UPPER ALLEN TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
February 25, 2019
7:00 P.M.

PC MEMBERS
R. Wayne Willey, Chairperson
Philip Cerveny, Vice Chairperson
Robert Siodlowski – Absent
Barry Natwick
Scott Steffan
Amanda Parrish - Absent
Jeffrey M Walter

TOWNSHIP OFFICIALS - PRESENT
Jennifer Boyer, Comm. Dev. Director
John Toner, Planning Technician
Jason Reichard P.E., Township Engineer

BOARD OF COMMISSIONERS
James Cochran, Commissioner
Ginnie M. Anderson, Commissioner

CALL TO ORDER
Chair Willey called the Planning Commission Meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Toner. Robert Siodlowski and Amanda Parrish were noted as absent.

ANNUAL BOARD REORGANIZATION
Chair Willey called for recommendations for the Annual Board Reorganization. Mr. Natwick made a MOTION to have Mr. Jeffrey Walter assume the position of Secretary for the Planning Commission that was left vacant, and recommended to have Mr. Wayne Willey continue to serve as Chairperson and Mr. Philip Cerveny continue to serve as Vice-Chair. Mr. Walter seconded the MOTION. The motion carried unanimously (5-0).

APPROVAL OF DECEMBER 17, 2018 MINUTES
Chair Willey called for the approval of the Minutes of the December 17, 2018 Planning Commission Meeting. Mr. Walter made a MOTION to approve the Minutes of the December 17, 2018 meeting. The MOTION was SECONDED by Vice-Chair Cerveny. The motion carried unanimously (5-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES
Chair Willey noted the copies of the Board of Commissioners Minutes from the December 5, 2018, December 19, 2018 and January 2, 2019 meetings. Chair Willey accepted these minutes.

OLD BUSINESS
A. Loudoun Centre Revised Final LD Plan UAT File No. 18-12-03A
Mr. Frank Nardo represented the plan as the property owner for the Loudoun Centre project. Vice-Chair Cerveny asked to clarify the number of stories proposed for the office building. Mr. Nardo clarified that the plans are correct, and he is proposing a three-story office building. Mr. Nardo explained that since his last appearance in December, the plan has been updated to address some of the comments received by Township staff. The largest change was to the hotel. The hotel is intended to be over thirty-five (35) feet in height and has been moved inward from the property line to comply with ordinance requirements.

Mr. Nardo began to address the modifications being requested for the dumpster enclosures, the curb radii to be less than five (5) feet, and to have the façade and building elevations to be reviewed before approval of any building permits. Chair Willey asked a question regarding the parking spaces provided and what is required. Ms. Boyer explained that the initial calculations were incorrect and according to the ordinance 420 parking spaces are required. Since Mr. Nardo is seeking a joint parking request he is only required to provide the required amount of spaces for the largest use on the site. The office space is the largest use which requires 250 parking spaces; the plan proposes 381. Vice-Chair Cerveny asked if the joint parking is strictly between the office building and the hotel. Ms. Boyer explained that the joint parking request applies to the entire lot.

Vice-Chair Cerveny stated they have not yet seen a lighting plan. Mr. Nardo explained that there has been issues in receiving the plan; however, he has one in his possession. He intends to have the plan in before the Board of Commissioners’ meeting. Ms. Boyer added that traffic information is still pending; she had discussed with Mr. Nardo that if the Planning Commission were to recommend approval of the plan to the Board of Commissioners, he would ask for a time extension to give an adequate amount of time to review the new information received.

Chair Willey agreed that a time extension would be appropriate for the Board of Commissioners, but the Planning Commission does not have to see the plan again. Mr. Nardo asked if a sixty (60) day extension was enough. Commissioner Anderson suggested a ninety (90) day extensions just in case something was to come up during another review. This would give the applicant, Township staff and the Board of Commissioners ample time to review the plan.

Vice-Chair Cerveny asked a question regarding the scarcity of landscaping. Ms. Boyer explained that the plan does meet what is required of the ordinance. Ms. Boyer explained that typically plans are abutting a residential or mixed-use section of the Township which would require the additional buffers and screenings. This section of the Township is purely Highway Commercial (C-2) which doesn’t require any of the requirements.

