

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
January 28, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, January 28, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:04 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Bob Witters, Melissa Needles and Troy Stacey. Township engineer, Jennifer McConnell, of Technicon Enterprises, Inc. II, was also present.

Absent: Terry Schmidt

Guests: Travis Stacey, Supervisor

**Reorganization:**

With no discussion, a motion to recommend that Susan Lacy remain as Chair of the Planning Commission for 2016 was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

With no discussion, a motion to recommend that Gary McEwen remain as Vice Chair of the Planning Commission for 2016 was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

With no discussion, a motion to recommend that Leslie Siebert remain as Secretary of the Planning Commission for 2016 was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

**Minutes:**

With no additions or corrections, a motion to approve the December 10, 2015, Planning Commission meeting minutes was made by Bob Witters, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

**Riehl Land LP Land Development (Tax Parcel Number 22-3-79)**

- ~ Waivers request letter, Commonwealth Engineers, December 22, 2015
- ~ Heinrich & Klein Associates, Inc. traffic letter dated December 28, 2015
- ~ TEI letter dated January 7, 2016
- ~ Subdivision plan rev. 3 dated December 21, 2015

Michael Cowen, EIT, Project Manager, Commonwealth Engineers, was present for the applicant who is proposing a warehouse industrial building with a small office area on Westbrooke Drive. Jennifer McConnell indicated that the most recent plan submission addressed the majority of the comments from the original June 24, 2015 review letter. The majority of the comments in the current TEI review letter dated January 7, 2016 are related to waiver requests, outside agency approvals and administrative items.

Mr. Cowen indicated that the applicants are in the process of obtaining NPDES permits and final water / sewer line design approvals and anticipate receive those shortly. He confirmed that the applicant is able to address all comments in the TEI January 7, 2016 review letter provided the requested waivers are granted. Tonight he indicated the applicant is also seeking a recommendation for conditional final plan approval.

Jennifer McConnell noted that there are six waivers requested as outlined in Commonwealth's December 22nd letter. The SALDO waivers are related to access drive width without a median due to truck access, a partial waiver for raised parking islands for the spaces behind the building and for paving section. There are also three stormwater related waivers for basin outlet pipe, outlet pipe material and basin pipe invert elevations to which Jennifer McConnell had stated no objection to.

Susan Lacy asked why no raised islands. Mr. Cowen responded that no raised islands was only for three parking bays in the back of building that are on a diagonal. There will be raised islands for parking on the side near building entrance.

Gary McEwen asked what the business is, and who does the NPDES. Mr. Cowen responded that the business manufactures outdoor furniture- King Tables; and the Chester County Conservation District.

Jennifer McConnell reminded members that this is a minor land development plan. She asked for input on the suitability of proposed landscaping. Susan Lacy suggested moving the evergreen and pine from within the rain garden in the rear of the site due the potential for too much moisture and replace with birch.

After limited discussion, a motion to recommend support of the waiver requests by Commonwealth Engineers in a letter dated December 22, 2015, to the Board of Supervisors was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

With no further discussion, a motion to recommend Conditional Final Plan Approval contingent upon compliance with TEI's January 7, 2016 review letter for Riehl Land LP to the Board of Supervisors was made by Troy Stacey, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

### **Zoning Hearing Board/Conditional Use Applications**

None scheduled – see "Other Business"

### **Pending Ordinances**

1. *Draft Ordinance 180-2016 Amendments to SALDO*
2. *Draft Ordinance 181-2016 Amendments to Zoning*
3. *Draft Ordinance 182-2016 Amendments to Junkyard Ordinance*
4. *Draft Ordinance 183-2016 Amendments to Stormwater Ordinance*

Jennifer McConnell referred to the above documents made available to members. 1, 2, & 4 have been finalized as a result of discussion at the previous month's meeting. Susan Lacy asked regarding 180-2016 (SALDO), page 3 (E), whether landscaping is maintained "for the life of the proposed development". Gary McEwen asked for clarification of the

definition for the 'life of the project' vs 'life of the proposed development.' Life of the proposed development is basically "forever." The "life of the proposed development" wording was at the recommendation of the Township Solicitor's office.

Bob Witters raised a comment about fee 'in lieu of' for tree replacement, and where the money goes and what it can be used for. Jennifer McConnell responded that this is a standard procedure, similar to recreation fee-in-lieu. If, based upon site conditions, replacement plantings aren't feasible or practicable on a site, a fee-in-lieu can be established and paid, at the Township's discretion, and those funds would be utilized for vegetative plantings in other parts of the Township as the need arises.

In reference to (3) 182-2016 Junkyard Ordinance, there were modifications made based upon the fence height, junk height and screening comments made at the last PC meeting. The amendments now require a minimum 8' fence height and allow junk to be stacked to 8'. Junk heights may be increased to 15' provided adequate screening is provided from street rights-of-way and adjoining residential uses/districts. Gary McEwen asked whether current yards have to comply with the new ordinance. Jennifer McConnell indicated that current junkyards would need to adhere to the junk height requirements and provided screening as required to go above the 8' height limit.

With no further discussion, a motion to recommend approval of the draft ordinances 180-2016, 181-2016, 182-2016 and 183-2016 to the Board of Supervisors was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion carried.

**Correspondence of Interest:**

None

**Other Business**

Fisher Variance: Without documentation for members, Jennifer McConnell presented a variance request that was just received by TEI that evening. The Fisher's, 120 Stoltzfus Lane, own a large agricultural property that contains existing farm buildings to the rear of the property. They plan to demolish some barns and a silo in order to build a new heifer barn. The agricultural zoning district requires a 100 foot setback for agricultural structures housing more than 10 animals. The variance request is to allow an approximate 60' setback from the rear lot line in lieu of the required 100' due to the existing farm operation configuration. It appears that surrounding properties are agricultural in nature and may be relatives. All neighbors would be notified of the zoning hearing and given an opportunity to raise any concerns.

With no further discussion, a motion to recommend support of the variance request to the Board of Supervisors was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

Township Emails: Susan Lacy asked about the recent option of using township based option for emails. Susan and Bob Witters are currently using the township emails. Jennifer McConnell will note and update her addresses.

PC Representation: Bob Witters asked whether it was preferred or required to have a Planning Commission representative attend and report on PC actions at the Supervisors' meetings. Chairperson Susan Lacy is not required to attend, nor does she attend every meeting. Members agreed that TEI is in the best position to give PC status updates; however PC members are invited to attend as desired and offer any supplemental information as appropriate. Jennifer McConnell indicated that she would share the final draft PC minutes with members after they are reviewed.

Workshop Meetings: Susan Lacy reminded members that workshop meetings will begin in February for the zoning update and to keep the second Thursday reserved for these meetings going forward. Susan will follow-up with Brandywine Conservancy regarding the schedule for the zoning update meetings.

**Upcoming Meetings** - All dates subject to change

February 4th - Board of Supervisors Workshop (7:00 pm)  
February 10th - Board of Supervisors Regular Meeting (7:00 pm)  
February 11th - Planning Commission Workshop (if needed) (7:00 pm)  
February 18th - Parks and Recreation Committee Meeting (7:30 pm)  
February 25th - Planning Commission Regular Meeting (7:00 pm)

**Adjournment**

With no further business, a motion to adjourn was made by Troy Stacey, seconded by Gary McEwen. All in favor. None opposed. The meeting was adjourned at 8:06 pm.

The next Planning Commission meeting will be February 25th, 2016.

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
March 24, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, March 24, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:03 p.m. by Vice Chair Gary McEwen. Commissioners present were Leslie Siebert, Bob Witters, Melissa Needles, Terry Schmidt and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon, Inc., was also present.

Absent: Susan Lacy, Chair

Guests: None

**Minutes:**

With no additions or corrections, a motion to approve the January 28, 2016, Planning Commission meeting minutes was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

None

**Zoning Hearing Board/Conditional Use Applications**

1. Samuel S. & Ada Mae Kauffman (TPN 22-10-6)  
Conditional Use Application - Sunny Side Kennel

The applicant was not present. Jennifer McConnell indicated that while a number of kennels in the township currently have state licenses, some do not have permits in the township. Kennels that are located in Agricultural zoning areas are permitted by conditional use subject to Section 1604.M of the Zoning Ordinance. The existing kennel operation was reviewed for compliance with the Kennel regulations in the zoning ordinance. In the March 18, 2016 TEI Review letter, it is noted that kennel-related structures must be 300 feet from lot lines according to the ordinance; the applicant's existing structures/buildings for the kennel are approximately 235 feet from the nearest property line to the east. The applicant should request a waiver as part of the conditional use. Any new buildings would be required to meet the 300' setback unless additional relief was granted.

The question was raised if there are also County regulations. Jennifer McConnell said she would look into that prior to the conditional use hearing. It was also noted that the applicant needs to provide a site plan and Jennifer McConnell indicated that the applicant was sent a copy of the March 18, 2016 review letter along with the aerials so he could mark the kennel-related buildings. If conditional use is granted, the applicant will be issued a Use & Occupancy permit for the kennel operation. The Conditional Use hearing will occur at the next Board of Supervisors meeting. The applicant must also comply with all State regulations.

With no further discussion, a motion to support the conditional use application and waiver request for the existing building locations for Sunnyside Kennel, based the March 18, 2016, TEI comment letter, and conditioned on compliance with state, county and township requirements, was made by Terry Schmidt, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

## 2. Lawrence Beaver (TPN 22-5-16.17)

### Zoning Variance Application - Impervious Cover/Setbacks

The applicant was not present as he was out of town. Jennifer McConnell reported that the owners purchased this flag lot. A survey was done recently showing the locations of the existing dwelling, driveway, pool/patio, shed and sand mound.

The applicant is proposing a 30 x 15 foot house addition for a master bedroom, and a 30 x 26 accessory building within the front yard. An existing shed will be move to the other side of the driveway and enlarged slightly. The sand mound will stay in place.

The first variance request is for impervious cover. The existing impervious cover is at 18.4%, which exceeds the allowable 15%. The proposed increase would result in impervious coverage to 21.13%. A significant amount of the existing impervious is for the driveway due to the flag lot configuration. Most of the existing impervious cover area is for the driveway, in the "flag" part of the lot. Per Jennifer McConnell, there is nothing within the Zoning Ordinance that allows for impervious calculation adjustments for flag lots. Gary McEwen indicated that he isn't concerned with the impervious cover increase as the applicant will have to address stormwater management.

The second variance request relates to the required 60' front yard setback in the Zoning Ordinance. Due to the lot configuration, house orientation and location of the existing pool, septic tanks and sand mound, the applicant is requesting to place the proposed workshop 15' from the front lot line.

Jennifer McConnell noted a correction to variance request #3 in the TEI Memo from Section 602.C.(1)(d)(1) to Section 1602.C.(1)(d)(1). This relates to the relocation of the existing accessory shed. Accessory sheds are not permitted in the area between the front of the dwelling and the street right-of-way line. The existing shed is in this "front" area but the relocation still requires a variance.

A question was raised about impact to adjacent properties. For the two adjacent properties that would be most impacted, the applicant has talked to one neighbor, according to Jennifer McConnell and intends to speak to the other one. The landscape buffer appears to be adequate and the shed will be out of site.

A motion to support the three (3) variance requests by Lawrence and Erin Beaver for impervious cover, front yard setback and accessory shed placement in a front yard was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Bob Witters commented that for both discussions, the applicants were not present, and questioned if this impacted the process. After a brief discussion, members were in agreement

that applicants should be invited to appear when their application is being considered, in case there are any questions that can be clarified. Jennifer McConnell will offer this suggestion when the agenda is prepared.

