

MINUTES
WEST MANCHESTER TOWNSHIP
PLANNING COMMISSION
DATE: December 12, 2023

The meeting was called to order by David Beecher at 7:00 P.M. Members present: David Beecher, Patrick Hein, Richard Gordon, Jennifer Smith-Funn and Fred Walters; Others present: Rachelle Sampere, Township Zoning Officer and Rainer Niederoest, Dawood Engineers

Tonight's Planning Commission meeting was held in person and broadcasted live over Zoom for viewing purposes only. The Zoom link was posted on the West Manchester Township website under "Latest and Breaking News". Questions and comments were not taken over the Zoom forum.

APPROVAL OF MINUTES

MOTION: by Richard Gordon to approve the November 14, 2023, meeting minutes.

SECOND: by Fred Walters

MOTION PASSED: 4-0 (1 Abstain – Jennifer Smith-Funn)

ZONING HEARING BOARD CASES

ZHB 23-23 – David M. Kopp – requests a variance 150-56.B.1 to allow an accessory structure (detached garage) to be constructed within the front yard area of a double frontage lot **located at 100 Duvall Avenue** (Tax Map: 41; Parcel:0054A) in the R-3 Residential Zone.

Mr. David M. Kopp presented the variance request. Mr. Kopp explained that his property is a corner lot located at West Market Street and Duvall Avenue. The property is irregularly shaped, as it is not a perfect rectangle. The property is narrow along the West Market Street frontage. The property is developed with a single-family detached dwelling with a 2-car attached garage underneath the raised ranch-style home and a driveway. The variance request is to allow an accessory structure (detached garage) to be constructed between the dwelling and the front property line along West Market Street. Mr. Kopp stated that the proposed structure will meet the required rear yard setback of five (5) feet from the rear property line. The proposed structure is not out of character for the surrounding residential neighborhood. Due to the irregular shape of the property, there is no room to construct the proposed accessory structure behind the existing dwelling.

MOTION: by Patrick Hein to recommend the Zoning Hearing Board grant ZHB 23-23 subject to the following conditions:

1. The proposed accessory structure (detached garage) must meet the required minimum rear yard setback of 5 feet.
2. The maximum height of the proposed accessory structure (detached garage) may not exceed 15 feet.
3. The proposed accessory structure must be set back at least 25 feet from the street right-of-way line of Duvall Avenue.
4. The proposed accessory structure may not be located within the clear sight triangle of West Market Street and Duvall Avenue.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

NEW BUSINESS

T-882 Preliminary/Final Subdivision and Land Development Plan for Mister Car Wash #2516 – to depict the subdivision of a parcel from the parent tract and the land development of a drive-through car wash

facility located at **1410 Kenneth Road** (Tax Map: 30; Parcel: 25) in the Highway Commercial Zone. Review/Action.

Mr. Nick Johnson of Mister Car Wash reminded the Planning Commission members that he attended last month's meeting. A subdivision plan has been provided in combination with the proposed land development plan, as requested by staff. The applicant acknowledged that he and his team are working through Township staff's comments received at the in-house staff review meeting on December 5, 2023. Mr. Jason Wheeler of Traffic, Planning and Design provided a draft copy of the traffic impact study to Dawood Engineers which is still being reviewed. TPD has been working closely with Dawood Engineers to address the Township's traffic concerns regarding this project and the adjacent intersections. Mr. Wheeler discussed with the Planning Commission the existing traffic volumes surrounding the Starbucks, Ollies, Carpet Mart, etc. shopping center. Mr. Wheeler explained the level of service traffic ratings for each of the surrounding intersections at their existing conditions and at their anticipated built-out conditions. There was a minimal increase. Dawood Engineers will review the final draft of the traffic impact study and provide a review memo to Township staff. Rainer Niederoest informed the Planning Commission members that he has been reviewing the sewer planning module exemption mailer for the project. There are three branches of sewer in the area at Route 30 and Willis Run that the Township meters flow rates. There is a 16-inch sewer line that is potentially too small to accommodate the proposed car wash. It is recommended that the Developer install a meter and monitor/study the sewer line in the rainiest season (April 2024) to determine whether or not their projected flows will burden the line. The Developer may find that they will need to upgrade the sewer line. Mr. Ben Warntjes of Excel Engineers said that they plan to install a meter to comply with the Township Engineer's recommendation.

