



Planning Commission Meeting Minutes  
June 5<sup>th</sup>, 2024

Chairman Wayne Hoffman called the Planning Commission meeting to order at 7:00 PM on June 5<sup>th</sup>, 2024. Members present: Eric Harlacher, Justin Bigham, Mark Miller, and alternate Stephen Stefanowicz. Other Township Representatives in attendance were John Baranski, Solicitor; John McLucas, Zoning Officer; Terry Myers and Cory McCoy, Township Engineers with C.S. Davidson; and the Recording Secretary. Anthony Pinto and Monica Love were absent with prior notice. There were 5 members of the public present.

It was noted that Stephen Stefanowicz will be a voting member at tonight's meeting.

**I. Approval of Minutes from the Planning Commission meeting held on April 3<sup>rd</sup>, 2024,**

**Motion** by Miller, seconded by Bigham to approve the Planning Commission Meeting minutes from the meeting held on April 3<sup>rd</sup>, 2024. All members voted aye; motion carried.

**Approval of Minutes from the special Planning Commission meeting held on April 25<sup>th</sup>, 2024.**

**Motion** by Harlacher, seconded by Hoffman to approve the Planning Commission Meeting minutes from the special Planning Commission meeting held on April 25<sup>th</sup>, 2024. All members voted aye; motion carried.

**Approval of Minutes from the Planning Commission meeting held on May 1<sup>st</sup>, 2024.**

**Motion** by Miller, seconded by Harlacher to approve the Planning Commission Meeting minutes from the meeting held on May 1<sup>st</sup>, 2024. All members voted aye; motion carried.

**II. Plans**

- a. PL 23-11 Dover Antique Mall Expansion/Lot Combination- 6,010 SF Building Addition- Commercial District.

Kent Raffensberger, Johnson and Associates, Inc. was present on behalf of the applicant. The applicant is proposing the consolidation of two parcels (*KF0072 and KF0072A*) and a 6,010-square-foot building expansion to the existing building and parking lot. In addition, they propose to continue with the joint parking agreement that currently exists between the owners of the Dover Area Animal Hospital and the Dover Antique Mall. Their proposal includes 41 on-site parking spaces, and 87 parking spaces will be shared parking spaces with the Dover Area Animal Hospital.

There is a concern regarding the safety of pedestrians who will be walking through the parking lot to get into the building. It was stated that there would be a designated three-foot separation from the building to the bumper blocks or bollards that would be used for a



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walking path. It was noted that the planting strip bump out at the corner of the building that shields the first parking space, should have some sort of cut-out walkway for pedestrians so they aren't being directed to walk out in the lane of traffic entering the site. The applicant is proposing to continue the use of compacted millings as the proposed parking hard surface that will be striped for parking. They are requesting to move some of the street trees required along Carlisle Road to the back of the location, not reducing the number of plants by just relocating them. They are requesting seven waivers at this time.

*Waivers requests:*

§22-1102.2.C- Requirement of Landscape Plans to be certified by a Registered Landscape Architect. **Motion** by Harlacher, second by Miller to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-1102.2.C- Requirement of Landscape Plans to be certified by a Registered Landscape Architect. All members voted aye; motion carried.

§22-1103.5.B- Requirement of Street Trees along Carlisle Road frontage. **Motion** by Harlacher, seconded by Miller to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-1103.5.B- Requirement of Street Trees along Carlisle Road frontage. All members voted aye; motion carried.

§22-1103.12.B- Requirement for 6' separation from parking to the building. **Motion** Hoffman, seconded by Harlacher to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-1103.12.B- Requirement for 6' separation from parking to the building to 3' as noted on the plan. All members voted aye; motion carried.

§22-1103.12.D- Requirement for 10% of Parking Facility devoted to landscaping. **Motion** by Stefanowicz, second by Miller to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-1103.12.D- Requirement for 10% of Parking Facility devoted to landscaping. All members voted aye; motion carried.

§22-1103.12.F- Requirement for all areas between the right-of-way and parking lot to be planted. **Motion** by Harlacher, second by Bigham to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-1103.12.F- Requirement for all areas between the right-of-way and parking lot to be planted. All members voted aye; motion carried.

§22-1103.14- Requirement for loading space screening. **Motion** by Stefanowicz, second by Miller to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-1103.14- Requirement for loading space screening. All members voted aye; motion carried.

§22-720.3- Requirement for an independent Consultant to prepare the Environmental Impact Assessment Report. **Motion** by Harlacher, second by Miller to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-720.3- Requirement for an independent Consultant to prepare the Environmental Impact Assessment Report. All members voted aye; motion carried.

C.S. Davidsons letter dated June 5<sup>th</sup>, 2024, was reviewed with the following open items and comments.



