

**Activity Report**

**For**

**January 1, 2013-December 31, 2013**



**Berkeley County Planning Commission**

**Presented By:**

**Michael Thompson, Planning Director**

**Approved:**

**March 17, 2014**

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## **INTRODUCTION**

This report is prepared in accordance with Chapter 8A; Article 2-11 (9) of the West Virginia Code requiring the Planning Commission to make an annual report to the governing body concerning the operation of the Planning Commission and the status of planning within Berkeley County.

This report was developed by the Planning Department staff and presented to the Planning Commission for its review on March 3, 2014 and approved by the Planning Commission at its regular meeting on March 17, 2014. This report outlines where and what type of development has occurred during the past year. In addition, information is presented on various other planning activities the commission and staff have engaged in to assist the residents of Berkeley County. This information can be utilized by the Planning Commission and County Council in determining where efforts should be focused to provide for the needs of current and future residents.

## **ADMINISTRATION / PLANNING DEPARTMENT**

The Planning Department is one of the County departments operating under the authority of the Berkeley County Council. The department's mission is to help protect the health, safety and welfare of the residents of the County. This is accomplished by providing direction and oversight of land development within Berkeley County through the administering of the Berkeley County Subdivision Regulations.

The offices are located in Martinsburg on the second floor Suite 203 of the Dunn Building, at 400 West Stephen Street, and are Open Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Planning staff duties continue to focus on providing customer service to the residents of the County by responding to citizen inquiries and dealing with the review of major and minor subdivisions, land development plans, administering the Flood Plain Ordinance, and Code Enforcement.

The staff also serves as staff to the Tuscarora and Windewald Zoning District Boards of Zoning Appeals.

All records of the Planning Commission are public documents and are open for public inspection in the Planning Commission offices during normal business hours. In the interest of convenience, staff would recommend you call ahead in order that the materials are available for you as some documents are stored in other locations.

### **STAFF MEMBERS**

#### **Director**

Michael Thompson

#### **Planner**

Steve Thomas, AICP, CFM

#### **Administration**

Heather Hamilton (January through April 30<sup>th</sup>)

Courtney Gilmore (Ponikvar) (June 17<sup>th</sup> to present)

## **Code Enforcement/Litter Control**

Donna Seiler

Frank Shifflett (January through June 30<sup>th</sup>)

In addition to the staff of the planning department, the planning commission is assisted in the completion of its duties by:

Norwood Bentley III is the County's **Legal Director**, who provides legal counsel to the staff and planning commission on matters that come before them.

Kim Shrader, **County Engineer** and Steve Aberegg, **Assistant County Engineer** provide engineering expertise to the planning commission on engineering requirements set forth in the subdivision regulations. One of their major tasks is ensuring compliance with the stormwater and sediment control ordinances. The Engineering/Permits Department is also responsible for the issuance of construction permits for infrastructure and buildings. Once permits are issued, the Engineering/Permits department undertakes inspections to ensure the work is completed as approved and per the appropriate building codes adopted by the County Council for both residential and non-residential construction.

## **Staff Achievements**

**Steve Thomas, CFM**, successfully completed the training and certification examination to become a **Certified Floodplain Manager** under the Association of State Floodplain Managers (ASPM) and The Federal Emergency Management Agency (FEMA). This designation is important to the County as it increases the county's score under the Community Rating System, which currently makes residents potentially eligible to receive a 15% discount in their flood insurance premiums.

## **WORK PLAN ITEMS AND PROJECTS**

The staff of the Planning Department is responsible for a number of important items for the County in addition to the review of subdivision and development plans. These include such things as: administration of the Floodplain Ordinance, FEMA mitigation projects, code enforcement, Litter Control, staff to the Windewald and Tuscarora Zoning Boards of Appeals, and review and/or preparation of amendments to various ordinances dealing with the development of land within the county. Staff also provided support to the Safe and Clean Agency, while it functioned through August, 2013.

### **Floodplain Ordinance**

The department is responsible for assisting citizens with information about the FEMA designated floodplain areas within the County. Staff reviews all building permit applications to determine if construction is being proposed within a designated floodplain. This information is passed on to the Engineering/Permits Department to insure applicable building codes are utilized and is also an opportunity for staff to educate property owners or potential property owners as to what it means to be located within a designated floodplain. In order to assist the citizens of the County living in or near designated floodplains, staff continues to obtain additional training in this area and determine if there are additional federal or state programs that are available to assist residents.

One such program is the Community Rating System Program through the National Flood Insurance Program, which Berkeley County was officially accepted into in April, 2011. The Class 7 rating, which is the highest of any participating jurisdiction in the State, allows for all County residents that purchase flood insurance to receive a 15% reduction in their flood insurance rates. In October, 2013 the County successfully completed the annual recertification process through the Federal Emergency Management Agency (FEMA). Continuing these efforts Steve Thomas completed the required training and examination to become a Certified Floodplain Manager, assists the County in maintaining the current classification.

The participation in the CRS program is taking on greater significance as changes to the National Flood Insurance Program are coming based on legislation approved by Congress in July, 2012. The flood insurance rates went up significantly for non-primary residences on January 1, 2013 and for commercial, non-residential structures and repetitive loss properties on October 1, 2013. FEMA has been authorized to increase flood insurance premiums by up to 25% a year

until these policies are not longer being subsidized, which makes the 15% reduction in rates the county has achieved more significant as it allows the increase to be spread over a longer period of time. Additional changes in the Federal Flood Insurance Program will come in the years ahead based on the Biggert-Waters Act of 2012.

### **Hazard Mitigation Grant Activities**

Berkeley County has participated in a number of mitigation projects to purchase properties that are located within FEMA designated flood area. These projects through the State of West Virginia are undertaken a no cost to the county. The latest project to be completed is 1838 project, which is more commonly known as the 2009 Phase II Acquisition, which is located along the Potomac River in the Falling Waters District in the area more commonly known as Sportsman's Paradise. This project allowed for the purchase of thirty (30) parcels of land at fair market value, 11 of which contained structures and work was completed in the spring of 2012 at which time the County became the owner of the properties. Upon taking ownership, as part of the program, the County was responsible for the removal of all structures and properly abandoning all wells and septic systems on the properties. All of the work was completed in early summer 2012. The County is waiting for the final sign off on the project by FEMA and the State, which is just a formality as the work completed was inspected by FEMA and all paperwork to close the project has been submitted to the State Coordinator for processing.

A third Berkeley County FEMA buyout program (4059) began in October of 2011. The owners of approximately 34 parcels have requested to participate in the voluntary program. While the program was open to property owners within any floodplain area within the County, the properties that requested participation are all located in the Sportsman's Paradise area. Surveys and appraisals have been completed for all of the properties requesting to participate. As a result, on July 15, 2013, FEMA awarded the County a grant in the amount of \$1,635,757.00 to complete the project. As of the end of 2013, all but one of the properties had closed, but is expected to close in early 2014. Bids have been awarded for asbestos testing and the demolition of all structures wells and septic systems with completion of this work completed as soon as weather permits. This will bring the total amount of land acquired through the mitigation process to over twenty-six acres.

An additional achievement resulting from these efforts is that according to FEMA the number of repetitive loss properties in the County has been reduced from over 70 properties a few years ago to less than 50, which also assists the county in maintaining or improving its ranking under the CRS program.

## **Code Enforcement**

The International Property Maintenance Code has been adopted by the County and is utilized to assist with improving the appearance of the County and at the same time protect the health and safety of its residents. One of the benefits of this code is that it provides for the issuance of Notices of Violation, which allows the staff to work with property owners to correct the most prevalent issues such as: unlicensed motor vehicles, rodent infestations, the lack of sanitary fixtures, and overgrown vegetation. The County's goal is to gain compliance as we would rather have the property owner spend money to bring a property into compliance than pay fines. The majority of these matters are handled by the Litter Control Officer; items more related to building codes are forwarded to the Engineering and Permitting Department.

## **New/Amended Codes and Ordinances**

The Planning Commission on December 5, 2011 adopted a report and recommended to the County Council a series of amendments to the 2009 Subdivision Regulation, which were primarily housekeeping in nature as they clarify provisions of the existing language of the code. The County Council considered the proposals initially and requested that the staff meet with the Roundtable Group to gain any specific input users might have. A special meeting was held with the Roundtable members to go over the proposed amendments and some additional changes. The most significant of these were adding language to the Subdivision Regulations dealing Minor Plats. Minor Plats are defined in the ordinance and were being reviewed by staff, as stipulated in the previous 2004 regulations, but the 2009 regulations did not list the process or requirements for these plans. The specific language was developed by a working group consisting of staff from the planning and engineering departments, health department and surveyors and engineers.

Staff reported back to the Council and Planning Commission in the fall of 2012 on all of the proposed changes, which now included suggestions from both bodies. The Planning Commission prepared a new report and recommendation on December 5, 2012, which was presented to the County Council on December 20, 2012. A public hearing was then scheduled and held before the County Council as required by the regulations on January 3, 2013 and all proposed amendments were adopted by the Council on January 10, 2013 and became effective on March 1, 2013.

