

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
PLANNING COMMISSION
October 11, 2021**

The October Regular Monthly Meeting of the Annville Township Planning Commission (PC) was held starting at 7:00 PM on October 11, 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; Karen Mailen; and David Palanzo. Also in attendance were Nicholas T. Yingst, Township Administrator; Kent Morey, Township Engineer; Dean Wolfe, West Main Street; Martin Brandt, President of the Annville Free Library Board; Carolyn Scott, Vice President of the Annville Free Library Board; Matthew Twomey, Capital Construction Management; Josh Weaber, Chrisland Engineering; Carol Hickey, Hickey Architects; Shawn Curtin, Lebanon Valley College Vice President of Finance and Administration; 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 Chairperson Perrotto, 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. Johnson, second by Mr. Reedy to approve the minutes of the Regular Meeting held August 9, 2021 as presented. The motion was then opened for discussion and, per a question from Mr. Kotsch, Mr. Yingst explained that meeting attendees who join a meeting after it begins are listed in the body of the minutes at the appropriate time and place. With no further comments or questions noted the motion was voted on and carried unanimously.

OLD BUSINESS:

Review of the Lebanon Valley College (LVC) School of Nursing Building Preliminary/Final Land Development Plan and Recommendation for Approval: It was noted a revised preliminary/final land development plan dated September 17, 2021 was submitted for the LVC School of Nursing Building, as well as corresponding documentation pertaining to same, by RGS Associates responding to an earlier review letter received from the Township Engineer. It was further noted the following were also received regarding this plan: an October 1, 2021 plan review letter from the Township Engineer and an October 4, 2021 plan review letter from the Fire Chief.

Mr. Smith began by reviewing what was discussed at the last PC meeting, reporting that the recommended waiver requests had been approved by the Board of Commissioners and that he was requesting a recommendation of plan approval from the PC. He also reported he had numerous conversations with Mr. Morey and Mr. Yingst over the past few weeks regarding parking and traffic concerns. Regarding the former, Mr. Smith indicated a parking summary had been developed and provided demonstrating the plan meets the zoning officer's interpretation for the required number of parking spaces. He then described how this was calculated and where the available parking for the plan was located on the north side of campus. Mr. Smith concluded this

portion of his overview by indicating a note had been added to the plan committing LVC to engage the Township in a conversation to ensure there was adequate parking for future projects, and to develop a better, more specific methodology to calculate college parking from a zoning standpoint, and to do so before its next submittal of a land development plan. Mr. Smith then reviewed the traffic statement that had been prepared, explaining its calculations and its conclusion that the School of Nursing Building would increase traffic by 6%. He also noted that, as was the case for parking, the college was committed to discussing traffic and secondary emergency access with the Township going forward. After noting the proposed service drive would be 20 feet wide as per the Fire Chief's direction, Mr. Smith concluded by reviewing the existing wraparound drive that would service the rear of the School of Nursing Building. Noting the existing drive was less than 20 feet wide in places, he indicated LVC was committed to widening it, but wished to do so separate from the School of Nursing Building plan due to the drive's proximity to wetlands possibly triggering environmental studies that could only be done during certain times of the year and which would delay construction on the project. Mr. Smith indicated the proposal was to separate the widening of the drive from this plan and to submit that separately, while including a note in the School of Nursing Building plan committing to complete the drive widening in two years, while also including a plan page showing what this future project would entail and to post financial security for same as part of the School of Nursing Building plan.

Chairperson Perrotto addressed this last item, asking if students would be in the building prior to the widening of the drive, and Mr. Twomey indicated they would be. Chairperson Perrotto expressed his concern about this, and Mr. Twomey noted the wraparound drive already provided access to the rear of the Arnold Health Professions Pavilion for emergency vehicles and would be able to do so until the drive was widened, noting it was hoped this would not take two years to complete. Mr. Smith also noted that fire truck turning templates had been developed which indicated that emergency vehicles were able to maneuver on the existing drive. Mr. Curtin then clarified that students would only begin to use the building in Spring 2024, and prior to that point it would be used for faculty offices and for the site visit by the State Board of Nursing. He also noted the goal was to complete the drive widening project in conjunction with construction of the School of Nursing Building. Per a question from Chairperson Perrotto, Mr. Morey indicated he was comfortable with what the college had proposed regarding this. Mr. Smith also noted that, as the stormwater management for the School of Nursing Building had been oversized, he anticipated the widening of the driveway would utilize some of this. Chairperson Perrotto asked Mr. Morey if he was comfortable with this and he indicated he was and, based upon what LVC was proposing, he recommended the deletion of Comment 15 on his review letter.

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

- Comment 1: Per a question from Chairperson Perrotto, Mr. Smith indicated he was supportive of the specific waiver language for storm sewer pipe size as granted by the Board of Commissioners and he would change the language on the plan to accurately reflect this.
- Comment 4: Mr. Johnson asked if any decision had been made on clinicals and, if so, where the public would park for same. Mr. Curtin responded there were no plans for community members to participate in clinicals. Mr. Johnson then inquired what the college anticipated its future discussions with the Township would look like regarding parking and secondary

emergency access, and when LVC would likely be submitting its next land development plan. Regarding the former, Mr. Curtin noted that parking and emergency access were important concerns shared by the college and he believed such conversations would be mutually beneficially for LVC and the Township. He also noted more students were learning remotely and suggested a holistic strategy be considered that involved the college disincentivizing student parking on campus. Regarding the latter, he anticipated the next land development plan might be submitted in the next five to ten years. Chairperson Perrotto suggested the conversation about parking and emergency access should involve representatives of LVC, the Township, and the community and suggested that Mr. Yingst send a communication to the Board of Commissioners and PC members to begin thinking through this once the School of Nursing Building plan process was completed.