### **Pending Ordinances**

#### 1. Zoning Ordinance Amendments — Woodlands (minor changes due to CCPC comments)

Referring to Ordinance #181 - 2016, Jennifer McConnell indicated that the minor changes were made based upon CCPC review to the Ordinance that was previously discussed; the township solicitor requested Planning Commission review again. The following three changes were made:

- a. Section 2 item # 3 - members requested more substance; screening in a manner consistent with the “character” of the township, as determined by the Planning Commission; wording is consistent
- b. Section 4 item #3, - required vegetation replacement plantings installed off site may be placed in a conservation easement to require ongoing maintenance.
- c. On page 3, referring to the certificate of enactment, the reference to Berks County was changed to Chester County.

With no further discussion, a motion to recommend approval of Ordinance #181-2016 revising standards for woodland disturbance with the noted changes was made by Bob Witters, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

### **Correspondence of Interest:**

None

### **Other Business**

Jennifer McConnell shared that Rob Daniels of the Brandywine Conservancy will be at the April and May Planning Commission meetings to discuss defined Agriculture security areas in the township. Updates are supposed to occur every seven (7) years and require Planning Commission input. Given there are questions, Jennifer McConnell will ask to have Rob send the handouts in advance of the April meeting so members can review and prepare.

Considerable discussion took place regarding the Honey Brook Multi-Municipal Zoning Ordinance Update process and finding a mutual date for meetings with the Borough. Gary McEwen offered to talk with Chair Susan Lacy and with Township Manager Steve Landes regarding the proposed calendar, with the goal of finding some common ground. There also was a suggestion to move ahead on our own to keep the process moving forward. At this point, the first meeting would be April 20th with John Theilacker and the Brandywine Conservancy, who will be facilitating the process.

It was noted that there was nothing anticipated for the April 14th workshop meeting.

**Upcoming Meetings** - All dates subject to change

April 7th - Board of Supervisors Workshop (7:00 pm)  
April 13th - Board of Supervisors Regular Meeting (7:00 pm)  
April 14th - Planning Commission Workshop (if needed) (7:00 pm)  
April 20th - Honey Brook Multi-Municipal Zoning Ordinance Meeting (7:00 pm)  
April 21st - Parks and Recreation Committee Meeting (7:30 pm)  
April 28th - Planning Commission Regular Meeting (7:00 pm)

**Adjournment**

With no further business, a motion to adjourn was made by Troy Stacey, seconded by Terry Schmidt. All in favor. None opposed. The meeting was adjourned at 8:24 pm.

The next Planning Commission meeting will be April 28th, 2016.

Respectfully Submitted,

Leslie Siebert  
Secretary, Planning Commission



**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
April 28, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, April 28, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:04 p.m. by Chair Susan Lacy. Commissioners present were Leslie Siebert, Bob Witters, Melissa Needles, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon, Inc., was also present.

Absent: Gary McEwen, Vice Chair, Terry Schmidt

Guests: Rob Daniels, Brandywine Conservancy

**Minutes:**

With no additions or corrections, a motion to approve the March 24, 2016, Planning Commission meeting minutes was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

**1. Stoltzfus Tracts sketch plan - Application 2016-2 (Tax Parcel Number 22-3-75.5A)**

~Review Letter from Technicon dated April 19, 2016

~Plan dated March 11, 2016

Jim Haigney, of Commonwealth Engineers, was present for the applicant. Mr. Haigney presented an initial sketch plan for a subdivision plan on Westbrook Drive, for four (4) additional lots.

Technicon had issued a sketch plan review letter identifying issues primarily related to compliance with the zoning ordinance. Mr. Haigney indicated that he would not go over each of the comments on the Technicon letter - noting that they expect to comply with them.

He pointed out two items that will need to be addressed:

1. There are portions of land leftover from the proposed subdivision that do not comply with Zoning Ordinance standards for lot area, etc., and these parcels will be annexed to adjacent land under the same ownership on the formal plan submission to be in compliance.
2. The SALDO limits the length of cul-de-sacs to 800 feet. Westbrook Drive is currently about 1,000 feet long. The applicant will be requesting a waiver to extend Westbrook Drive by about an additional 1,200 feet. Emergency vehicles will be able to access the subdivided lots / Westbrook Drive through a gated emergency access road. Technicon noted that the Fire Chief will need to review and provide input on the emergency access provisions prior to the Township considering any waiver.

Jennifer McConnell noted that the road is not dedicated yet which will result in some legal and security issues to be addressed during the land development process. The applicant requested feedback on any other issues the Planning Commission sees with regard to the plan. With no other comments at this time, the Mr. Haigney indicated they will proceed with modifying the plans for a formal land development submission and come back to the Planning Commission.

## **2. Elmer & Sally Stoltzfus/Chester & Rebecca Stoltzfus - Lot Line Change Application 2016-3 (TPNs 22-7-51.1, 22-7-52)**

~Review letter from Technicon dated April 20, 2016

~Plan dated March 5, 2016

Chester Stoltzfus was present for the applicants. The intent of the plan is to annex a 50' wide parcel (approximately 0.5 acres in size) from a larger farm lot on to an existing 2+/- acre smaller lot on Pleasant View Road. There is no development planned, more of a "land swap."

Jennifer McConnell indicated that the applicant's engineer resubmitted plans the day before and she has skimmed the response letter and it appears that the revised plans will comply with all the original review comments. There is one waiver request being made for monumentation of the larger farm tract being subdivided. The ordinance requires the boundary of lots being subdivided to be monumented. The smaller lot will be pinned at the new boundary, but full monumentation of the large farm parcel is not proposed. Members did not have any issue with this request.

A motion to support the waiver request for the Chester & Rebecca Stoltzfus Lot Line Change plan not to require monumenting of the entire parcel being subdivided was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Additionally, a motion to recommend that the Planning Commission Chair sign off on the non-building sewage planning module for the Chester & Rebecca Stoltzfus Final Minor Plan once approved by the Chester County Health Department was made by Bob Witters, seconded Melissa Needles. All in favor. None opposed. The motion carried.

With no further discussion, a motion to recommend that the BOS grant conditional final plan approval for the Chester & Rebecca Stoltzfus Final Minor Plan provided the applicant satisfy the items in the Technicon review letter dated April 20, 2016, was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

## **3. Stoltzfus Storage Sketch Plan Application 2016-4 (22-3-25.2)**

~Review letter from Technicon dated April 20, 2016

~Plan dated April 5, 2016

James Haigney, Commonwealth Engineers, was present for the applicants. He presented a sketch plan for what is being proposed and noted that they requested a formal zoning review from Technicon. The applicant is planning to construct an additional building on this property on Reservoir Road where there is an existing building. The plan is in the early stages and the applicant is requesting feedback based existing conditions and proposed impacts.

Melissa Needles asked whether the parking area would be paved, and what type of gravel was existing. Mr. Haigney indicated that the parking is to remain mostly gravel due to few employees and limited traffic. The existing gravel is dense, giving off little dust, etc.

Bob Witters asked about the current building usage. Mr. Haigney indicated that the existing building is used for a manufacturing use and the same use will be in the existing and proposed buildings. The new building will also have warehouse space. The plans will quantify parking based upon the proposed use and anticipated number of employees.

With no further discussion, a motion to recommend that we consider the Stoltzfus Storage Land Development as a minor land development plan at the time of formal plan submission provided a simplified traffic study outlined anticipated trips and impacts was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

#### **4. Tracy & Eric Olsen Land Development Application 2016-1 for Horseshoe Pike (22-8-31)**

- ~Review letter from Technicon dated April 26, 2016
- ~Response letter from Commonwealth Engineers dated April 12, 2016
- ~Plan revision 1 dated April 12, 2016 (replaces March PC packet's plan dated 2/19/16)

#### **5. Tracy & Eric Olsen Conditional Use Application for Planned Village Commercial Center**

- ~Conditional Use Application dated April 12, 2016
- ~Review letter from Technicon dated April 26, 2016

#### **\*\*Discussion for the Land development Plan and Conditional Use Application were intertwined.**

James Haigney, Commonwealth Engineers, was present for the applicants, along with Eric Olsen. Mr. Haigney indicated that the land development application has been presented as a minor land development plan. He also noted that there will be a conditional use hearing to bring the site into compliance with multiple uses as a Planned Village Commercial Center. The proposed uses include an existing residential dwelling to the west of the site, an existing non-conforming (by location) building containing the existing garage to be converted to office space, and a new structure planned on the eastern side of the site which will contain the repair garage and two office spaces.

Melissa Needles questioned why there were two waivers listed from Zoning Ordinance sections and no variance requests. Jennifer McConnell stated that those requirements are under the specific regulations for Planned Village Commercial Center (PVCC) which is permitted as a conditional use. As such, the Zoning Ordinance allows the Board of Supervisors to modify those requirements as part of the Conditional Use Hearing.

With regards to one of the Conditional Use related waivers, the applicants are requesting feedback for landscaping. Landscaping along the entire frontage is not possible due to the location of the existing garage relative to the right-of-way of 322. The applicant intends to provide landscaping around the site consistent with the requirements in the recent SALDO amendments related to landscaping. The Planning Commission indicated that they would like to see street trees along the frontage from the existing garage to the eastern property line. Mr. Haigney indicating that would be acceptable, noting that positioning has be mindful of the sight distance.

The second Conditional Use related waiver is for site access whereas there are two existing entrances to the site. Ordinance requirements noted that there shall be one entrance to the site. Both entrances have existing PennDOT permits as low volume driveways and were modified around 2011 to comply with PennDOT requirements. One of the entrances is solely for the existing residence and the other one will serve the proposed office / garage spaces. Mr. Haigney noted that

a simplified traffic study will be done outlining the anticipated trips/traffic for the proposed uses to confirm that the driveways will still be classified as low volume by PennDOT.

There was discussion around adding a sidewalk, which is not on the plan, but the Zoning Ordinance requires a pedestrian connection for lots in the Commercial District subject to the Board of Supervisors input. The applicants do not want to put in a sidewalk due to the liability of being so close to busy State Route 322. Leslie Siebert pointed out that a sidewalk would be in support the request for a proposed PVCC, if the intent is to grow the business and invite the village concept while providing safety. The applicant agreed to a pedestrian connection that would extend from the existing garage to the eastern property line (which abuts Gable's / Little Anthony's Pizza).

Melissa Needles asked about the gravel parking area and the potential for dust, mud tracked on 322. Others noted the large ruts in the parking area. Mr. Haigney indicated that some of these gravel parking areas will be removed (ones abutting 322) and that there will be pavement around the new building where a majority of the traffic will be. He also noted that redressing the stone may tone down the dust and mud. Melissa Needles also asked about how to show parking spots on the gravel areas. Mr. Haigney initially indicated that a waiver was requested to not stripe these areas but the applicant could consider concrete wheel stops in lieu of painting. Jennifer McConnell added that concrete wheel stops would meet the ordinance requirements without requiring a waiver.

Further discussion on landscaping indicated that trees and not shrubs shall be provided along the frontage. Susan Lacy also noted that there are trees shown in an existing wooded area at the rear building corner. Mr. Haigney indicated that there is some clearing in this area proposed for grading but the landscaping locations would be reviewed and brought into compliance with the recent ordinance amendment.

Mr. Haigney stated that stormwater testing was performed in multiple areas and the center of the site where the basin is proposed was the most suitable. As such, they are requesting a waiver for raised parking islands to allow runoff to sheet flow towards the basin. The grassy area around the drainage infiltration system will be maintained as grass by the applicant.

Jennifer McConnell stated that a Conditional Use hearing is scheduled for May 11, 2016. Mr. Haigney asked for a copy of the Planning Commission meeting minutes for review prior to the hearing in order to provide an updated exhibit in terms of landscaping and pedestrian connection.

Bob Witters asked about the plan resubmission from last month. Due to plan deficiencies and necessary adjustments to the proposed uses, the plan was not presented to the Planning Commission last month. Plans were revised based upon Technicon's initial review letter and an updated survey and brought to the PC this month. The pervious/impervious coverage is in compliance with the ordinance limits.

