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. Gulden. All members were present.

CHAIR’S ANNOUNCEMENTS

A. Annual Board Reorganization

Mr. Walter made a MOTION to nominate Wayne Willey as Chairperson, Philip Cerveny as Vice-Chairperson, and Ryan Blazi as Secretary. The MOTION was SECONDED by Vice-Chair Cerveny. The MOTION carried unanimously (7-0).

The 2018 Annual Board Reorganization is as follows:

- Chairperson: Wayne Willey
- Vice-Chairperson: Philip Cerveny
- Secretary: Ryan Blazi
- (Assistant Secretary): Jeffrey M Walter
- (Assistant Secretary): Amanda Parrish
- (Assistant Secretary): Scott Steffan
- (Assistant Secretary): Mary Kuna

APPROVAL OF DECEMBER 18, 2017 MINUTES

Chair Willey called for the approval of the Minutes of the December 18, 2017 Planning Commission Meeting. Mr. Walter made a MOTION to approve the Minutes of the December 18, 2017 meeting. The MOTION was SECONDED by Vice-Chair Cerveny. The motion carried unanimously (7-0).
REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the December 20, 2017 meeting. Chair Willey accepted these minutes.

OLD BUSINESS

A. Zoning Text Amendment to permit a new use known as a Special Occasion Facility into the Low-Density Residential (R-1) Zoning District.

Ms. Boyer stated that the Planning Commission recommended approval of the proposed zoning text amendment to the Board of Commissioners at their December 18, 2017 meeting, as requested by the Applicant with modifications.

Ms. Boyer said that the Board must vote to affirm or deny that the modifications have been made. A public hearing is then scheduled for February 7, 2018 at 6:00 PM, and following the hearing, the Board of Commissioners will consider taking action to either approve or deny the zoning text amendment.

Mr. Christopher Knarr from McNees, Wallace, & Nurick, LLC represented the plan on behalf of the Applicant. Ashcombe Mansion Property, LLC (“Applicant”) is requesting a change to the zoning text to permit a new use: Special Occasion Facilities within the Low-Density Residential (R-1) Zoning District.

The property known as the Ashcombe Mansion, located at 1100 Grantham Road, is currently zoned as Low-Density Residential (R-1). Under the new ordinance, the zoning district will remain the same. The Applicant would like to open a special occasion facility at this address.

The R-1 Zoning District currently allows for Special Occasion Homes as a Special Exception use. Special Occasion Homes are defined in the Zoning Ordinance as an accessory use to a residential home. The main difference between this use and the proposed Special Occasion Facility is the Special Occasion Facility would be a primary use, and would not require the property owner to live on site.

Mr. Knarr said that the Board of Commissioners issued comments at their meeting on January 2, 2018, and the Cumberland County Planning Commission provided feedback as well. As a result of the feedback provided by all three Boards, the Applicant revised the draft ordinance to modify the age of the structure from 75 to 50 years, modify the language within parking requirements to match that of special occasion homes, limiting the use to no more than 10 guest rooms and no more than 20 guests at a given time. Guest rooms may be rented on a daily basis, but for no longer than a one week period. The final change involved language stating outdoor music is prohibited between the hours of 10:00 PM and 6:00 AM.
Chair Willey asked for public comment.

Len Kapp of 919 Herman Drive said his biggest concern of the new use at the Ashcombe Mansion is noise. Mr. Kapp said that the previous owners of the Mansion would hold large events where the music would be too loud, and it would play past 10:00 PM. He asked that they reconsider and prohibit outdoor music after 8:00 PM. Mr. Steffan said that the Township currently prohibits loud noise or disturbance between the hours of 10:00 PM and 6:00 AM. He suggests that Mr. Kapp and other concerned citizens attend the Board of Commissioners’ meetings and express their concerns regarding the Peace and Good Order ordinance.

Jody Joyce of 1024 Gettysburg Pike also expressed concerned about noise levels with the previous property owners. Another concern was that the new owner of the Ashcombe Mansion will not be required to live on the property, which she said may lead to the continuation of loud music past 10:00 PM.

Loring Thomas of 2312 Bumble Bee Hollow Road said his property is not directly affected by noise from the Ashcombe Mansion; however, he was witness to the high noise levels from the previous property owner. He suggests the implementation of a noise ordinance, property line planting buffering around the Mansion’s property, and limiting the number of people allowed attending events. Mr. Thomas was also concerned about guests leaving the event impaired and possibility of increased traffic.

Chair Willey suggested that the residents attend the public hearing on February 7th and provide their feedback.

Vice-Chair Cerveny made a MOTION to recommend approval of the amended zoning text amendment to the Board of Commissioners, as requested by the Applicant. The MOTION was SECONDED by Mr. Steffan. The motion carried (5-1-1). Secretary Blazi voted no. Ms. Parrish abstained since she was absent during the December meeting.

Commissioner Martin said that the public hearing scheduled on February 7th is to discuss the proposed ordinance. It is not to answer questions. He suggested that the public to review the proposed ordinance on the Township’s website and/or contact staff before the public hearing.

**NEW BUSINESS**

A. Mechanicsburg Elem Final, Preliminary / Final Land Development, File# 18-01-02

Matthew Harlow from the ELA Group, Inc. represented the plan as the engineer for the Mechanicsburg Area School District. The proposed project for Elmwood Elementary School will consist of the construction of a new access from Shepherdstown Road, a new parent drop-off/pick-up location, the addition of 103 parking spaces (168 spaces in total), new playground areas to the rear of the school, and revising the existing entry at the rear of the gym. The property lies partially within the boundary of the Mechanicsburg Borough.
Chair Willey asked if there will be traffic signals installed at the intersection of the access drive and Shepherdstown Road. He noted that traffic will most likely increase due to the Legacy Park project in the Mechanicsburg Borough. Mr. Harlow said that PennDOT is not recommending traffic signals at this time. He said that their traffic study is taking all future traffic from Legacy Park into consideration.

Vice-Chair Cerveny said that he is concerned that allowing a left turn onto Shepherdstown Road from the access drive could cause problems due to increased traffic from nearby development. Ms. Boyer said that new traffic signals will be installed at the intersections of Shepherdstown Road/S Market Street, Hemlock Drive/S Market Street, Allen Distribution Drive/S Market Street and W/E Winding Hill Road/S Market Street as part of other developments. She said that staff has attended various meetings with PennDOT, and they will ensure signal timing is interconnected. Chair Willey asked if the access drive’s intersections onto Shepherdstown Road required a Highway Occupancy Permit (HOP), and Mr. Harlow said yes. Ms. Boyer confirmed that Shepherdstown Road is a state-owned road.

Ms. Kuna asked if there is any traffic calming tools, such as speed bumps, on the access drive. Mr. Harlow said no, but they will install them if there are any problems. Vice-Chair Cerveny asked if they anticipated a large volume of traffic to be taken off of Elmwood Avenue due to the new access drive. Mr. Harlow said yes, parents would now be using the access drive instead of the bus drop off area located on Elmwood Avenue.

Ms. Parrish asked if the Applicant is asking for a deferral for the required curbing along Shepherdstown Road or if they will be installing the curbing. Mr. Harlow said they are not seeking a deferral at this time, and he will recommend installing the curbing to the Mechanicsburg Area School District.

Mr. Steffan said there are a lot of stormwater management comments on the staff memo. Mr. Reichard said that the project’s engineer has been working to clean-up all of the comments, and he is comfortable with their effort at this time. Mr. Harlow said he will address all comments.

Chair Willey asked for public comment.

Laurie Braun of 33 Southpoint Drive expressed concerns regarding the distance of the proposed access drive the property line and stormwater runoff from the access drive. She also asked if there would be any trees planted between the access drive and the property line. Vice-Chair Cerveny said the plan does include a great amount of plantings between the access drive and the property line. Mr. Harlow said the access drive will be 50 feet away from the property line, and he has designed the stormwater management system to ensure it would not runoff on neighboring properties.

Vice-Chair Cerveny asked if Mr. Harlow knew the traffic volume estimates for the access drive.
Mr. Harlow said he did not have that with him at this time. Vice-Chair Cerveny asked for the project timing. Mr. Harlow said the Applicant would like to bid the project in the next couple of months and start construction during the summer.

Mr. Steffan made a MOTION to recommend approval of the plan with conditions. The MOTION was SECONDED by Vice-Chair Cerveny. The motion carried unanimously (7-0). The conditions are:

1. The landscaping plan includes the location of the plantings; however, the amount of landscaping provided does not meet the requirements of Section 220-26. The landscaping table must be updated to include the required number of trees and shrubs for the Buffer Yard requirements, as well as the total amount being provided.
   a. The table shall include the required amounts for both Buffer Yard Type 2 and Type 3.
   b. The Lechthaler property on South Market Street is an apartment building, not an office building. The length of this property shall be included in the calculations for the Buffer Yard 2 requirements.
   c. A Buffer Yard 3 screening is required at the stormwater retention basin, for the area which abuts the public street, in accordance with Section 220-26.B(1)(g)[5].
   d. Per Section 245-14.50.B of the Zoning Ordinance, parking lots must be screened. The additional screening to be provided along Shepherdstown Road, as required by Section 245-16.5.B, can be used to provide an adequate buffer from the parking lot and the roadway.
   e. A minimum of two canopy street trees shall be provided for every 100 feet of public right-of-way along Shepherdstown Road in accordance with Sections 220-17.B(3)(j) and 220-26.D(7) of the Codified Ordinances of Upper Allen Township. The existing tree at the intersection of the access drive and Shepherdstown Road must be removed, because it is within the clear site triangle.

2. The radius of the access drive intersection with Shepherdstown Road shall be a minimum of 30 feet in accordance with Section 220-17.B(3)(g) of the Codified Ordinances of Upper Allen Township.

3. The municipal boundary line with the Mechanicsburg Borough should be included on all plan sheets in accordance with Section 220-9.C(2)(b) of the Codified Ordinances of Upper Allen Township.

4. If there are to be areas along the access drives where parking is not permitted, the appropriate signage shall be placed along the access drive areas, in accordance with Section 220-17.B(6) of the Codified Ordinances of Upper Allen Township.

5. We recognize that the proposed stormwater management facility has been designed to significantly reduce post development release rates presumably based on our request to assist with the Township’s Master Plan to regulate stormwater runoff from headwaters.
of the Cedar Run drainage basin. However, we identified a condition where there are proposed impervious areas and nearly the entire pre-development impervious area is tributary to the bypass system. We request that the Designer attempt to increase the percentage of impervious area tributary to the management system while at the consequence of increasing the post development release rate. We believe there is greater benefit to providing some level of management for a greater impervious area than maximizing the control of a smaller area.

6. We do not concur with the Designers exclusion of volume control of stormwater runoff. The Designer had verbally indicated that test pits revealed bedrock and that they would not be able to provide for groundwater recharge. We have identified a condition where the proposed test pit depths exceeded a depth of ten feet below existing grade and that bedrock was encountered between three to eight feet across the site. It was also noted that bedrock was not encountered at five of the ten test locations. We believe the restriction is self-imposed based on constructing a management facility in a confined area with an overall depth of 10 feet below existing grade. The Designer needs to reevaluate their approach to stormwater management that includes provisions for volume control. This effort shall also include provisions for water quality enhancement in accordance with NPDES Permit requirements. [§214-13]

7. Based upon the conveyance calculations included in Appendix F, proposed Inlet I-2 needs to provide a 100% capture rate to collect and convey post development runoff to the management facility. The calculations currently indicate there is bypass flow that will ultimately discharge from the site uncontrolled. The Designer needs to re-evaluate the collection system in this area to improve collection capacity. [§214-17]

8. The plans propose extension of the existing conveyance system labeled EX-2 to EX-1. We were unable to locate design calculations for proposed HW-22 to EX-2 to EX-1 within the stormwater report. Calculation need to be provided to verify the existing system can adequately convey bypass stormwater flows including the proposed pipe extension and headwall.

9. The post development drainage area has been extended to include an existing parking area located at the north-western portion of the site. The delineation does not account for Inlet EX-3 that is oriented in a manner that will result in this area being tributary to the bypass system.

