

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
PLANNING COMMISSION  
MEETING MINUTES  
NOVEMBER 15, 2022**

The Caernarvon Township Planning Commission held its Regular Monthly Meeting on November 15, 2022 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom, pursuant to notice and according to law.

**MEMBERS IN ATTENDANCE**

Sean Zerbey, Chairperson; Roger Keith, Member; Allen Styer, Member; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Michael Gill, Buckley Brion McGuire & Morris LLP; Joan Bair, Township Administrator/Secretary. Absent Member: Jeff Vickers.

**CALL TO ORDER**

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

**COMMENTS FROM THE ASSEMBLY**

No comments from the assembly.

**CORRESPONDENCE**

No correspondence.

**MINUTES OF THE PREVIOUS MEETING**

Roger Keith made a motion to approve the minutes from the June 21, 2022 Planning Commission meeting. Allen Styer seconded the motion. Motion carried unanimously, 3-0.

Allen Styer made a motion to amend the November 4, 2022 Special Meeting Minutes to correct the purpose of the meeting which was to interview/consider candidates for special counsel. Roger Keith seconded the motion. Motion carried unanimously, 3-0.

Allen Styer made a motion to approve the amended November 4, 2022 Special Meeting Minutes. Roger Keith seconded the motion. Motion carried unanimously, 3-0.

**BUSINESS**

**A. Solicitor Brown requested switching the order of plan reviews.**

At this time, the Morgantown Road Commercial Final Land Development Plan submission was discussed. Deborah Roesener, project representative, gave an overview of the submission. Township Engineer Anderson discussed Highway Occupancy Permit requirements. Traffic Engineer Mountz was present and explained that administrative items are currently under review, including pedestrian accommodations. Engineer Anderson summarized the following remaining outstanding items: (1) ball field easement; (2) NPDES permit; (3) PennDot Highway Occupancy Permit; and (4) Township Authority approvals.

After discussion, Roger Keith made a motion to recommend to the Board of Supervisors the conditional approval for the Morgantown Road Commercial Final Land Development Plan, subject to the satisfaction of Kraft Engineering's Review Letter dated November 15, 2022. Allen Styer seconded the motion. Motion carried unanimously.

At this time, 7:54PM, Solicitor Brown excused himself from the meeting.

- B. Berks Homes Magnolia Greene Development** – Michael Gill, Special Counsel for the Township’s Planning Commission, summarized the PRD application process. Charles Haws, Berks Homes Attorney, acknowledged receipt of the Kraft Engineering review letter. Gary McEwen, Berks Homes, provided an overview of the Magnolia Greene 4-phase staging plans. The staging plans consider road access for traffic during construction phases including the Willow Glen relocation, connection to Highcroft, and the proposed Commercial area. Mr. McEwen discussed the option of requesting relief from the residential density modification requests noted on the Kraft Engineering review letter.

Engineer Anderson discussed intersection scoping application meeting that took place with PennDot. Traffic Engineer Mountz was present to explain that the proposed Willow Glen relocation was reviewed by the PennDot permit manager. PennDot has requested the following for traffic entering the commercial area: (1) traffic enter from Main Street (Route 23); (2) separate right turn lanes; and, (3) no exit movement be permitted. Full movement is recommended for the East end and signalized intersection.

Gary McEwen explained that the 24 foot cartway plan notation is an error, cartway is 28 feet.

Engineer Anderson inquired about the proposed Common Open Space plans and referenced Zoning Ordinance Sections 628.10.d and 628.10.m. Mr. McEwen discussed accessibility options. Also, Mr. McEwen expressed an interest in meeting with the Township’s Parks and Recreation Committee to obtain recreation ideas including the possibility of a community recreation facility in lieu of an onsite (HOA) facility.

Mr. McEwen discussed the proposed uses of the IOP parcel. Attorney Gill recommended that more information be provided to the Planning Commission Members to ensure compliance of zoning requirements.

Engineer Anderson asked that a correction be made to item 26 regarding the reference to SALDO Section 589.L.1, should be Section 598.L.1.

Attorney Gill discussed the need for a traffic impact study which the Planning Commission will need as part of the decision making process. Traffic Engineer Mountz explained that a PennDot scoping application resubmission will be needed which will have an impact on the timeframe for obtaining a traffic impact study.

Sidewalk discussion - Engineer Anderson recommended reviewing sidewalk options for the Willow Glen frontage area up to Highcroft, in conjunction with reviewing requirements for Right of Way and current standards SALDO Section 502.1.

In conclusion, Attorney Gill, discussed the importance of the Planning Commission’s comments or concerns regarding the preliminary plan including the staging proposal.

## **OTHER BUSINESS**

- A. Plans Review Chart – Chart was reviewed. Engineer Anderson will request an extension letter from XTL.
- B. Sidewalk Maps Review – For next meeting.

**MEMBER COMMENTS**

No comments.

**ADJOURN**

Having no further business, Roger Keith made a motion to adjourn meeting. Allen Styer seconded the motion. Meeting adjourned at 10:34p.m.

Respectfully Submitted,

Joan A. Bair  
Secretary