

**PLANNING COMMISSION  
CITY OF MARTINSBURG  
232 N. QUEEN STREET  
Regular Meeting Minutes  
November 1, 2017  
J. Oakley Seibert Council Chambers**

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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, Jeffrey Molenda, Mark Palmer, Chris Ross, Scott Hamilton, Reenie Raines, George Reichard, Steve Workings and ex-officio member Councilman Greg Wachtel. The following Commissioners were not present: Yvonne Jenkins. 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 October 4, 2017 MEETING MINUTES**

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

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

- 1. Project # SP17-00005. 925 Foxcroft Avenue.** Site plan application requesting review of redevelopment of existing 10,799 sq-ft structure plus construction of drive-thru area, and other associated infrastructure. Pennoni Associates, applicant.

Ron Mislowski, Pennoni Associates, presented this request. Mr. Mislowski stated that they received storm water management approval from Chester and they are seeking plan approval to use the space for a restaurant, coffee shop and retail.

City Engineer/Planning Director Kim Petrucci stated that there were no staff concerns.

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

**2. Project # SP 17-00010. 125 W. Race Street. Application requesting Site Plan review for a three-story Police Department and Municipal Court building with associated infrastructure and parking lots. City of Martinsburg, applicant.**

Brian Estep, Silling Architects, and Pete Williams, Terradon, presented this request. City Planner Tracy Sherman stated that there were no unresolved staff concerns.

Commissioner Workings asked if the police department staff had been included in the planning for the new facility. Ms. Sherman replied yes, many times. Ms. Sherman added that the plans will go before the HPRC next week for the exterior aesthetic review. Commissioner Workings then asked if the new facility will have ample parking. Mr. Estep replied yes; they have been working closely with PD staff throughout the entire design process and they were specific on the amount of spaces needed to adequately serve squad cars. He went on to say that Chief Richards is satisfied with the amount of spaces provided in the plans.

President Rodgers asked if the new facility would have a basement. City Attorney Kin Sayre replied that the option was explored but it was cost prohibitive so there will not be a basement.

Commissioner Molenda asked about the proposed schedule for the project. Mr. Estep replied that the bid process would start mid-November and last approximately six weeks. The bid will be awarded after the first of the year and construction is expected to last about 18-20 months.

Commissioner Raines asked if they planned to use local contractors. President Rodgers replied that a number of factors go into the bid process. Mr. Estep added that the issue has been discussed by the council members as far as what can be done to make it easier for local labor to bid on the work.

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

**3. Project # SD 17-00020. 47 Legado Drive. Public Hearing. Request to subdivide an improved parcel consisting of approximately 3.0568 acres into two lots sized approximately 0.3796 acres and approximately 2.6772 acres. R&D Investments, applicant.**

Mike Roberts, Roberts Surveying, presented the request on behalf of the applicant.

President Rodgers opened the public hearing at 6:10 p.m. As no one came forward to speak for or against this request, the public hearing was closed at 6:10 p.m.

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

Commissioner Palmer asked if the lot sizes meet requirements. Ms. Sherman answered yes, the property is zoned Community Business.

Commissioner Ross asked if there was the availability for public water and sewer on the smaller lot. Ms. Sherman answered yes.

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

**DISCUSSION/ACTION ITEMS: None**

**OTHER BUSINESS: None**

Commissioner Palmer asked for a status update on the comprehensive plan. Ms. Sherman replied that the work is ongoing. The Comprehensive Plan Consultant is currently working with the Brownfields consultant. She stated that the consultant is still about two months behind schedule.

**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 6:15 p.m.

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Jim Rodgers, President

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Holly Hartman, Planning Secretary