

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP  
PLANNING COMMISSION  
August 9, 2021**

The August Regular Monthly Meeting of the Annville Township Planning Commission (PC) was held starting at 7:00 PM on August 9, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Gary Kotsch, Vice Chairperson; Matthew Reedy, Secretary; Jonathan Johnson; Conrad "Mike" Liles; Karen Mailen; and David Palanzo. Also in attendance were Nicholas T. Yingst, Township Administrator; Kent Morey, Township Engineer; Jim Scott, East High Street; Dean Wolfe, West Main Street; Martin Brandt, President of the Annville Free Library (AFL) Board; Carolyn Scott, Vice President of the AFL Board; Ken Beam, AFL; and Craig Smith, RGS Associates.

Chairperson Perrotto called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

**APPROVAL OF AGENDA:** MOTION by Mr. Johnson, second by Ms. Mailen to approve the agenda as presented. Motion carried unanimously.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:** Chairperson Perrotto provided an opportunity for public comment and no comments were noted from those in attendance.

**REVIEW AND APPROVAL OF MINUTES:** MOTION by Mr. Kotsch, second by Mr. Palanzo to approve the minutes of the Regular Meeting held May 10, 2021 as presented. Motion carried unanimously.

**OLD BUSINESS:**

**Review of Lebanon Valley College (LVC) School of Nursing Building Preliminary/Final Land Development Plan:** Chairperson Perrotto reported a revised preliminary/final land development plan dated July 1, 2021 was submitted for the LVC School of Nursing Building, as well as corresponding documentation pertaining to same, by RGS Associates responding to earlier review letters received from the Township Engineer, the Fire Chief of the Union Hose Company, and the Lebanon County Planning Department. It was noted the following were also received regarding this plan: a July 30, 2021 plan review letter from the Township Engineer and an August 2, 2021 plan review letter from the Fire Chief.

David Gible, Chrisland Engineering, and Carol Hickey, Hickey Architects, joined the meeting at 7:02 PM and 7:09 PM, respectively.

Mr. Smith introduced himself and provided a summary of the revised plan. He reported he met with the Fire Chief and the Township Engineer regarding the former's initial comment letter and modifications were made to the plan as a result. In particular, he noted that access for Fire Department vehicles was now provided via a paved area along the north side of the building, in addition to the service driveway to the east of the building. Chairperson Perrotto noted the Fire Chief asked the width of the service driveway be 20 feet instead of ten feet as initially designed and asked if the revised plan made this change. Mr. Smith indicated it did not and the desire was to keep this at ten feet but turning movements for Fire Department vehicles would be provided.

He also reported he received a letter from Pennsylvania American Water Company indicating water service was available to the building and National Pollutant Discharge Elimination System (NPDES) permit approval was received from the Lebanon County Conservation District. At Chairperson Perrotto's request, Mr. Smith then discussed the parking summary RGS Associates developed, noting its purpose was to provide an overall idea of the current parking situation on the lots north of the railroad tracks and the plan's anticipated impact on same. He also noted the addition of a proposed pedestrian walkway to connect the building to the existing parking lots and he described how this route led to the Gold Lot to the east. Mr. Smith indicated he believed the matter of parking requirements was not yet resolved, further noting there was not a specific requirement in the zoning regulations for this use.

The PC then reviewed the Township Engineer's letter, with the following from that letter specifically discussed:

- Comments 1 through 6: Mr. Smith briefly described the waiver requests with the PC. Regarding Comment 6, Chairperson Perrotto noted the Township Engineer was supportive of granting a waiver to allow for storm sewer pipes less than a diameter of 15 inches, but per Comment 27 was recommending the waiver only be granted if the cleanouts be replaced with inlets and the 6-inch pipes downstream of roof leaders that are combined at a juncture (inlet) be replaced with 12-inch ADS pipe with slope anchors. Mr. Smith indicated he was fine with making that change. With the support of the Township Engineer, **MOTION** by Chairperson Perrotto, second by Mr. Kotsch to recommend the Board of Commissioners approve waivers of the following sections of the Township's subdivision and land development and stormwater management regulations:
  - (1) Section 22-305, allowing for submission of a preliminary/final plan;
  - (2) Section 22-403.1 and 22-404.1, allowing for the use of a plan size other than 18 by 24 inches;
  - (3) Section 22-404.1, allowing for plans to be drawn at a scale of 1-inch equals 60 feet for the existing conditions and a scale of 1-inch equals 30 feet for other proposed plans;
  - (4) Section 22-510.1, not requiring curbing along Heisey Road, consistent with the current roadway conditions;
  - (5) Section 23-314.1.D.3, allowing a stormwater basin bottom slope of 0% in accordance with the Pennsylvania Department of Environmental Protection's Managed Release Concept; and
  - (6) Section 23-314.3.B, allowing for 12-inch diameter ADS piping with slope anchors in lieu of 15-inch piping provided the cleanouts be replaced with inlets.

Motion carried unanimously.

- Comment 8: The PC reviewed the landscape screening that was added to the plan and no concerns were raised.
- Comment 9: Mr. Smith indicated the lighting plan was still being worked on, in part because there was already lighting in place at the Arnold Health Professions Pavilion (AHPP), and he was determining how this might pertain to the School of Nursing Building. Mr. Johnson suggested lighting be placed along the pedestrian pathway and Mr. Smith indicated he would consider this. Mr. Morey asked if there was presently lighting in the parking lot behind the AHPP and Mr. Smith said he was not sure.

- Comment 11: Mr. Morey noted that, per the zoning regulations, when the amount of required off-street parking was not clearly delineated for a specific use the Zoning Officer must apply a standard that mostly closely approximates the proposed use. He noted she did so, and per Mr. Yingst's explanation of how she made her determination Mr. Morey indicated he thought this to be reasonable. Mr. Morey further noted he would like to see LVC use the Zoning Officer's standard for the School of Nursing Building to see if it made sense for this particular situation, and thus potentially provide a starting point for evaluating parking needs for college growth in the future. Mr. Smith admitted he did not have time to evaluate the correspondence from the Zoning Officer, while noting the college disputed that parking was required at all. Chairperson Perrotto noted that while parking was not required for the AHPP plan, that was only because that plan proposed a building to house an existing on-campus program and, as such, new students and faculty were not being added. Mr. Johnson asked if members of the community would be using the School of Nursing Building to facilitate clinicals and the like, which would also affect parking. Mr. Smith indicated he did not know, and Mr. Johnson suggested this be clarified.
- Comment 12: Mr. Smith noted there were no proposed changes to the wraparound driveway by which the rear of the AHPP is accessed. Mr. Morey expressed his concern about pinch points at certain parts of the driveway that would make it difficult for two vehicles traveling in opposite directions to pass each other; for this reason, he strongly suggested the driveway be expanded to a 20-foot width. He also noted he did not believe the proposed ten-foot width for the service driveway would be adequate for an emergency vehicle, nor would this be sufficient if two vehicles traveling in opposite directions were to pass each other. Mr. Kotsch recalled that concerns were previously raised about parking north of the building making it difficult for emergency vehicle access; Mr. Morey indicated he believed that pertained to existing spaces in the parking lot behind the AHPP that the revised plan now removed, and Mr. Smith concurred.
- Comment 20: Chairperson Perrotto noted the proposed crosswalk across Heisey Road needed to be relocated per the Township Engineer's recommendation.
- Comment 29: Mr. Morey noted the revised plan provided for more stormwater capacity than was required, as the theoretical building that was previously included in the stormwater calculations had been removed but the capacity of the stormwater facilities remained the same. Mr. Smith stated, however, that he was not comfortable adding a note to the plan that this excess capacity could not be used for future impervious areas. Chairperson Perrotto noted this excess capacity could then be applied to a future project, thus making any benefits temporary. Mr. Smith said this would not necessarily be the case. Ms. Mailen noted the existing stormwater problems in this area.
- Comment 30: Chairperson Perrotto asked if there was any progress on the need for a traffic impact study as discussed at a prior PC meeting. Following review of an earlier Township Engineer's review letter, Mr. Smith indicated there was not and he would likely need to meet with Mr. Morey and Mr. Yingst for clarification on how to proceed with this.

