

**TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
May 20, 2024 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, May 20, 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  
Anothony Boring  
William Kircher  
Angela Morelock  
Councilor Jeffrey Pennington  
Vice Chair Rebecca Anderson

**Others Present**

Mayor Charles Harbaugh  
Jack Owens, SVBF  
Brian Miller, Bohler Engineering  
Morgan Patel, Blackwood Development  
Mark Greenburg, Blackwood Development  
Paige Manuel, Oakcrest Real Estate

**Planning Commission Members Absent**

**Staff Present**

Amanda Kerns, Regional Planner NSVRC  
Town Manager Les Morefield

**1. Set Agenda**

Commissioner Kircher made a motion to move New Business item A to be heard after the approval of the minutes. Vice Chair Anderson seconded the motion. All Commissioners were in favor and the motion passed. Chairman Klein asked for a motion to set the agenda with the accepted change. Vice Chair Anderson made a motion to set the agenda with the change. 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 April 22, 2024, meeting. Vice Chair Anderson made a motion to approve the Planning Commission minutes from April 22, 2024. Commissioner Morelock seconded the motion. All Commissioners were in favor and the minutes were approved

**3. Public Comments**

None

**4. Chairman Comments**

Chairman Klein encouraged public comments and conveyed the Planning Commission's willingness to answer questions and point residents in the right direction to find information.

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

Ms. Kerns provided a brief update on the redevelopment of the Holtzman gas station on the corner of Carolyn and Reliance Rd.

Ms. Kerns stated she did not have any relevant updates to other report topics. Chairman Klein asked if anyone had questions or updates regarding Ms. Kerns' report. Commissioner Kircher stated he had contacted some surrounding localities regarding their landscape ordinances and was awaiting information. Ms. Kerns stated that the new short-term rental bill had not yet been signed by the Governor so updates to

the ordinance are still on hold. Chairman Klein followed up on I-81 sound suppression and requested that staff share the email response from VDOT.

Ms. Kerns shared a draft of the memo for Town Council outlining the Plan Review Committee's findings from the Comprehensive Plan Review. Commission members offered feedback and suggested edits. Vice Chair Anderson made a motion to present the memo, with the suggested edits, to Town Council for the work session scheduled on June 3<sup>rd</sup>. Commissioner Morelock seconded the motion. All Commissioners were in favor and the motion passed.

Chairman Klein provided a copy of a letter sent to Town Council in support of allocating funds in the FY25 budget to update the Comprehensive Plan as laid out by the Plan Review Committee. That letter is included with these minutes.

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

Councilor Pennington encouraged Planning Commission to keep up the good work and to keep sharing ideas. Councilor Pennington also reminded the group to reply individually and not to the group when responding to emails.

#### **7. Unfinished Business**

Ms. Kerns stated she was still reviewing alternative options and additional information related to a potential change in minimum lot sizes in the residential and B-1 districts. Ms. Kerns also provided an update on the status of the zoning text amendment for the Steel Dog property. She stated she was working with the Town Attorney to review and adjust the language proposed by the developer's representative.

#### **8. New Business**

Jack Owens with the Shenandoah Valley Battlefields Foundation gave a presentation proposing a partnership between the Foundation and the Town to place Town-owned property into a Conservation Easement for preservation and interpretive trail development.

Brian Miller with Bohler Engineering presented a conceptual site plan for the expected Wawa development at the corner of Reliance and Carolyn. After the presentation, Commissioners were given the opportunity to ask questions and provide feedback. Discussion followed.

#### **9. Announcements**

Reminder of next meeting date on June 24, 2024, at 7 p.m.

#### **10. Adjournment**

Chairman Klein adjourned the meeting at 8:28 p.m.

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Christina Smith  
Municipal Clerk

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Mark Klein  
Chairman