

**TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
November 21, 2024 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, November 21, 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  
Suzanne Obetz  
Vincent Castello

**Others Present**

Ty Lawson, Legal Representation, Steel Dog  
Development  
Harsh Sethi, Steel Dog Development and Property  
Owner

**Planning Commission Members Absent**

Jeffery Pennington, Council Liaison

**Staff Present**

Amanda Kerns, Senior Planner NSVRC  
Town Manager Les Morefield  
Michael Helm, Town Attorney  
Tina Smith, Town Clerk

**1. Set Agenda**

Chairman Klein called for a motion to adopt the agenda as presented. Commissioner Kircher motioned to approve the agenda as presented, seconded by Commissioner Boring. The motion carried unanimously, and the agenda was set.

**2. Approval of Previous Meeting Minutes**

Commissioner Morelock motioned to approve the minutes for the regular meeting on October 28, 2024 with a noted correction to clarify item 6 as "no updates available." Commissioner Boring seconded the motion. All members voted in favor, and the minutes were approved as amended.

For the minutes from the October 28, 2024 Special Meeting, Commissioner Morelock noted a minor typographical error under item 1, "Vice Chair Anderson made" should include a space. Commissioner Morelock motioned to approve the minutes with the correction. Commissioner Boring seconded the motion. The motion passed unanimously.

**3. Public Comments**

No Comments

**4. Chairman Comments**

Chairman Klein thanked attendees for their participation and encouraged public engagement during the Comprehensive Plan update process. He also welcomed two new Commissioners, Suzanne Obetz and Vince Castello. Chairman Klein also noted the recent resignation of Vice Chair Rebecca Anderson and thanked her for her service

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

Ms. Kerns stated she had no updates regarding I-81 screening or ongoing development projects. She shared that she had received two proposals from consulting firms interested in leading the Comprehensive Plan

update. She suggested scheduling a meeting of the Plan Review Committee to review the proposals in advance of the next Planning Commission meeting. Committee Chair Morelock agreed. A meeting was scheduled for December 10<sup>th</sup> and 6pm.

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

Absent – No updates available.

## **7. Unfinished Business**

Planning Commission took action on the following items:

- a. Zoning Map Amendment 24-01: Rezoning of tax map 91-A-28 from Frederick County M-1 to Town B-2.
  - Commissioner Castello made a motion to recommend denial to Town Council. There was no second. Motion failed.
  - Commissioner Morelock motioned to recommend approval to the Town Council. Commissioner Obetz seconded. The motion passed 4-1, with Commissioner Castello voting against.
- b. Zoning Text Amendment 24-01: Addition of "Truck or Fleet Maintenance and Sales Facility" as a use by special permit in section 17-7C and a corresponding definition in section 17-1.
  - Commissioner Morelock motioned to recommend approval to the Town Council. Commissioner Kircher seconded. The motion passed 4-1, with Commissioner Castello voting against.
- c. Special Use Permit for Tax Map 91-A-28: Permit application to establish a Truck or Fleet Maintenance and Sales Facility.
  - Commissioner Obetz motioned to recommend approval with conditions to the Town Council. Commissioner Morelock seconded. The motion passed 4-1, with Commissioner Castello voting against.
- d. Zoning Text Amendment 24-02: Regulation of short-term rentals, home shares, and bed-and-breakfast establishments with definitions in section 17-1.
  - Commissioner Morelock motioned to recommend approval, including an amendment to fines starting at \$200 and escalating by \$100 per violation up to \$500. Commissioner Boring seconded. The motion passed unanimously.

## **8. New Business**

Chairman Klein noted that with the resignation of Vice-Chair Anderson, the Commission needed to fill the unexpired term. Chairman Klein asked for nominations from the floor. Commissioner Kircher made a motion to nominate Commissioner Morelock as Vice Chair to fill the unexpired term of Rebecca Anderson. Commissioner Boring seconded the motion. The motion carried unanimously.

## **9. Announcements**

Chairman Klein announced that there would be a joint meeting with the Town Council on December 9, 2024, at 7:00 PM to discuss Zoning Text Amendment 24-03 (museum and institutional uses in the B-1 district). He also stated that the Plan Review Committee will meet on December 10, 2024, at 6:00 PM.

**10. Adjournment**

Chairman Klein adjourned the meeting at 8:47 p.m.

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Amanda Kerns,  
Senior Planner, NSVRC

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Mark Klein  
Chairman