

**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 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