

**PLANNING COMMISSION  
CITY OF MARTINSBURG  
232 N. QUEEN STREET  
Regular Meeting Minutes  
April 1, 2015  
J. Oakley Seibert Council Chambers**

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With a quorum present, President Jim Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 6:01 p.m. The following Commissioners were present: Chris Ross, Mark Palmer, Scott Hamilton, Greg Wachtel, Jim Rodgers and Reenie Raines. Not present were: Matt Coffey, George Reichard, Jeffrey Molenda, and Yvonne Jenkins. Also in attendance were Legal Counsel Kin Sayre, City Planner Tracy Smith and Planning Secretary Holly Hartman.

**ROLL CALL (and microphone check)**

**APPROVAL OF March 4, 2015 MEETING MINUTES**

Commissioner Ross made the motion to approve the March minutes as submitted. Commissioner Raines seconded the motion followed by a unanimous vote of “aye”. Motion carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**DISCUSSION ITEMS:**

None

**NEW BUSINESS:**

1. **CASE # SD15-013. South of the intersection of New York Avenue and Route 45. Public Hearing.** Application requesting to subdivide and unimproved parcel consisting of approximately 5.045 acres to create two parcels sized approximately 2.010 acres and approximately 3.035 acres. NY @ Route 9 Limited Partnership, applicant.

Mr. David Vanscoy with RK&K Engineers, presented this request for subdivision.

President Rodgers opened the Public Hearing at 6:04 pm. As no one came forward to speak for or against this project, President Rodgers closed the Public Hearing at 6:04 pm.

Commissioner Raines asked if the property was in city limits. City Planner, Tracy Smith responded that the property is in the city and that staff has no issues with the subdivision.

Commissioner Palmer asked if it was a city street that led to the property. Ms. Smith replied that it is not a city street. She stated that at this time we do not know who owns the street and asked the applicant if his research had yielded any answers. Mr. Vanscoy explained that the street is public, however, the Department of Highways does not claim ownership of it and that the cement factory was the last one to make improvements to the street. Ms. Smith then noted that it would all be discussed during the site plan application.

Commissioner Palmer made the motion to approve the subdivision. Commissioner Hamilton seconded the motion followed by a unanimous vote of “aye”. Motion carried.

**DISCUSSION/ACTION ITEMS:**

- Continuation of review for guiding criteria to regulate shipping containers used for storage  
Postponed until next meeting as staff had not had the opportunity to revise

**OTHER BUSINESS:**

- Next regular meeting scheduled for May 6, 2015 at 6:00 p.m.
- CPR/AED Training  
The fire department was not available this month but will reschedule

**ADJOURNMENT**

Motion to adjourn by Commissioner Raines, seconded by Commissioner Palmer, at 6:10 p.m. and approved by unanimous consent. Motion carried.

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Jim Rodgers, President

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Holly Hartman, Planning Secretary