

**PLANNING COMMISSION  
CITY OF MARTINSBURG  
232 N. QUEEN STREET  
Regular Meeting Minutes  
November 6, 2013 2013  
J. Oakley Seibert Council Chambers  
6:00 p.m.**

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With a quorum present, President Jim Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 6:00p.m. The following Commissioners were present: Jim Rodgers, Mark Palmer, George Reichard, Yvonne Jenkins, Reenie Raines, Jeff Molenda and ex-officio member Councilman Gregg Wachtel. Not present were Charlene Elins and Mary Hayward. 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 September 4, 2013, MEETING MINUTES**

**APPROVAL OF October 2, 2013, MEETING MINUTES**

Commissioner Reichard made the motion to approve both the September and October minutes as submitted. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. **CASE # SP13-058. 1359 Edwin Miller Boulevard.** Site Plan application requesting review of a 2480-square-foot, single-story structure, associated parking and right-of-ways. BurgerBusters Inc., applicant.

Andy DiMagno with P.C. DiMagno Surveyors and Engineers presented this request to construct a single-story structure for use as a Taco Bell restaurant location. Mr. DiMagno provided a brief description of the: location of the new structure noting that it is very similar to the footprint of the existing structure; project details including landscaping and lighting; removal of the existing drive-thru aisle and replacing it with concrete; shortening the loading bay stating that the restaurant will only be receiving deliveries in the early mornings prior to opening for business; and the decrease in impervious area.

Discussions included, but were not limited to, clarification regarding the direct employee path to the dumpster area, the absence of a dedicated or marked loading zone, handicap accessibility, the decrease in blacktop and rooftop, water and sewer service to be provided by the County, and location of the grease trap.

Commissioner Molenda made the motion to approve this request as presented. Commissioner Jenkins seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

**DISCUSSION ITEMS/OTHER BUSINESS:**

**1. Prentiss Point – Townhomes Phase 3, Section 2: Request for bond release.**

Mr. Covell provided the history of this section through completion. He stated that this section has been completed and recommends release of the Bond. Mr. Covell went on to inform the Commission that will be seeing similar requests in the next month or two as more sections are completed.

Commissioner Reichard made the motion to approve the Bond release. Commissioner Raines seconded the motion that was followed by a unanimous vote of "aye". Motion carried.

**2. Vacancies:**

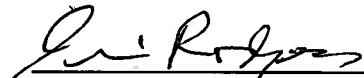
Mr. Covell mentioned that the Commission is still in need of one more member and that we will be potentially losing two more in the next few months as terms of appointment expire. Commissioners were asked to spread the word and ask any interested person contact the Planning Department for membership information.


**3. Next regular meeting scheduled for December 4, 2013**

No one indicated they would not be available for the December meeting.

**ADJOURNMENT**

Motion to adjourn by Commissioner Molenda, seconded by Commissioner Jenkins, at 6:19pm and approved by unanimous consent. Motion carried.

  
Jim Rodgers, President

  
Tracy Smith, City Planner