10. The anti-seep collar calculations included in Appendix E of the Stormwater Management and Erosion & Sedimentation Pollution Control Report reference an elevation of 438.60 feet for the top of outlet structure elevation. This elevation is inconsistent with the outlet control structure elevations provided on the plans and other sections of the Report. The Applicant needs to review the anti-seep collar calculations and revise accordingly.
11. We request the Designer consider turning OS-1 90 degrees to allow connection of the outfall pipe to the wide side of the inlet and for the longest length of the structure to run parallel with the adjacent berm. Consideration may be given to embedding OS-1 into the embankment and installing a pipe extension to toe of slope for the primary outfall orifice in an effort to improve system aesthetics.

12. The existing sanitary sewer to the west of the Lechthaler property on S. Market St. is shown incorrectly (see the attached mark-up).

13. The dwelling, located at parcel 42-25-0030-023, has a six foot vinyl fence that is partially located within the Applicant’s property. This may or may not cause problems when the plantings in that area reach full maturity. The fence shall be moved onto the property line, the plantings shall be moved back, or an agreement with the adjacent property owner shall be executed.

14. Note No. 17 under the Construction Sequence on Plan Sheet ESC-8 references contact information for Centre County Conservation District. It must reference the Cumberland County Conservation District.

15. The concrete curbing shall be extended along the western side of Shepherdstown Road between the two site entrances to create a safety buffer between pedestrians utilizing the proposed sidewalk and vehicles traversing the adjacent cartway, in accordance with Section 220-16.A(2) of the Codified Ordinances of Upper Allen Township.

16. A portion of the parking lot is located in the Borough of Mechanicsburg. The Borough shall review and sign the plan prior to recording. If the Borough has waived the review of the plan, the decision should be referenced on the final plan.

17. The Applicant must obtain a Highway Occupancy Permit (HOP) from PennDOT for access onto Shepherdstown Road. A copy of the HOP along with a copy of PennDOT’s requirements for financial security and satisfaction of such requirements shall be submitted to the Township.

18. On the Cover Sheet, the Owner’s signature line must be updated to include the person’s name (in print) that will be responsible for signing on behalf of the owner, per the County Tax Assessor’s office.

19. The Applicant must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

20. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Section 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.
21. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), Section 220-27, and Section 214-15.C of the Codified Ordinances of Upper Allen Township. A copy of the E&SPC Plan shall be submitted to the Township in accordance with Section 220-27.A(1).

22. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.

23. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

24. 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 into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 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.

25. 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 according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

26. A note shall be placed on the plan stating that the contractor shall schedule a pre-construction site meeting with the Upper Allen Township Engineer and the Cumberland County Conservation District at least 48 hours prior to starting site construction activities.

27. A note shall be placed on the plans stating that as-built Mylar plans and electronic data files shall be provided to the Township. All drawings must be signed and sealed by a professional engineer or land surveyor attesting to the correctness of the facility information shown, in accordance with Section 220-13.C(2) of the Codified Ordinances of Upper Allen Township.
28. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions and regulations as may be in effect from time to time concerning the proposed development.

29. 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.

30. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved.

BUILDING INSPECTOR’S REPORTS

Chair Willey noted the Building Inspector’s Report for December 2017.

ADJOURNMENT

There being no further business Mr. Walter made a MOTION to adjourn. The MOTION was SECONDED by Secretary Blazi. Chair Willey adjourned the meeting at 8:17 PM.
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. Mr. Scott Steffan was noted as absent.

APPROVAL OF AUGUST 27, 2018 MINUTES

Chair Willey called for the approval of the Minutes of the August 27, 2018 Planning Commission Meeting. Mr. Walter made a MOTION to approve the Minutes of the August 27, 2018 meeting. The MOTION was SECONDED by Secretary Blazi. 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 September 5, 2018, September 19, 2018, October 3, 2018, October 17, 2018, November 7, 2018 meeting. Chair Willey accepted these minutes.

CHAIR ANNOUNCEMENTS

Chair Willey noted that Secretary Blazi will be stepping down as a member of the Planning Commission at the end of the year, because he is moving out of the Township. It was noted that two volunteers were present who are interested in filling Mr. Blazi’s remaining term. Both volunteers, Mr. Robert Siodlowski and Mr. Philip Falvo, introduced themselves, their background and what they might bring to the Planning Commission.
**NEW BUSINESS**

A. Loudoun Centre Revised Final LD Plan UAT File No. 18-12-03A

Mr. Frank Nardo represented the plan. The property is located at 121 Gettysburg Pike, located the Township’s Highway Commercial (C-2) Zoning District. Mr. Nardo explained that the original land development plan from 2006 consisted of retail space, but there hasn’t been any interest for those spaces in recent years which is why he had to revise the plan. He proposes to demolish the existing dilapidated structure, George’s Cleaners will vacate the trailer site, which a notice has already been given. Mr. Nardo proposes to build a three-story, 50,000 square foot office building, a 50,704 square foot hotel and a 3,000 square foot bank.

Mr. Nardo mentioned that site improvements will reduce the impervious coverage from 92% to around 87%. He stated that since the impervious coverage was being reduced he wouldn’t have to do any additional stormwater work, furthermore the stormwater facilities have already been built on the property. He will have to move one section of piping, so it runs behind the office building instead of its existing location.

Chair Willey brought up the issue of the amount of parking spaces being provided. According to Section 245-17.2 of the Township Zoning Ordinance, the amount of parking spaces required for the proposed plan is 430 but only 402 are being provided. Mr. Nardo explained that he intends to seek a joint parking option since the hotel and office spaces are different uses and will have different peak times when the parking lot will be in use. Vice-Chair Cerveny asked if the office buildings will have any ground floor retail. Mr. Nardo said that the space will be strictly for office use.

Vice-Chair Cerveny asked if there were any potential candidates for the bank pad being presented. Mr. Nardo explained that there is interest from multiple candidates, but he cannot disclose who they are at this time. Mr. Natwick asked if there was going to be a conference center inside the hotel. Mr. Nardo clarified that there will be a multipurpose room for guest uses, but nothing the size of a traditional conference center.

Ms. Boyer addressed some of the comments that were made from Township Staff. The Township has met with Mr. Nardo already to discuss setbacks, placement of buildings, parking and other outstanding issues brought up during plan review. She said that the Township Engineer is still in review of the traffic report provided from 2006 and may supply additional comments later. Mr. Nardo said he did have HB Engineering, Inc. do a trip generation analysis based on the revised plan. They concluded that there have been times where extra trips will be generated but overall would not have a negative effect on the previously done analysis from 2006.

Mr. Nardo went on to say that some of the comments from staff’s report have been addressed already. Mr. Nardo also commented that some release sought during approval of the 2006 plan
will carry-over, thus addressing some outstanding comments. Mr. Nardo also wanted to make a comment regarding stormwater facilities on the property.

Mr. Nardo mentioned the comment regarding elevations and façades. He did submit elevation and façade plans for the proposed hotel, but he does not have elevations for the other structures. He did provide possible designs for the proposed office building; however, those are not final. Also, he will not have final designs for the proposed bank until a tenant is decided.

Commissioner Martin expressed that Upper Allen Fire Chief raised some concerns at the Public Safety Meeting. He pointed out that he wasn’t sure if there would be enough circulation surrounding the office building and hotel from a firefighting standpoint. Mr. Nardo stated that there will be circulation around the hotel, but he will have to discuss the office building further.

Vice-Chair Cerveny asked about the possible design of the office building. In the example Mr. Nardo provided the office building is three (3) stories; however, the plan states two (2). Mr. Nardo explained that the footprint of the office building will have to change to meet the setbacks for the proposed hotel height. It will be revised on the next plan.

Commissioner Anderson asked a question regarding access restrictions from the 2006 plans. Mr. Mark Jones, Hartech Engineering, said that in 2006 the Township was in the process of designing the widening of Gettysburg Pike. There was no restriction onto Gettysburg Pike, only cooperation between the developer and the Township regarding curbing installation and the like during construction.

Mr. Walter made a MOTION to table the plan until the next Planning Commission meeting set for January 28, 2019. The MOTION was SECONDED by Vice-Chair Cerveny. The motion carried unanimously (6-0).

B. Lot #4 Gettysburg Pike Preliminary LD Plan UAT File No. 18-12-03B

Mr. Doug Gosik, Williams Site Civil, LLC represented the plan; explained the general location of the property at the corner of Gettysburg Pike and South Market Street. The lot currently is vacant agricultural land and is in the Township’s Highway-Commercial (C-2) Zoning District. Since the presentation of a Sketch Plan at the August 27, 2018 Planning Commission meeting, the plan has been updated from a single 32,000 square foot office building to two buildings. The smaller building will be a one-story 10,000 square foot office building on the east side and a larger, two-story 24,888 square foot office building on the west side of the property.

Mr. Nardo stated there were concerns about access along Gettysburg Pike from both the Planning Commission and the Board of Commissioners when the sketch plan was presented. Because of those concerns, access has been modified to have a full movement drive centrally located on South Market Street, which generally aligns with the church driveway across the street. To relieve pressure from that access point they are proposing a right-out only access on the western side of the property onto South Market Street. He explained parking spaces are
being provided in excess to what is required. The Township’s Zoning Ordinance requires 175 parking spaces, and 190 are proposed.

Mr. Gosik wanted to point out the retaining wall on the eastern side of the property. He explained that the wall not only will provide a level area for both buildings to share parking but to maintain acceptable grading headed towards Gettysburg Pike. This will also allow them to provide stormwater facilities below the retaining wall.

Mr. Gosik understands that the plan will have to go through PennDOT and other outside agencies. He did not want this to hinder the construction processes, which is why he wants a preliminary plan approved. Construction can commence once the preliminary plan is approved. Final plan approval can take place once they’ve received approval from all other outside agencies.

Ms. Amanda Parrish brought up the issue that she did not see curbs or sidewalks on the plan. Mr. Gosik explained he would hope to have a deferment since they are not sure what PennDOT plans to do with sidewalks and curbs along South Market Street. Ms. Parish explained the Township would like to see the improvements shown on the plan, regardless of any deferrals.

Mr. Gosik addressed the comments regarding elevations and facades and stated they are about a month or two from having those available and will be submitted with a final plan. Staff explained he should ask for a modification to the ordinance requirement.

Mr. Gosik noted the stormwater comments and mentioned that he will be meeting with Ms. Boyer on Friday, December 21, 2018, to discuss some of those comments with her. Vice-Chair Cerveny noted that with all the outstanding comments he wouldn’t feel comfortable approving the plan. Mr. Gosik said that he wasn’t here asking for approval but wanted to present the plan to the Planning Commission to see if they had any additional comments apart from Township staff members.

Secretary Blazi made a MOTION to table the plan until the next Planning Commission meeting set for January 28, 2019. The MOTION was SECONDED by Vice-Chair Cerveny. The motion carried unanimously (6-0).

**BUILDING INSPECTOR’S REPORTS**

Chair Willey noted the Building Inspector’s Report for August, September, October & November 2018.

**EXECUTIVE SESSION**

The Planning Commission went into Executive Session from 7:45 PM to 7:55 PM to discuss an appointment issue. No formal action was taken.
ADJOURNMENT

There being no further business Secretary Blazi made a MOTION to adjourn. The MOTION was SECONDED by Mr. Walter. Chair Willey adjourned the meeting at 7:57 PM.
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. Gulden. Vice-Chair Cerveny and Mr. Steffan were noted as absent.

APPROVAL OF JANUARY 29, 2018 MINUTES

Chair Willey called for the approval of the Minutes of the January 29, 2018 Planning Commission Meeting. Mr. Walter made a MOTION to approve the Minutes of the January 29, 2018 meeting. The MOTION was SECONDED by Ms. Parrish. The motion carried unanimously (5-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the January 2, 2018, January 17, 2018, and February 7, 2018 meetings. Chair Willey accepted these minutes.

CHAIR’S ANNOUNCEMENTS

Chair Willey said that he recently attended the Planning Commission University course offered by the Cumberland County Planning Commission. He recommended other Planning Commissioners attend the three hour course in the future.

