

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on June 16, 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, Vickana Norton, Mike Bush and Ron Truitt
- b. MEMBERS ABSENT: Tim Lewis, Troy Barrett
STAFF: Laura Hoffmaster, Senior Planner; Monique Boots, Planner; Sarah Sandri, Planner; Doug Smith, County Engineer

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 June 2, 2025 minutes. Call for question. The motion carried. Mike Bush and Vickana Norton abstained due to absence.

6. REQUEST FOR FINAL PLAT DETERMINATION

a. Bellwoode, Section 3, Phase 2, Lots 37 & 39-41, File #2505-136 tied to BCPC File #21-02

The property is located on Stormfield Drive West in the Bellwoode Subdivision, approximately 600' south of Plymouth Drive and Southeast of Shepherdstown Road (WV Rt. 45).

The project proposes 4 residential lots on 4.9 acres, to be served by well/septic.

Monique Boots read the description and project notes.

George Nagel was present representing the project.

ACTION TAKEN: The motion was made by Mike Bush 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 July 21, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

b. South Brook, Section 2, Phase 7A- Lots 146-161, File #2503-085

The property is located on Shiley Road (CR 34/2) 0.3 miles north of Hatchery Road (CR 11/8).

The project proposes 16 residential lots on 1.13 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.

Hunter Wilson 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 21, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

7. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

- a. Comprehensive Plan Update- Laura Hoffmaster stated that they are working on writing the first chapter. John Hardy stated there are public hearings scheduled for impact fees.

8. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Ron Truitt to adjourn the meeting at 6:07pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I

Berkeley County Planning Commission Meeting Minutes, June 16, 2025