

**TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
March 25 , 2024 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, March 25, 2024, 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 Chair Rebecca Anderson  
Anothony Boring  
William Kircher  
Angela Morelock

**Planning Commission Members Absent**

**Staff Present**

Taryn Logan, Principal Planner NSVRC  
Amanda Kerns, Regional Planner NSVRC  
Town Manager Les Morefield  
Tina Smith, Town Clerk

**Others Present**

**1. Set Agenda**

Chairman Klein asked for a motion to set the agenda. Vice Chair Anderson made a motion to set the agenda. Commissioner Boring 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 February 26, 2024, meeting. Vice Chair Anderson made a motion to approve the Planning Commission minutes from February 26, 2024. Commissioner Morelock seconded the motion. All Commissioners were in favor and the minutes were approved

**3. Public Comments**

No public Comments

**4. Chairman Comments**

Chairman Klein took a moment to recognize and thank the citizens who came to participate in the Public hearing. Chairman Klein also recognized the good work being done by the Plan Review Committee and commended the efforts of local firefighters combating the recent wildfires.

**5. Report from Planning and Zoning Administrator**

Ms. Kerns provided an update on recently submitted development proposals and discussions. Ms. Kerns also shared that she had touched base with VDOT regarding potential tree-planting projects to address I-81 sound suppression. VDOT stated that planting in their right-of-way was not possible. Chair Klein requested that staff look into additional options for visual/sound mitigation possibilities.

Ms. Kerns also shared that public hearings and the potential adoption of Short-Term Rental Ordinance would need to be delayed due to new laws passed by the General Assembly.

## **6. Update from Council Liaison Jeffrey Pennington**

No update

## **7. Unfinished Business**

Ms. Kerns provided updated information on the ongoing lot-size audit. Ms. Kerns provided maps, depicting the location and amount of various size lots throughout the Town. The Planning Commission agreed to review the maps and discuss them more in-depth at a future meeting.

## **8. New Business**

Ms. Kerns introduced Taryn Logan, Principal Planner with the NSVRC to present information regarding the Comprehensive Plan. Commissioner Morelock provided an overview of the Plan Review process and findings to date. Mrs. Logan gave a brief presentation followed by a question and answer session with Planning Commission.

Planning Commissioners engaged in discussion regarding the Public Hearing Topics; Rezoning #01-24 for Property Identification Number 91-A-28 and the Zoning Text Amendment to add 'Truck or Fleet Maintenance and Sales Facility to the B-2 District.

In regards to the rezoning, Vice-Chair Anderson referred to the agreement between the property owner and Town Council during the Boundary Line Adjustment Process and stated that she believed this may be considered spot zoning. Vice Chair Anderson made a motion to postpone action on agenda item 10b, Rezoning #01-24 for Property Identification Number 91-A-28, to a future date. Commissioner Morelock seconded the motion. All Commissioners were in favor and the motion carried.

Vice Chair Anderson made a motion to delay action on agenda item 10c, Zoning Text Amendment to add 'Truck or Fleet Maintenance and Sales Facility to the B-2 District. There was no second. Motion failed.

Commissioner Kircher motioned that finding the proposed zoning ordinance amendment to include Truck or Fleet Maintenance and sales facility to section 17-7.C was appropriate, the Planning Commission forward the proposed amendment to Town Council with the recommendation for approval. Commissioner Morelock seconded the motion. All Commissioners were in favor of the motion with the exception of Vice-Chair Anderson who opposed. The motion carried.

## **9. Announcements**

Chairman Klein stated that he would like to add the Pledge of Allegiance to the agenda moving forward. All Commissioners agreed.

## **10. Adjournment**

Chairman Klein adjourned the meeting at 9:01 p.m.

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Christina Smith  
Municipal Clerk

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Mark Klein  
Chairman