

**TOWN OF MIDDLETOWN
PLANNING COMMISSION MEETING MINUTES
September 25, 2023 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, September 25, 2023, 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 Chairman Rebecca Anderson
Anothony Boring
William Kircher
Angela Morelock

Staff Present

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

1. Set Agenda

Chairman Klein asked for a motion to set the agenda. Vice Chairman Anderson made a motion to set the agenda. 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 August 28, 2023, meeting. Vice Chairman Anderson made a motion to approve the Planning Commission minutes from August 28, 2023. Commissioner Boring seconded the motion. All Commissioners were in favor and the minutes passed.

3. Public Comments

No public Comments

4. Chairman Comments

Chairman Klein expressed his goal of focusing on the Comprehensive and Capital Improvements Plans moving forward. Chairman Klein stated that he envisions the Plan Review Committee as a working group that will bring recommendations back to the full Commission.

5. Report from Planning and Zoning Administrator

Ms. Kerns gave a Zoning 101 Presentation to the Commission. The presentation provided an overview of the purpose of zoning, administration of the zoning ordinance, zoning districts, zoning permits, and zoning text and map amendments.

6. Update from Council Liaison Jeffrey Pennington

Mr. Pennington shared that he has let the Town Council know that he is very happy with the progress the Planning Commission is making. He encouraged attendance and participation at the upcoming Frederick County Board of Supervisors meeting, stating that multiple agenda items would potentially impact the Town.

7. Unfinished Business

Chairman Klein asked to finalize leadership and makeup of the recently established Plan Review Committee. Commissioner Morelock volunteered to chair the Committee. Commissioners Anderson and Boring volunteered to sit on the Committee. Committee members and Chairman Klein decided to discuss setting up meeting dates and times via email.

8. New Business

Ms. Kerns reviewed potential changes to the ordinance that would come before the Commission in the coming months. Chairman Klein requested that Councilor Pennington request guidance from Town Council on whether or not to move forward with developing a short-term rental ordinance.

9. Announcements

Chairman Klein welcomed newly appointed Commissioners Kircher and Morelock to the Planning Commission.

Commissioners Boring and Anderson indicated that they may be out of town for the October meeting. The group requested Ms. Kerns send an email to assess availability prior to the October meeting to determine if a quorum would be present.

10. Adjournment

Chairman Klein adjourned the meeting at 7:53 p.m.

Christina Smith
Municipal Clerk

Mark Klein
Chairman