

MINUTES  
WEST MANCHESTER TOWNSHIP  
PLANNING COMMISSION  
DATE: March 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.

**APPROVAL OF MINUTES**

MOTION: by Fred Walters to approve the February 10, 2026, Planning Commission meeting minutes.

SECOND: by Matthew Biehl

MOTION PASSED: Unanimously (5-0)

**ZONING HEARING BOARD CASES**

**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 April 14, 2026, Planning Commission meeting.

MOTION: by Patrick Hein to recommend the Planning Commission table the application until the April 14, 2026, Planning Commission meeting.

SECOND: by Matthew Biehl

MOTION PASSED: Unanimously (5-0)

**ZHB 26-02 - Lowe's (Delco Plaza)** – requests a variance of Section 150-262.D.2 to hold seasonal sales within a parking lot longer than the permitted 45 days **located at 1175 Carlisle Road** (Tax Map: JH; Parcel: 0055B) in the Regional Commercial Zone.

Mr. Todd Bartok of Lowe's Home Improvement Center presented the request. He requested a total of 180 days for the outdoor storage of seasonal sales in the parking lot such as mulch, bagged goods, and soil. Due to transportation costs, Lowe's would like to bring the goods to the site in one shipment rather than multiple shipments over the next three months. Previous variances were granted for a maximum of 150 days. The Planning Commission asked if the applicant would be amenable to 150 days rather than the requested 180 days. Mr. Biehl asked why the applicant chose the busy side of the parking lot adjacent to the access drive coming in from Carlisle Road rather than the other side of the Lowe's parking lot. Mr. Bartok explained that they prefer to keep the residential traffic away from the "pro" side of the parking lot. Most residential traffic goes to the garden center. This is the least impactful area to the front of the store.

MOTION: by Patrick Hein to recommend the Zoning Hearing Board grant the variance request with the condition that the storage in the parking lot be limited to a maximum of 150 days.

SECOND: by Fred Walters

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 explained that the Pennsylvania Department of Environmental Protection would not accept the previously submitted sewer planning module exemption mailer and was requiring a sewer planning module to be prepared and submitted by the Applicant. The Township Engineer has reviewed the documents for completeness and recommend that the Planning Commission sign their page and forward it on to the Board of Supervisors for their review and consideration.

MOTION: by Felicia Dell to forward the sewer planning module to the Board of Supervisors for their consideration prior to forwarding it to the Pennsylvania Department of Environmental Protection.

SECOND: by Matthew Biehl

MOTION PASSED: Unanimously (5-0)

**T-907 Final Phase 1 Subdivision and Land Development Plan for Estates at Honey Run** – to depict phase 1 of a final subdivision creating 35 single family residential lots and 2 homeowners association lots containing open space and stormwater management facilities, associated roads and sidewalks **located along the south side of Baker Road near the intersection with Sunset Lane.** (Tax Map: JG; Parcel: 0033D) in the R-1 Residential Zone. The project will be served by public water and public sanitary sewer. A sewer planning module exemption mailer was submitted as part of the previously conditionally approved preliminary subdivision and land development plan.

Mr. Craig Smith of RGS Associates presented phase 1 of the final subdivision and land development plan for the Estates at Honey Run. He reminded the Planning Commission members that they have seen this layout multiple times as the preliminary subdivision and land development plan and due to the variance application for the two (2) flag lots. The subdivision and land development plan depicts 35 residential lots, associated roads with two temporary cul-de-sacs, associated public sanitary sewer and public water extensions. There was discussion regarding the four (4) proposed stormwater basins. Mr. Smith stated that much of the site drains to the west to a large stormwater infiltration basin. They are proposing to use one MRC facility which will hold the water and disperse it over time. Ms. Dell mentioned the location of the wetlands on lot 64 and asked whether they will be enclosed by a fence and how that will impact the building envelope. Mr. Smith said that there will be an easement for the wetlands as per the NPDES permit. The building envelope has been reduced which will require a smaller home. Ms. Dell also asked whether the streets will be public or private. Mr. Smith confirmed that the streets will be public and offered for dedication. Mr. Smith said that the outstanding comments are mainly administrative and he's working to address them. In addition to the eight (8) waivers previously approved by the Board of Supervisors for the preliminary plan, the Applicant has requested two (2) waivers: to waive the requirement to submit as-built plans prior to obtaining a use and occupancy certificate, as some of the dwellings will be completed prior to the as-built plans being completed due to the phasing of the project and to waive allow a temporary cul-de-sac to exceed 750 feet in length and to allow the temporary situation to exceed two (2) years due to the phasing of the project.