NEW BUSINESS

A. Winding Hills Stage 6, Lots 291-309 & 312-323, Final PRD Sub/LD, UAT File #18-02-27

Mark Allen from Alpha Consulting Engineers, Inc. represented the plan as the engineer for the Upper Allen Investment, LLC. The proposed project is the second final phasing plan for Winding
Hills PRD Stage 6. This final plan is for the development of 31 single family detached homes, located on Lots 291-309 and 312-323, as well as one private open spaces lot approximately 1.4 acres in size. The total tract acreage is 8.15, with 6.75 acres being developed. The development will create an additional 1,415 linear feet of new public streets on Maigold Drive, Northern Spy Drive, and Ortley Drive.

Mr. Allen said that on December 20, 2017, the Board of Commissioners approved a one-year time extension, requiring submission of the Final Stage 7 plan on or before December 31, 2018. Staff noted in their staff memo that the phasing schedule on Sheet # 4 of 11 indicated a submission timeline of 2020-2022. Ms. Boyer stated it is required that the schedule be amended on the Stage 6 plan, and the developer is in agreement.

Mr. Allen said that Township staff mentioned that the Winding Hills Stage 6 preliminary plan had a requirement that the Applicant record both final plans within 12 months following the date of the approval of the preliminary plan. The approval date of the preliminary plan was on April 5, 2017; therefore, it is suggested that the Applicant request a time extension. Mr. Allen said that they will be requesting a one-to-two month time extension.

Chair Willey said that the Applicant included two modification requests on the plan, but they were already granted during the preliminary plan. They included:

1. Modification of Section 220-8.A.(7) to 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.

Chair Willey asked if there was public comment, and there was none.

Ms. Parrish made a MOTION to recommend approval of the plan with conditions with the understanding that the Applicant submits a 60-day time extension. The MOTION was SECONDED by Secretary Blazi. The motion carried unanimously (5-0). The conditions are:

1. On Sheet 1 of 12 – Coversheet, add General Note stating “Developer grants to Upper Allen Township (Township) temporary easements in connection with any sanitary sewer mains, manholes and appurtenances constructed within public streets, until such time that construction of said streets are completed and dedicated to the Township. The purpose of the temporary easements is to permit Township to make emergency or other repairs to the sanitary sewer system, if necessary, until such time as Township has accepted the streets and Deed(s) of Dedication for the same.” This note is intended to eliminate the need for separate recorded “temporary” Easement Agreements.
2. On Sheet 6 of 11 – Grading/Utility Plan, the following shall be addressed:
   a. Lateral for lot 296 to be relocated upstream approximately 10 feet to avoid conflict with storm sewer.
   b. Lateral for lot 303 to be relocated upstream approximately 10 feet to place on property.
   c. Lateral for lot 304 to be relocated upstream approximately 20 feet to place on property.

3. On Sheet 7 of 11 – Profiles, the following shall be addressed:
   a. Correct “Scales” text under heading “Profile of Maigold Drive”.
   b. Revise sanitary sewer pipe size and material within all profiles to read “8” SDR-35 PVC”.

4. On Sheets 9 of 11 and 10 of 11 – Sanitary Sewer/Water Supply Details, replace all sanitary sewer details with latest versions of these details (contact Sewer Department office).

5. On Sheets 11 of 11 – Landscape and Lighting Plan, if trees are added to this plan, and when they are planted, maintain separation distance of at least 15 feet.

6. On December 20, 2017, the Board of Commissioners discussed a time extension request to submit Stage 7 plans. Action was taken to approve a one year extension, requiring submission of the Final Stage 7 plan on or before December 31, 2018. The phasing schedule on Sheet # 4 of 11 indicates a submission timeline of 2020-2022. The schedule shall be amended or else a separate time extension request must be discussed with the boards.

7. Condition #2 of the stage 6 preliminary plan (UAT File No. #17-03-01C) stated that the Applicant was required to record both final plans within twelve (12) months following the date of the approval of the preliminary plan. The approval date of the preliminary plan was on April 5, 2017; therefore, it is suggested that the Applicant request a 60-day time extension.

8. Sheet 4 of 11 of the plan shall contain a written and a graphic scale in accordance with Section 220-8.A(4) of the Township Ordinances.

9. The following shall be corrected on the Cover Sheet:
   a. Under Site Data, revise Water Supply to read “Public (Suez).”
   b. A note shall be placed on the plan stating that the contractor shall schedule a pre-construction site meeting with the Upper Allen Township Engineer and the
Cumberland County Conservation District at least 48 hours prior to starting site construction activities.

c. A note shall be placed on the plans indicating which roads are to remain private or be offered for public dedication.

10. The Applicant shall include accuracy certifications and seals by a licensed surveyor and engineer in accordance with Section 220-8.A(5) of the Codified Ordinances of Upper Allen Township.

11. The Applicant shall provide written approval of the erosion and sedimentation control plan by the County Conservation District, in accordance with Section 220-40 of the Codified Ordinances of Upper Allen Township.

12. 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.

13. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, associated with all Plans in Stage 6, in accordance with Section 220-9.H and Section 220-44 of the Codified Ordinances of Upper Allen Township.

14. 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.

15. 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.

16. 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.
17. 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.

18. The Applicant must provide evidence that the sanitary sewer system design has been reviewed and approved by the Township Engineer, in accordance with Section 220-20.D(3)(b) of the Codified Ordinances of Upper Allen Township.

19. The Applicant must submit a completed DEP Sewage Facilities Planning Module Application Mailer with accompanying PNDI Environmental Project Review and two (2) copies of a Plot Plan for the sewer extension.

20. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the number of approved EDUs.

21. 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.

22. 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.

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

24. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township. All deferred improvements shall be shown on final plans as future improvements.

B. Arborview, Preliminary / Final Sub / LD, UAT File #18-03-01

Charlie Courtney from McNees Wallace & Nurick (attorney), LLC, Tom Scully (engineer) and Mark Allen (traffic engineer) from Alpha Consulting Engineers, Inc. (engineers) and Don Farinelli (Applicant) represented the plan. The Applicant’s proposal is to subdivide Lots 1, 2, and 3 into 26 separate Lots. The proposed project is for the development of 22 single-family detached homes, which will be located on Lots 3 through 24. Two private open spaces lots will be provided within the development. The existing single-family homes on Lots 1 and 2 will remain. The total tract acreage is 14.8, with 12.7 acres being developed. The development will create an additional 1,307 linear feet of new public streets on Arborview Drive and Coventry Drive. The development will be served with public water and sewer.
Mr. Farinelli said that the proposed single-family homes will be between 2,000 – 2,500 square feet, energy efficient, and have a contemporary farmhouse type of architecture. Chair Willey asked for their target market demographics. Mr. Farinelli said he hesitates to give an answer, because it can always change. Chair Willey asked for the traffic volume level of service (LOS). Mr. Allen said it is LOS A, which means it has an unrestricted delay of zero. Chair Willey asked for the percentage of truck usage on the Gettysburg Pike. Mr. Allen said less than two percent.

Mr. Scully said the post stormwater runoff from the property will be 25 percent less than what is currently present, as required by Township Ordinance. Rainwater will be directed into a rain garden and a large storm water basin. He said the County Conservation District will also review the plans and make recommendations regarding stormwater runoff. Mr. Scully said he has also been working with the Township’s engineer to ensure that the neighboring properties do not encounter any stormwater problems as a result of this project.

Ms. Parrish said that she noticed the Applicant is seeking a deferral of Section 220-16.B.(4) that requires the installation of sidewalks on both sides of the proposed street. The request is to not install sidewalk on the south side of the proposed Arborview Drive between Coventry Drive and the Gettysburg Pike. She said the deferral would not be consistent with other approved plans within the Township. Mr. Scully said they would be withdrawing that deferral request.

Chair Willey asked for public comment.

Mary Fundeen said that she is the HOA president of Arborview and has compiled a list of comments / questions from their residents. The comments / questions include:

1. Although the existing rip-rap swale separating the Wingert Farm and Arborfield looks like a sleepy dry creek bed 90% of the time, it does its job and runs bank-full during heavy rainstorms. Water ponds where the swale diverts to the pipe that carries the water to Fisher Road behind homeowners Koppenheffer and Wienken (the two Arborfield properties at the far left (the western end)) and runs through the lawn on the Sebastian/Bryden and Gelnert properties (the properties between Koppenheffer and Fisher Road, but not shown on the plans) even during moderate rains. This water originates on the Wingert farm, and from the existing swale behind Arborfield. The new stormwater plan must address this continuing problem.

2. Sinkholes have opened in the past and have been repaired, including sinkholes in the current swale that had to be repaired. 200 feet of rubber lining was added to the bottom of the swale and the rip-rap replaced. There is evidence of a new sinkhole developing on the swale berm behind the Thieme property (the third Arborfield property from the left on the plan). The homeowner reports he has been filing it in with soil for the past 2-1/2 years and says that the hole is currently about 2 feet deep. THE FORMATION OF NEW SINKHOLES IS A MAJOR CONCERN OF ARBORFIELD RESIDENTS.
3. Storm water basin #1 is located on the plan where soils beneath it are indicated on the plan to be the most susceptible to sinkholes. Concern is that new sinkhole activity may be caused by excavation, vibrations, construction of new swales, and a storm basin where large volumes of water will collect.

4. We request the existing drainage pipe on the Koppenheffer and Wienken properties be extended northward to the Arborview property line as offered by the Developer. He has suggested replacing the current rip-rap swale across those properties with a new culvert with its entry point being at the Arborview property line. However, we question whether the existing pipe is actually large enough to handle the volume of stormwater, because some Arborfield residents report that storm water backs up into the swale and onto the farm field during heavy rains. Will this plan actually lessen the volume of water entering Arborfield even during heavy rainstorms?

5. We are requesting time to further review the plan and calculations for the stormwater plan since we have only seen the plan for one week.

6. On the new plan, can additional rain garden structures be considered for installation in the new development at the rear of Lots 5 and 6 where the water will flow from the steep slope? The plan shows a collection area there but it appears that the water would be immediately directed into a culvert and piped to Rain Garden “D”. Similarly, on Lot 3 near the embankment of Gettysburg Pike.

7. Can the extension of Coventry Drive and the breaching of the current stormwater swale be deferred until all stormwater systems in Arborview are in place and functioning? Will the Township require the Developer to construct all stormwater systems, streets and curbing prior to home construction or will those facilities be constructed in phases?

8. Arborfield residents object to the use of Coventry Drive as a construction entrance and see no need for Coventry to be used as a construction entrance when there is to be a construction entrance off Gettysburg Pike. Residents are concerned about construction traffic through Arborfield, damage to the street, noise, vibration, dust, mud, and potential use of Arborfield streets for parking by construction workers. We ask that the Coventry Drive entrance to the development be blocked off until construction is complete.

9. The plan shows no silt barrier around Rain Garden “D”. It is not clear how Rain Garden “D” will be constructed in relation to the existing rip-rap swale. How will the culvert depression below Rain Garden “D” integrate with the top of the bank of the existing swale or will it not?
10. What is the likely timeframe for construction in years? Will the cornfield be kept clear of weeds until construction begins, and will the lots be maintained by the Developer, seeding and mowing them until houses are built upon them? Also, the current farmer, Wingert, has maintained a mowed grass strip along the hill side of the existing stormwater channel, thus preventing the growth of weeds or scrub brush. Will the Developer be required to mow and otherwise maintain that strip until construction begins?

11. There exists currently, an agreement between the Developer of Arborfield and the owners of the Wingert Property, with an acknowledgment dated November 8, 2004. This agreement states that the cost of maintenance and repair of the existing drainage easement and stormwater facilities (the swale) shall be the responsibility of the owner of the Arborfield property UNTIL THE DEVELOPMENT OF THE WINGERT PROPERTY. On the other hand, the Final Subdivision Plan for Arborfield, which was approved by the Township Commissioners on that same date, November 8, 2004, states that the Arborfield HOA is responsible for the maintenance of the drainage easement, without placing any end date on that responsibility. Although some of the existing storm channel is on the property line between the Wingert farm and the Arborfield properties, much of the storm channel is ONLY on the Wingert farm and the channel ONLY drains water from the Wingert farm and no water from Arborfield. We seek confirmation that responsibility of Arborfield residents and the Arborfield HOA for maintenance of the drainage easement will end once construction begins and the responsibility will then be placed on the Developer of Arborview or the new Arborview HOA.

