CALL TO ORDER

Amanda Parrish 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. Chair Wayne Willey, Vice-Chair Philip Cerveny and Secretary Jeffrey Walter were noted as absent.

APPROVAL OF FEBRUARY 25, 2019 MINUTES

Ms. Parrish called for the approval of the Minutes of the February 25, 2019 Planning Commission Meeting. Mr. Scott Steffan made a MOTION to approve the Minutes of the February 25, 2019 meeting. The MOTION was SECONDED by Mr. Barry Natwick. The motion carried unanimously (4-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Ms. Parrish noted the copies of the Board of Commissioners Minutes from January 16 and February 6, 2019 meetings. Ms. Parrish accepted these minutes.

CHAIR ANNOUNCEMENTS

Ms. Amanda Parrish noted at last minute the representatives for 500 Independence Avenue have requested to be tabled until the April Planning Commission Meeting.

NEW BUSINESS

A. Linlo Properties Prelim/Final Sub/LD Plan UAT File No. 19-03-01A
Mr. Tom Scully, Alpha Consulting Engineers, LLC, represented the plan. Mr. Scully explained that this plan is a very similar design to the last plan submitted for this property a few years ago. Mr. Scully explained that the access points are the same as the previously proposed plan and the interior of the property will be slightly different proposing a single office building. The same modifications and deferrals are being requested for this project as the last one regarding not having curbing in certain locations on the property to allow for better stormwater infiltration and the sidewalk to be located outside of the right-of-way. Mr. Scully explained the staff comments regarding loading spaces required on the property. The proposed loading space on the plan will be reangled to have easier access. Since the property requires two spaces per Township Ordinance, Mr. Scully explained that one of the proposed parking spaces will be widened by half a foot and extended to provide the second loading space. Mr. Scully said the rest of the staff comments were very minor and has no problem making those adjustments before coming before the Board of Commissioners.

Ms. Amanda Parrish asked if a traffic impact study has been done for this project. Mr. John Murphy, Alpha Consulting Engineers, LLC, clarified that they did have a traffic study approved for the previous plan from two years ago and they are in the middle of updating those number for the proposed plan. Ms. Parrish asked if traffic volume would be higher or lower than what was previously approved. Mr. Murphy explained that the traffic volume would be slightly higher but not excessive. Mr. Scott Steffan asked when they expect demolition of the existing structures to take place; pending Board of Commissioners approval of the plan. Mr. Lowell Gates, property owner, stated that they would like to start at the end of the summer.

Mr. Barry Natwick asked for clarification on whether landscaping would surround the proposed dumpster enclosure. Mr. Scully explained that per Township Ordinance there will be the required landscaping surrounding the enclosure. He also explained that because of the grading on that side of the property, the enclosure will not be seen from South Market Street.

Mr. Robert Siodlowski asked if any further consideration was given to the suggestion of painting a striped crosswalk across the limited access point on the property. Mr. Scully stated that they have no problem with that suggestion and plan on implementing it on their revised plans.

Mr. Scott Steffan made a MOTION to recommend approval of the requested modifications for Linlo Properties Prelim/Final Sub/LD Plan, UAT File No. 19-03-01A. The MOTION was seconded by Mr. Siodlowski. The motion carried unanimously (4-0). The requested modifications are:

1. Modify the requirements of Section 220-26.A(1) to install curbs along all proposed access drive, parking compounds and along building fronts.

2. Modify the requirements of Section 220-16.B(1) to require sidewalks be located within the street right-out-way.

3. Modify the requirements of Section 220-17.B(3)(b) to require access driveways to be set back 300 feet from the center of a signalized intersection.
Mr. Scott Steffan made a **MOTION** to recommend approval of the requested deferral for Linlo Properties Prelim/Final Sub/LD Plan, UAT File No. 19-03-01A. The **MOTION** was seconded by Mr. Natwick. The motion carried unanimously (4-0). The requested deferral is:

1. **Deferral of Section 220-16.A(2) to install curbing for portions of Gettysburg Pike closest to South Market Street.**

Mr. Scott Steffan made a **MOTION** to recommend conditional approval of Linlo Properties Prelim/Final Sub/LD Plan, UAT File No. 19-03-01A, filed by Mr. Lowell Gates. The **MOTION** was seconded by Mr. Siodlowski. The motion carried unanimously (4-0). The conditions of approval are:

**SUBDIVISION, LAND DEVELOPMENT & ZONING**

1. In accordance with Section 245-17.9E(2) of the Codified Ordinances of Upper Allen Township office spaces greater than 20,000 square feet of gross floor area and less than 80,000 square feet of gross floor area are required two (2) loading berths. The proposed plan depicts one (1).