MOTION: by Felicia Dell to recommend the Board of Supervisors approve the following requested waivers:

W1.	§121-23.N Temporary cul-de-sac streets shall not exceed 750 feet in length. Temporary cul-de-sac streets shall only be approved by the Board when the applicant has demonstrated to the satisfaction of the Board that the temporary situation will not exceed 2 years. The Applicant is requesting to allow a temporary cul-de-sac to exceed 750 feet and to allow the temporary situation to exceed two (2) years due to the phasing of the project.
W2.	§121-21 As-built plans. To waive the requirement to submit as-built plans prior to issuing certificates of occupancy due to the phasing of the plan.

SECOND: by Matthew Biehl  
 MOTION PASSED: Unanimously (5-0)

MOTION: by Matthew Biehl to recommend the Board of Supervisors approve T-907 Final Phase 1 Subdivision and Land Development Plan for Estates at Honey Run subject to the following outstanding comments being addressed prior to recording the plan:

**Zoning Ordinance (ZO):**

1.	Include within the “Site/Zoning Data” for required lot width a minimum width of 80’ at the lot frontage for lots along the turnaround of a cul-de-sac. Provide additional notation to indicate the approved variance [150-36.B]. (HRG Review Memo #1)
2.	Revise the “Site/Zoning Data” for rear yard minimum required setback for an accessory building to 10 feet on each side (20 feet total) [150-38.B.2]. (HRG Review Memo #1)
3.	§150-38.B.3 <i>Minimum setback requirements Rear Yard for Accessory Structures: 10 feet.</i> Under the Site/Zoning Data table, please revise the minimum required and proposed rear yard setback for accessory structures. It is listed as 40 feet, but it should be 10 feet.

**Sanitary Sewer (Chapter 109):** (HRG Review Memo #1)

1.	*Drawing LD-47, Sheet 47 [109-15]: <b><i>It is noted that the information that was formerly on Drawing LD-47, Sheet 47 is now on Drawing LD-48, Sheet 48 on the Preliminary Plan and on Drawing LD-49, Sheet 49 on the Final Phase 1 Plan.</i></b> a. <i>*As discussed in the November 10, 2025, Siphon review meeting, it was discussed that the siphon pipes should be changed to 6-inch SDR-21 and provide guidance on the Drawings for the Contractor on how the pipe will be restrained. The Ductile Iron pipe is allowable, but it should be Protecto-401 lined. The Drawings shall be updated to provide further guidance to the Contractor on how the pipe will be restrained and add a note within the profile that specifies that the Ductile Iron Pipe should be Protecto-401 lined.</i> b. MH-10 shall be a 5-foot diameter manhole due to the depth. c. Laterals shall connect to the main at a 90-degree angle, Lots 16, 63, and 67 shall be adjusted accordingly.
2.	Drawing LD-48, Sheet 48: Laterals shall connect to the main at a 90-degree angle and a minimum of 5 feet from a manhole, Lot 39 shall be adjusted accordingly.
3.	Drawing LD-49, Sheet 49: a. Provide laterals to the road right-of-way for the three properties with the gravity sewer from MH-5 to MH-3 passes.