12. The above listed swale is located at the lowest portion of the new development and will be hidden by new plantings so that area will be “out of sight, out of mind” to the residents of the new Arborview. We would request that if the swale is not maintained in a timely manner that the Arborfield HOA can contract for its maintenance at the expense of the new Arborview development.

13. Will the developer bear the cost for the construction of the continuation of sidewalks on either side of Coventry Drive into the new development, including the portion on the south side of the current drainage easement into Arborfield?

14. Arborfield homeowners located along the boundary of the new development are requesting additional evergreen planting be included on the plan. On the end toward Gettysburg Pike, the concern is for headlights and night traffic beaming into bedrooms and living spaces where the new Arborview Drive enters Gettysburg Pike. On the side below Coventry Drive, homeowners are requesting a continuation of the evergreen planting already shown on the plan as a privacy screen.

15. Would the Township consider keeping the speed limit on Gettysburg Pike at 25 mph until traffic reaches Fisher Road?
16. Who will be responsible for clean-out of what is to remain of the existing swale if it becomes filled with silt during construction?

17. Has PennDOT been approached regarding the addition of turning lanes on Gettysburg Pike at the intersection of the new Arborview Drive?

Chair Willey asked if Mr. Courtney would like to respond to their concerns. Mr. Courtney said they will prepare written responses and provide copies to the HOA and the Township.

Jane Koppenheffer, 2123 Arbor Court, said she is concerned with large rain events and supports increasing stormwater infrastructure.

David Thieme, 2127 Arbor Court, said that he is concerned with sinkholes that keep occurring in his backyard and in the field where the developer is proposing the stormwater basin. He said the ground near the sinkhole has sunk at least two feet in two years.

Paul Lundeen, 2137 Arbor Court, asked what would happen to the existing permanent emergency spillway. He is concerned that the proposed stormwater basin would overflow into neighboring properties if the spillway is removed. Chair Willey asked Mr. Courtney to respond to this question in his report.

Mr. Martin said this was a very good meeting and appreciates all of the public comment. He hopes that the developer will address all of their concerns before the next meeting.

Barbara Sebastian, 2121 Arbor Court, said her neighbor’s property always floods during large rain events and then it becomes standing water. She asked what would happen if the plans are approved and the stormwater facilities fail. Mr. Willey said that the plans have to go through a very lengthy review process with the Township and the County. He is confident everything will be addressed, but the new Arborview HOA would be responsible for any system failures.

Ms. Parrish said she read in the traffic impact study that the Applicant wishes to waive the ten-year traffic horizon analysis and asked if this was a standard procedure. Mr. Allen said no they will add that to the study. He said the growth rate in ten years will be approximately 14 vehicles.

Mr. Courtney requested that the Planning Commission take no action tonight, so they can address the Planning Commission and public concerns and questions.

OTHER BUSINESS

2017 Annual Report

Ms. Boyer said that the Municipal Planning Code requires the Planning Commission keep a full record of its business and annually make a written report each year of its activities to the
governing body. Staff has prepared the report, and asked the Board to review and forward it to the Board of Commissioners. Mr. Walter made a MOTION to accept and forward the report to the Board of Commissioners. The MOTION was SECONDED by Secretary Blazi. The motion carried unanimously (5-0).

**BUILDING INSPECTOR’S REPORTS**

Chair Willey noted the Building Inspector’s Report for January & February 2018.

**ADJOURNMENT**

There being no further business Mr. Blazi made a MOTION to adjourn. The MOTION was SECONDED by Mr. Walter. Chair Willey adjourned the meeting at 8:17 PM.
CALL TO ORDER

Chair Willey called the Planning Commission Meeting to order at 7:00 PM and the Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Gulden. Mr. Blazi was noted as absent.

APPROVAL OF MARCH 26, 2018 MINUTES

Chair Willey called for the approval of the Minutes of the March 26, 2018 Planning Commission Meeting. Vice-Chair Cerveny made a MOTION to approve the Minutes of the March 26, 2018 meeting. The MOTION was SECONDED by Mr. Walter. 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 February 21, 2018 and March 07, 2018 meeting. Chair Willey accepted these minutes.

OLD BUSINESS

A. Arborview, Preliminary / Final Sub / LD, UAT File #18-03-01

Charlie Courtney from McNees Wallace & Nurick (attorney), LLC, Tom Scully and John Murphy from Alpha Consulting Engineers, Inc. (engineers) and Don Farinelli (Applicant) represented the plan. The proposed project is for the development of 22 single-family detached homes, which will be located on Lots 3 through 24. Two private open spaces lots will be provided within the development. The existing single-family homes on Lots 1 and 2 will remain. The total tract acreage is 14.8, with 12.7 acres being developed. The development will create an additional 1,307 linear feet of new public streets on Arborview Drive and Coventry Drive. The development will be served with public water and sewer.
Chair Willey said that the Applicant agreed to address comments and concerns from the Township and the Arborfield Homeowner’s Association (HOA) at the March 26, 2018 Planning Commission meeting. He asked if the Applicant addressed the concerns.

Mr. Courtney said the Applicant met with the Arborfield HOA to discuss their concerns with the Arborview plan. He said the Applicant made the necessary changes that were consistent with the discussion that occurred at the March Planning Commission meeting. He said that they prepared responses to the comments that were made by the Township and the Arborfield HOA.

Mr. Scully said the Arborfield HOA’s main concern were sinkholes and accommodating stormwater runoff from the proposed development. He said they made the following modifications to the plan in response to their concerns:

- Added a double stormwater pipe near Coventry Drive to ensure maximum stormwater collection.
- Removed the existing swale on the Arborfield HOA’s property and proposed a wider and deeper swale (swale #8 on plan) on the Arborview property.
- Extended the stormwater pipe on the western portion of the property and added an impervious liner to ensure proper drainage into the stormwater basin in order to reduce the likelihood of sinkholes.
- Added four stone seepage pits throughout the property to collect extra stormwater runoff.

Chair Willey said the plan is designed to catch all stormwater runoff, and they have gone above and beyond the Township requirements. Mr. Scully said there will not be any standing water on the property. Chair Willey asked where the stormwater will be discharged. Mr. Scully said the Township has requested that the water be piped to the newly redesigned Meadowview stormwater basin for maximum filtration and to solve flooding issues at Fisher Park.

Mr. Scully said that they sent Ms. Boyer an additional modification request. The Applicant is requesting a modification of Section 220-16.B(2) that requires a four-foot wide grass planting strip between the curb and sidewalk. Chair Willey asked Ms. Boyer for her recommendation on the modification request. Ms. Boyer said staff was not sure why it was being requested, and the applicant had only requested it that morning. Mr. Farinelli said they do not want to encroach on neighboring property owner’s existing landscaping.

Ms. Parrish said they did a good job fixing the stormwater runoff issues.

Chair Willey asked for public comment.

The HOA president of Arborfield, Mary Lundeen, said that they appreciate the cooperation from Mr. Farinelli in addressing the HOA’s concerns. She said the HOA board had an additional four questions / comments for Mr. Farinelli:

1. Arborfield requests that the Township establish as a condition of Plan approval that the Owner/Developer of the Arborview property is required to execute and record, at
its/their expense, upon completion of Swale #8 and Swale #9 and for the benefit of the owners of each affected Arborfield property, appropriate instrument(s) to vacate the existing drainage easement with respect to all portions of the existing rip rap swale that are shown on the Plan as “to be removed”. It was discussed that Arborfield HOA would continue to maintain the easement on the side of the Arborfield property owners shown on the plan as “rip-rap swale to remain”. Swale #9 and the Arborview side of the easement would become the responsibility of the Arborview developer and subsequent HOA.

2. Arborfield requests that the Township confirm in writing that Arborfield HOA shall no longer have any maintenance responsibilities with respect to the vacated portions of the drainage easement notwithstanding the provisions (General Note 5) of the Arborfield final subdivision plan approved and recorded in 2004 and any and all subsequent amendments of such plan. This will affect all of but two of the property owners (closest to Gettysburg Pike) along the current easement. These changes will need to be recorded because it will be a change to the deed of each of the current and subsequent owners along the existing swale, changing the responsibility for maintenance and upkeep from Arborfield HOA to the individual property owners in Arborfield since it will no longer be a functioning stormwater easement.

3. Will the rip-rap stones in the existing swale be removed? Arborfield residents would like to have the stones removed, not just left in place or covered over.

4. Arborfield supports the request of the developer to eliminate the grass strip between the proposed concrete curb and the sidewalk along a 90-foot section of Coventry Drive. Arborfield Owners’ property lines fall on the side of the sidewalk closest to their houses. To extend Coventry Dr., they will need to cut through the existing 4-foot high berm at the Arborfield property line. Either a retaining wall would have to be constructed at that location or grading would have to be done to prevent soil/mulch from the remaining berm from washing onto the sidewalk. If the grass strip is installed as suggested by the Township engineer between curb and sidewalk, the retaining wall or grading would have to be done on Arborfield owners’ property. There is precedent for the sidewalk to be immediately alongside the curb: Sidewalk was installed in this manner on part of the south east cul-de-sac in Arborfield.

Chair Willey asked if Ms. Boyer had any additional comments. Ms. Boyer said staff will have ongoing discussions with the Applicant to address the remaining conditions, but she is confident that they can be worked out before the Board of Commissioners review the plan.

Vice-Chair Cerveny said he believes the plan does a great job collecting stormwater runoff; however, he is concerned that any future improvements to the system will become very expensive for the HOA of Arborview. He is also concerned that the Applicant’s requested deferrals will be too expensive for the future Arborview HOA. He asked Mr. Farinelli to explain the responsibilities to the future landowners and HOA.
A MOTION was made by Vice-Chair Cerveny to recommend approval of the following deferrals:

1. Defer the requirements of Section 220-15.B(11) to reconstruct Gettysburg Pike to the widths specified in the Township of Upper Allen Subdivision and Land Development Ordinance.

2. Defer the requirements of Section 220-16.A(2) to install curbs along Gettysburg Pike until such time as the Upper Allen Board of Commissioners determines that the curbs are necessary.

3. Defer the requirements of Section 220-16.B(3) to install sidewalk along Gettysburg Pike until such time as the Upper Allen Township Board of Commissioners determines that the sidewalks are necessary.

The MOTION was seconded by Mr. Walter. The motion carried unanimously (6-0).

A MOTION was made by Vice-Chair Cerveny to recommend approval of the following modifications:

1. Modification of Section 220-15.E(5) that requires intersections on collector streets to not be located less than 800 feet apart on the same or opposite side of the street as measured from center line to center line of the intersecting streets.

2. Modification of Section 220-15.D(2)(c) that requires the length of vertical curves be at least 100 feet.

3. Modification of Section 220-16.B(2) that requires a four-foot grass planting strip between the curb and sidewalk for 88 feet on both sides of a portion of Coventry Drive.

The MOTION was seconded by Ms. Parrish. The motion carried unanimously (6-0).

Secretary Parrish made a MOTION to recommend approval of the Arborview Preliminary / Final Subdivision and Land Development Plan, filed by Don Farinelli, with the following conditions, and said conditions 1-11 are to be satisfied before the Board of Commissioners reviews the plan. The conditions are as follows:

1. Per PennDOT and PROWAG/ADAAG (§403.5.3) guidelines accessible routes with a clear width of less than 60” shall provide passing spaces 60” by 60” at intervals of 200’ maximum. In addition, per PennDOT Publication 72M, RC-67M the minimum sidewalk width approaching the ADA ramps shall be 60”.

2. An ADA crossing shall be provided on the Coventry Drive approach to Arborview Drive PROWAG/ADAAG (§206.3). If a fully compliant accessible route is not feasible, the
applicant shall provide an ADA Technically Infeasible Form with the plan submission for documentation.

3. The proposed ADA crossing of Arborview Drive at Gettysburg Pike should be installed in front of the proposed stop sign location and the proposed ADA ramps should be designed to seamlessly tie into the deferred future sidewalk approaches to the intersection.

4. Upper Allen Township proposes to convert the existing Meadowview Detention Basin from a dry extended detention facility to a water quality basin. The efficiency of pollutant reduction is dependent on a tributary drainage area that encompasses a portion of the Arborview project site. We request the Designer’s assistance with developing a stormwater plan that accommodates the potential interconnection of conveyance piping with the existing facilities located on E. Meadow Drive.

