

Dover Township
Planning Commission Minutes
November 6, 2019

Chairman Wayne Hoffman called the regular Planning Commission meeting to order at 7:02 p.m. Members present: Anthony Pinto, Eric Harlacher, Brian Kimball, and alternates Justin Bigham and Mark Miller. Absent with prior notice: Michael Curley. Also present: Solicitor John Baranski, Zoning Officer John McLucas, Engineers Terry Myers and Cory McCoy, Recording Secretary, and 10 citizens, including Dover Borough Planning Commission members and Comprehensive Plan Committee members.

Mr. Hoffman welcomed Mark Miller as the new Alternate member of the Dover Township Planning Commission.

I. **Minutes**

Motion by Harlacher, second by Kimball, to approve the minutes of the meeting of October 2, 2019. All members voted aye; motion carried.

II. **Special Meeting**

A Special Meeting was convened at 7:05 p.m., between the Dover Township and Dover Borough Planning Commissions to review the draft of the Comprehensive Plan.

Tim Staub, HRG, presented the details of the Comp Plan. The Committee is looking hopefully to the Township Planning Commission to vote to move the plan to the Board of Supervisors for approval.

Bullet points: approach, schedule, ideas, common ground, vision, themes, implementation, look of success.

Eight months ago, this process started. Much work and discussion and planning have been put into the document/process. The Committee identified specific themes for this particular community, to tailor the Plan to the area. Community and school district input was received. Further input is sought during the final review period. 875 volunteer hours so far! Great regional efforts to benefit all.

Eight themes specifically identified. Education, community involvement, economic development, communication, recreation, shared resources, infrastructure, housing.

Cindy Snyder, Dover Borough Representative on the Committee, spoke. She presented some alarming statistics about the school district. Not a great graduation percentage, nor a great secondary school attendance rate. How can the Township and Borough help to improve the education? The backpack program (for weekend food) is one avenue of assistance. CTE, the Career and Technology program, is expanding and hopefully will tie into local business associations. If non-profits and schools cooperate, the students will see that volunteerism is a good thing and may carry that through. How about one consolidated website to give information? Want to boost graduation and college attendance rates, adult education, and reduce the number of students dependent on food assistance.

Community -- Laurel Oswalt, Dover Township Manager, addressed the community involvement and communication aspect. Need more volunteers for non-profits and other services. There are some gaps, and some overlapping services provided.

Two section areas: brand development and media campaign. Brand development – outreach to businesses for support, tell the area’s story by community involvement; experiences, and merchandise to promote. Media campaign -- development of a regional website to promote assets, provide calendar of events all around, job postings, volunteer opportunities, showcase commercial properties, recognition of individuals or groups for contributions. New signs at each end of the Township – involve Borough, Township, and schools. Newsletters to continue. Community Fair to focus on organizations to help families and vice versa. Increase social media presence. Get more email addresses for better communication. This part would involve Borough, Township, school, residents, businesses.

Economic development – presented by John McLucas, Zoning Officer, Dover Township. Goals: enhance economic well-being and quality of life. Dover is largely a “bedroom community.” Discussed the “bypass” which would reduce drive times for commuters. Formed a business association. How about better entertainment life – restaurants, pubs, etc.? Want to build community support of the business association, with a variety of events to make people aware of businesses and businesses aware of people. Workforce development program to be developed. Job creation for high school grads and adults. Enhance Dover’s identity and experience – promote economic development. Identify needs along troubled roads, more parking, more green-ness. Gateway community ideas proposed. Attract people to the region to use the businesses and services. Revitalization of suffering business properties to increase convenience of walking and decrease dependence on driving vehicles.

Community preservation -- Cindy Snyder. Promote the agricultural nature of the community. Historical preservation also – document buildings in case of a building loss or significant change. Balance – maintain growth within certain boundaries and document history. How about a Dover Heritage Day, which would tie in the agricultural aspects of the region and the history, too?

Recreation – Eric Harlacher, Dover Township Planning Commission – Dover Recreation Commission. Focusing on collaboration, elimination of duplication by various agencies/entities. Looking at indoor and outdoor facilities for residents’ use. There have been specific requests for indoor recreation space. How about a central committee to monitor and administrate the background checks and permissions, permits, etc., for each sport or activity?

Shared resources – Chuck Richards, Dover Township Supervisor – volunteerism is down, particularly in emergency services. All municipalities and school districts need to work together, sharing costs and services. He feels this area needs only one fire company to serve the Borough and the Township. This would reduce the amount of equipment, costs of building maintenance, personnel. Great school district program – each graduate works 20 hours in the community. Need to work better together.

