

Activity Report

January 1, 2004 to December 31, 2004

Berkeley County Planning Commission

Prepared by:

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Planning Commission Offices

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Introduction

This report summarizes the operation and activities of the Berkeley County Planning Commission during the period of January 1, 2004, to December 31, 2004. It has been developed to assist the Berkeley County Commission and the residents of Berkeley County in gauging the performance of the Planning Commission. It is also used to determine growth patterns occurring in the County. As such, it may serve as a valuable tool in planning future County activities and improvement plans.

Administration

Membership

The Planning Commission is composed of (11) citizen members and one County Commission member. Members of the Planning Commission are appointed for three (3) year terms by the County Commission. Table 1 lists all the members of the Planning Commission during the period covered in this report, the district each represents and the date the current members' term expires.

The Planning commission held its regular meetings on the first and third Monday of each month. These meetings were held in the Planning Commission office at 119 W. King St., Martinsburg, WV and, once the Planning Commission offices moved, at; 400 W. Stephen St., Martinsburg, WV. Planning Commission meetings are open to the public. Table 2 outlines the attendance of each member of the Planning Commission at these meetings throughout the year.

Staff

During 2004 the County Planning Program was under the direction of Sue Ann Morgan, Planning Director. Staff support services were provided by: Harry L. Carter, Planner II; Richard Hoffman, Development Inspector; Matthew Mullenax, Planner I; Melinda Stoner, Administrative Secretary; and Secretaries Courtney Fisher and Brian Schoppert.

Engineering review is provided by William J. Teach, County Engineer; and Assistant County Engineers: Norma J. Kuroski, Scott McElwayne, and Steve Aberegg. Ms. Kuroski and Mr. Aberegg also provide inspections of subdivision infrastructure for the Planning Commission.

Legal Counsel is provided by Patrick Henry.

The Planning Commission office is open Monday thru Friday, from 9:00 a.m. to 5:00 p.m., and the staff is available during those hours. In addition, the staff also attends semi-monthly meetings of the Planning Commission and all work sessions and public hearings required for special projects of the Commission. All records of the Planning Commission are public records and are available for public viewing during normal business hours.

Summary of Activities

Major Subdivisions

Major subdivision review consists of three specific stages: Pre-application conference, Preliminary Plat, and Final Plat. Following approval for a major subdivision, the plat is recorded in the County Courthouse, and the lots created may be sold.

During the period covered by this report, fifty-three (53) residential subdivisions or subdivision phases were given Final Plat approval, creating two thousand seven hundred forty-nine (2,749) new lots affecting roughly one thousand three hundred forty-three (1343) acres of the County. These subdivisions are listed in Table 3, along with a district breakdown of acreage amounts and lots created per district. Thirty-eight (38) residential subdivisions or subdivision phases consisting of two thousand one hundred-seven (2107) lots on approximately nine hundred ninety-eight (998) acres were given Preliminary Plat approval and are now involved in the construction of required improvements before seeking Final Plat approval. This information is detailed in Table 4. Pre-application conferences were held on sixty-two (62) proposed projects, consisting of approximately three thousand nine hundred forty-eight (3948) acres and proposed creation of ten thousand six hundred eighty-six (10,686) new lots. Those subdivisions or subdivision phases reaching this stage are listed in Table 5.

Land Development Units

Twenty-eight (28) Land Development Units (LDU's) or commercial projects were given Preliminary Plat approval. These are listed in Table 7. Twelve (12) LDU projects were granted Final Plat approval, meaning the project has been constructed and all improvements installed and as-built plans submitted for Planning Commission reviewed and approved. This information is listed in Table 6. There were twenty-six (26) LDU projects that have been approved at the Pre-application Conference stage of review. These are listed in Table 8.

Minor Subdivisions

Minor Subdivisions, defined as the division of a single lot or tract into two lots or tracts where no new streets are created, are approvals that can be granted administratively by the Planning Commission staff. During the period of January 1, 2004 to December 31, 2004, thirty-nine (39) plats for minor subdivisions were approved.

Exempt Subdivisions

Exempt subdivisions are plats such as family transfers, agricultural subdivisions over five (5) acres or more in size, resurveys, easements and etc., that are approved administratively and do not require a public hearing by the Planning Commission. During the period January 1, 2004 to December 31, 2004, one hundred seventy (170) plats were approved for exempt subdivisions. Of those plats, forty-three (43) were for family transfers, creating fifty-nine (59) new lots. Thirty-six (36) were resurveys, sixty-nine (69) were for mergers and additions and fourteen (14) were agricultural exemptions. Three (3) were for plat of correction. Three (3) were plats of easements. One (1) was for a court partition. One (1) was a testamentary device.

