

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
May 2, 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, George Reichard, Yvonne Jenkins, Scott Hamilton, Reenie Raines, Steve Workings and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Mark Palmer, Jeffrey Molenda 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 April 4, 2018 MEETING MINUTES

Commissioner Workings made a motion to approve the April Planning Commission minutes as presented. Commissioner Raines seconded the motion followed by a unanimous vote of “aye”. Motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 1. Project SD 18-00012. 800 Foxcroft Avenue. Public Hearing.** Application requesting to subdivide an improved parcel consisting of approximately 7.39 acres to create 8 parcels sized approximately 0.7622 acres, 1.3651 acres, 1.5634 acres, 1.5205 acres, 0.4029 acres, 0.6531 acres, 0.8943 acres, and 0.2240 acres. Foxcroft Development Partners, LLC., applicant.

Robert Gardner, Paramount Development Corporation representing Foxcroft Development Partners, presented this request. Mr. Gardner explained that they would like to subdivide a seven-acre parcel into eight separate parcels.

President Rodgers opened the public hearing at 6:03 pm. As no one came forward to speak for or against this request, the public hearing was closed at 6:03 pm.

Commissioner Workings asked if there were any staff concerns. City Engineer/Planning Director Kim Petrucci and City Planner Tracy Sherman both stated that there were no staff concerns and that this was a rework of a previous subdivision that had seven parcels.

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

2. Project SP 18-00015. 980 Foxcroft Avenue. Site Plan application requesting review of existing building exterior renovations to drive-thru, parking area, signage, and associated infrastructure plus 224-square-foot cooler/freezer. Nick Patel, applicant.

Clint Rock, Fox & Associates, presented this request. Mr. Rock explained that the owner would like to renovate the existing bank to be used as a Dunkin Donuts and Baskin Robbins.

President Rodgers asked if there were any staff concerns. Mrs. Petrucci stated that there were no staff concerns.

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

3. Project MA 18-00016. Tavern Road directly east of Martin's Landing Apartment Complex, and west of Bethel Pentecostal Assembly of God. Public Hearing. Application requesting a zoning reclassification of an unimproved parcel representing approximately 5.52 acres from BS (Service Business) to BC (Community Business). City Hospital Inc., applicant.

David DeJarnett, Bowles Rice, presented this request. Mr. DeJarnett explained that they would like to change the zoning of the property from Service Business (BS) to Community Business (BC).

President Rodgers opened the public hearing at 6:07 pm.

- Don Moore, 602 Artisan Way, asked how the property would be accessed. Mr. DeJarnett explained that the five-acre parcel would be the main entrance off of Tavern Road. The second entrance would be off of Marcle Drive to Gloucester Drive.
- Jacob Packet, with Bethel Church, asked what would happen with the area in between the church and Martin's Landing. Mr. DeJarnett explained that it would be an approximately 200-foot-wide entrance to the back seventy acres.
- Kelly Mooney, with Bethel Church, asked if there was a timeframe on construction. Mr. DeJarnett responded that there was no clear timeframe on the start of construction.

As no one else came forward to speak for or against this request, the public hearing was closed at 6:11 pm.

City Attorney Kin Sayre explained that this request was not for Planning Commission approval, but to recommend to approve or deny the request to City Council.

Commissioner Workings asked if there were any staff concerns. Ms. Sherman stated that the request meets the requirements of the ordinance and will be back before the Commissioners for a Site Plan review.

Commissioner Workings made the motion to recommend the request for approval by City Council. Commissioner Jenkins seconded the motion followed by a unanimous vote of “aye”. Motion carried.

4. Project MA 18-00017. Tavern Road directly north of Martin’s Landing Apartment Complex and Bethel Pentecostal Assembly of God. Public Hearing. Application requesting a zoning reclassification of an unimproved parcel representing approximately 70.29 acres from RP (Planned Residential) to BC (Community Business). City Hospital Inc., appellant.

David DeJarnett, Bowles Rice, presented this request. Mr. DeJarnett explained that they would like to change the zoning of the property from Planned Residential (RP) to Community Business (BC).

President Rodgers opened the public hearing at 6:15 pm.

- Don Moore, 602 Artisan Way, asked for a timeframe on that start of construction. Mr. DeJarnett responded that there was no clear timeframe on the start of construction.
- Kiersten Grimm, Elmcroft Senior Living, asked about the entry point near their community. Mr. DeJarnett explained that Gloucester Drive is a public road that will be used for access to the rear of the five-acre property.

As no one else came forward to speak for or against this request, the public hearing was closed at 6:17 pm.

President Rodgers asked if there were any staff concerns. Ms. Petrucci replied that there were no staff concerns.

Commissioner Raines asked if there would be any road improvements to alleviate traffic in that area. Ms. Sherman advised that traffic would be looked at during the site plan review. Commissioner Raines also suggested that a parking garage would be a huge relief at the hospital.

Commissioner Jenkins asked if there would only ever be the two entrances to the property. Mr. DeJarnett responded yes, for now, and added that the hospital is not acquiring the property to the north.

President Rodgers reminded commissioners that they are only recommending the case for approval by City Council.

Commissioner Workings made the motion to recommend the request for approval by City Council. 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 there are no cases for next months meeting, but that the consultant would be here for a presentation on the Comprehensive Plan. Ms. Sherman stated that the commissioners would have a copy to review in advance of the meeting.

OTHER BUSINESS: None

ADJOURNMENT:

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

The meeting was adjourned at 6:24 p.m.

Jim Rodgers, President

Holly Hartman, Planning Secretary