

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on June 2, 2025 in the Council Chambers at 400 W. Stephen Street, Martinsburg, West Virginia.

1. CALL TO ORDER

The meeting was called to order at 6:15 p.m. by Linda Barnhart, presiding.

2. ROLL CALL

- a. **PLANNING COMMISSION MEMBERS PRESENT:** Linda Barnhart, John Hardy, Dan Gantt, Eric Goff, and Tim Lewis.
- b. **MEMBERS ABSENT:** Vickana Norton, Mike Bush, Troy Barrett, Ron Truitt
STAFF: Sarah Sandri, Planner; Brian Ross, Director of Community Development; Jeff Mauzy, Deputy Legal Director.

3. APPROVAL OF THE AGENDA

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt 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 Dan Gantt to approve the May 19, 2025 minutes. Call for question. The motion carried unanimously.

6. PUBLIC HEARINGS

REQUEST FOR FINAL PLAT APPROVAL

a. Communities of Burwell, Phase 10, Lots A60-A67, D25-D30, E11-E15 & K7-K14, File# 2305-156

The property is located on Nipetown Road (WV Sec. Rt. 8), approximately 1 mile west from its intersection with Weaver Lane (WV Sec. Rt.11/7).

The final plat proposes 27 single-family lots on 9.01 acres, to be served by public water and sewer.

Brian Ross read the description and project notes.

Lynch Christian 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 \$672,000.00. Plat to be released upon Receipt of surety and developer's agreement. Call for question. The motion carried unanimously.

b. Foxtail Mills, Phase 4, Lots 53-80, File# 2504-099

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 28 townhome lots on 2.67 acres, to be served by public water and sewer.

Brian Ross 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 Eric Goff to approve the Final Plat contingent upon receipt of surety in the amount of \$54,420.00. Plat to be released upon Receipt of surety. Call for question. The motion carried unanimously.

7. REQUEST FOR FINAL PLAT DETERMINATION

a. Patriot Federal Credit Union – Spring Mills, File #2409-293

The site is located at the northeast corner of the Brown Road (WV Sec. Rt. 11/12) and Williamsport Pike (US Rt. 11).

The developer is proposing a 2,895 sq. ft. bank with a drive-thru on 1.71 acres, to be served by public water and sewer.

Brian Ross read the description and project notes.
Ed Schreiber was present representing the project.

ACTION TAKEN: The motion was made by Dan Gantt 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 July 7, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

b. Webber Springs, Section 3, Phase 3B – Lots 319-338 & 359-364, File #2503-086

The site is located along Middleway Pike (WV Rt. 51), approximately 1,800' south of Sulphur Springs Road (WV Rt. 4).

The Final Plat proposes 26 townhouse lots, on approximately 11.87 acres, to be served by public water and sewer.

Brian Ross read the description and project notes.
Sol Trotter was present representing the project.

ACTION TAKEN: The motion was made by Dan Gantt 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 July 7, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

8. REQUEST DETAILED SITE PLAN DETERMINATION

a. Dupont Road Substation, File #2501-020

The site is located on Dupont Road (WV Rt. 14), approximately 0.35 miles southeast from its intersection with Williamsport Pike (US Rt. 11).

The project proposes the construction of a new electrical substation on 1.4 acres. Water and sewer utilities are not proposed.

Brian Ross read the description and project notes.

Josh Krebs was present representing the project.

ACTION TAKEN: The motion was made by Dan Gantt and seconded by Eric Goff to accept staff recommendation for the Detailed Site Plan Determination and advertising of a public hearing for consideration of Detailed Site Plan Approval at the July 7, 2025, Planning Commission Meeting. Call for question. The motion carried unanimously.

9. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

- a. Comprehensive Plan Update- Brian Ross stated that the public surveys have been collected and The Berkeley Group will compile the results and create charts and graphs. He stated he does not have a timeline when this will be completed.

10. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to adjourn the meeting at 6:30pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I

Berkeley County Planning Commission Meeting Minutes, June 2, 2025