Mr. Steffan made a MOTION to recommend approval of the requested modifications for Loudoun Centre Revised LD Plan, UAT File No. 18-12-03A. The MOTION was seconded by Vice-Chair Cerveny. The motion carried unanimously (5-0). The requested modifications are:

1. Modification to Section 220-26.B(1)(e) to allow the dumpsters areas to be screened with
only the proposed split-faced block wall and secured by a screened gate.

2. Modification to Section 220-16.C(3) to allow some of the internal parking radii to be less than five (5) feet.

3. Modification to Section 220-9.C(ff) and 220-10.A(2) to allow the applicant to submit façade and elevation plans for the proposed buildings prior to obtaining building permits.

Mr. Steffan made a MOTION to recommend conditional approval of the Loudoun Centre Revised LD Plan, files by Mr. Frank Nardo, UAT File No. 18-12-03A. The MOTION was seconded by Secretary Walter. The motion carried unanimously (5-0). The conditions of approval are:

**ZONING**

1. Per Section 245-17.6.A(6) of the Codified Ordinances, ADA parking spaces shall comply with the current building code. There are not enough van accessible parking spaces available for the bank and the hotel. In addition, all ADA parking spaces shall have an access aisle.

2. Per Section 245-17.9 of the Codified Ordinances, the location of the following loading spaces shall be relocated:
   a. The loading space near the bank is within the travel aisle for the drive-in facility. This space must be moved so that it does not interfere with the use of the drive-in area for the bank’s patrons.
   b. The loading space between the hotel and office building is within the travel aisle lane. Two-way travel aisles must be a minimum of 24 feet wide, in accordance with Section 245-17.6.C(4) of the Codified Ordinances.
   c. The loading space behind the hotel is within the building setback line. Per Section 245-17.9.H of the Codified Ordinances, loading spaces shall not be within a building setback and/or buffer area.

**SUBDIVISION LAND DEVELOPMENT**

3. A lighting plan must be submitted for review and approval in accordance with Section 220-32 and Section 245-16.10 of the Codified Ordinances.

4. Painted lines, arrows, and dividers shall be provided and maintained to control parking when necessary to direct vehicular circulation, in accordance with Section 245-16.C(5) of the Codified Ordinances.

**STORMWATER**

5. Stormwater Inlet CI-12A is proposed as a junction where the inlet and outlet pipe penetrations align with the face of the structure. The Designer needs to further evaluate the
orientation of the pipes and callout the appropriate inlet type to accommodate the proposed pipe connections.

6. We have conducted observations that identified a condition where stormwater runoff is not being collected by the existing stormwater inlets located along the northern access drive. The existing bituminous pavement surface is lower than the stormwater inlet grates which is causing stormwater runoff to be conveyed offset from the curbline and conveyed uncontrolled toward Gettysburg Pike. The limits of paving will need to be increased to correct the surface conveyance of stormwater runoff to the designated stormwater inlets.

7. A Stormwater Management Report has been provided by Upper Allen Township that was prepared by Navarro & Wright, dated April 4, 2006. We have determined that the design of the existing subsurface infiltration basin does not comply with Upper Allen Township Stormwater Ordinance Section 214-13.A(2) or the PA Code Chapter 102 Section 102.8.g(2)(i). These regulations require volume reduction computations to analyze pre-development land cover in a ‘meadow’ condition. The 2006 Stormwater Report utilized a curve number of 89 that was derived based on previously existing impervious land cover.

We acknowledge that the existing stormwater facility theoretically provides for a total infiltration volume of 15,853 cubic feet which exceeded the calculated requirement at that time. We believe there is a potential that the existing system could satisfy the current volume reduction requirements and request the Designer confirm that the system conforms to current standards. The outfall structure is equipped with a weir plate that could also be adjusted to increase the impoundment of stormwater within the existing system.

SANITARY SEWER

8. Provide the Township with design sewage flows for the proposed new bank, 3-story office building and 4-story hotel. The use on site is that of CVS. The final plan shall reflect the total number of EDUs proposed for all uses. Note number #2 on the Cover Page for ‘Sewer Notes’ is not correct.

