

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
September 2, 2015
J. Oakley Seibert Council Chambers**

With a quorum present, President Jim Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 6:00 p.m. The following Commissioners were present: Mark Palmer, Matt Coffey, Scott Hamilton, Jeffrey Molenda, George Reichard, Greg Wachtel, Jim Rodgers and Reenie Raines. Not present were: Chris Ross and Yvonne Jenkins. Also in attendance were Legal Counsel Catie Delligatti, City Engineer/Planning Director Michael Covell and City Planner Tracy Smith.

ROLL CALL (and microphone check)

APPROVAL OF July 1, 2015 MEETING MINUTES

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

UNFINISHED BUSINESS

None

NEW BUSINESS:

- 1. SD #15-046. East of WV Route 45/7 (Delmar Orchard Road). Public Hearing.** Application requesting subdivision of an unimproved parcel into two parcels sized approximately 62.63 acres and approximately 0.27 acres. Potomac Edison, A FirstEnergy Company, applicant.

Russ Townsley with Fox & Associates and Richard Miller and Matt Rosenstill both with FirstEnergy presented this request for subdivision.

President Rodgers opened the Public Hearing at 6:06 pm. As no one came forward to speak for or against this project, President Rodgers closed the Public Hearing at 6:06 pm.

Mr. Townsley provided a handout of the location map of the site and went on to describe the nature and location of the project. He explained there is a forty-foot right-of-way from Delmar Orchard Road, an existing sixteen-inch water line and eight-inch sewer line that were installed for future use, but this project will not utilize water and sewer. Mr. Townsley explained that the access road for the property is located at the curve in the road, which will later be moved down the road to connect with the access road for the Weis development, keeping them with only one access road. He stated that the Department of Highways has already been out to inspect these locations and all that is needed is the property owner’s approval letter. Mr. Townsley expressed that traffic at the substation will be minimal.

Commissioner Hamilton made the motion to approve the subdivision. Commissioner Coffey 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 and Article VI “Design Regulations”

City Engineer/Planning Director Michael Covell explained that existing text to be removed has a strike through it and inserted language is highlighted in red.

It was asked if the reference in the second paragraph of section 601.21 discussing the storage container being on a compacted level pad or concrete footing was for when the use is an accessory structure because the same structure is allowed in section 602.4 as a temporary use at a residential structure. He feels like a sloped driveway situation would not meet criteria. City Planner Tracy Smith answered that the reference is only when used as an accessory structure.

Commissioner Molenda asked about the identifying information for the upkeep and enforcement of donation drop boxes. Mr. Covell stated that this is the time to add that information. Commissioner Molenda suggested the name of the organization be clearly labeled and the owner or occupier of the property on which the box is located be responsible for cleanup and maintenance. Mr. Covell stated that the citation process could aid in this task as well. Legal Counsel, Catie Delligatti stated that the appropriate language could be added to the regulations.

It was mentioned how stickers are issued in the Planet Aid brochure. Mr. Covell responded that staff is not adequately sized to add a task like that. It was discussed whether the boxes were allowed in only business locations or on residential as well. Ms. Delligatti answered that as the regulations stand, the boxes are allowed in commercial and industrial locations only. Mr. Covell added that by adding a size restriction of half-acre the district restriction should be enough to keep the boxes under control and monitored.

It was asked if the boxes are normally labeled specifying that nothing be left outside the box. Mr. Covell replied that our language does not enforce where materials are left but generally the box itself states what is acceptable. He also added that boxes of certain materials should not be allowed due to safety issues; a wooden type box can deteriorate and is combustible.

- Commissioner Molenda asked if the Comprehensive Plan could be added to the next meeting agenda. The Commission would like the chance to discuss it and funding a consultant without waiting until the last minute to do so. Mr. Covell explained that he would get input from the City Manager and the City Council for discussion points. It was suggested that we look to other Comprehensive Plans to get ideas for what may be good to add or change.

OTHER BUSINESS:

- Next regular meeting scheduled for October 7, 2015 at 6:00 p.m.

ADJOURNMENT

The meeting was adjourned at approximately 6:50 pm by unanimous consent.

Jim Rodgers, President

Holly Hartman, Planning Secretary