

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on October 6, 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.

2. ROLL CALL

- a. PLANNING COMMISSION MEMBERS PRESENT: Linda Barnhart, Vickana Norton, Dan Gantt, Tim Lewis, Eric Goff, and Brandon Franklin.
- b. MEMBERS ABSENT: Mike bush, John Hardy, Ron Truitt and Troy Barrett
STAFF: Laura Hoffmaster, Deputy Director of Community Development; Sarah Sandri, Planner; Doug Smith, County Engineer; Jeff Mauzy, Deputy Legal Director.

3. APPROVAL OF THE AGENDA

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Eric Goff to approve the agenda with the change to move project 6f to 6b and everything to follow. 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 Tim Lewis to approve the September 15, 2025 minutes. Call for question. The motion carried. Dan Gantt and Vickana Norton abstained due to absence.

6. PUBLIC HEARINGS

REQUEST FOR FINAL PLAT APPROVAL

a. Bridle Creek, Phase 10, Lots 604-650, File# 2506-170

The project is located along the east and west sides of Barrel Race Road, at the terminus of Furlong Way, within the Bridle Creek subdivision.

The Final Plat proposes 47 single family residential lots on approximately 31 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 and Brandon Franklin recused due to conflict of interest, but remained in the room to keep a quorum.

Public Comment: Debbie Smithies, resident on Barrel Race Road, stated when they bought the house there was a cut through that was going to go down Balmoral to the new section of the development. She stated she has heard they are no longer doing that and it is causing a concern for emergency services and not being able to get out because there is no other way. She stated that the road needs to be looked again.

Dean Cook, resident on Barrel Race Road, stated they were told the road was hoping to be build, but the plans were changed and they decided not to build the road. He stated this is going to lead to quadruple the traffic because there is only one way in and one way out. He stated there are going to be safety problems and traffic problems. He stated he is wondering why the road is not being built. He continued that the EPA came and found a stream that would cause issues. He asked who from the EPA stated that, the date, and who they can contact.

Roger Kief, resident on Quinella Court, stated that Balmoral was never completed and it was supposed to be the second access in the area. He stated all the traffic is now forced onto Barrel Race Road. He stated the road was narrowed in 2018. He stated now there is an 18 foot wide road that goes down to a cul-de-sac. He stated it is not an adequate road for farm equipment or emergency vehicles. He stated all the traffic goes on Barrel Race road because the other roads have not been completed. He asked what the difference is from crossing the stream in one area and not the area where the road was proposed. He stated there was an electrical transformer placed where the proposed street was going to go so he wonders if the road was ever going to go in. He stated it adds traffic to the road and on Eagle School Road.

The public hearing was closed.

Steve Cvijanovich stated that Bridle Creek was originally proposed as a 10 phase subdivision. He stated that it is now. He stated they did permitted on a per phase basis and when they got to phase 8, 9 and 10- Phase 8 they started working with the Army Corps of Engineers and the EPA in order to cross streams and impact wetlands in order to access the northeast corner of the project site. He stated under phase 8, they did propose sub streets that would go from Aristides Way to Trifecta Trail and on to Phase 9 of the Bridle Creek Subdivision. He stated when they started the permitting, avoidance and minimization requirements, the EPA asked if they could eliminate two stream crossings that would impact waters of the US and non-tidal wetlands. He stated the revision was made and presented to Planning Commission when the Preliminary Plat for Phase 9 and 10 was approved. He stated all the information is uploaded as a part of the final plat for Bridle Creek Phase 10. He stated the EPA issued the developer a consent order, where the developer had to do mitigation, pay into a monetary compensation and they had to avoid and minimize impacts of the existing streams and waterways in order to access phase 9 and 10 of the community. He stated Barrel Race Road is one of the main thoroughways off Eagle School Road that goes to the back of the community. He stated the intent was to have the connections from Balmoral, but due to State and Federal Regulations they were not able to cross the streams. He stated that was all approved in the Preliminary Plat that was approved at least a year ago. He stated the Phase 10 plat is the last plat in Bridle Creek, except for the Phase 7 plat that consists of townhouses that are very close to Eagle School road and access Barrel Race Road though the Phase 5 townhouse development- consisting of 95 townhouse lots. He stated he is surprised the questions came up because of the approved Preliminary Plat and the final plat for phase 9 was approved as well.

Tim Lewis asked if there is a chance for another way in and out.

Steve Cvijanovich stated it would be very difficult because of the water connections through Princeton Shoals, but to his knowledge, they did not entertain any connections.

Tim Lewis asked about widening the roads for traffic.

Steve Cvijanovich stated Allen Henry normally paves the shoulders, so the lanes are most likely 18-20 feet wide, but he does not know if he has completed paving yet. He stated he could speak with Allen about the roadways. He stated there are lot amounts of lots that only access one way.

Linda Barnhart stated it does seem like it is many homes with one way.

Laura Hoffmaster stated everything would have went to Barrel Race Road anyways. She stated it is the main road and the road that was spoken about would just connect phase 8&9 and everything would still go to Barrel Race to exit.

ACTION TAKEN: The motion was made Eric Goff and seconded by Tim Lewis to close the Public Hearing. Call for question. The motion carried unanimously.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Eric Goff to approve the Final Plat contingent upon receipt of surety in the amount of \$1,253,678.26. Plat to be released upon receipt of surety. Call for question. The motion carried unanimously.

