

**Honey Brook Township Planning Commission
Regular Meeting Minutes
January 22, 2015**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, January 22, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:05 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Troy Stacey, Terry Schmidt, and Bob Witters; Mike Reinert, Technicon Enterprises, Inc. (TEI), Township Engineer, was also present. It was noted that Joe Fenstermacher has submitted his resignation effective January 15, 2015 from the Planning Commission and Board of Supervisors.

Reorganization

Chairperson Susan Lacy explained the first order of business was to conduct annual election of officers. With no further discussion, a motion to re-elect Susan Lacy Chair of the 2015 Planning Commission was made by Troy Stacy, seconded by Gary McEwen. All in favor. The motion carried.

With no further discussion, a motion to re-elect Gary McEwen Vice-Chair of the 2015 Planning Commission was made by Bob Witters, seconded by Troy Stacy. All in favor. The motion carried.

With no further discussion, a motion to re-elect Leslie Siebert Secretary of the 2015 Planning Commission was made by Bob Witters, seconded by Troy Stacy. All in favor. The motion carried.

Minutes

With no additions or corrections, a motion to approve the December 18, 2014, Planning Commission meeting minutes was made by Gary McEwen, seconded by Bob Witters. All in favor. The motion carried.

Subdivision/Land Development Applications

Swampy Hallow Manufacturing – Final Land Development Plan

Vic Kelly, P.E. of Commonwealth Engineers, Inc., was present for the applicants, who were also present.

Mr. Kelly presented a list of waiver requests from Chapter 22 of the Township SALDO and Ordinance # 170 of the 2014 Township Stormwater Management Ordinance:

- 1) Relief requested from SALDO Section 22-617.3 to not provide raised islands at the end of parking bays.

- 2) Relief requested from SALDO Section 22-617.1.L & 613.6.A to provide alternative paving section for parking lot and truck access and loading areas. The pavement sections, would be owned and maintained by Swampy Hollow, not the Township.
- 3) Relief requested from Stormwater Section 20-311.A.5.d to allow basin outlet and energy dissipater to discharge to existing drainage easement located within 25' of the property line. The discharge would be via swale into an existing detention basin.
- 4) Relief requested from Stormwater Section 20-311.A.1(d)[2] to allow outlet structure pipe material to be SLHDPE in lieu of reinforced concrete.

Mr. Reinert expressed no objection to the proposed waivers, and noted that these were discussed at a previous meeting.

With no further discussion, a motion to recommend to the Board of Supervisors approval of the waiver requests noted above was made by Troy Stacy, seconded by Gary McEwen. All in favor. The motion carried.

Mr. Kelly and Mr. Reinert reviewed the remaining issues in the TEI letter dated January 15, 2015, stating that the comments are typical, including outside agency approvals and agreements/financial security. The applicant stated they will comply with the remaining comments in the review letter.

With no further discussion, a motion to recommend conditional final plan approval pending completion of the items referenced in the TEI letter dated January 15, 2015, was made by Bob Witters, seconded by Troy Stacy. All in favor. None opposed. The motion carried.

Poplar Realty - Tabas Tract (TPN 22-8-52) – Final Plan

Debra A. Shulski, of Riley, Riper, Hollin, & Colagreco, Attorneys at Law, was present along with Jon Tresslar of Boucher & James on behalf of the applicant. Conditional preliminary plan approval was granted by the Board of Supervisors on May 14, 2014 and several waivers were previously approved.

Referring to the TEI review letter dated January 15, 2015, minor drafting and administrative issues are in process of being addressed and outside agency approvals are pending. The applicant is in discussion with the sewer authority regarding reservation of capacity and upgrades at the pump station are being negotiated. Public water design and review is in process with Aqua PA as is the NPDES review with the PADEP. These items will be addressed in the next month or so. The Homeowner's Association (HOA) documentation must also be provided for review by the Township Solicitor.

Gary McEwen questioned why the project is not phased? Ms. Shulski responded that it could be, however the entire sewer and water most likely would need to be installed in full. Mr. McEwen asked if any consideration was given to offering the open space and

recreational fields for dedication to the Township? Jon Tresslar responded that they will have to discuss this with the client, as it was not previously mentioned.

Bob Witters asked whether the adjacent neighbors have been notified about the project? Ms. Shulski responded that they are not required by law to specifically notify adjacent neighbors regarding their application, however the plan has been discussed at several publicly advertised meetings as required and some neighbors attended the May BOS meeting. Mr. Reinert added that there have been a few inquiries about the plan to his office and the Township since that meeting.

Bob Witters asked about who maintains the Open Space. The representatives responded that John Snook from the Brandywine Conservancy provided specific input on the meadow management. The maintenance of the proposed recreation area was previously discussed as being the responsibility of the HOA. An offer of dedication of the walking trail to the Township is noted. If it is maintained by the Township, then it would be available for use by the public. If not, then it would be maintained by the HOA and as such, private.

With no further discussion, a motion for conditional final approval of the plan provided the conditions in the TEI review letter dated January 15, 2015, are met, was made by Gary McEwen, seconded by Troy Stacy. All in favor. The motion carried.

Zoning Hearing Board/Conditional Use Applications

McGinty/Trego - Lot 24 Mountainview Subdivision (TPN 22-2 40): Variance to 27-503.2 / 27-1105.1.A(3), Front Yard Setback

Mr. Reinert explained that a variance is requested by the property owner, who built a shed on the property in October. Relief is requested under the Zoning Ordinance Section 27-503.2 & 27-1105.1.A.(3) to allow the shed to remain where it is, within a 25 foot front yard setback. The property has two front yards since it is technically a corner lot, although the one street is a planned stub street to serve an adjacent development that has not been constructed yet. The shed is approximately 23 feet from the right-of-way of the proposed stub street instead of the required 25 feet per the ordinance.

Bob Witters asked for clarification about the pros and cons of recommending either way. Mr. Reinert explained the differences between support, oppose, and taking no position. One of the issues in question is that the shed is of a size that would be difficult to move to satisfy the ordinance.

With no further discussion, a motion to take no position on the variance request was made by Gary McEwen, seconded by Troy Stacy. All in favor. The motion carried.

Pending Ordinances

Landscaping Ordinance Discussion

Mr. Reinert noted that he was asked last month to provide examples of landscaping ordinances in other municipalities. He is providing them at this time for review and comment by the Planning Commission. Mr. Reinert suggested preparing a draft amendment document if desired once the group provided feedback on the examples. It was agreed that the members will review and discuss at a future meeting.

