

## THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on June 21, 2022 in the Council Chambers at 400 W. Stephen Street, Martinsburg, West Virginia.

### 1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Linda Barnhart, presiding.

### 2. ROLL CALL

- a. PLANNING COMMISSION MEMBERS PRESENT: Linda Barnhart, Eddie Gochenour, Tim Lewis, Dan Gantt, Vickana Norton and Eric Goff.
- b. MEMBERS ABSENT: Nic Diehl
- c. STAFF: Laura Hoffmaster, Senior Planner; Monique Boots, Planner II; Sarah Sandri, Administrative Assistant; Doug Smith, County Engineer; Jeff Mauzy, Assistant Legal Director.

### 3. APPROVAL OF THE AGENDA

**ACTION TAKEN:** The motion was made by Eric Goff and seconded by Eddie Gochenour to approve the agenda. Call for question. The motion carried unanimously.

### 4. SUNSHINE LAW SPEAKER: None

### 5. APPROVAL OF MEETING MINUTES

- a. **ACTION TAKEN:** The motion was made by Eric Goff and seconded by Tim Lewis to approve the June 6, 2022 meeting minutes. Call for question. The motion carried. Dan Gantt and Vickana Norton abstained due to absence.

### 6. PUBLIC HEARINGS

#### REQUEST FOR WAIVER

- a. **Bunker Hill Water Treatment Plant, File# 2205-131 tied to 2203-083**

The site is located at 97 Runnymede Road, approximately 500' west of its intersection with Winchester Avenue (US Rt. 11).

The project proposes the redevelopment and replacement of the existing water treatment plant, on approximately 2.8 acres.

Laura Hoffmaster read the description and project notes.  
Jim Ouellet was present representing the project.

There were no comments from the public.

Eddie Gochenour stated that he was taken aback by the amount of parking spaces needed for a facility that only has two people working.

Laura Hoffmaster stated that in the Ordinance it is based off square footage. She stated that she believes in the rewrite it has been updated but she will double check.

**ACTION TAKEN:** The motion was made by Eric Goff and seconded by Dan Gantt to close the Public Hearing. Call for question. The motion carried unanimously.

**ACTION TAKEN:** The motion was made by Tim Lewis and seconded by Dan Gantt to approve the waivers to Section 801, Table 8-1B, "Public Utilities and Facilities" subsection, requiring 1 parking space for every 400 sq. ft. of gross floor area plus 1 parking space for each stored vehicle, Section 501.2.h requiring a 50'

railroad buffer, Section 503.B requiring a 50' front setback, and Section 802 requiring a 25' buffer area between residential and commercial uses. Call for question. The motion carried unanimously.

#### **REQUEST FOR SKETCH PLAN ADVANCEMENT**

##### **b. Waterfall Farm Estates, File# 2108-299**

The site is adjacent to Mouth of Opequon Road (WV Rte. 14/2), at the southern terminus of Brown Road (WV Rte., 11/12).

The project proposes 29 single family lots, on approximately 75 acres, to be served by private well and septic.

Laura Hoffmaster read the description and project notes.  
Dennis Black was present representing the project.

There were no comments from the public.

**ACTION TAKEN:** The motion was made by Eric Goff and seconded by Dan Gantt to close the Public Hearing. Call for question. The motion carried unanimously.

**ACTION TAKEN:** The motion was made by Eddie Gochenour and seconded by Eric Goff to approve the advancement of the Sketch Plan to the Preliminary Plan stage. Call For question. The motion carried unanimously.

#### **7. PRELIMINARY PLAN APPROVAL**

##### **a. Sader Residential Development, File# 2107-248**

The site is located off Sader Drive, near the intersection of Winchester Avenue (US Rt. 11) and Gerrardstown Road (WV Rt. 51).

The project proposes 168 single-family attached lots and 2 storage unit buildings, on approximately 18 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.  
Trevor Lloyd was present representing the project.

**ACTION TAKEN:** The motion was made by Eddie Gochenour and seconded by Eric Goff to approve the advancement of the Preliminary Plan to the Final Plat stage. Call for question. The motion carried unanimously.

##### **b. Kiln Drive Mobile Home Park, File# 2106-223 tied to 049-18**

The property is located on the east side of Winchester Avenue (US RT 11), approximately 2000' north of its intersection with Specks Run Road (WV Sec. RT 28).

The project proposes the addition of eighteen (18) mobile home pad sites, to an existing mobile home park consisting of twelve (12) mobile home pad sites, to be served by public water and sewer.

Monique Boots read the description and project notes.  
Mike Roberts available on call representing the project.

**ACTION TAKEN:** The motion was made by Dan Gantt and seconded by Eric Goff to approve the advancement of the Preliminary Plan to the Final Plat stage. Call for question. The motion carried unanimously.

**8. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION**

Linda Barnhart asked about the Ordinance rewrite.

Doug Smith answered that he is hoping to have the final draft to the Commission Members by August.

Laura Hoffmaster stated that the holdup is because of the Stormwater Management Ordinance.

Doug Smith stated that they are working hard to get the draft to the Planning Commission members soon.

**9. ADJOURNMENT**

**ACTION TAKEN:** The motion was made by Eric Goff and seconded by Dan Gantt to adjourn the meeting at 6:20 PM. Call for question. The motion carried unanimously.

Respectfully submitted,  
Sarah Sandri  
Administrative Assistant

**Berkeley County Planning Commission Meeting Minutes, June 21, 2022.**