5. The proposed grading plan does not correspond with the finished grade elevations depicted on the following stormwater conveyance pipe profiles: B1-B and C1-C.

6. We request that the Designer modify the alignment of the double barrel culvert crossing H1-H in a manner that is perpendicular to the roadway. Review of the stormwater profile supports an adjustment based on available cover. Modification of the culvert alignment will improve the collection of stormwater by headwall H1 tributary from Swale No. 9 and the spillway from Rain Garden D. We also request the Designer further evaluate the proposed grading plan around Headwall H1 and Endwall H. The current grading plan displays contour lines that do not correspond with the stormwater profile.

7. On Sheet 4 of 14, label new manhole in Arborfield as “MH G08-130”.

8. On sheet 6 of 15, shift the location of the proposed trees or laterals on Lots 16 and 23 so as to provide a 15’ separation distance between trees and laterals.

9. On sheet 8 of 14 revise sanitary sewer pipe slope as follows:
   a. Manhole G08-132 to G08-133 = 1.16%

10. On sheet 9 of 14, revise sanitary sewer slopes as follows:
    a. Manhole G08-130 to G08-131 = 2.96%
    b. Manhole G08-131 to G08-132 = 5.38%

11. The graphic scale provided on several plan sheets is not accurate.

12. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), Section 220-27, and Section 214-15.C of the Codified Ordinances of Upper Allen
13. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township. All deferred improvements shall be shown on final plans as future improvements. A note shall be placed on the plan indicating that all deferrals are granted “……until such time as the Board of Commissioners deem the improvement necessary.”

14. The Applicant shall obtain approval of the planning module from the Township and PA DEP in accordance with the requirements of Section 220-20.A of the Codified Ordinances of Upper Allen Township and pay all applicable application and tapping fees in accordance with the requirements of Section 200-15.D(8) of the Codified Ordinances of Upper Allen Township.

15. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of $50,600.00. This contribution to the Fund shall be paid at the time of approval of the subdivision or land development plan in accordance with the requirements of Section 220-28.D(5) of the Codified Ordinances of Upper Allen Township.

16. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the number of approved EDUs.

17. 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.

18. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Sections 220-9.C(2)(e) and 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

19. The Applicant must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

20. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

21. 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 into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 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.

22. 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 according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

23. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.

24. The Applicant shall obtain final water main design approval from Suez Water Company and furnish to the Township an updated design plan. Fire hydrant locations shall be in conformance with the requirements of Section 220-22 of the Codified Ordinances of Upper Allen Township.

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

26. 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.

27. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 270 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved.

The MOTION was seconded by Vice-Chair Cerveny. The motion carried unanimously.

Mr. Martin said he appreciates the cooperation between the citizens and the developer, and he said that is how it should be done with all proposed developments.

BUILDING INSPECTOR’S REPORTS

Chair Willey noted the Building Inspector’s Report for March 2018.
ADJOINTMENT

There being no further business Vice-Chair Cerveny made a MOTION to adjourn. The MOTION was SECONDED by Mr. Walter. Chair Willey adjourned the meeting at 7:49 PM.
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 Ms. Boyer. Mr. Steffan and Mr. Walter were noted as absent.

APPROVAL OF APRIL 30, 2018 MINUTES

Chair Willey called for the approval of the Minutes of the April 30, 2018 Planning Commission Meeting. Vice-Chair Cerveny made a MOTION to approve the Minutes of the April 30, 2018 meeting. The MOTION was SECONDED by Secretary Blazi. The motion carried unanimously (5-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the March 21, 2018 and April 4, 2018 meeting. Chair Willey accepted these minutes.

CHAIR’S ANNOUCEMENTS

Chair Willey announced that Ms. Kuna has submitted her letter of resignation, and he thanked her for her service.

NEW BUSINESS

A. Belle Terre Apartment Addition, Final Land Development, UAT File # 18-05-01A

Tom Scully and Mark Allen from Alpha Consulting Engineers, Inc. (engineers) and Krishnan Ramaswamy (Applicant) represented the plan. The proposed project is for the development of two multi-family dwellings, which will consist of a total of 36 units. The total tract acreage is
Chair Willey said the Township requires any new development that generates 50 or more trips per day to conduct a traffic impact study. He said the proposed development will generate over 200 trips per day, yet the Applicant is asking for a waiver for the traffic impact study requirement. He asked why they should recommend approval of the waiver request. Mr. Allen said PennDOT requires a traffic impact study over 3,000 trips per day, which is significantly different than 50 or more trips per day. He said PennDOT also has peak hour requirements, which is 100 vehicles per day entering or exiting the development per day. He said the proposed development’s peak hours are 17 and 13, respectively. Mr. Allen said the development has an a.m. weekday peak hour of three entering and ten exiting and a p.m. weekday peak hour of ten entering and seven exiting.

Chair Willey asked how many units the development is proposing. Mr. Allen said 36 units. Mr. Allen said that the Township’s traffic engineer has concurred with the Applicant’s traffic count. Chair Willey asked how many parking spaces are required per unit. Mr. Scully said 2.25 spaces per dwelling unit. Chair Willey said there is a possibility of 81 new cars coming into the development, and the Applicant is saying that there will only be three vehicles traveling into the development in the a.m. peak hour. Chair Willey said the numbers do not sound correct. Mr. Allen said traffic engineers estimate traffic counts based on the Institute of Traffic Engineers (ITE), and he used that for this project. Chair Willey asked Ms. Boyer for the feedback from the Township’s traffic engineer (TPD). Ms. Boyer said TPD agreed that the traffic impact from the proposed development would be minimal to the area given the peak trips. Ms. Parrish said all new developments ask for a traffic impact study waiver, and she believes the Board recommends approval of too many waivers. She said it may be better to grant deferrals for this requirement. Chair Willey said he believes the Board should uphold the Township’s ordinance in this case. Mr. Allen said they are asking for relief, because the Township’s ordinance is significantly different than PennDOT and ITE standards. Vice-Chair Cerveney asked if there was a traffic impact study conducted on the existing apartment complexes. Mr. Allen said he is not sure.

Chair Willey asked if Ms. Boyer had any additional comments. Ms. Boyer said she believes all of the comments can be addressed before the Board of Commissioners review the plan. Ms. Kuna asked if the Township is considering changing the traffic impact study requirements since it is significantly different than state and national requirements. Ms. Boyer said that staff is currently reviewing the Subdivision and Land Development Ordinance (SALDO) to prepare for revisions to the ordinance.

No public comment.

A MOTION was made by Ms. Parrish to recommend disapproval of the waiver request of Section 220-11.F that requires a traffic impact study be submitted for all developments generating 50 trips or more per day. The MOTION was SECONDED by Vice-Chair Cerveney. The
motion carried unanimously (5-0).

A MOTION was made by Ms. Parrish to recommend approval of the following modifications:

1. Modification of the requirements of Section 220-16.A(1) to not require the installation of curbs along all proposed access drives, parking compounds, and along building fronts.

2. Modifications of the requirements of Section 220-16.C(3) to provide less than the minimum five foot radius of curvature for horizontal curves along the parking islands in the parking area.

The MOTION was SECONDED by Vice-Chair Cerveny. The motion carried unanimously (5-0).

Ms. Parrish made a MOTION to recommend approval of the plan with conditions from staff and the County planning office. The MOTION was SECONDED by Secretary Blazi. The motion carried unanimously (5-0). The conditions are:

1. All parking spaces shall be at least six feet from any multiple dwelling on the lot in accordance with Section 245-17.6.A(5)(a) of the Codified Ordinances of Upper Allen Township. The plan currently shows a separation of 4.5 feet from parking to proposed building #5.

2. All existing streets on, adjacent to, or within 200 feet of any part of the tract, including name, right-of-way width, and cartway width shall be shown on the plan in accordance with Section 220-9.C(2)(u) of the Codified Ordinances of Upper Allen Township.

3. Primary control points or description and ties to such control points, to which all dimensions, angles, bearings and similar data on the plan shall be shown in accordance with Section 220-10.B(1)(d) of the Codified Ordinances of Upper Allen Township.

4. Clear sight triangles and stopping sight distances shall be shown on the plan in accordance with Section 220-10.B(1)(s) of the Codified Ordinances of Upper Allen Township.

5. The Cover Page shall indicate the building height of both buildings to show compliance with Section 245-16.6 if the height of the building exceeds 35 feet as permitted in Section 245-5.5.D of the Codified Ordinances of Upper Allen Township.

6. We request the Designer include a curb radius dimension for the island located to the south of the loading system to verify that the minimum curb radius of 5 feet is being provided.

7. Stormwater Rain Garden E/Facility No. 1 proposes to construct an emergency spillway that will discharge to the rear of Building No. 2 when the full storage capacity is utilized.
We recommend the Designer consider a secondary collection point that will interconnect with the existing collection and conveyance system.

8. We recognize that Stormwater Facility No. 3 and No. 4 utilize outfall structures as the principle and emergency spillway control. In reference to Section 214-17.A of the Stormwater Ordinance, we request the Designer add an earthen spillway that will create a designated area for the facilities to overflow secondary to the primary outfall structure.

9. Stormwater Facility No. 3 consists of a series of raingardens staged with a tiered floor elevation system that will potentially result in stormwater conveyance between each rain garden. We request the Designer include permanent stabilization material on the common earthen berms to reduce the potential for soil erosion.

10. The plan includes notation that designates roof leaders to be routed to specific stormwater facilities. In reference to Section 214-17.C of the Stormwater Ordinance, the Designer needs to identify the approximate location of proposed downspouts, specify the material and diameter of roof leaders and the proposed pipe alignment for routing of stormwater to the designated facility.

11. The cross-section detail for Underground Detention Facility No. 2 calls for either 2A modified stone or AASHTO No. 57 stone between and over pipes. The detail needs to be revised to only propose AASHTO No. 57 stone as pipe bedding and for backfill between pipes. 2A modified stone may be used above the top of pipe as desired.

12. We request the Designer include an expanded overview of the Underground Stormwater Facility that depicts additional detail for the proposed header piping, parallel pipe offset distances, and the location of cleanouts. Review of the current site plan identified a condition where the southernmost storage pipe is misaligned.

13. Section 214-13.A.2 of the Stormwater Ordinance requires infiltration testing to be performed on existing site conditions. The submittal includes site investigation and percolation test reports utilized for on-lot sewage disposal system design. In accordance with Appendix C of the Pennsylvania Stormwater Best Management Practices Manual (PA BMP), the infiltration rate is determined by dividing the percolation rate by the calculated reduction factor. The infiltration volume and draw down time calculations need to be updated to follow the procedures outlined by the PA BMP manual.

14. We request the Designer included notation that calls for field testing of the amended soil to verify proper composition of the design soil mixture is achieved.

15. On Sheet 1 of 14 – Cover Sheet, the following shall be addressed:
a) Add a General Note which states “As-built paper and Mylar plans, and electronic data files shall be provided to Upper Allen Township; horizontal datum to be NAD 83 PA South Grid and vertical datum to be NAVD 88.”

16. On Sheet 5 of 14 – Grading/Utilities Plan, the following shall be addressed:

   a) Show flow direction arrows on sanitary sewers.
   b) Provide northing and easting coordinates for manhole nos. LN03-187, LN03-187A, LN03-187B and LN03-188.
   c) At existing manhole no. LN03-187 indicate N, S, E, W, etc. after each pipe in invert elevation.

17. On Sheet 9 of 14 – Profiles, the following shall be addressed:

   a) Indicate “New 4’ Dia. Manhole” at manhole no. LN03-187-A.
   b) Indicate “New 4’ Dia. Shallow (Flat Top) Manhole” at manhole no. LN03-187B.
   c) Delete the note “(Doghouse Manhole on Existing Pipe” and replace with “Saw Cut Existing Main and Reconnect Piping as Shown on Detail Drawing”.
   d) Show/label horizontal grid/elevations.
   e) Show stationing along bottom of profile.
   f) Revise note above Sanitary Sewer Profile to read “Generally, Cleanouts Shall Be Provided in Each Building Sewer at Intervals Not to Exceed 60 Feet in Length Unless Otherwise Authorized by the Township. Cleanouts Shall Be Constructed As Shown on the Detail Drawings.”