In addition to this series of amendments, an amendment to the provisions of the ordinance dealing with bonding obligations of developers was considered and approved by the Council on June 13, 2013. This amendment specifically allows for the developer to reduce the amount of a bond posted for improvements to \$10,000.00 if no activity (start of construction) has taken place on the site upon the developer entering into an agreement with the County, which stipulates that work cannot begin on the project until such time as a new bond is provided to the County covering all the work to be done at the then current rates. As part of this agreement, the developer is required to provide a deed to the County combining the property back into its original form after four years, unless extended by the County. A total of four projects took advantage of the provisions of the amendment to date.

In the fall of 2013, staff established a new Subdivision Review Committee to further examine the language of the 2009 Subdivision Regulations and determine if additional sections of the regulations need to be changed or deleted and to prioritize these changes. This group consists of members of the planning and engineering departments as well as representatives from the engineering, surveying and development communities. As of the end of 2013, staff had completed drafting a number of amendments and anticipates presenting them to the Roundtable Group in early 2014 to gain additional input prior to presenting the formal amendments to the Planning Commission and County Council for approval in late spring or summer.

## **PLANNING COMMISSION**

The Planning Commission is presently composed of nine (9) citizen members and one (1) member of the County Council. Each member is appointed to serve a three (3) year term. The Planning Commission held regular twice-monthly meetings in accordance with their published meeting schedule, in the County Council Chambers, located at 400 West Stephen Street, Martinsburg, West Virginia. In addition to the regularly scheduled meetings, one special meeting was called in accordance with West Virginia Code and the Commission's By-laws. All meetings were and are open to the public. The attendance table included in this report lists the members of the Commission and their attendance at meetings in 2013 along with date each member was appointed and when their term will expire.

The Planning Commission is responsible for approving subdivision and land development plans within the County. Major plans require the approval of the commission, while the authority to approve minor plans under the signature of the Commission president has been delegated to the planning department staff. It should be pointed out that no minor plans, except for "family-transfers" can create new building lots within the county. The Commission also considers waiver requests to the subdivision regulations, approves construction surety reduction requests, and authorizes the issuance of demand letters for funds if work has not been completed by a developer prior to a bond, letter of credit, or other surety expiring. The review fees generated to the planning department by these activities varies annually based on the number and type of plans submitted, which resulted in the collection of approximately \$72,855.00 during 2013.

### **Major Subdivisions/ Land Development Units**

Major subdivision review is required under state statute and county ordinance when a property is subdivided resulting in more than one lot. A major subdivision goes through a three step process including: sketch plan, preliminary plan and final plat all of which require approval of the Planning Commission. Public hearings are required to be held under the County's 2009 Subdivision Regulations as part of the approval process for the sketch plan and final plat by the Planning Commission. From January through December of 2013, a total of 26 new major subdivision projects were submitted to the planning department for review. During the year, a total of 16 sketch plans, 13 preliminary plans, 29 final plats, 6 plan changes, and 15 waiver requests were presented to the Planning Commission for action. The 29 final plats would result in the creation of 116 single-family lots, 92 townhouse lots, 28 duplex/villa and 13 non-residential lots. The total acreage final platted encompassed was approximately 134 acres.

Details of the projects and district maps showing the various activities by region are shown in Appendix B.

A total of 605 permits were processed during 2013 for dwelling units (single-family, duplex, townhomes, mobile homes and two-family).

### **Minor Subdivisions (Including Exemptions and Family Transfers)**

Minor subdivisions include such things as: family transfer, conservation transfer, merger, resurveys, boundary line adjustments, and easements plats. These projects can be approved administratively and do not require formal action by the planning commission.

During the reporting period, a total of 78 minor plans were submitted for review. The majority of these consisted of boundary line adjustments (30), family transfers (21), merger plats (10), resurveys (9) and testamentary plats (7). These projects involved approximately 2,955 acres. It needs to be emphasized that the minor subdivision process can no longer be utilized to create additional lots, except for one exception. Through the Family-Transfer process, lots can be created, but with a stipulation that the property cannot be conveyed to a non-family member for a period of five (5) years. Family-Transfers in 2013 resulted in the creation of a total of 39 lots. The details of these reviews can be found in Appendix B. The number of minor subdivision plat was up approximately 20% for the year.

## 2013 Berkeley County Planning Commission Activity Report

### 10 Year Activity Summary

Sketch Plan Approval	Arden		Falling Waters		Gerrardstown		Hedgesville		Mill Creek		Opequon		Total	
	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres
2004	4,054	924	1,302	486	253	150	2,434	1,213	1,397	591	1,246	583	10,686	3,948
2005	2,300	1,130	2,943	694	426	389	1,492	682	1,853	752	1,599	4,422	10,613	8,068
2006	994	1,807	1,662	638	273	1,028	3,136	1,886	3,094	1,212	1,017	858	10,176	7,430
2007	497	253	885	310	3,724	1,354	223	480	235	115	60	391	5,624	2,904
2008	363	146	975	689	35	80	14	309	215	53	464	487	2,066	1,763
2009	60	61	3	7	9	27	4	12	244	90	175	309	495	507
2010	6	20	123	136	1	53	30	30	3	1	13	98	176	337
2011	3	229	1	12	0	2	0	7	85	7	14	104	103	361
2012	7	11	4	7	0	0	2	6	3	4	45	42	61	70
2013	6	22	199	130	0	0	3	5	5	12	127	18	304	187
<b>Total</b>	<b>8,290</b>	<b>4,603</b>	<b>8,097</b>	<b>3,109</b>	<b>4,721</b>	<b>3,083</b>	<b>7,338</b>	<b>4,631</b>	<b>7,134</b>	<b>2,836</b>	<b>4,760</b>	<b>7,313</b>	<b>40,304</b>	<b>25,575</b>

Preliminary Plat Approval	Arden		Falling Waters		Gerrardstown		Hedgesville		Mill Creek		Opequon		Total	
	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres
2004	345	118	394	343	18	50	296	177	664	246	390	65	2,107	999
2005	348	78	688	64	19	50	208	187	2,189	684	279	178	3,731	1,242
2006	1,450	730	1,096	803	374	470	795	580	949	315	1,183	944	5,847	3,842
2007	656	564	398	279	23	89	805	886	792	942	213	624	2,887	3,384
2008	37	87	2,914	800	30	61	560	607	610	165	404	315	4,555	2,036
2009	301	212	120	42	0	0	163	148	424	174	17	50	1,025	625
2010	4	9	57	127	9	27	3	37	1	0.25	236	19	310	219
2011	228	70	117	24	0	503	6	8	1	0.5	126	443	478	1,049
2012	7	11	4	7	0	0	23	20	141	21	2	10	177	69
2013	6	11	21	27	0	0	2	5	101	33	1	6	131	82
<b>Total</b>	<b>3,382</b>	<b>1,890</b>	<b>5,809</b>	<b>2,517</b>	<b>473</b>	<b>1,249</b>	<b>2,861</b>	<b>2,655</b>	<b>5,872</b>	<b>2,581</b>	<b>2,851</b>	<b>2,654</b>	<b>21,248</b>	<b>13,547</b>

Final Plat Approval	Arden		Falling Waters		Gerrardstown		Hedgesville		Mill Creek		Opequon		Total	
	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres
2004	608	293	550	465	2	15	343	231	814	258	432	63	2,749	1,325
2005	101	106	215	157	11	140	186	312	1,223	343	134	341	1,870	1,399
2006	385	106	225	157	138	140	310	312	1,088	343	220	341	2,366	1,399
2007	505	316	620	273	51	162	522	392	690	233	390	147	2,778	1,523
2008	95	246	86	81	9	101	45	116	52	147	91	98	378	788
2009	14	126	121	83	12	27	22	17	95	64	2	3	266	320
2010	6	11	35	147	4	14	2	12	1	1.00	16	14	64	198
2011	3	35	811	243	3	511	10	73	5	5	280	197	1112	1064
2012	9	87	86	26	9	27	14	8	41	11	47	13	206	172
2013	11	10	125	44	0	0	58	12	25	11	11	4	230	81
<b>Total</b>	<b>1,737</b>	<b>1,335</b>	<b>2,874</b>	<b>1,675</b>	<b>239</b>	<b>1,135</b>	<b>1,512</b>	<b>1,485</b>	<b>4,034</b>	<b>1,417</b>	<b>1,623</b>	<b>1,220</b>	<b>12,019</b>	<b>8,268</b>

