

**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