

East Fallowfield Township  
Planning Commission meeting  
**Unapproved** May 2, 2016 minutes  
6:50 pm

**Attendees:**

Dennis Crook, Chairman  
John Schwab, Vice Chairman  
Joe Perzan  
Garth Monaghan  
Lisa Holland  
Charles Gerbron, MacElree Harvey  
Charlie Dobson, Inland Design

**Not Present:**

Richard Agatone  
Jim Weeks

Dennis Crook called the meeting to order at 6:50 pm.

**Discussion on Order of Agenda Items.**

There was a discussion about the order of agenda items for the meeting. The committee decided to proceed with the meeting in the order below.

**Flowchart System for Permits, Zoning and Development.**

Dennis Crook presented an update on the work the Planning Commission has been doing on the flowchart system for permits, zoning and developments. The previous Solicitor has transferred their files to the new Solicitor and the Township. Dennis Crook reported the Commission reviewed the list of files and some Planning Commission members put together a list of all the developments in the Township along with all the different names they are known by. He also reported the County has more than one development by the same name which causes confusion when calling them to determine the status of developments. Dennis Crook stated he recommended to the Board that the Township Solicitor, Township Engineer and Zoning Officer all meet together with the Planning Commission to discuss these developments. He also recommended the flowchart be completed to help the office staff. The Permit Extension Act is coming to an end on July 2, 2016. Mr. Crook said the Harkins Farm Development should be null and void. Garth Monaghan asked if the Board feels this is the Planning Commission's job and if the Board could review the list of developments and list the status of each. The status of the Harkins Farm was discussed.

Joe Perzan arrived at 6:59 pm.

**Conditional Use Application – 1525 South Bailey Road - Tax Parcel 47-2-36.**

Charlie Gerbron, from the law firm, MacElree Harvey, spoke about Lisa and Michael Holland's conditional use application for 1525 South Bailey Road in East Fallowfield Township. He distributed a printout of a map from Chesco Views showing the property. He stated the property at 1525 South Bailey Road is currently both a residence and a home-occupied daycare which is permitted by the Township Zoning Ordinance. The property is in the R-1 Zoning District. The Hollands are requesting conditional use for the property to be used as a daycare

center. The hours of operation would be Monday through Friday from 6:00 am to 6:00 pm. The conditional use application proposes use of the existing building as the daycare center. Mr. Gerbron stated they believe this will require a land development plan. There is a possibility of additional floor space being added in the future. Prior to occupancy, the applicant will acquire all required licenses from the State. The narrative speaks to consistency with the purposes of the Zoning Ordinance. The important thing is the proposed use requires minimal modifications and improvements and is consistent with the character of the neighborhood. There will be an environmental impact assessment report which will address sewage disposal. They are also working on a more detailed land development plan. Mr. Gerbron stated the property is uniquely situated in two municipalities with a sliver of the property is located in West Bradford Township.

#### QUESTIONS AND COMMENTS:

- 1) Garth Monaghan asked Lisa Holland if she would be living on the property. Lisa Holland stated she will not be living on the property if conditional use is approved. She does currently reside there.
- 2) Garth Monaghan asked if the daycare center will be 4,100 square feet. Lisa Holland stated that would include the basement, garage, both upstairs and downstairs which are not finished yet. He asked if the 4,100 square feet is all usable space. Lisa Holland stated it is not currently all usable space but she hopes to finish it and make it usable space. Mr. Monaghan asked if there is an outdoor exit directly from the basement. Lisa Holland stated there is. Mr. Monaghan also asked if there is plumbing in the basement. Ms. Holland stated there is a bathroom in the basement. Mr. Gerbron stated the 4,100 square feet is the maximum usable space, with renovations, that could be utilized. There was a discussion on how the square footage was calculated. There was also a discussion on how the garage could be utilized if renovated.
- 3) Joe Perzan disclosed that he and his wife retained the legal firm, MacElree Harvey, in the past.
- 4) Joe Perzan asked if the parking space will be expanded. Mr. Gerbron stated for the hearing, they will have zoning tabulations on what parking spaces will be required. Doing building additions would change that tabulation.
- 5) Charles Gerbron discussed parking and traffic concerns. The nature of the use will not require a 15-30 minute drop off and pickup time like a school. There will be a more staggered drop off and pickup. Garth Monaghan voiced a concern about the driveway being narrow enough to potentially cause traffic to back up onto South Bailey Road. Garth Monaghan asked if they are considering widening the driveway. Charles Gerbron stated they will consider that and he discussed making the driveway have a turnaround area to avoid a stack-up of traffic.
- 6) Garth Monaghan asked Mr. Gerbron to discuss stormwater. Mr. Gerbron stated there is no stormwater analysis done yet. They will have to do stormwater management for any increase in impervious surface. He did state they are very familiar with Act 167. They also have an established relationship with Chris Della Penna and will work with him on stormwater management. Mr. Gerbron stated stormwater management will be part of the land development application. There was a discussion about the Environmental Impact Study which will be done for the conditional use hearing.