Susan Lacy asked about the proposed self-storage warehouses, would they be for existing businesses, or rented to another business? Jennifer McConnell responded that self-storage warehouses were shown on the original plan submission but the space has since been changed to proposed office space as self-storage warehouses are not a permitted use. Mr. Haigney indicated that the proposed office space may be leased out in the future.

With no further discussion, a motion to recommend to the Board of Supervisors (BOS) granting of the conditional use for the Planned Village Commercial Center, conditioned on installation of landscaping along with frontage and a pedestrian walkway from the existing garage to the eastern

property line was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Jennifer McConnell noted that if the Planning Commission was ready, they could consider recommendations on the other waivers related to parking and conditional plan approval. It was noted that if conditional plan approval was recommended, and then granted by the Board, the plans would not come back to the Planning Commission to review the landscaping / pedestrian walkway changes.

With no further discussion, a motion to recommend granting of two waivers related to the Land Development Plan, §22-617.1.L to allow existing gravel parking areas to be used provided they are redressed and §22-617.3 regarding raised parking islands was made by Troy Stacey, seconded by Bob Witters. Four in favor. One opposed (Lacy). The motion carried.

With no further discussion, a motion to recommend that the BOS grant conditional final plan approval for the Olsen Final Minor Land Development Plan contingent upon the applicant satisfies the Technicon review letter dated April 26, 2016, providing a simplified traffic study and obtaining Conditional Use approval was made by Troy Stacey, seconded by Bob Witters. Four in favor. One opposed (Lacy – plan should come back before PC). The motion carried.

### **Zoning Hearing Board/Conditional Use Applications**

#### **1. Daniel Kauffman (22-7-85.1) Zoning Variance Application - Impervious Cover/Rural Occupation Expansion**

The applicant was not present. Jennifer McConnell explained that the applicant was seeking two variances, one to expand the principal rural occupation (shoe shop) by 960 SF which results in a total footprint over 4,000 SF which is the limit for lots of 10-15 acres in size. Secondly, the existing site contains approximately 6.28% impervious cover and the building expansion results in a site impervious cover of 6.5% which requires a variance.

The Planning Commission expressed concern that the applicant was not present. Jennifer McConnell noted that the applicant was invited to attend, however, there are no regulations that require the applicant to attend the PC or BOS meetings in conjunction with a Zoning Variance application.

Members overall had no objection to the building expansion itself, however it was expressed that the hardship was created when the lot was subdivided resulting in a 10 acre lot. Furthermore, it was noted that without the applicant present, no additional information about the terms of the original subdivision and the resulting pre-existing condition could be had. A motion to recommend the Planning Commission take “no position” with regards to the variance application of Daniel and Martha Kauffman to expand the principal rural occupation building by 960 SF for a total of 4380 square feet in size was made by Melissa Needles, seconded by Leslie Siebert. Four in favor. One opposed (Lacy - against). The motion carried.

#### **2. Stacey Salvage (22-4-25.1) Special Exception Zoning Application**

Travis Stacey, applicant, was present. The applicant explained that his existing building was run into by a Mack roll-off truck causing significant damage. In lieu of repairing the building, he intends to replace the building and at the same time would like to expand by the 50% allowable for existing

non-conforming uses/structures. As required by Article 18 of the Zoning Ordinance, he is seeking a special exception to allow the rebuilding and expansion in building size by 50'. Mr. Stacey indicated that the existing building is set approximately 50' from the left side lot line and 70' on the right side. The building is approximately 181 feet off the road.

With no further discussion, a motion to recommend a position of support for the Special Exception application was made by Melissa Needles, seconded by Troy Stacey. Four in favor. One opposed (Lacy – take no position). The motion carried.

### **Pending Ordinances**

None

### **Correspondence of Interest:**

None

### **Other Business**

#### **1. Ag Security Area**

Rob Daniels of the Brandywine Conservancy was present to discuss Agricultural Security Areas (ASA) in the township. The ASA is to be reviewed and updated every (7) years but these updates haven't occurred the past few cycles. The updates require Planning Commission input for recommendations of properties that are included in the ASA and for any removal of properties from the ASA. Mr. Daniels indicated that to be eligible for the County Ag Preservation process, a property must be in the ASA. A map showing properties currently in the ASA and potential additions/removals was reviewed. All affected property owners have been notified and public notices have been advertised and posted around the Township. It is close to the end of the 30 day open application period.

In the next few weeks, the Conservancy will provide updated maps / lists as to properties to be included in the ASA specifically noting new additions and removals. Once this is issued the Township Planning Commission, County Planning Commission and Ag Security Area Committee (the Land Preservation Committee is serving as such) have 45 days to review and provide comment. Then a public hearing will be held and then the Township will formally approve properties to be in the Ag Security Area.

The Brandywine Conservancy is involved in most, if not all the preservation easements in the township. Some clarifications of the ASA, County Ag Preservation Program and the Township's Transfer of Development Rights (TDR) were made.

Action by the Planning Commission will be requested at the May PC meeting on the changes to the ASA map that will be forth coming.

#### **2. Troy Stacey - Waiver of Paving Requirement for Gooseberry Drive entrance from Baron Hills Farm Subdivision Plan**

This item will be deferred to next month once paperwork including a formal waiver request and PennDOT permit information is provided to the Township as requested for review and consideration.

**Upcoming Meetings** - All dates subject to change

May 4th - Joint Meeting of Zoning Ordinance Update Task Force Mtg #2 (7:00 pm)

May 5th - Board of Supervisors Workshop (7:00 pm)

May 11th - Board of Supervisors Regular Meeting (7:00 pm)

May 16th - Kauffman Zoning Hearing (7:30 pm) \*Potentially Stacey Special Exception Hearing also

May 17th - Land Preservation Committee (7:00 pm)

May 19th - Parks and Recreation Committee Meeting (7:30 pm)

May 26th - Planning Commission Regular Meeting (7:00 pm)

**Adjournment**

With no further business, a motion to adjourn was made by Melissa Needles, seconded by Troy Stacey. All in favor. None opposed. The meeting was adjourned at 9:48 pm.

The next Planning Commission meeting will be May 26, 2016.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
May 26, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, May 26, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:03 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Terry Schmidt, Leslie Siebert, Bob Witters, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: Melissa Needles

Guests: Rob Daniels, Brandywine Conservancy

**Minutes:**

With no additions or corrections, the Chair called for a motion to approve the April 28, 2016, Planning Commission meeting minutes which was made by Troy Stacey, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

**Other Business: (taken out of order to accommodate the guest)**

1. **Agricultural Security Area** - Rob Daniels of the Brandywine Conservancy was present in follow up to a previous meeting regarding the defined Agriculture Security Areas (ASA) in the township. Rob referred to a map of the ASA sites. The public notification period has ended and the Township and County Planning Commissions along with the township's Land Preservation Committee who is acting as the Ag Security Area Committee have 45 days to submit comments to the Township on the proposed additions/deletions to the security area. A public hearing is planned for July 13th, which would be prior to a ratification vote by the supervisors. Chester County Planning Commission (CCPC) comments are pending and the Land Preservation Committee has recommended approval of the changes.

Gary McEwen asked whether the listed property owners were in favor of their status. Rob Daniels responded the property owners were notified and for some of the proposed additions, applications have already been received. For the removals, those properties no longer meet the requirements to be part of the Ag Security Area. The proposed additions are consistent with the Comprehensive Plan.

With no further discussion, a motion to recommend that the ASA be amended per the additions and removals list generated by the Brandywine Conservancy and reviewed tonight, was made by Bob Witters, seconded by Gary McEwen. All in favor. None opposed. The motion carried.



### **Subdivision/Land Development Applications**

1. Chester & Rebecca Stoltzfus Subdivision Plan Application 2016-5 (Tax Parcel Number 22-4-76)

~Review Letter from Technicon dated May 18, 2016

~Plan dated March 4, 2016

Chester Stoltzfus was present as the applicant. Jennifer McConnell explained that this was a minor subdivision plan for a parcel on White School and Homestead Roads. The 97 acre property is being divided into two parcels. The engineer sent revisions today from the May 18, 2016 review letter. It appears that the majority of the comments in the review letter have been addressed with only minor drafting and administrative items remaining. The applicant is also coordinating with Chester County to ensure adequate notes are on the plan in relation to the conservation easement. The applicants are requesting a non-building waiver since the proposed use is agriculture.

The applicant is requesting a waiver for scale of plan from 1" = 100 feet for lot sizes over five acres, to allow a scale of 1" = 200 feet; the applicants used the alternate scale so they could show the entire parcel on the plan. There is no proposed development. Upon review of the proposed plan, Jennifer McConnell does not have an objection.

Since there is no change in use and no development planned; Gary McEwen offered no comments on landscaping, members also agreed.

With no further discussion, a motion to recommend to the Board of Supervisors (BOS) that the waiver request from Section 22-503.A.(3) related to scale of plans be granted, was made by Troy Stacey, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

With no further discussion, a motion to authorize Susan Lacy, Chairperson of the Planning Commission, to sign the non-building sewage planning waiver for the Chester & Rebecca Stoltzfus Final Minor Plan Subdivision Plan once approved by the Chester County Health Department, was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

With no further discussion, a motion to recommend to the BOS that conditional final plan approval for the Chester & Rebecca Stoltzfus Final Minor Plan Subdivision Plan be granted contingent on satisfying the comments of the TEI review letter dated May 18, 2016, was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

### **Zoning Hearing Board/Conditional Use Applications**

1. Conditional Use Application: Aaron King 297 Old Pequea Lane (TPN 22-6-6.8) to operate a kennel (Sweet Water Kennel)

The applicant was not present. Jennifer McConnell explained that this kennel has been operating "for a while". From State records it appears that another kennel was previously operated on the same property under a different name. Kennels are permitted as conditional use in the Agricultural District - where the property exists - subject to the requirement of Section 1604.M of the Zoning Ordinance. When asked about the recent influx of Kennel applications, Jennifer McConnell explained that the township obtained a listing of State-licensed kennels and determined that many did not have Township

permits/approvals to operate. The township is trying to bring all kennels operating in the township into compliance with the ordinance; some have been operating for a while without a township permit.

It was noted that this applicant is meeting the lot area requirement of 20 acres for an agricultural parcel with a 39.6 acre parcel. It was noted that additional information would need to be provided prior to or at the conditional use hearing with regards to exercise areas, trash areas, etc as noted in the review letter. The applicant will also need to verify that permits were obtained for the buildings/structures being utilized. The kennel structure shown is approximately 240' from the "front" property line being that line which runs most parallel to Rt 10 and abuts Old Pequea Lane and more than 300' from all other lot lines.

A member of the public inquired whether approving one kennel means automatic approvals for other kennels. It was noted that each application is reviewed independently and that approving one does not necessarily set a precedent for others.

With no further discussion, a motion to recommend to the BOS that the conditional use be granted to operate a kennel at 297 Pequea Lane, was made by Gary McEwen, seconded by Terry Schmidt. Four in favor. One opposed (LS) based upon all requirements not being met and concerns over future compliance. One abstained (SL) due to opposition to kennels and lack of oversight. The motion carried.

2. Conditional Use Application: Benjamin K. & Sadie K. Stoltzfus 251 Gooseberry Lane (22-11-25-1) - to operate a kennel (Blue Jay Kennel)

The applicant was present. This is a new kennel application for which a State permit was just obtained in 2016. The applicant stated he has been operating in the township for four years but just recently obtained a State permit rather than obtaining individual authorizations each time a dog is sold. The Township notified the applicant of the need to obtain Township approvals and the subject application was submitted.

