

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on October 20, 2025 in the Commission 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, Vickana Norton, John Hardy, Troy Barrett, Ron Truitt, Tim Lewis, Eric Goff, and Mike Bush.
- b. **MEMBERS ABSENT:** Brandon Franklin, and Dan Gantt
STAFF: Laura Hoffmaster, Deputy Director of Community Development; Monique Boots, Planner; Sarah Sandri, Planner; Doug Smith, County Engineer; Anthony Delligatti, Legal Director.

3. APPROVAL OF THE AGENDA

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

4. SUNSHINE LAW SPEAKER: None

5. APPROVAL OF MEETING MINUTES

ACTION TAKEN: The motion was made by Eric Goff and seconded by Ron Truitt to approve the October 6, 2025 minutes. Call for question. The motion carried. Mike Bush, John Hardy and Troy Barrett abstained due to absence.

6. PUBLIC HEARINGS

REQUEST FOR FINAL PLAT APPROVAL

a. Sader Residential Development – Section 2, Lots 45-96 & 139-172, File# 2506-185

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

The Final Plat proposes 86 single-family attached lots, on 10.4 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.

Mike Roberts was present representing the project.

There were no comments from the public.

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

ACTION TAKEN: The motion was made by Mike Bush and seconded by Eric Goff to approve the Final Plat contingent upon receipt of surety in the amount of \$511,584.00. Plat to be released upon receipt of surety and Developer's Agreement. Call for question. The motion carried unanimously.

7. PRELIMINARY PLAN APPROVAL

a. Odina Ridge, File# 2412-393

The site is located on the south side of Winter Camp Trail, approximately 0.15 miles west of Mountain Lake Road, within The Woods subdivision.

The developer is proposing 22 villa lots and 1 single family detached lot on 9.84 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.
Clint Rock was present representing the project.

ACTION TAKEN: The motion was made by Mike Bush 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. REQUEST FOR FINAL PLAT DETERMINATION

a. Jackson Hills, Phase 1, File #2507-205 tied to 2210-292

The project is located off Specks Run Road (WV Rt. 28) and Chandlers Glen Drive approximately ½ mile from Winchester Avenue (US Route 11).

The project is proposing 99 townhome lots on 20.63 acres (279.46 acres total), 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 Eric Goff to accept staff recommendation for the Final Plat Determination and advertising of a public hearing for consideration of Final Plat Approval at the November 17, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

9. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

- a. Comprehensive Plan Update- Laura Hoffmaster stated there is no update and she is waiting for them to finish writing the chapters.
- b. County Engineer Doug Smith – Stormwater Ordinance revisions due to new WV DEP permit. Doug Smith stated DEP issued a new Stormwater Permit. He stated he stated to read through and believes there may be revisions. He stated he can send the document to the Planning Commission Members if they would like to read through it.

10. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Ron Truitt to adjourn the meeting at 6:23pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I