

**TOWN OF MIDDLETOWN  
PLANNING COMMISSION MEETING MINUTES  
January 27, 2025 | 7:00 P.M.**

The Town of Middletown Planning Commission meeting was held on Monday, January 27, 2025, 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  
George Smith, Council Liaison

**Others Present**

Patrick Sowers, Dave Holiday Construction

**Planning Commission Members Absent**

**Staff Present**

Amanda Kerns, Senior Planner NSVRC  
Town Manager Les Morefield

**1. Set Agenda**

Chairman Klein called for a motion to adopt the agenda with an amendment to move Item 10A to Item 11 under New Business.

Commissioner Morelock motioned to approve the agenda as amended, seconded by Commissioner Obetz. The motion carried unanimously, and the agenda was set.

**2. Approval of Previous Meeting Minutes**

Chairman Klein called for a motion to approve minutes from the November and December meetings.

- Public Hearing – November 21, 2024  
Commissioner Kircher motioned to approve the minutes as presented. Commissioner Morelock seconded. The motion passed unanimously.
- Regular Meeting – November 21, 2024  
Commissioner Morelock motioned to approve the minutes as presented. Commissioner Kircher seconded. The motion passed unanimously.
- Special Meeting – December 9, 2024  
Commissioner Morelock motioned to approve the minutes as presented. Commissioner Obetz seconded. The motion passed unanimously.

**3. Public Comments**

Joanne Berger – Ms. Berger introduced herself and her partner as new residents of Middletown. They shared their enthusiasm for being part of an accessible town government.

#### **4. Chairman Comments**

Chairman Klein welcomed the newly appointed Town Council Liaison, George Smith, and invited him to share any remarks. Mr. Smith introduced himself and stated his willingness to bring Planning Commission concerns to the Town Council.

Additionally, Chairman Klein announced that due to personal circumstances, they would be relocating in the spring and would be stepping down from the Planning Commission at that time.

#### **5. Planner's Report**

Ms. Kerns reported that updates on ongoing projects would be discussed under New Business.

Commissioner Morelock reported that the committee met recently to review proposals for the Comprehensive Plan update. The committee recommended Summit Design and Engineering, selecting Cost Proposal #1 due to its cost-effectiveness and strong emphasis on public engagement.

A motion was made by Commissioner Morelock to approve Summit Design and Engineering for the Comprehensive Plan update under Cost Proposal #1. Commissioner Kircher seconded. The motion passed unanimously.

#### **6. Update from Council Liaison George Smith**

Councilor Smith expressed his commitment to serving as a direct link between the Planning Commission and the Town Council. He acknowledged the selection of Summit Design and Engineering for the Comprehensive Plan update and will inform the Council, highlighting its cost-effectiveness, strong public engagement approach, and the firm's experience. He encouraged Commission members to share any concerns needing Council attention and will provide updates at the next meeting.

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

None

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

Election of Officers: The Planning Commission held its annual election of officers.

- Chairperson: Chairman Klein nominated Commissioner Morelock as Chairperson. Commissioner Kircher made the motion to elect Commissioner Morelock as Chairperson. Commissioner Obetz seconded. The motion passed unanimously.
- Vice Chairperson: Chairwoman Morelock nominated Commissioner Kircher as Vice Chairperson. Commissioner Klein made a motion to elect Commissioner Kircher as Vice-Chair. Commissioner Boring seconded. The motion passed unanimously.
- Recorder: Ms. Kerns agreed to continue as the official meeting recorder. A motion was made by Commissioner Kelin to maintain the status quo at the recorder position. Seconded by Commissioner Kircher. The motion passed unanimously.

Site Plan Review – Holtzman Liberty Station

Ms. Kerns presented the updated site plan for the Holtzman Liberty Station redevelopment project. Key points included:

- The site meets all setback and parking requirements.
- An 8-foot vinyl fence will be installed to buffer adjacent residential properties.
- VDOT has required the closure of one entrance along Reliance Road.

- A drive-through component is included for a future tenant.
- Concerns were raised about the potential noise impact from the drive-through and its proximity to residential properties.

A request was made to explore mitigation measures for noise and light impacts. Ms. Kerns agreed to follow up with the applicant regarding these concerns. Ms. Kerns stated that because the applicant met all zoning regulations and received approval from all other agencies, the plan is ready for approval by the Zoning Administrator.

#### Site Plan Review – Middletown Train Station

Ms. Kerns and Mr. Patrick Sauer of Dave Holiday Construction presented the site plan for the Middletown Train Station project, which is located in a floodplain. The following points were discussed:

- The building's foundation will be elevated above the base flood elevation.
- A low-pressure drip septic system is planned due to the high cost of connecting to the public sewer system.
- All parking and setback requirements are met.

Concerns were raised regarding the septic system's approval in a floodplain. Ms. Kerns agreed to consult further with regulatory agencies to ensure compliance.

### **9. Announcements**

Chairwoman Morelock announced that the next Plan Review Committee meeting date would be determined based on consultant availability.

### **10. Adjournment**

Chairwoman Morelock adjourned the meeting at 8:24 p.m.

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Amanda Kerns,  
Senior Planner, NSVRC

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Mark Klein  
Chairman