## Sketch Plan Approvals in 2013-By District

File #	Project	District	Single Family	Townhouse	Multi-Fam.	Non-Res.	Acreage	PC Approval
<b>ARDEN</b>								
012-13	Cornerstone Development	A	0	0	0	4	9.67	5/6/2013
006-13	Entsorga WV LLC	A	0	0	0	1	10.85	4/15/2013
017-13	Kahn Medical Office	A	0	0	0	1	1.727	7/1/2013
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>22.247</b>	
<b>FALLING WATERS</b>								
101-06	Brookfield TH Phase 3	FW	1	22	0	0	3.56	5/6/2013
058-04	Bells Vista	FW	170	0	0	0	120.71	4/15/2013
037-12	Fiesta Tapatia	FW	0	0	0	1	0.53	2/19/2013
015-13	Ten Points Auto Sales	FW	0	0	0	1	1	10/7/2013
101-06	Brookfield SF Phase 3	FW	3	0	0	0	3.56	7/15/2013
011-13	Spring Mills Tire & Truck	FW	0	0	0	1	1	7/1/2013
		<b>Subtotal</b>	<b>174</b>	<b>22</b>	<b>0</b>	<b>3</b>	<b>130.36</b>	
<b>GERRARDSTOWN</b>								
		G	0	0	0	0	0	
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>HEDGESVILLE</b>								
023-13	Reid's Welding	H	0	0	0	1	2.16	12/16/2013
013-13	Meals Dental Office	H	0	0	0	1	1.06	6/3/2013
019-13	C&L Real Estate Construction Yard	H	0	0	0	1	147.26	8/5/2013
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>150.48</b>	
<b>MILL CREEK</b>								
016-13	Markle Subdivision	MC	4	0	0	0	4.1	7/15/2013
014-13	New Hope Church	MC	0	0	0	1	8.03	6/3/2013
004-09	KRB Construcyion	MC	0	0	0	1	3.719	9/9/2013
		<b>Subtotal</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>15.849</b>	
<b>OPEQUON</b>								
021-13	Bridle Creek Phase 5	OP	0	126	0	0	12.09	10/21/2013
		<b>Subtotal</b>	<b>0</b>	<b>126</b>	<b>0</b>	<b>1</b>	<b>12.09</b>	
		<b>TOTALS</b>	<b>178</b>	<b>148</b>	<b>0</b>	<b>15</b>	<b>334.026</b>	
<b>***Note:</b> Plans submitted as Preliminary/Final accounted for Undr Fianl Plat Approvals in 2013								

## Preliminary Plan Approvals in 2013-By District

File #	Project	District	Single Fam.	Twnhse	Multi-Fam.	Non-Res.	Acreage	PC Approval
<b>ARDEN</b>								
017-13	Kahn Medical Office Building	A	0	0	0	1	1.727	12/16/2013
035-12	Berekley Business Park	A	0	0	0	1	1.5	5/20/2013
025-12	Med Express	A	0	0	0	1	1.5358	3/25/2013
006-12	Sheetz	A	0	0	0	1	4.07	2/4/2013
032-12	Wheatland Plaza	A	0	0	0	1	1.19	8/5/2013
005-12	Al-Saleh Dental Office	A	0	0	0	1	0.9004	6/17/2013
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>10.9232</b>	
<b>FALLING WATERS</b>								
101-06	Brookfield Phae 3	FW	3	0	0	0	3.56	10/21/2013
037-12	Fiesta Tapatia	FW	0	0	0	1	0.53	8/5/2013
001-06	Townes at Potomac Station, Comm	FW	0	0	0	4	8.74	6/17/2013
		<b>Subtotal</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>12.83</b>	
<b>GERRARDSTOWN</b>								
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>HEDGESVILLE</b>								
011-12	Rankin Physical Therapy	H	0	0	0	1	3.58	2/4/2013
033-12	Johnson & Johnson Heating	H	0	0	0	1	0.982	6/17/2013
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4.562</b>	
<b>MILL CREEK</b>								
050-07	Elizabeth Station, Section F, Phase 3	MC	47	0	0	0	22.82	8/19/2013
		<b>Subtotal</b>	<b>47</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>22.82</b>	
<b>OPEQUON</b>								
027-12	The Reserve at Berkeley	OP	0	0	0	1	5.51	7/1/2013
		<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5.51</b>	
		<b>TOTALS</b>	<b>63</b>	<b>54</b>	<b>0</b>	<b>14</b>	<b>56.6452</b>	
*** Note: Plans submitted as Preliminary/Final accounted for under the <i>Final Plat Approvals in 2013</i>								

## Final Plat Approvals in 2013-By District

File #	Project	District	Single Family	Twnhse	Multi-Fam.	Non-Res.	Acreage	PC Approval
<b>ARDEN</b>								
006-12	Sheetz	A	0	0	0	1	4.07	4/15/2013
068-06	Forest Heights	A	9	0	0	0	4.3665	3/25/2013
025-12	Med Express	A	0	0	0	1	1.3	7/1/2013
032-12	Wheatland Plaza	A	0	0	0	1	1.19	1/7/2013
035-12	Berkley Business Park	A	0	0	0	1	1.5	1/7/2013
023-12	Pikeside Meadows II	A	2	0	0	0	1.1413	1/7/2013
		<b>Subtotal</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>13.5678</b>	
<b>FALLING WATERS</b>								
020-11	Brown's Funeral Home	FW	0	0	0	1	4.462	12/16/2013
059-06	Spring Mills, Phase 6	FW	0	16	0	0	2.28	5/20/2013
059-06	Spring Mills, Phase 9	FW	0	0	15	0	2.77	10/21/2013
001-06	Townes at Potomac Station, Comm	FW	0	0	0	4	8.74	6/17/2013
018-03	Riverside Villages, Phase 1	FW	0	13	0	0	1.5	10/21/2013
059-06	Spring Mills, Phase 9, Section 3	FW	0	0	13	0	2.63	10/21/2013
101-06	Brookfield, Phase 2, Section 5	FW	15	0	0	0	16.22	9/23/2013
001-06	Townes at Potomac Station, Phase 1	FW	0	18	0	0	2.25	12/2/2013
002-10	Brookfield, Phase 2, Section 5	FW	0	16	0	0	2.28	6/3/2013
007-12	Dollar General	FW	0	0	0	1	1.07	1/7/2013
034-04	Amberfield Subdivision, Section IV	FW	13	0	0	0	13.91	7/15/2013
		<b>Subtotal</b>	<b>28</b>	<b>63</b>	<b>28</b>	<b>6</b>	<b>58.112</b>	
<b>GERRARDSTOWN</b>								
009-13	R & D	G	2	0	0	0	29.8	4/1/2013
		<b>Subtotal</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29.8</b>	
<b>HEDGESVILLE</b>								
028-12	Dunkin Donuts	H	0	0	0	1	1.269	2/19/2013
075-04	Stonebrook Village, Phase 2, Section 2	H	28	0	0	0	7.64	2/4/2013
075-04	Stonebrook Village, Phase 2, Section 2	H	0	29	0	0	2.61	2/4/2013
033-12	Johnson & Johnson Hating	H	0	0	0	1	0.982	1/7/2013
		<b>Subtotal</b>	<b>28</b>	<b>29</b>	<b>0</b>	<b>2</b>	<b>12.501</b>	
<b>MILL CREEK</b>								
001-13	Lahman/Lockhart Subdivision	MC	2	0	0	0	5.62	12/2/2013
025-13	Brodigan Subdivision	MC	1	0	0	0	2.5	12/2/2013
034-05	Cameron Acres, Section C, Phase 4	MC	8	0	0	0	3.694	11/18/2013
014-07	Bentwood Section5, Section7	MC	14	0	0	0	2.7415	7/1/2013
008-12	Dollar General	MC	0	0	0	1	1.7628	1/7/2013
		<b>Subtotal</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>16.3183</b>	
<b>OPEQUON</b>								
027-08	Bridle Creek, Phase 4	OP	11	0	0	0	4.2	9/9/2013
027-12	The Reserve at Berkeley	OP	0	0	1	0		7/1/2013
		<b>Subtotal</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4.2</b>	

2013 PLANNING COMMISSION ATTENDANCE RECORD

Date	1/7	1/22	2/4	2/19	3/4	3/18	3/25	4/1	4/15	5/6	5/20	6/3	6/17	7/1	7/15	8/5	8/19	9/9	9/23	10/7	10/21	11/4	11/18	12/2	12/16
Jim Whitacre Commissioner	P	A	P	P	P	C	P	P	P	P	A	A	P	A	P	P	A	A	A	A	P	C	A	P	P
Donald Fox President A-1/3/08 E-1/9/15	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
Linda Barnhart Vice-President A-3/10/11 E-3/10/14	P	P	A	P	P	N	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	N	P	P	P
H. Daniel Gantt A-1/03/08 E-1/5/15	A	P	P	P	A	C	P	A	P	A	P	A	A	A	A	P	A	P	A	A	P	C	A	P	P
Eric Goff A-1/3/08 E-1/5/15	P	P	P	P	P	E	C	P	P	P	P	P	A	E	A	A	A	A	P	P	P	E	P	P	P
Gary Matthews A-1/3/06 E-1/5/15	P	P	A	P	P	L	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	L	P	A	P
Jerry Mays A-9/10/12 E-1/7/16	P	P	P	P	P	E	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	E	A	A	A
Michael Green A-1/12/12 E-1/12/15	A	P	A	A	A	D	P	P	P	A	P	A	P	P	A	P	P	A	A	P	P	D	A	P	P
Ted Bostic A-2/14/06 E-3/10/14	A	P	A																						
Vickana Norton A-3/31/11 E-3/31/14	P	P	P	P	P		P	A	A	P	A	P	P	P	P	P	P	P	P	P	A		P	A	A
Bucky Strauch A-7/15/10 E-7/15/13	A	P	A	P	P		P	P	P	P	P	P	A	P	A	P	A	P	P	P	P		P	A	P
Clarence (Butch) Pennington A-8/26/10 E-8/26/13	A	P	P	P	P		P	P	P	P	P	P	P	P	A	A	A								
Special Meetings																									

## Litter Control

The Litter Control Officer for the County is located in the planning department. This position has been responsible for handling complaints that are received by the County for such things as: trash, unlicensed vehicles, tires, and unsafe structures and was created in association with the formation of the Safe and Clean Agency by the Berkeley County Board of County Commissioners in October 2010. This body is composed of six members and a Council Liason. The members include: the Head of the Berkeley County Health Department, the Chief Code Official for the County, a Fire Chief from one of the local companies, two members appointed at large by the County Council, a Council Liason, and the Litter Control Officer.

