

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
February 6, 2013
J. Oakley Seibert Council Chambers
6:00 p.m.**

With a quorum present, President Jim Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 6:00 p.m. The following Commissioners were present: Jim Rodgers, Charlene Elins, Mark Palmer, Yvonne Jenkins, Reenie Raines, and Jeff Molenda. Not present was ex-officio member Councilman Gregg Wachtel, Mary Hayward and George Reichard. Also in attendance were Legal Counsel Kin Sayre, City Planner Tracy Smith and City Engineer Mike Covell.

ROLL CALL (and microphone check)

APPROVAL OF October 3, 2012 MEETING MINUTES

After Commissioner Molenda noted a singular word error in the second paragraph of MA 12-073, he made the motion, seconded by Commissioner Raines, to approve the minutes with the correction. Motion approved with a unanimous vote of "aye".

UNFINISHED BUSINESS

None

NEW BUSINESS

1. **CASE # MA 13-003. 605 Baltimore Street. Public Hearing.** Application requesting a zoning classification of an improved parcel representing approximately 17,600 square-feet from RUA (Urban Residential Class A) to BS (Service Business). R&D Investments, LLC., applicant.

Steve Cunningham presented his request to change the zoning of an existing commercial structure from RUA to BS, noting the type and previous use of the structure, the location within the floodplain, and fact that the requested zoning designation follows that of the adjoining property.

City Engineer/Planning Director Mike Covell, confirmed the status of the previous use, location in the floodplain and structure type. He went on to state that it will be a compatible zoning with the adjoining property and use, and noted that the BS district allows for businesses, which are better suited for the floodplain overlay district than a residential use would be.

Commissioner Molenda made the motion to recommend the map amendment to the City Council for approval. Commissioner Jenkins seconded the motion that was followed by a unanimous vote of "aye." Motion carried.

2. **CASE MA 13-004. 1291-1355 Edwin Miller Boulevard. Old Courthouse Square. Public Hearing.** Application requesting consideration for revisions to a portion of the original concept plan for redevelopment of a portion of the existing property for the purposes of creating a restaurant pad site. Thrasher Engineering, applicant.

Mike Nestor with Thrasher Engineering presented this request for an amendment to the original concept plan for Old Courthouse Square for the inclusion of prepared pad site for a "fast-food" style restaurant.

President Rogers opened the public hearing at 6:10pm. As no one came forward either for or against this request, the public hearing was closed at 6:10pm.

When asked for a staff report, Mr. Covell clarified that the concept change is for only a portion of the whole site and noted the details within the shown ballooned area marked on the submitted drawings. He reminded the commission of the Planned Business designation and briefly summarized the requirements for changes, and specifically addressed that this revision could be approved by the commission and did not require a recommendation to City Council.

Discussions included, but were not limited to, parking spaces existing and proposed, the impact of the removal of 71 spaces, parking easements for all other tenants, ingress/egress issues, traffic flow, handicapped parking, the proposed one-way traffic flow around the structure. Particular concern was shown for the site's existing WVDOH approved entrances/exits as to whether or not they could handle the traffic in and out of the center. The applicant agreed that this was something to think about when working up the site plan.

Commissioner Molenda made the motion to recommend approval to City Council. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye."

3. **CASE # SSP 13-005. Old Courthouse Square.** Application requesting review of Sketch Site Plan for construction of a 4,350 square-foot structure and associated parking. McIlvried, DiDiano & Mox, LLC., applicant.

Carmen DiDiano and Mr. Killfeather (SugarOak Properties) presented this request to construct a McDonald's Restaurant. Mr. DiDiano, with the use of oversized color illustrations on a display easel, provided an overview of the concept sketch site plan showing: the location of proposed out parcel, parking, signage, traffic flow, drive-thru lanes and clearance bars, dumpster pad location, landscaping, the 2013 series building design, the existing speed bumps and other traffic calming options, adequate utilities, existing Storm Water Management and the planned reduction of impervious pavement, drainage issues, a potential patio area, and handicap access points and parking.

Commissioners Molenda, Rogers, Palmer, Raines voiced concerns with traffic flowing into and out of the shopping center's existing drive aisles noting potential issues with higher traffic flow, heavier "stacking" in turn lanes, the left turns out of the center in particular. It was suggested that the WVDOH be contacted regarding approved entrances/exits.

Commissioner Molenda made the motion to recommend this sketch plat to be allowed to move forward into a Site Plan application. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye".

Mr. DiDiano thanked the Commission for their thoughts and input stating that he will consider it all while preparing the official Site Plan application.

OTHER BUSINESS

Election of officers.

Commissioner Raines moved to open the nominations. Commissioner Jenkins seconded the motion that was followed by a unanimous vote of "aye." Motion carried.

Commissioner Raines moved to nominate Jim Rodgers as president. Commissioner Jenkins seconded the motion that was followed by a unanimous vote of "aye." Motion carried. With a unanimous vote of "aye," President Rodgers was elected as President.

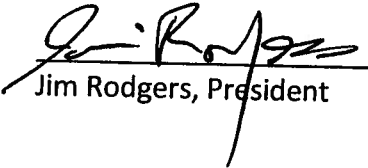
Commissioner Palmer moved to nominate Commissioner Molenda as Vice President. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye." With a unanimous vote of "aye." Commissioner Molenda was elected Vice President.


DISCUSSION/ACTION (approve/deny)

None

ADJOURNMENT

Commissioner Elins, made the motion to adjourn the meeting at 6:43pm. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye."


Jim Rodgers, President


Tracy A. Smith, City Planner