

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
November 7, 2018
J. Oakley Seibert Council Chambers**

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, Scott Hamilton and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Steve Workings, Yvonne Jenkins and Chris Ross. Also in attendance were Legal Counsel Kin Sayre, City Engineer/Planning Director Kim Petrucci and Planning Secretary Holly Hartman.

ROLL CALL (and microphone check)

APPROVAL OF August 1, 2018 MEETING MINUTES

Commissioner Molenda made the motion to approve the August minutes with a spelling correction on page two. Commissioner Raines seconded the motion followed by a unanimous vote of “aye”. Motion carried.

APPROVAL OF September 5, 2018 MEETING MINUTES

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 1. Project #SD 18-00043. Prentiss Point Subdivision, located along the north-eastern and north-western sides of Jenson Way, and the southern side of Equinox Way. Public Hearing.** Application to subdivide an improved parcel consisting of approximately 4.43 acres to create 17 building lots. MIBRAN Enterprises, applicant.

Brandon Thurston, 50% partner in MIBRAN Enterprises, came forward to present the request.

President Rodgers opened the public hearing at 6:03 p.m.

- Anita Baker, Pierce Arrow Way, spoke in favor of the subdivision. She had a few questions and concerns about the subdivision and the overall development. Her first concern was with the narrow roadways and no area for off-street parking. Her second concern was with the lighting on the poles. It is fairly dark making it harder to see. Ms. Baker asked if the lots being subdivided were going to be for single family homes only or if they could put apartments there also. Her last question was if the new homes would be part of the current HOA.

President Rodgers replied that the lots are engineered to be built as seventeen single family lots. Ms. Baker asked about the remainder of undeveloped land. Mr. Rodgers answered that the rest could not be determined as we are only addressing these seventeen lots tonight. Mr. Rodgers asked if a fifty-foot right of way was typical. City Engineer/Planning Director Kim Petrucci responded that it is a typical street section and also it is what was approved during the preliminary plat process. Mr. Thurston added that the new section of road is planned to be the same size as the existing roadways.

President Rodgers asked if there was a bond for the completion of lights and such. Ms. Petrucci replied that we do have a bond for this new section.

Commissioner Molenda asked if the streets were dedicated to the city. Ms. Baker replied that the roads are maintained by the city.

Legal Counsel, Kin Sayre stated that the covenants would determine whether the new lots will be a part of the HOA but that is not a matter for staff to determine. Ms. Baker stated that there is no active HOA, but that they do have an advisory board. Mr. Sayre stated that after a certain percentage of lots were sold, the homeowners could be responsible for the HOA. Commissioner Molenda directed the homeowners to the Eastern Panhandle Homeowners Association for resources and help with the HOA situation.

- Rosa Herring, Prentiss Point Subdivision, spoke in favor of the subdivision, but asked that the new homes become a part of the HOA as well for reasons of upkeep of the community playground and basketball court. She asked the advisory board be left in place until there is an actual HOA.

President Rodgers asked the developer if they would be willing to work with the requests of the homeowners. He replied yes.

As no one else came forward to speak for or against this case the public hearing was closed at 6:13 p.m.

Commissioner Palmer asked what part the Planning Commission plays in the HOA. Mr. Sayre answered that we have no part in it.

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

Commissioner Molenda asked if the completion bond was in place to ensure the work is completed. Ms. Petrucci stated that there is a bond in place for this current section of seventeen lots.

Commissioner Molenda made the motion to approve the subdivision as presented. Commissioner Reichard seconded the motion followed by a unanimous vote of "aye". Motion approved.

Ms. Petrucci stated that the purpose of the request is so that the newly developed lots can be recorded. Commissioner Palmer asked if there would be any further submittals for this section.

Ms. Petrucci replied no, that the original approval of the construction documents would show the road widths and so forth.

DISCUSSION/ACTION ITEMS: None

OTHER BUSINESS:

Ms. Petrucci advised the Planning Commission that staff has hired a new City Planner named Dana Keith and that she will be starting on November 15, 2018.

Commissioner Palmer asked if staff could add the comprehensive plan update back onto the agenda. He would like to know that current status and would also like to see the planner address different items and give a timeframe of when the items will be addressed and worked on.

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 6:21 p.m.

Jim Rodgers, President

Holly Hartman, Planning Secretary