

MINUTES
WEST MANCHESTER TOWNSHIP
PLANNING COMMISSION
DATE: February 10, 2026

The meeting was called to order by David Beecher at 7:00 p.m.

ATTENDANCE

Planning Commission Members:

David Beecher, Chairman – Present
Patrick Hein, Vice-Chairman – Present
Felicia Dell – Present
Ryan Cummings, PE (Herbert, Rowland & Grubic) - Present

Staff:

Matthew Biehl – Present
Fred Walters – Present
Rachelle Sampere, Zoning Officer – Present

Tonight's Planning Commission meeting was held in person. The meeting was broadcasted over Zoom for viewing purposes only.

REORGANIZATION

MOTION: by Felicia Dell to elect David Beecher as Chairman of the Planning Commission for 2026.

SECOND: by Fred Walters

MOTION PASSED: 4-0 (1 Abstain – Beecher)

ACCEPTED: by David Beecher

MOTION: by David Beecher to elect Patrick Hein as Vice-Chairman of the Planning Commission for 2026.

SECOND: by Matthew Biehl

MOTION PASSED: 4-0 (1 Abstain – Hein)

ACCEPTED: by Patrick Hein

APPROVAL OF MINUTES

MOTION: by Felicia Dell to approve the December 9, 2025, Planning Commission meeting minutes.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

ZONING HEARING BOARD CASES

(CONTINUED) ZHB 25-21 – Jeffrey McVicar for Magnuss McVicar – requests a variance §150-231.F to exceed maximum width of a driveway curb cut for a driveway located at a single-family dwelling **located at 775 Bairs Road** (Tax Map: HG; Parcel: 0059) in the Rural Residential (R) Zone.

The applicant was not in attendance to present the application at tonight's meeting. Dr. David Beecher stated that he doesn't believe there's proof of a hardship and he believes they failed to provide information proving a hardship. The Planning Commission must act on this application either way because the letter from the Zoning Officer to the Applicants indicated that the Zoning Hearing Board Solicitor advised that the Zoning Hearing Board would not grant any additional continuances.

MOTION: by Matthew Biehl to recommend the Zoning Hearing Board deny the variance application because there was no proof of a hardship.

SECOND: by Felicia Dell

MOTION PASSED: Unanimously (5-0)

ZHB 25-24 – Michael J. March – requests a dimensional variance §150-45 Minimum Lot Width to enable a future 2 lot residential subdivision located at 1590 Taxville Road (Tax Map: IG; Parcel: 0066) in the R-2 Residential Zone.

Mr. Grant Anderson, PE of GHI Engineers and Surveyors, presented the variance application. Mr. Anderson explained that the property owner, Mr. March, was unable to attend tonight's meeting. Mr. Anderson explained that the property owner would like to subdivide the existing 4.164-acre parcel; creating one parcel of 100 feet wide, which meets the current Zoning Ordinance, and one lot of 75.92 feet wide which does not meet the current Zoning Ordinance for a minimum lot width. The required minimum lot width in the R-2 Residential Zone is 100 feet wide at the front yard setback line. Mr. Anderson explained that this is a dimensional variance and it is not self-created because the lot existed when Mr. March purchased it. Ms. Dell asked if the existing adjacent lot 66A0 was previously subdivided from lot 66. She's curious if there's any notes on the subdivision plan that mention future subdivisions of the property. Ms. Sampere said she and her staff searched the Township's files and were not able to find a previous subdivision for this parcel, but that doesn't mean that one doesn't exist. Further research would be needed. Mr. Anderson said it was possible that the lot was previously subdivided, but he would not be sure unless he researched the deeds. Dr. Beecher said that this variance, although dimensional, is self-created and he does not see a hardship. The Planning Commission has been more cognizant of the applicant's burden of proving a hardship and Mr. Biehl agreed that the applicant hasn't proven a hardship.

MOTION: by Felicia Dell to recommend the Zoning Hearing Board deny the variance application due to absence of a hardship.