2. The applicant must demonstrate how the current location of the loading berth will not conflict with any parking spaces or customer circulation in accordance with Section 245-17.9D of the Codified Ordinance of Upper Allen Township.

3. In accordance with Section 245-6.4.C(1) of the Codified Ordinance of Upper Allen Township the zoning requirements on the cover sheet for front yard setback should be corrected to read 30 feet. The front yard setback line should also be updated in the site plan.

**STORMWATER**

4. We request the Designer modify the orientation of pipe run C2-C1 so that C2 is aligned with the front face of the proposed curbing. We also request that the junction Inlet C2 be upgraded to a modified inlet box to accommodate potential future upgrade of existing inlet to C2 stormwater pipe that diagonally crosses Gettysburg Pike.

5. The stormwater conveyance system calculations modeled the existing stormwater pipe flowrate to inlet based on existing pipe capacity. We are in possession of a detailed upslope drainage study that represents the existing 25-year stormwater flow in the range of 43 cubic feet per second. We request the Designer evaluate the conveyance piping from C2-C1-C and upgrade the stormwater piping diameter as necessary.
6. The plans depict an existing sanitary sewer lateral that crosses Gettysburg Pike and terminates at stormwater Inlet C1. The plans need to call out provisions for abandonment of the existing lateral in anticipation of a potential field conflict with the existing utility.

7. The sanitary sewer lateral proposed to service the land development should be depicted on the stormwater pipe profile C2-C1.

8. We request the Designer include surface cleanouts to service the below grade infiltration basin. The system is currently only accessible by stormwater Inlets B3 and B7.

9. The rain garden underdrain detail located on Sheet 11 of 14 calls for topsoil above the stone pipe bedding while the plans call for an amended soil mixture to be used in the bottom of the rain gardens. We request that the Designer further clarify the plans as necessary.

10. We request the Designer expand the Detention Basin No. 2 stage storage table to include separate columns for the subsurface infiltration basin and raingarden/Detention Basin No. 2. We also request that the stormwater report included supporting calculations for the available storage volume provided by the below grade infiltration basin.

11. The plan proposes to utilize the detention basin outfall structure riser box as the emergency spillway. We request the Designer establish a designated emergency overflow in the basin embankment that does not rely on the performance of the outfall structure and conveyance piping.

12. We realize that the proposed stormwater management system will discharge stormwater runoff at an existing point of concentration where the downstream property is equipped with a large stormwater pipe that intended to convey upslope stormwater runoff. We request the Designer include a headwater hydraulic analysis of the existing downstream culvert to verify that the proposed land development will not adversely impact the downstream property.

**SANITARY SEWER**

13. On the Cover Sheet - Note 14 should be revised to read “...removed prior to proposed construction and sewer laterals shall be cut/capped as directed by the Township.” See note 2 under Sheet 5 below.

14. On Sheet 2 of 14 – Existing Features, Demolition and Lot Consolidation Plan - Existing laterals for 147 and 151 Gettysburg Pike should be shown with a note indicating “Abandoned Lateral to be Cut and Capped”. See note 2 under Sheet 5 below.

15. On Sheet 5 of 14 – Grading/Utilities Plan the following shall be corrected:
   a. Existing laterals for 147 and 151 Gettysburg Pike should each be shown with a note indicating “Abandoned Lateral to be Cut and Capped at R/W Line”. See note 2 below.
b. Consider connecting new 6” PVC building sewer to existing 6” lateral located approximately 141’ upstream of manhole LS10-13 (with note indicating this). New 6” two-way cleanout required at R/W line.

c. If new sewer lateral is extended to existing sewer main revise label to read “6” PVC @ MIN. 1% SLOPE – CONNECT TO EXISTING MAIN”.

