

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
August 2, 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, Jeffrey Molenda, Reenie Raines, Steve Workings and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Yvonne Jenkins, Chris Ross and George Reichard. Also in attendance were Legal Counsel Chris Peterson, City Engineer/Planning Director Kim Petrucci, City Planner Tracy Sherman and Planning Secretary Holly Hartman.

ROLL CALL (and microphone check)

APPROVAL OF July 5, 2017 MEETING MINUTES

Commissioner Molenda made the motion to approve the July minutes as with the correction of a misspelling on page 2. Commissioner Raines seconded the motion followed by a unanimous vote of “aye”. Motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 1. CASE # SD 17-040. 180 Eagle School Road.** Site Plan application requesting review of a 9,000 square-foot building with associated parking and infrastructure. First Link, LLC., applicant.

Lee McCoy, Triad Engineering, representing the applicant First Link, LLC, who were unable to attend the meeting, presented this request.

President Rodgers asked if stormwater management had been approved. City Planner Tracy Sherman explained that there are several outstanding issues. Staff is waiting on stormwater management approval from Hatch Chester, which is being reviewed. There has been a new submission of the subdivision hand delivered to staff prior to the meeting, which has not been reviewed by staff or Hatch Chester. Staff has not received an approval from the Department of Highways. Ms. Sherman referenced an email from Larry Alt of the DOH stating that he received the second application but would not be able to provide an approval prior to our August 2nd meeting. Lastly, the applicant needs to provide an approved stormwater maintenance agreement, which can be done once the ownership of the property has officially changed.

Commissioner Molenda asked if any of the issues would be problematic to resolve. Mr. McCoy replied that the DOH approval has been problematic, but he submitted everything the DOH asked for and is waiting to get a response. Mr. McCoy stated that to drain the site they have to tap into one of the inlets due to the depth across the site. There is a policy against this, but they were given approval from the DOH to use the inlet allowing them to continue with the project.

He advised that he is working with Elizabeth at Chester on the stormwater management as well. Mr. McCoy added that the developer purchased the property in cash earlier in the day and he had forwarded that information to staff twenty minutes prior to the meeting.

Commissioner Molenda suggested tabling the request until next month in order to get the necessary approvals. Ms. Sherman replied the decision is up to the commission. Mr. McCoy stated that he did have an email on his phone showing a conceptual approval from the DOH he could share with the commissioner. Ms. Sherman stated that the only email received from DOH was from Larry Alt that says that he could not provide an approval at this point. President Rodgers suggested a conditional approval asking if staff would be comfortable making sure the issues were resolved. Legal Counsel Chris Peterson stated that the commission could decide with either way to proceed. City Engineer/Planning Director Kim Petrucci replied that staff would be able to follow up with the necessary approvals if needed; adding that there are other safeguards to be sure the project is complete before leaving the office. Commissioner Molenda and Commissioner Raines expressed concern that there were too many outstanding issues to give a conditional approval.

Commissioner Molenda made the motion to table the Site Plan until receipt of the outstanding approvals. Commissioner Raines seconded the motion followed by a vote of “nay” from Commissioner Hamilton and Commissioner Workings. Motion carried.

DISCUSSION/ACTION ITEMS:

1. Comprehensive Plan Update. Status update by The Berkley Group.

Todd Gordon and Darren Coffey of The Berkley Group provided the commission with an update on the status of the comprehensive plan. Mr. Gordon gave a presentation that included survey results, public workshop results and an outline of the comprehensive plan including our vision, goals and objectives. He asked that staff and the commissioners read over the provided information and give him feedback by August 11, 2017. Mr. Gordon advised that a rough draft would be completed by October. This will be shared with staff first for review and then made available to the public. He added that they plan to do a similar presentation to City Council once the draft is available.

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 7:01 p.m.

Jim Rodgers, President

Holly Hartman, Planning Secretary