MOTION: by Patrick Hein to recommend the Board of Supervisors approve T-882 Preliminary/Final Subdivision Plan for Mister Car Wash #2516 subject to the following comments being addressed prior to recording the plan:

SUBDIVISION PLAN SHEET:

1. If this subdivision plan is to be recorded with the land development plan, please incorporate it into the plan set and number it accordingly.
2. §121-14.B.4 The source of title to the land included within the subject application, as shown by the books of the York County Recorder of Deeds. Please indicate the source of title to the land under the General Notes on the subdivision plan sheet.
3. §121-14.B.5 The map and lot number assigned to the property by the York County Tax Assessment Office. Please provide a block for the following:
Existing Parcel: 1410 Kenneth Road UPI #: 51-000-30-0025-00000
Proposed Parcel: 1408 Kenneth Road UPI #: _____
This must be filled it at the York County Recorder of Deeds and Map Office when the new UPI number is generated.
4. §121-14.B.9 A statement on the plan identifying...
Under General Notes #5, please label the columns with Existing and Proposed dimensions for Lot 1 and Lot 2.
5. §121-14.B.11 The location and description of existing lot line markers and monuments along the perimeter of the entire existing tract. Please label all the existing lot line markers with their materials or indicate when they will be set.
6. §121-14.C.3.a The location and name of existing rights-of-way and cartways for streets, access drives, driveways and service streets. Provide the rights-of-way and cartways for the access drives from Rodney Road to the subject property.
7. §121-14.D.5 A statement on the plan indicating the proposed total number of lots, units of occupancy, density, minimum lot size, types of sanitary sewage disposal, type of water supply, name

of the authority providing sanitary sewage disposal and water supply, if applicable, proposed land use... Please list the PA American Water for Public Sanitary Sewage Disposal and the York Water Company for Public Water under General Notes.

8. §121-14.D.6 Please label any proposed easements.
9. §121-14.D.7 Building setback lines, with distances from the street right-of-way. A typical example may be used to identify side and rear yard setback; however, odd or unusual shaped lots shall be plotted with all setback lines. Please plot the proposed setback lines in Lot 1.

LAND DEVELOPMENT PLAN SET:

Site Information Table:

1. Please revise the Site Information Table as follows:
Existing Zoning: Highway Commercial (HC)
Proposed Zoning: Highway Commercial (HC)
Current Lot Size: _____ (Parent Tract)
Proposed Lot Size: _____
Area of Disturbance: TBD (Please list the amount of area to be disturbed.)
Maximum Lot Coverage: 70%; Please provide the existing lot coverage of the parent tract and the proposed lot coverages of the parent tract and proposed car wash site in percentage and square footage. Will both lots be conforming?
Provide existing and proposed property details.

Zoning Ordinance (ZO):

1. §150-277 Landscaping.
 - A. ...No less than 80% of the required landscape area shall be vegetative in composition...
 - B. For each 750 square feet of required area for landscape strips, one shade/ornamental tree shall be provided. For every 300 square feet of interior landscaping required (parking lots), one shade tree shall be provided. If deciduous, these trees shall have a clear trunk at least 5 feet above finished grade; if evergreen, these trees shall have a minimum height of 6 feet. All required landscape strips shall have landscaping materials uniformly distributed along the entire length of the lot abutting the yard. ***Please revise, the number of trees provided should be 9 based upon 6203 sf/750 sf = 8.27 round up to 9. Round up the interior parking lot landscaping to 3 trees based upon 7854 sf / 785 sf = 2.62 round up to 3. This information must be updated on Sheet C1.4.***
2. §150-280. Selection of plant materials.
 - A. Trees and shrubs shall be typical of their species and variety, be densely foliated and have normal growth habits, well-developed branches and vigorous, fibrous root systems. They shall have been grown under climatic conditions similar to those in the locality of the project or property acclimated to conditions of the locality of the project.
 - ~~B. Any tree or shrub which dies within 18 months of planting shall be replaced. ***Please add this note to Sheet C1.4.***~~

Subdivision and Land Development Ordinance (SLDO):

1. §121-13.F Existing tract boundaries accurately labeled with the names of adjacent landowners and adjacent plans of record. ***Adjacent landowners are provided on the subdivision plan, but not provided on the land development plan. (Dawood 2nd Review Memo page 2)***
2. §121-13.H A statement on the plan identifying the district, lot size and/or density requirements of the prevailing zoning ordinance and existing variances, special exceptions, conditional uses, and nonconforming structures/uses. ***Addressed on subdivision plan, but not addressed on the land development plan. (Dawood 2nd Review Memo comment page 2)***

3. §121-14.A.2 & §121-15.A Dimensions for the entire tract boundary shall be in feet and decimal; bearings shall be in degrees, minutes and seconds. The dimensions for the entire parcel boundary have not been provided. **Addressed on subdivision plan, but not addressed on the land development plan. (Dawood 2nd Review Memo comment page 3)**
4. §121-14.A.4 The plan shall be clearly and legibly drawn...
 - a. ~~On sheet C1.0 and C1.1 the label for Kenneth Road is cut off on the north of the sheet.~~
 - b. ~~On sheet C1.0 and C1.1 the label for US-30 is cut off on the south of the sheet.~~
 - c. ~~On sheet C1.2 there is some text overlap near the US RTE 30 label on the south of the sheet.~~
 - d. ~~On sheet C2.0 there is some text overlap on the handicap signage with concrete base detail.~~
 - e. ~~On Sheet C1.3 U.S. Route 30 is not drawn to the full extent.~~
 - f. ~~On Sheet C1.3C in the profile view there is some text cut off in the header and some inverts overlap the elevation lines.~~
 - g. ~~On the subdivision plan there is some text overlap in the Title block on the bottom right-hand corner.~~