- Comment 5: Per a question from Mr. Johnson, Mr. Yingst indicated that any subsequent plan for the widening of the existing drive would not come before the PC.
- Comment 7: Per a question from Mr. Johnson, Mr. Smith indicated a lighting plan would be submitted to the Township Engineer and would incorporate any lighting deemed necessary to make the area safe.
- Comment 11: Per questions from Chairperson Perrotto and Ms. Mailen, Mr. Smith reported the proposed crosswalk across Heisey Road would be moved to the location recommended by the Township Engineer in order to shorten the distance pedestrians would traverse and the tree in that area would be removed to facilitate this and improve sightlines.
- Comment 16: Per a question from Chairperson Perrotto, Mr. Smith indicated the plan would be changed to reflect the recommended 30 degree turning movement radius at the rear of the building.

With no further comments or questions noted, **MOTION** by Mr. Johnson, second by Mr. Kotsch to recommend to the Board of Commissioners it approve the preliminary/final land development plan submitted for the LVC School of Nursing Building contingent upon the satisfactory addressing of the comments in the Township Engineer's plan review letter dated October 1, 2021. Motion carried unanimously and Mr. Curtin, Mr. Smith, and Mr. Twomey left the meeting at 7:33 PM.

Review of the Annville Free Library (AFL) Preliminary/Final Subdivision and Land Development Plan and Recommendation for Approval: It was noted a revised preliminary/final subdivision and land development plan was submitted for the AFL dated September 23, 2021, as well as corresponding documentation pertaining to same, by Chrisland Engineering responding to earlier review letters received from the Township Engineer, the Township Authority Engineer, the Lebanon County Planning Department, and the Fire Chief. It was further noted the following were also received regarding this plan: an October 1, 2021 plan review letter from the Township Engineer and an October 11, 2021 plan review letter from the Township Authority Engineer.

Mr. Weaber began by providing a brief review of the project, noting it proposed an addition to the current library building that would connect it to an existing duplex, as well as the consolidation of three adjacent parcels. This would result in a single building with a single use, and he was requesting a recommendation of plan approval from the PC. Per a question from Chairperson Perrotto, Ms. Hickey indicated the plan had been changed to eliminate the encroachment of the proposed porch extension onto East Main Street. Chairperson Perrotto asked if any further

consideration had been given to adding signage to direct library patrons from off-site parking areas to the library. Mr. Brandt indicated that was being considered and noted the possibility for painting pedestrian paths along East Cumberland Street to facilitate this. Ms. Mailen asked who would be responsible for maintaining this and Mr. Brandt noted the library would likely be supportive of assisting in some way. Per a question from Chairperson Perrotto, Mr. Morey indicated he did not have concerns with contingent plan approval being granted. Per question from Mr. Kotsch regarding the Township Authority Engineer's review letter, Mr. Weaber indicated he would add a note to the plan requiring that shop drawings pertaining to the abandonment of existing sewer laterals be submitted to and approved by the Township prior to construction.

With Mr. Kotsch expressing his appreciation to the library for its service to the community and his belief its proposed project will enable it to continue to do so, **MOTION** by Mr. Kotsch, second by Mr. Reedy to recommend to the Board of Commissioners it approve the preliminary/final subdivision and land development plan submitted for the AFL contingent upon the satisfactory addressing of the comments in the Township Engineer's plan review letter dated October 1, 2021. Motion carried by a vote of five to zero with Chairperson Perrotto, Mr. Kotsch, Mr. Reedy, 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.

NEW BUSINESS:

Format of Review Letters and Revised Plans: Mr. Kotsch suggested that review letters submitted by engineers and consultants provide more clarity on which plan pages were being referenced. He also asked if revised plans could only include those pages that had been changed or added, as this might make the PC's review easier and reduce the developer's costs. While there seemed to be general agreement on the former, Mr. Yingst expressed concerns about the latter, noting this could result in revised or new pages being erroneously omitted from resubmissions. Chairperson Perrotto suggested this might actually result in higher costs, and Mr. Morey noted the liability issues that might arise. There was also discussion as to whether the PC members wished to receive all documents electronically; with Mr. Yingst noting he already did so in addition to the paper copies that were provided, the PC members indicated their desire to continue to receive paper copies. Returning to the suggestion about review letters, Mr. Weaber indicated he thought that adding information regarding the pages being changed would be an easy thing to do going forward and Mr. Morey noted he could add this recommendation to future review letters he provided to developer's consultants.

James Scott, East High Street, arrived at the meeting at 7:55 PM.

ADJOURNMENT: There being no further business to come before the PC, **MOTION** by Mr. Kotsch, second by Chairperson Perrotto to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 7:56 PM.

Secretary