

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP  
PLANNING COMMISSION  
June 8, 2020**

The June Regular Monthly Meeting of the Annville Township Planning Commission (PC) was held starting at 7:00 PM on June 8, 2020 at the Annville Public Works Facility, 675 West Main Street, Annville, PA due to the COVID-19 pandemic emergency with the following members present: Anthony Perrotto, Chairperson; Gary Kotsch, Vice Chairperson; Matthew Reedy, Secretary; Karen Mailen; and David Palanzo. Also in attendance were Nicholas T. Yingst, Township Administrator; Kent Morey, PE, Township Engineer; Rex Moore, West Queen Street; Michael Thorley, PE, Chrisland Engineering; Matthew Twomey, Lebanon Valley College (LVC); and Craig Smith, RGS Associates.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

Chairperson Perrotto provided an opportunity for public comment and no comments were noted.

**REVIEW AND APPROVAL OF MINUTES:** MOTION by Mr. Palanzo, second by Mr. Reedy to approve the minutes of the Regular Meeting held March 9, 2019 as presented. Motion carried unanimously.

**OLD BUSINESS:** Chairperson Perrotto reported the Board of Commissioners at its next meeting would be considering a 90-day extension and reapproval of the Stone Hill Village Phase 3B-1 Final Plan and shared the reasons for this request.

**NEW BUSINESS:**

**Review of LVC Arnold Fitness Center Locker Room Expansion Land Development Plan:**

Mr. Smith began by briefly reviewing the preliminary/final plan submitted for the LVC locker room expansion, noting it was a relatively small project. He indicated his belief any increase in stormwater volume would be negligible in comparison to the existing building and why the plan thus did not include the installation of stormwater improvements, while recognizing the Township Engineer raised a concern about this in his review letter and they would be discussing this further later in the week. Mr. Smith also noted there were several waivers being requested.

Chairperson Perrotto noted review letters had been received from the Lebanon County Planning Department (LCPD) and the Township Engineer and asked Mr. Morey to review his letter, which he did as follows:

- Comments 1 through 8: Mr. Morey identified these comments as pertaining to waiver requests that could be considered later in the meeting.
- Comment 9: The review letter from LCPD was noted as received.
- Comment 10: Mr. Smith indicated there was sufficient parking and Mr. Morey indicated the required parking spaces should be noted on the plan.
- Comments 11, 12, 13, 15, and 19: Mr. Morey identified these comments as pertaining to minor drafting and design additions and clarifications needed on the plans.
- Comments 14 and 18: Mr. Morey indicated these items would be necessary if stormwater improvements were determined to be necessary for this project.
- Comment 16: Per a question from Mr. Morey, Mr. Twomey indicated he was not sure if the project would add external lighting and he agreed to provide that information for Mr. Morey's review.
- Comment 17: Mr. Morey deleted this comment as he believed it was addressed elsewhere.

- Comment 20: Mr. Morey noted that stormwater from this expansion would discharge into the Ulrich Street stormsewer system, which was already an area of concern. Thus, while the project being proposed was a small one, he was concerned that a lot of small projects could add up over time, further impacting the Ulrich Street system. Referencing a recent conversation he had with someone from Mr. Smith's office, Mr. Morey recalled there was a small grassy area near the expansion location that could potentially be converted into a rain garden to address any additional stormwater. Mr. Smith agreed to discuss with Mr. Morey during their conversation later in the week.

The PC then returned to the variance requests and addressed them as follows, with Chairperson Perrotto reviewing the requests and explaining the implications if approved:

- Comment 1: With the support of the Township Engineer, **MOTION** by Mr. Kotsch, second by Mr. Palanzo to recommend the Board of Commissioners approve a waiver of Section 22-305 of the Annville Township Code of Ordinances, allowing for submission of a preliminary/final plan. Motion carried by a vote of four to one with Mr. Kotsch, Mr. Reedy, Ms. Mailen, and Mr. Palanzo voting in favor of the motion and Chairperson Perrotto voting against the motion.
- Comment 2: With the support of the Township Engineer, **MOTION** by Ms. Mailen, second by Mr. Kotsch to recommend the Board of Commissioners approve a waiver of Section 22-402.2.E, allowing for a property survey of the features within the project area where improvements are proposed as opposed to a survey of all existing structures within 25 feet of the property boundaries. Motion carried unanimously.
- Comment 3: With the support of the Township Engineer, **MOTION** by Mr. Kotsch, second by Mr. Reedy to recommend the Board of Commissioners approve a waiver of Section 22-404.1, allowing for the use of a plan size of 24 by 36 inches instead of 18 by 24 inches, provided the plan be recorded on 18 by 24-inch sheets. Motion carried unanimously.
- Comment 4: With the support of the Township Engineer, **MOTION** by Chairperson Perrotto, second by Mr. Kotsch to recommend the Board of Commissioners approve a waiver of Section 22-403.2.L, allowing for a survey to show features within the project area where improvements are proposed as opposed to a survey of existing features on or within 200 feet of any part of the property. Motion carried unanimously.
- Comment 5: Mr. Smith withdrew this waiver request.
- Comment 6: With the support of the Township Engineer, **MOTION** by Mr. Kotsch, second by Mr. Palanzo to recommend the Board of Commissioners approve a waiver of Section 22-404.2.R, allowing for the omission of showing the location of permanent monuments and lot markers and corresponding note due to the small disturbance area and the proposed improvements being set back further from the property lines than existing buildings. Motion carried unanimously.
- Comments 7 and 8: **MOTION** by Mr. Reedy, second by Mr. Kotsch to recommend the Board of Commissioners approve waivers of Sections 23-302 and 23-308, allowing for the foregoing of the release rate criteria of a proposed two-year storm for the project to meet the existing conditions of a one-year storm and the foregoing of requiring the total post developed total runoff volume for all storms equal to or less than the two-year 24-hour duration not be increased, contingent upon the Township Engineer's concurrence with the stormwater calculations being refined per Comment 20. Motion carried unanimously.

Chairperson Perrotto asked if there were any other comments or questions about this plan. Mr. Yingst inquired about the Township Authority's Engineer's question pertaining to possible increased consumption. Mr. Smith indicated that while he did not anticipate increased flow into the sanitary sewer system from this project, his office was working through that calculation and would provide that information. Mr. Morey suggested this should be part of any contingent motion for approval. With no further comments or questions noted, **MOTION** by Mr. Kotsch, second by Mr. Reedy to recommend the Board of Commissioners grant approval for the preliminary/final land development plan submitted for the LVC Arnold Fitness Center Locker Room Expansion contingent upon the satisfactory addressing of the comments in the LCPD letter dated June 3, 2020, the Township Engineer's letter dated June 3, 2020, and those of the Township Authority's Engineer pertaining to flow. Motion carried unanimously. Per a question from Mr. Yingst, Mr. Smith indicated he believed it would be appropriate to bring all potential actions on waivers and plan approval to the Board of Commissioners at the same time and that this would be following his conversation later in the week with Mr. Morey.

Mr. Smith and Mr. Twomey left the meeting at 7:27 PM.

**Review of Moore Subdivision and Land Improvements Plan:** Mr. Thorley began by briefly reviewing the plan submitted for the Moore subdivision and land improvements project and that he had received and reviewed the letters pertaining to same from the LCPD and the Township Engineer. Mr. Morey then reviewed his letter as follows:

- Comments 1, 3, and 10: Mr. Morey identified these comments as pertaining to waiver requests that could be considered later in the meeting.
- Comment 2: The review letter from LCPD was noted as received.
- Comments 4, 7, 8, 12, 13, and 17: Mr. Morey identified these comments as pertaining to minor drafting and design additions and clarifications needed on the plans.
- Comment 5: Mr. Morey explained he believed an easement was necessary for the proposed stormwater piping being discharged into the existing stormsewer in West Queen Street. Regarding the items to be stored in the proposed buildings, Mr. Moore indicated the buildings would be used to store clothing. Mr. Morey suggested that while what Mr. Moore would be using the buildings for was not a concern, it may be appropriate to restrict storing flammable or hazardous chemicals there should the use change in the future under a different owner. Mr. Moore indicated he was fine with this.
- Comment 6: Per a question from Mr. Morey, Mr. Moore indicated there was motion-activated security lighting already in place and Mr. Morey suggested this should be noted on the plan.
- Comment 9: Mr. Morey suggested financial security should be required and should include the proposed stormwater collection system since portions of it encroached on the right-of-way of West Main Street and Mr. Thorley agreed to this.
- Comment 11: Mr. Morey suggested an easement be submitted for the stormwater facilities clearly identifying who has right of access and responsibility of maintenance, which was typical for a plan of this nature.
- Comment 14: Per a question from Mr. Morey, Mr. Moore indicated the proposed buildings would be the same color as the existing building, per the Zoning Hearing Board decision. He also noted they would be metal buildings on slabs.

- Comment 15: Mr. Moore noted that all doors for the proposed buildings would face the inside of the lot.
- Comment 16: Mr. Morey indicated why he believed the proposed building at the southwest portion of the lot should be moved four feet to the north and off the property line. Per a question from Mr. Moore, he indicated he did not believe such a change would conflict with the Zoning Hearing Board decision and Mr. Moore then agreed such a move was sensible.
- Comment 18: Mr. Morey noted the dumpsters Mr. Moore indicated were used for solid waste disposal should be identified on the plan.
- Comment 19: Mr. Morey noted the Fire Chief had reviewed the plan and did not have issues with the approximate three feet between the principal building and the storage building proposed for the southwest portion of the lot.

The PC then returned to the variance requests and addressed them as follows, with Chairperson Perrotto reviewing the requests and explaining the implications if approved:

- Comment 1: With the support of the Township Engineer, **MOTION** by Mr. Palanzo, second by Mr. Kotsch to recommend the Board of Commissioners approve a waiver of Section 22-305 of the Annville Township Code of Ordinances, allowing for submission of a preliminary/final plan. Motion carried unanimously.
- Comment 3: With the support of the Township Engineer, **MOTION** by Mr. Reedy, second by Mr. Kotsch to recommend the Board of Commissioners approve a waiver of Section 22-404.1, allowing for the use of a plan size other than 18 by 24 inches, provided the plan be recorded on 18 by 24-inch sheets. Motion carried unanimously.
- Comment 10: Mr. Morey and the PC members discussed at length the challenges of using 15-inch pipe for the stormwater conveyance to the stormsewer main due to it being gravity based, the uncertain depth of the gas line in West Queen Street, and the depth of the main. While Mr. Morey was not sure an 8-inch pipe would fit, he was confident a 15-inch pipe would not. Per a question from Chairperson Perrotto, Mr. Morey indicated the stormwater could not be redirected elsewhere. Mr. Kotsch indicated he believe the proposed stormwater system was an improvement over the status quo. With the support of the Township Engineer, **MOTION** by Mr. Kotsch, second by Mr. Palanzo to recommend the Board of Commissioners approve a waiver of Sections 22-505.2.E.(7) and 22-505.6.B, allowing for a smaller pipe size and different pipe materials. Motion carried unanimously.

Chairperson Perrotto asked if there were any other comments or questions about this plan. Mr. Yingst noted the street identified on the plan as “West Beaver Street” should be “South Beaver Street” and Mr. Thorley agreed to make this change. With no further comments or questions noted, **MOTION** by Mr. Reedy, second by Mr. Kotsch to recommend the Board of Commissioners grant approval for the preliminary/final subdivision and land improvements plan submitted for the Moore project contingent upon the satisfactory addressing of the comments in the LCPD letter dated June 3, 2020 and the Township Engineer’s letter dated June 3, 2020. Motion carried unanimously. Per a question from Mr. Yingst, it was noted the plan would be presented to the Board of Commissioners at its June meeting along with the request for consideration of the recommended actions on waivers and plan approval.

**ADJOURNMENT:** There being no further business to come before the PC, **MOTION** by Mr. Kotsch, second by Mr. Palanzo to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 7:46 PM.

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Secretary