Other Business

None

Correspondence of Interest:

None

Upcoming Meetings - All dates subject to change

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

February 18th - Planning Commission Workshop (7:00 pm)

February 19th - Parks & Recreation Committee (7:00 pm)

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

Adjournment

With no further business, a motion to adjourn the meeting was made by Bob Witters, seconded by Troy Stacy. All in favor. The motion carried. The meeting was adjourned at 8:29 pm.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

**Honey Brook Township Planning Commission
Regular Meeting Minutes
February 26, 2015**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, February 26, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:05 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Troy Stacey, Terry Schmidt, and Bob Witters; Mike Reinert, Technicon Enterprises, Inc. (TEI), Township Engineer, was also present.

Minutes:

With no additions or corrections, a motion to approve the January 22, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Bob Witters. All in favor. The motion carried.

Subdivision/Land Development Applications

Benuel E & Sara B Stoltzfus/Daniel S. & Malinda E. Stoltzfus

Mr. Reinert indicated that this item was removed from the agenda at the applicant's request.

Hoover Building Specialists Final Land Development Plan

Allan Zimmerman, of Commonwealth Engineers, Inc., was representing the applicant, Richard Hoover, also present. He indicated that the NPDES permit was approved yesterday. They are awaiting a number of outside agency approvals from PADEP, PennDOT, NCCMA and HBBA, however they are in process. Mr. Reinert referenced the TEI review letter of January 29, 2015 noting that the items are fairly typical and conditional plan approval could be considered by the PC. Bob Witters asked for clarification of "conditional approval." Mr. Reinert responded that the scope of the project is essentially finalized as shown on the plan with the exception of the final details of the various outside agencies and completion of legal documents. If significant changes result to change the layout of the project, the plans would need to come back to the PC for review.

With no further discussion, a motion for conditional approval of the Hoover Building Specialists Final Land Development Plan, based on the applicant complying with the comments in the TEI review letter of January 29, 2015, was made by Troy Stacey, seconded by Gary McEwen. All in favor. The motion carried.

Riehl Land LP Final Minor Plan - Lot Line Change

Allan Zimmerman was present for the applicant. The proposed plan would adjust the property line between two vacant parcels in the McConnell Industrial Park on Westbrooke Drive. Parcel #22-03-79 would increase by 1.052 acres and total approximately 4.053 acres upon recording of the plan. Parcel #22-03-80 would decrease by the same and total 2.171 acres upon recording of the plan. No additional development is proposed and the plan complies with zoning.

Mr. Reinert added that the plan is fairly simple and straightforward with an expedited review process.

With no further discussion, a motion to recommend conditional final plan approval for the Riehl Land LP Final Minor Plan provided the applicant complies with the TEI review letter dated February 10, 2015 was made by Gary McEwen, seconded by Troy Stacey. All in favor. The motion carried.

Jonas S., Jr. & Lizzie Z Stoltzfus AND Ivan S. & Lizzie Z. Stoltzfus Final Minor Plan - Lot Line Change

Allan Zimmerman was present for the applicants. He explained that the property is owned by the son and is a lot line change/resubdivision of the original property located on Maple Street. Following completion, the house and existing rural occupation for Swampy Hollow would be located on one lot with the other remaining vacant agricultural lands. No new development is proposed.

Bob Witters questioned why these actions need to come before the Planning Commission? Mr. Reinert explained that all lot line changes are subdivisions and need to be reviewed and approved by the Township. They are also reviewed by the County Planning Commission as well.

With no further discussion, a motion to recommend conditional final approval of the Ivan S. & Linda Z. Stoltzfus Final Minor Plan based on the applicant complying with the TEI review letter dated February 10, 2015 was made by Bob Witters, seconded by Troy Stacey. All in favor. The motion carried.

Stoltzfus Mfg and Ivan & Anna Mae Stoltzfus Final Minor Plan - Lot Line Change

Allan Zimmerman explained that the plan is creating a new lot line, one large parcel into two smaller ones and joining one of them onto an existing lot owned by Stoltzfus Manufacturing.

Mr. Reinert added that this is a relatively simple plan and straightforward review for a minor final plan.

With no further discussion, a motion to recommend conditional final approval of the Stoltzfus Tracts Final Minor Plan based on the applicant complying with the TEI review letter dated February 20, 2015 was made by Troy Stacey, seconded by Gary McEwen. All in favor. The motion carried.

Additional Item:

Per Mr. Reinert, referencing a letter dated February 23, 2015, Landchester Properties, LP (Honey Brook Community Church) is requesting a time extension for review of their preliminary plan proposal.

With no further discussion, a motion to recommend approval of the extension request of the Landchester Properties, LP/Honey Brook Community Church for an additional 90 days was made by Gary McEwen, seconded by Bob Witters. All in favor. The motion carried.

Zoning Hearing Board/Conditional Use Applications

None

Pending Ordinances

The Landscaping Ordinance discussion is ongoing. Mr. Reinert referred to the examples provided at a previous meeting, and members requested additional time to review them before comment. This item was tabled to next month.

Other Business

Bob Witters asked whether the Family Dollar application is still active. Mr. Reinert responded that it is, however it has changed property locations. Members will see the proposal in a future meeting and noted zoning relief will be necessary for the proposal.

Some members were aware of the Board of Supervisors' appointment to replace Joe Fenstermacher. Bob Witters stated that the Supervisors could not agree on a replacement, therefore the Vacancy Board appointed Travis Stacey.

Bob Witters asked for clarification of "by-right." Mr. Reinert explained that use "by right" in a particular zoning district is what is allowed/permitted. An example is to have a "by right" business in a commercial zone. No zoning relief is required if it is a by-right use.

There was some discussion of the county-wide training that is offered through Chester County for municipal planning that would be beneficial to new members of the Planning Commission.

In reference to the Planning Commission workshop meeting last week, Gary McEwen reminded members to get their comments on the draft joint Comp Plan to the Brandywine Conservancy soon.

Correspondence of Interest:

None

Upcoming Meetings - All dates subject to change

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

March 17th - Land Preservation Committee Regular Meeting (7:00 pm)

March 18th - Planning Commission Workshop (7:00 pm)

March 19th - Parks & Recreation Committee (7:00 pm)

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

Adjournment

With no further business, a motion to adjourn the meeting was made by Gary McEwen, seconded by Terry Schmidt. All in favor. The meeting was adjourned at 8:16 pm.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

**Honey Brook Township Planning Commission
Regular Meeting Approved Minutes
April 23, 2015**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, April 23, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:10 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Troy Stacey, Terry Schmidt, and Bob Witters; Mike Reinert, Technicon Enterprises, Inc. (TEI), township engineer, was also present.

