

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on February 18, 2025 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, Vickana Norton, John Hardy, Dan Gantt, Eric Goff and Tim Lewis.
- b. MEMBERS ABSENT: Troy Barrett, Ron Truitt and Mike Bush
- c. STAFF: Laura Hoffmaster, Senior Planner; Monique Boots, Planner; Sarah Sandri, Planner; Doug Smith, County Engineer; Anthony Delligatti, Legal Director.

3. APPROVAL OF THE AGENDA

Laura Hoffmaster asked the Planning Commission Members to amend to agenda to add the approval of the Annual Activity Report to the Staff/ Counsel Discussion.

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Eric Goff to approve the amended 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 Tim Lewis and seconded by Vickana Norton to approve the February 3, 2025 minutes. Call for question. The motion carried. Dan Gantt, Eric Goff and Vickana Norton abstained due to absence.

6. PUBLIC HEARINGS

REQUEST FOR SKETCH PLAN ADVANCEMENT

a. Cardinal Pointe – Section 7, File# 2401-017

The site is located on the east side of Otero Lane within the Cardinal Pointe Development that is located on the north side Hammonds Mill Road (WV Rt. 901).

The developer is proposing 80 single-family attached (villa) lots, on approximately 40 acres to be serve by public water and sewer.

Laura Hoffmaster read the description and project notes.
Steve Cvijanovich was present representing the project.

There were no comments from the public.

Dan Gantt recused himself from the project due to conflict of interest and exited the room.

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

ACTION TAKEN: The motion was made by Tim Lewis 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.

Dan Gantt returned to the meeting.

REQUEST FOR CONCEPT PLAN ADVANCEMENT

b. BMC Parking Lot Expansion and Pedestrian Bridge, File# 2412-363

The project is located at 880 N Tennessee Avenue, approximately 850 feet from Tavern Road.

The project proposes overflow parking for the existing hospital and medical offices and a pedestrian bridge for access to additional parking, no new medical offices or additional land uses are proposed with this concept plan.

Laura Hoffmaster read the description and project notes.

Dan Murphy was present representing the project.

Public Comment: Doctor Richard Rauch asked the following questions: 1. Will the parking expansion be available to employees as well as to the general public? Will there be a fee to park there or will it be free? 2. Will this be a surface parking lot or a parking garage structure? 3. Will the pedestrian bridge be used for pedestrians only or will it be open for vehicular traffic? Will it be covered, ADA compliant? 4. Will this parking area have impermeable surface, will it have its own stormwater management system, will a traffic study be performed? 5. Will this new expansion lot have its own entrance/exit onto Tennessee Avenue or will it share the existing entrance/exit of the MOB 3? 6. How will security be provided for this area? Will there be adequate lighting, cameras, guard? 7. Has WVU given any thought to building a multi-level parking garage on campus between the ER and DAMC? There could be office space above it for additional doctor offices, administration, etc. There is already an existing entrance and exit available.

Dan Murphy answered that the parking expansion will be open to the public and there will be no fee to park there. He stated it is a surface parking lot and not a garage structure. He stated that the pedestrian bridge is for pedestrians only, but it is being designed so that in an emergency they can use small vehicles to go across the bridge. He stated that everything in a hospital is ADA compliant so the bridge will be as well. He stated it will be a pavement area with its own stormwater management areas. He stated the existing entrance will be used and there also will be one new one further down. He stated he is not sure about additional security being provided, but there will be lighting that is already required by the county. He stated that this is the first step in a long plan for the complex, but he is not sure what else will be happening.

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 Dan Gantt and seconded by Eric Goff to approve the advancement of the Concept Plan to the Detailed Site Plan stage. Call For question. The motion carried unanimously.

REQUEST FOR FINAL PLAT APPROVAL

a. Sader Residential Development – Section 1, Lots 1-11, 17-44 & 97-138, File# 2409-280

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 74 single-family detached lots and 16 single-family attached villa lots, on approximately 44.16 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 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 Eric Goff to approve the Final Plat contingent upon receipt of surety in the amount of \$214,611.60. Plat to be released upon receipt of surety and developer's agreement. Call for question. The motion carried unanimously.

7. PRELIMINARY PLAN APPROVAL

a. Marlowe Ice Cream Shop, File# 2408-243

The site is located directly south of the Williamsport Pike (US Rt. 11) and Broad Lane (WV Sec. Rt. 11/2) intersection.

The developer is proposing a 1,000 sq. ft. ice cream shop on 1.15 acres, to be served by public water and private septic.

Monique Boots read the description and project notes.

No One was present representing the project.

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

b. Wawa – Hedgesville, File# 2404-105

The site is located southwest of the intersection of Rock Cliff Drive (WV Rt. 10) and Hedgesville Road (WV Rt. 9).

The developer is proposing a 5,915 sq. ft. convenience store and fuel station on 2.27 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.

Derick Reardon was present representing the project.

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

8. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

- a. Comprehensive Plan Update- Laura Hoffmaster stated that she made a sheet with dates for the Planning Commission Members. She stated that joint work sessions are for the County Commission and Planning Commission to work together at the end of regular County Commission meetings. She stated that there will also be public workshops for the public to drop in and participate. She stated there will also be focus groups for individual stakeholders.

- b. Annual Activity Report

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to approve the 2024 Annual Activity Report. Call for question. The motion carried unanimously.

9. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to adjourn the meeting at 6:36pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I