

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
May 04, 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, Mark Palmer, Yvonne Jenkins, Reenie Raines, George Reichard, and Jeff Molenda. Not present were Mary Hayward, Charlene Elins, and Gregg Wachtel. Also in attendance were Legal Counsel Kin Sayre, City Planner Tracy Smith, City Engineer/ Planning Director Mike Covell and Planning Secretary Windy Miller.

ROLL CALL (and microphone check)

APPROVAL OF January 05, 2011 MEETING MINUTES

Commissioner Workings 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 #SP10-028 (a). 1017 S. Queen Street.** Revised Site Plan application requesting review of proposed revisions to a previously approved site plan CASE #SP10-028. George O'Connell, Dirty Dawg Saloon, applicant.

George O'Connell, owner of Dirty Dawg Saloon, 1017 S. Queen Street. Mr. O'Connell stated he came before the commission last year and had a site plan approved for an outdoor bar, pavilion and an addition to the rear of the building. He comes tonight to make a revised site plan. Mr. O'Connell stated the original approval was for an addition that would be 27'x16' and he down sized it, turned it 90 degrees, and attached it to the pavilion.

City Engineer Mike Covell clarified that the plan was a switch of the addition from the main building, to an addition to the pavilion.

President Rogers told the applicant that in the future be sure to stick with the approved site plan. If there need to be changes, please have the changes approved before you do the work.

Mr. Covell told the board about the drainage problem that was caused by the new revisions, to the neighboring property. Mr. O'Connell stated the problem has been taken care of, and the property owner Mr. White was satisfied with the work he has done.

Boardmember Workings made the motion to approve the revised site plan as submitted. Boardmember Raines seconded the motion, which was followed by a unanimous "aye." Motion carried

2. **CASE #SP 11-019. Meridian Pointe – Master plan for access roads and infrastructure.** Site Plan application requesting review of overall plan for access roads, infrastructure and associated easements and rights-of-ways serving the currently approved Meridian Pointe planned development, situated west of Edwin Miller Boulevard between Lutz Avenue and Raleigh Street. Potomac Professional Services, LLC., applicant.

Matthew Powell, representing Potomac Professional Services, LLC discussed both applications together to make it a little easier to explain. The first is for the total roadway project design, and second being for the first phase of construction. Mr. Powell presented an overview and history of the project, presented by the developers in late 2007. It was a mixed-use master plan development, primarily use being slated for commercial development. The plan was designed to generate income to assist in the construction of Raleigh Street, and public roadway projects within the city. Discussions included, but not limited to the connecting of existing roadways and an alternate route parallel to Edwin Miller Boulevard, the access road construction strategy, roundabouts that would make it unnecessary to have signals inside the roadway, a three-lane road on the thoroughfare and two lanes on Meridian Parkway. He went on to say the designs would be pedestrian friendly with a concrete walking path on one side, and an eight-foot bike path on the other, and that there will be a maximum-posted speed limit of twenty-five miles per hour. Also in discussion were roadways designed with curb and gutter, incorporated storm water management structures that will runoff to designated storm water management ponds inside the property. Mr. Powell noted that heavy landscaping and aesthetics will set this project apart, different species of trees will line the streets, brick crosswalks and pavers, street lighting will resemble that of downtown and be energy efficient; this project will be an extension of the downtown feeling. There will be new water and sewer lines installed, underground electric, phone, cable and also have included fiber optics for attraction of potential tech. companies. All roadways that are connecting to existing roads will be replaced and compatible to City standards, also being consistent with existing roads. Anticipating traffic lights, there would be a need for one on Lutz Avenue and Edwin Miller Boulevard, and on Court House Drive and Edwin Miller Boulevard. Mr. Powell went on to say there would be an established Property Owners Association that would handle all maintenance, lawn care, and everything beyond the curb line that the city does not take.

After discussing the nature of the project, current and proposed conditions, and previous reviews, Public hearings, and approvals, Commissioner Workings made the motion to approve the plan with two conditions: The first condition being the understanding that this is a conceptional approval not for construction; the second being there will be a Property Owners Association formed with responsibilities and capabilities that satisfy the City Planning Department. Commissioner Raines seconded the motion, which was followed by a unanimous “aye.” Motion carried.

3. **CASE #SP 11-020. Meridian Pointe – Phase 1C.** Site Plan application to develop access roads and infrastructure within easements and rights-of-ways for portion of Meridian Parkway and Lutz Avenue. Potomac Professional Services, LLC., applicant.

Mr. Powell’s discussion on the first phase of construction included the roundabout at the intersection of Meridian and Lutz Avenue, sidewalks, bike path, lighting and street trees. The upgrading of Meridian Parkway, including the new roundabout going south for approximately one-hundred feet, and tying into existing Lutz Avenue, it would be complete with sidewalks, bike path, street trees, and all of the infrastructure.

Mr. Covell gave the commission reassurance that the city is very comfortable with what has been brought before them tonight, with the understanding that a POA be formalized. Legal Counsel Kin Sayre explained to the commission what the city expects from the established POA.

Commissioner Workings made the motion to approve the site plan application with two conditions: The first condition would be all-necessary and proper utility approvals be complete; the second is that a Property Owners Association be formed with the responsibilities and capabilities that satisfy that City Planning Department. Commissioner Raines seconded the motion, which was followed by a unanimous "aye." Motion carried.

OTHER BUSINESS

None

DISCUSSION/ACTION (approve/deny)

1. Potential In-fill Ordinance – discussion

City Planner Tracy Smith handed out some information to be reviewed by the commission members. It was recommended that an in-fill sub-committee be formed that would meet and then bring back information to present to the commission.

President Rodgers made the motion to approve the making of a sub-committee, study and review the potential in-fill ordinance, and bring a recommendation to the full commission for review and potential approval. Commissioner Raines seconded which was followed by a unanimous "aye." Motion carried. Members of the committee would include Commissioners Palmer, Reichard, Molenda, Workings, and City Planner Tracy Smith.

2. Storm Water Management Ordinance – discussion

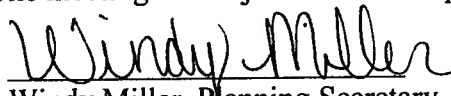
Discussion included what to look for to bring the existing ordinance up to current demands. With the environmental concerns in the city, it was highly recommended by the City Engineer to make changes to the storm water management ordinance. He noted that the City has an obligation to do this as a MS4 community and as part of the Chesapeake Bay. He went on to say if the City does not make necessary changes in the ordinance, in a matter of a couple of years the City could be audited by the DEP or EPA, and could result in substantial fines, and as a city we need to move into better controls that include quality.

Commissioner Workings made the motion to request and authorize staff to pursue the next steps for the Storm Water Management Ordinance. Commissioner Raines seconded the motion, which was followed by a unanimous "aye." Motion carried.

ADJOURNMENT

Commissioner Workings made the motion to adjourn the meeting. Seconded by commissioner Raines, which was followed by a unanimous "aye" The meeting was adjourned at 8:19 pm.


Jim Rodgers, President


Windy Miller, Planning Secretary