**Stormwater Management Ordinance (SWM):** (HRG Review Memo #1)

1.	A Phase 1 stormwater management plan/details shall be provided. If there are any deviations from the Preliminary Plan a revised SWM Report shall be provided [113-18].
2.	Provide a Phase 1 erosion and sediment control plan/details [113-18.E.5].

**Subdivision and Land Development Ordinance (SLDO):**

1.	Provide planned community documents and homeowners' association documents to be reviewed and approved by the Township Solicitor [General]. (HRG Review Memo #1)
2.	<i>§121-14.B.11 &amp; §121-15.B The location and description of existing lot line markers and monuments along the perimeter of the entire existing tract. Please label all existing lot line markers shown on the plan. Some markers are shown but are not labeled. Please label all existing lot line markers.</i>
3.	Revise the "Site/Zoning Data" for sewer on the cover sheet to reflect the Township rather than the Authority [121-15.C]. (HRG Review Memo #1)
4.	It appears not all existing lot line monuments and markers were labeled. Please reconcile [121-15.C]. (HRG Review Memo #1)
5.	<i>§121-14.D.6 &amp; §121-15.D Easements. Please label the easements with the types and overall widths, especially on the residential lots to be developed with SFD dwellings. This should be done on all applicable sheets of the plan for ease of future reference. (HRG Review Memo #1)</i>
6.	<i>§121-14.D.12 &amp; §121-15.D The location of all permanent monuments and lot line markers, including a note that all monuments and lot line markers are to be set or indicating when they will be set. Please label the lot line markers on all applicable sheets of the plan set and indicate when they will be set. (YCPC Review Memo)</i>
7.	<i>§121-14.E.2 &amp; §121-15.E A sewer facilities plan revision (module or exemption mailer) or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. The sewer planning module was submitted as part of the Preliminary Subdivision and Land Development Plan for review and has been forwarded to PA DEP for their review and consideration. Please provide PA DEP's approval letter to the Township when it becomes available. (YCPC Review Memo)</i>
8.	Provide a Phase 1 stormwater management plan/details [121-15.E/121-30]. (HRG Review Memo #1)
9.	<i>§121-14.F &amp; §121-15.E Impact statements. Impact statements for residential land uses which exceed twenty-five (25) lots or units in whole or in part...</i> <ol style="list-style-type: none"> <li>1. <i>Transportation. Please include the traffic impact statement with the final plan submission. (HRG Review Memo #1)</i></li> <li>2. <i>Recreation Please provide the required statements for the Township Staff and Township Engineer to review. Please note, Resolution 23-02 requires \$1,500 per lot dwelling unit recreation fee prior to recording the final land development plan. Please provide a check to West Manchester Township in the amount of \$52,500.00 prior to recording the plan for the 35 dwelling lots.</i></li> </ol>
10.	<i>§121-15.F.6 The submission of controlling agreement in accordance with §121-23.B when an application proposes to establish areas which are not offered for dedication to public use. The Applicant indicates that this will be provided.</i>
11.	<i>§121-15.F.8 Such written notices of approval as required by this chapter, including written notices approving the water supply systems, sanitary sewage systems and stormwater runoff to adjacent properties. The Applicant indicates that these will be provided. Provide verification that YCCD approved the E&amp;S control plan. (YCCD Review Memo)</i>
12..	<i>§121-17 Financial security. Financial security shall be in the form of letter of credit, escrow account or some alternative type of financial security posted by a reputable chartered lending institution or bonding company authorized to do business in Pennsylvania and is subject to review by the Township Solicitor for adequacy.... The amount of financial security shall be equal to 110% of the cost of completion estimated as of ninety (90) days following the date scheduled for completion by the developer.... The Applicant has prepared a cost opinion for the public improvements associated with this project. HRG will review the cost estimate and provide their recommendation. If providing a bond or a letter of credit, the Township prefers them to be automatically extending or evergreen. HRG recommends that financial security be required in the amount of \$4,037,504. The Planning Commission members should discuss this and it should be included in their recommendation to the Board of Supervisors.</i>