Jennifer McConnell went over the TEI review letter for this application. The lot is 2.36 acres which does not meet the 10 acre land area requirement in the Zoning Ordinance. The landowner does own an adjacent 3.19 acre lot that contains an existing dwelling and an 0.4 acre wooded parcel. The existing barn being used for the kennel sits approximately 80' and 150' from side lot lines, 100' from the front lot line and 240' from the rear lot line. The Ordinance requirement is a 300' building setback. The applicant also needs to provide additional information about parking, exercise and waste disposal areas.

Susan Lacy asked for an explanation of the applicant's notation that his is not a commercial kennel. Jennifer McConnell reviewed information on the State's website and explained that the State differentiates between commercial and non-commercial kennels and has varying classifications based upon the number of dogs. This particular kennel is listed by the State as a K-2 designation which allows for 51 - 100 dogs. All kennels in the township are treated the same, whether they are commercial or not. The Kennel definition in the Township Zoning Ordinance defines a kennel, in part, as having more than 5 dogs that are over 6 months in age.

Several neighboring property owners were present from 840 Birdell Road, 211 Logging Road, and 125 Logging Road to offer their opposition to the kennel conditional use application. The immediate neighbors were opposed to having a kennel adjacent to their

property due to the noise level from “more than multiple dogs.” The applicant indicated that his dogs are small dogs, two dogs are larger. When barking has been a problem; the applicant plays music in the kennel so that the dogs do not hear the neighbor dogs, which causes them to bark.

One neighbor inquired whether the township inspects the kennels that they permit. Jennifer McConnell responded not at this time – right now the Township is working to identify kennels that are operating in the Township and ensure all have the proper approvals. Gary McEwen informed the applicant that regardless of whether he have come into the Township four years ago when he started, or now, he would not have met the requirements of the ordinance for a kennel.

The applicant stated that he currently had eighteen dogs in the kennel and that his State permit only allows him approximately 55 dogs, not up to the 100 dog limit of a K2 kennel. There was some discussion about what happens when the dogs have litters of multiple puppies, and how to regulate the number at any given time. Leslie Siebert asked what kind of waste plan the applicant is using, and he responded that he builds a pile, and at times moves it to his neighbors property, but when told this was unacceptable, he said that he was looking into getting a dumpster.

A motion to recommend to the BOS that the conditional use application not be granted to operate Blue Jay Kennel at 251 Gooseberry Lane, along with the associated waivers from Section 27-1604.M of the zoning ordinance, due to not meeting the ordinance requirements was made by Leslie Siebert, seconded by Terry Schmidt. Four in favor. One opposed (GM) who felt a position of “no position” was more appropriate to allow discussion on whether imposing limits on number/size of dog was an option, one abstained (TS) due to property ownership in the immediate vicinity of this property. The motion passed.

### **Pending Ordinances**

None

### **Correspondence of Interest:**

None

### **Other Business (continued)**

#### **2. Troy Stacey - Waiver of Paving Requirement for Gooseberry Drive entrance from Baron Hills Farm Subdivision Plan**

This item was deferred from last month with new paperwork (a site plan, and Highway Occupancy Permit) included for review this month. The applicant is a Planning Commission member. Jennifer McConnell explained that the Barron Hill Farms was subdivided in 2008 into four lots, and a condition of the plan approval was for the entrance of Gooseberry Lane to be paved for the first 20' from the intersection with Birdell Road. The work falls within the right-of-way (ROW) of Birdell Road, a State Road, and thus required a Highway Occupancy Permit from PennDOT. According to the applicant, the HOP required a concrete island configuration requiring “right out/right in” traffic movement and the paving and entrance work has not been installed yet. He stated that the island configuration makes a “mall-like” entrance and would be difficult for trucks to navigate. He stated that the right in/right out configuration would result in

trucks turning around on other properties along Birdell. As such, he is requesting a waiver for the Township required paving since he believes this would eliminate the requirements of the PennDOT HOP. Jennifer McConnell explained that the paving was not necessarily the only reason a PennDOT HOP was required. When subdivisions / land developments are under review and an entrance onto a State Road is involved, the Township requires applicants to ensure that any existing entrances are permitted and that any proposed development doesn't require modifications to the existing entrance. The Township does not have any documentation showing that Gooseberry Lane ever had a PennDOT HOP legitimizing the entrance or that the proposed subdivision itself did/did not require modifications.

The applicant explained that Gooseberry Lane has existed since the 1950's; the previous owner Demko was there running a business since 1965. They (the applicant) got rid of some old trailers that were on the property when the new lots were added so there was no net increase in dwelling units. Troy Stacey indicated that he's not opposed to paving the entrance, but he is opposed to the configuration that PennDOT imposed. Gary McEwen suggested that Troy contact a traffic engineer to examine whether there are other configurations or options that PennDOT would accept.

According to Jennifer McConnell, the applicant was previously instructed by the Township, at the direction of the manager and solicitor, to obtain written documentation from PennDOT that if no paving is required, then a PennDOT HOP was not required for that subdivision.

Some neighboring property owners on Birdell Road, Wildflower Lane and Icedale Road spoke up to voice their opposition to the waiver request. Some discussion occurred regarding the current use of the properties with multiple associated businesses (including one of the kennels on the agenda tonight, and another business representative, Mr White), resulting in traffic volume that exceeds the use approved in the 2008 subdivision plan. Gary McEwen expressed his opinion regarding the irrelevance of their opposition to the waiver at hand since it was based upon the traffic impacts at the time of the subdivision. Several of the neighbors responded that the increase in heavy truck traffic in and out of the entrance due to business activity would be directly related to the waiver request. There was disagreement between the applicant and the neighboring property owners about the truck traffic. Jennifer McConnell indicated that the Township has a formal complaint process that the property owners may follow.

A motion to defer a recommendation to this action until the applicant receives clarification from PennDOT, was made by Terry Schmidt, seconded by Leslie Siebert. Five in favor. One abstained (TS). The motion carried.

### 3. Comprehensive Plan Implementation

Jennifer McConnell referred to the document from the Comprehensive Plan that outlines action items and designates them as short term, moderate term, long term and ongoing. The Township is looking for the PC's thoughts on which items should be prioritized. Items can be implemented by the township or by another organization that is responsible for the item. Members were asked to review the May 26th list and offer two or three priorities. Gary McEwen suggested taking this list to the Joint Task Force meeting on June 1st to obtain input from the borough on mutual items before making our recommendations. Members were in agreement with this and will revisit again next month.

Susan Lacy reminded members that this list of implementation items was developed a year ago during the Comprehensive Plan Update, and that per her discussion with Steve Landes, the Township needs to ensure they are moving forward on these items.

**Upcoming Meetings** - All dates subject to change

June 1st - Joint Meeting of Zoning Ordinance Update Task Force Mtg #3 (7:00 pm)  
June 2nd - Board of Supervisors Workshop (7:00 pm)  
June 8th - Board of Supervisors Regular Meeting and Conditional Use Hearings (7:00 pm)  
June 16th - Parks and Recreation Committee Meeting (7:30 pm)  
June 23th - Planning Commission Regular Meeting (7:00 pm)

**Adjournment**

With no further business, the Chair called for a motion to adjourn which was made by Troy Stacey, seconded by Gary McEwen. All in favor. None opposed. The meeting was adjourned at 8:51 pm.

The next Planning Commission meeting will be June 23, 2016.

Respectfully Submitted,

Leslie Siebert  
Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
June 23, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, June 23, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:01 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Melissa Needles, Terry Schmidt, Leslie Siebert, Bob Witters, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: None

**Minutes:**

With no additions or corrections, the Chair called for a motion to approve the May 26, 2016, Planning Commission meeting minutes. Motion was made by Terry Schmidt, seconded by Bob Witters. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

1. Sam F. Stoltzfus & Jonas B. Stoltzfus Lot Add-on Plan Application 2016-6 (Tax Parcel Number 22-4-81.1 & 22-4-81.3)
  - ~Review Letter from Technicon dated June 10, 2016
  - ~Plan dated June 1, 2016

Ron Hershey, PLS, Hershey Surveying, Inc., was present on behalf of the applicant. The proposal is for a 5.4+/- acre property in the Agricultural district. The applicant wants to add an additional 5.5+/- acres to make a resultant 10 acre lot.

Mr. Hershey indicated that the applicant can comply with all of the comments in the TEI review letter but there was one waiver being requested. Mr Hershey distributed a letter to members date June 23, 2016, regarding the waiver request to allow installation of iron pins in lieu of monumentation for the property corners where existing monumentation was not found.

With no further discussion, a motion to recommend to the Board of Supervisors (BOS) support of the waiver to allow iron pins in lieu of concrete monuments for the Sam F. Stoltzfus & Jonas B. Stoltzfus Lot Add-on Plan Application was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

With no further discussion, a motion to authorize Susan Lacy, Chair, to sign the non-building waiver for sewage planning when approved by Chester County Health

Department was made by Bob Witters, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

With no further discussion, a motion to recommend to the BOS that conditional final plan approval for the Samuel F. Stoltzfus & Jonas B. Stoltzfus Lot Add-on Plan Application be granted contingent upon satisfying the comments of the TEI review letter dated June 10, 2016, was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

## 2. Stoltzfus Storage Land Development Plan Application 2016-4 (TPN 22-3-24.4)

~Review Letter from Technician dated June 10, 2016 (Zoning / SALDO)

~Review Letter from Technicon dated June 21, 2016 (Stormwater)

~Plan dated June 7, 2016

Tom Tran, Commonwealth Engineers, was present for the applicant, along with the builder, Richard Hoover. There is an existing manufacturing business on Reservoir Road. The applicant is proposing to add a 7800 square foot building on the existing gravel area, with public tie-in for sewer, and water line to existing on-site water. The storm water plan is for an underground stone infiltrator; run off is to be retained on site.

Mr. Tran indicated that they have been working through revisions to the plans and applicant can comply with all of the items in the two Technicon review letters with the exception of the two requested waivers related to paving and parking islands. They are also asking for input on landscaping tonight.

Jennifer McConnell explained that TEI prepared two review letters, one covered the Zoning and SALDO reviews and the second covered the stormwater review. She reminded members that the sketch plan was reviewed two months ago.

Gary McEwen asked what was proposed for the alternative to a paved surface. Mr. Tran indicated there was a plan detail, 2" of 2A stone atop 6" of 3A stone, compacted. Gary McEwen further asked whether the option to change the surface can exist if there turns out to have a dust problem down the road. Jennifer McConnell, referring to a "nuisance," indicated that this condition can be added to the motion for the waiver recommendation. Jennifer McConnell indicated that the dust on the construction access road at Tel Hai was controlled with a spray which worked satisfactorily in the past. The applicant agreed.

Bob Witters, referring to a chain link fence along the boundary line, suggested plantings to provide screening whenever possible, specifically to hide the truck parking, if possible. Gary McEwen then suggested moving some of the trees along the back boundary where there is additional screening on an adjacent property to that area. The applicant is willing to consider this move if the sight distance is not an issue.

With no further discussion, a motion to recommend to the BOS waiver approval for dust free, all weather surface, in lieu of paving, with the condition that the dust does not

become a nuisance; AND a motion to recommend granting the waiver for raised islands to be provided at the end of all parking bays was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

A motion to recommend to the BOS that conditional final minor plan approval for the Stoltzfus Storage Plan be granted contingent on satisfying the comments of the TEI review letters dated June 10, 2016, and June 21, 2016, was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

### **Zoning Hearing Board/Conditional Use Applications**

1. Conditional Use Application: Stephen Stoltzfus, 375 Pleasant View Rd. (TPN 22-7-51.3) to operate a kennel (Countryside Kennel)

The applicant was present on his own behalf.

Jennifer McConnell referred to the TEI letter dated June 9, 2016. This kennel has been operating under a state permit since 2011. The 2.1 acre property is located the Agricultural district. The ordinance requires a 10 acre minimum, with 300 foot setbacks. The kennel structure is setback 20 feet and 150 feet from side lot lines; 260 feet from front and 185 feet in the back.

