

**TOWN OF MIDDLETOWN**  
**PLANNING COMMISSION MEETING MINUTES**  
**March 31, 2025 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, March 31, 2025, at 7:00 p.m. in the town council chambers located at 7875 Church Street, Middletown VA.

**Planning Commission Members Present**

Mark Klein  
Anthony Boring  
William Kircher  
Chairwoman, Angela Morelock  
Suzanne Obetz  
George Smith, Council Liaison

**Staff Present**

Amanda Kerns, Senior Planner NSVRC  
Town Manager Les Morefield

**1. Set Agenda**

Chairwoman Morelock called for a motion to adopt the agenda. Commissioner Obetz motioned to approve the agenda as presented, seconded by Commissioner Klein. The motion carried unanimously.

**2. Approval of Previous Meeting Minutes**

Chairwoman Morelock requested a motion to approve the meeting minutes from the January 27, 2025, meeting. Commissioner Klein made a motion to approve, seconded by Chairman Boring. The motion carried unanimously.

Chairwoman Morelock requested a motion to approve the meeting minutes from the February 24, 2025, meeting. Commissioner Kircher made a motion to approve with a text change to reflect Angela Morelock as the new Chair under the attendance roster. The motion was seconded by Commissioner Obetz. The motion carried unanimously.

**3. Public Comments**

None

**4. Chairwoman Comments**

Chairwoman Morelock thanked the Commission member for their time and commitment. She also announced that she would not be in attendance for the Comprehensive Plan Open House scheduled for April 14<sup>th</sup> as she would be out of town.

**5. Planner's Report**

Ms. Kerns provided an update on the Steel Dog development project. A draft site plan was shared with the Planning Commission reflecting modifications to the layout, including reconfigured parking and drive lanes, as well as an increase in the building's total square footage. The developer requested confirmation that the revised site plan remained consistent with the conditions of the approved special use permit.

After reviewing the changes, Ms. Kerns and Town Manager Les Morefield determined that the revisions were in substantial conformity with the approved plan. The updated site plan was shared with the Planning Commission for informational purposes.

During the discussion, Commissioner Klein inquired about the Truck Display area shown on the revised site plan and asked for clarification regarding whether it was included in the originally approved submission. Staff noted the comment agreed to review the original documents to confirm.

Ms. Kerns also announced that an open house had been scheduled to formally kick off the Comprehensive Plan update process with the public. The event was set for April 14th at 5:30 p.m. at the Town Office. She informed the Commission that she would be distributing a graphic and sample social media copy to assist with promotion. Commissioners were encouraged to share the information on their personal social media accounts or with local community groups to help boost public awareness and attendance.

#### **6. Update from Council Liaison George Smith**

Councilor Smith reported that at the most recent Town Council meeting, all current members of the Board of Zoning Appeals (BZA) were reappointed. He also conveyed a message of appreciation from Mayor Harbaugh, who thanked the Planning Commission for their continued dedication and hard work on behalf of the Town.

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

Ms. Kerns presented the redlined bylaws reflecting changes from previous work sessions and recommended additional revisions. Commissioners discussed and proposed final edits, agreeing the bylaws were nearly ready for adoption. Town Manager Morefield suggested sharing the draft with Town Council for feedback. The Commission agreed and directed staff to make the requested edits and provide the updated draft to Council for the April 7th work session. The Commission agreed they would look to adopt the final version at their next meeting.

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

Staff presented two items related to the Comprehensive Plan update. First, the Public Participation Plan was reviewed, outlining the full schedule of engagement activities. Next, the draft community survey was shared and discussed in detail. Commissioners provided extensive feedback and suggestions for improving the survey questions. Staff recorded all proposed changes and agreed to submit them to the consultant for revision.

Due to the timeline, the Commission agreed not to delay approval until the next meeting. Instead, once the survey is updated, staff will circulate the final draft to Commissioners for review. Each Commissioner will respond individually via email to approve the survey prior to its launch ahead of the April 14th open house.

#### **9. Announcements**

The Comprehensive Plan Update Open House will take place on April 14<sup>th</sup> at 5:30 pm at the Town Office. The next Planning Commission meeting is scheduled for April 28, 2025, at 7:00 p.m.

#### **10. Adjournment**

Chairwoman Morelock adjourned the meeting at 7:55 p.m.

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Amanda Kerns,  
Senior Planner, NSVRC

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Angela Morelock  
Chairwoman