Absent: None

Guests: Honey Brook Borough Planning Commission and others, Toni Antonini, Township Manager, Township Supervisors Tracy Olsen, John McHugh and Travis Stacey were present as was John Theilacker and John Snook, Brandywine Conservancy

Minutes:

There was no Planning Commission meeting held in March. With no additions or corrections, a motion to approve the February 26, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Subdivision/Land Development Applications

None

Zoning Hearing Board/Conditional Use Applications

None

Pending Ordinances

None

Correspondence of Interest:

None

Other Business

Presentation of the Draft Multi-Municipal Comprehensive Plan

John Theilacker of the Brandywine Conservancy introduced the presentation which also serves as a required public meeting for the presentation of the 2015 Draft Honey Brook Township and Borough Multi-Municipal Comprehensive Plan.

Why is this Plan being developed? The Multi-Municipal Plan is being drafted to provide vision for the Township and Borough for future growth planning. Agriculture is #1 industry in the township, as well as Chester County. The township is home to members of the Plain Sect community (Amish and Mennonite). It is also home to non-farmers, residents, both rural and suburban. Commercial businesses add value, such as September Farm, and manufacturing. The Borough is “urban” residential with smaller lots, and historic character. It is active in community reinvestment.

Having a Plan can protect these values; and plan together for the future - working to accommodate change while retaining desired qualities of life. A Task Force was created to talk together about issues of common concern, working with consultants of the Brandywine Conservancy, along with Justin Smiley of the Chester County Planning Commission.

What is the Multi-Municipal Comprehensive Plan?

- 20 year planning horizon (2015 - 2035)
- a vision for future growth, development and conservation
- has legal advantages in Pennsylvania
- funding opportunities for projects made available
- not legally binding, serves as a guide
- demonstrates consistency with the County

In response to a question by Bob Witters, a previous multi-municipal plan was done in 1993. In 2006 the entities went their separate ways with their own endeavors. Ongoing communication and inter-municipal coordination is encouraged to keep moving forward.

John T described the main text document with appendices. 13 Draft chapters. 100 recommended action items. The Draft Plan Key Components:

- Future Land Use assumes that the area will experience growth.
- Removes the Rocklyn Station Development Strategy from the previous plan.
- Borough Revitalization Plan and infrastructure investments
- Housing for all ages and incomes

John Snook indicated that the Original Plan was developed in 2006; the first Action Plan update in 2009. The current action plan update is incorporated as Chapter 4. Background information shows up as Appendix N.

John Theilacker continued discussion of the Key Components: Natural and Scenic Resources. The City of Wilmington, due to the direct affect on their drinking water, is investing in source water protection in the township. Bob Witters asked how the money is doled out. It comes from various sources and under recommendations by the Land Preservation Committee, it is finally approved by the supervisors, explained John Snook and Toni Antonini.

John Theilacker highlighted

- Transportation and traffic concerns - specifically in the Borough with traffic on 322 and 10. The Plan can't prevent traffic but can recommend techniques for traffic calming, and slowing
- Parks and Recreation - school trails and Struble Lake
- The Implementation Plan - lists action steps

Next Steps: tonight's informational meeting, the Borough's and Township's recommendations regarding the draft plan. Then May joint advertisement for a public hearing; 45-day review time with Joint Public Hearing and comments, discussion and goal of adoption of the final draft plan.

Q&A

No questions from the general public were offered.

Bob Witters proposed a few typos, corrections and clarifications. Several examples were noted including utility tree trimming and TDRs for on farm rural occupations. John Theilacker reminded members that any zoning changes would be handled individually by each municipality.

Tom Richards from Honey Brook Borough had some changes reflecting the water service area that is not in the plan or on the map. Their engineer received the plan a week ago for review and offered some suggestions that were received tonight.

John T (Brandywine Conservancy) recommends that the plan should drive the utilities, rather than the utilities driving the plan. The solicitors and other consultants will be getting an updated version by mid next week.

Susan Lacy asked about emergency services, specifically asked for clarification on a point on revenue for routine transportation.

Tom Richards from Honey Brook Borough reported that a motion to recommend that the Borough Council approve the Plan subject to the corrections received tonight was made by their Planning Commission.

After Planning Commission members conferred together, a motion to recommend that the Township Board of Supervisors approve the Plan subject to the corrections received

tonight was made by Terry Schmidt, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Upcoming Meetings - All dates subject to change

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

May 13th - Regular Board of Supervisors Meeting (7:00 pm)

May 19th - Land Preservation Committee Regular Meeting (7:00 pm)

May 20th - Planning Commission Workshop - if needed (7:00 pm)

May 21st - Parks & Recreation Committee (7:30 pm)

May 28th - Planning Commission Regular Meeting (7:00 pm)

Adjournment

With no further business, a motion to adjourn the meeting was made by Terry Schmidt, seconded by Troy Stacey. All in favor. None opposed. The meeting was adjourned at 8:57 pm.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

**Honey Brook Township Planning Commission
Regular Meeting Approved Minutes
June 25, 2015**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, June 25, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:09 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Terry Schmidt, and Bob Witters; Jennifer McConnell, Technicon Enterprises, Inc. (TEI), Township Engineer, was also present.

Absent: Troy Stacy

Guests: Members of the Honey Brook Borough Planning Commission and Borough Engineer Chris Falencki

Minutes:

There was no May Planning Commission meeting held. With no additions or corrections, a motion to approve the April 23, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

Subdivision/Land Development Applications

1) Land Development Plan: Lanchester Properties (Tax Parcel # 22-7-72 & 12-4-60), Horseshoe Pike

-Technicon Review Letter dated June 12, 2015

-Weiser Engineering Consultants letter dated June 18, 2015

-Team Ag letter dated June 24, 2015

Members of the Borough Planning Commission were present, however it was noted that not a quorum of members. Chris Falencki, PE, borough engineer, indicated that the Borough Planning Commission discussed the plan at their regular meeting on Wednesday June 24, 2015 and members would like a revised preliminary plan addressing the review letter comments prior to any action on the plan. Jennifer McConnell indicated that the last meeting in which the plan was discussed was January, 2014, and not all current members were present and requested that the applicant's engineer present an overview of the project and recent updates.

Some background was presented in brief for new members by Randall Hoover, PE for the applicant Lanchester Properties: The initial review showed some zoning issues that needed to be addressed within the borough. Parking spaces were a main issue; additional parking spaces were added. The building footprint itself was reduced in size. There is now only one phase now (reduced from two). The StormWater Management

plan was also revised based upon initial review by the Conservation District and PADEP for the NPDES permit which is now under technical review. Mr. Hoover also indicated that a waiver request letter was submitted to the Township along with a revised traffic study and signage plan.

