



BERKELEY COUNTY DEPARTMENT OF LAND USE PLANNING AND ENGINEERING

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838
Telephone: 304-264-1966 or 304-264-1963, Fax: 304-262-3128 or 304-262-3127
Web Page: www.berkeleycountycomm.org

Berkeley County Planning Commission Agenda

August 23, 2010 @ 7:00 pm.

*****SUBJECT TO CHANGE*****

****Amended Agenda****

1. CALL TO ORDER
2. ROLL CALL
3. SUNSHINE LAW SPEAKERS
4. APPROVAL OF MEETING MINUTES
 - a. June 7, 2010
 - b. July 12, 2010
 - c. July 19, 2010
 - d. August 9, 2010
5. PUBLIC HEARING
 - a. REQUEST FOR SKETCH PLAN ADVANCEMENT-Spring Mills Towne Center Lot B-4-File#014-10.
6. BOND RELEASE
 - a. REQUEST FOR BOND RELEASE-Hammond's Mill Single Family, Phase 1-File#32-02.
7. PRELIMINARY PLAT EXTENSION
 - a. REQUEST FOR PRELIMINARY PLAT EXTENSION-McCauley Crossing Sections 1-5-File#76-02.
 - b. REQUEST FOR PRELIMINARY PLAT EXTENSION-Manor Park Section 1-3-File#92-03.
8. PRELIMINARY PLAN ADVANCEMENT
 - a. REQUEST FOR PRELIMINARY PLAN ADVANCEMENT-Spring Mills Towne Center Lot B4-File#014-10.
 - b. REQUEST FOR PRELIMINARY PLAN ADVANCEMENT – T R L Civic Center – File# 066-07
9. PRELIMINARY / FINAL APPROVAL
 - a. REQUEST FOR PRELIMINARY / FINAL APPROVAL – James Reardon – File # 004-10
10. FINAL PLAN DETERMINATION
 - a. REQUEST FOR FINAL PLAN DETERMINATION-Spring Mills Towne Center Lot B4-File#014-10.
11. NON-RENEWAL OF CREDIT
 - a.
12. STAFF/COUNSEL DISCUSSION/ACTION/MOTION
13. ADJOURNMENT



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**PUBLIC HEARING
STAFF REPORT
REQUEST FOR SKETCH PLAN ADVANCEMENT**

Project: Spring Mills Towne Center Lot B-4

File #: 014-10

Developer: Rental Properties, Inc.
222 Langston Blvd.
Martinsburg, WV 25404

Engineer: Davis, Renn & Associates
16808 Blake Road
Hagerstown, MD 21740

District, Tax Map & Parcel #: FW, M14, P/O 8

Location: Property is located on the west side of US Route 11, 700 feet south of WV Route 901, in the Falling Waters Tax District.

Project Description: The project proposes a commercial business on approximately 0.6800 acres.

Administrative History:

Approval Letters	Date Received
Berkeley County Health Department (Wells and Septic)	
Berkeley County Public Service Water District (Water Availability)	
Berkeley County Public Service Sewer District (Sewer Availability)	
State Health Department (Water)	
State Health Department (Sewer)	
Department of Highways (Entrance Permit)	
Central Dispatch (Road Names)	
GPP Permit Application	
NPDES Permit Application	
Environmental Checklist	7/22/2010
*Traffic Study	
*School Impact Analysis	

Meetings & Submissions	Date
Public Hearing (Sketch)	August 23, 2010
Sketch PC Meeting	
Preliminary Plat Submitted	
1st Review Comments	
Preliminary Plat Resubmitted	
Preliminary Plat Resubmitted	
Sketch Advertised	August 16,2010
Public Hearing (Final)	
Final Plat/Site Plan Approval	
Bond Reduction	

Waivers: There have been no waivers for the above mentioned project to date.

Project Notes:

Staff's Recommendation: Staff recommends advancement of the Sketch Plan to the Preliminary Plan Stage as complying with the provisions of the Ordinance

Engineer's Recommendation: Sketch Plan meets the requirements of the Ordinance. County Engineer recommends advancement to Preliminary Plan Stage.

Respectfully Submitted,

The Planning Department

August 23, 2010



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STAFF REPORT REQUEST FOR BOND RELEASE

Project: Hammonds Mill Single Family Phase 1

File #: 32-02

Developer: Rental Properties
222 Langston Boulevard
Martinsburg, WV 25401

Engineer: Fox and Associates
981 Mt. Aetna Road
Hagerstown, MD 21740

District, Tax Map & Parcel #: FW, M17, P18,22 & 34

Location: The property is located west of Route 11, one mile south of WV Route 901, in the Falling Waters Tax District.

Project Description: The project is approved for 48 Townhouse lots and 50 Single Family lots.