The program was designed so that staff would contact the owners of property where a violation existed and work with the owner to bring the property into compliance. Often times the owner would comply, however, it was determined that additional force was need in some cases. The Agency was empowered to issue orders to owners to bring the properties into compliance and if compliance was not achieved the matter would be taken before the County Council, who could go as far as having the property cleaned up and placing a lien on the property to recover the costs.

The group met at times monthly to assist the Litter Control Officer. The Officer brought a number of complaints to the Agency after investigating and giving the property owner more than ample time to correct the violations. Such matters as: open dumps, unfit for human habitation structures, debris, tires, unsafe sanitary facilities and conditions that cause a dwelling to be unsafe. These complaints came from members of the public, as well as other public agencies including; the West Virginia Department of Environmental Protection, West Virginia Department of Highways, Berkeley County Animal Control and the Berkeley County Sheriff's Department. As a result; approximately 400 formal complaints were investigated annually resulting in hundreds of Notices of Violation being issued to property owners. These complaints also necessitated annually over 1,500 site visits to determine if the complaint was for an actual a violation existed, progress was being made to correct the problem and if the property had been brought into compliance. All of these steps were taken before the matter was presented to the Safe and Clean Agency or County Council.

Education is a large part of the efforts of the Litter Control Officer's duties. These efforts have included radio programs and working with such things as the Berkeley County Pride Program.

Complaints are pursued by the litter control staff and often require the combined efforts of the West Virginia Department of the Environment, West Virginia Department of Highways, the

Berkeley County Animal Control Agency, the Sheriff's Department, Berkeley County Health Department and the Berkeley County Building Department in order to gain compliance. The desire is to have properties brought into compliance with the codes after giving the accused violators reasonable time to comply.

One of the biggest issues annually is compliance with weed and grass regulations. This is primarily a seasonal matter, but has continued to grow in severity in recent years due to the large number of out of town property owners, abandon homes due to foreclosure and banks and contractors that are no longer in business. The County has the legal authority, but not the financial ability to have all the properties mowed and file liens not knowing when the money might be collected from the responsible party.

The County Council, in late summer 2013, decided to suspend the operation of the Safe and Clean Committee and look at the program and litter enforcement as they were concerned about the effectiveness of these efforts in light of the time it was taking and determine if there was a better way to deal with the various issues. With this decision, the Litter Control Officer has been focused more on the issue of trash and debris, while items dealing with the condition of structures have been delegated to the Permits Department, which oversees the building code enforcement for the County. The Council also directed the Chief Operations Officer to look into where the efforts of the Litter Control Officer would best be located within the organizational structure of the County. One possibility being explored was to place the position with the Berkeley County Solid Waste Agency, while continuing to have the Engineering and Building Department complaints involving the building codes. These discussions are continuing and changes likely will take place in July, 2014.

**Appendix A**

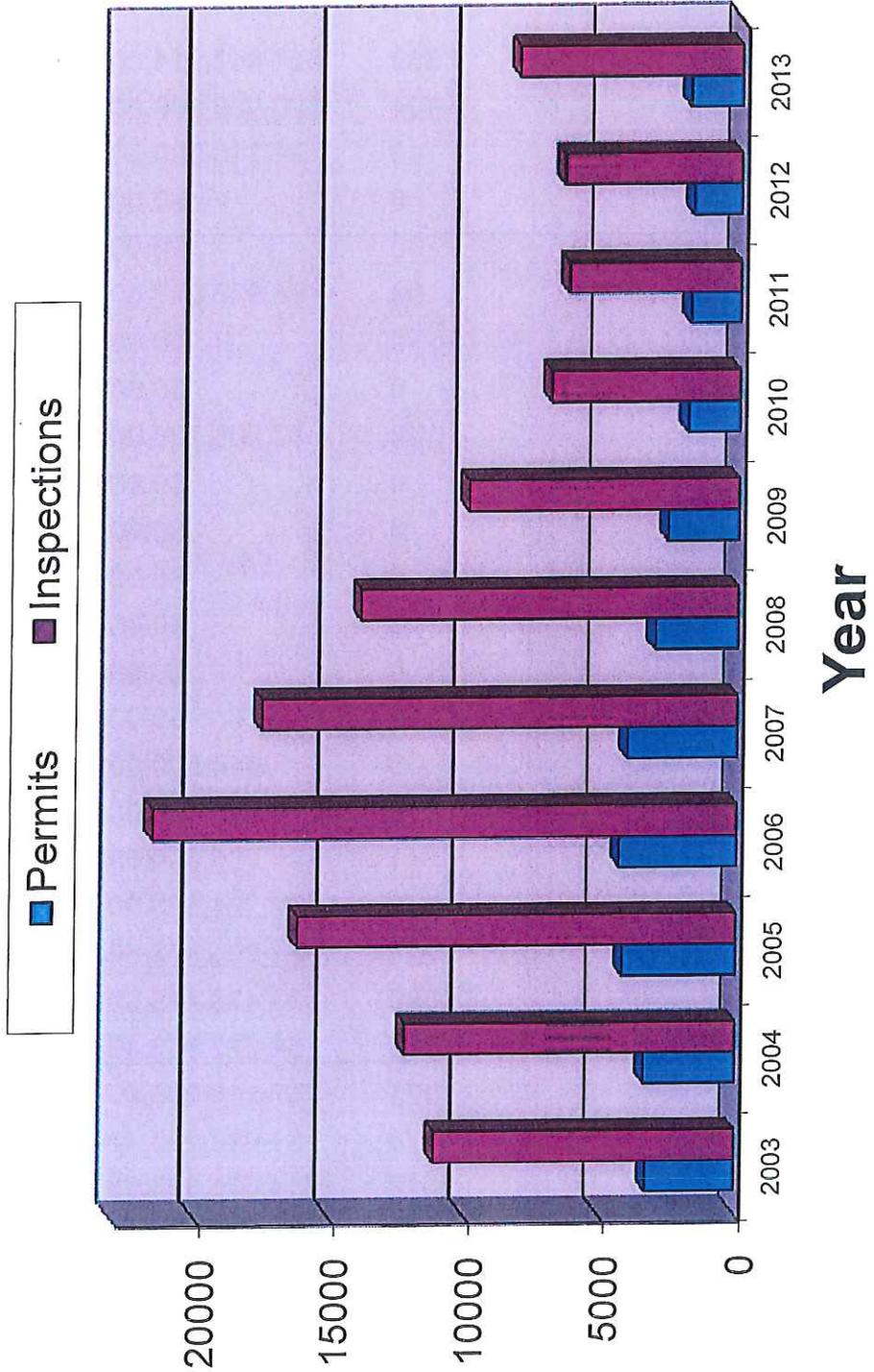
**2013 Permit Activity**

BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS  
 400 WEST STEPHEN STREET, SUITE 202  
 MARTINSBURG, WV 25401

January - December 2013

Category	# of Permits	Value	Fees Collected
New SF Homes	333	\$61,442,914.00	\$221,853.09
Townhouses	164	\$20,036,806.00	\$76,213.72
Duplexes	10	\$1,710,000.00	\$4,924.68
Apartment Bldgs	0	\$0.00	\$0.00
Multi Family Bldgs 5+	0	\$0.00	\$0.00
Mobile Homes	98	\$2,925,077.00	\$29,810.89
Motel, Hotel	0	\$0.00	\$0.00
Other non housekeeping	0	\$0.00	\$0.00
New non residential	28	\$7,005,735.00	\$23,784.25
Amusement/Recreation	0	\$0.00	\$0.00
Churches	0	\$0.00	\$0.00
Industrial	0	\$0.00	\$0.00
Parking Garages	0	\$0.00	\$0.00
Service/Repair stations	0	\$0.00	\$0.00
Hospital/Institutional	0	\$0.00	\$0.00
Offices, Banks etc.	8	\$44,500.00	\$3,058.72
Public Works/Utilities	0	\$0.00	\$0.00
Schools/Education	1	\$5,000.00	\$559.20
Store/Customer Service	3	\$2,221,000.00	\$8,196.97
Other Non-Residential	225	\$1,904,872.38	\$15,772.56
Structures other than Bldngs	599	\$4,432,419.89	\$53,090.14
Residential Additions	202	\$4,222,848.40	\$27,128.76
Non-Residential Additions	121	\$7,118,598.00	\$27,421.43
Garages/Carports	78	\$1,026,223.32	\$9,976.32
<b>Total Building Permits</b>	<b>1870</b>	<b>\$114,095,993.99</b>	<b>\$501,790.73</b>
Residential Grading	566	Included	\$28,300.00
Commercial Grading	20		\$8,650.00
Applications Received	1938		
Old Permits Voided	138		
Old Permits U & O Issued	782		