Mr. Falencki offered comments on behalf of the Borough Planning Commission based upon the review of the plan at the Borough's June 24th PC meeting:

- The actual building setback lines need to be depicted on the plans
- Per borough ordinance, fencing in addition to landscaping is required around the trash dumpster; A detail shall be added to the plans and 9 arborvitae, min 5' tall shall be provided.
- There is one way access into the property, which is 27 ft wide. The borough would like this reduced to approximately 20' and install landscaping in the area of removed pavement (min 5' wide); They also need a barrier to protect the existing utility pole in this area or it should be relocated.
- Signage changes are necessary and the revised signage plan from the applicant will be reviewed; Signage may also depend on PennDOT requirements.
- There needs to be curbed islands at the end of all parking aisles. This was jointly discussed with the Township and it was determined all islands within rows and parking at all ends shall be curbed and the reduced size islands (appx 5' wide) are adequate. The Borough requested two shrubs in addition to the one tree per island and the Township expressed landscaping in the parking lot should be consistent between Twp/Borough parking areas; Mr. Hoover concurred that islands would be curbed. This is a waiver request before the Township.

Jennifer McConnell opened discussion on the waiver requests noting the parking lot island waiver was already discussed. Continuing on landscaping, the Township frontage would require 3 trees (1 per 40' of frontage); the applicant has proposed 2 trees in the 60' area between driveway entrance/exits. In terms of lot line buffers, the applicant has provided an aerial showing existing vegetation and proposes arborvitae to fill in gaps in existing vegetation. For basin landscaping, the applicant indicates that it is surrounded by the lot line buffers and an existing group of woods on-site and is to be planted with a wetland seed mix. Planning Commission members expressed they are essentially in agreement with the proposed landscaping.

Jennifer McConnell continued through the items in the waiver letter. The 24' wide parking drive aisle instead of 25' required is consistent with the borough, a different paving section is proposed again consistent with borough requirements. The stormwater calculations are based upon existing impervious cover, with 20% considered meadow, and a flat bottom basin is proposed for infiltration. Both of the stormwater waivers would be

consistent with current ordinance requirements. TEI does not have an issue with any of the requested waivers.

Mr. Falencki asked about proposed signage, and if on the township side, should there be “exit right only” sign? Jennifer McConnell will send her updated comments to the applicant based upon the revised signage plan submitted by the applicant.

Mr Falencki asked about lighting, questioning if more illumination is needed, and spillover. The applicant shall submit a plan showing lighting isometrics to ensure requirements for intensity within parking areas and spillover at lot lines is met.

Mr. Falencki indicated that the Borough is currently actively enforcing their curbing and sidewalk ordinance and the areas along the property frontage will need to be repaired/replaced as necessary. Mr. McEwen asked that given the scope of the repair costs, whether it was fair to have the applicant bear the cost for this, or is it a PennDOT responsibility? Mr. Falencki stated that Borough ordinances indicate it is a landowner responsibility regardless of being in the PennDOT ROW and it may require an HOP. The applicant should contact the Borough Code Official to determine deficient curb/sidewalk areas.

Mr Falencki asked about the project escrows, would they be split between the township and the borough? Jennifer McConnell and Christopher Falencki will discuss this later.

Bob Witters asked whether there would be any walking trails, and who would have access? There are no walking trails proposed but there is sidewalk along the frontage.

Terry Schmidt asked who is responsible for the maintenance of the trees and landscaping; Jennifer McConnell responded that there is an 18 month maintenance period after planting. After that, there is not active enforcement, but if a complaint came in regarding removal of landscaping, or dead vegetation that impacted the effectiveness of a buffer it would be addressed. The applicant intends to continually maintain the buffers.

Jennifer McConnell continued through the review letter: the usual permits are pending, a revised traffic study was just submitted and will be reviewed. It is necessary to obtain PennDOT determination of whether the existing driveways are permitted, and acceptable as is, or if new HOPs are necessary due to the change in use. In summary, no action is necessary tonight. We will discuss further at a later meeting once issues related to PennDOT and PADEP for NPDES are worked through and revised plans submitted.

2) Preliminary Plan: Riehl, LP - Westbrook Drive
-Commonwealth Engineers waivers request letter dated June 9, 2015
-Technicon Review Letter dated June 24, 2015

Michael Cohen, EIT, project manager, gave an overview for the applicant, Sam Riehl, owner. The business is King’s Tables, which is proposing to move to a new location still

within McConnell Industrial Park. The new building is 44,000 square feet in size, of which 750 square feet is office space, and the rest is warehouse. The business manufactures (builds) outdoor lawn furniture. There are two entrances off Westbrooke Drive; One is one-way for traffic flow around the site, and the entrance/exit is for entrance of delivery trucks only to access three loading bays.

The first determination was whether this was a major or minor plan. The applicant labeled it as major to be conservative but requested that it be reviewed similar to the Swampy Hollow Land Development which was recently approved and is also within the industrial park. Jennifer McConnell indicated the type of development is similar and that the Planning Commission could consider allowing this as a minor land development with a simplified traffic analysis required. The planning commission concurred.

Mr. Cowen indicated that the applicant could comply with all issues raised in the review letter. Landscaping was discussed as it is at the PC's discretion for minor land developments. They felt the proposed landscaping was suitable but Susan Lacy recommended that some of the proposed shrubs along the basin be traded for trees along the south and west side of the building for energy conservation purposes.

The requested waivers for paving section, access drive width without a divider, raised islands for the parking spaces behind the building, basin outlet pipe location and basin inlet pipe inverts were discussed and no issues or concerns were raised.

Outside agency approvals for sewer and water are pending. Fire hydrant locations must be shown to determine compliance with Ordinance requirements and required pressures provided at the building at hydrants.

Bob Witters asked if there are any issues with access for fire trucks? Jennifer McConnell responded that the plan allows for full circulation around the building. Plans are typically sent to the fire marshal for major land developments and/or projects where site access is a concern (dead-ends, etc).

The time clock is 90 days from tonight, and therefore no action needs to be taken at this time. The Planning Commission requested that revised plans be resubmitted before a formal recommendation on waivers or plan approval is made.

Zoning Hearing Board/Conditional Use Applications

None

Pending Ordinances

Landscaping Ordinance discussion - examples previously provided, and Jennifer McConnell will resend them for review in response to requests. She will discuss with Mike Reinert and draft a landscaping ordinance with suggestions, for initial discussion.

