

**PLANNING COMMISSION
CITY OF MARTINSBURG
232 N. QUEEN STREET
Regular Meeting Minutes
March 1, 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, Yvonne Jenkins and ex-officio member Councilman Greg Wachtel. The following Commissioner was not present: Chris Ross. Also in attendance were Legal Counsel Kin Sayre, City Engineer/Planning Director Michael Covell and City Planner Tracy Smith.

ROLL CALL (and microphone check)

APPROVAL OF February 8, 2017 MEETING MINUTES

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 1. CASE # SP 17-010. 800 Foxcroft Avenue. Foxcroft Towne Center Phase 3.** Application requesting Site Plan review of partial building renovation, redevelopment, demolition, loading zones, and parking area. Martinsburg Development Partners, LLC., applicant.

Jason Gearhart, Gordon, and Barry Rogers, Paramount Development Corp., presented this request. Mr. Gearhart gave a brief overview of the Site Plan stating that a loading area is being added to the rear of the most recently approved Site Plan for the store frontages.

City Engineer/Planning Director Michael Covell stated that all comments have been addressed and that the Stormwater Management Review is completed. This area is for commercial access to the rear of stores for future tenants. Staff recommends approval.

Commissioner Raines made the motion to approve the Site Plan as presented. Commissioner Jenkins seconded the motion followed by a unanimous vote of “aye”. Motion carried.

DISCUSSION/ACTION ITEMS:

1. Comprehensive Plan Update. Status update by Planning Staff.

Mr. Covell advised the Commissioners of the next workshop, scheduled for March 15, 2017. Mr. Covell advised that staff has gotten the word out through several avenues including bill inserts, online postings on multiple websites, two radio spots so far and that survey results are still coming in. He added that the consultant has started on the initial work of compiling information. The Brownfields consultant and the Comprehensive Plan consultant have been in contact to incorporate more information. Mr. Covell stated that we are right on schedule.

Commissioner Molenda asked where the City stood on hiring an Economic Development Coordinator. Legal Counsel Kin Sayre replied that today was the deadline for applications for the position. The applications will be narrowed down to five for interviews.

OTHER BUSINESS: None

ADJOURNMENT:

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

The meeting was adjourned at 6:10 p.m.

Jim Rodgers, President

Holly Hartman, Planning Secretary