SECOND: by Matthew Biehl

MOTION PASSED: Unanimously (5-0)

ZHB 26-01 – Sprich Capital Investment, LLP c/o Andrew Sprich – requests a special exception §150-289 to expand and alter an existing nonconforming use (auto repair shop); variance §150-289.A.8 to create a second nonconforming use (Auto Sales – Used) on the property; variance §150-58 to exceed 35% impervious coverage; variance §150-283.B Permitted Sign Chart P-8D to allow 2 attached signs on existing auto repair service building exceeding the 4% total wall area **located at 1231 West Locust Street** (Tax Map: 17; Parcel: 0060) in the R-3 Residential Zone. ***Tabled until March 10, 2026, at the request of the Applicant's Engineer.***

Ms. Sampere informed the Planning Commission members that she received an email from the Applicant's Engineer requesting that the plan be tabled until the March 10, 2026, Planning Commission meeting.

MOTION: by Patrick Hein to recommend the Planning Commission table the application until the March 10, 2026, Planning Commission meeting.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

OLD BUSINESS

T-902 Preliminary/Final Subdivision and Land Development for The Learning Experience – Kenneth Road – to depict a subdivision creating two (2) parcels in the Professional office zone and to depict the land development of the parcels creating a 10,000 square foot commercial day care facility with associated parking, landscaping and stormwater management on Lot 1 and the land development of a 6,000 square foot office building with associated parking, landscaping and stormwater management on Lot 2 **located along the 1900 block of Kenneth Road** in the Professional Office Zone and the R-2 Residential Zone.

Mr. Matthew Kinney, PE, of Pennoni Associates presented the preliminary/final subdivision and land development plan on behalf of Linlo Realty and The Learning Experience. Mr. Kinney reminded the Planning Commission that they had seen this layout before as part of the variance application related to the outdoor play area for the proposed day care facility. The existing lot is 3.2 acres which has been vacant since the 1980s. The proposed subdivision depicts a 10,000 sq. ft. daycare building with an associated parking lot, outdoor fenced in

play area split between toddlers and young children and a stormwater management facility. Proposed lot 2 depicts a proposed 6,000 sq. ft. office building with an associated parking lot. Mr. Kinney explained that the lot has three frontages, Kenneth Road, Normandie Drive and Austin Lane. Vehicular access will be limited to Kenneth Road. There will be no vehicular access to the lots from Normandie Drive nor Austin Lane. There will be public sidewalk extended along all three frontages. Mr. Kinney explained that they have received the comment letters from the Township Engineers (HRG and Dawood) and the Township staff and should be able to address the comments within the next few weeks. A traffic memo was also prepared by Pennoni and submitted to the Township for review.

Although Dawood Engineers didn't have any opposition to the waiver request and the prepared traffic memo, Mr. Walters raised concerns regarding the stacking on Kenneth at the intersection with Roosevelt Avenue/Bull Road that occur at various times throughout the day. The Planning Commission discussed their concerns that the stacking may affect the ability of vehicles to turn left out of the proposed daycare facility's parking lot onto Kenneth Road. The Planning Commission was also concerned that vehicles travelling from Route 30 on Kenneth toward the subject property may have difficulty turning left into the subject property at various times of the day due to the volume of traffic that travel on Kenneth Road.

MOTION by Patrick Hein to recommend the Board of Supervisors grant the following requested waivers:

W1.	Preliminary Plan. (§121-9) Which requires the submission of a preliminary plan application and approval prior to the submission of a final plan application. Applicant is requesting to submit a combined preliminary/final subdivision and land development plan.
W2.	Traffic Impact Study (§121-14.F) Which requires all non-residential uses to submit a traffic impact statement. Applicant is requesting to forego the traffic count study. In the alternative, applicant proposes to submit a transportation scoping memo which includes ITE trip generation data instead of a traffic county study. <i>The Planning Commission requested left and right turn lane warrant analysis at the access drive locations to be submitted to the Township for review by the Township Engineer.</i>
W3.	Post-development Discharge Rates (§113-13.1) Which requires that post-development discharge rates shall not exceed the pre-development discharge rates for the one year storm. HRG agrees with the applicant's reasoning and recommends approval of this waiver request.
W4.	Pipe velocity. (§113-17.G.4) Which requires the velocity to be used in the design of any piped stormwater conveyance system shall be a minimum of 2.5 feet per second.) Applicant is requesting to allow the post-development conveyance pipe velocity to be less than 2.5 feet per second. HRG agrees with the applicant's reasoning pertaining to I-5 to I-4, I-11 to MH-3, I-8 to I-2 and I-10to I-9 and recommends approval of this waiver request.

SECOND: by Felicia Dell

MOTION PASSED: Unanimously (5-0)

MOTION: by Felicia Dell to recommend the Board of Supervisors approve the preliminary/final subdivision and land development plan for the Learning Center Plan be approved conditioned on addressing the remaining following comments in the staff memo and conditioned on conducting left and right turn lane warrant analysis at the access drive locations:

Subdivision and Land Development Ordinance (SLDO):

1.	<i>§121-14.D.14 & §121-15.DA statement on the plan indicating any proposed waivers. This statement must be revised, prior to recordation of the plan, to acknowledge the outcome of the requested waiver. Upon action by the Board of Supervisors, please update the waiver block on sheet CS0001.</i>
2.	<i>§121-14.E.2 & §121-15.F.3 A sewer facilities plan revision module for land development in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. The applicant has submitted a sewer planning module exemption mailer for review. If acceptable, Township staff will forward the documents to PA DEP after Board of Supervisor's conditional approval for PA DEP's approval process. Please provide West Manchester Township with a copy of PA DEP's approval letter prior to recording the plan.</i>
3.	<i>§121-15.F.9 Improvement guaranties in accordance with Article V. Please submit an estimated</i>

	cost of public improvements for review. [1/7/2026] A Public Improvement Cost Estimate for Financial Security (FS) has been provided. Comments on the FS are provided in a separate letter. [2/5/2026] An updated Public Improvement Cost Estimate for Financial Security (FS) has been provided. Comments on the FS are provided in a separate letter.
4.	<i>§121-17 Financial Security. Final plan applications that include public improvements that have not been installed shall include financial security... The amount of financial security shall be equal to 110% of the cost of completion estimated as of 90 days following the date scheduled for completion by the developer. The applicant has submitted an estimated cost of public improvements with this submission. Dawood Engineers and HRG will review and make recommendations, as necessary. Financial security must be provided prior to the plan being released for recording. West Manchester Township prefers that any letter of credit issued to the Township be automatically extending. The financial security estimate has been provided to Dawood Engineers and HRG for their review and recommendation. The Township Engineer recommends the Planning Commission forward the financial security estimate amount of \$873,810 for the Board of Supervisors' consideration.</i>
5.	<i>§121-17.D ... Upon approval by the Board of Supervisors of a final plan, the applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township in the amount of 3.5% of the bond or other security. The amount deposited by the applicant shall be used by the Township to cover the costs of 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. Engineering escrow will be required to be posted with the Township prior to the plan being released for recording. Upon approval of the financial security estimate by the Board of Supervisors, Township staff will inform the applicant of the amount to be deposited for the engineering escrow.</i>
6.	<i>§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 18 months from the date of acceptance of dedication by the Board of Supervisors. Said guaranty shall not exceed 15% of the actual cost of installation of said improvements and be of the same type of financial security as required in this article.</i>
7.	<i>§121-21 As-built plan. The plan shall indicate the resultant grading, drainage structures and/or drainage systems and erosion and sediment control practices, including vegetative measures and note deviations. Prior to issuance of occupancy permits, submit 2 copies of the as-built plans to the Township Zoning Department. One (1) copy of the plan will be distributed to the Township Engineer. Dawood Review Memo #2</i>

Sanitary Sewer Ordinance (Chapter 109): HRG's Review Memo #3

1.	For the "Daycare Bldg. to Ex. 8 Inch Lateral" profile, confirm there is sufficient depth to prevent freeze of the lateral and verify the material of the existing 8-inch pipe and show a reducer and transition coupling, as needed, in the plan and profile views.
2.	For the "Office Bldg. to Ex. 8 Inch Lateral" profile, verify the material of the existing 8-inch pipe and show a reducer and transition coupling, as needed, in the plan and profile views.

