

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
PLANNING COMMISSION  
MEETING MINUTES  
SEPTEMBER 28, 2017**

The Caernarvon Township Planning Commission held its Regular Monthly Meeting on September 28, 2017 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA pursuant to notice and according to law.

**MEMBERS IN ATTENDANCE**

Sean Zerbey, Chairman; Roger Keith, Member; Donna Jeffery, Member; Nora Filmore, Member; Scott Anderson, Great Valley Consultants, Township Planner and Engineer; Mike Crotty, Siana, Bellwoar & McAndrew, Township Solicitor; Randall Miller, Township Administrator/Secretary.

**CALL TO ORDER**

Sean Zerbey called the meeting to order at 7:30 PM with the Pledge of Allegiance.

**COMMENTS FROM THE ASSEMBLY**

There were no comments at this time.

**MINUTES OF THE PREVIOUS MEETING**

Roger Keith made a motion to approve the minutes from the August 24, 2017 Planning Commission meeting. Donna Jeffery seconded the motion. The motion passed on a vote of three members present in favor.

**PLAN REVIEW**

A. Representatives for the Morgantown Apartments were not present. No discussion was held.

B. John Riebow, Engineer, was present along with the owners of Hillside Custom Machining. They have submitted a Land Development Plan for property along Morgan Way near Morgan Corp. Engineer Riebow, along with Peter Kurzyna discussed the company and what they do, along with their plans for the future. They are outgrowing their current location and require a larger facility. They also noted that the plan requires development in a flood plain, but that the building would be built higher than the 100 year storm levels.

Engineer Riebow then discussed the Township Engineer's letter dated September 28, 2017. Mr. Riebow and the owners of Hillside Custom Machining noted they would comply with the majority of comments. They intend to meet with the Township's Road Foreman and Engineer to discuss the issue of required road widening and improvements. Once these issues have been ironed out, they would update their submittal with the required upgrades.

The owners through their Engineer, requested deferrals of the installation of curbs and sidewalks, unless it was deemed necessary to install curbs to handle stormwater. They also requested a waiver to allow the submittal to be considered as Preliminary/Final. Additionally, they requested a waiver from slope requirements for the detention basin. Finally, they noted they would be submitting their E & S plan to the Berks County Conservation District by October 13, 2017.

Following discussions, and recommendations of Engineer Anderson, and Solicitor Crotty, Donna Jeffery made a motion to recommend to the Board of Supervisors the waiver from SALDO sections 301.3 and 403 to allow the submittal to be considered as Preliminary/Final and from Ordinance #229, section 303.A.3 to allow a variance of the slope required in the detention basin, in the forms discussed. Roger Keith seconded the motion. The motion carried with all Members present in favor of the motion.

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**Planning Commission Minutes**

Donna Jeffery made a motion to recommend to the Board of Supervisors the deferral of SALDO section 502.12, to defer the installation of sidewalks and place the required statement on the plan, in the form discussed. Roger Keith seconded the motion. The motion carried with all Members present in favor of the motion.

The owners then requested Preliminary approval of the plan. Solicitor Crotty noted that since there were outstanding issues with the curb installation, and road improvements, it would be prudent for the Planning Commission to review the plan again, and make informed recommendation to the Board.

**BUSINESS**

The Members reviewed the Draft changes to Ordinance #168 for changes to tree and other shrubbery setbacks along Township road "right-of-ways". The current Ordinance restricts plantings of trees, shrubbery, plants, etc. in the grass strip between curbs and sidewalks, and additionally within three feet of the Township's R-O-W.

The Members agreed with the proposed changes for the setback and plants to be allowed in the setback. After discussion, and some minor language changes and additions to clarify the wording, Roger Keith made a motion to recommend to the Board of Supervisors the adoption of the amended Ordinance 168, in the format discussed at this meeting. Donna Jeffery seconded the motion. The motion carried with all Members present in favor of the motion.

**MEMBER COMMENTS**

Engineer Scot Anderson discussed a request received for a Variance going before the Zoning Hearing Board. This request is for a Hotel in the IOP zoning district near Walmart. The Members did not take a position on the request.

There were no Member comments.

**ADJOURN**

Roger Keith made a motion to adjourn the meeting. Donna Jeffery seconded the motion. The motion passed on a vote of three members in favor, and none opposed. The meeting adjourned at 8:43 p.m.

Respectfully Submitted,

Randall Miller  
Secretary