

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

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

Absent: Susan Lacy

Guests: Supervisor Travis Stacey

**Minutes:**

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

**Subdivision/Land Development Applications**

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

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

**Zoning Hearing Board/Conditional Use Applications**

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

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

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

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

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

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

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

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

### **Pending Ordinances**

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

#### **SALDO Amendments:**

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

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

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

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

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

#### Zoning Amendments:

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

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

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

None

#### **Other Business**

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

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

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

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

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

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

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

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

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

**Adjournment**

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

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

Respectfully Submitted,

*Leslie Siebert*

Secretary, Planning Commission