Stormwater Management Ordinance (Chapter 113): HRG's Review Memo #2

1.	§113-18.E.7 Provide additional information from MH-5 TO EX-1 that confirms there is no conflict with the existing forcemain.
2.	§113-18.E.7 Provide an additional structure between MH-5 to EX-1 to relocate the proposed stormwater within the cartway.
3.	§113-18.E.7 Dimension the distance between crossing utilities on the profiles (i.e. profile INL A-5 to INL A-7). It appears that no crossing utilities are shown on the profiles. Please reconcile. It appears the crossing between MH-3 and I-2 are shown, however, the 6" sanitary sewer lateral crossing the storm pipe between MH-2 and MH-1 is not shown. Please reconcile. Additionally, please clarify

	why the storm pipe between MH-22 and MH-1 is shown as proposed on the Grading and Drainage plan sheets, existing on the Utility plan sheets, and missing on the Landscaping plan sheet.
4.	§113-18.E.10 Provide construction details and calculations for the proposed anti-seep collars. Additionally, while there appears to be a label for the anti-seep collars on multiple plan sheets, the anti-seep collars do not appear to be depicted or labeled on the Grading and Drainage Plan, plan sheet CS1501 (11 of 24). Please reconcile. Depict and label the proposed anti-seep collars on the plans. Additionally, provide sizing calculations within the report. <i>Depict and label the proposed anti-seep collars on both the Grading and Drainage Plan as well as the Profile. Additionally, please clarify the discrepancy between the SWM Report sizing calculations (1.74') and the plan construction detail (56.76").</i>
5.	§113-18.E.11 Provide 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. <i>The applicant states acknowledged, however, there does not appear to be a statement with an area to sign for this provided within the plans. Please reconcile.</i>
6.	§113-18.E.5 Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan. <i>The applicant states that they acknowledge the comment.</i>
7.	§113-18.E.5 Provide a copy of the NPDES permit. <i>The applicant states that they acknowledge the comment.</i>
8.	All original seals, signatures and notarizations shall be provided on each copy of the final plan and report prior to being recorded. §113.18.D
9.	All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued. §113-23
10.	The applicant shall schedule a pre-construction meeting with the Township, Township Engineer and Township Stormwater Engineer prior to start of any construction. §113-24
11.	Applicant shall be responsible for scheduling all required inspections with 48-hours' notice. §113-24
12.	Upon completion of all required improvements and prior to release of the performance bond, the applicant shall submit an as-built plan. §113-25
13.	Provide a signed and executed operations and maintenance (O&M) agreement. §113-27
14.	Provide a financial security estimate. §113-28
15.	Provide an improvement guarantee. §113-28
16.	The applicant shall pay all required fees. §113-29

Adjustments to the Plan

Dawood believes several recommendations for improving the plans are warranted. Some of these will correct errors or internal inconsistency. The rest are consistent with [SALDO §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.	Provide details of the retaining wall construction along the northern portion of the property. [1/7/2026] Provide final wall details as well as the complete structural details to ensure it can safely support the nearby stormwater pipe. [2/5/2026] While retaining wall details have been submitted, a final wall type and manufacturer have not been identified. Final design and manufacturer-specific details shall be provided for review by the Township’s code enforcement consultant [Third-Party Building Code Plan Review and Inspection Agency] prior to construction [as part of the building permit process].
2.	An O&M Agreement is being developed between the developer and the Township. Please note, a separate easement agreement will be required for the fence to be constructed within the area of an easement. Please submit a draft of the agreement to the Township so the Township Solicitor may review it prior to recording.
3.	[1/7/2026] Sheet 17 lists the outdoor play area as ‘Lawn (typ.)’; however, a standard lawn is functionally incompatible with the concentrated traffic of a 152-student facility. Clarify the final