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*Zoning Ordinance:*

1) Floor area for public use as noted in the parking calculations shall be quantified and identified on the plans. (27-703.1) 2) Joint parking facilities shall remain under control of the owner or operator of the use to which the parking area is appurtenant. Provide an agreement between the owners of the Animal Hospital and Antique Mall for the shared parking to be recorded with the plans. (§27-704.2.B.3 and §22-602.1) 3) For commercial use, all parking areas shall be paved or improved with another hard surface as approved by the Township. (§27-709)

*Subdivision and Land Development Ordinance:*

1) Name, address, seal, signature, and date of the Professional Engineer/Surveyor shall be added to the plan, certifying the accuracy. (§22-501.2.F) 2) The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H) 3) The PA DEP code number referencing approval of the planning module shall be added to the plans upon receipt. (§22-601.2.L) If the existing on-lot disposal system is not sized for the proposed flows, the certificate of occupancy for proposed improvements will be withheld until the connection to the public sewer is made. Additionally, the "Planning Waiver & Non-Building Declaration - Lot 72A" note on the coversheet references York Township and shall be updated to reference Dover Township. 4) Verification shall be provided indicating that the Erosion and Sedimentation control plan was approved by the York County Conservation District. (§22-602.4) 5) Where a subdivision abuts or contains an existing street of inadequate width, the developer shall provide sufficient additional right-of-way and cartway widths to meet the following minimum required standards (§22-704.B): The 6-month note for curb and sidewalk and the proper right-of-way is proposed to be dedicated. No further action is required at this time. 6) All outstanding comments made by the Township Public Works Director shall be addressed. *Added notes:* 7) The width of all parking aisles providing direct access to individual parking stalls shall be in accordance with the requirements of parking angle at 90 degrees and aisle width of 24 feet. (§22-707.2.H) 8) All dead-end parking areas shall be designed to provide a sufficient backup area for end stalls. (§22.707.2.C)

**Motion** by Harlacher, seconded by Bigham to recommend approval to the Board of Supervisors of Plan PL-23-1, Dover Antique Mall Expansion and Lot Consolidation with open items from C.S. Davidson's letter dated June 5<sup>th</sup>, 2024, Zoning Ordinance 1 through 3, and open SALDO items 1 through 6, adding comments 7 and 8 all being addressed. All members voted aye; motion carried.

- b. PL 24-1- Donwood IIB Final Subdivision Plan 53 Single Family Detached Dwellings- 1 open space lot- R3 District

Dan Creep with Warehaus was present on behalf of the applicant Joel McNaughton. They have been before the Planning Commission three additional times with their preliminary plan. They are here tonight to get a recommendation of approval of the final plan. Waivers have been previously approved and should be noted on the plan.



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C.S. Davidsons letter dated May 28<sup>th</sup>, 2024, was reviewed with the following open items and comments.

*Subdivision and Land Development Ordinance:*

1. Revise general note 22 to state that "No extension to the sanitary sewer main and/or water main shall be made without authorization from the Township. (§22-601.O) 2. Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided. (§22-501.2.A) 3. The seal, registration number, date, and signature of the professional engineer or land surveyor, responsible for preparation of the plan, shall be added to the plan (§ 22-501.2.F) 4. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H) 5. Proposed Home Owner's Association documentation must be submitted to the Dover Township Solicitor for approval (§22-602.1) 6. Verification shall be provided indicating that the Erosion and Sedimentation control plan was approved by the York County Conservation District (§22-602.4) 7. The amount of land required to be provided for public recreational purposes for all residential subdivision or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu-of for each dwelling unit is required on all residential subdivisions, and all multi-family developments, regardless of whether private recreational facilities are also provided. (§22-718.1) 8. Public Improvements Security is required in a form and amount acceptable to the Township, prior to final plan approval. (§22-1201.1) 9. Township Public Works comments shall be addressed prior to final plan approval.

*General Comments:*

1. Rename the site data table on SD-2 to "Final Subdivision Site Data". 2. 53 dwelling units are proposed however 54 are used to calculate the required and proposed parking. Update the parking calculations under site data note #13 accordingly.

*Stormwater Management Ordinance:*

1. It shall be the developer's responsibility to verify if the project site is underlain by carbonate geology. The following note shall be attached to all stormwater management plans and signed and sealed by the developer's geologist: "I,----- certify that the proposed stormwater management facility (circle one) is/is not underlain by carbonate geology." (§19-308.2.D) 2. A notarized signature of the owner of the parcel for which the SWM facilities is proposed indicating that they are aware of and will be responsible for operation and maintenance of the facilities. (§ 19-401.2.E.11) 3. Prior to final approval of the SWM site plan, the property owner shall sign and record an operation and maintenance (O&M) agreement covering all stormwater control facilities which are to be privately owned (§19-602.1).

