

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on August 18, 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.

Linda Barnhart introduced new Planning Commission Member, Brandon Franklin.

2. ROLL CALL

a. PLANNING COMMISSION MEMBERS PRESENT: Linda Barnhart, John Hardy, Tim Lewis, Eric Goff, Vickana Norton, Ron Truitt Brandon Franklin and Mike Bush.

b. MEMBERS ABSENT: Dan Gantt and Troy Barrett

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 August 4, 2025 minutes with minor revisions. Call for question. The motion carried unanimously.

6. PUBLIC HEARINGS

REQUEST FOR CONCEPT PLAN ADVANCEMENT

a. Superior Construction & Hauling, File# 2505-161

The site is located on the southeast corner of the southern cul-de-sac on Sue Court, east of Winchester Avenue (US Rt. 11).

The developer is proposing a 6,000 sq. ft. maintenance building and paved parking area for equipment on 2.17 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.

George Nagel was present representing the project.

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 Ron Truitt and seconded by Vickana Norton 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

b. Estates of Tuscarora, Phase 3, Lots 25 & 27-60, File# 2506-195

The site is located on the right side of Thatcher Road (WV Rt. 16), approximately 500' north of the intersection with Tuscarora Pike (WV Rt. 15).

The final plat proposes the development of 35 single-family lots on approximately 57.48 acres, to be served by private well and septic.

Laura Hoffmaster read the description and project notes.
George Nagel 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 Tim Lewis to approve the Final Plat contingent upon receipt of surety in the amount of \$1,313,640.00. Plat to be released upon receipt of surety. Call for question. The motion carried unanimously.

7. PRELIMINARY/FINAL PLAT APPROVAL

a. Potomac Valley Properties, File# 2301-010

The project is located on Winter Camp Trail West, approximately 0.13 miles to WV County Route 17.

The project proposes a residential lot on 9.8386 acres to be served by public water and sewer.

Monique Boots read the description and project notes.
Andy DiMagno was present representing the project.

Mike Bush asked if there would be a road maintenance agreement.
Andy DiMagno stated that when the property goes through the site plan process it would probably have one.
Laura Hoffmaster stated that the property will be a part of the Odina Ridge project and it will either be apart of the Woods HOA or they will have their own HOA.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Eric Goff to approve the Preliminary/Final Plat. Call for question. The motion carried unanimously.

8. REQUEST DETAILED SITE PLAN DETERMINATION

a. BMC Parking Lot Expansion & Pedestrian Bridge, File #2503-088

The project is located at east of I-81 and west of North Tennessee Avenue.

The project proposes a parking lot expansion to serve as overflow parking for the existing hospital and medical offices on 9.83 acres; Phase II of the plan (The Pedestrian Bridge and ramp stair access) will be processed through the County at a later date, via a Plan Change. No water and sewer service proposed.

Monique Boots read the description and project notes.
Dan Murphy was present representing the project.

John Hardy asked if there would be transit from the parking lot to the hospital since the bridge will come at a later date.

Dan Murphy answered that they will have a shuttle system like they already have for the leased church parking area. He stated they would not allow people to cross the street. He added there would be emergency phones in the parking area as well.

Linda Barnhart asked if the stairs would be handicap accessible.

Mr. Murphy answered there will be a ramp system.

Mike Bush asked if the Tower project has been reviewed.
Dan Murphy answered that project will go through the City of Martinsburg.

ACTION TAKEN: The motion was made by Mike Bush 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 October 6, 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 were no updates with the Comprehensive Plan.
- b. Laura Hoffmaster stated that the Journal changed their printing schedule and it will affect our advertising periods. She stated it would extend the time between determination meetings and approval meetings.

10. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Ron Truitt to adjourn the meeting at 6:16pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I

Berkeley County Planning Commission Meeting Minutes, August 18, 2025