Infrastructure – Terry Myers, CS Davidson, Township Engineers. This aspect focuses on public sewer, public water, local roads, sidewalks, storm sewer system. Local government is responsible for the maintenance of all these systems. User fees and local taxes provide the funding. Create a capital improvements plan for each municipality – digital database of all facilities; list all components of each facility; determine maintenance and replacement costs for all facilities; rank facilities in order of importance; coordinate and bundle projects on a regional basis for better efficiency; develop annual

and five-year plans and budgets; financing plans. Provide public services prior to developments. Coordinate and plan future projects. Provide high quality services – establish preferred levels of services. Establish process for updating and reviewing capital improvements. Plans for each budget. Develop a plan, scope, budget, schedule for each project. Maintain regional consistency, using a comprehensive map, update long-range planning documents.

Housing – Linford Bledsoe – feels we need housing codes for this area; plus a codes officer to discover improper or unsafe conditions within housing. Housing is a reflection of the town and its people. Good housing enhances the quality of peoples’ lives. Protect existing neighborhoods. Have a mix of housing types for all people. How about more space for elder folks? Better connection of all neighborhoods. Ensure proper access for emergency services. Remove homes from flood plains; remove blighted properties.

Implementation of the Comp Plan document has already begun. Need a small committee to check in periodically to see that the plan is being properly accomplished. Need community involvement along the way. Mr. Staub suggested some graphics to incorporate into the moving-forward phase to inform the public. He also proposed implementation worksheets to identify the phase, focus, and goals of each step of the process, and an estimate of the time commitment. The worksheet could also be attached to any grant application to indicate that the project is well thought-out and prepared.

The goals were presented to the Supervisors and Borough Council. Each Board indicated a desire to work together – always a good thing! Success will come in many forms, some of which can be accomplished within a short amount of time. Not good that there’s so much going on with nothing getting completed. Accomplishing any of these goals will be life-giving for all.

Robert Smith, Borough Planning Commission, asked how long before results can be seen? Mr. Staub reiterated that some items will be easier and faster to implement, like the community calendar. Mrs. Oswald noted that Comp Plans ideally should be done every 10 years or so, assuming that the current one is being implemented and followed.

Shirley Crone, Borough Planning Commission, is afraid some items can’t be done, like dealing with blighted properties of absentee landlords. Mr. Staub noted that, as the properties all around the area age, they will deteriorate. This item must be addressed as a matter of course.

Township Planning Commission Chairman Wayne Hoffman urged as much cooperation between the Borough and the Township, particularly in the area of shared resources. It would be great to improve on the relationship between the two municipalities.

Mr. McLucas offered his insights and experience in managing blighted properties.

Mark Miller, Dover Planning Commission alternate urged the municipalities to not duplicate resources! Mr. Myers agreed that it is more economically beneficial to operate regionally. Mr. Staub pointed out that a good Comp Plan and good use of regional resources could make the difference between a business coming into the region or not.

Justin Bigham, Township Planning Commission member asked why are there two municipalities in the first place? Most boroughs in Pennsylvania were established as a result of having a post office. It had to do with local representation of the people – city,

county, township, borough. Can't we all work together? Yes, the Comp Plan is a step in that direction. Mrs. Oswalt noted that the overall goal isn't to make us one; the goal is to work better together.

Brian Kimball, Township Planning Commission member said that the school/graduation rate was disturbing to him. Need to really work with the school to present a good image to people moving to the area. Good luck changing the image; and good luck increasing the volunteer base. How to balance the fact that many people want to live in a country setting with the need for growth and expansion of services, etc.? Mr. Staub said that the Planning Commissions need to pay attention to the development of lots within the growth areas.

Tony Pinto, Township Planning Commission member, said it seems like the current (old) comp plan focused more on land planning. This new one seems much more comprehensive. Some of the areas seem like they need private, not municipal governmental, involvement.

Attorney Baranski noted that residents have said that they like the Dover area being small, but they wish there were a ---- (fill in the blank!).

No comments from Eric Harlacher.

Mr. Baranski – what's the deadline for adoption? March or April 2020. That means that this should remain on the Township Planning Commission's Agenda for December at the very least.

Mr. Hoffman – look at the ordinances to make sure they apply. His biggest problem with this whole thing is the map. RE: education – was anyone from the school involved with these meetings? Yes, superintendent and a Board representative were present. Well, is anything that they are doing working to increase the test scores, etc.? Regarding businesses, he feels we need to make things more attractive to businesses to come to the area. Jumping through Township hoops is expensive to the business. Regarding the housing and historical aspects – a lot of “old stuff isn't worth keeping.” We all want modern buildings that are up to code.

Should the Committee members attend the next Planning Commission meeting to answer any further questions? Sure. Perhaps if the Planning Commission members have questions, they could provide those questions prior to the next discussion so that the Committee members can be prepared. At this point, 9 p.m., the guests left.

Following a short cookie break, discussion was held on whether the Planning Commission should discuss the Comp Plan at a special meeting prior to the regular December meeting. Mr. Hoffman is concerned with the maps and the growth boundary. Mr. Harlacher agreed that the land-use maps included with the proposed Comp Plan have not been discussed. No special meeting necessary. Start the regular meeting at 6 p.m.; Mr. Baranski and Mr. Myers will provide the pizza for dinner. You're on.

III. Zoning Cases

None this month.