**Motion** by Bigham, second by Miller to recommend approval to the Board of Supervisors of PL-24-1, Donwood IIB Final Subdivision with open items from C.S. Davidson's review letter dated May 28<sup>th</sup>, 2024, SALDO items 1 through 9, General Comments 1 and 2, Stormwater Management Ordinance Comments 1 through 3, all being addressed. All members voted aye; motion carried.



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- c. PL 23-5- The Seasons Phase 3A Conservation Based Design Sketch Plan- 107 Single Family Attached Dwelling Units- R3 District

Tom Englerth with Site Design Concepts was present on behalf of the applicant for PL 23-5, The Seasons 3A Conservation-Based Design Sketch Plan. This phase was not originally part of the preliminary plan. The zoning for this property has changed since the original subdivision was approved, it is now zoned R3. They are now proposing twenty-one multi-family buildings that would have 108 townhouse units. They are proposing road connections out to Fox Meadow Road and Virginia Avenue from within the development. There will be access trails throughout the site that are proposed to be grass in nature. The water and sewer lines will need to be relocated. EDUs are being exceeded by 103, they currently only have a few EDUs left that were originally allotted. Future waivers they would be asking for would include waivers for the radius of the curves/corners of the road but not the width. It was noted that the radii should be increased on the plan. They propose no on-street parking, each unit would have a 1 car garage on the lower level with an additional parking space in the driveway. Parking requirements would be grandfathered in the old ordinance.

C.S. Davidsons letter dated June 5<sup>th</sup>, 2024, was reviewed with the following open items and comments.

*Subdivision and Land Development Ordinance:*

1. The aerial imagery does not appear to match the survey. See Alta Vista Rd. right-of-way and adjacent properties. (§22-402.1.A.2) 2. Label the right-of-way and cartway widths of Winter Dr., Fox Meadow Dr., and Virginia Ave. (§22-402.1.B.2) Show the drainage area separations to the 3 existing drainage points on the site: the wetlands, the eastern corner of the site, and the Moul property. 3. Show the location and size of the existing sanitary sewer along Virginia Avenue. (§22-402.1.B.4) 4. ~~Identify the natural drainage swale to the existing wetlands on plan sheet 1. (§22-402.4.A.2.a)~~ 5. The developer shall be responsible for the installation of curb, sidewalk, and a driveway connection on the Golder property as well as removal and restoration of the existing cul-de-sac to lawn space. 6. Urban local roads shall have a minimum centerline curve radius of 200'. Along the extension of Fox Meadow Dr. a 102' and 52' radius are provided. (§22-704.A and Table 22-7-1) Additionally, label the radii of the connections to Fox Meadow Dr. and Virginia Ave. 7. Because the right-of-way from Virginia Avenue is a straight line to the Season's property, the first point of curvature for the connection to Virginia Avenue shall be located at the property line or within the site. (§22-704.J) *Added comment* 8. Be located at least 100 feet from environmentally sensitive areas and 50 feet from open space area and greenway land. (§22-403.E)

*Stormwater Management Ordinance:*

1. It appears that the basin adjacent to lots 225 and 226 will outlet towards the downstream neighboring property owners. Any release from the proposed basin shall be adequately returned to a diffused drainage state through use of level spreader(s) or other drainage defusal structures for storms up to and including the 100- year 24-hour storm. Similar consideration should be given to the design of the spillway to prevent flooding of neighboring basins and erosion. (§19-307.6)



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It was explained the Board of Supervisors agreed to a re-phasing plan as long as a developer agreement along with security was submitted with the approval of Phase 4 to be sure the connection points are completed.

- d. PL 24-2- The Seasons Phase 4 Final Subdivision Plan- 56 Single Family Detached Dwelling Units- R3 District

Tom Englerth with Site Design Concepts was present on behalf of the applicant for PL 24-2, The Seasons Phase 4 Final Subdivision Plan. They are here for a recommendation for approval for the Final Subdivision Plan for The Seasons Phase 4 Plan. There are no changes to the plan from the previous preliminary plan that was submitted and approved prior to tonight's meeting.

C.S. Davidsons letter dated May 28<sup>th</sup>, 2024 was reviewed with the following open items and comments.

*Waiver Requests:*

§22-704 -To allow 32' cartways instead of 36' cartways; **Previously approved 06/24/2006**

§22-1103.e.2 -To allow greater than 60' spacing between street trees; **Previously approved 06/24/2006**

§22-Section 7 Table 1 -To allow cul-de-sacs greater than 500' in length (cul-de-sac to include 15' snow- stockpiling easement); **Previously approved 06/24/2006**

§22-501.2.GG -To allow construction to begin after preliminary plan approval; **Previously approved 3/26/07**

§22-501.2.A and §22-601.2.A-To allow for 30"x42" Plan Sheets. **Motion** by Harlacher, seconded by Bigham to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-501.2.A and §22-601.2.A-To allow for 30"x42" Plan Sheets. All members voted aye; motion carried.