Correspondence of Interest:

None

Other Business

Melissa Needles letter of interest to serve on Planning Commission with vacancy for term to expire December, 31, 2015: Members again expressed that they would like to meet with the candidate. Are there any alternatives? Bob Witters expressed that he would like to have a representative from Planning Commission attend the Board of Supervisors meetings, and ideally have a supervisor attend the Planning Commission. Members agreed to defer a decision on Melissa Needles until input from the Supervisors on this matter.

Joint Comprehensive Plan Update: There will be a joint public hearing for the comprehensive plan held at the borough on July 7th, to which PC members are encouraged to attend for support. The Township Board of Supervisors meeting is July 8th at which they will consider adoption of the Plan. Communication around these meetings was discussed, with the intent being enough notice for township residents to be aware and to participate, should they choose.

Upcoming Meetings - All dates subject to change

July 2nd - Board of Supervisors Workshop (7:00 pm)
July 8th - Regular Board of Supervisors Regular Meeting (7:00 pm)
July 15th - Planning Commission Workshop - if needed (7:00 pm)
July 21st - Land Preservation Committee Regular Meeting (7:00 pm)
July 23rd - Planning Commission Regular Meeting (7:00 pm)

Adjournment

With no further business, a motion to adjourn the meeting was made by Bob Witters, seconded by Terry Schmidt . All in favor. None opposed. The meeting was adjourned at 9:10 pm.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

**Honey Brook Township Planning Commission
Regular Meeting Minutes
July 23, 2015**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, July 23, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:05 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Terry Schmidt, and Troy Stacey

Absent: Bob Witters, and due to lack of municipal planning items on the agenda, the township engineer was not present

Guests: Melissa Needles

Minutes:

With no additions or corrections, a motion to approve the June 25, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

Subdivision/Land Development Applications

None

Zoning Hearing Board/Conditional Use Applications

None

Pending Ordinances

None

Correspondence of Interest:

None

Other Business

Carried over from last month, Melissa Needles was asked to be present regarding her letter of interest to serve on Planning Commission. Members had expressed that they would like to meet with the candidate prior to making a recommendation. Members proceeded to ask the candidate questions about her interest in serving on the Commission and learned about her background.

A motion to recommend approval of the candidate for the Planning Commission vacancy to the Board of Supervisors was made by Terry Schmidt, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

Supervisor John McHugh joined the meeting just prior to closing and provided some dialogue regarding township concerns. He clarified that in response to the PC request to consider filling the PC vacancy with a supervisor, perhaps the supervisors would be willing to rotate their presence at PC meetings ad lib, but none were able to commit to filling a permanent seat. Members continue to share their concerns about improving the quality, quantity, and methods of communication regarding matters of concern to township residents.

Upcoming Meetings - All dates subject to change

August 12th - Regular Board of Supervisors Regular Meeting (7:00 pm)

August 20th - Parks & Recreation Committee Meeting (7:00 pm)

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

Adjournment

A motion to adjourn was made by Terry Schmidt, seconded by Troy Stacey. All in favor. None opposed. The meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

**Honey Brook Township/Honey Brook Borough
Joint Planning Commission Agenda
Regular Meeting Minutes
September 24, 2015
7:00 p.m.**

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, September 24, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:05 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Terry Schmidt, Bob Witters, Melissa Needles and Troy Stacey. The township engineer, Jennifer McConnell, of Technicon, Inc., was also present.

Absent: None

Guests: Members of the Honey Brook Borough Planning Commission, and Christopher Falencki, Borough Engineer

Minutes:

With no additions or corrections, a motion to approve the July 23, 2015, Planning Commission meeting minutes was made by Bob Witters, seconded by Terry Schmidt. All in favor. None opposed. The motion carried.

Subdivision/Land Development Applications

Land Development Plan: Lanchester Properties (Tax Parcel 22-7-72 & 12-4-60), Horseshoe Pike

- Proposed Plan revision 6 dated September 17, 2015
- Team Ag Waiver Request letter dated June 24, 2015
- Weiser Engineering letter dated July 15, 2015
- Technicon Review letter dated July 16, 2015

Jennifer McConnell explained that the Planning Commission last saw and discussed this item at the June meeting when the plan and requested waivers were reviewed in detail. The issues were mainly parking configuration and planting islands. The plan has been revised in accordance with the comments, to the satisfaction of the township and the borough. PennDOT has given their input and minor modifications to the existing driveways are required.

Christopher Falencki, PE., provided an update on behalf of the borough: the borough Planning Commission met last night: Mr. Falencki referenced a letter that the remaining issue is the extent to which curbs and sidewalks need to be repaired. PennDOT only gave direction to modifications to the entrances/exits but not the areas in between. A motion made last night left it up to the code officer to determine what sections of curb

and sidewalk need to be repaired, and will be addressed at final plan review. The Borough Planning Commission gave conditional preliminary plan approval, contingent upon receiving the code officer's approval.

Gary McEwen asked about the conditions: Chris Falencki responded that the discussion was about the curb and sidewalks.

Bob Witters asked about Team Ag and their relationship to this plan. Jennifer McConnell responded that Team Ag is the plan developer — the design engineer that prepared the plan.

With no further discussion, a motion to recommend the granting of the waivers for the Lanchester Properties Land Development as outlined in the Team Ag, Inc., June 24, 2015 waiver request letter with the exception of Section 22-617.3.B regarding raised islands, was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

A motion to recommend the granting of preliminary plan approval for the Lanchester Properties Land Development contingent upon Technicon's review letter dated July 16, 2015 and approval of the land development plans by the Borough, was made by Troy Stacey, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Lot Line Change - Leisey/Thomas (Tax Parcel # 22-7-72 & 12-4-60)
Reservoir Road

- Initial Plan Submission dated August 27, 2015
- Technicon Review letter dated September 17, 2015
- Non-Building Waiver for Sewer Planning

The applicant was present on his own behalf. Jennifer McConnell explained that there was a minor plan comment regarding calculation of the net lot area. A revised plan has been submitted which will be reviewed by Technicon prior to the BOS meeting but is expected to address all comments in the September 17th letter. The applicant also indicated that a non-building waiver was signed by the Chester County Health Department. The Chester County Planning Commission has reviewed the plan as well.

Jennifer McConnell reminded members that the sketch plan was seen last month and this was the formal submission.