Dan Gantt and Brandon Franklin returned to the meeting.

REQUEST FOR WAIVER

b. Superior Construction & Hauling, File# 2508-242

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.
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 waiver to Section 801.1.10, contingent upon the paving for the entrance and public parking area, and installation of the gate enclosing the graveled area being shown on the Detailed Site Plan. Call For question. The motion carried unanimously.

c. Middle Creek Vistas, Phase 1, Section 4, Lots 14-18 & 28-32, File# 2505-135

The project is located approximately 2500' south of the intersection of Sailors Way and Strobridge Road (Sec. Rt. 34), with Middle Creek running through the middle of the site.

The Final Plat proposes 10 single-family lots, on approximately 1.86 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Shannon Dulaney was present representing the project.

There were no comments from the public. Public Comment: Mark Maestle, resident on Larimar Street, asked about the future of the development. He stated be bought the house because he loves the area and he just wants to be aware if the area will be changing.

Laura Hoffmaster answered the projects on the agenda are the last two final plats for the project.

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 Brandon Franklin to approve the Final Plat contingent upon receipt of surety in the amount of \$78,556.80. Plat to be released upon receipt of surety and Developer's Agreement. Call for question. The motion carried unanimously.

d. Middle Creek Vistas, Phase 1, Section 5, Lots 19-27, File# 2507-210

The project is located approximately 2500' south of the intersection of Sailors Way and Strobridge Road (Sec. Rt. 34), with Middle Creek running through the middle of the site.

The Final Plat proposes 9 single-family lots, on approximately 1.68 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Shannon Dulaney 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 Brandon Franklin to approve the Final Plat contingent upon receipt of surety in the amount of \$157,077.60. Plat to be released upon receipt of surety and Developer's Agreement. Call for question. The motion carried unanimously.

- e. **Communities of Burwell, Ph. 13, Lots A1-A6, A55-A59, J1-J8, K1-K7, K15-K54 & L47-L71, File# 2502-041**
The site is located on the north side of Nipetown Road (WV Rt. 8), approximately 2000' east of its intersection with Ropp Drive (WV Rt. 8/1).

The Final Plat proposes 91 residential lots (65 townhouses & 26 single-family) on approximately 9.8 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Sol Trotter 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 Brandon Franklin to approve the Final Plat contingent upon receipt of surety in the amount of \$1,914,390.00. Plat to be released upon receipt of surety and Developer's Agreement. Call for question. The motion carried unanimously.

REQUEST FOR CONCEPT PLAN ADVANCEMENT

- f. **Ridgeway Meadows, File# 2505-151**

The site is located approximately 600' east of Winchester Avenue (US Rt. 11), approximately 3,000' feet south of Sam Mason Road (WV Sec. Rt. 24/1).

The developer is proposing 42 townhome lots on 5.16 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Kim Petrucci 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.

REQUEST FOR EXTENSION

g. Harlan Springs Storage, File# 2509-255 tied to 2102-067

The project is located at the intersection of Hedgesville Road (WV Route 9) and Harlan Springs Road (WV Route 1).

The project proposes 22 commercial storage buildings (1350 units), on approximately 19 acres. Water and sewer utilities are not proposed.

Laura Hoffmaster read the description and project notes.
Trever Lloyd 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 Brandon Franklin to approve the the one-year Preliminary Plan extension request, with the exception that this be the last extension granted. If the developer fails to begin construction prior to the expiration of the Preliminary Plan, a new Concept Plan will need to be submitted. The new expiration date of the Preliminary Plan would be October 18, 2026. Call for question. The motion carried unanimously.

7. PRELIMINARY PLAN APPROVAL

a. Highgrove, File# 2405-151

The site is located on Hammonds Mill Road (WV Rt. 901), approximately 1.2 mile west of the Interstate 81 interchange.

The developer is proposing 321 single family detached and 303 single family attached lots (624 total lots) on 160.8 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Brooke Perry was present representing the project.

Tim Lewis asked the distance between the two entrances.
Brooke Perry answered around 400 feet. She stated DOH minimum is 150 feet.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Dan Gantt to approve the advancement of the Preliminary Plan to the Final Plat stage. Call for question. The motion carried unanimously.

8. REQUEST FOR FINAL PLAT DETERMINATION

a. Boyd's Crossing Section 3, Phase 1A- Lots 1-26, File #2506-187

The project is located south of the intersection of Runnymede Road (WV Rt. 26) and Soldier Drive.

The project proposes 26 lots on 127.56 acres, to be served by public water and sewer.

Laura Hoffmaster read the description and project notes.
Matt Monahan was present representing the project.

Tim Lewis asked why there are only 26 lots on 127 acres.
Doug Smith stated that they are limited to the number of lots they can plat until the second entrance is done. He stated more lots will come once the bridge is done.

ACTION TAKEN: The motion was made by Tim Lewis and seconded by Brandon Franklin to accept staff recommendation for the Final Plat Determination and advertising of a public hearing for consideration of Final Plat Approval at the November 3, 2025 Planning Commission Meeting. Call for question. The motion carried unanimously.

9. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

- a. Comprehensive Plan Update- Laura Hoffmaster stated they had meeting on the 18th and it was not well attended. She stated Berkley is still working though the chapters.

10. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to adjourn the meeting at 6:42pm. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Planner I

Berkeley County Planning Commission Meeting Minutes, October 6, 2025