(Dawood 2nd Review Memo comment page 3)
5. §121-14.B.1 §121-15.B The proposed project name or identifying title. **The title on the plan set does not indicate whether this is a subdivision, a preliminary or final land development plan. Please label the plan with the appropriate title. Is this a subdivision plan and land development plan? If so, the subdivision plan sheet must be included in the overall plan set. Provide a Title Sheet (Cover Sheet) indicating with the required signature blocks, waiver blocks, Address and UPI block, etc.**
6. §121-14.B.4 §121-15.B The source of title to the land included within the subject application, as shown by the books of the York County Recorder of Deeds. If equitable owner, the name, address and reference to the equity agreement shall be shown. **Please provide the source of title on the cover sheet of the plan set. (YCPC memo comment #6)**
7. §121-14.B.5 §121-15.B The map and lot number assigned to the property by the York County Tax Assessment Office. **In the Tax Assessment ID box on the title sheet of the plan set, please provide a space for 1410 Kenneth Road UPI 51-000-30-0025-00000 and 1408 Kenneth Road UPI #**
8. §121-14.B.10 A statement on the plan identifying any existing waivers. **(Dawood 2nd Review Memo page 3)**
9. §121-14.b.11 The location and description of existing lot line markers and monuments along the perimeter of the entire tract.
 - a. **Since the entire parcel is not shown, not all the markers and monuments are shown. (Comment addressed on subdivision plan, but not addressed on land development plan. – Dawood 2nd Review Memo page 3)**
 - b. **Though some points associated with the metes and bounds are shown, it is not indicated whether associated markers or monuments were found during the survey. (Comment addressed on subdivision plan, but not addressed on land development plan. – Dawood 2nd Review Memo page 3)**
10. §121-14.C.2 & §121-15.C The names of all immediately adjacent landowners, and the names and plan book record numbers of all previously recorded plans for adjacent projects. **The subdivision plan indicates some of the adjacent landowners, but not all the adjacent landowners are shown. The land development plan does not have most of the adjacent landowners. Please update the plans to include this information for the adjacent properties. (Dawood 2nd Review Memo page 3)**
11. §121-14.C.3 & §121-15.C The following items when located within two hundred (200) feet of the subject tract: The dimensions of the rights-of-way have not been provided for the streets.
 - a. U.S. Route 30 has a right-of-way distance as a comment, but please depict the full location of the right-of-way.

- b. Kenneth Road is indicated to have a 62' wide right-of-way, but the cartway of the street is dimensioned as 62.5' wide. Please clarify the extent of the cartway and the right-of-way, showing other property lines if that helps clarify the matter.
(Dawood 2nd Review Memo page 4)
12. §121-14.C.3.b The location of the existing features and any related right-of-way; sanitary sewer mains (including manhole numbers), water supply main, fire hydrants, buildings, swales, watercourses, bodies of water, floodplain... The locations of existing utilities have not been provided. **Addressed on the subdivision plan, but not on the land development plan. (Dawood 2nd Review Memo page 4)**
13. §121-14.D.5 A statement on the plan indicating the proposed total number of lots, units of occupancy, density, minimum lot size, types of sanitary sewer disposal, type of water supply, name of the authority providing sanitary sewage disposal and water supply, if applicable, and proposed land use and the location of each land use if a multiple land use is proposed. This statement shall also include the criteria needed to calculate off-street parking, lot coverage and other requirements of the prevailing Township zoning ordinance. **Addressed on the subdivision plan, but not on the land development plan. (Dawood 2nd Review Memo page 4)**
14. §121-14.D.5 Building setback lines, with distance from the street right-of-way. A typical example may be used to identify side and rear yard setbacks; however, odd or unusual shaped lots shall be plotted with all setback lines. If the lot is not getting subdivided, then the setback lines should be set around the entire parcel. **Addressed on the subdivision plan, but not addressed on the land development plan. (Dawood 2nd Review Memo page 4)**
15. §121-14.D.6 Any existing and proposed easements must be shown on the plan. An access easement should be provided for the shared access drive for this land development. Please also show all proposed sanitary sewer easements, stormwater management easements, utility easements, etc.) An amended access easement must be prepared and recorded for the shared access drive for this land development. **(YCPC 1st Review Memo comment #15 and 2nd Review Memo comment #1)**
16. §121-14.D.7 The required building setback lines must be shown on the subdivision and land development plans. **(YCPC 2nd Review Memo comment #2)**
17. §121-14.D.12 The location and material of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are set or indicating when they will be set. **Please note the proposed lot line markers/monuments and when they will be set. (YCPC 1st Review Memo comment #16)**
18. §121-14.E.1 A traffic impact study should be conducted to ensure that the additional traffic generated by this use will not adversely affect the surrounding road network. **(YCPC 1st Review Memo comment #21)**
19. §121-14.E.2 & §121-15.F.3 A sewer facilities plan revision (plan revision module for land development) or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. **Please submit a sewer planning module or sewer planning module exemption mailer to West Manchester Township for review prior to forwarding it to PA DEP. Notice from the PA DEP that a sewer facilities plan revision or supplement has been approved must be submitted to the Township prior to recording the plan. (YCPC 1st Review Memo comment #17)**
20. §121-14.E.3 A stormwater management plan in accordance with Chapter 113, Stormwater Management, as amended. **Please submit a stormwater management plan for the car wash project indicating how it will impact the existing stormwater management facility on the parent tract. (YCPC memo comment #18)**
21. §121-14.F Impact Statements.... Impact statements for all nonresidential uses...
Provide traffic impact statement in the form of a traffic study, the scope of which will be confirmed upon resubmission of the trip generation estimates, but that should, at a minimum, address the following concerns:

- a. *The 11th Edition of the institute of Transportation Engineers (ITE) Trip Generation Manual must be used for the trip generation estimates.*
 - b. *Do not assume a trip credit against the original Toys R Us store. The original Toys R Us store closed many years ago and significant changes have occurred to the transportation network and surrounding land uses since that time. Although the system was appropriate to accommodate the 238 assumed peak hour trips when Toys R Us was open, subsequent changes in the roadway network did not account for those volumes.*
 - c. *Note that the total traffic volume added to the adjacent streets (last line in the trip generation table) should be the volume of traffic generated by the proposed land use only. Traffic from the Carpet & Tile Mart is existing traffic.*
 - d. *The study intersections must include all site access locations. The intersection of Rodney Road/Kenneth Road may also need to be evaluated since the Access Connection to Kenneth Road is anticipated to be blocked during the peak hours and an evaluation of operating conditions is necessary to determine future appropriate actions.*
 - e. *Internal circulation of the car wash will be critical consideration, along with accommodation of the projected vehicle queues. A 95th percentile queue analysis (Highway Capacity Manual methodology or Poisson formula) should be provided for the site.*
 - f. *Morning and afternoon peak hours (between 6:00 am and 9:00 am and 3:00 pm and 6:00 pm) must also be evaluated, along with the proposed Saturday peak hour, due to heavy traffic volumes and commuter flows within the adjacent roadway network.*
 - g. *Provide truck turning templates with the largest anticipated design vehicle and largest anticipated emergency response vehicle to verify the design of the proposed site accesses.*
- (Dawood 2nd Review Memo page 4-5)
22. §121-15.F.3 Notice from the Pennsylvania Department of Environmental Resources that a sewer facilities plan revision or supplement has been approved. ***Please provide a sewage planning exemption mailer for this site and approval letter once it has been reviewed, forwarded to the Pennsylvania Department of Environmental Protection (PADEP), and accepted. Received a planning exemption mailer and letter from PA American Water. (Dawood 2nd Review Memo comment page 5)***
 23. §121-15.F Certifications and notifications. Signatures, seals and notarizations shall be provided by the owner, professional surveyor, and professional engineer of record prior to final approval. ***Professional Surveyor Signature block should be added to the cover sheet on the land development plan. (Dawood 2nd Review Memo comment page 5)***
 24. §121-15.F.9 Improvement guaranties in accordance with Article V. ***Provide improvement guarantees for public improvements prior to recording the plan.***
 25. §121-17 Financial Security.
 - A. Submission of financial security. Final plan applications that include public improvements that have not been installed shall include financial security in accordance with the following:
 1. Type of financial security. Although the Board of Supervisors may accept an alternative type of financial security, commonly used forms are irrevocable letters of credit and escrow accounts. Such financial security shall be posted by a reputable chartered lending institution or bonding company authorized to do business in the Commonwealth of Pennsylvania and is subject to review by the Township Solicitor for adequacy.
 2. Amount of financial security.
 - a. The amount of financial security shall be equal to one hundred ten percent (110%) of the cost of completion estimated as of ninety (90) days following the date scheduled for completion by the developer...Any additional security shall be posted by the developer in accordance with this chapter.
 - b. If the party posting the financial security required more than one (1) year from the date of posting of financial security to complete the required improvements, the amount of financial security may be increased by an additional ten percent (10%) for each one-year period beyond the first anniversary date from posting of financial

security or to an amount not exceeding one hundred ten percent (110%) of the cost of completing the required improvements as reestablished on or about the expiration of the preceding one-year period...

Please submit a public improvements cost estimate for review/recommendation by Dawood Engineers. The Board of Supervisors will review and vote on this as part of the conditional approval.