# BUILDING PERMITS AND INSPECTIONS

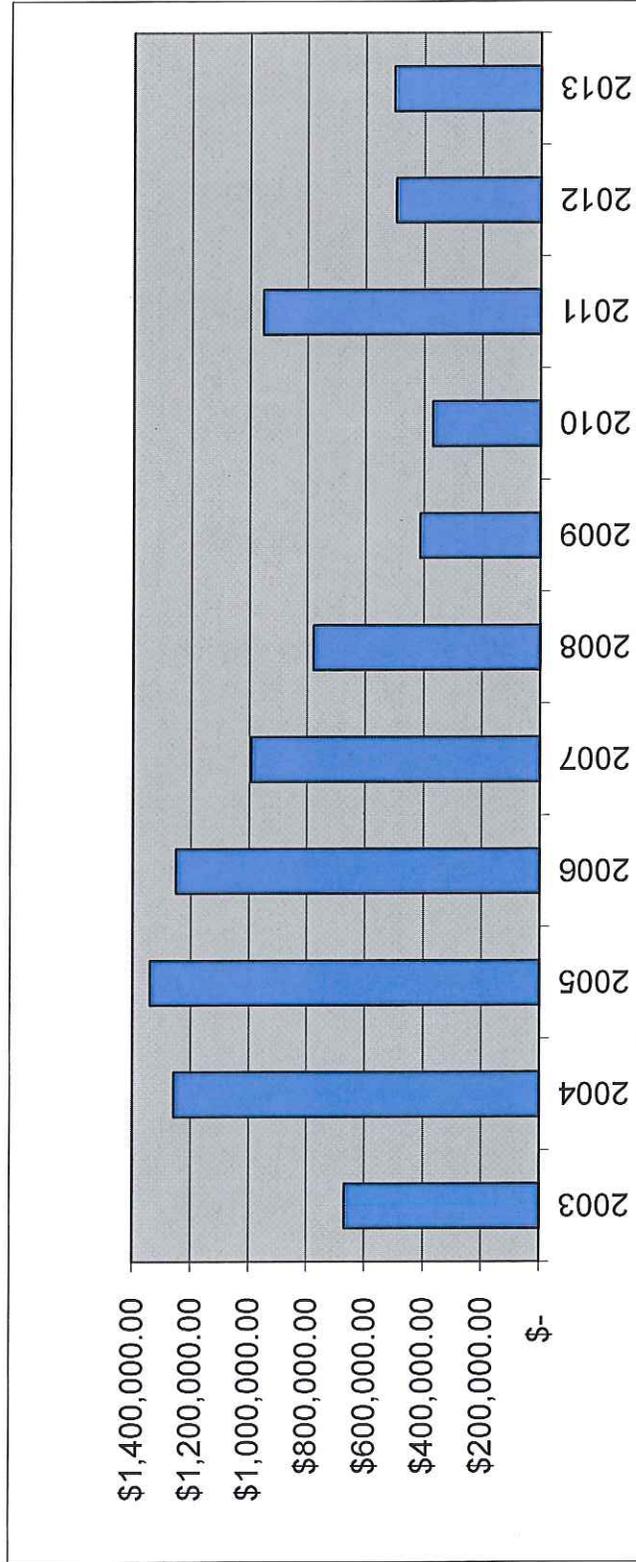




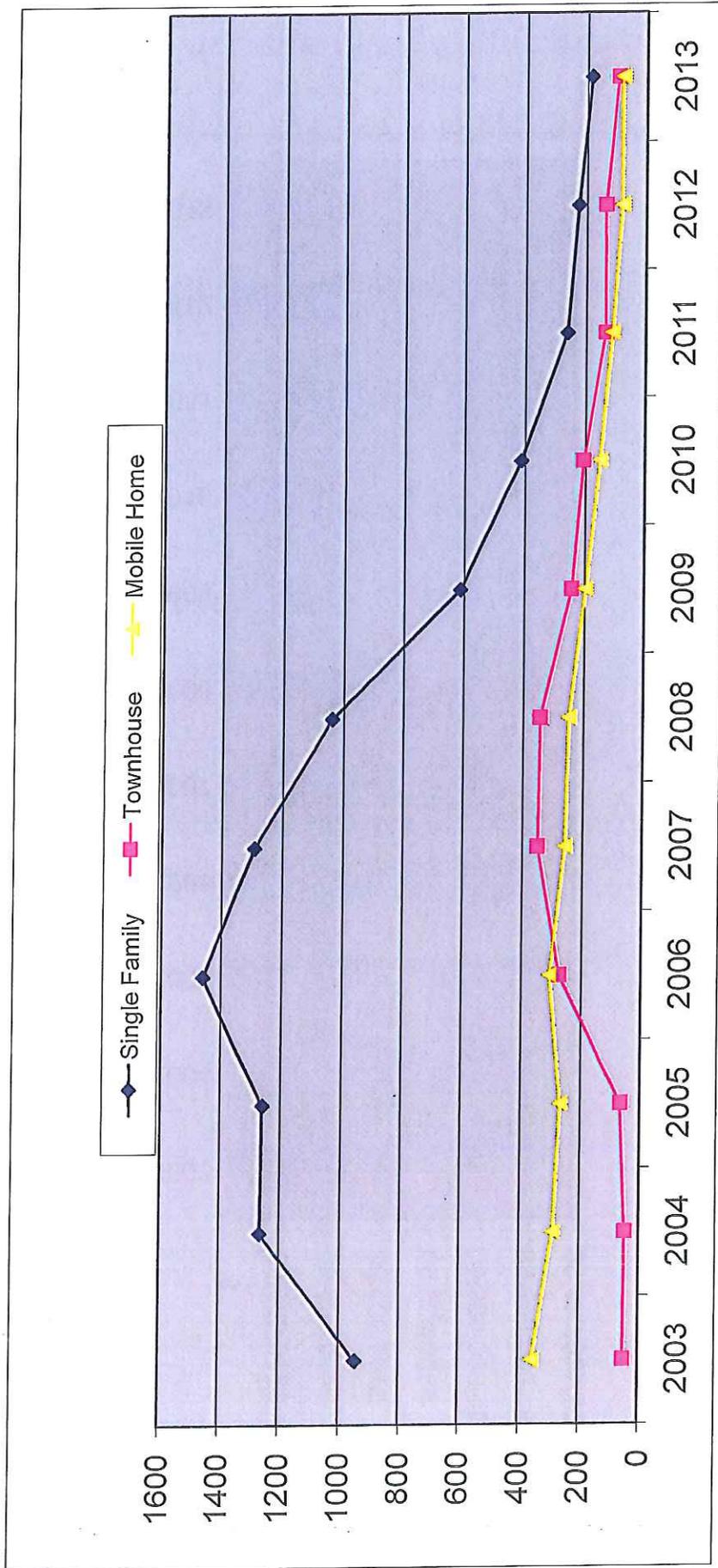
### HOUSING TYPES PER YEAR

Year	Single Family	Townhouse	Mobile Home
1994	523	9	311
1995	496	0	387
1996	498	9	338
1997	549	11	398
1998	623	7	345
1999	679	30	450
2000	664	32	335
2001	945	49	355
2002	1264	46	288
2003	1259	64	267
2004	1460	272	305
2005	1292	348	258
2006	1038	342	248
2007	613	241	197
2008	413	205	149
2009	261	132	111
2010	226	134	80
2011	184	94	80
2012	253	132	98
2013	333	164	98

