

THE BERKELEY COUNTY PLANNING COMMISSION MINUTES

The Berkeley County Planning Commission met in a regular session on November 21, 2022 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, Tim Lewis, Vickana Norton, Eddie Gochenour, Dan Gantt and Eric Goff
- b. MEMBERS ABSENT: Nic Diehl
- c. STAFF: Laura Hoffmaster, Senior Planner; Monique Boots, Planner II; Sarah Sandri, Administrative Assistant; Doug Smith, County Engineer; Jeff Mauzy, Assistant Legal Director.

3. APPROVAL OF THE AGENDA

ACTION TAKEN: The motion was made by Eric Goff and seconded by Eddie Gochenour to approve the agenda. Call for question. The motion carried unanimously.

4. SUNSHINE LAW SPEAKER: None

5. APPROVAL OF MEETING MINUTES

- a. **ACTION TAKEN:** The motion was made by Eric Goff and seconded by Vickana Norton to approve the November 7, 2022 meeting minutes. Call for question. The motion carried. Tim Lewis and Dan Gantt abstained due to absence.

6. PUBLIC HEARINGS

REQUEST FOR MAJOR PLAN CHANGE APPROVAL

- a. **Overlook at Riverside Apartments, Phase II, File# 2205-133**

The property is located on the east side of Williamsport Pike (US 11) and south of I-81.

The Major Plan Change proposes 6 apartment buildings 2 carriage buildings (152 units) with a dog park, pickle ball courts, pavilion, and playground, on 7.24 acres, to be served by public water and sewer.

Monique Boots read the description and project notes.

Trevor Frederick was present representing the project.

There were no comments from the public.

Eddie Gochenour asked about the number of carriage buildings because in the staff report, it says two and on the plat, it states four.

Trevor Frederick answered there are four.

Laura Hoffmaster stated she would fix the staff report so it reflected 4 carriage buildings instead of two.

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 Major Plan Change. Call For question. The motion carried unanimously.

7. PRELIMINARY PLAN APPROVAL

- a. **Airport Lots – Bowman Development, File# 2209-267**

The site is located along the south side of Novak Drive, approximately 0.20 mile east of the intersection with Winchester Avenue (US Rt. 11).

This project proposes a 120,000 sq. ft. warehouse building, on approximately 11 acres to be served by public water and sewer.

Monique Boots read the description and project notes.
Steve Cvijanovich was present representing the project.

Dan Gantt asked if all the lots are being merged together.
Steve Cvijanovich answered that was correct and there was already an approved and recorded merger and easement plat.

Linda Barnhart asked when that was done.

Laura Hoffmaster answered 2 weeks ago and it is required for the Preliminary Plan review process.
Steve Cvijanovich stated there was a note added on the Preliminary Plan that references the recorded minor plat.

Linda Barnhart asked about the Runway Protection Zone.

Steve Cvijanovich stated that at sketch plan they contacted the FAA and filed an application for a "Finding of No Hazard to Air Navigation" he stated they also looked at the Runway Protection Zone and it is not in the glide path of an approaching aircraft.

Laura Hoffmaster stated that it is only in the Height Restriction Zone.

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

8. PRELIMINARY/FINAL PLAT APPROVAL

a. Mid-Atlantic Logistics Park – Lot 4, File# 2209-284

The site is located on the east side of Development Drive (WV Sec. Rt. 81/8), northeast of its intersection with Corning Way (WV Sec. Rt. 11/21).

The project proposes the subdivision of existing Lot 3, into a 24.7 acre parcel (Lot 4) and a 22.9 acre parcel (Lot 3). Both lots are served by public water and sewer.

Monique Boots read the description and project notes.
Steve Cvijanovich was present representing the project.

Steve Cvijanovich stated that when the Preliminary Plan was prepared there was 2 separate buildings and there was plans for "future subdivision" and it is time for that future subdivision. He stated that both parcels have individual water and sewer.

Laura Hoffmaster stated that it was looked at with that future subdivision in mind. She stated that they do not share anything except the DOH entrance that was approved for both buildings and they share their Stormwater management area.

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

9. STAFF/ COUNSEL DISCUSSION/ACTION/ MOTION

Staff discussed the next steps to get the new Subdivision Ordinance approved.

10. ADJOURNMENT

ACTION TAKEN: The motion was made by Eric Goff and seconded by Dan Gantt to adjourn the meeting at 6:18 PM. Call for question. The motion carried unanimously.

Respectfully submitted,
Sarah Sandri
Administrative Assistant