13.	<i>§121-17.D In addition to the bonds or other security required, the applicant...shall deliver to the Township a check payable to the Township in an amount equal to 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, 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 provide an engineering escrow check in the amount of 3.5% of the approved financial security estimate to the Township prior to the plan being recorded.</i>
14.	<i>§121-18 Dedication and acceptance of improvements. All improvements shall be deemed to be private improvements and only for the benefit of the specific project until such time as the same have been offered for dedication and formally accepted by the Board of Supervisors. No responsibility of any kind with respect to improvements shown on the final plan shall be transferred until the improvements have been formally accepted. All requests for dedication shall follow the current procedures of the Township of West Manchester.</i>
15.	<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>
16.	<i>§121-21 As-built plan. Prior to the 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.</i>
17.	<i>§121-23.B Private streets are prohibited unless they meet the design standards of these regulations. Applications which propose a private street shall be accompanied by a right-of-way agreement which shall be submitted for review by the Township and recorded with the York County Recorder of Deeds on the same date as the recording of the final plan. This agreement shall establish the conditions under which the street will be constructed and maintained, as well as conditions controlling an offer of dedication. The Applicant indicates that this will be provided.</i>
18.	<p><i>§121-23.C Improvements to existing streets.</i></p> <ol style="list-style-type: none"> <li><i>1. All existing streets at the perimeter and/or through the development shall be improved according to Township specifications. If an existing street is located at the perimeter of the development, it shall be improved at least to the center line of the street. The Board of Supervisors may require the existing street to be improved to its full width. If an existing street is to be located within the development, it shall be improved to the full width of the street as required by such specifications.</i></li> <li><i>2. The Township may require the posting of an escrow account for improvements along existing street when it is more desirable to delay construction.</i></li> </ol>
19.	<i>§121-14.D.11 &amp; §121-15.D Proposed names for new streets. §121.23.G Street names and signs. Names for new streets shall not duplicate or closely resemble names of existing streets within the same postal area. All new street names are subject to approval by the Township. Applicant indicates that the street names are currently being discussed. Please submit the proposed street names to Fire Chief Laughman for consideration at <a href="mailto:claughman@wmtwp.com">claughman@wmtwp.com</a>. Street signs shall be installed at all new street intersections. Street signs shall be furnished and installed by the Township after acceptance of the street. The cost of the street sign, as established by resolution of the Board of Supervisors, will be billed to the developer. (HRG Review Memo #1) (YCPC Review Memo)</i>
20.	<i>§121-23.K Street improvements. All streets must be constructed in accordance with the prevailing West Manchester Township construction and material specifications for land development. The final surface course shall not be installed until directed by the Township.</i>
21.	<i>It appears a 75' clear sight triangle was provided for the proposed intersection with Baker Road. A 150' clear sight triangle shall be provided for an intersection with a collector street [121-23.L.6]. (HRG Review Memo #1)</i>

22.	Confirm the temporary cul-de-sac street's temporary situation will not exceed two years. Additionally, as Phase 1 only proposed one full access point to a public street, it is recommended to provide a secondary stabilized temporary emergency access [121-23.N.1]. (HRG Review Memo #1)
23.	Provide the recreation fee-in-lieu [121-36.B]. (HRG Review Memo #1) <i>1. The amount of the fee shall be set by resolution (23-02 - \$1,500 per dwelling unit) of the Board of Supervisors</i> <i>2. The fee shall be paid to the Township prior to approval of the final plan.</i>

