



## **BERKELEY COUNTY PLANNING COMMISSION**

400 West Stephen Street - Suite 203, Martinsburg, WV 25401-3838

Telephone: 304-264-1963, Fax: 304-262-3127

Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

### **Berkeley County Planning Commission Agenda**

**March 6, 2017 @ 6:00 pm.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF THE AGENDA
4. SUNSHINE LAW SPEAKERS
5. APPROVAL OF MEETING MINUTES
6. PRELIMINARY PLAN APPROVAL
  - a. Cold Spring Run Preliminary Plan (#017-15)
7. STAFF/COUNSEL DISCUSSION/ACTION/MOTION
8. ADJOURNMENT

**\*\*The Planning Commission reserves the right to re-arrange items on the agenda due to time constraints of the public or Commission\*\***



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### STAFF REPORT REQUEST FOR PRELIMINARY PLAN ADVANCEMENT March 6, 2017

**Project:** Cold Spring Run Planned Unit Development (P.U.D.)

**File #:** 017-15

**Developer:** Cold Spring Run, LLC  
3 Sue Court, Suite B  
Martinsburg, WV 25405

**Engineer:** D.A. Stansbury Engineering  
3 Sue Court, Suite B  
Martinsburg, WV 25405

**District, Tax Map & Parcel #:** Arden District, Map 10, Parcels 57, 57.2 and 57.3

**Location:** The site is located on WV Route 9/13 (Kelly Island Road), approximately 2000' feet north of WV Route 19 (Paynes Ford Road), in the Arden Tax District.

**Project Description:** The project is proposing a Planned Unit Development of eighty-nine (89) units consisting of single family homes, tri/quad units, and townhomes on approximately 31 acres.

**Administrative History:**

APPROVAL LETTERS	DATE RECEIVED
Berkeley County Health Department (Wells and Septic)	
Berkeley County Public Service Water District (Water Availability)	8/19/2016
Berkeley County Public Service Sewer District (Sewer Availability)	8/19/2016
State Health Department (Water)	
State Health Department (Sewer)	8/19/2016
Department of Highways (Entrance Permit)	8/19/2016
Central Dispatch (Road Names) approved	8/22/2016
GPP Permit Application	8/19/2016
NPDES Permit Application	8/19/2016
DEP Approval	11/21/2016
*Traffic Study (Correspondence from WVDOH)	11/3/2016
*School Impact Analysis	6/17/2015
Appendix C – Environmental Impact Checklist	6/17/2015

MEETINGS & SUBMISSIONS	DATE
<b>Waiver Requests</b>	
Waiver(s) & Exception Requested	6/17/2015

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Waiver(s) Request Advertised	6/29/2015
Waiver(s) & Exception Granted	7/20/2015
<b>Sketch Plan</b>	
Sketch Plan Submitted	6/17/2015
1 <sup>st</sup> Review Comments	6/20/2015-P 7/31/2015-E
Sketch Plan Resubmitted	8/12/2015
2 <sup>nd</sup> Review Comments	9/9/2015-P 9/17/2015-E
Sketch Plan Re-Submitted	10/8/2015
Sketch Plan Public Hearing Advertised	10/26/2015
Sketch Plan Advancement Meeting / Approved	11/16/2015
<b>Preliminary Plan</b>	
Preliminary Plan Submitted	8/19/2016
1 <sup>st</sup> Review Comments-Planning	9/7/2016
1 <sup>st</sup> Review Comments-Engineering	9/21/2016
Preliminary Plan Re-Submitted	12/2/2016
Preliminary Plan Conditional Completion-Planning	12/4/2016
2 <sup>nd</sup> Review Comments-Engineering	11/9/2017
Preliminary Plan Re-Submitted	1/17/2017
Engineering Complete	2/16/2017
Preliminary Plan Advancement Meeting / Approved	3/6/2017
<b>Final Plat</b>	
Final Plat Submitted	
1 <sup>st</sup> Review Comments	
Final Plat Re-Submitted	
Final Plat Determination Meeting	
Final Plat Public Hearing Advertised	
Final Plat Public Hearing	
Final Plat Approval	
Bond Reduction	

**Waivers/ Exceptions:**

At the July 20, 2015 Planning Commission meeting, the developer was granted the following exception and three (3) waivers:

- Section 705 – Sidewalk exception: The developer was granted an exception to not install sidewalks along WV Route 9/13 (Kelly Island Road);
- Waiver 1: Table 8-1A.8 – Parking Requirements: The Ordinance requires one (1) additional parking space per townhome unit to be placed off-site. The developer was granted a waiver to provide the required parking on-site.
- Waiver 2: Section 504.D – Panhandle Lots: The Ordinance requires panhandle lots to have a minimum width of twenty-five (25) feet. The developer received a waiver to reduce the required width to seventeen (17) feet to achieve a boxed quadruplex design.
- Waiver 3: Appendix A 1.10 – Cul-de-sac: The Ordinance requires cul-de-sacs in residential developments for turn-around purposes. The

developer obtained a waiver to use a “T” design turn-around on an alley way.

**Project Notes:**

The project is proposing a mixed housing type development as a Planned Unit Development (P.U.D.). Eighty-nine (89) units are proposed, 16 single family dwellings, 44 duplexes, and 29 townhomes. The units will be served by public water and sewer

**Engineer Report:**

The County Engineer issued a letter on February 16, 2017, stating the plan meets the requirements of the 2009 Berkeley County Subdivision Ordinance. Therefore, the County Engineer recommends Preliminary Plan advancement.

**Staff Recommendation:**

The Preliminary Plan meets the requirements of the Subdivision Ordinance; therefore, Staff recommends advancement of the Preliminary Plan to the Final Plat stage.

Respectfully Submitted,

The Planning Department

March 6, 2017