An audience member asked about the number of dogs in the kennel. The applicant responded there are 15 dogs on site; he is getting ready to get rid of four, which will leave 11. He is selling litters, puppies are kept until 8 weeks. The state came out to inspect, suggested he get a K-2 license which allows between 50 - 100 dogs, selling not more than 59 puppies per year. A question was asked about where the dog waste goes, and the applicant responded that waste goes into a holding tank, and it is regularly pumped. There is fencing on site to contain the dogs. Of note, the 14 x 24 building/shed did not have a permit.

An audience member asked how many times the dogs are bred in a year, and the applicant responded once a year. There was further discussion around whether ordinance requirements are monitored by the township, and concern about the number of kennels that are currently operating in the township, permitted or not.

With no further discussion, a motion to take a position of "no position" on the conditional use for Countryside Kennel to operate at 375 Pleasant View Rd, was made by Melissa Needles, seconded by Troy Stacey. Five in favor. Two opposed (LS, TeS) based on the site not meeting the requirements of the ordinance. The motion carried.

Jennifer McConnell reminded the applicant that the conditional use hearing will be July 13 at the township building.



### **Pending Ordinances**

None

### **Correspondence of Interest:**

None

### **Other Business**

#### **1. Troy Stacey - Waiver of Paving Requirement for Gooseberry Drive entrance from Baron Hills Farm Subdivision Plan**

Troy Stacey indicated that he is still awaiting an informational letter from PennDOT in reference to an alternative entrance configuration. Jennifer McConnell explained that the original subdivision would have been required to contact PennDOT for driveway approval regardless of whether paving was proposed. This is typical for any project, such as the recent Olsen project, with PennDOT access. For the Olsen project they were required to verify that the existing entrances were properly permitted and that the proposed land development and increase in usage didn't require modifications to the entrances. The same would have been required for the Baron Hill subdivision at the time of application – ensuring the access was properly permitted and what modifications, if any, were required based upon the uses proposed under the subdivision.

Several neighbors near to the property (Wildflower Lane) and on Birdell Road and Icedale Road were present to oppose the waiver request. One neighbor questioned why the paving had never been done in the first place, if it was ordered in 2008. She expressed further concern that the applicant is violating the original conditions of use from the 2008 zoning hearing. Another neighbor wanted the record to reflect her concern that Mr. Stacey was in violation of the original use by increased traffic volume from multiple businesses that are not consistent with the current zoning. Troy Stacey disagreed, indicating that he has a variance. The neighbors were advised that the Planning Commission is an advisory board only and that the Township has a formal complaint process.

Further action was tabled until the PennDOT letter is received by Mr. Stacey.

#### **2. Comprehensive Plan Implementation**

Gary McEwen and Leslie Siebert brought up the information from the Zoning Update Task Force Meeting where there was not enough time to go through the list of township priorities as hoped. PC members will continue to review and make suggestions of priorities. Bob Witters brought up about police and whether it is a PC priority or it is a BOS issue. Bob Witters is in favor of doing something jointly with the borough with regard to police. Gary McEwen indicated while this is listed in the Comp Plan, it is the BOS's responsibility, not the PC's.

### 3. Samuel Zook Variance Application

Jennifer McConnell discussed a variance application that was recently submitted for a site at on Route 10, just south of the Walnut Street intersection. The applicant plans to tear down a barn (30' x 42') and two existing sheds and replace with a bigger barn (40' x 52') which will contain horses. The ordinance requires 60 feet setback from the property lines due to the housing of livestock; the applicant's is seeking a variance for 20 feet side yard setback instead of 60 feet due to his well location.

There were several questions from members with regards to where the existing well and septic are situated as they were not marked on the site plan provided. Melissa Needles expressed concern about the plans being adequate, not to scale, clear, or complete. Jennifer McConnell will express the drawing concerns to Steve Landes. Comments on this application were tabled until further information is available for review.

#### **Upcoming Meetings** - All dates subject to change

June 25th - Storm Water Management for Home Owners (3:00 pm)  
July 7th - Board of Supervisors Workshop (7:00 pm)  
July 13th - Board of Supervisors Regular Meeting and Conditional Use Hearings (7:00 pm)  
July 19th - Land Preservation Committee Regular Meeting (7:00 pm)  
July 20th - Joint Meeting of Zoning Ordinance Update Task Force Mtg #4 (7:00 pm)  
July 21st - Parks and Recreation Committee Meeting (7:30 pm)  
July 28th - Planning Commission Regular Meeting (7:00 pm)

#### **Adjournment**

With no further business, the Chair called for a motion to adjourn which was made by Gary McEwen, seconded by Terry Schmidt. All in favor. None opposed. The meeting was adjourned at 8:44 pm.

The next Planning Commission meeting will be July 28, 2016.

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
July 28, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, July 28, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:02 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Melissa Needles, Leslie Siebert, Bob Witters, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: Terry Schmidt

Guests: Supervisors Tracy Ford, Travis Stacey and John McHugh

**Minutes:**

With no additions or corrections, the Chair called for a motion to approve the June 23, 2016, Planning Commission meeting minutes. Motion was made by Gary McEwen seconded by Bob Witters. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

1. Amos S. and Lizzie Ann Kauffman Lot Line Change, 1860 & 1910 Cambridge Road (TPNs 22-7-84 & 22-7-84.1)
  - ~Review Letter from Technicon dated July 22, 2016
  - ~Plan dated July 8, 2016
  - ~Authorize Planning Commission Chair to sign non-building waiver

The applicant was present. Referring to an existing residential lot on Cambridge Road, the applicant is requesting to take approximately 1.3 acres at the rear of the site and convey it to the farm behind. The existing buildings on the property comply with setbacks after the lot line adjustment. Jennifer McConnell indicated that the applicant's engineer has noted that they can comply with the items in the TEI review letter.

There are three waiver requests for the plan: plan drawing scale, closure error for lot 2; and to allow pins at the boundary instead of monuments. Planning Commission (PC) members are also asked to weigh in on whether riparian corridor landscaping is necessary.

Gary McEwen asked whether there is animal grazing on the site? The applicant responded yes, and that the creek is fenced off to keep the animals out.

There was further discussion around an access easement for the Lot 2 driveway; The applicant was not aware of this. It appears that a portion of this driveway is on Lot 1 and an access easement is shown perhaps due to the existing fence; Gary McEwen noted that the applicant could consider shifting this common lot line such that the Lot 2 driveway is fully on Lot 2 as opposed to having an easement. It was noted that the line would have to shift 12' to allow a 5' separation between the driveway and lot line.

Bob Witters asked about timing of the conditions of the final plan, such as monumenting. Jennifer McConnell responded that monumenting has to be done prior to recording of the plan (or financial security posted for the monumenting). Upon satisfying all of the conditions, TEI issues a letter noting that all conditions have been met and at that point, the Township may release the plans for recording at the County.

With no further discussion, a motion to recommend that the Board of Supervisors (BOS) grant the following waiver requests:

1. §503.A.(3) to allow a detailed view scale of 1" = 60' and a scale of 1' = 200' for the overall view;
2. §503.A.(4) to allow a closure error for Lot #2 of 1:554 based upon deed plotting;
3. §503.B.(4) & 621 to allow pins at the boundary of Lot 1 and to not fully monument Lot 2 for the Kauffman Final Minor Plan/Lot Line Change. Motion was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

A motion to authorize Susan Lacy, PC Chairperson, to sign the non-building sewage planning waiver for the Amos S. & Lizzie Ann Kauffman Final Minor Plan once approved by the Chester County Health Department, was made by Bob Witters, seconded Troy Stacey, All in favor. None opposed. The motion carries.

A motion to recommend to the BOS that conditional final minor plan approval for the Kauffman Final Minor Plan be granted contingent on satisfying the comments of the TEI review letter dated July 22, 2016, was made by Bob Witters, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

The applicant was reminded of the BOS meeting on August 10th.

### **Zoning Hearing Board/Conditional Use Applications**

#### **1. Conditional Use Application 2016-6: Benuel Kauffman, 2398 Compass Rd (22-10-3.2A)**

The "Sunny Slope Kennel," 2398 Compass Road, currently has a state permit to operate. The property is a 62.2 area parcel. The kennel building meets the 300' setback requirement in the current ordinance. No exercise or waste disposal area is shown on the plan.

Bob Witters clarified that the kennel is already operating a state permit. The applicant responded it had been operating for 15 years until 2010, when it was closed due to updating buildings and equipment. It reopened in 2012 and is currently is in operation. The applicant stated that approval from the township was obtained until the closure in 2010, and he did not reapply in 2012. It was noted that the Township would review their records with regard to this previous authorization.

Gary McEwen asked whether the business has a waste and exercise area. It does. Jennifer McConnell recommended to the applicant, to update the plan noting where the waste and exercise areas are, prior to the BOS hearing. The applicant agreed. Gary McEwen asked for a "cleaner" plan. There was some discussion between the applicant, Gary McEwen and Jennifer McConnell regarding what a cleaner plan means.

The applicant explained that the dog waste goes into the cow manure pit — and someone comes to haul it away every 3 - 4 months.

Susan Lacy asked how many dogs were in the kennel: the applicant responded 28 adults — with puppies, 3-4 in a litter. The litters are staggered. The breeds are small, such as morgies, poodles, and shi zhus.

Bob Witters recapped the information the applicant needs for the BOS meeting - the next step. A Use & Occupancy permit will be granted if the conditional permit is granted.

A motion to recommend to the BOS that the conditional use be granted *to continue* to operate a kennel at 2398 Compass, provided the items in the TEI letter dated July 13, 2016 are addressed, and a “cleaned up” plan was provided, was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion passes.

The applicant was reminded of the BOS meeting on August 10, 2016.

## 2. Zoning Hearing Application 2016-7: Samuel Kauffman, Beaver Dam Rd (22-10-6)

The applicant was not present. Jennifer McConnell explained that there is an existing barn currently set about 64' from the side lot line. The applicant is proposing an expansion of 24'x 54' for horses. The ordinance requires 60 foot side yard setback from the property line. With the addition, the proposed building is only 40 feet from the side lot line. There was discussion regarding whether the adjacent property owner was aware; he would be notified in the hearing process.

A motion to recommend to the BOS to support the variance application of Samuel S. & Ada Mae Kauffman to add a 24' x 54' addition to their existing barn with a side yard setback of 40 feet made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion passes.

### **Pending Ordinances**

None

### **Correspondence of Interest:**

None

### **Other Business**

#### 1. Travis Stacey - Request for Waiver from Land Development (22-4-25.1)

Two months ago the applicant was granted a special exception for an existing non-conforming use on the premises at 279 Fieldstone Road. (The May 17, 2016 letter is attached). The applicant is eager to move forward with the project.

A motion to recommend that the BOS grant the waiver request from land development for the replacement building at 279 Fieldstone Road was made by Bob Witters, seconded by Gary McEwen. All in favor. None opposed. The motion carries.

## 2. Comprehensive Plan Implementation

It was noted that implementation of other items beyond the scope of the zoning/ordinance amendments that are underway related to the Comprehensive Plan update was not discussed at the last joint task force meeting. Bob Witters revisited the discussion of police in the township. Jennifer McConnell confirmed that it is not a PC action item. John McHugh added to make sure that we review and set the priorities from the prior plan and get feedback from the community. Ultimately the BOS will set the priorities.

Jennifer McConnell asked for any other issues that are not addressed in the update that we should highlight.

Susan Lacy raised a concern about excessive tree trimming around utility wires. Melissa Needles said the utility has the ROW to trim the trees. John McHugh addressed the communication issue between the BOS and PC, and making complaints about issues that are not resolved.