26. §121-17.D The applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township in an amount equal to three and five-tenths percent (3.5%) of the bond or other security. The amount deposited by the applicant shall be used by the Township to cover the costs assuring the proper construction and completion of improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the applicant is not sufficient to cover such costs, the applicant shall furnish additional amounts, from time to time, when notified to do so. ***Please submit an escrow check prior to the plan being released for recording.***
27. §121-19. Maintenance Guaranty. The Board of Supervisors shall require the applicant to submit a maintenance guaranty or other approved guaranty as specified herein, guaranteeing the structural integrity as well as function of any improvement shown on the final plan for a term not to exceed eighteen (18) months from the date of acceptance of dedication by the Board of Supervisors. Said guaranty shall not exceed fifteen percent (15%) of the actual cost of installation of said improvements and be of the same type of financial security as required in this Article.
28. §121-21 As-built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit an as-built plan showing the location, dimension and elevation of all public improvements. ... Two (2) copies of the plan shall be submitted to the Township, which shall distribute one (1) copy to the Township Engineer and retain one (1) copy for the Township files.
29. §121-23.R.3 Access drive intersections shall conform to the specifications for collector streets as stated in Subsection L and the sight distance specifications in Subsection M. ***Specifically, the centerline of the site access must be offset at least 150 feet from the centerline of the adjacent road. Evaluate alternate site layouts to provide a compliant ingress from the site. If the site access cannot be relocated, left turns into the site must be restricted. The access between the properties must be designed to the same requirements as collector streets. Chapter 42 – Access Drives indicates in paragraph 42-9.A.1 that the access drives shall be located not less than the following distance from intersections of right-of-way lines: Entrance onto other road classifications: 150 feet. Thus, the entrance is too close to the intersection. Additionally, please see §121-23.L.5.a, the minimum access radii should be 25 feet for collector to local road connections. (Dawood 2nd Review Memo page 6-7)***
30. §121-24.A Not less than a four-foot radius of curbing shall be permitted for horizontal curves in parking areas. ***On sheet C1.1 there are a few curb radii that are less than four foot in radius. (Dawood memo comment page 4) Submit a waiver request and update the title sheet of the plan set for the 1' radius at the car wash entrance or adjust the radius. There are a few curb radii on Sheet C1.1B that have radii less than 4 feet. (Dawood 2nd Review Memo comment page 7)***
31. §121-29 Survey monuments and markers.
 - B. Markers shall be set at all points where lot lines intersect curves and/or other property lines.
 - C. Monuments shall be of concrete or stone, with a flat top having a minimum width or diameter of four (4) inches and a minimum length of thirty (30) inches. Concrete monuments shall be marked with a three-fourths-inch copper or brass dowel; stone or precast monuments shall be marked on the top with a proper inscription and a drill hole. Markers shall consist of iron pipes or steel bars at least fifteen (15) inches long and not less than three-fourths of an inch in diameter.

- D. All monuments and markers shall be placed by a registered surveyor so that the scored or marked point shall coincide

Stormwater Management Ordinance:

1. §113-12.A.1 Preparation and implementation of an approved SWM site plan is required. ***Please examine the requirements of Chapter 113 and...***
 - a. ***Provide plans conforming to §113-18. Comment has been addressed, but not completely. See the remaining stormwater management comments.***
 - b. ***Provide a post construction stormwater management plan demonstrating conformance with §113-14, 15 and 18. Comment has been addressed, but not completely. See the remaining stormwater management comments.***
(Dawood 2nd Review Memo comment page 7)
2. §113-17.K Minimum pipe size. Stormwater management pipe collection and conveyance systems shall have a minimum diameter of 15 inches. Several pipes are smaller than this. ***(Dawood 2nd Review Memo comment page 7)***
3. §113-18.D The following signature block for the Township: "(Municipal official or designee), on this date (date of signature), has reviewed and hereby certifies that to the best of his/her/their knowledge the SWM site plan meets all design standards and criteria of the Municipal Ordinance No. (number as assigned to the ordinance)." Please add this signature block. ***(Dawood 2nd Review Memo comment page 7-8)***
4. §113-18.E.5 A soil erosion and sediment control plan, where applicable, as prepared for, reviewed and approved by the York County Conservation District. ***Provide approval of the erosion and sediment control plan from YCCD. (Dawood 2nd Review Memo comment page 8)***
5. §113-18.E.9 The SWM site plan shall include an operation and maintenance (O&M) plan for all existing and proposed physical stormwater management facilities. This plan shall address long-term ownership and responsibilities for O&M, as well as, scheduled and cost for O&M activities. ***Please provide and O&M plan. (Dawood 2nd Review Memo comment page 8)***
6. §113-18.E.11 A notarized signature of the owner of the parcel for which the SWM site plan is proposed indicating that they are aware of and will be responsible for operation and maintenance of the facilities. ***Please add this signature block. (Dawood 2nd Review Memo comment page 8)***
7. §113-18.E.27 Drainage-flow pathways. ***Please show the drainage flow pathways. (Dawood 2nd Review Memo comment page 8)***
8. §113-27.A Prior to final approval of the SWM site plan, the property owner shall sign and record an operation and maintenance agreement (O&M) agreement. (See Appendix A) covering all stormwater control facilities which are to be privately owned. Please complete a stormwater agreement. ***(Dawood 2nd Review Memo comment page 8)***