A motion to recommend the granting of the conditional final plan approval for the Leisey Lot Line Change, contingent on satisfying items in the Technicon review letter of September 17, 2015, was made by Terry Schmidt, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

A motion to recommend that the Planning Commission Chair sign the sewage planning module non-building waiver was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Minor Subdivision Plan - Benuel & Daniel Stoltzfus

Given Road

- Plan Revision 2 dated September 9, 2015
- Technicon Review letter dated September 16, 2015
- Non-Building Waiver for Sewage Planning

Bill Witman, P.E., was present for the applicant, noting that this is a minor subdivision. Two brothers and their wives now own the property; however one of the brothers passed away before this plan was finalized. The proposed plan divides a 69 acre parcel into 48 and 21 acre parcels. One lot contains an existing dwelling and the other lot contains an open shed and is used for firewood and hunting. There is a quarry to the north of the parcel and a small area that as a result of surveys is deemed unclaimed by surveyors. There is a "private road" agreement that provides access to multiple lots off Talbotville Road. Both of the proposed lots have frontage on this private road. In addition one lot has a "gentleman's agreement" shared driveway access from Given Road. There are no new buildings proposed, and thus a non building waiver for sewage planning is being requested and is with Chester County Health Department for review.

Jennifer McConnell indicated that a little clean up of the plan was needed in terms of riparian buffers, net lot area and private road notations, but it appears that the plan will be compliant with zoning once these changes are made.

Susan Lacy asked about the landscaping. It is mostly wooded, additional landscaping is at the discretion of the Planning Commission, per Jennifer McConnell. The Planning Commission indicated no additional landscaping is necessary.

Bob Witters asked about the amount of impervious coverage. The applicant responded it was about 3%, which includes the gravel driveway.

A motion to recommend the granting of conditional final plan approval for the Benuel & Daniel Stoltzfus Minor Subdivision Plan contingent on satisfaction of the items in Technicon's review letter dated September 16, 2015, was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion carried.

A motion to recommend that the Planning Commission Chair sign the sewage plan module non-building waiver for the Benuel/Daniel Stoltzfus property was made by Troy Stacey, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

Zoning Hearing Board/Conditional Use Applications

None

Pending Ordinances

A Draft Landscape Ordinance will be provided to members by Jennifer McConnell in October, for review in advance of the October meeting.

Correspondence of Interest:

None

Other Business

Susan Lacy raised a question regarding the cancellation of the September Planning Commission workshop at the Board of Supervisors meeting. Some discussion followed with members who were present about the late cancellation and BOS approval to draft proposed amendments to the landscaping ordinance. Gary McEwen made a suggestion that if possible we address the Draft Landscape Ordinance at the October Planning Commission meeting if the agenda is light, in place of a separate workshop meeting.

Upon review with Jennifer McConnell for potential agenda items, it was decided that Planning Commission will meet as scheduled on October 22nd, combine the workshop agenda and only have one meeting next month. Members were in agreement with this.

November 12th meeting and December 10th meeting dates were confirmed.

Members were given a copy of the latest Township Code updates as of 3/11/15.

Upcoming Meetings

- All dates subject to change

October 1st - Board of Supervisors Workshop (7:00 pm)

October 8th - Planning Commission workshop (if needed 7:30 pm)

October 14th - Board of Supervisors Regular Meeting (7:00 pm)

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

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

Adjournment

With no further business, a motion to adjourn was made by Bob Witters, seconded by Terry Schmidt. All in favor. None opposed. The meeting was adjourned at 7:45 pm.

Respectfully Submitted,

Leslie Siebert

Secretary, Planning Commission

Honey Brook Township
Planning Commission Agenda
Regular Meeting Minutes
October 22, 2015
7:00 p.m.

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, October 22, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:05 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Bob Witters, and Melissa Needles. The township engineer, Jennifer McConnell, of Technicon, Inc., was also present.

Absent: Terry Schmidt, Troy Stacey

Guests: None

Minutes:

With no additions or corrections, a motion to approve the September 24, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Subdivision/Land Development Applications

None

Zoning Hearing Board/Conditional Use Applications

-Ivan S. & Linda Z. Stoltzfus — (22-4-7.3) — Rural Occupation Ownership

Ivan Stoltzfus was present on his own behalf. Mr. Stoltzfus owns Swampy Hollow Manufacturing. He currently has a permit to operate this business as a rural occupation on his property on Maple Street where he also resides. Mr. Stoltzfus indicated they have constructed new facilities for the business on Westbrooke Drive and plan to be completely moved into the new location by Monday. This move leaves the existing rural occupation building on Maple Street empty.

Mr. Stoltzfus is looking to be able to rent out the existing rural occupation buildings on his property because there is not currently a family member who needs a building of that size and his oldest son is 8 years old. Mr. Stoltzfus indicated that the business he would rent the building to would confirm to all requirements of a Rural Occupation except the requirement that the rural occupation must be owned by the lot owner or a member of the lot owner's immediate family. He is seeking a variance from that provision to be able to rent the building out, otherwise it would remain empty.

Bob Witters asked what kind of business would likely be coming in? Mr. Stoltzfus is not sure. He indicated that the original person interested in renting it bought another place, so they are still seeking renters. Jennifer McConnell explained that the incoming business would still need to apply for a Rural Occupation permit and the business would need to meet the rural

occupation requirements under the Zoning Ordinance; she read from the Zoning Ordinance, Section 27, Part 16, listing the types of businesses that would be acceptable. She also noted commercial uses are not permitted in the A-Agricultural District.

With no further discussion, a motion to recommend supporting the variance request for Ivan Stoltzfus, with the stipulation that the variance only apply to the current lot owner or his immediate family as defined in the Rural Occupation section of the Zoning Ordinance (not run with the land), to the Board of Supervisors was made by Gary McEwen, seconded by Leslie Siebert. All in favor. None opposed. The motion carried.

Pending Ordinances

A Draft Landscape Ordinance discussion - draft ordinance provided by TEI

Due to the fact that three of the five members present had not received the meeting packet with the draft ordinance for review prior to the meeting, Jennifer McConnell briefly summarized the handouts:

§ 22-629 Landscaping – this is a draft rewrite of the current landscaping ordinance section per the Planning Commission request. The revisions seek to adjust the required number of plantings and allow flexibility in planting locations based upon existing site conditions and the specific proposed development.

Table 629-1 shows examples for three recent subdivision/land development plans, calculating what the required plantings under the revised ordinance would be and how they compare with what was required by / approved for the actual plans.

The modifications will allow for more flexibility with screening and buffering.

Melissa Needles asked who confirms that the trees put in are the ones in compliance? Jennifer McConnell responded that the township engineer does this.

Bob Witters asked about the definition of “maturity,” how many years is this? Susan Lacy responded it depends on the tree type and how fast it grows; tree have a life cycle with strong growth and then slower growth.

