

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on September 15, 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 Tim Lewis, presiding.

2. ROLL CALL

- a. PLANNING COMMISSION MEMBERS PRESENT: John Hardy, Tim Lewis, Eric Goff, Ron Truitt, Brandon Franklin, Troy Barrett and Mike Bush.
- b. MEMBERS ABSENT: Linda Barnhart, Vickana Norton, Dan Gantt
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 Mike Bush to approve the agenda. Call for question. The motion carried unanimously.

4. SUNSHINE LAW SPEAKER:

5. APPROVAL OF MEETING MINUTES

ACTION TAKEN: The motion was made by Eric Goff and seconded by Ron Truitt to approve the September 2, 2025 minutes. Call for question. The motion carried unanimously.

6. PRELIMINARY PLAN APPROVAL

a. Cornerstone – Phase 2, File# 2412-366

The site is located at 42 Blessing Lane, approximately 150' off Arden Nollville Road.

The developer is proposing 10 single family lots, on approximately 22.8 acres, to be served by private well and septic.

Monique Boots read the description and project notes.
Mark McDonald was present representing the project.

ACTION TAKEN: The motion was made by Mike Bush and seconded by Eric Goff to approve the advancement of the Preliminary Plan to the Final Plat stage. Call for question. The motion carried unanimously.

b. CommuniCare - Martinsburg, File# 2406-173

The site is located at 209 Clover Street, off Meadow Lane, behind Old Court House Square.

The developer is proposing a 13,676 sq. ft. addition to the existing health care facility. The total site is approximately 5.8 acres and is currently served by public water and sewer.

Monique Boots read the description and project notes.
Eric Iser was present representing the project.

Ron Truitt asked if additional parking would be added.

Eric Iser answered that it was deemed that there would be enough parking for the additional employees and no new parking would be added.

Mike Bush asked about the road issues that were brought to the Planning Commission's attention at a previous public hearing.

Eric Iser answered that DOH stated they had no jurisdiction over the road. He stated they worked with Doug Smith and the County and added signage including more stop signs.

Doug Smith stated they provided aerial footage that showed the signage was already added.

John Hardy added that there is a large DOH upgrade including a stop light and turning lanes being added to the intersection of Williamsport Pike and Meadow Lane.

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

c. Sheetz - Hedgesville Road, File# 2411-353

The site is located at the corner of Reliance Road and Hedgesville Road (WV Rt. 9).

The developer is proposing a 6,139 sq. ft. convenience store on 3.39 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Josef Cruz was present representing the project.

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

7. REQUEST FOR FINAL PLAT DETERMINATION

a. Sader Residential Development – Section 2, Lots 45-96 & 139-172, File #2506-185

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 86 single-family attached lots, on 10.4 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Mike Roberts was present representing the project.

ACTION TAKEN: The motion was made by Mike Bush 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 October 20, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

8. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

a. Comprehensive Plan Update-

a. Work Session Thursday, September 18, 2025 1 PM – 3 PM

John Hardy asked staff about advertising for projects and asked what would happen if the paper copies went away.

Laura Hoffmaster answered state code required the ads be placed in a printed paper so the ads would have to be placed in a different paper in the area.

Mr. Hardy stated he believes that process should be looked into.

9. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Ron Truitt to adjourn the meeting at 6:14pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I