

**PLANNING COMMISSION  
CITY OF MARTINSBURG  
232 N. QUEEN STREET  
Regular Meeting Minutes  
January 8, 2014  
J. Oakley Seibert Council Chambers**

With a quorum present, President Jim Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 6:00p.m. The following Commissioners were present: Matthew Coffey, Jeff Molenda, George Reichard, Mark Palmer, Yvonne Jenkins, Reenie Raines, and Jim Rodgers. Also in attendance were Legal Counsel Catherine Wilkes, City Engineer / Planning Director Mike Covell, City Planner Tracy Smith and Planning Secretary Linda Fitzgerald.

**ROLL CALL (and microphone check)**

**APPROVAL OF December 04, 2013 MEETING MINUTES**

Commissioner Jenkins made the motion to approve the December minutes as submitted. Commissioner Reichard seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. **CASE # SP14-003. 103 South Tennessee Avenue.** Site Plan application requesting review of a 245 square-foot addition. Patricia M. Hartman, DDS applicant.

Richard Klein with Alpha Associates presented this request representing Dr. Patricia Hartman and noted Ryan Perks from Alpha is also available to answer any questions if needed.

Mr. Klein stated the application is for a 245 square foot addition that will involve the relocation of the existing sidewalk. He also stated the Special Exception for the non-conforming use and the Variance for parking was approved at the Board of Zoning Appeals (BZA) meeting January 07, 2014. He went on to say the BZA did request to have some additional landscaping put in and will be turned into staff as an amendment to the site plan.

Commissioner Palmer questioned the need for a handicap parking space and access. Mr. Klein clarified the existing space and access.

Commissioner Reichard made the motion to approve this request as presented. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

2. **CASE #SP-14-004. Northern side of Apple Harvest Drive (WV 45), Northwest of I-81 exit 12.** Site Plan application requesting review of approximately 18.56 acres for commercial development proposing a shopping center, associated parking and right-of-ways. Weis Markets, Inc., applicant.

David Gill, Director of Architecture for Weis Markets, along with Jack O'Hara, and Dave Logan and Keith Simpson with Bohler Engineering, presented this site plan. Mr. Gill gave an overview and compared this site plan with the Ranson store location. He went on to say this is a larger development with other commercial sites and it will have a residential and timeless feel. He stated Phase 1 will include the grocery store and some tenant spaces, and 2-3 additional Phases are anticipated as project grows.

President Rodgers asked if the initial access to this property is in alignment with the existing stop light at the Commons Center. Mr. Gill confirmed this and stated that details are currently being worked out with the West Virginia Department of Highways (DOH).

Commissioner Coffey asked about the second entrance connecting to Delmar Orchard Road and it's completion. Mr. Gill replied this road is currently referred to as the "Boulevard", and is part of Phase 1, he went on to say this falls in line with the West End Comprehensive Plan.

Commissioner Palmer asked for clarification if the four-way highway will be built to the end of property line. Mr. Gill confirmed this.

Commissioner Palmer then asked for clarification on the walking paths, trails and sidewalks that are shown on the drawings. Mr. Gill replied the paths will be built to the specifications as shown in the Comprehensive Plan and will lead into the project.

Keith Simpson, with Bohler Engineering added the trails and pathways along the Boulevard will have two separate connections into the development and the sidewalks will have full pedestrian connection to meet full ADA requirements throughout all the parcels and development. Mr. Simpson stated that although the details are not currently shown on the plans, the design is graded out and they do plan to add them.

Commissioner Raines questioned if an additional right turn lane will be added from Route 45 into the development. Mr. Simpson confirmed a new right turn lane will be added and the off ramp will be widened as requested by the DOH. Commissioner Raines also expressed her concern and the danger of getting out onto Route 45 from the northbound off-ramp. Mr. Simpson stated the additional stacking will prevent anything happening on the highway and the details regarding signal timing will get addressed in the Traffic Impact Analysis (TIA).

Commissioner Molenda concurred the DOH has stated the signals were already coordinated and there is a giant stack-up that happens at various times of the day such as lunch hour, evening and peak traffic times. He went on to say adding new commercial development will add even more to the stack-up.

Commissioner Reichard asked if when coming south off the interstate, if the right turn lane will hook up with the right lane. Mr. Simpson confirmed after getting on the off-ramp, you

can go straight through up to the "Boulevard" and make a right, or you can make a right off the decel lane directly into the center. Mr. Simpson went on to say there will be four access points into the development which will relieve some of the traffic and they will address everything the DOH is requesting and requires.

Commissioner Coffey noted the Boulevard will catch the traffic coming from the Gallery and the Toll-Brother's development, so traffic coming from the west can avoid the intersection. He also added this development will create a much needed North-South connection between the King Street and Route 45 corridor. He added his concern is it be built as soon as possible.

Mr. Gill concurred it is vital to build the connection to Delmar Orchard Road and stated it is high on their priority list and if not included in Phase 1, it will be included in Phase 2. Commissioner Coffey asked if this Weis market will replace the north-end store. Mr. Gill replied that it will not.

There was further discussion on the importance of the completion of the "Boulevard" to Delmar Orchard Road in Phase 1, the Traffic Impact Study, and the City's West Side Comprehensive Plan.

Mr. Gill added they are building the first section of the four-lane boulevard and, in addition to that, they are looking to build a two-lane connection to Delmar Orchard Road that ties into Tuscarora Pike. The future growth of the four-lane boulevard will be for future developments as shown in the West Side Comprehensive Plan.

Commissioner Palmer asked City Engineer / Planning Director Mike Covell how the rest of the four-lane would get built. Mr. Covell replied with further development or current property owners with a Tax Increment Financing (TIF) district, but major expectation is with future development. Mr. Covell noted that Lee Trace Apartments has partially created the beginnings of the north-end. He then discussed Regional Planning and possible development of Delmar Orchard Road and the State with transportation planning.

Commissioner Palmer questioned handicapped parking on the drawing. Mr. Gill confirmed they fully comply with the standard car and van requirements, as they will provide at least 10 van accessible/ handicapped spaces that will cover all requirements.

Commissioner Molenda asked Mr. Covell where the Storm Water Management (SWM) review rests. Mr. Covell replied Bohler Engineering will resubmit until approved. He noted this is the first design review under the new guidelines.

President Rodgers asked if final SWM approval is necessary for a site plan approval. Mr. Covell noted the Commission can approve as a condition for staff to do with guidance such as: Storm water design; traffic impact; state permitting; utility modelling; and fire protection services.

President Rodgers stated this first phase is very important to show progress and move forward.

Mr. Gill concurred this Phase is just preliminary and there will be multiple changes to come back, but the overall development as a whole needs to meet the commission's approval. There will be many approval processes including SWM; traffic and sanitary sewer modeling and would like approval of the project as a whole, knowing the Commission will see it back for updates.

Commissioner Jenkins asked if the widening of the roads and right-hand turns will be in the initial phase and Mr. Gill confirmed this will be included in Phase 1.

Commissioner Palmer mentioned he would like to see design work on the four-lane road as a stipulation. Mr. Gill confirmed the design of the "Boulevard" will be dictated by the commission and Comprehensive Plan.

Commissioner Coffey asked if local contractors will be used for the jobs. Mr. Gill confirmed they see the value in using local contractors, but sometimes, they may have to team up with a larger developer.

Commissioner Molenda stated his concerns: 1) Traffic; 2) Utility capacity and effect on City with considerable expansion of water and sanitary sewer; 3) Storm water especially with the new requirements. He would like to see less equivocation on traffic as part of Phase 1 approval with agreement from DOH. He went on to say in his opinion, he didn't feel traffic issues have been addressed and gave his reasons.

Mr. Covell concurred the DOH applies state and federal standards and the Department of Transportation (DOT) applies national modelling standards, mitigation and forecasting that is not ideal, but is realistic and works. He added this plan is needed to stay vigilant and keep the phases in the Comprehensive Plan going forward for improvement.

Commissioner Coffey stated his immediate concerns were addressed and went on to say most developers don't offer to put in a four-lane road that is not required and this offer is exceptional for future development.

Further discussions included, but were not limited to: Traffic issues and the traffic study; and the concept of the project as a whole.

Mr. Covell added the developer would like to locate immediately so that tenants can be solicited.

Commissioner Coffey outlined three processes that will continue after meeting. 1) Traffic impact that will be done by the DOH. 2) Storm water to be done by Chester Engineering and staff and 3) Utilities including water and sewer to be completed through the City. Mr. Covell confirmed meetings with sewer entity and developer. He went on to say this development is sitting near a major water main. He went on to say he feels comfortable for the Commission to allow this project to move forward as a construction project and allowing staff to manage the project with guidance.

Mr. Gill noted the connection to Delmar Orchard Road will occur sooner than later and the design work is happening now. They are looking for approval of all four phases to include the Boulevard and Apple Harvest as part of Phase 1, and the Delmar Orchard connection as part of Phase 2.

Commissioner Molenda asked if the developer was talking to possible tenants and Mr. Gill confirmed yes. Commissioner Molenda asked if these tenants would change the pad size usage in the plan. Mr. Gill confirmed not at this time and if it did, it would have to come for commission approval.

Commissioner Coffey made the motion to approve Phases 1-4 of the project with the following conditions: 1) The Boulevard be completed up to the property line for Phase 1 as well as other traffic improvements as shown in plan immediately surrounding Phase 1-4 in the drawings. 2) Final approval be obtained for DOH for traffic impact. 3) Working through staff that the developer will receive final approval for SWM and related utilities management particularly water and sewer. 4) The two-lane connector road to Delmar Orchard Road be completed by the completion of Phase 2. 5) Pedestrian access as described in minutes of this meeting that allow connectivity between buildings shown in Phases 1-4 be completed per phase and monitored by staff. Commissioner Palmer seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

#### **DISCUSSION ITEMS/OTHER BUSINESS:**

- Election of Officers

President Rodgers opened the floor for nominations for President.

Commissioner Raines nominated Commissioner Rodgers as president. Commissioner Coffey seconded the motion. With no other nominations, Commissioner Palmer moved to close the floor for nominations. President Rodgers closed the floor for nominations.

Motion passed by a unanimous vote of "aye," Commissioner Rodgers was elected as President.

President Rodgers opened the floor for nominations for Vice-President.


Commissioner Raines nominated Commissioner Molenda as Vice-President. Commissioner Jenkins seconded the motion. With no other nominations, Commissioner Palmer moved to close the floor for nominations. President Rodgers closed the floor for nominations.

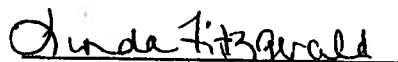
Motion passed by a unanimous vote of "aye." Commissioner Molenda was elected as Vice-President.

- Next regular meeting scheduled for February 4, 2014 at 6:00 pm

#### **ADJOURNMENT**

Motion to adjourn by Commissioner Raines, seconded by Commissioner Jenkins, at 7:25 pm and approved by unanimous consent. Motion carried.

  
Jim Rodgers, President

  
Linda Fitzgerald, Planning Secretary