GENERAL

16. On the Landscape Plan under ‘Planting Calculations Data’, change the street tree calculations to 363 linear feet of right-of-way to make the mathematical calculations correct.

17. A universal “No Left Turn” sign should be added at the southern restricted exit per Upper Allen Police Chief.

18. A striped crosswalk (to connect the sidewalks) should be considered at the restricted access point along Gettysburg Road to enhance safety of pedestrian movement.

ADMINISTRATIVE

19. 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 $2,805.00 per EDU. The applicant shall pay a total tapping fee amount of $4,446.80 per EDU before recording the plan.

20. Any modifications and/or waivers granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township.

21. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of $16,600 in accordance with the requirements of Section 220-28.D(5) of the Codified Ordinances of Upper Allen Township.

22. 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.
23. 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.

24. The Applicant must provide evidence that the sanitary sewer system design has been 
reviewed and approved by the Township Engineer, in accordance with Section 220-

25. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the 
Township and pay the appropriate ROC fees, or, pay tapping fees for the number of 
approved EDUs.

26. The Applicant must enter into a Sewer Extension Agreement with the Township and 
furnish the required $1,000.00 escrow for plan and legal review costs, provide plats and 
legal descriptions for sanitary sewers to be located outside of the public rights-of-way, 
furnish the required escrow amount for inspection and related costs, and provide 
appropriate installation financial security for the sanitary sewers.

27. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the 
Cumberland County Conservation District and furnish to the Township a copy of the 
required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), 
Section 220-27, and Section 214-15.C of the Codified Ordinances of Upper Allen 
Township.

28. The Applicant shall obtain approval of the 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.

29. 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-

30. 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.

31. The Applicant must sign the plan and have the signatures notarized according to Section 
32. 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.

33. 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.

34. 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. VA Clinic Parking & Circulation Expansion Prelim/Final LD Plan UAT File No. 19-03-01B

Mr. John Murphy, Alpha Consulting Engineers, LLC, represented the plan. The reason for the plan is to add additional parking and improve circulation at the site since the success of the VA Clinic has made parking more congested than anticipated. Mr. Murphy stated the owner has already secured variances from the Zoning Hearing Board to allow parking in the rear of the property adjacent to US Route 15 and to increase the maximum square footage for impervious coverage. Mr. Murphy addressed a comment regarding an updated parking schedule specifically ADA accessible parking updates. The requirements for the existing parking require seven (7) spaces and they currently provide eight (8). They will still meet the requirements after the expansion is completed. He also addressed the comments of providing a lighting and landscaping plan, and will have those into Township staff for review before going before the Board of Commissioners.

Mr. Murphy wanted to discuss the comment regarding installation of sidewalks. He explained that since sidewalks do not exist throughout the business park he would request a waiver from that requirement. Ms. Parrish suggested that the sidewalks should be a deferral request rather than a waiver and Mr. Murphy agreed and stated he would provide the request, in writing, to Ms. Boyer as soon as possible. Ms. Boyer agreed that the deferral would be reasonable as there are no sidewalks within Rossmoyne Business Park. Ms. Parrish asked if there were any existing walking paths that run throughout the business park that may be interrupted due to the parking expansion. Ms. Boyer explained that there are no official paths that run through the park. There were discussions several years ago between Upper Allen, Lower Allen and the Rossmoyne Business Park Association about constructing a walking path through the area but no concrete decisions were ever made.

Mr. Siodlowski made a MOTION to recommend approval of the requested deferral for VA Parking & Circulation Expansion Prelim/Final LD Plan, UAT File No. 19-03-01B. The MOTION was seconded by Mr. Natwick. The motion carried unanimously (4-0). The requested deferral is:

1. Defer the requirement of Section 220-16.B of the Codified Ordinance of Upper Allen Township that sidewalks shall be provided in any subdivision and land development plan
and along all existing Township and/or state road that adjoin any subdivision and land development

Mr. Steffan made a **MOTION** to recommend conditional approval of the VA Parking & Circulation Expansion Prelim/Final LD Plan, filed by Mr. Lowell Gates, UAT File No. 19-03-01B. The **MOTION** was seconded by Mr. Natwick. The motion carried unanimously (4-0). The conditions of approval are:

**SUBDIVISION, LAND DEVELOPMENT & ZONING**

1. In accordance with Section 245-17.6(A)(6) of the Codified Ordinance of Upper Allen Township the plan shall include an updated parking schedule to include number of existing handicapped spaces and any additional handicapped spaces required and/or provided.