18. On Sheet 10 of 14 – Sewer Details, the following shall be addressed:

   b) Add the following detail drawings:
      i. MH-9 – Leveling Rings and Bolted Frame Detail
      ii. SEW-2 – Pipe Repair/Reconnection Detail

19. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), Section 220-27, and Section 214-15.C of the Codified Ordinances of Upper Allen Township.

20. The Applicant must submit a copy of the Erosion and Sediment Pollution Control Plan to the Township in accordance with the requirements of Section 220-27.A(1) of the Codified Ordinances of Upper Allen Township.

21. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township.
Township. All deferred improvements shall be shown on final plans as future improvements. A note shall be placed on the plan indicating that all deferrals are granted “……until such time as the Board of Commissioners deem the improvement necessary.”

22. The Applicant shall obtain approval of the planning module from the Township and PA DEP in accordance with the requirements of Section 220-20.A of the Codified Ordinances of Upper Allen Township and pay all applicable application and tapping fees in accordance with the requirements of Section 200-15.D(8) of the Codified Ordinances of Upper Allen Township.

23. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of $82,800.00. This contribution to the Fund shall be paid at the time of approval of the subdivision or land development plan in accordance with the requirements of Section 220-28.D(5) of the Codified Ordinances of Upper Allen Township.

24. The Applicant must provide evidence that the sanitary sewer system design has been reviewed and approved by the Township Engineer, in accordance with Section 220-20.D(3)(b) of the Codified Ordinances of Upper Allen Township.

25. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the number of approved EDUs.

26. 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.

27. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Sections 220-9.C(2)(e) and 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

28. The Applicant must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

29. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

30. 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 into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 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.

31. 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 according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

32. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.

33. The Applicant shall obtain final water main design approval from Suez Water Company and furnish to the Township an updated design plan. Fire hydrant locations shall be in conformance with the requirements of Section 220-22 of the Codified Ordinances of Upper Allen Township.

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

35. 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.

36. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved.

B. Shepherdstown-Upper Allen, Preliminary / Final Subdivision / Land Development, UAT File # 18-05-01B

Matthew Harlow from the ELA Group, Inc. represented the plan as the engineer for the Mechanicsburg Area School District. Mr. Harlow said they do not have any objects to staff’s comments in their memo. He stated the purpose of this project is to complete additions and renovations to the existing Upper Allen and Shepherdstown Elementary Schools. The following chart shows existing gross floor area of the two elementary schools, and the increase post construction:
Existing Gross Floor Area | Post Const. Gross Floor Area | Growth
---|---|---
Upper Allen Elem. | 49,725 | 67,300 | 17,575
Shepherdstown Elem. | 34,700 | 66,000 | 31,300
Total | 84,425 | 133,300 | 48,875

The total tract acreage is 62.00, with 17.00 acres being developed. The plan also proposes internal traffic flow adjustments to increase efficiency of parent and bus student drop-off.

The Applicant is working with PennDOT to complete manual and ATR counts, as discussed with PennDOT during their scoping meeting. The Township has asked the school district to work with PennDOT to determine if traffic light timing modifications are necessary on South Market Street. Discussion is still ongoing with concerning vehicle and pedestrian patterns.

Chair Willey asked for the proposed maximum student capacity of the buildings. Mr. Harlow said both elementary schools’ maximum student capacity will increase from 350 to 450. Vice-Chair Cerveny asked what grade bands are currently in the buildings. Mr. Harlow said both schools currently house third, fourth, and fifth graders and are being converted to house first, second, and third graders.

Ms. Parrish suggested that they add a gate where to the main route within the property, because citizens use that road after school hours as a short cut between South York Street and South Market Street. She worries that kids who are using the fields and playgrounds in the evening could get hit. Mr. Harlow said they will look into it.

Chair Willey asked for Ms. Boyer’s comments on the plan. Ms. Boyer asked for an update regarding PennDOT and their status on completing the traffic study. Mr. Harlow they are required to obtain a Highway Occupancy Permit (HOP) through PennDOT, since the property is surrounded by two state roads. He said they collected data two weeks ago and are working on putting a packet together for PennDOT’s review. He said PennDOT will determine if they have to complete a traffic study or a traffic impact assessment. Ms. Boyer said the Township completed a traffic study on the intersection of York Street and the Gettysburg Pike because of visibility issues. It did not warrant any traffic improvements at the time, but the study suggested that future developments should reassess that intersection to see if new counts warranted updates.

No public comment.

A MOTION was made by Vice-Chair Cerveny to recommend approval of the following deferral:

1. Defer the requirements of Section 220-16.B(3) to install sidewalk along South Market Street that adjoin any portion of the land development, until such time as the Upper Allen Township Board of Commissioners determines that the sidewalks are necessary.
The **MOTION** was **SECONDED** by Mr. Blazi. The motion carried unanimously (5-0).

Ms. Parrish made a **MOTION** to recommend approval of the plan with conditions from staff and the County planning office, and the understanding that a gate would be added to the plan per her earlier recommendation. The **MOTION** was **SECONDED** by Vice-Chair Cerveny. The motion carried unanimously (4-1) with Mr. Blazi voting nay. The conditions are:

1. All outdoor play areas must provide a means of shade, per Section 245-14.50(C) of the Codified Ordinances of Upper Allen Township.


3. The soil type is indicated in the Line and Symbol Legend on pages 2 through 15; however, the symbol is not shown on the plan. Soil types shall be indicated on the plan in accordance with Section 220-9.C(2)(r) of the Codified Ordinances of Upper Allen Township.

4. Clear sight triangles and stopping sight distances shall be shown on the plan in accordance with Section 220-10.B(1)(s) of the Codified Ordinances of Upper Allen Township.

5. All existing streets on, adjacent to, or within 200 feet of any part of the tract, including name, right-of-way width, and cartway width shall be shown on the plan in accordance with Section 220-9.C(2)(u) of the Codified Ordinances of Upper Allen Township.

6. The landscaping plan includes the location of the plantings; however, the amount of landscaping provided does not meet the requirements of Section 220-26. The landscaping table must be updated to include the required number of trees and shrubs for the Buffer Yard requirements, as well as the total amount being provided.
   a. The table shall include the required amounts for both Buffer Yard Type 2 and Type 3.
   b. The proposed generator and transformer pads shall be screened in accordance with Section 220-26.B(1)(e).

7. All curvatures within the parking facilities shall show the minimum five foot radius for horizontal curves, per Section 220-16.C(3) of the Codified Ordinances of Upper Allen Township.

8. The plans shall include labeled areas of the bus parking and parent parking for student drop-off, per Section 245-14.50.E of the Codified Ordinances of Upper Allen Township.

9. All parking spaces shall be located behind the building setback line, per Section 245-17.6.A(5)(b) of the Codified Ordinances of Upper Allen Township.
10. In reference to Section 214-17.C of the Stormwater Ordinance, we request the Designer include an analysis of the existing stormwater collection system topographically lower than the proposed point of connection at EX-2. The existing conditions plan represents the system as Storm Structures 3 through 9. The analysis is being requested to identify any capacity deficiencies that may be exaggerated by the proposed detention basin outflow.

11. The plan proposes to construct a new collection and conveyance system that outlets at EW-15 into an existing sumped area that is then recollected by an existing flared end section with an invert elevation of 609.10 feet. The Stormwater Report needs to include an analysis that evaluates the open system outfall to the existing sumped area and the recollection of stormwater runoff by the existing flared end section and associated piping.

12. We recognize that the emergency spillway calculations indicate that the facilities will have adequate capacity and freeboard to pass the 100-year storm event. We do request that the weir types be modeled as a broad-crested weir as opposed to a Cipoletti weir to better represent actual physical properties of the emergency spillways.

13. The plan proposes to “replace” the lower 4-inch diameter orifice on the existing basin outfall structure. We assume that an orifice plate will be utilized to restrict the orifice opening; however, we request the plan clearly detail the method for modifying the existing structure. We realize the stormwater calculations support a reduction in orifice opening diameter by 1/2 of an inch. From a practical standpoint, we request the Designer further evaluate the proposal to ensure the greatest level of stormwater management is achieved.

14. We are uncertain about BMP-1 Construction Sequence Note No. 4 on Sheet 22 of 23 that states the basin is not permanent. We request the Designer further clarify Note No. 4 as appropriate.

15. Section 214-22.B.5 of the Stormwater Ordinance requires the location of existing utilities to be provided on the plan. The existing and proposed utility crossings need to be included on the stormwater profiles to identify potential conflicts. Specific attention is drawn to the following stormwater pipes: I-7 to I-8, I-9 to I-8, I-5 to I-4.

16. The plan proposes to connect larger diameter stormwater pipes to the short side of inlet boxes and at a non-perpendicular alignment. The Designer needs to evaluate the physical pipe connections and respective pipe alignments to determine whether oversized concrete box structures will be required. The plan needs to clearly identify the structure type for any facility greater than the base 2ft x 4ft dimension.
17. In reference to Section 214-13 of the Stormwater Ordinance, calculations have been provided for the proposed groundwater recharge component of the stormwater management system. We are not completely satisfied with the proposal to utilize existing infiltration capacity that is provided by the existing stormwater detention basin. The Designer needs to evaluate the total infiltration capacity of the existing basin as it relates to the total developed condition of the tributary drainage area in comparison to a pre-undeveloped condition.

18. It appears that the existing 4-inch sanitary sewer force extending south approximately 670 l.f. from Upper Allen Elementary to existing sanitary sewer manhole LS10-24 (behind Shepherdstown Elementary) could be replaced with approximately 310 l.f. of gravity sewer extending east to existing sanitary sewer manhole LS10-30 along S. Market St., thereby eliminating the pumping of sewage from Upper Allen Elementary.

19. The DEP Planning Exemption mailer submitted to the Township requires two copies each of the PNDI Project Planning and Environmental Review Form and Plot Plan for the site.

20. On sheet 9 of 23 and 10 of 23 of the plan, sanitary sewer manhole numbers should be indicated for all existing manholes shown on the plans.

21. The Applicant shall correct/address the following on the Cover Page:
   a. The maximum building height permitted shall be added to the Site/Zoning Data section in accordance with Section 220-9.C(2)(g).
   b. The parcel ID shall be corrected to read 42-10-0646-036.

22. Fire hydrants (existing and proposed) shall be shown on the plan and be in compliance with Section 220-22 of the Codified Ordinances of Upper Allen Township.

23. A note shall be placed on the plan stating the absence of any wetlands, per Section 220-9.C(2)(v) of the Codified Ordinances of Upper Allen Township.

24. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), Section 220-27, and Section 214-15.C of the Codified Ordinances of Upper Allen Township.

25. The Applicant must submit a copy of the Erosion and Sediment Pollution Control Plan to the Township in accordance with the requirements of Section 220-27.A(1) of the Codified Ordinances of Upper Allen Township.

26. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in
accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township. All deferred improvements shall be shown on final plans as future improvements. A note shall be placed on the plan indicating that all deferrals are granted “…until such time as the Board of Commissioners deem the improvement necessary.”

27. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Sections 220-9.C(2)(e) and 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

28. The Applicant must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

29. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

30. The Applicant shall obtain and provide any necessary paperwork associated with obtaining a Highway Occupancy Permit (HOP) from PennDOT for access onto a state road for access drives, in accordance with Section 220-17.B(3)(a) of the Codified Ordinances of Upper Allen Township.

31. The Applicant shall demonstrate compliance with Chapter 192 of the Codified Ordinances of Upper Allen Township prior to the issuance of a Certificate of Occupancy.
   a. The Applicant shall provide a note on the Cover Page.

32. 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 into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 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.

33. 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 according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

34. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees,
35. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions and regulations as may be in effect from time to time concerning the proposed development.

36. 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.

37. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved.