9. Sheet 4 of 16 – Grading and Utilities Plan
   a. Place flow direction arrows on sanitary sewer mains.
   b. Provide labels indicating size, material and slope on all new sanitary sewer laterals.
   c. Identify line heading south out of existing manhole LS10-09.
   d. Add note to sheet stating “Unused/abandoned sanitary sewer laterals or portions thereof to be properly plugged/capped and sealed as directed by the Township.”
   e. Add note to sheet stating, “Existing sanitary sewer lateral elevations to be determined prior to connection/installation of new sewer laterals.”
   f. New sewer lateral cleanouts to be shown within 3’ of proposed office and hotel buildings.
   g. If proposed bank is being served by an existing sewer lateral, label as such.
GENERAL

10. On the Cover Page, the following shall be corrected:
   a. The term ‘Shopping Center’ on the Zoning Data Table is incorrect. The proposed
      uses of an office, hotel, and bank do not meet the definition of a Shopping Center
      and should be removed.255
   b. On the Zoning Data Table, the Front Yard Buffer should read Section 245-16.B. The
      Side Yard Buffer should read Section 245-16.5. The Rear Buffer Yard should read
      Section 245-16.5.
   c. In accordance with Section 17.2.A of the Codified Ordinances, the proposed plan
      requires 420 spaces, not 430 spaces. This note shall be corrected. The note shall
      also state that 388 parking spaces are being provided as joint parking, in
      accordance with Section 245-17.4.C.
   d. The variance note shall Case # 05-21, granted on January 20, 2006, in accordance
      with Section 220-9.C(2)(k) and 220-10.A(2) of the Codified Ordinances. The note
      currently states the variance was granted in 2008.
   e. The Stormwater Certification shall state the printed name of the person
      responsible for signing as representative of the ownership of Loudoun Centre,
      LLC., per Cumberland County Record of Deeds’ requirements.
   f. If the final land development plan is approved with conditions, the signature block
      for the Upper Allen Township Board of Commissioners shall state the date in which
      the conditional approval is granted. A second line shall state “The conditions of
      approval were satisfied this _____ day of __________, 2019.”

11. The fire hydrant on site is easily accessible for the rear of the hotel. However, it is not easily
    accessible for the front of the hotel, nor the office building. The Applicant should relocate
    the hydrant to the center of the parking between the office building and hotel, or else
    provide an additional hydrant near the office building.

ADMINISTRATIVE

12. The revised trip generation report is still under review with the Traffic Engineer/Township
    Engineer. The Applicant shall demonstrate that all forthcoming comments have been
    addressed and the traffic report demonstrates compliance with Section 220-11.F of the
    Codified Ordinances of Upper Allen Township.

13. The Applicant shall obtain approval of a revised planning module for new land
    development or approval of an exemption from the planning requirements from the
    Township and PA DEP in accordance with the requirements of Section 220-20.A of the
    Codified Ordinances of Upper Allen Township and pay all applicable application and
    tapping fees in accordance with the requirements of Section 200-15.D(8) of the Codified
    Ordinances of Upper Allen Township.
14. This project is situated in a Special Sewer District within the Township (Ordinance 741, Chapter 200, Article XI) having a cost per EDU in the amount of $1,641.80. This amount is in addition to the current tapping fee of $1,840.00 per EDU. The applicant shall pay a total tapping fee amount of $3,481.80 per EDU before recording the plan, plus additional costs for inspection fees.

15. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.

16. A note shall be placed on the final plan stating the Applicant shall demonstrate compliance with Chapter 192 of the Codified Ordinances of Upper Allen Township prior to the issuance of a Certificate of Occupancy.

17. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of $13,684.80. This contribution to the Fund shall be paid at the time of approval of the subdivision or land development plan in accordance with the requirements of Section 220-28.D(5) of the Codified Ordinances of Upper Allen Township.

