

**TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
June 16, 2025 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, June 16, 2025, at 7:00 p.m. in the town council chambers located at 7875 Church Street, Middletown VA.

**Planning Commission Members Present**

Joanne Berger  
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

**1. Set Agenda**

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

**2. Approval of Previous Meeting Minutes**

Chairwoman Morelock requested a motion to approve the meeting minutes from the April 28, 2025, meeting. Commissioner Obetz made a motion to approve the April 28<sup>th</sup> minutes as presented. The motion was seconded by Commissioner Kircher. The motion carried unanimously.

**3. Public Comments**

None

**4. Chairwoman's Comments**

Chairwoman Morelock welcomed Joanne Berger to the Planning Commission. She also inquired about what help was needed to promote the Comprehensive Plan Survey. Ms. Kerns suggested moving into the planner's report section to discuss the survey and the upcoming 4<sup>th</sup> of July event in order to answer the question in full.

**5. Planner's Report**

Ms Kerns had no updates on ongoing development projects.

Ms. Kerns reminded everyone that there would be a Plan Review Committee meeting on July 14<sup>th</sup> at 6pm.

Ms. Kerns provided updates in response to Chairman Morelock's question regarding ways to promote the Comprehensive Plan survey. The Planning Commission discussed outreach strategies tied to the upcoming Fourth of July event and detailed the efforts members would undertake to engage with the public during the celebration. These included offering raffle tickets to attendees who completed the survey on-site, distributing promotional bookmarks, printing sign boards featuring a QR code link to the survey, and launching an additional social media push.

Ms. Kerns noted she would coordinate with the consultants to obtain appropriate graphics for sign printing and updated images for social media promotion. Commissioners also requested paper copies of the survey to have available at the event for attendees who preferred to complete a hard copy.

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

Councilor Smith shared that Town Clerk, Tina Smith, was selected as employee of the year, and that Commissioner Hodson was selected as Citizen of the year.

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

Ms. Kerns reminded everyone of the upcoming Joint Public Hearing and regular Plannign Commission Meeting taking place on July 14<sup>th</sup> at 7pm.

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

Commissioner Kricher announced his resignation from the Plan Review Committee for personal reasons. Chairman Morelock invited all interested Commissioners to attend the next Plan Review Meeting on July 14th to gauge their interest in joining the Committee.

Ms. Kerns shared that she would be preparing definition amendments to Auto and Truck sales for the Commission to begin reviewing in August.

#### **9. Announcements**

Ms. Kerns reminded everyone of the upcoming meetings on July 14<sup>th</sup> and stated that the next regular meeting of the Planning Commission would take place on August 25th.

#### **10. Adjournment**

Chairwoman Morelock adjourned the meeting at 7:30 p.m.

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Amanda Kerns,  
Senior Planner, NSVRC

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Angela Morelock  
Chairwoman