C. Winding Hills, Stage 5, Lots 361-395, Final Subdivision / Land Development, UAT File #18-05-01C.

Mark Allen from Alpha Consulting Engineers, Inc. (engineer) represented the plan. The proposed project is for the development of 35 single-family detached homes, which will be located on Lots 361-395. This development plan is the third and final phase of Stage 5, with a total tract size of 14.64 acres, of which 9.71 acres are being developed. The development will create an additional 1,590 linear feet of new public streets on Waltana Court and Apple Hollow Road. The development will be served with public water and sewer. The proposed use of the subject property is consistent with the Upper Allen Township Zoning Ordinance and Comprehensive Plan.

Chair Willey asked if Ms. Boyer had any questions. Ms. Boyer said one of the conditions on Stage 4 was that only 55 townhomes could be constructed until a secondary access was created. She asked if the secondary access from Brook Shire Court to McIntosh Drive be constructed as part of Stage 5. Mark Allen said no, and that those road connections would be made as part of Stage 7. He then stated that his office is currently preparing the road design plans for this portion of Stage 7, and will submit the plan to the Township separate from the land development plan. Mr. Allen agreed that they are coming close to the 55 unit threshold, and the developer does not want any building permits to be denied.

No public comment.

Ms. Parrish made a MOTION to recommend approval of the plan with conditions. The MOTION was SECONDED by Secretary Blazi. The motion carried unanimously (5-0). The conditions are:

1. On sheet 7 of 11 of the plan, the slope listed for mainline run between manholes LS05-138 and LS05-139 should be 2.64%.
2. The Landscaping and Lighting Plan shall indicate how many trees are required and provided for the tract buffer. This does not include the existing wooded area which is to remain.

3. 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.

4. 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.

5. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, associated with all Plans in Stage 5, in accordance with Section 220-9.H and Section 220-44 of the Codified Ordinances of Upper Allen Township.

6. 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.

7. 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.

8. 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.

9. 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.

10. The Applicant must provide evidence that the sanitary sewer system design has been reviewed and approved by the Township Engineer, in accordance with Section 220-20.D(3)(b) of the Codified Ordinances of Upper Allen Township.
11. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the number of approved EDUs.

12. 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.

13. 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.

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

Ms. Parrish left the meeting at 7:55 PM.

**BUILDING INSPECTOR’S REPORTS**

Chair Willey noted the Building Inspector’s Report for April 2018.

**ADJOURNMENT**

There being no further business Vice-Chair Cerveny made a MOTION to adjourn. The MOTION was SECONDED by Secretary Blazi. Chair Willey adjourned the meeting at 7:57 PM.
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 Ms. McNamee. Jeff Walters and Barry Natwick were noted as absent.

APPROVAL OF PLANNING COMMISSION MINUTES

Chair Willey called for the approval of the Minutes of the May 21, 2018 Planning Commission Meeting. Vice-Chair Cerveny made a MOTION to approve the Minutes of the May 21, 2018 meeting. The MOTION was seconded by Scott Steffan. The motion carried unanimously (5-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the April 18th, May 2nd, and May 16th 2018 meetings. Chair Willey accepted these minutes.

CHAIR ANNOUNCEMENTS

The Board of Commissioners has appointed Barry Natwick as a member of the Planning Commission. Mr. Natwick could not be present this month, so we will welcome him at the July meeting.

NEW BUSINESS

A. Kalbach Associates, Final Subdivision / Lot Add-On, File# 18-06-05

Scott Steffan of 10 Gettysburg Pike represented the plan as the owner for the property. Mr. Steffan stated that when his property was surveyed last April, the framed shed and fence are located outside the property lines. The septic tank has a drain field that is also off the property. Ms. Steffan has been discussing the issues with the neighbor (Mr. Kalbach), and they have now
come to an agreement to move the property lines. The proposed subdivision plan shows all accessory structures as being within the required setback lines. Ms. Steffan has since hooked up to the public sanitary sewer system; the septic tank and drain field have been abandoned. Mr. Steffan is asking for deferrals to construct curbs and sidewalks, since they do not currently exist along this area of Gettysburg Pike.

Vice-Chair Cerveny asked if Lots 2 and 2A will be combined into one lot. Mr. Steffan said yes. They are in the process of writing the deed to combine the lots.

Ms. Parrish said the plan looked good. Secretary Blazi had no further comments.

No public comment.

A MOTION was made by Vice-Chair Cerveny to recommend approval of two deferrals for the final Lot Add-on (subdivision) plan, filed by Kalbach Associates, UAT File No. 18-06-05. The deferrals are:

1. Move to recommend approval of the deferral request of Section 220-16.A.(2) to install curbs along portions of Gettysburg Pike and East Winding Hill Road, until such time as the Upper Allen Board of Commissioners determines that the curbs are necessary. All curb improvements shall be shown on the final plans as future improvements and shall show compliance with all applicable ordinances.

2. Move to recommend approval of the deferral request of Section 220-16.B.(3) to install sidewalk along portions of Gettysburg Pike and East Winding Hill Road, until such time as the Upper Allen Township Board of Commissioners determines that the sidewalks are necessary. All sidewalk improvements shall be shown on the final plans as future improvements and shall show compliance with all applicable ordinances.

The MOTION was seconded by Secretary Blazi. The motion carried (4-0-1). Mr. Steffan abstained from voting, as he represented the plan.

A MOTION was made by Ms. Parrish to recommend approval of the plan with the following conditions:

1. Primary control points or description and ties to such control points, to which all dimensions, angles, bearings and similar data on the plan shall be shown in accordance with Section 220-10.B(1)(d) of the Codified Ordinances of Upper Allen Township.

2. The PA One Call System, Inc., phone number shall be included on the plan in accordance with Section 220-10.B(1)(r) of the Codified Ordinances of Upper Allen Township.
3. All existing streets on, adjacent to, or within 200 feet of any part of the tract, including name, right-of-way width, and cartway width shall be shown on the plan in accordance with Section 220-9.C(2)(u) of the Codified Ordinances of Upper Allen Township.

4. Yard setback lines shall be shown and labeled on the plan for each proposed lot, in accordance with Sections 245-36, 220-9.C(2)(y) and 220-10.A(2) of the Codified Ordinances of Upper Allen Township.

5. Show correct location of existing lateral and proposed location of new cleanout and building sewer. See As-Built Sanitary Sewer Lateral Location sheet (attached).

6. The existing sanitary sewers on the plan should be labeled as (from north to south) “Ex. MH LS05-60 and Ex. MH LS05-61”.

7. A flow direction arrow should be placed on the existing sanitary sewer (flowing northeast).

8. The sewer mains entering manhole LS05-60 and exiting manhole LS05-61 should be correctly shown on the plan (see attachment).

9. The Applicant shall correct the following on the final plan:
   a) The wording of “waiver request / approval block” shall be changed to “deferral request / approval block.”
   b) The waiver request of Section 220-9 can be removed, because the submission of a preliminary plan is not required.
   c) Deferral request of “Section 220-16(a)(b)” shall be changed to “Section 220-16(A) and Section 220-16(B).”
   d) A signature line shall be added for Robert Kalbach, Jr., as the owner of Lot 1. The statement of ownership does not include a signature line. The notary/owner language shall also state Robert Kalbach, Jr.’s authority to sign on behalf of Kalbach Associates, LP.
   e) General Note #5 shall also state that Lot 2A cannot be deeded nor conveyed as a separate lot.

10. The Applicant shall provide a signed and sealed certification letter stating pins and monuments have been set in accordance with the final approved plan. If pins and monuments are to be set after recording of the final plan, then the Applicant shall enter into a financial security agreement and provide the required financial security and inspection in accordance with Sections 220-13 and 220-52.B of the Codified Ordinances of Upper Allen Township.

11. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen
Township. All deferred improvements must be shown on the plan with detail specifications as future improvements. A note shall be placed on the plan indicating that all deferrals are granted “……until such time as the Board of Commissioners deem the improvement necessary.”

12. The Owner must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

13. The Owner must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Section 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

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

15. The Applicant/Owner 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.

16. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved.

The MOTION was seconded by Secretary Blazi. The motion carried (4-0-1). Mr. Steffan abstained from voting, as he represented the plan.

OTHER BUSINESS

A. Ms. Boyer explained the Township is applying for Land Partnership Grant to be used towards the cost of revisions to the Subdivision Land Development Ordinance (SLDO). As part of the grant application, Letters of Support are required. Ms. Boyer presented the commission with a letter to sign, upon approval. If awarded, the grant money would be used to help cover the costs of professional review fees and printing fees.

After the commission reviewed the letter, no comments were made. All members were in support and the Chairperson was instructed to sign the letter on behalf of the Planning Commission.

B. Ms. Boyer provided an update on two land development plans. 1.) Winding Hills. The Developer has promised to install the sidewalks along Orchard Boulevard (extended) this summer. The goal is to have the sidewalks completed and open to public use prior to the start of the school year. Additionally, as part of the development requirements in Stage 4,
the Developer will be constructing the additional roadways so the remaining townhomes can be constructed.

2.) Belle Terre. The Applicant had requested a waiver of the traffic study. While the Planning Commission recommended disapproval of this waiver request, the Board of Commissioners did approve it. The Applicant instead submitted a Trip Generation report to show minimal impact to the surrounding area. The Applicant also agreed to provide $2,000 as a fee in lieu of the full traffic impact study, to be used in future roadway projects.

BUILDING INSPECTOR’S REPORTS


ADJOURNMENT

There being no further business Vice-Chair Cerveny made a MOTION to adjourn. The MOTION was SECONDED by Secretary Blazi. Chair Willey adjourned the meeting at 7:21 PM.
CALL TO ORDER

Chair Willey called the Planning Commission Meeting to order at 7:02 p.m. and the Pledge of Allegiance was recited by all. Roll Call was taken by Ms. McNamee. Phil Cerveny, Ryan Blazi and Amanda Parrish were noted as absent. Chair Willey also welcomed Barry Natwick to the Planning Commission.

APPROVAL OF PLANNING COMMISSION MINUTES

Chair Willey called for the approval of the Minutes of the June 25, 2018 Planning Commission Meeting. Mr. Walter made a MOTION to approve the Minutes of the June 25, 2018 meeting. The MOTION was seconded by Steffan. The motion carried unanimously (4-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the June 6 and June 20, 2018 meetings. Chair Willey accepted these minutes.

NEW BUSINESS

1. Martin Farm Sketch Plan UAT File No. 18-07-02
   Randy Shearer, Hoover Engineering, spoke on behalf of the project with Tom Martin, the property owner, in attendance. Mr. Shearer explained that the land is currently being used as a horse farm. The project plans to subdivide six new lots for the construction of seven new single-family (detached) homes as well as a new public road to provide the proposed homes access to East Lisburn Road. Mr. Shearer added the lots will be planned in compliance with the Conservation Design Overlay District (CSO). Additionally, the tract includes .36 acres of steep slopes and 1.17 acres of wetlands, so they will comply with the requirements and permits needed.
Mr. Shear stated the issues they might face are providing public water and public sewer to the lots. If providing public sewer, it would require a regional station or grinder pumps. They would prefer to provide on-lot private sewer systems to each lot.

Chairperson Willey asked if they could go into detail on traffic in the area, and if a traffic study was done. Mr. Shearer said a traffic study was done, and there were approximately seven to ten trips a day on E Lisburn Rd. He stated he does not feel traffic is a big issue on this road. Commissioner Martin stated he drives the road at least twice a day, and does not feel the road is even at minimum traffic capacity. Commissioner Anderson stated she only noticed slight traffic on Saturdays and Sundays when visitors park there to utilize the Yellow Breeches Creek. She also stated that it is occasional, and does not see it as a real problem.

Scott Steffan asked if the cul-de-sac is limited to 800 feet in length, and asked what additional requirement is needed if the length goes over. Mr. Steffan stated that the Township is stern in regards to cul-de-sac length and public sewer and public water, where they denied plans in the past and required plans to stay within our Ordinance regulations.

Mr. Shearer asked why we required a maximum length of 800 feet for cul-de-sac roads. Ms. Boyer stated that typically cul-de-sacs and block lengths are kept short for interconnectivity and traffic patterns. A maximum length is kept for public safety access to limit the number of homes as well. There may be other fire and police concerns as well, but it is not precisely known at this time.

