

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
PLANNING COMMISSION
April 8, 2019**

The April Regular Monthly Meeting of the Annville Township Planning Commission was held starting at 7:00 PM on April 8, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Gary Kotsch, Conrad "Mike" Liles, Karen Mailen, Anthony Perrotto, and Tanya Richter. Also in attendance were Nicholas T. Yingst, Township Administrator; Joann F. Zimmerman, Township Commissioner; Kent Morey, PE, Township Engineer; Eugene Martin, Josh Martin, Kent Martin, and Tyler Martin, Stone Hill Village; Scott Akens, PE, Akens Engineering Associates, Inc.; Dean Wolfe, West Main Street; and one unidentified individual.

In the absence of a Chairperson, Mr. Yingst called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

NOMINATION AND ELECTION OF OFFICERS: Noting the passing of long-time Planning Commission (PC) Chairperson Gordon Kirkessner the prior month, Mr. Yingst suggested the PC members make nominations for the election of officers for the remainder of the year.

Election of Chairperson: Mr. Yingst asked for nominations for Chairperson, noting the responsibilities of the office. **MOTION** by Ms. Mailen, second by Mr. Kotsch to nominate Anthony Perrotto for the office of Chairperson. Mr. Yingst asked if there were any other nominations for Chairperson. Hearing none, **MOTION** by Ms. Mailen, second by Mr. Liles to close the nominations for the office of Chairperson and to instruct Mr. Yingst to cast a unanimous ballot for Anthony Perrotto for the office of Chairperson of the PC for 2019. Motion carried unanimously and Mr. Yingst cast a unanimous ballot for Anthony Perrotto for the office of Chairperson as instructed.

David Ober, PC member, arrived at the meeting at 7:03 PM.

Election of Vice Chairperson: Mr. Yingst asked for nominations for Vice Chairperson, noting the responsibilities of the office. **MOTION** by Mr. Kotsch, second by Ms. Richter to nominate Karen Mailen for the office of Vice Chairperson. Mr. Yingst asked if there were any other nominations for Vice Chairperson. Hearing none, **MOTION** by Mr. Perrotto, second by Ms. Richter to close the nominations for the office of Vice Chairperson and to instruct Mr. Yingst to cast a unanimous ballot for Karen Mailen for the office of Vice Chairperson of the PC for 2019. Motion carried unanimously and Mr. Yingst cast a unanimous ballot for Karen Mailen for the office of Vice Chairperson as instructed.

Election of Secretary: Mr. Yingst asked for nominations for Secretary, noting the responsibilities of the office. **MOTION** by Ms. Richter, second by Mr. Perrotto to nominate Gary Kotsch for the office of Secretary. Mr. Yingst asked if there were any other nominations for Secretary. Hearing none, **MOTION** by Ms. Mailen, second by Mr. Ober to close the nominations for the office of Secretary and to instruct Mr. Yingst to cast a unanimous ballot for Gary Kotsch for the office of Secretary of the PC for 2019. Motion carried unanimously and Mr. Yingst cast a unanimous ballot for Gary Kotsch for the office of Secretary as instructed before yielding the chair of the meeting to Chairperson Perrotto.

OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Perrotto provided an opportunity for public comment. Mr. Wolfe stated that he owned the laundromat and other properties in the 600 block of West Main Street that were adjacent to the Stone Hill Village property. He indicated there was a dispute regarding ownership of a 25-foot-wide strip of land that was currently an access roadway to Stone Hill Park. He noted that based upon his review of the deed he had a question concerning whether there was an easement associated with this 25-foot-wide strip, and he noted he had a survey conducted on the property and his attorney was researching this matter further. Chairperson Perrotto noted the PC does not get involved in property disputes but recommended that Mr. Wolfe provide this information to the Township Office. Mr. Wolfe handed the survey to Mr. Yingst, along with an undated newspaper article about a previous phase of Stone Hill Village that he thought might be significant because it mentioned Millard Drive but did not mention the access roadway. Mr. Wolfe then asked how the additional traffic from Phase 3B would be addressed if this roadway was in dispute. Chairperson Perrotto recollected the PC had indicated that appropriate traffic analysis would need to be performed. Mr. Wolfe also expressed concerns about stormwater from Stone Hill Park. Mr. Akens indicated that Phase 3B did not include any improvements to Stone Hill Park or its access roadway. He also noted that both the access roadway and Millard Drive were approved by the Pennsylvania Department of Transportation (PennDOT) for a previous phase of Stone Hill Village. Mr. Akens then shared documentation that he believed showed a 25-foot-wide easement in place that PennDOT recognized when approving that permit. Mr. Wolfe indicated his concern was about egress along the access roadway, not ingress, and the impact of future development upon this. Mr. Akens stated his calculations indicated the projected trips for Phase 3B were still within the limits provided by the current PennDOT permit, and were met using the Millard Drive access only, so that any questions pertaining to the easement for the other roadway need not be pertinent for this phase. He further stated that the proposed emergency access gate at the point where Millard Drive is proposed to connect to the access roadway to Stone Hill Park would prevent traffic from Phase 3B directly accessing this roadway. Mr. Akens also suggested it would be sensible to do a traffic study once Phase 3B-1 was completed to determine if those assumptions were still holding true upon townhomes being occupied. Chairperson Perrotto expressed his support for requiring such a traffic study as part of the approved plan.

MINUTES: MOTION by Mr. Kotsch, second by Mr. Ober to approve the minutes of the Regular Meeting held March 11, 2019 as presented. Motion carried unanimously.

OLD BUSINESS:

Stone Hill Village Phase 3B Preliminary Land Development Plan: The PC resumed its review of the preliminary land development plan submitted for Phase 3B of Stone Hill Village, with discussion about the status of the items noted in the comment letters of the Township Engineer and the Authority Engineer. Mr. Morey then went over the plan submission timeline, noting he had not had adequate time to complete his review of the full stormwater submission, which was only received the prior week, and thus he was not at a place where he could verify its accuracy. As such, he noted he was not yet ready to make a recommendation for approval conditioned upon the satisfactory addressing of outstanding items in the review letters. He did, however, indicate he was not opposed to a recommendation for approval conditioned upon his further review and the applicant agreeing to any subsequent recommendations he may make, and that Mr. Martin had indicated his support for such a motion. Mr. Yingst noted that the Township was still waiting on

the sewage planning module from the Lebanon County Planning Department, which should also eventually receive a recommendation from the PC. Mr. Akens noted that the approval of the sewage planning module was something of a formality if there was adequate capacity, and he noted the Authority Engineer had indicated there was adequate capacity at the wastewater treatment plant for Phase 3B. As such, he suggested that could be made part of such a contingent motion and Mr. Morey did not disagree. Chairperson Perrotto asked the other members of the PC if they were willing to grant such conditional approval as Mr. Morey had offered. Mr. Liles indicated that he would prefer to wait, and Mr. Kotsch concurred. Mr. Akens indicated that he believed real progress had been made in the past few days and he was confident any conditions recommended by Mr. Morey could be met. He further noted he did not believe the plan would change significantly from what had been submitted. Mr. Martin suggested this was the point of a preliminary plan, and noted he believed that questions about stormwater and traffic were the only items that truly remained outstanding. Chairperson Perrotto asked if anyone wished to make a motion to this effect and no motion was offered. **MOTION** by Ms. Richter, second by Mr. Kotsch to defer action on the Stone Hill Village Phase 3B preliminary plan to a future meeting of the PC. Motion carried unanimously.

Mr. Akens and the Martins left the meeting at 7:34 PM.

NEW BUSINESS:

Recommendation to Fill Vacancy on the PC: Noting there was a vacancy on the PC due to the passing of long-time member Gordon Kirkessner the prior month, the members discussed how they wished to fill this vacancy. There was concurrence that, as in the past, Mr. Yingst should post a notice at Town Hall and on the Township website for approximately six weeks seeking letters of interest for appointment to this position, with a submission deadline that would allow the PC to review any potential applicants at its June Regular Meeting. Mr. Kotsch share the name of a resident who had expressed interest in the position and the PC members asked Mr. Yingst to provide the letter of interest information directly to that individual.

ADJOURNMENT: There being no further business to come before the PC, **MOTION** by Mr. Ober, second by Ms. Richter to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 7:41 PM.

Secretary