence of Committee Chair Morelock. Chairman Klein requested that staff work to reschedule before the next meeting. Chairman Klein also shared that he requested insight and guidance from Town Council on their priorities as plan review continues.

5. Report from Planning and Zoning Administrator

Ms. Kerns provided an update on recently submitted development proposals and discussions.

6. Update from Council Liaison Jeffrey Pennington

Councilor Pennington stated that he gave Town Council a full report of the Planning Commission's activities at the most recent work session. He shared that Town Council is pleased with the work being done and the Planning Commission's commitment to teamwork.

7. Unfinished Business

Chairman Klein restated the desire to reschedule the Plan Review Committee meeting and stated that another meeting should be tentatively scheduled directly preceding the March 25th meeting. Chairman Klein appointed Commissioner Kircher to the Plan Review Committee.

Ms. Kerns provided an update on the short-term rental ordinance, stating that Town Council had approved the draft submission, and that the ordinance was ready for public hearing.

Ms. Kerns also presented information regarding the lot size audit and reviewed best practices for the development of a landscaping and buffering ordinance. Chairman Kline inquired if tree planting could be done in the VDOT right-of-way adjacent to I-81 to address noise suppression. Ms. Kerns said she would reach out to VDOT to inquire.

8. New Business

Ms. Kerns reviewed the Town's current procedure for adopting text and map amendments to the Zoning Ordinance and shared recommendations for improving the process.

Ms. Kerns also informed Planning Commission that the Town Council had initiated a rezoning of the newly annexed property across from Shaffer's BBQ. Additionally, Ms. Kerns stated that a text amendment should be done concurrently to add the 'Truck and Fleet Maintenance or Sales Facility' use to the Uses by Special Permit Section of the B-2 Zoning District ordinance.

Finally, Ms. Kerns requested the Commission take action to schedule public hearings for the March 25, 2024 meeting. Chairman Klein requested a motion to schedule a Public Hearing on March 25th to hear comments on the Rezoning of Tax Map #91-A-28 from M-1 to B-2, the addition of 'truck or fleet maintenance and sales facility to the Uses by Special Permit section of the B-2 Zoning District, and the proposed addition of Short-Term Rental Ordinance.

Commissioner Kircher made the motion, seconded by Vice Chair Anderson. All Commissioners were in favor and the motion passed.

9. Announcements

Chairman Klein confirmed that the next meeting would take place on March 25, 2024.

10. Adjournment

Chairman Klein adjourned the meeting at 8:51 p.m.

Christina Smith
Municipal Clerk

Mark Klein
Chairman