**General Comments:**

1.	An Operation and Maintenance Agreement is required prior to approval by the Board of Supervisors.
2.	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)
3.	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) (YCPC Review Memo)
4.	All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
5.	The final plan, as approved by the Board of Supervisors, shall be submitted in electronic format (i.e. PDF) after recording with all required signatures on the plan.
6.	Provide written approval that the plan for erosion and sediment control (NPDES permit) has been approved by the York County Conservation District.
7.	Revisions are needed to the following: Sheet LD-12 of 60, Lot 7 SF and AC appear to be cut off by another overlapping text block. Sheet LD-13 of 60, Lot 39 there are overlapping numbers along the rear property line. Sheet LD-13 of 60, Lot 61 there are overlapping numbers along the rear property line. Sheet LD-14 of 60, Lot 61 there are overlapping numbers along the rear property line.
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]. (HRG Review Memo #1)
9.	All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued [113-23]. (HRG Review Memo #1)
10.	The applicant shall schedule all required inspections [113-24]. (HRG Review Memo #1)
11.	The applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the start of any construction [113-24]. (HRG Review Memo #1)
12.	The applicant shall be responsible for scheduling all required inspections with 48-hours' notice [113-24]. (HRG Review Memo #1)
13.	Upon completion of all required improvements and prior to release of the performance bond, the applicant shall submit an as-built plan [113-25]. (HRG Review Memo #1)
14.	The YCPC Transportation Planning staff is concerned how this traffic generated by this development will impact the intersection of Baker Road and Taxville Road. This intersection is a skewed intersection with an all-way stop. Per the scope of the TIS, the engineer should provide a Level of Service (LOS) determination for that intersection, as well as crash analysis. Furthermore, based on the number of trips generated by the proposed development and current volumes at that intersection, there are safety concerns that may need to be addressed by West Manchester Township and PennDOT to attempt to proactively reduce future crashes at this intersection. The YCPC Transportation and Planning Department recommends expanding the limits of the TIS or completing a traffic study at the intersection of Taxville Road and Baker Road to ensure that the potential of future crashes is mediated. (YCPC Review Memo)
15.	The YCPC staff does not recommend that the wetland areas be included as part of Lot 64 but rather as part of Lot 66. Wetland areas are not to be disturbed, including mowing and active recreation. How will the Township and the developer enforce protection of these wetland areas? (YCPC Review Memo)

SECOND: by Felicia Dell

MOTION PASSED: Unanimously (5-0)

**T-908 Preliminary/Final Land Development Plan for Raising Cane's Restaurant with Drive-Thru** – to depict the demolition of the existing Lyndon Diner and redevelopment of the property **located at 1353 Kenneth Road** (Tax Map: JH; Parcel: 0054C) for the proposed 3,432 sq. ft. Raising Cane's restaurant with drive-thru, outdoor seating and associated parking and underground stormwater management in the Regional Commercial Zone. The project will be served by public water and public sanitary sewer. The plan proposes 6 EDUs. ***Tabled until the April 14, 2026, Planning Commission meeting.***

Ms. Sampere received an email from Bohler Engineering requesting that the plan be tabled until that April 14, 2026 Planning Commission so the applicant could address staff's comments received during the in-house staff review.

MOTION: by Matthew Biehl to table the plan until the April 14, 2026, Planning Commission meeting.

SECOND: by Fred Walters

MOTION PASSED: Unanimously (5-0)

### **DISCUSSION**

Ms. Sampere and Mr. Cummings discussed the option to amend the Subdivision and Land Development Ordinance related to the timeline to submit a land development plan for review. Currently, the SALDO requires that the Planning Commission review a plan at a particular meeting only if the plan was filed at least 15 days prior to that meeting. Staff would like to amend the SALDO to require that the plan be submitted 28 days prior to a Planning Commission meeting in order to give staff more time to review the plan. With proposed development increasing in the Township, staff believes this will be necessary. Mr. Cummings also suggested that we require the applicants to submit CAD files and other electronic files in addition to the hard copies they submit during the application process. This language would be added to a draft ordinance for the Township Planning Commission to review at a future public meeting. The Planning Commission members seemed receptive to the concept and suggested that a draft text amendment be placed on a future Planning Commission meeting agenda for review and recommendations.

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 Patrick Hein to adjourn the meeting.

SECOND: by Matthew Biehl

MOTION PASSED: Unanimously (5-0)

The meeting adjourned at 8:06 p.m.