Adjustments to the Plans:

Dawood believes several recommendations for improving the plans are warranted. Some of these will correct errors on internal inconsistency. The rest are consistent with §121-22 which states, "The standards and requirements contained in this article shall apply as minimum design standards for subdivisions and land developments. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply."

1. As required by the Township Construction and Material Specifications, all hot mix asphalt pavement shall be as specified in the current version of Pennsylvania Department of Transportation (PennDOT) Publication 408. The typical section for such pavement should be corrected. ***(Dawood 2nd Review Memo comment page 8)***

2. The saw-cut pavement tie-in detail shall use a 1' Superpave overlay beyond the full depth paving sawcut to help minimize water infiltration, as required by the Township Construction and Material Specifications. **(Dawood 2nd Review Memo comment page 8)**
3. The title block on each sheet shall indicate the "Final Land Development Plan for..." on each sheet. **(Dawood 2nd Review Memo comment page 8)**
4. It is of note that sheet C1.2 has some E&S information, but the provided information is inadequate for approval from the York County Conservation District. **((Dawood 2nd Review Memo comment page 8)**
5. There is no need to include signature blocks on each sheet, only needed on the cover sheet. **(Dawood 2nd Review Memo comment page 8)**
6. On sheet C1.0 there is a line labeled "CH=N69°15'13"e, CHD=102.13', a=107.19' AND r=100.00'" on the side that appears to have no endpoint, continues to a label reading "N38°32'41"E", and disappears in the car wash property line. This does not appear on the subdivision plan and should be eliminated or clarified. **(Dawood 2nd Review Memo comment page 8)**
7. On the subdivision plan, the legend appears to be incomplete, so provide a complete list in the legend. For example, the traffic pole symbol, right-of-way line, and traffic box are all missing from the legend. **(Dawood 2nd Review Memo comment page 9)**
8. Some of the signature blocks indicate preliminary plans and some signature blocks indicate final plans. Please revise for consistency. Use the final plan signature blocks since you are requesting a waiver from the preliminary plan. **(Dawood 2nd Review Memo comment page 9)**

General Comments:

1. **Please list this on the Title Sheet of the plan set and provide a space for the York County Recorder of Deeds to assign a new UPI #. Please also provide a space for the parent tract, 1410 Kenneth Road and the existing UPI #.**
2. Please remove the signature blocks from all pages except for the Title Sheet (aka Cover Sheet) of the plan set, stormwater management pages, etc. There is no need to include signature blocks on each sheet, only needed on the cover sheet. **(Dawood 2nd Review Memo comment page 8)**
3. The proposed parking for employees is located on the adjacent parcel. An easement for these spaces must be provided. **(YCPC memo comment # 22) Please provide an executed easement agreement for all easements as discussed during in-house staff review. This agreement must be recorded at the York County Recorder of Deeds and Map Office. Acknowledged by applicant.**
4. The total disturbed area is above one acre so an NPDES permit would be required for the project. Please obtain a NPDES permit and submit proof to the Township. **(Dawood 2nd Review Memo comment page 9)**
5. The signatures and seals of the individuals responsible for the plan shall be affixed to the plan prior to approval by the Board of Supervisors. (§121-15.F) **Noted by applicant.**
6. The notarized signature of the owner(s) shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F.4) **Noted by applicant.**
7. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.) **Noted by applicant.**

8. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF) All required signatures (owner, developer, engineers, notary, YCPC, Board of Supervisors must be on the electronic plan set.) **Noted by applicant.**
9. A new legal description and deed for both Lot 1 and Lot 2 must be prepared and recorded with the plan so that the York County tax maps are updated. **(YCPC 2nd Review Memo comment #6)**

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

MOTION: by Richard Gordon to recommend the Board of Supervisors grant the following waivers:

1. §121-9 Preliminary Plan. To move directly to Final Land Development.
2. §121-25 Curbs and sidewalks. To allow no curb or sidewalk along the frontage of the parcel.
3. §121-14.A.3 & §121-15.A Sheet size. To allow plan sheets in excess of 24"x36".

SECOND: by Patrick Hein

MOTION PASSED: Unanimously (5-0)

T-884 – Final Subdivision Plan for Westgate Campus Phase II Proposed Lot #7 and Lot #8 – to depict the subdivision of Lot 7 and Lot 8 from the parent tract **located along Westgate Drive** (Tax Map: JH; Parcel: 0013) in the Professional Office Zone. Review/Action.