	<p>surfacing material. If resilient safety surfacing (e.g., rubber or engineered fiber) is required for state licensing, update the Stormwater Management (SWM) Site Plan and Lot Coverage calculations accordingly. [2/5/2026] The plans list synthetic turf as the lawn type but the Lot Coverage Calculations have not been updated accordingly. Provide the updated Lot Coverage calculation. Dawood’s comment. <i>[Revise stormwater management as needed. Depict the area as a hatch to ensure it is easily known to be impervious.] Twp staff comment.</i></p>
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General Comments:

1.	<p>Please note, any proposed retaining walls must be inspected as part of a building permit by the Township’s third-party building code plan review and inspection agency, Code Administrators, Inc. Please submit a building permit application and construction plans in accordance with the PA UCC and the 2021 IBC for the retaining wall prior to beginning any construction work for the retaining wall. Acknowledged by the Applicant.</p>
2.	<p>An Operation and Maintenance agreement is required prior to recording the plan. All signatures must be notarized. Acknowledged by the Applicant. The Applicant states that an O&M agreement is in process between West Manchester Township and the property owner to allow certain structures to be placed within the stormwater easement inside the play area. Please be prepared to discuss the items/structures that will be located within the stormwater easement. Only the Board of Supervisors can waive the requirements for items not to be placed, planted or constructed within the area of an easement.</p>
3.	<p>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) Acknowledged by the Applicant.</p>
4.	<p>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) Acknowledged by the Applicant.</p>
5.	<p>All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.) Acknowledged by the Applicant.</p>
6.	<p>All final plans, as recorded, shall be submitted in electronic format (i.e. PDF) Acknowledged by the Applicant.</p>
7.	<p>A Knox box is required for each building. Added to sheet CS1001 and CS1002.</p>
8.	<p>Provide written approval that the plan for erosion and sediment control and NPDES permit has been approved by the York County Conservation District. Provide a copy of the NPDES permit.</p>
9.	<p>The proposed stormwater facility serves parcel 1 and 2; however, the facility is located entirely on parcel 1. A recorded agreement between both parcels shall be provided to the Township.</p>

SECOND: by Matthew Biehl.

MOTION PASSED: Unanimously (5-0)

NEW BUSINESS

Sewer Planning Module for T-895 Preliminary Subdivision Plan for Steve and Karen Washington – review of a sewer planning module for 10 EDUs for the preliminary subdivision and land development plan for Steve and Karen Washington located at the intersection of Taxville Road and Baker Road. Applicant is requesting this sewer planning module be forwarded to the Board of Supervisors for consideration so it may be forwarded to the Pennsylvania Department of Environmental Protection for review.

Ms. Sampere informed the Planning Commission members that the Township was waiting for additional information to be provided from the Dover Township Wastewater Treatment Plant and Dover Township’s Engineer before HRG could review the sewer planning module for Steve and Karen Washington. Once the information is received, HRG will review the information and make a recommendation to the Planning Commission. The sewer planning module is not considered a complete submission without the conveyance information that must be provided by Dover Township.

MOTION: by Felicia Dell to table the review of the sewer planning module until the Dover Township Sewer Authority provides the required information on the sewer planning module for the Township Engineer to review.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

DISCUSSION

Ms. Sampere informed the Planning Commission members that the Steering Committee for the Zoning Ordinance rewrite continues to meet monthly and is having great discussions regarding the updates they'd like to see in the Zoning Ordinance.

MOTION: by Matthew Biehld to adjourn the meeting.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

The meeting adjourned at 8:20 p.m.