18. The Applicant must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

19. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Section 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

20. All plans, profiles or drawings required under the provisions of this chapter shall include a certification by a Pennsylvania-registered professional engineer attesting that all elements of the plan are in conformity with the Township Code and applicable state regulations, as required by Section 220-15.N(3) of the Codified Ordinances of Upper Allen Township.

21. The landscape architect licensed by the commonwealth of Pennsylvania shall sign and seal the landscaping plans, as designed in accordance with Section 245-6.8.B of the Codified Ordinances of Upper Allen Township.

22. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

23. The Applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the applicant and approved by the Township Engineer to insure construction of the improvements and/or concrete monuments shown on the
plan, and the applicant must enter into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.

24. The Applicant must also furnish financial security to the Township in an amount equal to 10% of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

25. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions and regulations as may be in effect from time to time concerning the proposed development.

26. The Applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.

27. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved.

B. Lot #4 Gettysburg Pike Preliminary LD Plan UAT File No. 18-12-03B

Mr. Doug Gosik, P.E. from Williams Site Civil, LLC represented the plan. Mr. Gosik explained that since December, they were able to address a majority of the comments from Township staff. He explained that most of the changes were made in regards to stormwater. In the anticipation of roadwork improvements along South Market Street, the plan now includes a sub-surface basin and a surface basin to account for the added impervious coverage along South Market Street.

Mr. Gosik explained site access is very conceptual in nature, as the scoping process with PennDOT has not concluded and could be subject to change. For now, access for the site will have a “right-out only” onto South Market Street along with a full access drive opposite the church driveway. The roadway improvements include creating left and right turning lanes for access to the site off South Market Street. The improvements also include installing a dedicated right turn lane from South Market Street onto Gettysburg Pike to maintain levels of service and allow more stacking space for through traffic. Chair Willey asked if a traffic signal was warranted for the road improvements; Mr. Gosik said that none were warranted according to the study. Chair Willey asked if the traffic study included any possible development at the site across the street at 151 Gettysburg Pike. Mr. Gosik said that since the plan for that site was officially withdrawn that site was, most likely, not taken into
consideration.

Mr. Gosik offered an alternative to the 10-year traffic study since this intersection of the Township will be changing over the next few years. Upon build out of the site and full occupation of both buildings, the traffic counts will be looked at again to determine whether the improvements are working as intended or more improvements are needed. The Planning Commission agreed. Vice-Chair Cerveny asked if those counts would include the full build out of Allen Distribution Center regarding the wear and tear of the pavements from the increase truck volumes. Commissioner Cochran added that the full build out of Allen Distribution won’t be in the 10-year horizon but in the 18-month horizon. Mr. Gosik said they will take those concerns into consideration and notify the traffic engineer.

Vice-Chair Cerveny asked Mr. Gosik to address the aesthetics of the proposed retaining wall with the building on top of it. Mr. Gosik explained that in pursuing a tenant for that building the wall was a main selling point; a sign would be placed on the wall and with the added landscaping below it would look very attractive from the intersection.

Ms. Boyer asked Mr. Gosik about an earlier telephone conversation regarding the granting of additional right-of-way to the Township along the corner. The corner of Gettysburg Pike currently hosts a Township sign. The Township would like to upgrade its sign and continue advertising Township announcements, such as fundraising events for the Fire Department. Mr. Gosik said that there should be no problem having a discussion to work that out with the Township, he added that when the Township upgrades the sign it be attractive for the intersection.

Mr. Gosik asked for clarification on item #4 on the PC Memo. Item #4 asks whether consideration was taken to move the fence line to accommodate ninety-degree parking instead of parallel parking. Mr. Gosik explained that they had to provide a 30-foot buffer between their property and the residential property. Since the plan proposes a fence buffer with additional landscaping buffers they can encroach on that line by 7.5 feet per ordinance. They cannot encroach any further on that line to allow for ninety-degree parking.

Mr. Steffan made a MOTION to recommend approval of the requested modifications for Gettysburg Pike Lot 4, UAT File No. 18-12-03B. The MOTION was seconded by Secretary Walter. The motion carried unanimously (5-0). The requested modifications are:

1. Modification of Section 220-26.B to allow the applicant to have the required number of buffer plantings along South Market Street to be relocated.

