

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
July 10, 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 6:03 p.m. The following Commissioners were present: Jim Rodgers, Mark Palmer, Yvonne Jenkins, George Reichard, Mary Hayward, Charlene Elins, and ex-officio member Councilman Gregg Wachtel. Not present were Renne Raines and Jeff Molenda. Also in attendance were Legal Counsel Kin Sayre, City Engineer/Planning Director Mike Covell, and City Planner Tracy Smith.

ROLL CALL (and microphone check)

APPROVAL OF June 5, 2013, 2013 MEETING MINUTES

Commissioner Palmer made the motion to approve the minutes, seconded by Commissioner Hayward. Motion approved with a unanimous vote of "aye".

UNFINISHED BUSINESS

None

PRESENTATION(S): Storm Water Ordinance Updates/Consultant Presentation

Teresa Sparacino and Erik Genga, with Delta Development Group, presented a PowerPoint presentation to attending Commissioners and Councilmembers outlining the proposed updates and amendments to the City's Stormwater Management review process. The presentation included the history of this Federal level mandate, the current status of stakeholder meetings and staff review, regional status and actions, and the future two-to-three month plan culminating in a Text Amendment application to the Planning Commission then City Council. A copy of the presentation is available at the Planning Department and will be attached to the approved July 10, 2013 minutes.

NEW BUSINESS

1. **CASE #SP 08-032(B). 451 Foxcroft Avenue.** Site Plan application requesting review of midscale hotel on 1.36 acres and associated parking, rights-of-way and access easement. Hotel Squared, LLC, applicant.

Fred Freitag with Hotel Squared presented this request for Site Plan review. Mr. Freitag gave a brief history of the previous approvals to this site plan application noting primarily the changes to parking layout, ingress/egress, and reduction in structure size. He stated that the revisions to the stormwater management are still under review and that they are proposing a three-pond system plus a rain tank that will catch run-off for reuse within the laundry facilities and for irrigation.

Commissioner Palmer asked that staff double check the handicap ramps, parking and accessibility as it did not look quite accurate to him. He also questioned the removal of the thirteen (13) parking spaces located in the proposed drive aisle. City Engineer/Planning Director, Mike Covell, responded that he would review the ADA accessibility requirements and stated that the Holiday Inn is currently over-parked and the loss of the existing spaces will not have a negative impact.

Commissioner Palmer asked for clarification on the proposed plan-set pages, specifically questioning sheet four (4). Mr. Covell responded that sheets five (5) and six (6) show the modifications and new design, while sheet four (4) shows the previously approved plan; sheet six (6) is truly the project under current review showing ponds A, B, and C that will serve the Fairfield's needs.

Commissioner Palmer questioned the height of the proposed freestanding sign noting that it exceeds the standard allowances listed in the zoning ordinance. Mr. Covell explained that the areas of development located within the City's Highway Interchange District have an increased allowance on size and height due to their proximity with I-81 Interchanges, which can be approved at this level. He went on to state that such signs have traditionally been set for compatibility by existing elevations of signage already in place, as noted by the McDonalds reference on sheets four (4) and five (5).

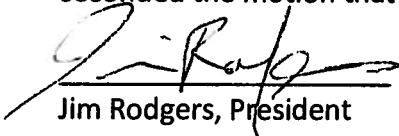
Commissioner Palmer made the motion to approve the request based upon sheet five (5) of nineteen (19) with the revision date of 7/01/13 and sheet six (6) with the revision date 5/28/13 to include three (3) sediment ponds, and stormwater management to be reviewed at staff level. Commissioner Jenkins seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

DISCUSSION ITEMS/OTHER BUSINESS:

- Next regular meeting scheduled for August 7, 2013. No one expressed inability to attend.
- Adding agenda items: Mr. Covell asked if the Commission would like to identify any issues needing updating or review, or form a subcommittee to evaluate changes needed. He added that staff level research and possible tailoring of ordinance language could be provided. Topics discussed included in-fill, yard sales, and POD storage. It was unanimously decided to address the issues of in-fill development and POD containers and sea-crates being used as long-term storage units in residential and commercial districts.

ADJOURNMENT

Commissioner Reichard made the motion to adjourn the meeting at 7:23 pm. Commissioner Hayward seconded the motion that was followed by a unanimous vote of "aye." Motion carried.


Jim Rodgers, President


Tracy Smith, City Planner