With the PC's review of the revised plan and pertinent letters completed, Chairperson Perrotto canvassed the PC members and determined there was consensus to ask the applicant to return to a future meeting of the PC with revised plans that incorporated the comments and discussion points, and the PC would wait to consider making a recommendation for plan approval until that point.

Mr. Smith left the meeting at 7:52 PM.

**Start Time of PC Meetings in 2022:** After brief discussion of same, **MOTION** by Ms. Mailen, second by Mr. Johnson to set the start times for PC meetings at 6:00 PM in 2022. Motion carried unanimously.

**NEW BUSINESS:**

**Review of AFL Preliminary/Final Subdivision and Land Development Plan:** Chairperson Perrotto reported a preliminary/final subdivision and land development plan was submitted for the AFL from Chrisland Engineering dated June 30, 2021. It was noted the following were also received regarding this plan: a July 19, 2021 plan review letter from the Township Authority Engineer, a July 23, 2021 plan review letter from the Lebanon County Planning Department, a July 30, 2021 plan review letter from the Township Engineer, and an August 8, 2021 plan review letter from the Fire Chief.

Mr. Gibble and Ms. Hickey introduced themselves and shared drawings of the proposed plan while providing a summary of the project. In particular, they noted the plan combined three adjacent properties into one, with the rear of the middle and east parcels to be used for stormwater management. They also noted the new structure that would connect the existing library building on the west parcel to the duplex on the other two parcels would provide for a new handicapped-accessible entrance. They noted the plan would be further revised and resubmitted to move the proposed sidewalk at the front of the property to account for a water meter pit and to move the rain garden further back from the property line.

The PC then reviewed the Township Authority Engineer's letter, with the following from that letter specifically discussed:

- Comment 1: Mr. Gibble indicated he was working with his plumbing engineer to determine anticipated wastewater flow.
- Comment 3: Mr. Gibble indicated he was also working with his plumbing engineer to determine if wastewater will continue to be discharged into the sanitary sewer system via three existing laterals that presently serve the three separate properties, although he anticipated that would continue to be the case.

The PC then continued to the Township Engineer's letter, with the following from that letter specifically discussed:

- Comments 16, 17, and 21: Mr. Gibble reviewed those aspects of the plan identified by Mr. Morey as requiring waivers from the land development and stormwater regulations and concurred with same, noting he was planning to provide a formal waiver request letter in conjunction with resubmitting a revised plan. Chairperson Perrotto asked for clarification if the AFL was anticipating returning to another PC meeting and Mr. Gibble confirmed this. The PC then discussed the possible waiver of curbs and sidewalks along East Cumberland Street per Comment 21. Ms. Mailen noted that walkability was important for a library. Mr. Gibble agreed but noted the width of East Cumberland Street provided practical challenges for installing a sidewalk along it. Per a question from Chairperson Perrotto, Mr. Gibble discussed how pedestrians might access the shared, off-premises

parking lots to the west. Noting that existing sidewalks were not along the most direct route from these parking lots to the library, Chairperson Perrotto wondered if there was a way that pedestrians could be directed to use the sidewalks. Mr. Kotsch stated the AFL has tried to satisfy many different groups within the community in developing this project and he encouraged the PC to keep that in mind when considering the plan and the waiver requests. Mr. Gibble shared that adding sidewalks along East Cumberland Street would likely result in losing more existing parking spaces, although he stated he was open to ideas. Mr. Scott indicated that painted walkways for pedestrians along paved streets were used elsewhere and this might be a possible solution. Noting the narrowness of the paving on East Cumberland Street, Mr. Kotsch asked about widening the roadway. Mr. Yingst noted such improvements would be very expensive due to the significant existing slope south of the paving edge.