Bob Witters inquired about the purpose for the \$270,000 gas money that the township received: John McHugh responded that it is for maintenance of the roads.

John McHugh went on to say that it is budget time. The supervisors are trying to address the needs of the township by following the objectives from the comp plan. Anyone can submit articles for the township newsletter. Gary McEwen asked whether Jennifer McConnell can make a list of items for PC to address from the comp plan.

Since all three supervisors were present, a discussion ensued regarding the quality of plans that are included with applications. Jennifer McConnell noted that TEI reviews subdivision / land development plans and ensures completeness of a submission. However, there is no standard criteria for the plans that come in for conditional use, or variances. It was suggested that some type of site plan checklist and an example drawing be created to give applicant's a basis for their applications. John McHugh will check with the WCC group to see if there are any models that other municipalities use, and have Steve draft a list for review by members.

East Brandywine is exhibiting a replica of the Vietnam Veterans memorial. A ceremony was held today.

### **Upcoming Meetings** - All dates subject to change

August 4th - Board of Supervisors Workshop (7:00 pm)  
August 10th - Board of Supervisors Regular Meeting and Conditional Use Hearings (7:00 pm)  
August 17th - Zoning Ordinance Update Task Force Mtg #5 (7:00 pm)  
August 18th - Parks and Recreation Committee Meeting (7:30 pm)  
August 25th - Planning Commission Regular Meeting (7:00 pm)  
August 29th - Samuel Kauffman Zoning Hearing (7:30 pm)

**Adjournment**

With no further business, the Chair called for a motion to adjourn. Motion was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The meeting was adjourned at 8:45 pm.

The next Planning Commission meeting will be August 25, 2016.

Respectfully Submitted,

Leslie Siebert  
Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
August 25, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, August 25, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:00 p.m. by Vice Chairperson Gary McEwen. Commissioners present were Melissa Needles, Leslie Siebert, Bob Witters, Terry Schmidt, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: Susan Lacy

Guests: Supervisor Travis Stacey

**Minutes:**

With no additions or corrections, the Vice Chair called for a motion to approve the July 28, 2016, Planning Commission meeting minutes. The motion was made by Bob Witters, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

1. Chester County Solid Waste Authority - Lot Annexation Plan Sketch (Tax Parcel 22-3-10 & 22-3-12)

Engineer Chris Falencki was present for the applicant. No action to be taken tonight, the presentation is for informational purposes. This approximately 0.94 acre lot is a remaining former railroad property that was left to CCWSA by the Frame estate. The agreement was for a portion of the railroad bed to be annexed to the adjacent grounds of the John Seldomridge Jr. property. No development is planned. The CCWSA will retain an easement over the annexed portion of the Seldomridge property for future utility lines. The remainder of the railroad bed property will remain in CCSWA ownership and is not proposed to be annexed to an adjoiner at this time. Mr Falencki requested any questions or feedback before the official submission for the plan in September. The Planning Commission had no further comments.

**Zoning Hearing Board/Conditional Use Applications**

1. Zoning Hearing Application 2016-8: Greg Truskey (PMI Invest), Cupola Court (TPNs 22-8-15, 22-8-15-15.2)

Mr. Truskey was present on his own behalf, representing a manufactured home park he purchased a couple of months ago, containing older trailers from the 60's and 70's. Mr. Truskey explained that he wants to redevelop the existing park, replacing the existing trailers and cleaning up the area. He intends to make it age-restricted. The park is inspected annually, consistent with Township Ordinances.

Bob Witters asked whether this is considered a new development. Jennifer McConnell stated it is a pre-existing non-conforming use. Manufactured home parks are not a permitted use in the FR-Farm Residential zoning district. In order to expand the applicant needs to obtain a special exception approval allowing expansion of the non-conforming use by up to 50%. The



applicant intends to increase the size of each existing manufactured home by a maximum of 50% floor area.

Jennifer McConnell noted that the proposed layout was reviewed and comments are outlined in the memorandum prepared by TEI. Overall all units are being shifted to be within the boundaries of the existing lot – existing homes cross lot lines. In most cases setbacks are being improved but there are two areas where a front yard setback is being reduced. A variance for yard setbacks has also been requested since any expansions are required by Ordinance to comply with all area / bulk regulations unless a variance is granted. Jennifer McConnell noted that the area/bulk regulations in the FR-district don't clearly apply to this use as the use is not permitted in this district. Based upon the specific regulations for manufactured home parks in Section 1604.N of the Zoning Ordinance the minimum side yard should be 5' individual and 30' aggregate; front yard 25' and rear yard 50'; furthermore units should be a minimum 30' apart and a maximum allowable impervious coverage of 40% is allowed. Both lots will be under 40% impervious coverage but the above-noted front-yard setback isn't met by the proposed configuration. In terms of stormwater management, the one lot has a net increase in impervious coverage under 1000 square feet which is exempt from stormwater planning and the other lot, with a net increase of 1400 SF +/- impervious cover will require a simplified stormwater plan.

Bob Witters asked how many units are occupied. Seven units currently occupied; and 6 rentals were displaced. The total will have the same number of units. Mr. Truskey advised members to check out [www.cupolacourt.com](http://www.cupolacourt.com) which has images of what the site will look like. Each "lot" will have a separate mailbox and trash collection at each unit. The lot space will be rented and the units will be individually owned. The site is served by public sewer and water. Mr. Truskey plans to repave all the access driveways, which has already been permitted by the Township. Mr. Truskey indicated that there will be rules and regulations for the park that will limit the types of manufactured homes, storage sheds, etc. that can be placed on the site. Unit price ranges are in the \$90s, or \$450 per month for rental, plus utilities (all own meters).

The individual unit owners will apply for building permits, but they will need a permission letter from Mr. Truskey as lot owner prior to any permits being issued.

With no further discussion, a motion to recommend granting of a special exception for the Greg Trusty (PMI Invest) application to the Zoning Hearing Board was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

### **Pending Ordinances**

Jennifer McConnell referred to the handouts that were made available to members for ordinance updates:

#### **SALDO Amendments:**

The SALDO amendments address changes in procedures for plan submissions related to properties served by public water and/or sewer and those procedures subject to conservation easements or similar deed restrictions. The amendment also notes that full-size plans may be required in lieu of reduced size sets for PC / BOS review depending on the complexity of the plan. Melissa Needles raised a previous concern about the size of the print, and being able to read the print on the plans. There was some discussion around this. It was determined that minor plans (such as lot line changes) could be presented in 11x17" size. Land Development and major subdivisions will need to be full size (ie 24" x 36"). Jennifer McConnell will make

these changes. The final size is at the township engineer's discretion. Concern over the level of detail of plans was discussed. Land development and subdivision plans must follow the guidelines in the SALDO. For supporting plans for variance or conditional use applications, Mike Reinert and Steve Landes are working to develop a checklist of basic requirements that these plans need to meet to be considered acceptable for review at the October Board Workshop and Planning Commission meetings.

Gary McEwen had a few comments about the ordinance – generally clarification on processes that were reviewed and addressed.

Bob Witters asked who has input into developing the zoning ordinances. Jennifer McConnell responded that the Township Solicitor, Steve Landes and herself had input on these amendments.

With no further discussion, a motion to recommend to the Board of Supervisors to adopt the SALDO amendments with the changes made by Jennifer McConnell, was made by Melissa Needles, seconded by Bob Witters. All in favor. None opposed. The motion carried.

#### Zoning Amendments:

The Zoning Ordinance amendments also serve to update procedures for review by public water and sewer providers as well as entities party to conservation easements or similar deed restrictions. There was discussion about the applicability of these items as the section headings related to application for and issuance of use & occupancy permits rather than building / zoning permits in general. Furthermore, it was noted that the timeframe listed of 15 days is inconsistent with building codes that provide for 15 business days for residential permits the time frame of 30 business days for commercial permit applications. Jennifer McConnell stated that she would review these changes with the Township Solicitor prior to sending the Ordinances to the Board of Supervisors.

With no further discussion, a motion to recommend to the Board of Supervisors to adopt the zoning ordinance amendments with the above-noted clarifications was made by Bob Witters, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

#### **Correspondence of Interest:**

None

#### **Other Business**

Comprehensive Plan Implementation - Tabled at this time; Steve Landes will provide a simplified list for review at September Planning Commission meeting.

#### **Upcoming Meetings** - All dates subject to change

August 29th - Samuel Kauffman Zoning Hearing (7:30 pm)

September 7th - Zoning Ordinance Task Force Update meeting #6 (7:00 pm)

September 8th - Board of Supervisors Workshop and joint meeting with the Northwestern Chester County Municipal Authority and Honey Brook Borough (7:00 pm)

September 14th - Board of Supervisors Regular Meeting and Conditional Use Hearing continuation (Benuel Kauffman) (7:00 pm)

September 15th - Parks and Recreation Committee Meeting (7:30 pm)

September 20th - Land Preservation Committee Regular Meeting (7:00 pm)

September 22nd - Planning Commission Regular Meeting (7:00 pm)

**Adjournment**

With no further business, the Vice Chair called for a motion to adjourn. A motion was made by Troy Stacey, seconded by Terry Schmidt. All in favor. None opposed. The meeting was adjourned at 8:10 pm.

The next Planning Commission meeting will be September 22, 2016.

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
September 22, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, September 22, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:03 p.m. by Chairperson Susan Lacy. Commissioners present were Susan Lacy, Gary McEwen, Leslie Siebert, Bob Witters, Terry Schmidt, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: Melissa Needles

Guests:

**Minutes:**

With no further discussion, additions or corrections, the Chair called for a motion to approve the August 25, 2016, Planning Commission meeting minutes. The motion was made by Gary McEwen, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

**1. Chester County Solid Waste Authority (22-3-10) & John B. Seldomridge (22-3-12) Lot Add-On Plan 2016-B**

- Technicon Enterprises, Inc. (TEI) letter dated September 16, 2016
- Plan Dated August 3, 2016

Engineer Chris Falencki returned back with this lot annexation plan now formalized from the sketch plan presented last month. Mr. Falencki stated that originally only a portion of the RR bed was going to be annexed, however this would worsen the existing non-conforming lot area which violates the Zoning Ordinance. Jennifer McConnell indicated that the minimum lot area in the I-Industrial District is 2 acres and the entire RR bed is only 0.94 acres. The applicants will annex the entire RR bed to the three adjoining properties – Seldomridge and two residential lots owned by the CCSWA. The applicants will comply with all other review letter comments and make the changes as recommended. Mr. Falencki indicated that a waiver is requested for using iron pins, in lieu of monumentation for the new property corners. The applicant is also seeking a recommendation for conditional final plan approval, based on September 16th TEI letter.

With no further discussion, a motion to recommend that the Board of Supervisors (BOS) grant the following waiver requests: Section 503.B(4) & 621 to allow pins around the property boundary in lieu of concrete monuments was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

With no further discussion, a motion to recommend that the BOS grant conditional final plan approval for the Chester County Solid Waste Lot Annexation Plan provided the applicant satisfies all comments in the TEI review letter dated September 16, 2016, was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

## 2. Honey Brook Community Church (22-7-72) Final Land Development Plan 2016-9

- Technicon Enterprises, Inc. letter dated September 16, 2016
- Plan dated August 30, 2016

Cameron L. Renehan, EIT., Jr. Engineer, Team Ag Inc., representing the applicant, Honey Brook Community Church:

Jennifer McConnell provided an update that the applicants received conditional preliminary plan approval last September (2015). The main items were taken care of including stormwater, parking count and layout, landscaping, waivers, etc.; the applicant had been working over the last year to obtain outside agency approvals such as NPDES, PennDOT, Water/Sewer Authority, etc. Jennifer McConnell indicated that these have now been obtained and the applicant has now submitted Final Land Development Plans for review / approval.

