

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
April 5, 2017
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, Mark Palmer, Scott Hamilton, George Reichard, Jeffrey Molenda, Reenie Raines and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Chris Ross and Yvonne Jenkins. Also in attendance were Legal Counsel Kin Sayre, City Planner Tracy Smith and Planning Secretary Holly Hartman.

ROLL CALL (and microphone check)

APPROVAL OF March 1, 2017 MEETING MINUTES

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 1. CASE #SP 17-013. 820-822 Winchester Avenue. Dairy Queen.** Application requesting Site Plan review to demolish existing structures for the purpose of building an approximately 1,920 square-foot, single story structure, drive-thru and associated infrastructure. Kubic Construction, applicant.

Kristin Stolipher, Gordon, presented this request. She explained that the plan is to demolish and rebuild the existing Dairy Queen, demolish the house next door, add dumpsters and complete Stormwater Management.

Commissioner Molenda asked if Dairy Queen would still be open through the summer. Ms. Stolipher answered yes, until approximately September.

Commissioner Palmer asked the purpose of the added pavement. Ms. Stolipher replied that the pavement would be used for loading and unloading.

Commissioner Palmer asked if there was a screening requirement between the commercial and residential property. City Planner Tracy Smith showed the area on the plat where shrubbery will be planted between the business and residence. She added that Dairy Queen owns the residence that will be beside the finished project and that their maintenance employee resides in the home. Ms. Smith further explained that although there is no height requirement for landscaping but the commission is able to add a height requirement if they choose to. She also noted that screening is only required between parking areas and neighboring residential properties.

Commissioner Raines asked if a gazebo was going to be built like the location on N. Queen Street. Ms. Stolipher replied that it was being discussed and if they chose to add it in the plans, they would apply and come back before the commission.

Commissioner Molenda made the motion to approve the Site Plan as presented contingent on final Stormwater Management approval. Commissioner Raines 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. Smith stated that the survey period has ended. The results will be tallied and reported back to the Planning Department. The consultant is also finishing the notes from the March 15th workshop and will be providing the department with those results as well.

OTHER BUSINESS: None

ADJOURNMENT:

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

The meeting was adjourned at 6:12 p.m.

Jim Rodgers, President

Holly Hartman, Planning Secretary