

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on July 18, 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, Tim Lewis, Vickana Norton and Dan Gantt
- b. MEMBERS ABSENT: Nic Diehl, Eddie Gochenour and Eric Goff
- 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 Dan Gantt and seconded by Vickana Norton 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 Vickana Norton and seconded by Tim Lewis to approve the July 5, 2022 meeting minutes. Call for question. The motion carried. Dan Gantt abstained due to absence.

6. PUBLIC HEARINGS

REQUEST FOR MAJOR PLAN CHANGE APPROVAL

a. Macy's Distribution, File# 2110-398

The site is located at 333 Caperton Boulevard, approximately 1,500' from Harlan Springs Road (WV Rt. 1).

The Major Plan Change proposes a truck parking expansion, along the west side of the existing warehouse.

Laura Hoffmaster read the description and project notes.
Jason Carter was present representing the project.

There were no comments from the public.

Linda Barnhart asked if Stormwater Management was added for the additional parking.
Laura Hoffmaster answered that was the main reason for the Major Plan Change.
Doug Smith stated that the Stormwater Management area was going to almost be completely redone.

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

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Vickana Norton to approve the Major Plan Change. Call For question. The motion carried unanimously.

REQUEST FOR CONSIDERATION

b. Faith Christian Academy, File #2206-179 tied to #78-05

The site is located at 138 Greensburg Road, approximately 930' from its intersection with Shepherdstown

Road.

The project proposes a private school, on approximately 75 acres, to be served by private well and septic.

Laura Hoffmaster read the description and project notes.

Mark McDonald was present representing the project.

There were no comments from the public.

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

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Vickana Norton to accept staff recommendation and granting the Request for Consideration, to allow the developer to submit a Plan Change, instead of starting at the Sketch Plan phase. Call for question. The motion carried unanimously.

7. PRELIMINARY PLAN APPROVAL

a. Cardinal Pointe – Section 5, File# 2204-114

The property is located along the north side of Hammonds Mill Road west of Saint Andrews Drive.

Section 5 proposes 52 villa lots, on 10.15 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.

Steve Cvijanovich was present representing the project.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Vickana Norton to approve the advancement of the Preliminary Plan to the Final Plat stage. Call for question. The motion carried unanimously.

Dan Gantt recused due to conflict of interest but remained in the room to keep quorum.

b. Cardinal Pointe – Section 4, File# 2205-134

The property is located along the north side of Hammonds Mill Road west of Saint Andrews Drive.

Section 4 proposes 59 single family lots, on 15.81 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.

Steve Cvijanovich was present representing the project.

ACTION TAKEN: The motion was made by Vickana Norton and seconded by Tim Lewis to approve the advancement of the Preliminary Plan to the Final Plat stage. Call for question. The motion carried unanimously.

Dan Gantt recused due to conflict of interest but remained in the room to keep quorum

8. PRELIMINARY/FINAL PLAT APPROVAL

a. Butler Brothers Partnership, File# 2206-153

The site is located on Thatcher Road (WV Rt. 16), approximately 0.2 miles west from its intersection with Dry Run Road (WV Rt. 13).

The developer is proposing a 4 acre parcel, for the future development of a church, and a 98.5 acre residue, to be served by private well and septic.

Monique Boots read the description and project notes.
Greg Yebernetsky was present representing the project.

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Tim Lewis to approve the Preliminary/Final Plat. Call for question. The motion carried unanimously.

9. REQUEST FOR FINAL PLAT DETERMINATION

a. **Butler's Bridge, Phase 4, Lots 53-65, 84-85, 96-102, 127-133, File #2204-103**

The property is located on the west side of South Ridge Road (WV Sec. Rt. 4) and 500' north of intersection with Dry Run Road (WV Sec. Rt. 13).

The project proposes 29 single family lots; on 18.99 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.
Clark Botner was present representing the project.

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Vickana Norton to accept staff recommendation for the Final Plat Determination and advertising of a public hearing for consideration of Final Plat Approval at the August 15, 2022 Planning Commission Meeting. Call for question. The motion carried unanimously.

b. **Dillon Farm Estates, Section 1, Phase 3, Lots 1-22 & 192-219, File #2201-016 tied to 2110-380**

The property is located on the south side of Hedgesville Road (WV Route 9), 0.4 miles northwest of Ridge Road (WV Route 4).

The developer is proposing 50 residential lots on 10.3039 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.
Mike Roberts was present representing the project.

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Tim Lewis to accept staff recommendation for the Final Plat Determination and advertising of a public hearing for consideration of Final Plat Approval at the August 15, 2022 Planning Commission Meeting. Call for question. The motion carried unanimously.

c. **Timberwood East Phase 2, Lots 17-30, File #2203-069 tied to 2105-166 tied to 011-19**

The property is located on Three Run Road (51/9) 1 mile southeast of intersection with WV Rt. 51.

The developer proposes fourteen (14) single family lots on approximately 13.97 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.
Mike Roberts was present representing the project.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Dan Gantt to accept staff recommendation for the Final Plat Determination and advertising of a public hearing for consideration of Final Plat Approval at the August 15, 2022 Planning Commission Meeting. Call for question. The motion carried unanimously.

10. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

Doug Smith asked the Commission members if he could send out a letter to the Developer’s Roundtable reminding everyone to submit their Traffic Impact Studies at the Sketch Plan so he has time to review them and make comments along with the state if need be. He stated there has been some issues with some developers not submitting them or submitting them when the State has already done their review so he cannot make comments. Linda Barnhart stated that she thinks it is a good idea as long as everyone is being treated fairly and the Ordinance is being followed.

11. ADJOURNMENT

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Tim Lewis to adjourn the meeting at 6:33 PM. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Administrative Assistant

Berkeley County Planning Commission Meeting Minutes, July 18, 2022.