2. A lighting plan should be included to demonstrate compliance with requirements of Section 245-16.10(G) and Section 220-32 of the Codified Ordinance of Upper Allen Township.

3. A landscaping plan must be submitted in accordance with Section 245-14.42.E of the Zoning Ordinance and Section 220-26 of the Subdivision and Land Development Ordinance.

4. Dumpster enclosure details shall be provided on the plan in accordance with Section 220-26.B(1)(e) of the Codified Ordinances of Upper Allen Township.

**STORMWATER**

5. The subsurface infiltration basin detail calls for either AASHTO No. 57 or PennDOT 2A stone. The pipe bedding should be limited to AASHTO No. 57 stone in accordance with Township standards.

6. The stormwater calculations utilize the rational method for peak rate and hydrograph volume computations. The stormwater routings were prepared with an ascending/receding limb factor of 1/1. We request the Designer modify the routings to utilize an ascending/receding limb factor of 3/7 to more accurately represent the hydrograph volume attributed to each storm event.

7. Section 214-13 of the Stormwater Ordinance requires volume controls to be implemented to reduce post development stormwater volume. The stormwater narrative states that the system is located in an area underlain by limestone bedrock and that conventional
methods are not recommended for volume control. Section 214-13.D of the Ordinance states that alternative BMPs are to be provided if an exemption of volume control is claimed. We are currently unclear what is intended for the subsurface facility because the report includes a table that lists the volume reduction for various storm events on Page 6 while an impermeable liner is proposed to encompass the subsurface facility. The detail on Sheet 5 of 5 includes notation to remove rock for infiltration facilities. We request further clarification as to whether the subsurface facility is intended for volume control and that supporting calculations be provided for the pre to post reduction.

8. The subsurface outfall structure detail depicts the first stage orifice as a three-inch-high by eighteen-inch-wide orifice while the stormwater calculations analyzed Orifice B as a three-inch-wide by eighteen-inch-high orifice. We request the Designer further review the analysis and detail to verify their accuracy.

9. The existing detention basin was analyzed with an existing pipe slope of 0.37%. The subsurface infiltration basin proposes to connect to the existing outfall culvert however the stormwater calculations utilized an existing pipe slope of 0.73%. The existing pipe slope should be held constant between the pre and post conditions. The outfall culvert was modeled as a 12 inch culvert while the section of piping connected to STMH-1 has a diameter of 15 inches. The pond report should be updated to model the 15 inch outfall culvert and include a pipe capacity analysis of the existing 12 inch culvert beyond STMH-5. The pond is currently operating as an outlet controlled system at stage 434.00 feet.

10. We request the Designer further review the subsurface volume control BMP input data tables on Page 38 of the Stormwater Management Report. Based on our review, we believe there is additional storage volume available that isn’t currently being accounted for.

11. We identified a condition where the stone storage calculations include volume computations at elevation 435.83 while the plans currently depict the top of stone bed at 434.17. There should be available storage above 434.17 once stone bedding is provided above the pipe crown per the manufacturer’s guidelines.

**ADMINISTRATIVE**

12. Any modifications and/or waivers granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township.

13. 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.

14. 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.

15. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the County’s approval as required in Section 220-27 of the Codified Ordinances of Upper Allen Township.

16. 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 220-9.C(2)(e) and 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

17. 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.

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 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.

20. 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.

21. 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.

BUILDING INSPECTOR’S REPORTS

Ms. Parrish noted the Building Inspector’s Report for February 2019.
ADJOURNMENT

There being no further business Mr. Steffan made a MOTION to adjourn. The MOTION was SECONDED by Mr. Siodlowski. The motion carried unanimously (4-0). Ms. Amanda Parrish adjourned the meeting at 7:25 PM.