

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
PLANNING COMMISSION  
MEETING MINUTES  
JANUARY 15, 2019**

The Caernarvon Township Planning Commission held its Regular Monthly Meeting on January 15, 2019 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; Member; Donna Jeffery, Member; Allen Styer, III, Member; Jeffrey Vickers, Member; Scott Anderson, Great Valley Consultants, Township Engineer and Planner; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Joan Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Sean Zerbey called the meeting to order at 7:30 PM with the Pledge of Allegiance. He turned the meeting over to Solicitor Eric Brown, who recommended the Board appoint a Chairman.

**REORGANIZATION**

Sean Zerbey turned the meeting over to Solicitor Eric Brown who conducted the Reorganization portion of the meeting.

Donna Jeffery made a motion to appoint Sean Zerbey as Chairman. Allen Styer seconded the motion. The vote was unanimous to appoint Sean Zerbey as Chairman of the Planning Commission for 2019.

Chairman Sean Zerbey assumed control of the meeting.

Chairman Zerbey asked for nominations for Vice-Chair. Jeffrey Vickers nominated Roger Keith as Vice-Chair. Donna Jeffery seconded the motion. The vote was unanimous to appoint Roger Keith as Vice Chair of the Planning Commission for 2019.

Chairman Zerbey then asked for a motion to appoint the Secretary. Allen Styer made a motion to appoint Joan Bair as Secretary. Donna Jeffery seconded the motion. The vote was unanimous to appoint Joan Bair as Secretary of the Planning Commission for 2019.

**COMMENTS FROM THE ASSEMBLY**

No comments from the assembly.

**MINUTES OF THE PREVIOUS MEETING**

Donna Jeffery made a motion to approve the minutes from the November 20, 2018 Planning Commission meeting with the correct spelling of Donna Jeffery's last name. Jeffrey Vickers seconded the motion. The motion carried with all Members present voting in favor of the motion.

**PLAN REVIEWS**

A. Scott Moyer, 1102 Elverson Road, and Bill Witman, Witman Engineers & Consultants, LLC, were present to discuss the Scott & Theresa Moyer Minor Subdivision Plans submitted to the Township. Mr. Moyer explained that the plans are to reduce the number of his lots from 3 to 2. He gave some history regarding plans for the property. The Planning Commission members reviewed the GVC review letter dated January 11, 2019. The Township Solicitor inquired about zoning setbacks for the existing pole barn building, and noted that designating the principle use will be needed for proposed subdivision plans. In addition, the Solicitor addressed existing easement agreements for reference regarding the identification of any potential cross sharing of easements. Discussion ensued regarding the deed surveys and the records for the Tract 3 acreage, the portion that Mr. Moyer plans on titling to another party. The history of the railroad lines and Hay Creek Trail that previously existed in that area requires further clarification regarding the memorialization of decisions for the deed transfer/titling. Lastly, Mr. Witman proceeded to present a letter to the Planning Commission members requesting several waivers and deferrals for the subdivision plan. At the conclusion of discussions, motions were presented as follows:

(1) Roger Keith made a motion to recommend to the Board of Supervisors the waiver of Section 502.3 of the SALDO requiring a minimum street right-of-way width of 53 feet. Jeffrey Vickers seconded motion. All in favor. Motion carried.

(2) Donna Jeffery made a motion to recommend to the Board of Supervisors the waiver of Section 504.1.c of the SALDO requiring the depth of a residential lot not to exceed 2 to 1. Roger Keith seconded motion. All in favor. Motion carried.

(3) Donna Jeffery made a motion to recommend to the Board of Supervisors the deferral of Section 502.7 of the SALDO requiring installation of curbing. Jeffrey Vickers seconded motion. All in favor. Motion carried.

(4) Donna Jeffery made a motion recommend to the Board of Supervisors the deferral of Section 502.15 of the SALDO requiring installation of sidewalks. Roger Keith seconded motion. All in favor. Motion carried.

**OTHER BUSINESS**

A. The Planning Commission members reviewed the Commonwealth Engineers, Inc. letter dated January 2, 2019 regarding the three (3) month review time extension for Morgantown Apartments. The members acknowledged receipt of the extension from January 4, 2019 to April 24, 2019 for Morgantown Apartments.

Keith Grant was present to discuss the Commonwealth Engineers, Inc. letter dated January 14, 2019 requesting waiver approvals for Morgantown Apartments. Solicitor Eric Brown recommends time be permitted to allow for Great Valley Consultants to provide a review letter in response to waiver approvals letter. Additionally, Solicitor Brown recommends a 2 tier approval process, a preliminary conditional plan approval, followed by a final plan approval. It was noted that designating the responsible party for maintaining installed sidewalks will be needed.

Additionally, the Planning Commission consented to the Township Engineer's request for the applicant to note the following on the plans: (1) a designated pathway to open space areas for use by apartment residents, and (2) a notation clarifying the responsible party for the maintenance of the open space areas (including tot lot). The Planning Commission members postponed action on the developer's request to waive the sight triangle requirements until a later time. The members recommended the applicant contact PennDot regarding reducing the speed limit for that area to improve minimum sight distance. At the conclusion of discussions, motions were presented as follows:

- (1) Donna Jeffery made a motion to recommend to the Board of Supervisors the waiver of Section 301.6.a of the SALDO to allow plan scales of one (1) inch equals forty (40) feet (1"=40') one (1) inch equals thirty (30) feet (1"=30') and one (1) inch equals twenty (20) feet (1"=20') for full set. Jeffrey Vickers seconded motion. All in favor. Motion carried.
  - (2) Donna Jeffery made a motion to recommend to the Board of Supervisors the waiver of Section E.3.b(6) of Ordinance 299-Excavations within Street Right of Way requiring a 2' grass strip between sidewalk and curb along East Main Street, except to continue to require the grass strip for the ten eastern-most feet of the property. Jeffrey Vickers seconded motion. All in favor. Motion carried.
  - (3) Jeffrey Vickers made a motion to recommend to the Board of Supervisors the deferral of Section 502.15 of the SALDO to not install sidewalk along Morgan Way. Donna Jeffery seconded motion. All in favor. Motion carried.
  - (4) Jeffrey Vickers made a motion to recommend to the Board of Supervisors the deferral of Section 502.7 of the SALDO to not install curbing along Morgan Way. Donna Jeffery seconded motion. All in favor. Motion carried.
- B. The Planning Commission members acknowledged receipt of Bogia Engineering, Inc. letter dated November 30, 2018 regarding the Lot 4A project status. The project has been placed on hold.
- C. The Planning Commission members were informed about a scheduled zoning hearing board for January 17, 2019 at 7:30pm for South Street Subdivision. No action necessary.
- D. Secretary Joan Bair informed the Planning Commission members about the upcoming Joint Comprehensive Plan Committee (JCPC) Project meeting, to be held on January 23, 2019. The JCPC committee will be reviewing the transportation section of the joint comp plan update.

There was no further business discussed.

### **MEMBER COMMENTS**

Member Roger Keith inquired about the road conditions in the area of Red Hill and Ammon Road. The members suggested the Roadmaster be informed about the concerns.

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The Township Solicitor Eric Brown reminded the members that the review of zoning districts was previously discussed. Member Allen Styer suggested copies of each zoned district be printed for review. The members discussed starting with the C zoning districts.

**ADJOURN**

Having no further business, Chairman Sean Zerbey adjourned the meeting at 9:55 p.m.

Respectfully Submitted,

Joan A. Bair  
Secretary