Mr. Douglas Gosik, P.E. of Williams Site Civil presented the final subdivision plan. Mr. Gosik reminded the Planning Commission members that they recently recommended approval of a Preliminary Subdivision Plan for Westgate Campus Phase 2 that depicted the preliminary subdivision of Lots 3-8 along Westgate Drive. Lots 7 and 8 do not have any potential for large-scale development; however, the property owner would like to subdivide the lots and market them to users that may be interested. There are no planned improvements for lots 7 and 8 at this time. Proposed Lot 7 is 6.70 acres (or 291,878.22 sq. ft.) and proposed Lot 8 is 3.47 acres (or 151,024.62 sq. ft.)

MOTION: by Patrick Hein to recommend the Board of Supervisors approve T-884 Final Subdivision Plan for Westgate Campus Phase II Lot #7 and Lot #8 subject to the following comments being addressed prior to recording the plan:

Subdivision and Land Development Ordinance (SLDO):

1. §121-14.C.2 The names of all immediately adjacent landowners, and the names and plan book record numbers of all previously recorded plans for adjacent projects. Please add the required information for Lot 1 and Lot 2.
2. §121-14.D.3 & §121-15.D.2 Lot numbers and mailing address. Please contact West Manchester Township Fire Chief Laughman for addresses for Lot 7 and Lot 8 and add them to the Title Sheet of the plan along with a space for the new UPI number to be issued by the Recorder of Deeds and Map Office. Please add the addresses to all applicable sheets of the plan set.
3. §121-14.G.1 Where the land included in the subject application has an electric or telephone transmission line...the application shall be accompanied by a letter from the owner or lessee of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.

General Comments:

1. The signatures and seals of the individuals responsible for the plan shall be affixed to the plan prior to approval by the Board of Supervisors. (§121-15.F)

2. The notarized signature of the owner(s) shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F.4)
3. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
4. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)
5. New legal descriptions for Lot 7, Lot 8 and the residual parcel must be prepared and recorded with the plan so that the York County tax maps are updated.

SECOND: by Jennifer Smith-Funn

MOTION PASSED: Unanimously (5-0)

T-885 Final Land Development Plan for West York Collision Center – Building Addition – to depict a 5,330 square foot building addition located at 4595 West Market Street (Tax Map: HG; Parcel: 0004C) in the Highway Commercial Zone. Review/Action.

Mr. Christopher Owens, P.E. of Gordon L. Brown & Associates presented the final land development plan. Mr. Owens explained that the land development plan depicts a 5,330 square foot building addition and a parking area expansion. The existing parking area to the rear of the building is gravel; but will be paved, striped and landscaped in accordance with the Zoning Ordinance. There is no traffic increase anticipated as a result of this building addition. There is no anticipated increase in sewage flows for the proposed building addition. The applicant is working with the Township’s Sewage Enforcement Officer to obtain a letter confirming the existing on-lot system will have enough capacity to accommodate the proposed building expansion.

MOTION: by Richard Gordon to recommend the Board of Supervisors approve T-885 Final Land Development for West York Collision Center – Building addition subject to the following comments being addressed prior to recording the plan:

Zoning Ordinance:

1.	§150-107 Minimum setback requirements. Please add the minimum setback requirements for off-street parking under the Notes and Site Data table on the cover sheet of the plan. Also, parking lots/spaces shall be set back fifteen (15) feet from the side property line. The future parking spaces shown on the plan encroach into the required parking setback. Please revise. (YCPC Review Memo comment page 1)
2.	§150-251 Spaces for physically handicapped: parallel 22’x12’. Please indicate the size of the existing handicapped parking spaces.
3.	§150-257.B.1 In any parking lot containing 10 or more parking spaces, except a parking garage, 10% of the total area of the lot shall be devoted to interior landscaping. Such interior landscaping shall be used at the end of parking space rows and to break up rows of parking spaces at least every 10 spaces. There are interior landscaping breaks missing in the parking area and there appears to be inadequate landscaping. (Dawood Review Memo comment page 2)
4.	§150-257.B.1 & §150-277.B At least one shade tree shall be provided for each 300 square feet (or fraction) of required interior landscaping area. These trees shall have a clear trunk at least five feet above finished grade level. And, for every 300 square feet of interior landscaping required (parking lots), one shade tree shall be provided. An inadequate number of shade trees are shown in the parking area. (Dawood Review Memo comment page 2)
5.	§150-277.B For each 750 square feet of required area for landscape strips, one shade/ornamental tree shall be provided. There is an inadequate number of shade trees in the landscape strips. (Dawood Review Memo comment page 2)

Subdivision and Land Development Ordinance (SLDO):

