

**TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
August 26, 2024 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, August 26, 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  
Anothony Boring  
William Kircher  
Angela Morelock  
Councilor Jeffrey Pennington  
Vice Chair Rebecca Anderson

**Others Present**

**Planning Commission Members Absent**

**Staff Present**

Amanda Kerns, Regional Planner NSVRC  
Town Manager Les Morefield

**1. Set Agenda**

Chairman Klein asked for a motion to set the agenda as presented. Commissioner Kircher made a motion to set the agenda as presented. Vice Chair Anderson 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 July 15, 2024, meeting. Commissioner Morelock made a motion to approve the Planning Commission minutes from July 15, 2024. Commissioner Boring seconded the motion. All Commissioners were in favor and the minutes were approved

**3. Public Comments**

None

**4. Chairman Comments**

Chairman Klein first thanked staff for their hard work this month in preparing material for this meeting. He also thanked the Planning Commission applicants for taking the time to submit their applications and for their willingness to perform public service.

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

Ms. Kerns provided brief updates on the application status' of the proposed Wayside and Steel Dog Development.

Ms. Kerns touched base on the ongoing discussions regarding the landscape and buffering ordinance, short-term rental ordinance, and I-81 screening options. Chairman Klein recommended incorporating the landscape and buffering ordinance task into the upcoming Comprehensive Plan update. All commissioners agreed. Chairman Klein then stated that the short-term rental ordinance is a more pressing issue and should be addressed more quickly. Staff agreed to look at the existing draft ordinance and align it with the recently adopted state laws. Vice-Chair Anderson stated that she felt the I-81 screening issue was two-fold; repairing

existing issues and addressing screening in future development. Staff agreed to continue looking into options for existing screening needs and include the screening in future development in the Comprehensive Plan Update discussion.

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

Councilor Pennington stated that he wished the Planning Commission would have included Mr. Walker's discussion about the Shenandoah Valley Battlefield Foundation's potential partnership with the Wayside last month. He stated that he feels the Council really wants to see the Wayside stay open.

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

Commissioner Morelock gave a brief overview of the recent Plan Review Committee meeting and the scope of work presented by staff. Ms. Kerns offered a few minor modifications to the draft scope. Those recommendations included; clarifying the desire to have implementation strategies included in the comprehensive plan as opposed to a stand alone strategic document, conducting the zoning audit after the updated plan is adopted, and being flexible with any proposed timelines. Staff also discussed the NSVRC's on-call consulting program and the firms included in that program that they have access to for procurement of services.

Chairman Klein asked for a motion to approve the scope with the recommended staff changes and distribute the scope to Berkley Group, EPR-pc, and Summit Design. Vice Chair Anderson made the motion as requested. Commissioner Morelock seconded the motion. All Commissioners were in favor and the motion carried.

Chairman Klein asked the Plan Review Committee to start reviewing the CIP. Staff agreed to email the Committee to schedule a meeting to begin the review in September.

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

Staff presented the final submission of the Wawa site plan in accordance with 17-21(G) of the Zoning Ordinance. Mr. Kerns shared that the site plan would be approved once VDOT approvals were received and that they were expected by September 5. Commissioners asked a few clarifying questions and Chairman Klein requested that staff ask the developer to consider installing a sign less than the allowed 25 feet.

Before entering closed session, Chairman Klein provided a brief review of the expectations of Planning Commissioners for the applicants present as laid out in the by-laws. Vice Chair Anderson made a motion to enter the closed session, seconded by Commissioner Boring. A review of the motions to enter, exit, and certify the closed session is attached to these minutes.

Upon reconvening the open session, Commissioner Anderson made a motion to recommend that Mr. Plummer be appointed to the Planning Commission. Commissioner Kircher seconded the motion. All commissioners were in favor and the motion carried.

#### **9. Announcements**

Ms. Kerns shared that she received a letter from the Frederick County Historic Resources Advisory Board supporting a rezoning of the historic Monte Vista property from M-1 to RA. Ms. Kerns noted the upcoming County Planning Commission meeting where the rezoning would be heard in case anyone wanted to show support for the property owner. Chairman Klein reminded the group the next Planning Commission would take place on September 23, 2024, at 7 p.m.

#### **10. Adjournment**

Chairman Klein adjourned the meeting at 9:22 p.m.

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Christina Smith  
Municipal Clerk

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Mark Klein  
Chairman