

**Board of Zoning Appeals
City of Martinsburg
232 N. Queen Street
May 03, 2011
Regular Meeting Minutes
6:30PM**

With a quorum present, Chairman Coffey called the regular scheduled meeting of the City of Martinsburg Board of Zoning Appeals to order at 6:30 PM. The following Boardmembers were present: Matthew Coffey, Brenda Casabona, Lane McIntosh, Bill Blackburn, Donald Anderson. Not present were alternates Kevin Knowles and Jim Castleman. Also in attendance were City Planner Tracy Smith, Planning Secretary Windy Miller and Legal Counsel Kin Sayre.

APPROVAL OF April 05, 2011 MEETING MINUTES.

The minutes were approved as presented by unanimous consent.

OLD BUSINESS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. CASE # SE 11-015. 601 S. Queen Street. Public Hearing. Application requesting a special exception according to the requirements of Section 410.6 "Special Exception to Enlarge a Non-conforming Use or Structure" to expand a legally non-conforming use for the purposes of operating a special events facility. Berkeley County Farmland Protection Board, appellant.

Susan Whalton, 2086 Butts Mill Road, Hedgesville WV, 25427, was present to represent the Berkeley County Farmland Protection Board. Ms. Whalton stated their request was to be in compliance, and to have the opportunity to book the events there without the need of coming in for the one day special exception. Discussions included the occupancy load, parking, what kind of events that will take place there, and the restrictions of the facility. Ms. Whalton stated they do have two events booked, including a modest wedding of under one-hundred people, primarily using the grounds, with the bride using the indoors to change and to take photographs. The second event being a class reunion of twelve people. The events that would be held would help generate income to help with the expense of the maintenance of the property. The long term goal for the Berkeley County Farmland Protection Board is to find a steward for the property who would be sensitive to its historic importance to the community, and to the attachment which the public holds to the property.

Boardmember Blackburn asked Ms. Whalton about the parking, and was reassured by City Planner, Tracy Smith, that there is onsite parking, and a county parking lot at the side entrance that would be sufficient for its current needs. If there would be a need for expanded parking plans in the future, the applicant would need to come before the Planning Commission for a site plan approval.

Chairman Coffey opened the public hearing at 6:47 pm.

- Peter Miller 417 South Queen Street, submitted a letter to be read at tonight's meeting. Ms. Smith read the letter aloud. The letter encouraged the board to grant a special exception for the property to be used for special events.

As no one else came forward, the public hearing was closed at 6:49 pm.

Boardmember Anderson made the motion to approve the application as presented. Boardmember McIntosh seconded the motion, and was followed by a unanimous vote of "aye." Motion carried.

2. CASE # SE 11-016. 396-398 W. Race Street. Public Hearing. Application requesting a Special Exception in accordance with Section 621 "One- and Two-Family Dwellings" for the purpose of residential use as a Single-Family Dwelling. Consuelo Newman, appellant.

As there was no one present to speak on behalf of CASE # SE 11-016. Boardmember Blackburn made the motion to table the case. Boardmember Casabona seconded the motion, followed by a unanimous vote of "aye."

DISCUSSION

Confirmation of June 07, 2011 meeting.

ADJOURNMENT

The meeting was adjourned at 6:55 pm by unanimous consent.

Brenda Casabona

~~Matthew Coffey, Chairperson~~

Brenda Casabona - Vice chairperson

Windy Miller

Windy Miller, Secretary