

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on March 3, 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, John Hardy, Dan Gantt, Eric Goff, Mike Bush, Troy Barrett, and Tim Lewis.
- b. MEMBERS ABSENT: Vickana Norton, Ron Truitt
- c. STAFF: Laura Hoffmaster, Senior Planner; Sarah Sandri, Planner; Doug Smith, County Engineer; Jeff Mauzy, Deputy Legal Director.

3. APPROVAL OF THE AGENDA

Laura Hoffmaster stated that the Shockey group contacted her on Friday and asked to be removed from the agenda. She advised that since their project was advertised the Planning Commission would have to motion to have their project removed from the agenda. She also stated that they are aware if they want to get back on the agenda they would have to go through the advertisement process again.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Dan Gantt to approve removing The Bedington Access Road project from the agenda and rearranging the projects to allow for a better flow. Call for question. The motion carried unanimously.

4. SUNSHINE LAW SPEAKER: Cory Rodriguez, resident on Woolen Mill Road, stated there are signs placed at the intersection of Showers Lane and Tuscarora Pike and it is hard to see oncoming traffic. He asked if anything can be done to remove the signs.

Linda Barnhart stated that staff can speak with the developer to make sure the signs are not placed in the DOH ROW.

Laura Hoffmaster stated that DOT has a sign and salvage Ordinance that would limit where the signs are placed. Steve Cvijanovich stated that stake out where the signs are placed to ensure they are not placed in the DOH ROW.

Linda Barnhart asked if someone can make sure the signs are not placed in the ROW.

- At the end of the meeting Steve Cvijanovich stated he spoke to one of his contacts for the developer of The Development and the signs are not currently in that location. He stated that the signs may be placed on the weekends and removed from the site. He also stated that the signs are not placed by his developer and they are for a different project down the road.

Laura Hoffmaster stated she will reach out to that developer and make sure they know the signs cannot be placed in the DOH ROW.

5. APPROVAL OF MEETING MINUTES

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to approve the February 18, 2025 minutes. Call for question. The motion carried unanimously.

6. PUBLIC HEARINGS

REQUEST FOR WAIVER

a. Long John Silvers, File# 2501-036 tied to 2409-286

The site is the existing Long John Silver's location at 2035 Edwin Miller Boulevard.

The developer is proposing the demolition of the existing restaurant and construction of a new 2,220 sq. ft. Long John Silver's restaurant.

Laura Hoffmaster read the description and project notes.

David Neal was present representing the project.

There were no comments from the public.

ACTION TAKEN: The motion was made Eric Goff and seconded by Mike Bush 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 waiver to Section 801.6.2, requiring parking areas and drive aisles to be a minimum of 8' from all exterior property lines. Call For question. The motion carried unanimously.

REQUEST FOR CONCEPT PLAN ADVANCEMENT

b. Grade Road Subdivision, File# 2410-332

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.
No one was present representing the project.

There were no comments from the public.
Mike Bush asked about the existing pad and asked if there would be commercial area at that site.
Doug Smith answered that the project was submitted and reviewed for residential only and they would need to have proper buffering if the area was commercial.

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.

c. Rickman Property, File# 2410-322

The property is located on the west side of Little Georgetown Road (WV Rt. 2), approximately 1,000 feet south of its intersection with McCoys Ferry Road (WV Sec. Rt. 2/4).

The developer is proposing a campground (three sites) on 1.77 acres, to be served by private well and septic.

Laura Hoffmaster read the description and project notes.
Dale Rickman 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 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.

d. Patriot FCU – Butlers Crossing, File# 2501-001

The project is located northeast of the Duella Drive & Winchester Avenue (US Rt. 11) intersection, within the Butler's Crossing Commercial center.

The developer is proposing a 2,883 sq. ft. bank with a drive-thru on 1.48 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Trevor Frederick 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 Mike Bush 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. Willow Glen, Section 4 – Lots 96-131, File# 2412-362

The property is located on Middleway Pike (WV Rt. 51), 0.2 miles southeast of the intersection of Middleway Pike and Gerrardstown Road.

The Final Plat proposes 36 townhouse lots on 4.68 acres, to be served by public water and sewer.

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 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 \$344,400.00. Plat to be released upon receipt of surety. Call for question. The motion carried unanimously.

REQUEST FOR CONCEPT PLAN ADVANCEMENT

b. Forbes Dental, File# 2412-367

The site is located on the north side of Tavern Road (WV Sec. Rt. 10/1), approximately 0.2 miles east of Rock Cliff Drive (WV County Rt. 10).

The developer is proposing a 168 sq. ft. addition to the existing building for the purpose of a dental office. This site is currently served 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.
Mike Bush asked if there were sidewalks on the property.

Steve Cvijanovich answered yes.

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 Troy Barrett to approve the advancement of the Concept Plan to the Detailed Site Plan stage. Call For question. The motion carried unanimously.

c. 2022 Tabler Station LLC, File# 2412-385

The site is located along the north side of Lirdale Farm Lane north of the intersection of Lirdale Farm Lane and Business Park Drive.

The developer is proposing a commercial flex space facility with 2 buildings on 14.38 acres, to be served by public water and sewer. Building 1 proposes 62,500 sq. ft. and Building 2 proposes 80,000 sq. ft. for a total of 142,500 sq. ft.

Laura Hoffmaster read the description and project notes.
Steve Cvijanovich 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 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.

d. Spring Mills Commercial – Remaining Lands, File# 2501-030

The project is located along the east side of TJ Jackson Drive, approximately 1,000 feet south of Hammonds Mill Road (WV Rt. 901).

The developer is proposing mini storage, RV parking, and a 48,000 sq. ft. flex-use building on 14.99 acres, to be served by public water and sewer.

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

Dan Gantt recused himself due to conflict of interest and exited the room.
There were no comments from the public.

ACTION TAKEN: The motion was made by Eric Goff and seconded by Mike Bush 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 advancement of the Concept Plan to the Detailed Site Plan stage. Call For question. The motion carried unanimously.

Dan Gantt returned to the meeting.

REQUEST FOR FINAL PLAT APPROVAL

e. Foxtail Mills, Phase 2, Lots 17-30, File# 2501-015

The site is located on the north side of Bedington Road (WV Rt. 6), approximately 300' east of the intersection of Bedington Road (WV Rt. 6) and Miss Staci Drive.

The final plat proposes 14 townhome lots on 1.07 acres, to be served 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.
John Hardy asked if the concrete area would be replaced.
Steve Cvijanovich stated that was done quickly because they had to do it while the school was on break.
He stated it will be replaced in the spring.

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 \$24,652.80. Plat to be released upon receipt of surety. Call for question. The motion carried unanimously.

f. Foxtail Mills, Phase 3, Lots 46-52 & 81-91, File# 2501-016

The site is located on the north side of Bedington Road (WV Rt. 6), approximately 300' east of the intersection of Bedington Road (WV Rt. 6) and Miss Staci Drive.

The final plat proposes 18 townhome lots on 2.46 acres, to be served 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.

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 Troy Barrett to approve the Final Plat contingent upon receipt of surety in the amount of \$194,280.00. Plat to be released upon receipt of surety. Call for question. The motion carried unanimously.

7. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

- a. Comprehensive Plan Update- Laura Hoffmaster stated she is working on getting everything scheduled for the focus groups.
- b. She also stated that the County Commission adopted the 2025 Comprehensive Plan Update.

8. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to adjourn the meeting at 6:39pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I