Ms. Boyer asked who would maintain the emergency access road. Mr. Shearer identified there will either be a homeowners association or the Martin family will care for the road. Ms. Boyer stated they will need to clarify who will be caring for the emergency access, and noted the importance of maintaining emergency access. Mr. Steffan asked if they were required to provide an emergency access road, and Ms. Boyer clarified they are not required for the cul-de-sac, but it is encouraged. Chairperson Willey asked Mr. Martin if he understands the importance of maintaining the emergency access. Mr. Martin stated he understands the requirements and regulations, and noted it will not be a problem because he already operates a farm; therefore he already has the provisions for the work.

Commissioner Martin asked if three (3) of the lots will get access from the street scape and three (3) from the cul-de-sac. Mr. Shearer stated lots 3, 4, and 5 will come off the cul-de-sac while 1, 2, and 6 will come off the road. Commissioner Martin stated a concern they had in the past was to make sure there’s consistent room for snow removal, and detailed they might want to consider the cul-de-sac is large enough or indicate where the snow will be piled. Mr. Shearer stated there will be a plotted snow easement behind the right-of-way. Commissioner Martin then noted that his fellow Board Members may take issue with the length of the cul-de-sac as well as the concern on the road maintenance; the owner need to be prepared to speak on those topics when they present to the Board of Commissioners. Furthermore, Commissioner Martin stated plans have been disapproved in the past when the developer failed to provide public water and sewer to a site.
Mr. Martin stated he understands there is a little controversy to this plan, but he hopes the Board understands that they are trying to create a plan that is sensitive to the environmental nature of the property.

BUILDING INSPECTOR’S REPORTS


ADJOURNMENT

There being no further business Walter made a MOTION to adjourn. The MOTION was SECONDED by Mr. Steffan. Chair Willey adjourned the meeting at 7:42 PM.
CALL TO ORDER

Chair Willey called the Planning Commission Meeting to order at 7:02 p.m. and the Pledge of Allegiance was recited by all. Roll Call was taken by Ms. Boyer. Scott Steffan was noted as absent.

APPROVAL OF JULY 30, 2018 MINUTES

Chair Willey called for the approval of the Minutes of the July 30, 2018 Planning Commission Meeting. Secretary Blazi made a MOTION to approve the Minutes of the July 30, 2018 meeting. The MOTION was SECONDED by Vice-Chair Cerveny. 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 July 18, 2018 meeting. Chair Willey accepted these minutes.

NEW BUSINESS

A. LOT 4, GETTYSBURG PIKE SKETCH PLAN, UAT FILE NO. 18-07-31

Doug Gosik, Williams Site Civil, LLC represented the plan; explained the general location of the property at the corner of Gettysburg Pike and South Market Street. The lot currently is vacant agricultural land and located in the Township’s Highway-Commercial (C-2) Zoning District surrounded by properties also within the same district with the exception of the properties across S Market Street zoned Neighborhood Commercial (C-1). The total property acreage is 3.88 acres.

Mr. Gosik explained the proposed use in the sketch plan is a two-story office use building;
although the design could change once tenants are established. Mr. Gosik continued from an accessibility standpoint he wants to secure the right in-right out point along Gettysburg Pike. They have placed it as far as they can from the intersection.

Vice-Chair Cerveny pointed out that he did visit the site and noted grading on the northern access point of the property could cause drainage issues. He didn’t notice any stormwater management consideration on the sketch plan. Mr. Gosik explained that they have room on each side of the driveways to place two surface basins, but have not yet calculated stormwater volumes to determine whether or not these would be sufficient for this particular site. If not, they would address the issue during the final designs of the site.

Mr. Gosik went on to explain about the potential use of the tract just to the north of the property, which is Township-owned. Ms. Parrish raised concern about setting precedence for using public lands to improve private development sites. Mr. Gosik said the use of the land was up for discussion, as it was a suggestion. Ms. Boyer clarified that while the Township does own the land, it may be worth discussing whether or not the one-half acre of land should be sold or vacated for use by the surrounding property owners. The idea was that this land could be used as a private access drive for future development from this lot and the surrounding tracts, limiting the number of access drives onto South Market Street.

Secretary Blazi and Vice-Chair Cerveny asked why they need two access points along South Market Street. It was explained that the envisioned use for the office would be for medical purposes and to have a drop off site which would need an easy flow of traffic which is why they planned for two access points.

Chair Willey suggested eliminating access all together off of Gettysburg Pike because it lends itself to causing traffic problems in the stacking lane. Additionally the distance from the intersection does not meet the 300ft requirement in our ordinances. The board may not support this waiver request.

PUBLIC COMMENTS

Bob Fisher, 1788 Winter Haven Drive, made a comment regarding the small tract of township owned land adjacent to the aforementioned property. In his opinion, he sees the school district wanting to use the small tract of land as an access point for development in the future, so he suggested having the developer build the access drive now and remove one of the proposed access points along S Market Street.

B. ORCHARD GLEN PRD, FINAL PHASE 10B, UAT FILE NO. 18-08-01

Chair Willey noted that he has a grandson that works for McNaughton Homes, so he will be abstaining from voting.

Mr. Bob Fisher, from RJ Fisher & Associates represented the plan. Mr. Fisher was amendable to
the conditions in the staff’s memo but did want to discuss item #5 in the Stormwater section:

“#5. The plan proposes concrete sidewalk that extends around the intersection radii of Haralson Drive and Tolman Street. The sidewalks then terminate at the tangent points just beyond the right-of-way. The plan needs to include provisions for continuation of pedestrian circulation along Haralson Drive.”

Mr. Fisher explained that the original PRD did not show sidewalks around that loop, because they could not meet the 20 foot separation distance from the sidewalk to the building. It also would have created issues with someone parking in their driveway and the back end of the car would stick out over the sidewalk. If sidewalks were to be required, then the Commissioners would need to grant a waiver of the code requirement.

Commissioner Ginnie Anderson asked how many parking spots were planned for each unit in the aforementioned area. Mr. Fisher explained that each unit will have a two (2) car garage along with an available spot in the driveway. They strived to provide at least 2.5 spaces per unit.

A MOTION was made by Vice-Chair Cerveny to recommend approval of two waivers. The MOTION was seconded by Secretary Blazi. The motion carried (5-0-1). The waivers are:

1. Move to recommend approval of waiver request for Section 220-10.B(2)(b) to eliminate the requirements of road cross-sections to be shown on the final plan.

2. Move to waive the requirements of Section 220-10.B(2)(c) to not show the sanitary and storm pipe grades and pipe diameters on the plan views.

A MOTION was made by Vice-Chair Cerveny to recommend approval of two modifications. The MOTION was seconded by Secretary Blazi. The motion carried (5-0-1). The modifications are:

1. Move to modify the requirements of Section 220-16.A(3) to provide slant curbs instead of vertical curbs.

2. Move to modify the requirements of Section 220-16.B(2) to provide for a 2.66 foot wide grass planting strip between the curb and sidewalk instead of a 4 foot wide strip.

A MOTION was made by Jeff Walter to recommend conditional approval of the final Phase 10B plan for Orchard Glen PRD, filed by McNaughton Properties, L.P., UAT File No. 18-08-01. The MOTION was seconded by Vice-Chair Cerveny. The motion carried (4-1-1). The conditions of approval are:
1. A table shall be added to Sheet 5 of 14, to show not only what types of evergreen trees and shade trees are being provided, but what is required, in accordance with Sections 220-26 and 220-27 of the Codified Ordinances of Upper Allen Township.

2. The plan shall include the construction details for each ADA accessible curb ramps.

3. It appears not every home is less than 600 feet from a fire hydrant, per the requirements in Section 220-22.B of the Codified Ordinances of Upper Allen Township. The Applicant shall work with the Fire Chief to determine if another fire hydrant is necessary, and if so, agree to the placement of such hydrant.

4. The plans include a detail for the private access drive roadway cross-section that proposes use of 37.5 mm bituminous base course. This material is generally not readily available and should not be left exposed for any extended length of time. We encourage the Designer to modify the roadway section to specify 25 mm bituminous base course.

5. The plan proposes concrete sidewalk that extends around the intersection radii of Haralson Drive and Tolman Street. The sidewalks then terminate at the tangent points just beyond the public right-of-way. The Plan needs to include provisions for continuation of pedestrian circulation along Haralson Drive.

6. A table shall be provided indicating sanitary sewer manhole numbers and northing and easting coordinates.

7. Add the following General Note on Sheet 1 of 14. “Upon Township acceptance of any sanitary sewer mains, laterals, manholes, and other appurtenances located in public streets but not yet dedicated to the Township, developer grants to Township a temporary sanitary sewer easement thirty feet in width measured from the centerline of the sanitary sewer main for the purpose of emergency or other repairs to the sanitary sewer system, until such time that the street and all utilities included therein are dedicated to the Township.”

8. All sanitary sewer lateral cleanouts should be shown extending to the sewer easement line on Sheet 5 of 14, Grading, E&S & Landscaping Plan.

9. To reflect Phase 7A as-built elevations, following changes shall to the sanitary sewer profile on Sheet 7 of 14, Private Street Profile:
   a. Ex LS03-238 Rim = 463.03; Inv Out = 452.43
   b. Ex LS03-228 to LS03-238 Length 71.1’; Slope 5.22%
   c. Ex LS03-241 Rim = 462.97; Inv In = 450.87; Inv Out = 450.77
   d. Ex LS03-226 to LS03-241 Length 158.4’; Slope 2.42%

10. Sheet 12 and 13 of 14 are both labeled “Sheet 12 of 14”. Sheet 13 should be changed accordingly.
11. On Sheet 1 of 14, the following shall be corrected:
   
a. Deferral is misspelled under the Deferrals Section.
   b. General Note #28 on Sheet 1 of 14 shall state that the storm manholes shall be printed with “Storm Sewer”.

12. On Sheet 5 of 14, the following shall be corrected:
   
a. A note on the plan states that five street trees are to be planted on Connell Street, but lists types for four trees. Please correct.
   b. A note shall be added to this page stating that all landscaping shall be planted outside the clear sight triangle area.

13. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of $55,200.00. This contribution to the Fund shall be paid at the time of approval of the subdivision or land development plan in accordance with the requirements of Section 220-28.D(5) of the Codified Ordinances of Upper Allen Township.

14. The plan must be signed and sealed by all applicable professionals in accordance with sections 220-10.B(1) of the Codified Ordinances of Upper Allen Township.

15. The applicant/owner shall sign the plan and have the signatures notarized in accordance with Section 220-9.C(2)(dd) and 220-10.B(1)(a).

16. All modifications, waivers, and/or deferrals shall be identified on the plans, with said action by the Board of Commissioners, in accordance with Section 220-10.B(3)(b) of the Codified Ordinances of Upper Allen Township.

17. The Applicant shall execute a revised Stormwater Facilities and Best Management Practices (BMP) Maintenance and Monitoring Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.

18. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the Erosion and Sediment Pollution Control Plan and the required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), Section 220-27, and Section 214-15.C of the Codified Ordinances of Upper Allen Township.

19. The Applicant shall obtain final water main design approval from Suez Water Company and furnish to the Township an updated design plan, including the location of any approved fire hydrants. Water lines and fire hydrant locations shall be shown in accordance with Sections 220-10.B(2)(c), 220-21, and 220-22 of the Codified Ordinances of Upper Allen Township.
20. The Applicant shall comply with the standard review requirements for sanitary sewer facilities. Evidence must be shown stating the sanitary sewer system design has been reviewed and approved by the Township Engineer, in accordance with Section 220-20.D(3)(b) of the Codified Ordinances of Upper Allen Township.

21. If it is intended to dedicate the sanitary sewer improvements prior to dedicating the streets; sanitary sewer easement plats and legal descriptions shall be prepared for Township review, prerequisite to submission of a Deed of Easement and Deed of Dedication of these facilities.

22. The developer must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the required EDUs in Phase 10B.

23. The developer 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.

24. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

25. 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 220-13 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.

26. 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 according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

27. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions and regulations as may be in effect from time to time concerning the proposed development.
28. 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.

BUILDING INSPECTOR’S REPORTS

Chair Willey noted the Building Inspector’s Report for July 2018.

ADJOURNMENT

There being no further business Chair Willey made a MOTION to adjourn. The MOTION was SECONDED by Secretary Blazi. Chair Willey adjourned the meeting at 7:48 PM.