Members were being asked to review the draft ordinance for discussion at the next meeting. Jennifer McConnell will provide PC members with an amended list of recommended replacement trees, plans showing the landscaping of the three land development examples, and amended replacement planting zoning ordinance language for review.

Correspondence of Interest:

None

Other Business

None

Upcoming Meetings

- All dates subject to change

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

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

November 12th - Planning Commission workshop (if needed) immediately followed by Regular Meeting (7:00 pm)

November 17th - Land Preservation Committee Meeting (7:30 pm)

Adjournment

With no further business, a motion to adjourn was made by Gary McEwen, seconded by Melissa Needles. All in favor. None opposed. The meeting was adjourned at 8:29 pm.

Respectfully Submitted,

Leslie Siebert
Secretary, Planning Commission

Honey Brook Township
Planning Commission Agenda
Regular Meeting Minutes
November 12, 2015
7:00 p.m.

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, November 12, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:13 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Bob Witters, Terry Schmidt, Troy Stacey and Melissa Needles. The township engineer, Jennifer McConnell, of Technicon, Inc., was also present.

Absent: None

Guests: None

Minutes:

With no additions or corrections, a motion to approve the October 22, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Bob Witters. All in favor. None opposed. The motion carried.

Bob Witters made a comment that one of the supervisors announced at the Board of Supervisors (BOS) meeting that the "PC had approved the variance," and was corrected by Dick Reeder of the Zoning Hearing Board. The variance was *recommended with conditions* at the last Planning Commission meeting. Jennifer McConnell indicated that she would confirm the wording to ensure clarity of Planning Commission actions.

Subdivision/Land Development Applications

None

Zoning Hearing Board/Conditional Use Applications

None

Pending Ordinances

Draft Landscape Ordinance discussion - update of the draft ordinance provided by TEI

Jennifer McConnell presented the updated version §22-629 Landscaping with attachments and appendices in this month's packet. Comments made included:

Jennifer McConnell explained that the purpose of the landscaping changes is to require a sustainable amount of landscaping that will provide buffers, shielding, and environmental benefits on a site by site basis. The Planning Commission has seen broad differences in the amount of landscaping being proposed across the sites. For example, Hoover/Honey Brook Hardware, on 322 west of the borough - had proposed an alternative landscaping plan. They have put in all their plantings. She recommended going out to see the site. Most were in agreement that the Hoover site was done well. Poplar Realty was another example given and Jennifer McConnell stated that this plan was a conservation design which allowed smaller lots and a required amount of open space. The applicants proposed nearly all of the landscaping required by ordinance and the multitude of stormwater basins also drove up the required landscaping. The township will maintain ownership of the roads.

The revisions to Section 22-629 of the SALDO were discussed:

- Gary McEwen commented that in Section 6. Landscape Design Standards (E) re: spacing of trees no closer than 10' to utility lines will be difficult. Jennifer McConnell will double check with other similar townships on this item.
- Gary McEwen asked about Section 7(B) on riparian replacement trees - whether it is necessary to survey every tree - or can one take a representative sample of a forested area and inventory -and say that is a fair representation of the entire area. Susan Lacy responded that professionals take "plot samples" and can then extrapolate to the entire site for a representative mix of that area. Jennifer McConnell will add the term "plot samples."

Comments on the Suggested Plant List included:

- Susan Lacy suggested that height limitations be provided for street trees, specifically for urban areas that may affect utility lines.
- Susan Lacy also brought up the manner in which utility companies trim trees in their ROW, sometimes leaving trees in an unhealthy or unsafe state by cutting only what is within the ROW (ie leaving half a tree). Melissa Needles added that the utility owns the Right-of-Way for the tree line, e.g. PECO, where she previously worked. Melissa indicated that the utility companies will have meetings with municipalities before beginning tree cutting. The PC asked Jennifer McConnell to discuss with the solicitor whether we can add specific language about how utilities cut trees within their ROWs and to inquire with the Township about having pre-cutting meetings.

Comments on the DCNR invasive Plants list: none

One page document from Zoning §27-202 listing Higher Value Species:

- White Ash is to be removed due to the Emerald Ash borer infestation.
- Susan Lacy requested Yellow (Tulip) Poplar to be added to the list. Jennifer McConnell will add it.

Woodland and Hedgerow Conservation Standards §27-1306: Jennifer McConnell indicated that the changes are the text in red.

- Susan Lacy asked about #8. Timber Harvesting Operations, Jennifer McConnell clarified that the CCCD reviews for E & S before the township will issue a permit. This refers to selective logging, not clear cutting.
- Susan Lacy added in reference to Section 8 (B), that Penn State School of Forest Resources, is now the University Department of Eco-System Science and Management.
- Susan Lacy referenced in Section D(7) that the term 'harm to the environment' is "vague" and too broad; she suggested to change to 'adjacent property.' Jennifer McConnell will modify this.

- Susan Lacy noted in Section B (10): “afforest” canopy, should be a forest canopy. This was due to Word conversion, Jennifer McConnell will make the correction.

In summary, Jennifer McConnell advised members to bring any further comments to her by the beginning of December, for review at the December meeting.

Correspondence of Interest:

None

Other Business

Jennifer McConnell provided and referenced the 2016 Township Meeting & Document Submission Schedule. She noted that dates for the regular meetings in November and December needed to be selected due to the holidays. She noted that this year the workshop and regular meeting dates were combined for these months. Members were in agreement with this. She also noted that there may need to be changes to the PC schedule due to BOS workshop meetings but those dates have not yet been finalized.

A motion to approve the Planning Commission regular meeting and work session dates as outlined on the schedule with the changes to November 10 and December 8, was made by Troy Stacey, seconded by Gary McEwen. All in favor. None opposed. The motion carried.

Jennifer McConnell indicated that the township received a Vision Partnership Program Grant for Zoning Ordinance updates, to address changes from the Comprehensive Plan. There were nine applicants, and three were funded. A Task Force is being appointed by the Supervisors for this purpose. After some discussion, members requested that the process begin in January, with the first meeting being with a Brandywine Conservancy representative to explain the process as noted on the tentative schedule. Members also requested a final copy of the Comp Plan. Jennifer McConnell will ask for these. It was also noted that one BOS member will be part of the task force but has not yet been designated.

A motion to move forward with the Honey Brook Township Zoning Ordinance Task Force beginning in January, 2016, was made by Bob Witters, seconded by Melissa Needles. All in favor. None opposed. The motion carried.