**BUILDING PERMIT FEES COLLECTED**



# NEW RESIDENTIAL PERMITS BY TYPE



**Appendix B**

**2013 New Project Activity**

**2013 Major Projects**

File #	Project Name	Applicant / Developer	Engineering Firm	Proposal:	Townhomes Single Family Apartments Sq.Ft.	Map/Parcel	Acerage
001-13	Lahman/Lockhart	Lahman/Lockhart	Berry Surveying	P/F w/Waiver	SF 2 lots	MC, M17, P77.3	2.6
002-13	Wine Preliminary Final	Wine	PC DiMagno	P/F	SF 2 lots	H, M 12, P13	8.7678
003-13	See 006-13m	N/A	N/A	N/A	N/A	N/A	N/A
004-13	Ostrowski Waiver	Ostrowski	PC DiMagno	Waiver	SF 5 lots	G, M19, P20.4	15.3744
005-13	Thurston Waiver	Thurston	Dirk Stansbury	Waiver	SF 2 lots	A, M9, P1.3	3.2807
006-13	Entsorga WV LLC	Entsorga	GAI Assocs.	Sketch/Prelim	Industrial 1 lot	A,M6,19,11,19.12	10.85
007-13	John Ellis	John Ellis	Edens Surveys	P/F	Non-Buildable	G, M29, P7, 7.1	7.5845
008-13	Barrett Subdivision	Richard Barrett	Berry Surveying	P/F w/Waiver	SF 2 lots	G, M21, P47.9	4.326
009-13	R & D PF	R & D	Roberts Land Survey	P/F	2 pf lots	G, M20, P13.14	29.838
010-13	Cimaglio Waiver	Ed Cimaglio	Berry Surveying	Waiver	SF 1 lot	G, M9, P8	5
011-13	Spring Mills Auto	Ronnie Armstrong	Morris & Ritchie Assoc	Sketch	Com 1 lot	FW, M14, P50	1.22
012-13	Cornerstone Develop	Cornerstone LP	Pennonni Assoc	Sketch	Com 4 lots	A, M5, P19,19.1	9.6656
013-13	Meals Dental Office	Thomas Meals	Dirk Stansbury	Waiver	Com 2 lots	H,M34,P11.19 & 11.20	1
014-13	New Hope Church	Greg Yebernetsky	Dirk Stansbury	Sketch	Church 1 lot	H.MC, M14, P88	8.03
015-13	Ten Point Auto Sales	Jerry Walberg	Frederick Seibert	Sketch	Com 1 lot	FW, M14, P16	1
016-13	Markle Subdivision	Mark Markle	Dirk Stansbury	Sketch	SF 4 lots	MC, M15, P15.5	4.1
017-13	Kahn Medical Office	MIMS,LLC	Alpha	Sketch	Comm 1 lot	A, A17,P7.12	1.727
018-13	See 033-13m	N/A	N/A	N/A	N/A	N/A	N/A
019-13	Construction Yard	C&L realestate inv	Roberts Land Survey	Sketch	Industrial 1 lot	H, M7, P 15,15.2	147.26
020-13	Ernie's Salvage Yard	Ernie's Salvage Yard	Fox & Associates	Site Plan	Industrial 1 lot	FW,M17,P135	22.11
021-13	Bridle Creek Ph 5	Allen Henry	Fox & Associates	Sketch	TH 126 lots	O, M 10, P 20.1	120.9
022-13	Number Not Used	N/A	N/A	N/A	N/A	N/A	N/A
023-13	Reid's Welding	Anthony Riel	PC Dimagno	Sketch w/Waiver	Industrial 1 lot	H M9, P 23	2.16
024-13	Gooding Subdivision	Diana Gooding	Greg Yebernetsky	P/F	SF 3 lots	FW, M 13, P 1.4	52.7223
025-13	Brodigan Subdivision	Tom Brodigan	Greg Yebernetsky	P/F	SF 1 lot	MC M 14, P 49	5.28
026-13	Sperows Lots A&B	Bernard Sperow	Charles Sager	P/F	SF 2 lots	O, M4, P 12	4.4015
027-13	Ankers	Philip Ankers	Berry Surveying	P/F	SF 2 lots	O,M11, 44.1	5.0249
028-13	Riverbend/CIG	CIG Towers, LLC	NB&C	Sketch	Non-Res 1 lot	FW, M 2, P 1	0.2295







## 2013 Minor Projects

File #	Applicant	Engineer	Date Recvd	Status	Type:	District, Tax Map, Parcel	Acreeage	Lots	
001-13	Smith	Yebernetsky	1/3/2013	1/17/2013	Testamentary	MC, M18, P4.1, 3, M14, P27.1	152.2546		
002-13	McAllister	DiMugno	1/11/2013	1/15/2013	Easement	FW, M11, P37.1, M11E, P28	0.2432		
003-13	McFillan	DiMugno	1/18/2013	1/29/2013	Family Transfer	FW, M13, P4	22.4144	3	
004-13	Pill & Pill	Yebernetsky	1/22/2013	1/24/2013	Resurvey	FW, M6, P33	8.44		
005-13	Cattlett	Geertsema	1/23/2013	1/29/2013	Family Transfer	OP, M7, P83	2.7349	1	
006-13	Edwards	Hurst	1/30/2013	1/31/2013	Testamentary	H, M20, P38.4	53.858		
007-13	BCFPB - Horner	Keller Engineers	2/11/2013	2/21/2013	Conservation	A, M14, P3	104.53		
008-13	Ashton Properties	Roberts	2/12/2013	2/22/2013	BLA	G, M8, P1.14, 1.15	41.007		
009-13	VanMetre	Brown	2/15/2013	3/11/2013	BLA	OP M15, P54, M15b, P26-35&42-44	121.6079		
010-13	VanMetre	Brown	2/15/2013	3/11/2013	BLA	OP M11, P24.1, 24.2&47, M15, P50, 51	494.0766		
011-13	David Henry	Fox.	2/19/2013	8/20/2013	Merger	FW, M9, P2.1	16.06		
012-13	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
013-13	Spies	Hurst	2/26/2013	4/2/2013	Family Transfer	H, M31, P21.2 & 21.3	7.5439	2	
014-13	Ring	Yebernetsky	3/14/2013	4/2/2013	Family Transfer	H, M33, P26.10	6	3	
015-13	Wells Fargo	DiMugno	3/21/2013	3/27/2013	Resurvey	H, M21A, P17.1	0.786		
016-13	D & D Land Co.	Placanica	3/18/2013	3/28/2013	BLA	H, M21, P165.186	5.502		
017-13	Pill & Pill	Berry	3/20/2013	4/2/2013	Merger	G, M21, P16.7	1.6519		
018-13	Messersmith	Fox	3/26/2013	comments	Family Transfer	FW, M6, P2.2	1.63	1	
019-13	Kenwood Holdings	DiMugno	<b>Re-submitted for review as a re-plat under File # 35-05 Green Meadows Subdivision</b>						
020-13	Jones	DiMugno	4/16/2013	4/22/2013	BLA	OP, M8, P17, 17.18 & 17.16	6.1632		
021-13	Horses with Hearts	Placanica	4/1/2013	4/29/2013	BLA	OP, M16, P18 & 19	90.8269		
022-13	Allen Henry	Fox	4/3/2013	4/18/2013	Merger	FW, M5, P5.9	12.98		
023-13	Fishook Lane	DiMugno	4/15/2013	4/22/2013	BLA	H, M19C, P42	0.075		
024-13	Gantt Easement	Placanica	4/5/2013	4/17/2013	Easement	H, M21, P97.2			
025-13	Lambert	Johnson	4/9/2013	4/22/2013	Family Transfer	MC, M13, P33.10	1.39	1	
026-13	Stewart	Yebernetsky	4/9/2013	4/17/2013	Family Transfer	A, M15, P22	60,000sf	1	
027-13	Allen Henry	Fox	4/17/2013	4/26/2013	Family Transfer	FW, M5, P5.9	2.01	1	
028-13	Steve Cunningham	Roberts	4/30/2013	5/29/2013	BLA	G, M25, P78, 78.6	22.1165		
029-13	Wenger	Berry	4/19/2013	6/10/2013	Family Transfer	MC, M11, p20	1.3928	1	
030-13	Munson	Placanica	5/3/2013	5/29/2013	Family Transfer	H, M1, P12.1	10.2927	2	
031-13	Oates, Jr.	DiMugno	5/8/2013	5/17/2013	Testamentary	H, M22, P4	7.1325		
032-13	Hess	Geertsema	5/13/2013	5/24/2013	Resurvey	G, M26, P28	18.578		