Fees

The Planning Commission collected approximately \$614,926.00 in review and plat fees from January 1, 2004 through December 31, 2004.

Planning Commission Staff Work Plan Items and Projects

Office

The Planning Commission has continued with its long range goal of making more and more information accessible through the Internet using computers. The Planning Commission has a web page on the Berkeley County website. In addition to general information, meeting dates, agendas and applications are available through the Planning Commission's web page. The Planning Commission makes available online the Berkeley County Subdivision Regulations and Appendix A (Street Standards).

The Planning Commission continues to pursue its goal of having even more of our documents, files, and procedures electronically stored and available twenty-four (24) hours a day through online services. Along the lines of storing and making available this information, the Planning Commission continues to look at upgrades for our computers and systems to more fully and effectively accomplish our goal.

In 2004 the Planning Commission was able to relocate its offices to 400 West Stephen Street, Suite 203, Martinsburg, WV. The new facilities offered more space and are more conveniently located to other Berkeley County offices.

Berkeley County Subdivision Regulations

The Planning Commission continued its work on the re-write of the Berkeley County Subdivision Regulations in 2004 by holding workshops to review the text and make refinements to the Regulations.

Table 1

<u>Members</u>	<u>District</u>	<u>Expiration Date</u>
Ray Brosius, President	Arden	31-Jan-06
John Jeans, Vice President	Arden	31-Jan-06
Steve Teufel, Commissioner	Opequon	31-Dec-05
Bob Butler	Opequon	31-Dec-05
Linda Barnhart	Opequon	31-Dec-05
Lee Samsell	Opequon	31-Dec-05
Jim Whitacre	Arden	31-Dec-05
Anthony Petrucci	Hedgesville	31-Dec-04
Gary Poling	Gerrardstown	31-Dec-05
Jim Stuckey Sr.	Hedgesville	31-Dec-05
Karen Wood	Opequon	31-Dec-06
David Kenney	Martinsburg	31-Dec-06

Table 2

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
Date	5	20	2	17	1	15	12	19	3	17	7	22	6	19	9	16	7	20	4	18	1	15	6	20
Linda Barnhart A-3/31/88 E12/31/05	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P
Robert Butler A12/23/73 E12/31/05	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ray Brosius A-7/10/89 E- 1/31/06	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P
Steve Teufel	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
John Jeans A-1/02/92 E- 1/31/06	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Lee Samsell A 1/16/03 E- 12/31/05	P	A	P	A	P	P	P	A	P	P	P	P	A	A	P	A	P	P	P	A	A	P	P	P
Jim Whitacre A-3/23/00 E- 12/31/05	P	A	P	A	P	A	P	A	P	P	A	P	A	P	P	P	P	X	X	X	X	X	X	X
Anthony Petrucci A-1/03/02 E- 12/31/04	P	A	P	A	P	A	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	A	X
Gary Poling A-1/16/03 E- 12/31/05	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	A	P	P	P
Jim Stuckey Sr. A-1/06/03 E- 12/31/05	X	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	X	X	X	X	X	X	X	X
Karen Wood A-2/5/04 E- 12/31/06	X	X	X	P	P	P	P	P	P	P	P	P	A	P	A	P	A	A	P	P	A	A	P	P
David Kenney A-5/20/04 E- 12/31/06	X	X	X	X	X	X	X	X	X	X	P	A	P	A	A	A	A	A	A	A	P	P	P	A