IV. Plans

A. PL-19-4 – Rodney and Linda Ferguson, 6451 Clearview Road; 3-lot subdivision in the Ag/CRV District

Linda Ferguson was present on this plan. She was here last month about rezoning, which was not positively received. After staff review and input, some changes were made, and the plan was presented again tonight. Mr. Myers outlined that Lot 3 has one development right. The applicants want to move that development right to Lot 3A, which they are creating. They want to subdivide Lot 4 from the CRV Zone, attach it to 3A; result remaining Lot 3 remains as an Agricultural lot with no right to build a house on it.

Mr. Myers reviewed C. S. Davidson's letter dated November 6, 2019. Waiver request: Section 22-704.B, street improvements and additional ROW width. **Motion** by Harlacher, second by Pinto, to recommend approval of the waiver request by Rodney and Linda Ferguson for Section 22-704.B as presented. All members voted aye; motion carried.

Outstanding comments on the Davidson letter: General 1, revise General note #13 to continue the numbering sequence; and 2, remove General Note #14; no lots fall within Wellhead Protection Zone #3; SALDO, 1, GIS disk (Section 22-501.2.A); 2, engineer's signature and seal (Section 22-501.2.F); 3, owner's notarized signature (Section 22-501.2.H); 4, provide Location Map with the scale of 1"=1000'; and submit the location map independent of the plan set on an 11' x 17' sheet (Section 22-501.2.I); 5, provide a table indicating the existing and proposed lot acreages, *and add which lots have which building rights* (Section 22-501.2.L); 6, provide information for the access drive to the Larry R. Reinhart property (Section 22-501.2.M); 7, revise site data table to show the minimum lot depth required in an Agricultural Zone equals 200'. Minimum lot depth of 100' should be shown for the Crossroad Village overlay (Section 22-501.2.N.7.d); 8, add to the site data table the maximum lot size (2 acres) for a single-family residence in the Ag District. Maximum allowable lot coverage in the Crossroads Village overlay district should be revised to 60% (Section 22-501.2.N.7.e); 9, add Planning Module Code Number to the plan (Section 22-502.2); and 10, dedication of recreational land OR payment of fees in lieu of such dedication (Section 22-718).

Motion by Harlacher, second by Kimball, to recommend approval of the Final Subdivision Plan for Rodney and Linda Ferguson, subject to the satisfactory resolution of the following items from the C. S. Davidson letter referred to above: General 1, 2; SALDO, 1, 2, 3, 4, 5 (with added language above), 6, 7, 8, 9, 10. All members voted aye; motion carried.

Discussion was held on the recreation fees. The applicant's surveyor put the payment of rec fees on the plan. By ordinance, it's required. But there's an unbuildable 3-acre lot, so are the rec fees necessary? If rec fees weren't paid at the time of the creation of Lot 3, the fees would be due. However, with this plan, there were two dwelling lots existing; this plan creates one additional lot BUT it has no dwelling rights associated with it as a result of its creation, so technically no rec fees should be due. Pretty sure the applicant wasn't aware of this situation. Likely, her engineer will pick that up, but the Planning Commission members feel that someone should make them aware. **Motion** by Harlacher, second by Kimball, to recommend that the rec fee be *waived* for the Fergusons *because two dwelling lots were existing, and there is no additional dwelling lot being created, so no rec fees are due*. All members voted aye; motion carried.

Motion by Harlacher, second by Pinto, to authorize the Planning Commission Secretary to sign the Planning Module, Section J, for the Ferguson plan. All members voted aye; motion carried.

B. SK-19-1 – Dover Highlands sketch plan – R4 District

Motion by Harlacher, second by Kimball, to authorize the Planning Commission Secretary to sign the Land Use Letter. All members voted aye; motion carried.

C. SK-19-2 – Sparrows Way; 2150 Pine View Drive; 23 residential units proposed in R3 District

Mr. McLucas will note on the form that a formal plan has not been received, so it's difficult to assert that it meets requirements.

Motion by Harlacher, second by Kimball to authorize the Planning Commission Secretary to sign Component 4A Planning Module. All members voted aye; motion carried.

V. **Correspondence**

Notice of Intent received for 5260 Pinchtown Road, Ag District -- FYI

VI. **Other Business**

Public Comment—nothing at this time.

Mr. McLucas reported that last month's zoning application was approved. Regarding the Comp Plan, if the Planning Commission members have any questions or input, please see that Mr. McLucas gets those comments well in advance of the December 4 meeting. To that end, Mr. Hoffman reiterated his concern that the land use maps are not being discussed. Mr. Harlacher agreed that the focus of the Comp Plan Committee has been broader than just land use, but that land use is to be a major focus of the planning process, so these maps must be examined in detail. So noted.

The next meeting will be held on December 4, 2019, 6 p.m.; note the earlier start time.

Motion by Harlacher, second by Kimball, to adjourn. All members voted aye; motion carried. The meeting adjourned at 10:02 p.m.

Respectfully submitted,

Julie B. Maher,
Recording Secretary