

**UPPER FREDERICK TOWNSHIP
PLANNING COMMISSION MEETING**

January 25, 2018

The January 2018 meeting of the Upper Frederick Township Planning Commission was called to order by Mr. Buckman at 7:00 PM.

Attending Were: Richard Buckman; William O'Donnell; Joseph Buick; Robert Keenan; Troy Armstrong; Kenn Picardi, Solicitor; Norm Ulrich, Township Engineer; Tracy Tackett, Township Planner; Jackie Tallon, Township Manager; and, Lois Reitnour, Administrative Assistant

IN ATTENDANCE: William Tray, Neiffer Road

REORGANIZATION

Mr. Picardi, acting as temporary chairman, opened the reorganization meeting and called for nominations for Planning Commission Chairman. Mr. O'Donnell nominated Mr. Buckman. Nomination was seconded by Mr. Buick. Calling for any other nominations and hearing none, Mr. Picardi called for a motion to close nominations. Mr. O'Donnell made motion to close nominations and Mr. Keenan seconded. Mr. Picardi called for a vote for Richard Buckman as Chairman for 2018. Vote was unanimous. Mr. Picardi turned the meeting over to Mr. Buckman, Chairman.

Mr. Buckman called for nominations for Vice-Chairman. Mr. Buick nominated Mr. O'Donnell for Vice-Chairman. Nomination was seconded by Mr. Keenan. Mr. Buckman stated that motion was made to nominate Mr. O'Donnell as Vice-Chairman. Mr. Buckman called for a motion to close nominations. Motion to close was made by Mr. Keenan and seconded by Mr. Buick. Mr. Buckman called for a vote for Mr. O'Donnell as Vice-Chairman. Vote was unanimous

Ms. Tallon took the opportunity to introduce Troy Armstrong to the Commission as the Township's newly elected Supervisor and has volunteered to become a member of the Planning Commission. Mr. Buckman and Commission members welcomed Mr. Armstrong.

Approval of Minutes:

Mr. O'Donnell made the motion to approve the August 31, 2017 Planning Commission Meeting Minutes. Mr. Buckman seconded the motion and was approved by all.

SUBDIVISIONS

Stahl – Lot Line Adjustment – Expires 3/13/2018

No activity. Ms. Tallon made note to a copy of the 90 Day Waiver Extension form that was given to each Planning Commission member. New language was added to the waiver to initiate a timeline. Language was approved by Mr. Allebach. Ms. Tallon provided information on the original submission of the Lot Line Adjustment and the Conditional Approval date. Ms. Tallon requested approval from the Planning Commission for use of the new form. Commission approved form and the letter to be sent to Ms. Stahl advising of the new timeline.

Scioto Village – Expires 8/14/2018 – One Year Extension

No activity

Other Business:

Lords & Ladies – Parking Lot

Revised plan dated January 11, 2018 was submitted and reviewed. Mr. Ulrich stated that for the most part the plan is the same one that has been submitted repeatedly; however, there were a few concerns knowing the history of the project. The newly revised plan now has more parking spaces than the Township approved and a question on the bollards. Concerns and details were discussed. Mr. Ulrich will continue communication with Mr. Stewartz of Barwis Construction, Engineer for Lords & Ladies, to correct the plan according to Township approval and submission to the Board of Supervisor for final approval and granting of waivers. Mr. Buckman expressed concern over compliance from Lords & Ladies owners. Mr. Ulrich stated that the plan must be recorded and we are still holding their escrow.

Mr. Ulrich inquired of Mr. Picardi, Planning Commission Solicitor, what course of action can the Township take if, following the recording of the plan, the property owner allows for additional parking by personnel allowing them to park closer to add spaces. Mr. Picardi stated that the Zoning Officer can issue a Notice of Violation.

Frederick Living Conditional Use Order

Copy of the Order was forwarded to Planning Commission members, Mr. Ulrich and Ms. Tackett. Ms. Tallon noted that it was recommended by Mr. Allebach, that similar to the Zoning Hearing Board Application, which states that surrounding property owners be notified within 500 feet, Conditional Use Applications should contain the same requirement of notification. Planning Commission agreed that the notification requirement wording be added to the Conditional Use Application. Ms. Tallon will implement the wording.

Planning Commission Annual Report

Ms. Tackett presented a draft of the Annual Planning Commission Report for 2017 to the Commission for their review and comment. Ms. Tackett briefly discussed the report. Mr. Buckman requested time for review of the report and comments to be presented at the February 2018 meeting. If there is no meeting in February, comments can be directed to Ms. Tackett via e-mail to allow for the March 2018 deadline for presentation to the Board of Supervisors.

Swamp Creek Greenway

Ms. Tackett informed that there was a Sunrise Trail/Swamp Creek Greenway meeting on December 13, 2017 at Pennypacker Mill. Ms. Tackett reviewed the purpose and history of the trail for the new member and attendees. The focus of recent meetings shifted from the entire corridor to an emphasis on the development of the Sunrise Mill property. The December meeting was focused entirely the Sunrise Mill property. The steering committee has started to develop a conceptual plan that has three phases. Phase I - is to incorporate parking and a 1.3 mile trail from the mill to the middle school; Phase II – immediate bridge restoration, more trails on south side of creek; and, Phase III – development of additional trails, parking and stream crossing where feasible.

Ms. Tackett continuously pushes for trail connection to Upper Frederick Township's Wayland Park.

Comprehensive Plan Update

Ms. Tackett informed that the plan is required to be updated every ten (10) years. Copy of the 2008 plan was given to the Planning Commission members. Ms. Tackett is in the process of getting the plan reorganized so that in a workshop meeting can be scheduled.

CPVRPC

Meeting was held on January 15, 2018 at the Colledgeville Township building and was attended by Ms. Tackett. Officers were elected for 2018.

Project of Regional Significant is the Sacks Land Development Plan in Lower Frederick Township. This is a proposal to consolidate three (3) parcels into one for a combined total of 7.42 acres. Ms. Tackett provided a copy of the proposed plan. Plan was discussed.

Ms. Tackett provided information on the County grant program for the Commission's review. Short discussion followed. It was recommended that Upper Frederick look into the County grant at a future date.

Mr. Buckman inquired if there was any additional business to bring before the Commission.

Adjournment

Mr. O'Donnell made a motion to adjourn the meeting at 7:45 PM. Motion was seconded by Mr. Buick and approved by all.

Richard Buckman, Chairman

William O'Donnell, Vice-Chairman

Joseph Buick