Administrative History:

Waivers/ Variances: There have been no variances/waivers for this project.

Project Notes:

1. Storm Water Management is in compliance with the Berkeley County Storm Water Management and Sediment and Erosion Control Ordinance, per Section 713 of the Subdivision Regulations.

Engineer Report: The assistant county engineer recommends releasing the associated surety.

Respectfully Submitted,

The Planning Department

August 23, 2010

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**STAFF REPORT
REQUEST FOR PRELIMINARY PLAN EXTENSION**

Project: Manor Park, Phases 1-3

File #: 92-03

Developer: Dan Ryan Builders
60 Thomas Jefferson Drive
Frederick, MD 21702

Engineer: Fox & Associates
981 Mt. Aetna Road
Hagerstown, MD 21740

District, Tax Map & Parcel #: OP, M10, P15

Location: The property is located on the east side of Eagle School Road (WV Route 45/5) just north of Meadow Lane.

Project Description: The project is approved for 274 Townhomes on approximately 26.68 acres.

Administrative History:

Waivers/ Variances: **A waiver was granted at the August 9, 2010 Planning Commission Meeting allowing one point of access via divided boulevard**

Project Notes:

1. Storm Water Management is in compliance with the Berkeley County Storm Water Management and Sediment and Erosion Control Ordinance, per Section 713 of the Subdivision Regulations.
2. Phase 1,2 and a section of phase 3 section have been Final Platted and Approved Consisting of Lots 1-84, 96-111 & 225-274
3. Preliminary Plan Approval on the remaining lots is currently expired.

Staff Recommendation: Staff recommends granting the extension to the Preliminary Plan, due to the project's progress meeting the spirit of West Virginia's Legislature's Senate Bill No. 595 (attached).

Engineer Recommendation: The County Engineer has reviewed the above project and found it to be acceptable.

Respectfully Submitted,

The Planning Department

August 23, 2010

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**STAFF REPORT
REQUEST FOR PRELIMINARY PLAN EXTENSION**

Project: McCauley Crossing Sections 1-5

File #: 76-02

Developer: Dan Ryan Builders
60 Thomas Jefferson Drive
Frederick, MD 21702

Engineer: Fox & Associates
981 Mt. Aetna Road
Hagerstown, MD 21740

District, Tax Map & Parcel #: MC, M10, P/O 67

Location: The property is located on the south side of Giles Mill Road (WV Route 26) 1850 feet east of Route 11.

Project Description: The project is approved for 164 single family lots on approximately 82.52 acres.
Administrative History:

Waivers/ Variances: On February 3, 2003, the Planning Commission granted a Request for Variance to reduce the minimum width from 60 ft. to 20 ft., to reduce the lot size from 7,500 sq.ft. to 2,000 sq.ft., and to increase the depth to width ration from 2.5:1 to 5:1.

Project Notes:

1. Storm Water Management is in compliance with the Berkeley County Storm Water Management and Sediment and Erosion Control Ordinance, per Section 713 of the Subdivision Regulations.
2. On March 1, 2004, the Planning Commission granted Preliminary Plat approval.
3. Final Plans for Section 1 (49 lots) and Section 2 (41 lots) have been approved.
4. Preliminary Plan expired on March 1, 2009.

Staff Recommendation: Staff recommends granting the extension to the Preliminary Plan, due to the project's progress meeting the spirit of West Virginia's Legislature's Senate Bill No. 595 (attached).

Engineer Recommendation: The County Engineer has reviewed the above project and found it to be acceptable.

Respectfully Submitted,

The Planning Department

August 23, 2010

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**STAFF REPORT
REQUEST FOR PRELIMINARY PLAN ADVANCEMENT**

Project: Spring Mills Towne Center Lot B-4

File #: 014-10

Developer: Rental Properties, Inc.
222 Langston Blvd.
Martinsburg, WV 25404

Engineer: Davis, Renn & Associates
16808 Blake Road
Hagerstown, MD 21740

District, Tax Map & Parcel #: FW, M14, P/O 8

Location: Property is located on the west side of US Route 11, 700 feet south of WV Route 901, in the Falling Waters Tax District.

Project Description: The project proposes a commercial business on approximately 0.6800 acres.

Administrative History:

Approval Letters	Date Received
Berkeley County Health Department (Wells and Septic)	N/A
Berkeley County Public Service Water District (Water Availability)	7/27/2010
Berkeley County Public Service Sewer District (Sewer Availability)	7/28/2010
State Health Department (Water)	4/22/2010
State Health Department (Sewer)	4/22/2010
Department of Highways (Entrance Permit)	3/23/2010 *with Lot B-1*
Central Dispatch (Road Names)	N/A
GPP Permit Application	8/13/2010
NPDES Permit Application	8/13/2010
Environmental Checklist	7/22/2010
*Traffic Study	n/a
*School Impact Analysis	n/a

August 23, 2010

Meetings & Submissions	Date
Public Hearing (Sketch)	8/23/2010
Sketch PC Meeting	
Preliminary Plat Submitted	8/12/2010
1st Review Comments	8/12/2010
Preliminary Plat Resubmitted	8/12/2010
Preliminary Plat Resubmitted	
Advertised	
Public Hearing (Final)	
Final Plat/Site Plan Approval	
Bond Reduction	

Waivers: There have been no waivers for the above mentioned project to date.

Project Notes:

Staff's Recommendation: Based upon the applications, approvals received from various agencies, , staff recommends advancement to the Final Plan Stage as complying with the provisions of the Ordinance. Contingent upon the motion made from the Sketch Plan in item 5a of this agenda.

Engineer's Recommendation: The preliminary plan meets the requirements of the Berkeley County Subdivision Ordinance and Berkeley County Storm Water Management and Soil Erosion and Sediment Control Ordinance. The County Engineer recommends advancement to Final Plan Stage.

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The Planning Department



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PUBLIC HEARING STAFF REPORT REQUEST FOR PRELIMINARY PLAN ADVANCEMENT

Project: TLR Civic Center

File #: 066-07

Developer: Kevin Green (Pastor)
50 Monroe Street
Martinsburg, WV 25401

Engineer: PC Dimagno
61 Eagle School Road
Martinsburg, WV 25401

District, Tax Map & Parcel #: H, M38L, P10

Location: Property is located approximately 0.8 miles north of Tavern Road on Rock Cliff Drive, in the Hedgesville Tax District.

Project Description: The project proposes a 49,087 square foot Civic Center, a 25,447 square foot Student Life Center, and 8 campus housing dormitory buildings on approximately 24.6 acres.

Administrative History:

Approval Letters	Date Received
Environmental Checklist	11/12/2009
Berkeley County Health Department (Wells and Septic)	N/A
Berkeley County Public Service Water District (Water Availability)	7/22/2010
Berkeley County Public Service Sewer District (Sewer Availability)	7/22/2010
State Health Department (Water)	7/22/2010
State Health Department (Sewer)	7/22/2010
Department of Highways (Entrance Permit) <i>*Letter received*</i>	7/22/2010
Central Dispatch (Road Names)	8/4/2010
GPP Permit Application	7/22/2010
NPDES Permit Application	7/22/2010
*Traffic Study	11/12/2009
*School Impact Analysis	N/A

August 23, 2010

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Meetings & Submissions	Date
Advertised	11/21/2009
Sketch Public Hearing	12/07/2009
Sketch	11/12/2009
Preliminary Plat Submitted	7/22/2010
1st Review Comments	7/28/2010
Preliminary Plat Resubmitted	8/5/2010
2 nd Review Comments	8/11/2010
Preliminary Plat Resubmitted	
Advertised	
Public Hearing (Preliminary Plat/Site Plan Approval)	
Final Plat/Site Plan Approval	
Bond Reduction	

Waivers: There have been no waivers for the above mentioned project to date.

Project Notes:

Staff's Recommendation: FORTHCOMING

Engineer's Recommendation: FORTHCOMING

Respectfully Submitted,

The Planning Department

August 23, 2010

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**STAFF REPORT
REQUEST FOR PRELIMINARY FINAL PLAN**

Project: James Reardon

File #: 004-10

Developer: James Reardon
210 Tub Run Hollow
Hedgesville, WV 25427

Engineer: PC DiMagno
61 Eagle School Rd.
Martinsburg, WV 25404

District, Tax Map & Parcel #: G, M29, P43.10

Location: Property is located on WV 45/11 Tub Run Hollow 0.10 mile North East of WV Route 45.

Project Description: The project proposes one (1) lot and residue on approximately 8.6293 acres

Waivers/ Variances: There have been no waivers for this project.

Project Notes:

- 1. This project is going through as a Preliminary/Final which needs no improvements therefore no surety is requested.**

Staff's Recommendation: Staff recommends granting Preliminary / Final Plan Approval.

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The Planning Department

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**STAFF REPORT
REQUEST FOR FINAL PLAN DETERMINATION**

Project: Spring Mills Towne Center Lot B-4

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Martinsburg, WV 25404

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Preliminary Plat Resubmitted	
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Public Hearing (Final)	
Final Plat/Site Plan Approval	
Bond Reduction	

Waivers: There have been no waivers for the above mentioned project to date.

Project Notes:

Staff's Recommendation: FORTHCOMING

Engineer's Recommendation: FORTHCOMING

Respectfully Submitted,

The Planning Department