1.	§121-14.B.5 The map and lot number assigned to the property by the York County Tax Assessment Office. This has not been furnished on the cover sheet. (Dawood Review Memo comment page 2)
2.	§121-14.B.9 A statement on the plan identifying the district, lot size and/or density requirements of the prevailing zoning ordinance and any existing variances, special exceptions, conditional uses, and nonconforming uses/structures. The total area on the cover sheet conflicts with the York county data. (Dawood Review Memo comment page 2)
3.	§121-14.B.10 A statement on the plan identifying any existing waivers. Please add any previously approved waivers to the Title sheet of the plan set.
4.	§121-14.D.14 A statement on the plan indicating any proposed waivers. This statement must be revised prior to the recordation of the plan to acknowledge the outcome of the requested waiver(s).
5.	§121-14.E.2 A sewer facilities plan revision or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. There is a note on the plan indicating that the existing system was confirmed to be adequate in 2015. Please have the SEO review the system and confirm it is still adequate based upon the proposed building expansion.
6.	§121-14.E.3 A stormwater management plan in accordance with Chapter 113, Stormwater Management, as amended. Dawood Engineers will review any proposed changes to impervious area for compliance with the Stormwater Management Ordinance.
7.	§121-14.F Impact statements. Impact statements for...all nonresidential uses upon determination of need by the Board of Supervisors. Transportation. Will there be any increases in traffic due to the building expansion and expanded parking area?
8.	§121-15.F.8 When required, verification must be provided that the plan for erosion and sediment control was approved by the York County Conservation District. (YCPC Review Memo comment page 1)
9.	§121-16 Improvement guaranties. Provide improvement guaranties for any proposed work that will not be completed prior to recording the plan. (ie. placing of property markers, etc.)
10.	§121-21 As built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit an as-built plan showing the location, dimension and elevation of all public improvements... Two (2) copies of the plan shall be submitted to the Township, which shall distribute one (1) copy to the Township Engineer and retain one (1) copy for the Township files.
11.	§121-23.M The safe stopping sight distance table shown on Sheet 2 of 3 should also be included on Sheet 3 of 3. (YCPC Review Memo comment page 1)
12.	§121-23.R.1 The minimum cartway width for an access drive is twenty-four (24) feet. The plan proposes a 23-foot-wide access drive. Please review or request a waiver. (YCPC Review Memo comment page 1)

Adjustments to the Plan:

Dawood believes several recommendations for improving the plans are warranted. Some of these will correct errors or internal inconsistencies. The rest are consistent with the §121-22 which states, “The standards and requirements contained in this article shall apply as minimum design standards for subdivisions and/or land developments. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply.”

1.	Please provide a copy of the previously approved post construction stormwater management (PCSM) report and land development plan.
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General Comments:

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2. The notarized signature of the owner(s) shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F.4)

3. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
4. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)
5. Add the UPI number for the parcel on the title sheet of the plan 51-000-HG-0004C-00000
6. Stormwater management required for stone to paving. Please submit a stormwater management plan or a report indicating that the existing facilities are designed to accommodate the change from stone to paving.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

MOTION: by Richard Gordon to recommend the Board of Supervisors grant the following requested waivers:

- W1. §121-9 Preliminary plan. To provide a Final Land Development Plan in lieu of a Preliminary Plan.
- W2. §121-15.C.3.b Existing Features. Propose to show existing features directly adjacent to the subject property for a minimum of forty (40) feet outside the property lines.
- W3. §121-25 Sidewalks and curbs. To exclude showing curb and sidewalk along the lot frontage of the entire property (West Market Street).
- W4. §121-23.R.1 Minimum cartway width of 24 feet for access drives. To provide an interior driveway width of 23 feet, in conformance with Off-street Parking Section 150-253.A, for two way traffic, with a 90 degree (non-parallel) angle of parking.

SECOND: Jennifer Smith-Funn

MOTION PASSED: Unanimously (5-0)

DISCUSSION

Zoning Officer Sampere reminded the Planning Commission members that there was a public meeting/open house on Monday, November 20, 2023, from 7:00 p.m. until 8:30 p.m. to gain public input related to zoning, planning, sanitary sewer, stormwater management, public utilities and recreation as part of the Township's Comprehensive Plan process. There were approximately 25 people in attendance. The Steering Committee will meet on Thursday, December 14, 2023 to discuss the results of the open house public meeting and the digital survey taken by Township residents. The Comprehensive Plan is still in the data collection phase. Future public meetings will be advertised and held in accordance with the MPC.

Richard Gordon will be resigning his position as Planning Commission member after tonight's meeting due to his new career path. David Beecher thanked Richard Gordon for his years of service on the Planning Commission and everyone wished him much success in his future endeavors.

ADJOURN

MOTION: by Fred Walters to adjourn the meeting.

SECOND: by Richard Gordon

MOTION PASSED: Unanimously (5-0)

The meeting was adjourned at 8:10 p.m.