

**TOWN OF MIDDLETOWN
PLANNING COMMISSION MEETING MINUTES
April 28, 2025 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, April 28, 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
Cornelia Hodson
George Smith, Council Liaison

Staff Present

Amanda Kerns, Senior Planner NSVRC
Town Manager Les Morefield
Matt Shaffer, Shaffer's BBQ

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 March 31, 2025, meeting. Commissioner Boring made a motion to approve the March 31st minutes with an amendment under item 2, to change Chairman Boring to Commissioner Boring. The motion was seconded by Commissioner Kircher. The motion carried unanimously.

3. Public Comments

Mayor Harbaugh spoke briefly to recognize Commissioner Klein for his dedicated service to the Middletown Planning Commission, as this meeting marked his final evening of service. In appreciation, Mayor Harbaugh presented commemorative bricks for both Commissioner Klein and his wife, which will be placed at the Middletown Veterans Memorial.

4. Chairwoman's Comments

Chairwoman Morelock thanked everyone who was able to participate in the Comprehensive Plan Open House. She also took a moment to welcome the Planning Commission's newest member, Cornelia Hodson.

5. Planner's Report

Ms. Kerns provided the Planning Commission with an update on Comprehensive Plan update activities and provided everyone with a summary of the open house from the consultant team.

6. Update from Council Liaison George Smith

Councilor Smith relayed that Town Council appointed Commissioner Hodson to Planning Commission at the most recent meeting.

7. Unfinished Business

Commissioner Klein made a motion to approve the updated Planning Commission Bylaws, dated April 28, 2025, with one typographical correction: the removal of an extra "f" in Section 9-3. The motion was seconded by Commissioner Obetz and carried unanimously.

8. New Business

Chairwoman Morelock introduced Matt Shaffer, owner of Shaffer's BBQ. Mr. Shaffer presented his application to rezone his property from RA (Rural Agricultural) to B-2 (Commercial Business). He explained that since the property was annexed into the Town from the County, he is seeking to rezone it to a district that aligns with its longstanding commercial use. Staff provided additional details on the application and recommended that the public hearing be conducted jointly with the Town Council.

Commissioner Klein made a motion to schedule a joint public hearing with the Town Council on July 14, 2025, to hear public comment on the rezoning application. Commissioner Kircher seconded the motion. The motion carried unanimously.

9. Announcements

The Planning Commission discussed and confirmed adjustments to the upcoming meeting schedule. The May meeting will be canceled, and the June meeting will be rescheduled to June 16, 2025. Commissioners took a moment to thank Commissioner Klein for his time and service to the Planning Commission.

Town Manager Morefield announced that groundbreaking for the Wawa development is imminent and that work on the Holtzman redevelopment project is also expected to begin soon.

10. Adjournment

Chairwoman Morelock adjourned the meeting at 7:46 p.m.

Amanda Kerns,
Senior Planner, NSVRC

Angela Morelock
Chairwoman