

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
April 4, 2018
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: Jim Rodgers, Jeffrey Molenda, Yvonne Jenkins, Scott Hamilton, Reenie Raines, Steve Workings and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Mark Palmer, George Reichard and Chris Ross. Also in attendance were Legal Counsel Kin Sayre, City Engineer/Planning Director Kim Petrucci, City Planner Tracy Sherman and Planning Secretary Holly Hartman.

ROLL CALL (and microphone check)

APPROVAL OF November 1, 2017 MEETING MINUTES

The November Planning Commission minutes were approved by unanimous consent.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 1. Project SP 17-00024. 229 E. Martin Street: Martinsburg Amtrak Station.** Site Plan application requesting review of new boarding platform and associated infrastructure. National Railroad Passenger Corporation (Amtrak), applicant.

Wanda Lopez-Bobonis, Amtrak, presented this request. Ms. Lopez described the project stating there will be a new 8-inch top of rail platform, fence installation/replacement, modification to path of travel, minor changes to the pedestrian bridge, signage, a new 440-foot long platform and to make station ADA compliant.

City Engineer/Planning Director Kim Petrucci stated that there were no staff concerns.

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

2. Project SD 18-00008. 200 N. Redhill Road. Public Hearing. Application requesting to subdivide an improved parcel consisting of approximately 41,996 square-feet to create 3 parcels sized approximately 10,799 square-feet, 10,680 square-feet, and 20,517 square-feet. June Parker Estill, applicant.

Terry Placanica, surveyor, presented this request. Mr. Placanica stated that there were originally three lots facing longways to Red Hill Road, they were merged into once parcel and Ms. Estill would like to subdivide the property back into three lots facing off of W. Race Street.

President Rodgers opened the public hearing at 6:06 pm. As no one came forward to speak for or against this request, the public hearing was closed at 6:06 pm.

President Rodgers asked if the lots met size and setback requirements. City Planner Tracy Sherman stated that the request conforms with the ordinance requirements.

Commissioner Molenda asked if there were concrete curbs at the location. Mr. Placanica answered no.

Ex-officio member Councilman Greg Wachtel asked if W. Race Street was dedicated to the city. Ms. Petrucci replied yes.

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

DISCUSSION/ACTION ITEMS:

1. Comprehensive Plan Update. Status update by Planning Staff.

Ms. Sherman advised that staff received the first draft of the comprehensive plan. The first draft has been edited and revised. The second draft has just been received and not yet reviewed. Commissioner Molenda asked if the Commissioners would be able to see the second draft. Ms. Petrucci advised that she would speak to the City Manager for an answer to that and would notify the Commissioners by email.

2. Election of Officers.

President Rodgers opened the floor for nominations for President.

Commissioner Workings nominated Commissioner Rodgers as president. Commissioner Hamilton seconded the nomination. With no other nominations, President Rodgers closed the floor for nominations. President Rodgers asked Commissioners to vote on the nomination of Jim Rodgers as President of the Planning Commission. Nomination passed by a unanimous vote of "aye," Commissioner Rodgers was re-elected as President.

President Rodgers opened the floor for nominations for Vice-President.

Commissioner Molenda nominated Commissioner Workings as Vice-President. Commissioner Raines seconded the nomination. With no other nominations, President Rodgers closed the floor for nominations. President Rodgers asked Commissioners to vote on the nomination of Steve Workings as Vice-President of the Planning Commission. Nomination passed by a unanimous vote of "aye." Commissioner Workings was elected as Vice- President.

OTHER BUSINESS: None

Commissioner Molenda asked that we discuss at a future meeting the flashing lights at the Oliva Garden crosswalk near the mall. The lights no longer flash and traffic is not stopping at the crosswalk. He is concerned for public safety. Ms. Sherman advised that she will contact the owners of the private road to see if this could be corrected.

Commissioner Molenda also expressed concern with the traffic at the Foxcroft Avenue and Mall Drive intersections. Also, the traffic in the area of Apple Harvest Drive, I-81 and The Commons is a concern for him. He would like this reviewed before any other projects are approved in this area. Commissioner Raines agreed. Mr. Sayre advised that this issue would need to be on the agenda to be discussed. Ms. Petrucci asked Commissioner Molenda to send her an email with the specifics of his concern. President Rodgers asked that this topic be added to the next agenda.

ADJOURNMENT:

Commissioner Raines made the motion to adjourn. Commissioner Molenda seconded the motion followed by a unanimous vote of "aye". Motion carried.

The meeting was adjourned at 6:20 p.m.

Jim Rodgers, President

Holly Hartman, Planning Secretary