§22-501.2.D -To not require the north arrow oriented to the top of the page. **Motion** by Harlacher, seconded by Bigham to recommend to the Board of Supervisors to look favorably upon the approval of waiver request §22-501.2.D -To not require the north arrow oriented to the top of the page. All members voted aye; motion carried.

*Subdivision and Land Development Ordinance:*

1. The EDU table is inconsistent with the preliminary plans. Provide DEP approval of a revised/additional planning module for any additional EDUs. Additionally, reference the previously approved planning module number and approved number of EDUs. (§22-502.2)
2. Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided. (§22-501.2.A)
3. The seal, registration number, date, and signature of the professional engineer or land surveyor, responsible for preparation of the plan, shall be added to the plan (§22-501.2.F)
4. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H)
5. Proposed Home Owner's Association documentation must be submitted to the Dover Township Solicitor for approval (§22-602.1)
6. Verification shall be provided indicating that



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the Erosion and Sedimentation control plan was approved by the York County Conservation District (§22-602.4) 7. The amount of land required to be provided for public recreational purposes for all residential subdivision or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu-of for each dwelling unit is required on all residential subdivisions, and all multi-family developments, regardless of whether private recreational facilities are also provided. (§22-718.1) 8. Public Improvements Security is required in a form and amount acceptable to the Township, prior to final plan approval. (§22-1201.1) 9. Township Public Works comments shall be addressed prior to final plan approval.

*Stormwater Management Ordinance:*

1. The developer shall be responsible for providing as-built plans of all SWM BMPs included in the approved SWM Site Plan. The as-built plans and an explanation of any discrepancies with the construction plans shall be submitted to the Township upon completion. The as-built submission shall include a certification of completion signed by a qualified person verifying that all permanent SWM BMPs have been constructed and will function according to the approved plans and specifications. (§19-407.1&2)

*General Comments:*

1. Revise the plans to reference "Fox Ridge Drive East" along with Township street identification numbers, as provided by public works. 2. Wearing course shall be PG 64□-22, 0 to <0.3 million ESAL's. 3. The sidewalk shall be extended to tie into the existing sidewalk on lots 34 & 35. 4. Lots 32 and 34 have the same street address; the Lot No./Street Address table on the coversheet will need to be updated accordingly. 5. It appears that lots 47 and 48 will have conflicts with the sewer lateral and the water main. Water main should be shown at 4' depth and fittings utilized to meet vertical clearance for storm sewer crossing. 6. The sanitary sewer run between MH 21 and MH 20 does not appear on the profile. 7. Show the sewer main crossing on the profile of 1-3 to 1-4. 8. Label existing inlet 1-6 on the plans. 9. Revise the typical pit dimensions on the residential seepage basin detail to reflect the dimensions of the pits shown on the plans. Show that the void volume will be 240 CF or more. 10. Grading at the rear of lots 55-61 appears to create a swale directed to lots 62/63. Grading plan should be reviewed against previously approved overall grading plan (completed by Morris & Ritchie Associates) and revised, or a stormwater easement will be required for the rear of lots 55-61 and 62/63. 11. Remove "lot 3 sidewalk curb ramp" detail on sheet 10 of 12.

**Motion** by Bigham, second by Harlacher to recommend approval to the Board of Supervisors of PL 24-2, The Seasons Phase 4 Final Subdivision Plan with all open items from C.S. Davidson's review letter dated May 28<sup>th</sup>, 2024, SALDO items 1 through 9, Stormwater Management Ordinance item 1, and General Comments 1 through 11, being addressed. All members voted aye; motion carried.



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**III. Ordinances**

None

**IV. Other Business/Public Comment**

It was noted that the crosswalk at Davidsburg Road and Tower Drive is on the list for the Road Safety Committee to be looked at.

**V. Correspondence**

An informational guide will be going out with the newsletter with the breakdown of zoning percentages, preserved farmland, agricultural security, and warehouses. The Township was notified about 225 acres of farmland preserved today, which brings the total preserved farmland to just under 2700 acres for Dover Township.

**VI. Next Meeting**

The next Planning Commission meeting will be held at the Municipal Building located at 2480 W. Canal Road on Wednesday, July 10<sup>th</sup>, 2024, at 7:00 PM

**VII. Adjournment**

Chairman Hoffman adjourned the meeting at 10:05 PM. **Motion** by Harlacher, seconded by Miller. All members voted aye; motion carried.

Respectfully Submitted by,

Tina Wagner  
Recording Secretary