

TOWN OF MIDDLETOWN
PLANNING COMMISSION MEETING MINUTES
November 27, 2023 | 7:00 P.M.

The Town of Middletown Planning Commission meeting was held on Monday, November 27, 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
Jennifer Davidson

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 with the addition of two items; Item 7.b. Available Planning Commissioner Training in 2024, and 10.b. Letter of Consideration to Sheetz. Vice Chairman Anderson made a motion to set the agenda with the additional items. Commissioner Davidson 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 September 25, 2023, meeting. Commissioner Morelock made a motion to approve the Planning Commission minutes from September 25, 2023. Commissioner Kircher seconded the motion. All Commissioners were in favor and the minutes passed.

3. Public Comments

No public Comments

4. Chairman Comments

Chairman Klein shared his appreciation for everyone's time commitment and participation in both the Planning Commission and Plan Review Committee. He also announced there would be no December meeting due to the holidays.

5. Report from Planning and Zoning Administrator

Ms. Kerns gave an update on the boundary line adjustment and set the expectations for the next steps of the process. Ms. Kerns also shared the 2024 dates for Planning Commissioner Training through VCU.

6. Update from Council Liaison Jeffrey Pennington

Mr. Pennington shared that he brought up the Planning Commission's request for guidance on the development of the short-term rental zoning ordinance at the most recent Town Council Work Session. He stated that the Town Council would like the Commission to explore draft ordinance options.

7. Unfinished Business

Chairman Klein and members of the Plan Review Committee set a date for their first meeting, December 11 at 6pm, prior to the Town Council meeting.

Ms. Kerns presented a draft of the short-term rental ordinance. Planning Commissioners asked questions and provided feedback. After a robust discussion, Ms. Kerns agreed to review all of the comments from the Commissioners and present an updated draft at the next meeting.

8. New Business

Ms. Kerns shared that she would be conducting an audit of residential parcels to determine how an increase in lot size needed for residential development would affect existing homes in the Town. Additionally, she would be examining potential ordinance changes for increased buffering requirements for commercial development.

Chairman Klein expressed his desire to submit a letter to the owners of the Sheetz property being developed adjacent to the town Boundary. He stated that this would be a letter requesting Sheetz to consider becoming part of the Town at some point in the future. Chairman Klein requested a motion to approve sending this letter. Vice Chairman Anderson made a motion to send the letter. Commissioner Boring seconded the motion. A majority of Commissioners were not in favor of sending the letter. The motion failed.

9. Announcements

Chairman Klein confirmed that the next meeting would take place on January 22, 2024.

10. Adjournment

Chairman Klein adjourned the meeting at 9:00 p.m.

Christina Smith
Municipal Clerk

Mark Klein
Chairman