With no further discussion, a motion to recommend that the BOS grant conditional final plan approval for the Honey Brook Community Church/Landchester Properties Final Major Land Development Plan, provided the applicant satisfies all comments in the Township Engineer's letter dated September 16, 2016, was made by Gary McEwen, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

## 3. Tel Hai Cherry Drive (22-10-10.1) Land Development Plan 2016-10

- Technicon Enterprises, Inc. letter dated September, 16, 2016
- Plan dated September 6, 2016

Alex Piehl, RGS Associates, and Mr. Joseph Swartz, CEO of Tel Hai, were in attendance to present the Tel Hai Cherry Drive project. Under this project, four existing cottage style buildings are proposed to be demolished and replaced with new townhouse buildings. There will be a net increase of 3 dwelling units. Jennifer McConnell, referring to the TEI letter dated September 16th, indicated that the plan appears to comply with all of the zoning requirements based upon a prior Settlement Agreement between Tel Hai and the Township with regards to development within the Retirement Community.

In reviewing the SALDO related review letter comments, Jennifer McConnell indicated that the plan had been submitted as a minor land development plan. The SALDO speaks to the Planning Commission considering plans as minor land developments if they have a limited impact on the surrounding areas, etc. Major land development plans would be required to obtain separate preliminary and final approvals, provide a traffic study, and require waivers for landscaping if Ordinance requirements were not met. It was noted that a traffic study for Tel Hai was recently completed with the large-scale expansion project that's been underway for the past 4-5 years. In terms of landscaping, for minor land development plans, the PC has discretion as to what is suitable for the proposed development.

Leslie Siebert asked about the estimated time frame on the relocation for the current residents on Cherry Drive, and how many residents will be affected. Mr. Swartz responded with a 3 - 6 month time frame, and most cottages are empty but for two residents who will be relocated to other areas on the campus, to equal or better accommodations.

All of the "roads" within Tel Hai are technically access drives by Ordinance standards, but recent new "roads" have been designed and built to Township road standards. All roads are maintained by Tel Hai. No connection between Cherry Drive and Treeline Drive is proposed due to a large existing swale and pedestrian walkway and a desire to not create another

“through-way”. A waiver is being requested for the use of a hammerhead turnaround in lieu of a full cul-de-sac due to limited space. The plan has been submitted to the Fire Marshall for approval of a hammerhead turn around. A waiver will be requested for parking, as some parking areas are less than 20 feet from the residential dwellings. The buildings will be served by the existing water / sewer from the community but new water lines and hydrants will be run off the nearby water main. The townhomes will be sprinklered.

The review letter indicates that landscaping for minor land developments is at the discretion of the Planning Commission. Jennifer McConnell indicated that the quantity of plantings provided is close to the new landscaping standards though primarily deciduous trees rather than a mix of evergreen and deciduous trees are proposed. Susan Lacy asked for a clarification on the types of trees, as they could not be read clearly on the plan. Alex Piehl clarified “sweetgum” was the one that was illegible on the plan.

Jennifer McConnell moved to the stormwater review comments, indicating that an NPDES permit is in process. There are two small basins that comply with peak rate controls and groundwater recharge requirements; a waiver is being requested to utilize a portion of the groundwater recharge volume for the peak rate runoff calculations. TEI is not opposed to this waiver request, as the entire recharge volume is expected to drain within 48 hours and there are additional stormwater facilities downstream prior to runoff leaving the site.

With no further comment, a motion to recommend that the BOS grant the following (3) waiver requests for Tel Hai Cherry Drive Minor Land Development Plan was made by Troy Stacey, seconded by Bob Witters. Two abstained due to personal conflict (Terry Schmidt, Gary McEwen). None opposed. The motion carried.

1. Section 22-606.2 to allow a hammerhead turnaround in lieu of a full cul-de-sac for the Cherry Drive dead-end access drive
2. Section 22-617.1.D to allow the off-street parking spaces to be 10 feet from dwelling units
3. Section 20-308.H to allow for the entire volume control storage to be utilized for peak runoff rate calculations for the stormwater basins

With no further discussion, a motion to recommend that the BOS grant conditional final plan approval for the Tel Hai Cherry Drive Minor Land Development Plan provided the applicant satisfies all comments in the TEI review letter dated September 16, 2016 was made by Troy Stacey, seconded by Bob Witters. Two abstained due to personal conflict (Terry Schmidt, Gary McEwen). The motion carried.

Bob Witters made a point about changing the term “Continuing Care Retirement Community” to “Life Plan Community” in upcoming Zoning Ordinance changes due to the language being dated. Mr. Swartz indicated that the care concept is changing to include the more active residents who are moving into these communities and the varying levels of care provided across the industry nationally. Tel Hai has adopted this more updated terminology.

### **Zoning Hearing Board/Conditional Use Applications**

#### **Seldomridge Limited Partnership (22-7-73.1B), 100 Village Square, Conditional Use Application**

- Application
- Technicon Enterprises, Inc. letter dated September 20, 2016

Vernon Stoltzfus was present as the applicant requesting to utilize 4 of the 7 retail space units in the Village Square center for church use. This church began as a small group meeting in a home. It has been growing in number to between 45 - 55 members. In addition to Sunday morning services, there is a Tuesday night Bible study for between 25 - 30 members. The church's mission base is in Honey Brook; they are involved with the Youth Center and Steeple to People thrift shop.

Jennifer McConnell reminded members that churches are permitted as a conditional use in this zoning area. The Conditional Use application is before the Committee and a review letter dated September 20, 2016 was issued by TEI.

Susan Lacy asked about parking spaces. Jennifer McConnell responded that parking for churches is based on the maximum allowable number of occupant seats. It was noted that there really isn't space for parking area expansion. There was discussion over the number of vehicles that would be at the church services and the applicant indicated about 25+/- vehicles on Sundays and 15+/- on Tuesday nights. Jennifer McConnell noted that the occupancy of the building could be limited at the time of building permit application to correlate to the number of available parking spaces on-site. A question was raised that if the congregation continues to grow, how would parking be addressed? The applicant indicated that then they would move to more than one service on Sundays. Jennifer further suggested that the applicants check on the hours of the existing businesses in the center including the hair salon and office space, in terms of parking availability during the Church's hours of operation. Terry Schmidt asked about the seating capacity. Jennifer McConnell indicated that the Zoning Ordinance requires two spaces for each five occupant seats. (e.g 60 people equals 24 parking spaces). There are entrances on both sides of the building to allow parking in the rear of the building to be used.

Regarding the TEI letter dated September 20, 2016, lot area and width requirements for the underlying zoning district and for churches are met. However, a waiver would be required for building setback as it is 25' from the side lot line, in lieu of the 50' met. The units housing the church are more than 50' from the property line. All existing parking is 25' from lot lines as required, but the Board of Supervisors can determine if additional screening is required. The Planning Commission stated that the existing screening seems reasonable since no changes to the existing buildings/parking is proposed. Review letter # 4.E. states a traffic study is required for proposed use. There was some disagreement and thus further discussion regarding whether a traffic study would add value. Some members thought that Sunday traffic would not be enough impact. Others disagreed, citing the proposed change in the use and timing of traffic, a growing congregation, additional nights, other businesses impacted, and the site being on a state highway. Jennifer McConnell indicated that since the site is located on a PennDOT highway (322), the applicant should obtain confirmation from PennDOT that the existing entrance/exit is suitable for the change in use.

The applicants would need a use & occupancy permit for use as a church and modification to the building may require a building permit. The applicant should determine what use group the building was originally approved for to determine if the building/construction codes may require upgrades for an "Assembly" use. The type of church is a "Calvary Fellowship."

With no further discussion, a motion to recommend that the BOS grant a conditional use for the Seldomridge Partnership Conditional Use Application to operate a church in the specific units of the Village Square Center, while deferring the traffic modification outcome to PennDOT prior to the Conditional Use hearing, maximum occupancy being tied to available parking, granting of a waiver for side lot line building setback, and compliance with the TEI letter dated September 20, 2016, was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

**Pending Ordinances**

None

**Correspondence of Interest:**

None

**Other Business**

Township resident Jason Williams, of 3565 Horseshoe Pike near Cambridge Road wanted to know if there was any plan submission or “anything happening” in regard to potential (78) townhomes on a property adjacent to his.

Jennifer McConnell responded in reference to a plan that was submitted to the township by Honey Brook Estates back to 2006. The township deemed the submission incomplete and a new Zoning Ordinance was adopted shortly after changing the underlying zoning requirements for the property. A court case followed, determining that the township was in error and the plan should be reviewed under the prior ordinance. No new submission has been made to the Township after the court decision. The resident was advised to review the agendas for upcoming meetings which are posted on the Township website for any updates.

**Upcoming Meetings** - All dates subject to change

October 5th - Zoning Ordinance Task Force Update meeting # 8 (7:00 pm)

October 6th - Board of Supervisors Workshop (7:00 pm)

October 12th - Board of Supervisors Regular Meeting and Conditional Use Hearing for Seldomridge (7:00 pm)

October 20th - Parks and Recreation Committee Meeting (7:30 pm)

October 27th - Planning Commission Regular Meeting (7:00 pm)

**Adjournment**

With no further business, the Chair called for a motion to adjourn. A motion was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The meeting was adjourned at 8:37 pm.

The next Planning Commission meeting will be October 27, 2016.

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission



**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
October 27, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, October 27, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:03 p.m. by Chairperson Susan Lacy. Commissioners present were Susan Lacy, Gary McEwen, Leslie Siebert, Bob Witters, Melissa Needles and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: Terry Schmidt

Guests: Mr. Browne, Mr. Machamer, Mr. Stoltzfus

**Minutes:**

With no further discussion, additions or corrections, the Chair called for a motion to approve the September 22, 2016, Planning Commission meeting minutes. The motion was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

1. Shared, LLC conceptual plan(2208-68.5) 2016-12
  - Plan dated 10/13/2016
  - Brandywine Conservancy letter dated 10/18/2016

Jennifer McConnell explained that this presentation is a concept sketch plan. The applicant did not request a formal review by TEI. The Brandywine Conservancy did complete a review of the plan and submitted a summary identifying some zoning issues which is attached.

Applicant Mr. Browne explained that he has owned the property since 1998. Mr. Browne met with Mike Brown, the former township manager in 1998 to discuss the Rocklyn Station overlay including workforce housing.

This year, Mr. Browne met with Steve Landes, township manager, and Mike Reinert of TEI in early July, requesting informal feedback on his proposed plan for apartments and townhouses. It was suggested that Mr. Browne focus on one type of housing instead of two. Mr. Browne later met with John Snook of the Brandywine Conservancy in early August to review the plan who issued a review as mentioned above. Based upon the Conservancy's review, a second entrance onto Chestnut Tree Road was added from behind the buildings. Other various details were discussed including parking under the buildings, size of units (1000 SF), circulation, open space, workforce housing, etc. Heath Machamer, PE, asked for a clarification of the ordinance on the allowance of "stacked parking" to meet requirements. Ms. McConnell indicated she would need to review the ordinance.

Bob Witters asked whether the site would utilize public water and sewer; confirmed.

Mr. Machamer noted the presence of a high quality streams, floodplains and wetlands which will require further studies and DEP permitting. It was noted that parking and a portion of the community building is shown within the floodplain – Mr. Machamer indicated a formal hydraulic analysis would be done to formally determine the floodplain limits.

There is a correction in the Brandywine Conservancy's calculation for density of units. The applicant indicated that the Conservancy miscalculated the net lot area to be used as a basis for density calculations. The correct density calculation allows for the 300 proposed apartments.

Melissa Needles asked why apartments and not townhomes? The applicant's response is this type of housing is "meeting a need." The proposed units would be approximately 1000 square feet, 2 bedrooms; applicant has not established a price point yet.

