

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
PLANNING COMMISSION  
MEETING MINUTES  
OCTOBER 19, 2021**

The Caernarvon Township Planning Commission held its Regular Monthly Meeting on October 19, 2021 in the Caernarvon Township Municipal Building, and via Zoom, located at 3307 Main Street, Morgantown, PA pursuant to notice and according to law.

**MEMBERS IN ATTENDANCE**

Sean Zerbey, Chairman; Roger Keith, Member; Brian Licitra, Member; Allen Styer, Member; Jeffrey Vickers, Member; Terry Naugle, Great Valley Consultants; Eric Brown, Siana, Law; Joan Bair, Township Administrator/Secretary.

**CALL TO ORDER**

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

**COMMENTS FROM THE ASSEMBLY**

No comments.

**CORRESPONDENCE**

Excellence in Government Course Offering November 2021

**MINUTES OF THE PREVIOUS MEETING**

Roger Keith made a motion to approve minutes from the September 21, 2021 Planning Commission meeting. Jeff Vickers seconded motion. Motion carried unanimously.

**PLAN REVIEWS**

A. Hillside Custom Machining Submittal Received September 16, 2021 – Mr. Justin Brewer, D. Howell Associates, presented the Hillside Custom Machining Addition Preliminary/Final Land Development plan. Mr. Brewer explained that the E&S/NPDES permit application is in process, and that any remaining Great Valley Consultants action items will be addressed. Chair Zerbey inquired about the 3:1 slope waiver request which Zoning Officer Naugle explained is industry standard.

After discussions, the following waivers and approvals were recommended:

- (1) Jeff Vickers made a motion to recommend to the Board of Supervisors the approval to continue the SALDO Section 502.12 deferral which is a requirement that was established in the original recorded Hillside Land Development plan. Roger Keith seconded motion. Motion carried unanimously;
- (2) Jeff Vickers made a motion to recommend to the Board of Supervisors the approval of waivers from SALDO Sections 301.3 and 402 (should be 403) to allow the submission of the plan as a Preliminary/Final Plan, and Section 303.A.3 to allow the slopes of the detention basins to be at a slope of 3:1 in lieu of the required 5:1 slope. Brian Licitra seconded motion. Motion carried unanimously;
- (3) Jeff Vickers made a motion to recommend to the Board of Supervisors a conditional approval for the Hillside Custom Machining Addition Land Development Plan, subject to Conservation District's approval and satisfaction of any outstanding items in Great Valley's Review Letter dated October 15, 2021. Brian Licitra seconded motion. Motion carried unanimously.

B. 3011 Best Road Minor Subdivision Plan – Zoning Officer Terry Naugle summarized the proposed subdivision submission, and explained that the applicant was asked to provide Lancaster County’s response for the portion that is located in Lancaster County. The applicant was not present to discuss plans. The Commission inquired about future development plans for the property. Terry Naugle did not have any information regarding future plans for land development. After discussions, the following waivers and approval were recommended:

- (1) Sean Zerbey made a motion to recommend to the Board of Supervisors the approval of waivers for SALDO Sections 402(y), 402(n), 402(r), 402(z), and Section 513.1 to set rebar pins in lieu of marble monuments. Allen Styer seconded motion. Motion carried unanimously;
- (2) Sean Zerbey made a motion to recommend to the Board of Supervisors a conditional approval for the 3011 Best Road Minor Subdivision Plan, subject to receipt of Lancaster County’s review letter and the Township Engineer’s review of the legal description for Deeds. Jeff Vickers seconded motion. Motion carried unanimously.

## **OTHER BUSINESS**

### **A. Township Zoning/Planning Items**

1. Certified Planners Services and Fees – The Members reviewed a list of Certified Planners and fee schedules. Member Styer inquired about the role of Planners. Zoning Officer Naugle explained that the Planner’s role could be to look at the IOP zoning district and make recommendations for viable uses.

The Members discussed the Berks County Comprehensive Plan that was recently revised. Member Styer highlighted the Economic Growth concept. In addition, Member Styer recommended addressing the building height requirements for the IOP zoning district, the current requirement of 75 feet maximum could be reduced to a more normal range of 40-45 feet (approximately 3 stories).

Member Vickers requested that the Commission establish direction and/or scope of work for the Planner prior to assignment.

Public Comment from Lynn Burkholder, Twin Valley Coffee – Mr. Burkholder inquired about previous Planning Commission meetings that included the Members proposing analysis of Land Development options for the IOP district.

Solicitor Brown offered suggestions to the Commission for selecting a Planner and proposed that the Planner could offer a menu of options, conduct a demographics study and recommend best uses viable for a particular property/area within the Township.

Chair Zerbey offered to develop a list for the next meeting for the Members to review. Items on the list to include an objective for the Planner, proposed number of hours and cost for services, and concerns to evaluate such as impact on traffic, school, taxes and population/demographics.

Member Vickers recommended that the Planner be tasked to start with the Airport Property/tract of land within the IOP District and determine best uses for that zoning district.

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The Members requested that Secretary Joan Bair contact Planners from Committa & Associates and Hawk Valley Associates and invite them to the November Planning Commission meeting to discuss services offered by their firms.

2. The Members reviewed a project proposal that was received on September 27, 2021.

B. Plan Review Chart – The Members reviewed the updated plan review chart.

**FUTURE PROJECT**

A. Ordinance Codification – project is in process.

**MEMBER COMMENTS**

No comments.

**ADJOURN**

Having no further business, Jeff Vickers made a motion to adjourn the meeting. Allen Styer seconded the motion. Meeting adjourned at 8:50PM.

Respectfully Submitted,

Joan A. Bair  
Secretary