2. Modification of Section 220-26.D to allow the applicant to have the required number of street trees but in alternate locations.

3. Modification of Section 220-9.C(ff) to allow the applicant to submit façade, elevations and floor plans with the final plan submission.
4. Modification of Section 216-16.C(3) to allow the applicant to have some horizontal curb radii be less than five (5) feet.

Vice-Chair Cerveny suggested an additional deferral be considered regarding the construction of sidewalk along Gettysburg Pike. His believes that this section of sidewalk would be very isolated. There is no sidewalk along this area of Gettysburg Pike until the Township Building. Vice-Chair Cerveny would rather see more development come in, and then have the sidewalk installed. Ms. Boyer explained that there have been internal discussions to have sidewalks installed along Gettysburg Pike as soon as possible however if the Board of Commissioner’s agrees with the Planning Commission there should be no problem as the deferral can be called at any time. Mr. Gosik and the Planning Commission agreed to add this to the list of deferrals.

Vice-Chair Cerveny made a MOTION to recommend approval of the requested deferral and to defer the construction of curbs and sidewalk along Gettysburg Pike, for the Gettysburg Pike Lot 4 Preliminary LD Plan, UAT File No. 18-12-03A. The MOTION was seconded by Mr. Walter. The motion carried unanimously (5-0). The deferrals are:

1. Deferral of Section 220-16 to install curbing and sidewalks along South Market Street.

2. Deferral of Section 220-26 to install curbing and sidewalks along Gettysburg Pike.

**NEW BUSINESS**

A. Messiah College Kim S. Phipps Welcome & Admissions Center Sketch Plan UAT File No. 19-02-01

Ms. Jennifer Lee, Senior Project Manager with Derck & Edson Associates represented the plan. Ms. Lee gave some brief history on Messiah College’s Master Plan explaining improvements to admissions and welcoming experiences within the campus has become one of the top priorities.

The proposed project consists of the addition of a new Admissions & Welcome Center building in the heart of the campus, reconfiguration of existing parking and the demolition of an existing building, Hoffman Hall, currently used for office space. This would address two of the struggles outlined in the Master Plan; to reduce conflict with pedestrians and vehicles and provide more green space and more internal walkways for students. Ms. Lee explained the general area the project will encompass, existing conditions and challenges.

The proposed building, roughly 28,000 square feet, will be centered on Chapel Drive to be the main focal point for prospective students and visitors to the college. Preliminary drawings of the new building feature an abundance of glass and a large atrium to make it look very attractive.

Vice-Chair Cerveny asked if the parking that was taken away by the proposed green space has been relocated to another portion of the campus. Ms. Lee explained that a portion of those parking spaces have been relocated but not all of them. Even though they will take a loss of 45
parking spaces, they will still meet what is required of the ordinance.

Commissioner Cochran asked what the college intends to do with the overflow of parking for large events. Ms. Kathy Schaeffer, VP of Operations for Messiah College, explained that each event has assigned parking spaces and lots for them to use.

Ms. Lee addressed the comment from the Fire Department regarding the size and maximum amount of weight the internal sidewalks can handle for any emergency response vehicles. The sidewalks, in their present condition, can handle emergency response vehicles and they have no plans to make changes to that on this plan.

Ms. Lee explained that although the project intends to reduce the impervious coverage amount they are still directing stormwater to underground facilities under the parking area and under the traffic circle. They are still finalizing those numbers which will be included with the preliminary/final plan submission for review by the engineer.

The Planning Commission is not required to take any action on a Sketch Plan. Therefore, no motions were made on approval or disapproval.

**ANNUAL REPORT**

Ms. Boyer explained the 2018 Annual Report.

**BUILDING INSPECTOR’S REPORTS**

Chair Willey noted the Building Inspector’s Report for December 2018 and January 2019

**ADJOURNMENT**

There being no further business Mr. Steffan made a MOTION to adjourn. The MOTION was SECONDED by Secretary Walter. The motion carried unanimously (5-0). Chair Willey adjourned the meeting at 8:30 PM.