- Comments 2 through 15: Mr. Morey indicated these comments pertained to zoning matters for which the AFL would need to demonstrate compliance, with several comments specific to parking. Mr. Brandt stated the AFL met the parking requirements based on the shared parking agreements it has in place with Saint Mark Lutheran Church and the American Legion. He noted that both agreements were provided to the Zoning Officer when the library sought its zoning variance for maximum building and impervious coverage two years prior, and at that time the Zoning Officer found the agreements to be sufficient. Ms. Hickey noted that, per Comment 11, a lighting plan was being developed and, per Comment 13, the library was considering adding solar panels. Per Comment 14, Mr. Palanzo reported the Historic Architectural Review Board (HARB) had informally reviewed the project and was supportive of it but suggested that when the AFL submits its formal application to HARB it note the proposed demolition of the two rear garages, neither of which he believed were contributing structures to the Historic District. Per Comment 15, Mr. Gibble reported he reached out to the Pennsylvania Department of Transportation (PennDOT) regarding the encroachment of the proposed side porch along the duplex onto East Main Street, which is a PennDOT right-of-way, and was waiting to hear back if this would be allowed. Mr. Kotsch asked why this was a problem, as the existing front porch of the duplex already appeared to encroach onto East Main Street. Mr. Palanzo noted the issue was because the proposed porch represented new construction, with Mr. Morey explaining that just as such new construction would not be allowed on private property, nor could it be allowed on PennDOT's property. Per a question from Chairperson Perrotto, Ms. Hickey indicated that if PennDOT did not grant approval for the encroachment the plan would need to be revised to address this.
- Comments 16, 17, and 21: The PC then returned to the comments requiring waivers. With the support of the Township Engineer, **MOTION** by Mr. Palanzo, second by Mr. Kotsch to recommend the Board of Commissioners approve waivers of the following sections of the Township's subdivision and land development regulations:
  - (1) Section 22-305, allowing for submission of a preliminary/final plan;
  - (2) Section 22-403.1 and 22-404.1, allowing for the use of a plan size other than 18 by 24 inches; and
  - (3) Section 22-510 and 22-511, not requiring curbs or sidewalks along East Cumberland Street.

Motion carried by a vote of six to zero with Chairperson Perrotto, Mr. Kotsch, Mr. Reedy, Mr. Liles, Ms. Mailen, and Mr. Palanzo voting in favor of the motion and Mr. Johnson recusing himself from the vote as he is the spouse of the Library Director.

- Comments 22 through 29: Mr. Morey asked if the library had anything it wished to discuss regarding his stormwater comments. Mr. Gibble indicated he did not, noting a future plan submission would meet the 15-foot setback from the property line for the proposed rain garden per Comment 25 and Josh Weaber from Chrisland Engineering would be reaching out to Mr. Morey to discuss the spillway per Comment 22.

The PC then continued to the Lebanon County Planning Department letter and the Fire Chief's letter. Chairperson Perrotto asked if the AFL was supportive of adding a Knox Box to provide for Fire Department access during non-business hours and Mr. Brandt indicated the library would do so.

With the PC's review of the revised plan and pertinent letters completed, Chairperson Perrotto canvassed the PC members and determined there was consensus to ask the applicant to return to a future meeting of the PC with revised plans that incorporated the comments and discussion points, and the PC would wait to consider making a recommendation for plan approval until that point.

**ADJOURNMENT:** There being no further business to come before the PC, **MOTION** by Mr. Liles, second by Mr. Palanzo to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 8:31 PM.

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Secretary