UPPER ALLEN TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
January 27, 2020
7:00 P.M.

PC MEMBERS
R. Wayne Willey, Chairperson
Philip Cerveny, Vice Chairperson
Barry Natwick, Secretary
Robert Siodlowski
Amanda Parrish (Absent)
Scott Steffan
Barbara Roddin

TOWNSHIP OFFICIALS - PRESENT
Jennifer Boyer, Comm. Dev, Director
John Toner, Planning Technician

BOARD OF COMMISSIONERS
Kenneth Martin, Commissioner
Ginnie M. Anderson, Commissioner

CALL TO ORDER

Chair Willey called the Planning Commission Meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Toner. Ms. Amanda Parrish was noted as absent.

ANNUAL BOARD REORGANIZATION

Chair Willey called for recommendations for the Annual Board Reorganization. Mr. Natwick made a MOTION to have himself assume the position of Secretary for the Planning Commission that was left vacant and recommended to have Mr. Wayne Willey continue to serve as Chairperson and Mr. Philip Cerveny continue to serve as Vice-Chair. Mr. Robert Siodlowski seconded the MOTION. The motion carried unanimously (6-0).

APPROVAL OF DECEMBER 30, 2019 MINUTES

Chair Willey called for the approval of the Minutes of the December 30, 2019 Planning Commission Meeting. Vice-Chair Cerveny made a MOTION to approve the Minutes of the December 30, 2017 meeting. The MOTION was SECONDED by Secretary Natwick. The motion carried unanimously (6-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the December 6 & December 19, 2019 meeting. Chair Willey accepted these minutes.

CHAIRMANS ANNOUNCEMENTS

Chair Willey welcomed Barbara Roddin as the new member to the Planning Commission taking over the vacant seat left by Mr. Jeffrey Walter. Chair Willey also thanked the rest of the
Planning Commission for continuing to volunteer their time to serve.

**NEW BUSINESS**

**A. Winding Hills Stage 7, Preliminary Subdivision & Land Development UAT File No. 20-01-02A**

Mr. Mark Allen, from Alpha Consulting Engineers, Inc., represented the plan as the engineer for the Winding Hills development. Stage 7 of development includes 78 new dwelling units; 19 single-family homes and 59 townhomes, off of Orchard Blvd. Smoke House Drive and the remaining portion of Brook Shire Court will be dedicated to the Township while Shady Lane will remain a private roadway.

Mr. Allen explained that this plan was before the Planning Commission in October of 2019 where they recommended conditional approval to the Board of Commissioners. Since then the developer officially withdrew the plan with the intentions to split Stage 7 into two sections which one of the sections is before the Planning Commission tonight.

Commissioner Anderson asked if the single-family homes in this stage are going to be the larger homes that have been seen in some portions of Stage 5. Mr. Allen explained that they will most likely be the same size; however, they may be larger.

Vice-Chair Cerveny asked if the larger piece of vacant land next to the proposed single-family homes section will remain vacant. Mr. Allen explained that this piece of land will be part of the open space of this section.

Vice-Chair Cerveny made a MOTION to recommend approval of the requested modifications for the Winding Hills PRD Stage 7 Preliminary Subdivision & Land Development Plan, UAT File No. 20-01-02A. The MOTION was SECONDED by Secretary Natwick. The motion carried unanimously (6-0). The requested deferrals are:

1. Modification of Section 220-8.A(7) and allow the applicant to show contours at vertical intervals of two (2) feet instead of one (1) foot.

2. Modification of Section 220-10 to allow the final plan on sheet sizes of 24x36 inches instead of 18x24 inches.

Vice-Chair Cerveny made a MOTION to recommend approval of the Winding Hills PRD Stage 7 Preliminary Subdivision & Land Development Plan, UAT File No. 20-01-02A, with conditions. The MOTION was SECONDED by Mr. Siodlowski. The motion carried unanimously (6-0). The conditions of approval are:

**GENERAL**
1. The Township does not have a record of a traffic analysis being performed for these roads, including the roads in Stages 4 and 5. The Developer shall provide a report indicating what traffic control signs are necessary for these streets. The Developer shall consider changing Stop Signs to Yield Signs at the following intersections, unless the traffic study warrants otherwise: Shady Lane/Brook Shire Court, Brook Shire Court/McIntosh Drive, and Smoke House Drive/McIntosh Drive.

2. General Note #7 references sinkhole construction methods shown on Sheet #7. The Applicant shall correct the reference number of move the construction methods to Sheet 7.

** ADMINISTRATIVE**

3. The applicant shall obtain any required approvals of the Erosion and Sediment Control Plan from the Cumberland County Conservation District for Stage 7 and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Sections 220-8.D(6) and 214-15 of the Codified Ordinances of Upper Allen Township.


5. The Applicant/Owner shall sign the plan and have the signatures notarized in accordance with Section 220-10.L and 220-10.N of the Codified Ordinances of Upper Allen Township.

6. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolution, and regulations as may be in effect from time to time concerning the proposed development.

7. The Applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.

8. The Applicant shall comply with all other conditions listed in the Revised Tentative Plan approval.

9. Upon approval of the preliminary plan, the Applicant shall supply three copies of the signed, sealed, and notarized plan for Township records.

**B. Winding Hills Stage 7, Section 1 Final Subdivision & Land Development UAT File No. 20-01-02B**

Mr. Mark Allen, Alpha Consulting Engineers, Inc. represented the Winding Hills Stage 7, Section 1 Final Subdivision and Land Development Plan. Stage 7, Section 1 will be for the development
of the 58 townhomes and the completion of Shady Lane. Mr. Allen noted his client is amenable to the conditions, and that the plantings within the easement will be moved.

Vice-Chair Cerveny asked if this townhome section will form its own HOA. Mr. Allen explained that he may not be able to answer that question; however, in past stages of the development smaller communities have formed under the Master Homeowners Association.

Public Comment:

Mr. Andrew Cameron from the Bumble Bee Hollow development asked if multimodal transportation options were taken into consideration regarding this Section of Winding Hills or Winding Hills as a whole. Ms. Boyer explained that the Township’s position is to consider multimodal transportation options. Developers are required to install sidewalks along public roadways. There has been recent discussion regarding areas where sidewalks couldn’t be accommodated, and a fee in lieu of was established so that sidewalks in other areas of the Township could be constructed. Additionally, when a development is proposed within the Township, staff takes into consideration traffic studies that may be required to see if roadway improvements are warranted for the development to be built (i.e. turning lanes, traffic lights, etc.). When the Winding Hills development was first proposed, traffic improvements were required. In addition, the developer has been required to construct sidewalks throughout the development, in addition to walking trails.

Ms. Boyer further explained that Capitol Area Transportation (CAT) does have a Park-n-Ride just outside the main entrance to the Winding Hills development. The Township does have bus stops located throughout certain portions of the Township, specifically on Allendale Road and throughout Rossmoyne Business Park.

Mr. Siodlowski made a MOTION to recommend approval of the Winding Hills PRD Stage 7, Section 1 Final Subdivision & Land Development Plan, UAT File No. 20-01-02B, with conditions. The MOTION was SECONDED by Mr. Steffan. The motion carried unanimously (6-0). The conditions of approval are:

GENERAL
1. On the landscape and lighting plan a tree along McIntosh Drive is depicted along the edge of the storm sewer easement. The tree must be planted outside of the easement area. The Applicant should shift the tree to ensure it is planted outside of the easement area.

2. The purpose of the plan shall state it is for the construction of Stage 7, Section 1 of Winding Hills PRD.

ADMINISTRATIVE
3. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, associated with all final plans in Stage 7, in
accordance with Section 220-9.H and Section 220-44 of the Codified Ordinances of Upper Allen Township.

4. The Applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the Applicant and approved by the Township Engineer to insure construction of the improvements and/or concrete monuments shown on the plan, and the applicant must enter an Agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-9.H and Section 220-9.I of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.

5. The Applicant must also furnish financial security to the Township in an amount equal to 10% of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs, in accordance with Section 220-44 of the Codified Ordinances of Upper Allen Township.

6. The Applicant must enter into a Sewer Extension Agreement with the Township and furnish the required $1,000.00 escrow for plan and legal review costs, provide plats and legal descriptions for sanitary sewers to be located outside of the public rights-of-way, furnish the required escrow amount for inspection and related costs, and provide appropriate installation financial security for the sanitary sewers.

7. The Applicant must provide a copy of agreements with other utilities, highways, or railways when crossing and occupying their easements with new sanitary sewer facilities.

8. The plan must be signed and sealed by all applicable professionals, in accordance with Sections 220-8.A(5) and 220-10.M of the Codified Ordinances of Upper Allen Township.

9. The professional responsible for plan and report preparation shall sign and seal the plan and report, in accordance with Section 2I4-22.B.(24) of the Codified Ordinances of Upper Allen Township.

10. The Applicant/Owner shall sign the plan and have the signatures notarized in accordance with Section 220-10.L and 220-10.N of the Codified Ordinances of Upper Allen Township.

11. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolution, and regulations as may be in effect from time to time concerning the proposed development.

12. The Applicant shall pay such fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions and regulations as may be in effect from time to time by Upper
Allen Township for other further reviews or permits as may be required concerning the proposed development.

13. The Applicant shall comply with all other conditions listed in the Preliminary Plan approval and the Revised Tentative Plan for Winding Hills PRD.

BUILDING INSPECTOR’S REPORTS

Chair Willey noted the Building Inspector’s Report for December 2019.

ADJOURNMENT

There being no further business Mr. Siodlowski made a MOTION to adjourn. The MOTION was SECONDED by Secretary Natwick. Chair Willey adjourned the meeting at 7:47 PM.