P – Present A- Absent X- Not Yet Appointed/Resigned

Table 3
Major Subdivision Receiving Final Plat Approval

Project	District	Lots	Acreage
Heritage Grove Section 2	Arden	16	35.33
Tabler Station Manor Sec. 3 Phase 1	Arden	44	13.052
Mills Farm Sec. IV	Arden	26	11.36
Tabler Station Manor , Sec. 3, Phase 2	Arden	55	5.882
Chapel View, Section 1	Arden	41	21.84
South queen St. Townhomes, Sec. B	Arden	9	2.96
Stonebridge Phase 6B	Arden	39	15.5
Summer Hill Sec. 2 Phase 2A	Arden	121	44.2
Amber Woods Townhomes, Sec. 1	Arden	99	4.2133
Tabler Estates, Sec. 3	Arden	41	106.81
Crestfield, Sec. 2	Arden	117	31.72
Total		608	292.8673
Ropp Estates	Falling Waters	4	3.82
River Hills Sec. 1	Falling Waters	46	64.6
Hammonds Mill Duplex, Phase I	Falling Waters	37	6.15
Hammonds Mill Duplex, Phase 2	Falling Waters	40	9.28
Hammonds Mill Duplex, Phase 3	Falling Waters	47	4.05
Riverside, Sec. 1	Falling Waters	53	82.49
Hammonds Mill, Phase III, Part A	Falling Waters	19	7.27
Hammonds Mill, Phase III, Part B	Falling Waters	15	7.27
Brookfield, Sec. 1, Phase 1	Falling Waters	90	139.63
Brookfield, Sec. 1, Phase 2	Falling Waters	48	34.65
Archers Rock, Sec. 1	Falling Waters	117	68
Riverside, Sec. 2	Falling Waters	34	38.08
Total		550	465.29
Sandra White Subdivision	Gerrardstown	2	14.6
Total		2	14.6
Apple Knolls Estates Sec. 2	Hedgesville	72	57.9
The Woods II Sec. 19	Hedgesville	41	25.45
Sherwood Forest	Hedgesville	20	48
Fort Hill Farms, Sec. 2	Hedgesville	50	20.14
North Ridge, Sec. 1, Phase 1	Hedgesville	22	39.41
Ridgefield, Sec. 3, Phase 1	Hedgesville	50	13.62
Fernwood Sec. 2	Hedgesville	38	11.19

Ridgefield, Sec. 3, Phase 2	Hedgesville	50	15.05
Total		343	230.76
McCauleys Crossing	Mill Creek	49	25.68
Trout Run, Sec. 1	Mill Creek	51	7.27
Trout Run, Sec. 2	Mill Creek	34	8.61
Trout Run, Sec. 3	Mill Creek	43	11.47
The Village at Washington Trail West	Mill Creek	105	39.7
Woodbridge, Phase 1	Mill Creek	43	29.41
Webber Springs, Sec. 1, Phase 2	Mill Creek	30	7.95
The Townes of Inwood	Mill Creek	48	4.53
Inwood Meadows, Sec. 2	Mill Creek	94	31.74
The Village at Washington Trail East	Mill Creek	144	39.92
Panarama Terrace	Mill Creek	82	7.99
Cameron Acres Sec. B	Mill Creek	34	25.67
Elizabeth Station, Sec. D, Phase 3	Mill Creek	11	5.9
Webber Springs, Sec. 1, Phase 3	Mill Creek	46	12.4193
Total		814	258.2593
Fieldstone Sec. B	Opequon	8	10.335
The Fairways, Sec. 2	Opequon	53	3.89
Forest Hill, Sec. V	Opequon	16	7
Springfield Village, Sec. 2B	Opequon	28	9.5
Princeton Shoals, Sec. 2	Opequon	49	12.41
Manor Park Townhomes	Opequon	274	13.06
Heather Crest, Phase III	Opequon	4	6.84
Total		432	63.035

	Major Subdivisions Final	
Tax District	Lots	Acreage
Arden	608	292.8673
Falling Waters	550	465.29
Gerrardstown	2	14.6
Hedgesville	343	230.76
Mill Creek	814	258.2593
Opequon	432	63.035
Total	2749	1324.812

Table 4
Major Subdivision Receiving Preliminary Plat Approval

Project	District	Lots	Acerage	
Tabler Station Manor Sec. 3	Arden	18	13.052	
Mills Farm Section IV	Arden	26	11.36	
Chapel View, Phase 1	Arden	40	21.84	
The Village at Washington Trail East	Arden	144	39.92	
Crestfield Sec. 2	Arden	117	31.72	
		345	117.892	Total
Ropp Estates	Falling Waters	4	3.82	
River Hills, Section 1	Falling Waters	46	64.6	
Hammonds Mill Duplex, Phase I	Falling Waters	37	6.15	
Hammonds Mill Duplex, Phase 2	Falling Waters	40	9.28	
Leisure Living Estates Sec. III	Falling Waters	42	11.37	
Riverside, Sec. 1	Falling Waters	53	82.49	
Brookfield, Phase 1	Falling Waters	90	139.63	
Hammonds Mill Single Family, Phase III	Falling Waters	34	11.2	
Hammond's Mill, Single Family, Phase 5	Falling Waters	48	14.38	
		394	342.92	Total
Heritage Grove Section 2	Gerrardstown	16	35.33	
Sandra White Subdivision	Gerrardstown	2	14.6	
		18	49.93	Total
Sherwood Forest	Hedgesville	20	48	
The Woods II Section 19	Hedgesville	41	25.45	
Fort Hill Farms, Sec. 2	Hedgesville	50	20.14	
North Ridge, Sec. 1	Hedgesville	22	33.64	
Ridgefield, Sec. 3	Hedgesville	125	38.95	
Fernwood Sec. 2	Hedgesville	38	11.19	
		296	177.37	Total
The Village at Washington Trail West	Mill Creek	105	39.7	
McCauleys Crossing	Mill Creek	164	82.52	
The Townes of Inwood	Mill Creek	48	4.527	
Woodbridge, Sec. 1	Mill Creek	43	29.41	
Panorama Terrace	Mill Creek	82	7.99	
Spring Hill, Sec. 4	Mill Creek	16	6.89	
Spring Hill, Sec. 5	Mill Creek	107	37.28	
Cameron Acres, Sec. B	Mill Creek	34	25.67	
Elizabeth Station, Sec. D, Phase 3	Mill Creek	11	5.9	

Bunker Hill Townhomes	Mill Creek	54	5.9	
		664	245.787	Total
Fieldstone Sec. B	Opequon	8	10.34	
Forest Hills, Sec. 5	Opequon	16	7	
Princeton Shoals, Sec. 2	Opequon	49	12.41	
Manor Park Townhomes	Opequon	274	13.06	
Heather Crest, Phase III	Opequon	4	6.84	
Pine Grove	Opequon	39	14.89	
		390	64.54	Total

	Major Subdivisions Preliminary	
Tax District	Lots	Acerage
Arden	345	117.892
Falling Waters	394	342.92
Gerrardstown	18	49.93
Hedgesville	296	177.37
Mill Creek	664	245.787
Opequon	390	64.54
Total	2107	998.439

Table 5
Major Subdivisions Receiving Pre-application Approval

Project	District	Lots	Acerage
Fort Evans Estates	Arden	297	46.8
Tall Oaks	Arden	633	55
Fairways West	Arden	49	5.46
Mason Farms	Arden	20	9.38
Rolling Hills	Arden	1600	358
Semler Lots (Grant Acres)	Arden	3	14
Heritage Hills	Arden	222	85.3
Opequon Overlook	Arden	41	5.531
Hickory Ridge	Arden	278	57.5
Johnson Meadows	Arden	102	39.36
Sions Property	Arden	498	156
Tabler Station Manor Townhouses, Section 4	Arden	71	8.3
Nadenbousch Pines	Arden	76	48.83
Sir Washington Street	Arden	20	14.85
Mills Farm, Phase V	Arden	134	18.8
Village Maker Townhomes	Arden	10	1.16
		4054	924.271
Honeywood South	Falling Waters	50	59.04
Hidden Meadows	Falling Waters	29	80
Berkeley Gateway	Falling Waters	279	34.34
Amberfield, Section 4	Falling Waters	13	12.32
Little Riverbend	Falling Waters	294	122
Stonegate Arch	Falling Waters	538	104
Nestle Woods	Falling Waters	99	74.5
		1302	486.2
Springdale Subdivision	Gerrardstown	239	119.6
Dominon Knoll	Gerrardstown	14	30.8714
		253	150.4714
Grist Mill	Hedgesville	726	545.31
Georgia Woods	Hedgesville	60	7.65
Ridges of Tuscarora	Hedgesville	95	114.99
Sunny Hill Estates	Hedgesville	558	219
Harvest Manor	Hedgesville	207	50.5
Rock Village Townhouse	Hedgesville	13	1.9
Pebble Ridge, Section 2	Hedgesville	23	30.7934

Stonebrook Village	Hedgesville	276	55.24
Georgetown Village	Hedgesville	476	188
		2434	1213.3834
Thistle Landing	Mill Creek	292	54.6
South Villas	Mill Creek	70	6.74
Amber Meadows	Mill Creek	25	32.87
Inwood Village	Mill Creek	219	42.04
Chandlers Glen	Mill Creek	255	110.4
Cross Creek	Mill Creek	20	57
Ridgeway Subdivision	Mill Creek	87	11.5
Meadow View (Manor)	Mill Creek	13	5.13
Inwood Meadows, Section III	Mill Creek	43	13.7
Elizabeth Station, Section F	Mill Creek	17	17.9
McLaughlin Farm	Mill Creek	336	231
Willowby Estates	Mill Creek	20	8
		1397	590.88
Forest Hills, Section IV	Opequon	7	4.4
Princeton Shoals, Section 4	Opequon	131	32.23
Yoe Property	Opequon	912	311
Greensburg Estates	Opequon	44	105
Potomac Rock Estates	Opequon	50	90.92
Bridle Creek	Opequon	102	39.6297
		1246	583.1797