Upcoming Meetings - All dates subject to change

November 23rd - Zoning Hearing Board (7:30 pm)

December 3rd - Board of Supervisors Workshop (7:00 pm)

December 9th - Board of Supervisors Regular Meeting (7:00 pm)

December 10th - Planning Commission workshop (if needed) immediately followed by 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 8:36 pm.

The next Planning Commission meeting will be December 10, 2015.

Respectfully Submitted,

Leslie Siebert
Secretary, Planning Commission

Honey Brook Township
Planning Commission Agenda
Regular Meeting Approved Minutes
December 10, 2015
7:00 p.m.

The Honey Brook Township Planning Commission held its regular monthly meeting on Thursday, December 10, 2015, at the Honey Brook Township Building. The meeting was called to order at 7:09 p.m. by Chairperson Susan Lacy. Commissioners present were Gary McEwen, Leslie Siebert, Bob Witters and Troy Stacey. The township engineer, Jennifer McConnell, of Technicon, Inc., was also present.

Absent: Terry Schmidt, Melissa Needles

Guests: Travis Stacey, Supervisor

Minutes:

With no additions or corrections, a motion to approve the November 12, 2015, Planning Commission meeting minutes was made by Gary McEwen, seconded by Troy Stacey. All in favor. None opposed. The motion carried.

Subdivision/Land Development Applications

None

Zoning Hearing Board/Conditional Use Applications

Norman & Denise Smith (2211-57.2)— front setback variance request

The applicants were not present. The application materials were made available to members for review at the meeting. Jennifer McConnell pointed out that the landowner at 1050 Birdell Road is proposing to construct a garage and is requesting a variance from the required front setback of 60 feet. They are showing 48 feet setback from the ultimate right-of-way of Birdell Road with an indicated hardship of an existing septic system seepage bed. After limited 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.

Pending Ordinances

Draft Ordinance 180-2016 Amendments to SALDO

Gary McEwen, referring to Pg 1 5B for driveway setbacks, asked whether it is for Ag use only? Jennifer McConnell responded yes.

Gary McEwen asked if there were signature blocks included for Planning Commission. Jennifer McConnell responded that the signature blocks were eliminated about a year ago.

Specific comment on the Appendix A Plant List was directed to Susan Lacy, with her forestry background. On page 10 the reference to white, green and red ash will be deleted, due to the emerald ash borer.

Susan Lacy, referring to Plant Material Maintenance on page 7 #8, asked a question pertaining to a resident of her development, landscaping on a corner lot with no buffers. This was a wooded lot when the house was built. A question was whether the planning approvals took into consideration the existing trees when determining need for additional landscaping. Do those existing trees need to be maintained or replaced to adhere to landscaping requirements? The landowner stripped every tree except one. Jennifer McConnell would have to research the original plan and indicated that on more recent land development plans existing vegetation required to remain as a buffer has been indicated as such.

Gary McEwen offered several comments:

- Page 6, 7.A. on Riparian Corridor Management Plan and Planting Requirements suggested "shall" be changed to "may;" Jennifer McConnell is ok with this.
- B.(2) whether (new trees) is at the township's discretion. Jennifer McConnell replied yes.
- Page 7, B.(2) Landscape Financial Security, is a percentage of the cost required as security, for example, 15%. Jennifer McConnell agreed and will add this.
- Page 8, regarding fencing, should there be some limitation around tree protection fencing, such as "at the discretion of", Jennifer McConnell will add this.

Susan Lacy questioned the number of the word "amendments" in the title, is it possible to simplify this? Jennifer McConnell will relook at this.

There were no other comments.

Draft Ordinance 181-2016 Amendments to Zoning

On page 2 F. there was some discussion around "the equivalent cash value" in lieu of actual installation of replacement plantings. Jennifer McConnell explained that this only referred to replacement plantings necessary for exceeding allowable woodland disturbance and not the regular SALDO required plantings.

There were no other comments.

Draft Ordinance 182-2016 Amendments to Junkyard Ordinance (forthcoming via email)

Gary McEwen asked what prompted the ordinance? Jennifer McConnell responded that during the last annual inspection of the Township junkyards, the 6' maximum height requirement was a violation at all of the junkyards and the topic came up for discussion from the Board who authorized Technicon to amend the Ordinance. Other similar townships allowed a maximum height of 8 feet. This draft allows a maximum storage height of 8' with an allowance of up to 12' if an equivalent fence height was provided. After discussion there was a consensus to allow a maximum height of 15' provided that adequate screening was provided between the junkyard and any street right-of-way and adjoining residential use/district to mitigate the visual impact of the stacked junk.

Gary McEwen referred to 2.A. on fencing setbacks - the existing ordinance had a smaller side/rear setback. Leslie Siebert asked who does the measuring? Jennifer McConnell responded that inspections are done once a year for compliance by Technicon. Adjustments to setbacks were made based upon Industrial District setbacks and the current requirements.

Bob Witters asked about the difference between recycling and a junkyard. Jennifer McConnell shared the definition of junkyard, including it is outside, "used and discarded," with or without a building.

Susan Lacy pointed out the current operating hours, indicating that on federal legal holidays, some are still open and operating. Jennifer McConnell reminded members that the township Noise Ordinance is from 10 pm to 6 am, Sundays, and legal holidays. Members were in agreement with no processing during these times, consistent with the noise ordinance. Jennifer McConnell will reword this.

After some discussion, Jennifer McConnell will revise the ordinance in terms of storage heights, setbacks and operating hours and bring the draft back in January.

Draft Ordinance 183-2016 Amendments to Stormwater Ordinance

A note to fix the heading was made. There were no comments on the content of the amendment.

In summary, Jennifer McConnell will make the edits discussed tonight on all of the drafts, and will bring them back for review again in January. The plan is to make recommendations to the Board for February.

Correspondence of Interest:

None

Other Business

Jennifer McConnell reminded members of the 2016 Meeting Dates on the enclosed schedule: members confirmed the dates for a joint monthly meeting and workshop on November 10 and December 15, 2016, due to holidays and conflict with BOS meetings. The September 2016 Planning Commission Work Session will be held on September 8, with the location TBA.

Upcoming Meetings - All dates subject to change

January 4th - Board of Supervisors Reorganization followed by Regular Meeting (7:00 pm)
January 14th - Planning Commission Workshop (if needed) (7:00 pm)
January 19th - and Preservation Meeting and Farmer's Breakfast (8 am)
January 21st - Parks and Recreation Committee Meeting (7:30 pm)
January 28th - 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 8:27 pm.

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

Respectfully Submitted,

Leslie Siebert
Secretary, Planning Commission