033-13	Leatherman	DiMagno	5/29/2013	6/10/2013	BLA	FW, M10, P97.19, 97.20, 97.21	10	
034-13	Combs	DiMagno	7/2/2013	10/24/2013	Family Transfer	MC, M18, P26	12.9782	
035-13	Horner	Roberts	6/3/2013	7/11/2013	Family Transfer	A, M14, P3	5	
036-13	Pikeside Plaza	Brown	6/4/2013	6/12/2013	BLA	A, MA5, P39 & MA10, P 21.5	852.5	
037-13	Weaver	Yebernetsky	6/4/2013	6/14/2013	Resurvey	OP, M19, P1	120.9593	
038-13	Buckler	DL Consulting	6/5/2013	6/18/2013	Merger	MC, M6, P73.13	1.4	
039-13	Grove	Brown	6/5/2013	8/15/2013	Family Transfer	MC, M20, P7	5.3052	
040-13	Bonfilli	Roberts	6/7/2013	6/18/2013	Family Transfer	A, M19L, P4	2	
041-13	Ashton merger	Roberts	6/10/2013	6/18/2013	BLA	H, M27, P 21.1 & 21.2	5.8814	
042-13	Gregory	Berry	6/11/2013	6/19/2013	BLA	H, M22, P 6.1	6.2231	
043-13	Payne	Yebernetsky	6/11/2013	6/24/2013	Testamentary	FW, M9, P14.1	132.1099	
044-13	Bohrer Transfer	Yebernetsky	6/12/2013	7/9/2013	Family Transfer	H, M27, P6	67	
045-13	Williamson	Berry	6/12/2013	6/27/2013	BLA	FW, M6, P1.47	0.0431	
046-13	Rockdale Farm	Appalachian	6/13/2013	6/25/2013	BLA	G, M41, P 6.1	1.88	
047-13	Hawks Nest	Site Planning	6/25/2013	7/19/2013	BLA	FW, M2, P 42.4	25.754	
048-13	Keedysville Land	Site Planning	6/25/2013	7/19/2013	BLA	FW, M6, P6	54.679	
049-13	Ankers	DiMagno	7/2/2013	7/16/2013	BLA	OP, M-11, P-25&25.1	62.86	
050-13	Lloyd	Berry	7/3/2013	8/5/2013	Merger	H, M7, P9.3	3.4368	
051-13	Gregory	Berry	<b>Withdrawn by Pill &amp; Pill 7/24/13 - previously approved under File # 042-13m</b>					
052-13	John E. Grove	Berry	7/5/2013	7/18/2013	BLA	MC M18, P 18.1	2	
053-13	Pill & Pill	Yebernetsky	7/15/2013	7/23/2013	Resurvey	FW, M 2, P 1.1	12.3562	
054-13	Barrett	DiMagno	9/27/2013	10/4/2013	Family Transfer	OP, M13, P 7.5	2	
055-13	Walton Woods	Sager	7/30/2013	8/1/2013	Merger	OP, M 4, P 12.13	0.1534	
056-13	Ryan	Berry	8/7/2013	8/14/2013	BLA	MC, M 17L, P 22	0.1907	
057-13	Tabler	Berry	8/7/2013	8/28/2013	Testamentary	OP, M 8, P 12	21.8448	
058-13	Tabler	Berry	8/7/2013	8/14/2013	Testamentary	OP, M 8, P 12	19.6275	
059-13	Abrell	Brown	8/13/2013	9/5/2013	BLA	G, M 41, P 3 & 89	0.02619	
060-13	Rock Cliff 3A 3B	Sager	8/29/2013	9/4/2013	BLA	H, M 38P, P 6	262sf	
061-13	Walton Woods-lot5	Sager	8/29/2013	9/13/2013	BLA	OP, M 4, P 12.12	0.421	
062-13	Ashton Lots 31&32	Roberts	9/6/2013	9/17/2013	Merger	A, M 5H, P 31& 32	37.222sf	
063-13	The Woods	Sager	9/13/2013	9/17/2013	Merger	H, M 19G, P 1&74	8.7199	
064-13	Roberts	Placanica	9/16/2013	10/8/2013	BLA	A, M 17, P 8.6	1.6681	
065-13	Davis	Berry	9/17/2013	10/2/2013	BLA	G, M 30, P 31.1	5.0048	
066-13m	Gerver	Placanica	9/23/2013	10/9/2013	BLA	A, M11h, P 8, 10.1 10.5	.447&.020	
067-13m	Dunham Family	Roberts	9/24/2013	10/4/2013	Family Transfer	G, M 9, P 22	4.9553	



### 2013 Minor Project Activity by District

ARDEN DISTRICT							
File #	Applicant	Engineer	Approved	Type	Dist., Tax Map, Parcel	Acres	Lots
<b>Minor/ Exempt Subdivisions</b>							
007-13m	BCFPB - Horner	Keller	2/21/2013	Consevation	A, M14, P3	104.53	
036-13m	Pikeside Plaza	Brown	6/12/2013	BLA	A, MA5, P39 & MA10, P 21.5	852.5	
062-13m	Ashton Lots 31&32	Roberts	9/17/2013	Merger	A, M 5H, P 31& 32	0.8545	
064-13m	Roberts	Placanica	10/8/2013	BLA	A, M 17, P 8.6	1.6681	
066-13m	Gerver	Placanica	10/9/2013	BLA	A, M 11h, P 8, 10.1 10.5	0.4368	
079-13m	Darkesville UMC	Yebernetsky	12/11/2013	BLA	A, M18R, P 55	0.09495	
					Total	960.0843	0
<b>Family Transfers</b>							
026-13m	Stewart	Yebernetsky	4/17/2013	Family Transfer	A, M15, P22	1.38	1
035-13m	Horner	Roberts	7/11/2013	Family Transfer	A, M14, P3	5	2
040-13m	Bonfilii	Roberts	6/18/2013	Family Transfer	A, M19L, P4	2	2
069-13m	Hilliard	DiMagno	11/7/2013	Family Transfer	A, M 10, P 105.1	2.2218	3
					Total	10.6018	8
<b>TOTAL ARDEN</b>						970.6861	8

## 2013 Minor Project Activity By District

FALLING WATERS DISTRICT							
File #	Applicant	Engineer	Approved	Type	Dist., Tax Map, Parcel	Acreage	Lots
<b>Minor/ Exempt Subdivisions</b>							
002-13m	McAllister	DiMagno	1/15/2013	Easement	FW, M11, P37.1; FW, M11E, P28	0.2432	
004-13m	Pill & Pill	Yebernetsky	1/24/2013	Resurvey	FW, M6, P33	8.44	
011-13m	David Henry	Fox .	8/20/2013	Merger	FW, M9, P2.1	16.06	
022-13m	Allen Henry	Fox	4/18/2013	Merger	FW, M5, P5.9	12.98	
033-13m	Leatherman	DiMagno	6/10/2013	BLA	FW, M10, P97.19,97.20,97,21	10	
043-13m	Payne	Yebernetsky	6/24/2013	Testamentary	FW, M9, P14.1	132.1099	
045-13m	Williamson	Berry	6/27/2013	BLA	FW, M6, P1.47	0.0431	
047-13m	Hawks Nest	Site Planning	7/19/2013	BLA	FW, M2, P 42.4	25.754	
048-13m	Keedysville Land	Site Planning	7/19/2013	BLA	FW, M6, P6	54.679	
053-13m	Pill & Pill	Yebernetsky	7/23/2013	Resurvey	FW, M 2, P 1.1	12.3562	
070-13m	Ward	Placanica	10/10/2013	BLA	FW, M 2A, P 57	0.9956	
071-13m	Thompson Trust	Site Planning	10/10/2013	BLA	FW, M 2, P 43.3, 43.4	30.984	
080-13m	Bowers Merger	Placanica	12/20/2013	Merger	FW, M 11, P 37	2.6112	
082-13m	Rude Merger	DiMagno	Comments	Merger	FW, M7, P 10	4.1015	
					Total	311.3577	0
<b>Family Transfers</b>							
003-13m	McFillan	DiMagno	1/29/2013	Family Transfer	FW, M13, P4	22.4144	3
018-13m	Messersmith	Fox .	Comments	Family Transfer	FW, M6, P2.2	1.63	
027-13m	Allen Henry	Fox .	4/26/2013	Family Transfer	FW, M5, P5.9	2.01	1
					Total	26.0544	4
<b>TOTAL FALLING WATERS</b>						<b>337.4121</b>	<b>4</b>

## 2013 Minor Projects By District

GERRARDSTOWN DISTRICT							
File #	Applicant	Engineer	Approved	Type	Dist., Tax Map, Parcel	Acreage	Lots
Minor / Exempt Subdivisions							
008-13m	Ashton Prime Properties	Roberts	2/22/2013	BLA	G, M8, P1.14, 1.15	41.007	
017-13m	Pill & Pill	Berry	4/2/2013	Merger	G, M21, P16.7	1.6519	
028-13m	Stephen Cunningham	Roberts	5/29/2013	BLA	G, M25, P78, 78.6	22.1165	
032-13m	Hess	Geertsema	5/24/2013	Resurvey	G, M26, P28	18.578	
046-13m	Rockdale Farm	Appalachian	6/25/2013	BLA	G, M41, P 6.1	1.88	
059-13m	Abrell	Brown	9/5/2013	BLA	G, M41, P 3 & 9	0.02619	
065-13m	Davis	Berry	10/2/2013	BLA	G, M30, O31.1	5.0048	
076-13m	Crawford and Keller	Lorenzen	1/27/2014	BLA	G, M21, P 1	11.99	
					Total	<b>102.25439</b>	<b>0</b>
Family Transfers							
067-13m	Dunham Family	Roberts	10/4/2013	Family Transfer	G, M 9, P 22	4.9553	3
072-13m	Vig Estate	Hurst	11/19/2013	Family Transfer	G, M 34, P 8 & 19	5.1509	2
					Total	<b>10.1062</b>	<b>5</b>
<b>TOTAL GERRARDSTOWN</b>						<b>112.36059</b>	<b>5</b>

