

**PLANNING COMMISSION  
CITY OF MARTINSBURG  
232 N. QUEEN STREET  
Regular Meeting Minutes  
December 07, 2011  
City Council Chambers  
7:00 pm**

With a quorum present, President Jim Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 7:03 pm. The following Commissioners were present: Jim Rodgers, Steve Workings, Reenie Raines, Gregg Wachtel, George Reichard, and Jeff Molenda. Not present were Mark Palmer, Mary Hayward, Yvonne Jenkins, and Charlene Elins. Also in attendance were Legal Counsel Catherine Wilkes, City Planner Tracy Smith, and Planning Secretary Windy Miller..

**ROLL CALL (and microphone check)**

**APPROVAL OF September 07, 2011 MEETING MINUTES**

Commissioner Molenda made the motion to approve the minutes as presented. Commissioner Raines seconded the motion, which was followed by a unanimous consent of "aye." Motion carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**1. CASE # SP 11-062. 2500 Hospital Drive- City Hospital.** Site Plan application requesting review of an approximate 1,580 square-foot addition. Valley Engineering, applicant.

Seth Roderick, Valley Engineering, presented the request to construct a 1,580 square-foot addition to replace the existing temporary structure. Mr. Roderick stated that the concerns with the existing storm water pond have been addressed and repairs done as necessary.

President Rodgers asked City Planner Tracy Smith to give staff report on the property. Ms. Smith gave a brief overview of the project, noting staff has no concerns with the request.

Commissioner Molenda made the motion, to approve CASE # SP 11-062. 2500 Hospital Drive- City Hospital. Site Plan application requesting review of an approximate 1,580 square-foot addition. Commissioner Wachtel seconded the motion, which was followed by a unanimous vote of "aye." Motion carried.

**2. CASE # SP 11-063. 532 West Martin Street.-Mount Zion United Methodist Church.** Site Plan application requesting review of an approximate 696 square-foot addition. Pastor Hall, applicant.

Dick Klein, Alpha Associates, presented the request to construct a 696 square-foot addition to the church.

President Rodgers asked City Planner Tracy Smith for staff report on the property. Ms. Smith stated that staff has been working with Pastor Hall on this for a couple of years now, the review has been before the Board of Zoning Appeals and approved, and noted staff has no concerns with the request.

Commissioner Raines made the motion, to approve CASE # SP 11-063. 532 West Martin Street.-Mount Zion United Methodist Church. Site Plan application requesting review of an approximate 696 square-foot addition. Commissioner Workings seconded the motion, which was followed by a unanimous vote of "aye." Motion carried.

#### **OTHER BUSINESS**

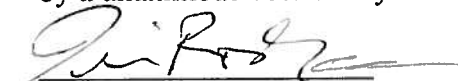
None

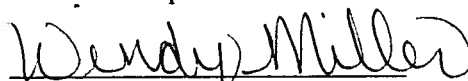
#### **DISCUSSION/ACTION (approve/deny)**

None

#### **ADJOURNMENT**

Commissioner Workings made the motion to adjourn, seconded by Commissioner Raines and followed by a unanimous vote of "aye." Meeting adjourned at 7:23pm.

  
Jim Rodgers, President

  
Windy Miller, Planning Secretary