Susan Lacy commented on the additional traffic on 322, with 300 homes, that the project would bring. Scoping meetings with PennDOT are planned and PennDOT permits would be necessary. Traffic studies would also be done and have to take into account the other nearby approved 123 unit +/- housing development.

Gary McEwen recommended going forward with a formal sketch plan review and formal sensitive feature studies to obtain meaningful feedback.

### **Zoning Hearing Board/Conditional Use Applications**

1. ZHB application 2016-9, L & I Properties LLC (TPN-3-64 & 22-3-78) for a sign variance

The applicant Mr. Stoltzfus was present.

Jennifer McConnell stated that the businesses in the Westbrook Drive Industrial Park would like to have a sign identifying the industrial park and the individual tenants in the park. The sign itself is a permitted sign, but the proposed sign height and area are in excess of what is permitted in the ordinance.

Bob Witters asked the reason for not meeting the ordinance. It is not always possible to have an ordinance whose requirements fit every situation. Given the amount of businesses in the park and the speed of traffic on 322, a larger sign is desired.

Susan Lacy asked whether there will be replacement(s) for the tree coming down, suggesting possibly shrubs. Mr. Stoltzfus responded that the tree is dead, with branches coming down, and he planned to take it down this fall anyway. They have put in additional street trees in that area already under the Swampy Hollow land development, with no plan for more.

With no further discussion, a motion to recommend a position of support for the variance application of Levi & Ivan Stoltzfus to allow the installation of a multi-tenant sign for the Westbrook Drive Industrial Park on their property at 22-3-64/22-3-78 larger and taller than that allowed by the Ordinance was made by Troy Stacey, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

### **Pending Ordinances**

SALDO Amendments for Recording of Deeds - (Changes in Section 4 & 5 of Amendment)

Jennifer McConnell noted that the SALDO amendments that the PC previously reviewed and recommended adoption of were further updated to include some changes relating to requirements for recording of deeds. It was found that when subdivision plans are recorded at the County, new tax parcel numbers are not always assigned unless the lands actually change hands. This has resulted in a number of properties over the years where subdivisions were recorded but not formally changed in County mapping sometimes resulting in two homes on one lot or "annexed" lots not being formally joined with adjoining. With these amendments, applicants would be required to put up a security to ensure that new deeds and/or lot consolidation deeds are recorded. Once proof of recording is given to the Township, the security will be returned.

Gary McEwen asked how much the security would be and whether it can be tied to just recorder's fees, indicating his opinion that the escrow should not be out of line with what it actually costs. Jennifer McConnell will pass this along to the Supervisors and also noted the security may be a higher than just recording fees in order to be a financial incentive to ensure that the recording is done properly and there are costs associated with preparation of the deeds. The Township wants to ensure lots are created and annexed properly for zoning purposes.

With no further discussion, a motion to recommend the SALDO Ordinance 109-2004 amendment for the requirements for preliminary and final plan submissions to the township for review and requiring financial security to ensure recording of annexation and consolidation deeds for all subdivision plans which include an annexation lot was made by Bob Witters, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

**Correspondence of Interest:**

None

**Other Business**

1. Comprehensive Plan Implementation Projects

Jennifer McConnell referred to an email sent by Steve Landes referring to two potential projects being considered by the BOS for inclusion in the 2017 budget. These projects would involve working with Brandywine Conservancy and the Land Preservation committee.

1. Prepare updates to TDR ordinance requirements to be more useful and implement programs to make TDRs more visual, understood and more utilized in the township.
2. Update and expand the township's official map. Some discussion followed as to whether the township has an official map and what the goal would be for the project. A map was found on the website from 2008, which is a limited official map related to the Rocklyn Station Overlay.

Members requested more information from Steve Landes as to the goals of the projects. Jennifer McConnell will take this back, or possibly have Mr. Landes come to a future meeting.

2. Susan Lacy brought up the calendar for November and December meetings, relative to the holidays confirming November 10, if there is a meeting, and December 15. It was confirmed that the meetings are slated for November 10th and December 15th.

**Upcoming Meetings** - All dates subject to change

November 2nd - Zoning Ordinance Task Force Update meeting # 8 (7:00 pm)  
November 3rd - Board of Supervisors Workshop (7:00 pm)  
November 9th - Board of Supervisors Regular Meeting (7:00 pm)  
November 10th - Planning Commission Regular Meeting (7:00 pm)  
November 14th - Zoning Hearing Board, L & I Properties (7:30 pm)  
November 16th - Land Preservation Committee Regular Meeting (7:00 pm)  
November 17th - Trail Study Committee (7:00 pm?)

**Adjournment**

With no further business, the Chair called for a motion to adjourn. A motion was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The meeting was adjourned at 8:29 pm.

The next Planning Commission meeting will be November 10, 2016.

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission

**Honey Brook Township  
Planning Commission Agenda  
Regular Meeting Approved Minutes  
December 15, 2016  
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, December 15, 2016, at the Honey Brook Township Building. The meeting was called to order at 7:02 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Bob Witters, Melissa Needles, and Troy Stacey. Township Engineer, Jennifer McConnell, of Technicon Enterprises, Inc. (TEI), was also present.

Absent: Terry Schmidt

Guests: None

**Minutes:**

There was no Planning Commission meeting held in November. With no further discussion, additions or corrections, the Chair called for a motion to approve the October 27, 2016, Planning Commission meeting minutes. The motion was made by Gary McEwen, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

**Subdivision/Land Development Applications**

1. Poplar Realty/Tabas Tract Final Subdivision Phase I Plan (22-8-52)
  - Plan dated November 11, 2016
  - Boucher & James, Inc., letter dated November 28, 2016
  - Technicon Enterprises, Inc. letter dated December 9, 2016

Melissa E. Prugar, PE, Project Manager, with Boucher & James, Inc., was present for the applicant. She is part of the engineering design team for the 128 unit development. The Plan previously received conditional preliminary and final plan approvals from the Township for the entire 128 unit development and since those approvals has been working to obtain outside agency approvals including PennDOT, NPDES, Water / Sewer. The builder, Penn Wynne Homes, who purchased the project is planning to stage construction into three phases over 6 - 8 years. The first phase, under consideration tonight, proposes 42 dwelling units along with a road network with two accesses off Grieson Road. The project design including layout, stormwater, landscaping and recreational facilities, etc. follows the originally approved design but Phase 1 includes only those improvements necessary to support the proposed 42 homes. The stormwater basins built under Phase 1 will be built in the final configuration which will handle additional runoff from future phases.

Ms. Prugar indicated that the applicants can comply with the items in the TEI letter. Chester County Conservation District (CCDC) has requested a phased Erosion & Sedimentation plan for the project, but no changes to the NPDES stormwater plans will be necessary as the stormwater design isn't changing.

Jennifer McConnell stated that the plan has to be evaluated as if no other phases are ever constructed – Phase 1 must be able to stand on its own. Tonight's presentation is an introduction to what Phase I will look like and to gain PC input on the components of the phased project. Ms. McConnell summarized that there will be two access points to Grieson Road and the Grieson Road improvements would be done as part of Phase 1. Work on Chestnut Tree would be deferred until that entrance is constructed in a future phase. The stormwater design will handle all of the runoff from the proposed Phase 1 and be oversized in Phase 1 to handle future runoff from additional phases. Landscaping is proposed around the Phase 1 dwellings/streets along with lot line buffers for the development as a whole. Public sewer facilities will tie into the existing pump station off of Cupola Court and public water will be provided.

As for recreational facilities, the applicant is proposing to install the multi-purpose field and basketball court under Phase 1. As part of the overall project (128 lots), a tot lot and walking trail was also required. Discussion was had over the walking trail and the timing of its installation. The Parks & Recreation Committee is starting to look at a trail study and may have some input on whether this property is proposed as part of a larger trail network and whether it should be a part of Phase 1 or whether it can be deferred to future phases. Ms. Prugar showed members on the plan where the recreation field and basketball court are located in front along Grieson Road. The walking trail and tot lot are proposed in a future phase due to their location. The recreational facilities will be part of the Homeowner's Association (HOA) with the option to offer dedication to the Township at any time. The walking trail has a continuing offer of dedication to the Township but is the HOA's responsibility at this time. Melissa Needles asked about the trail construction materials; Ms Prugar responded that the trails will be stone dust and were considered impervious in the stormwater calculations. Ms. Needles indicated that if the Township were to take dedication of the trails, a more durable material such as paving should be considered.

It was noted that the streets are to be dedicated to the Township and sidewalks are to be provided along one side of the streets. , and standing curbs are proposed. There was some discussion about the use of the recreational facilities by township residents and parking areas. The recreational facilities will be for the development residents though some off-street parking is provided. Accessible routes from the parking spaces to the field/court will be required by the Building Code Official.

Bob Witters asked about the amount of impervious coverage. Ms. Prugar responded that the stormwater design was based upon the maximum amount of impervious coverage on each building lot along with the roads, etc. There is a chart on the plans showing the remaining amount of impervious coverage allowed to be built for each lot based upon the typical house/driveway configuration shown – most leave ~600 SF of future impervious allowed. Ms. Needles indicated that this wasn't much impervious coverage and if front facing garages were proposed, it would reduce some of the initial impervious coverage on a lot. Front-facing garages require a larger front yard setback which is noted on the plans.

After some discussion by members about needing to see the plan again – there are zoning issues with the Open Space configuration / TDRs / remaining lot configuration – that need to be resolved for Phase 1. While these issues can be resolved, the configuration of the open space/undeveloped portion of the lot may change slightly. Jennifer McConnell is also following up on the timing of the trail installation. For these reasons, it was decided that Ms. Prugar will revise the plan and come back for the January PC meeting with an updated review letter by Technicon. The review clock starts at the 12/15 PC meeting and the Township has 90 days to review and take formal action unless an extension is granted.

With no further discussion, a consensus among members was to not to recommend conditional final plan approval tonight, in order to have the plan come back for review in the January meeting, prior to the February Board meeting.

#### **Zoning Hearing Board/Conditional Use Applications**

None

#### **Pending Ordinances**

None

#### **Correspondence of Interest:**

None

### **Other Business**

1. *Component I Planning Module for Daniel Stoltzfus, Talbotville Road (22-4-33); motion to approve/not approve Chairman to sign Section J after approval of SEO*

This plan is under review by the Chester County Health Department (CCHD). There is a non-building waiver on the subject lot from a prior subdivision. Mr. Stoltzfus is now proposing to construct a Single Family dwelling which requires on-lot septic testing by CCHD and sewage planning through DEP.

With no further discussion, motion to authorize the Chair to sign the Daniel Stoltzfus Component I Planning Module once approved by the CCHD, was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The motion passed.

2. *Proposed Meeting Dates* - Susan Lacy reviewed the proposed meeting dates for 2017. The Planning Commission opted to continue with the 4th Thursday of each month except for November and December which would be 11/9/2017 and 12/14/2017 due to the holidays.
3. *Comprehensive Plan Implementation Projects* - there has not been any further input from the township manager or the BOS other than a proposed trail study, and possibly a more comprehensive recreation study, if more funding is available.

### **Upcoming Meetings** - All dates subject to change

January 3 - Board of Supervisors Reorganization & Regular Meetings (7:00 pm)  
January 4 - Zoning Ordinance Task Force Update meeting # 8 (7:00 pm)  
January 17 - Farmer's Breakfast & Land Preservation Committee Reorganization & Regular Meetings (8:00 am)  
January 19 - Parks and Recreation Committee Reorganization & Regular Meetings (7:30 pm)  
January 26 - Planning Commission Regular Meeting (7:00 pm)

### **Adjournment**

With no further business, the Chair called for a motion to adjourn. A motion was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The meeting was adjourned at 8:29 pm.

The next Planning Commission meeting will be January 26, 2017.

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission