

**PLANNING COMMISSION**  
**CITY OF MARTINSBURG**  
**232 N. QUEEN STREET**  
**Regular Meeting Minutes**  
**January 2, 2019**  
**J. Oakley Seibert Council Chambers**

With a quorum present, President Rodgers called the regular meeting of the Martinsburg Planning Commission to order at 6:04 p.m. The following Commissioners were present: Jim Rodgers, Jeffrey Molenda, Reenie Raines, Mark Palmer, George Reichard, Scott Hamilton, Steve Workings and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Yvonne Jenkins and Chris Ross. Also in attendance were Legal Counsel Kin Sayre, City Engineer/Planning Director Kim Petrucci, City Planner Dana Keith and Planning Secretary Holly Hartman.

**ROLL CALL (and microphone check)**

**APPROVAL OF November 7, 2018 MEETING MINUTES**

Commissioner Raines made the motion to approve the November minutes as presented. Commissioner Molenda seconded the motion followed by a unanimous vote of “aye”. Motion carried.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

1. **PROJECT # MA 19-00001. Southeast corner of the New York Avenue and Route 45 intersection; Tax Map 5, Parcel 44.1. Public Hearing.** Initial zoning application requesting a zoning classification of an unimproved parcel representing approximately 4.40764 acres from unzoned to BC (Community Business).

No one was present at the meeting to represent the case.

Commissioner Molenda made the motion to table the project until the February meeting, followed by a unanimous vote of “aye”. Motion approved.

**DISCUSSION/ACTION ITEMS:**

**Election of Officers:** This item was not listed on the agenda and per City Attorney Kin Sayre it has to be listed to proceed. We will schedule this for the February meeting.

**OTHER BUSINESS:**

**1. Comprehensive Plan Update:**

City Engineer/Planning Director Kim Petrucci opened the discussion by introducing Dana Keith as our new City Planner. Mr. Petrucci stated that the Comprehensive Plan was adopted by the City Council.

President Rodgers suggested they look at the action items, or low-hanging fruit, that can be taken care of.

Commissioner Palmer stated that he would like to see the Comprehensive Plan on each agenda from now on to be able to see the progress is being made.

Commissioner Molenda asked if the plan was adopted with no changes. Ms. Petrucci responded that was correct.

Ex-officio member Councilman Greg Wachtel suggested a joint meeting with City Council or to at least give them ample time to understand the new Comprehensive Plan. Commissioner Molenda suggested a joint discussion with PC members to prioritize items to be worked on. Commissioner Workings agreed and stated that it would set a good example by moving forward immediately.

Commissioner Molenda suggested getting an order of priority from City Planner Dana Keith. Ms. Petrucci stated that much of the work will be done with a re-write of the Zoning Ordinance but that staff will also give a more detailed list of top items with deadlines at next months meeting. President Rodgers asked if it were possible to get the top priorities and an assigned cost estimate.

Commissioner Molenda asked when the new Economic Development Coordinator starts. Ms. Petrucci responded that he started today.

Commissioner Workings asked who will be drafting the new zoning ordinance. Ms. Petrucci replied that the work would be hired out.

Ex-officio member Councilman Greg Wachtel stated that a re-write of the zoning ordinance was started back in 1996 but was never finished. Commissioner Molenda suggested that we step back and review more modern zoning ordinances.

Commissioner Palmer stated that we should address the Property Maintenance Code and secure more resources and staff. He also stated that the City has too many houses that should be considered uninhabitable that are being lived in under very poor conditions.

**ADJOURNMENT:**

Commissioner Reichard made the motion to adjourn. Commissioner Molenda seconded the motion followed by a unanimous vote of “aye”. Motion carried.

The meeting was adjourned at 6:26 p.m.

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Jim Rodgers, President

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Holly Hartman, Planning Secretary