

**City of Martinsburg
Planning Commission
Wednesday, December 3, 2025
6:00 PM
Martinsburg City Hall
232 N. Queen St
J. Oakley Seibert Council Chambers**

1. CALL TO ORDER

2. ROLL CALL (and microphone check)

3. APPROVAL OF MEETING MINUTES

3.a November 5th, 2025

4. UNFINISHED BUSINESS/NON-PUBLIC HEARING

4.a

Project # 2025-70-FP: FINAL PLAT DETERMINATION: The Gallery Section 2 Phase 7 part 2 The property is located off Klee Drive and is identified on Berkeley County Martinsburg District Tax Map 35, Parcel 2. The applicant is requesting Final Plat Determination for construction of 45 townhomes and associated infrastructure. Morris & Ritchie Associates, Inc., Kris Malsch Appellant.

5. NEW BUSINESS/PUBLIC HEARINGS

5.a

Project # 2025-74-SP: SITE PLAN APPROVAL: The property is located at 1000 Foxcroft Ave and is identified on Berkeley County Martinsburg District Tax Map 20, Parcel 4.1. The applicant is requesting Site Plan Approval for a Fast Casual Restaurant. Alpha Associates, Inc., Chuck Branch, Appellant.

5.b

Project # 2025-63-SP: SITE PLAN APPROVAL: The property is located at 2400 Emergency Dr and is identified on Berkeley County Martinsburg District Tax Map 4E, Parcel 1. The applicant is requesting Site Plan Approval for a new hospital bed tower and associated infrastructure. Greenway Engineering, Dan Murphy, Appellant.

6. NEW BUSINESS/ NON-PUBLIC HEARINGS

6.a **Project # 2024-81: BOND RELEASE:** The property is located on Jensen Way and identified on Berkeley County Tax Map 23 as Parcel 175. Prentiss Point Phase 3 & 4 Stormwater Pond # 2. The bond was reduced in 2018 and this bond release request is for the full remaining bond amount of \$50,000.

7. DISCUSSION/ACTION ITEMS

7.a None

8. OTHER BUSINESS

8.a None

9. ADJOURNMENT