- 7) Garth Monaghan asked if the license determines the number of children allowed in the daycare. Ms. Holland stated the State measures the square footage of the facility and deducts unusable space such as closets and hallways and determines how many children are allowed and how many adults are required.
- 8) Dennis Crook asked how the application process was initiated. Mr. Dobson stated the application and requirements are on the Township website. Mr. Dobson stated that Brian Nagle went online and filed the application. There is also correspondence with Lisa Valaitis, the Township Secretary. There was a discussion about the need for the conditional use application to have been filed before the land development plan because the use of the property needs to be approved first or there is no reason to complete a land development plan. There was a discussion about the process of conditional use. Mr. Dobson stated that conditional use applications require Board decisions, which makes it important for conditional use applications to go before the Planning Commission to give a recommendation to the Board.
- 9) Dennis Crook stated he'd like to see a more detailed plan drawn out with inclusion of stormwater management before giving a recommendation. Dennis Crook asked if they think they need 15 parking spaces. There was a brief discussion about stormwater management and the possible need for 15 parking spaces. Mr. Dobson stated if the Planning Commission recommendation is hinging on this, they could put together a sketch plan with some stormwater management. The detailed stormwater management plan will be part of the land development phase. Mr. Dobson stated a problem can occur if a recommendation is approved on the conditional use application based on a sketch and that sketch has to change during the land development phase.
- 10) Garth Monaghan stated this is the first time the Planning Commission has not had an informal sketch plan or discussion before a formal application submission. Garth Monaghan asked if there is a time constraint. Lisa Holland stated there is because she has people waiting to enroll in the daycare center.

The Planning Commission determined they would like additional time to consider the application before making a recommendation. The Commission also felt they'd like the missing members to be part of the decision.

Lisa Holland, Charles Gerbron and Charlie Dobson left the meeting at 7:44 pm.

The outstanding issues are the stormwater management, septic and water, and a possible need to widen the driveway. There was a discussion about conditional use implying that the property owner live on the property. There was a discussion on conditional use allowing for a business in a residential zoning district. John Schwab stated they need to research if it makes a difference that the property will not be owner occupied.

#### **List of all Past and Present Developments in Place.**

Dennis Crook stated he will have Lisa Valaitis type up the list of developments in the Township. Accounting for escrow was discussed. Various developments in the Township were also discussed including the Dunsmore Subdivision located at 2300 West Chester Road. Dennis Crook discussed the varied amounts and types of fees paid per lot for various developments. The escrow account for the improvements to the intersection of South Caln Road and West Chester Road was discussed. The Northwoods Development was built as each lot was sold piece by piece. Moser put \$150,000 in escrow for the intersection improvements.

### **Flowchart and System for Permit, Zoning and Development.**

Dennis Crook discussed the need for a Township flowchart to document Township systems and flow of applications. John Schwab asked if their current flowchart is functional. Dennis Crook stated there are a lot of areas where it doesn't work with the Township. John Schwab asked if the Board agrees with the need for a flowchart. Dennis Crook stated he feels the Board is starting to see the need for a flowchart. Dennis Crook discussed the importance of having someone track applications and make sure all requirements are met. Mr. Crook discussed an issue with some historic properties missing the step of going through the Historical Commission before moving on to zoning/permits. Joe Perzan suggested the flowchart topic is a whole meeting and suggested they take a separate meeting to work on it. Dennis Crook spoke in favor of keeping track of applications on the white board in the meeting room as it was done in the past.

There was a brief discussion about accounting methods – accrual method vs. cash method of accounting. Escrow accounting was also discussed.

The Planning Commission agreed to move forward with meeting with the Township Engineer, Solicitor and Zoning Officer in the future.

### **Adjournment.**

Dennis Crook made a motion to adjourn the Planning Commission meeting at 8:30 pm. Joe Perzan seconded. VOTE: 4-0.

Respectfully submitted,

Lisa Valaitis  
Township Secretary