

**PLANNING COMMISSION  
CITY OF MARTINSBURG  
232 N. QUEEN STREET  
Regular Meeting Minutes  
August 1, 2018  
J. Oakley Seibert Council Chambers**

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With a quorum present, President 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, Reenie Raines, Mark Palmer, George Reichard, Yvonne Jenkins, Steve Workings and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Scott Hamilton and Chris Ross. Also in attendance were City Engineer/Planning Director Kim Petrucci, City Planner Tracy Sherman and Planning Secretary Holly Hartman.

**ROLL CALL (and microphone check)**

**APPROVAL OF June 6, 2018 MEETING MINUTES**

Commissioner Raines made the motion to approve the minutes with two changes requested. The first was to change who called the meeting to order, it was Commissioner Workings as President Rodgers was not present. The second was to change who called to adjourn the meeting. It was Commissioner Hamilton. Commissioner Workings seconded the motion followed by a unanimous vote of "aye". Motion carried.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

- 1. PROJECT # SP 18-00029. E. Stephen Street, (directly opposite 318 E. Stephen Street, and south of adjoining Roach Energy property located at 302 E. John Street), Tax Map M18/Parcel 144.** Site Plan application requesting review of underground propane storage tanks and associated loading areas and infrastructure. R. M. Roach and Sons, Inc., applicant.

Joe Burton, R.M. Roach & Sons, Inc., presented the project. He explained that they are requesting to install three underground fuel storage tanks.

Commissioner Workings stated that he sees no problem with the application.

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

**2. PROJECT # MA 18-00038. South of Meridian Parkway, (adjacent to Schewels Furniture Company) Tax Map M33/Parcel 31.** Public Hearing. Map Amendment application requesting a zoning classification of an unimproved parcel representing approximately 14.52 acres from PB (Planned Business) to BC (Community Business). W-M Tavern, LLC., applicant.

Dick Klein, Alpha Associates, presented the request. He explained that they are requesting to rezone 14.5 acres in the TIF District from PB to BC.

President Rodgers opened the public hearing at 6:06 p.m. As no one came forward to speak for or against this case the public hearing was closed at 6:07 p.m.

Commissioner Workings asked for the purpose of the zoning change. Mr. Klein explained that there is a pending sale of five acres of the property that is dependent on tonight's approval. His client wants to build an upscale storage facility with climate control. The rest of the property is still up for sale.

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

Mr. Klein advised that he would still need a subdivision and site plan approval, so the commissioners will have a chance to see the plans.

City Planner Tracy Sherman reminded the commissioners that we do not approve the rezoning, only recommend approval or disapproval to City Council.

Ex-officio member Councilman Greg Wachtel asked how many acres would be covered by the storage buildings. Mr. Klein responded 4.5 acres.

Commissioner Workings made the motion to recommend approval to City Council. Commissioner Molenda seconded the motion followed by a unanimous vote of "aye". Motion carried.

**3. PROJECT # MA 18-000. South-western end of Triamigas Drive Tax Map OP10/Parcel 8.3.** Public Hearing. Initial zoning application requesting a zoning classification of an unimproved parcel representing approximately 0.8821 acres from un-zoned to BC (Community Business).

Dick Klein, Alpha Associates, presented the project. He explained that they are requesting to zone an unclassified parcel to BC within the city. He says this is the key to his plan and that he would like to be within the TIF district as well.

City Attorney Kin Sayre mentioned that it is possible but there is a process to follow.

Commissioner Molenda asked if it was possible to zone unannexed property.

Mr. Sayre stated that they are able to do so. He advised that the request was approved as a first reading at City Council and is expected to be approved at the final reading, but is contingent upon Planning Commission approval.

President Rodgers opened the public hearing at 6:12 p.m. As no one came forward to speak for or against this case the public hearing was closed at 6:12 p.m.

Ms. Petrucci stated that there are no staff concerns.

Commissioner Workings made the motion to recommend approval to City Council. Commissioner Molenda seconded the motion followed by a unanimous vote of "aye". Motion carried.

**DISCUSSION/ACTION ITEMS:**

- 1. Comprehensive Plan Update.** Status update by the Planning Department.

Ms. Sherman stated that the workshop for the final draft of the Comprehensive Plan would be next month on our regular meeting date for September. She confirmed that the majority of the commissioners would be able to make it to the meeting. Ms. Sherman also mentioned that there were no cases for next month, only the presentation from The Berkley Group.

**OTHER BUSINESS: None**

**ADJOURNMENT:**

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

The meeting was adjourned at 6:19 p.m.

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Jim Rodgers, President

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Holly Hartman, Planning Secretary