	Major Pre-Application	
Tax District	Lots	Acreage
Arden	4054	924.271
Falling Waters	1302	486.2
Gerrardstown	253	150.4714
Hedgesville	2434	1213.3834
Mill Creek	1397	590.88
Opequon	1246	583.1797
Total	10686	3948.3855

Table 6
LDU Receiving Final Site Plan Approval

Project	District
84 Lumber	Arden
Whitacre Mobile Home Park	Arden
Eastern Panhandle Transit Bus Authority	Arden
North Station	Falling Waters
Independent Bible Church Phase 1B	Hedgesville
Hedgesville Whale of a Car Wash	Hedgesville
Petrucci Cold Storage	Hedgesville
Becker Center	Hedgesville
Barnwell's Self Storage	Mill Creek
Library Corporation	Mill Creek
Quad Graphics, Printing Facility	Opequon
Quad Graphics, Parcel Direct	Opequon

LDU Final	
Tax District	# of Projects
Arden	3
Falling Waters	1
Hedgesville	4
Mill Creek	2
Opequon	2
Gerrardstown	0
Total	12

Table 7
LDU Receiving Preliminary Plat

Project	District
Guardian Fiberglass Building Addition, Phase 2, LDU	Arden
Royce Hosiery Building Addition, LDU	Arden
Green Meadow Apartments Phase 1	Arden
East. WV Regional Airport	Arden
Tri-State Pentecostal Church	Arden
Tobin Building Addition	Arden
New Life Community Church	Arden
Bank of Charles Town, West Side Office	Arden
Upholstery Excellence	Arden
Associated Asphalt	Arden
Battery Mart	Arden
Berkeley Business Park	Arden
Advanced Auto Parts, Apple Harvest Way	Arden
Swift Transportation	Arden
Orgill Distribution Center, Building Addition	Arden
Evergreen Center Apartments	Falling Waters
Citizens National Bank	Falling Waters
Cassidy Court Townhomes	Falling Waters
Shenendoah Valley Medical Center, LDU	Hedgesville
Leatherman Mini Storage	Hedgesville
Hedgesville Storage Bins Phase 2	Hedgesville
Hampton Inn	Mill Creek
Millay Shopping Center	Mill Creek
TRW Rental Apartment Complex	Mill Creek
Centra Bank, Inwood Branch	Mill Creek
BB&T Bank , Edwin Miller Blvd. Branch	Opequon
Faith Christian Academy	Opequon
Midway Self Storage	Opequon

LDU Preliminary	
Tax District	# of Projects
Arden	15
Falling Waters	3
Hedgesville	3
Mill Creek	4
Opequon	3
Gerrardstown	0
Total	28

Table 8
LDU Receiving Pre-application Approval

Project	District
Associated Asphalt	Arden
Liberty Business Park Addition	Arden
Martinsburg Motor Sports	Arden
Virginia Honey Addition, Phase 3	Arden
T.A. Gorman, Inc., Mechanical Contractors	Arden
Orgill Distribution Center, Building Addition	Arden
Cogar/Dulyea Center	Arden
McKee Crossing, <i>PUD</i>	Arden
Broad Lane Apartments	Falling Waters
Marlowe Mini Storage	Falling Waters
Leatherman Storage	Falling Waters
Shanghai Storage	Gerrardstown
Quad Graphic Warming Hut Pavilion	Hedgesville
Rankin Mobile Home Sales Office	Hedgesville
Route 9 West R.O.C.S.	Hedgesville
Hedgesville Fire Station	Hedgesville
Eastern Panhandle Warehouse	Hedgesville
Salvation Army Camp	Hedgesville
BB&T - Hedgesville Branch	Hedgesville
Valley Farm Credit	Hedgesville
Parkhill Time-Share Office Center, Ridgefield Business Center, Lot 5	Hedgesville
Apple Valley Plaza	Mill Creek
Centra Bank, Inwood Branch	Mill Creek
Westview Manor Townhomes & Commercial Plaza	Mill Creek
Sea Side Tan & Spa	Opequon
Four Oaks	Opequon

LDU Pre-Application	
Tax District	#of Projects
Arden	8
Falling Waters	3
Hedgesville	9
Gerrardstown	1
Mill Creek	3
Opequon	2
Total	26