## 2013 Mnor Projects By District

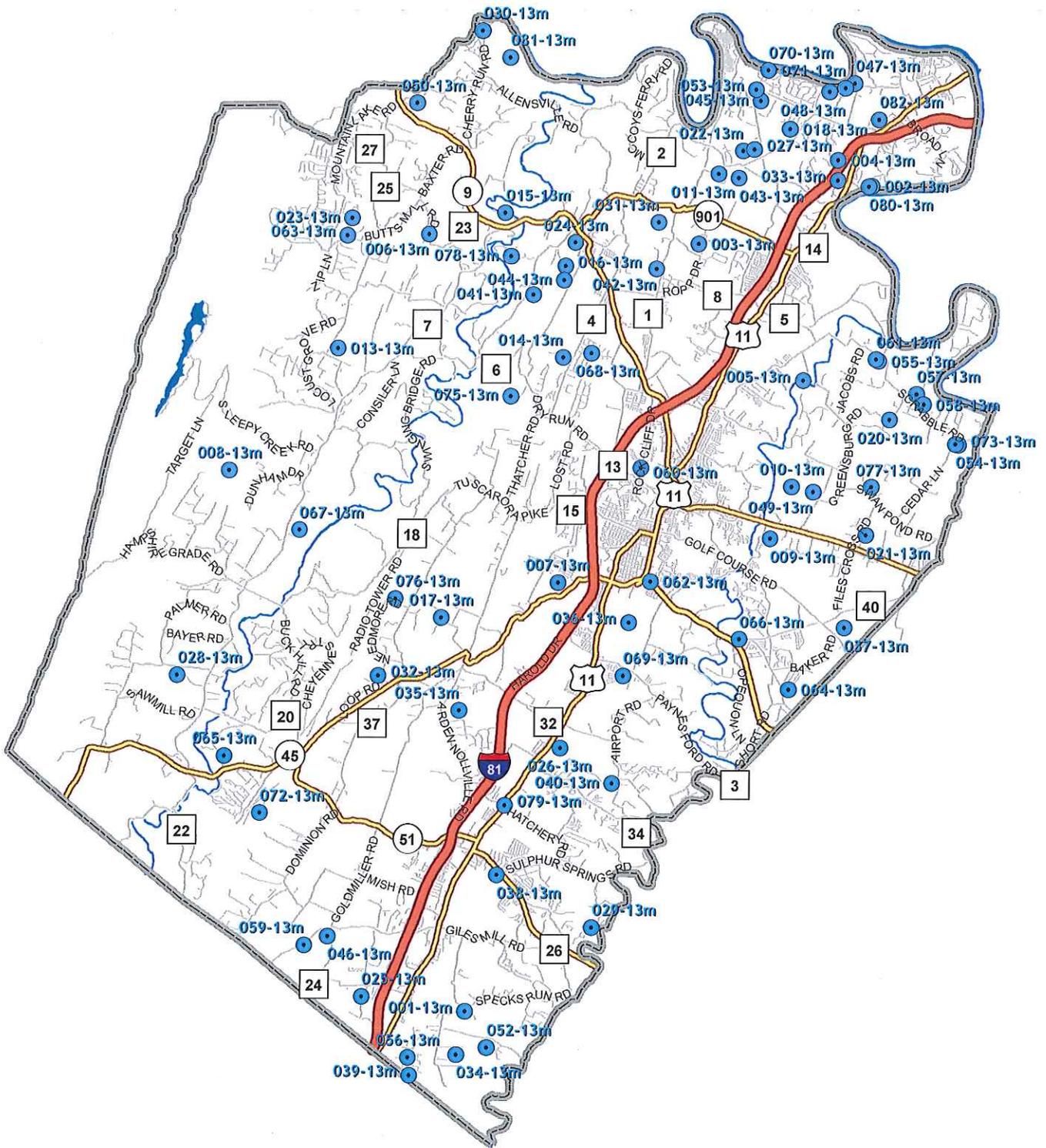
<b>HEDGESVILLE DISTRICT</b>							
File #	Applicant	Engineer	Approved	Type	Dist., Tax Map, Parcel	Acreage	Lots
006-13m	Edwards	Hurst	1/31/2013	Testamentary	H, M20, P38.4	53.858	
015-13m	Wells Fargo	DiMagno	3/27/2013	Resurvey	H, M21A, P17.1	0.786	
016-13m	D & D Land Co.	Placanica	3/28/2013	BLA	H, M21, P165.186	5.502	
023-13m	Fishook Lane Cluster	DiMagno	4/22/2013	BLA	H, M19C, P42	0.075	
024-13m	Gantt Easement	Placanica	4/17/2013	Easement	H, M21, P97.2	0	
031-13m	Oates, Jr.	DiMagno	5/17/2013	Testamentary	H, M22, P4	7.1325	
041-13m	Ashton merger	Roberts	6/18/2013	BLA	H, M27, P 21.1& 21.2	5.8814	
042-13m	Gregory BLA	Berry	6/19/2013	BLA	H, M22, P 6.1	6.2231	
050-13m	Lloyd	Berry	8/5/2013	Merger	H, M7, P9.3	3.4368	
060-13m	Rock Cliff 3A 3B	Sager	9/4/2013	BLA	H, M 38P, P 6	0.006015	
063-13m	The Woods	Sager	9/17/2013	Merger	H, M 19G, P 1&74	8.7199	
068-13m	Ronald Jacoby	DiMagno	10/3/2013	BLA	H, M 34, P 40	1.022	
081-13m	Breen Estate	Roberts	1/2/2014	Testamentary	H, M 2, P 5	115.298	
					Total	<b>207.9407</b>	<b>0</b>
<b>Family Transfers</b>							
013-13m	Spies	Hurst	4/2/2013	Family Transfer	H, M31, P21.2 & 21.3	7.5439	2
014-13m	Ring	Yebernetsky	4/2/2013	Family Transfer	H, M33, P26.10	6	3
030-13m	Munson	Placanica	5/29/2013	Family Transfer	H, M1, P12.1	10.2927	2
044-13m	Bohrer Transfer	Yebernetsky	7/9/2013	Family Transfer	H, M27, P6	67	2
075-13m	VanMetre/Stewart/Ford	Berry	11/20/2013	Family Transfer	H, M 33, P 16 &17	43.044	2
078-13m	McNealy	Berry	11/30/2013	Family Transfer	H, M21, P176	4.4442	2
					Total	<b>138.3248</b>	<b>13</b>
					<b>TOTAL HEDGESVILLE</b>	<b>346.2655</b>	<b>13</b>



2013 Minor Projects By District

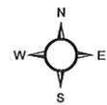
OPEQUON DISTRICT							
File #	Applicant	Engineer	Approved	Type	District, Tax Map, Parcel	Acres	Lots
<b>Minor / Exempt Subdivisions</b>							
009-13m	VanMetre	Brown	3/11/2013	BLA	OP, M15, P54, OP M15b, P26-35 &	121.6079	
010-13m	VanMetre	Brown	3/11/2013	BLA	OP, M11, P24.1, 24.2 & 47, OP, M	494.0766	
020-13m	Jones	DiMagno	4/22/2013	BLA	OP, M8, P17, 17.18 & 17.16	6.1632	
021-13m	Horses with Hearts	Placanica	4/29/2013	BLA	OP, M16, P18 & 19	90.8269	
037-13m	Weaver	Yebernetsky	6/14/2013	Resurvey	OP, M19, P1	120.9593	
049-13m	Ankers	DiMagno	7/16/2013	BLA	OP, M11, P-25&25.1	62.86	
055-13m	Walton Woods	Sager	8/1/2013	Merger	OP, M 4, P 12.13	0.1534	
057-13m	Tabler	Berry	8/28/2013	Testamentary	OP, M 8, P 12	21.8448	
058-13m	Tabler	Berry	8/14/2013	Testamentary	OP, M 8, P 12	19.6275	
061-13m	Walton Woods-lot 5	Sager	9/13/2013	BLA	OP, M 4, P 12.12	0.421	
073-13m	Barrett JR	DiMagno	11/19/2013	Resurvey	OP, M 13, P 7.5	6.2395	
077-13m	Swan Pond Land Trust	DiMagno	11/25/2013	Resurvey	OP, M 12, P 26	110.067	
					Total	1054.8471	0
<b>Family Transfer</b>							
005-13m	Catlett	Geertsema	1/29/2013	Family Transfer	OP, M7, P83	2.7349	1
054-13m	Barrett	DiMagno	10/4/2013	Family Transfer	OP, M13, P 7.5	2	2
					Total	4.7349	3
<b>TOTAL OPEQUON</b>						1059.582	3

# 2013 Minor Projects



Department of Planning  
Berkeley County, West Virginia  
2013 Minor Projects Map

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Martinsburg, WV 25401  
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