

**DERRY TOWNSHIP PLANNING COMMISSION
MEETING MINUTES
May 4, 2021**

CALL TO ORDER

The Tuesday, May 4, 2021 Derry Township Planning Commission meeting, which was conducted via video conference (Zoom Webinar) due to COVID-19, was called to order at 6:00 p.m. by Chairman Tom Wilson.

ROLL CALL

Commission Members Present (*via video conference*): Tom Wilson, Chairman; Glenn Rowe, Vice Chairman; Matt Tunnell, Secretary; Don Santostefano; Joyce St. John

Commission Members Absent: None

Also Present (*via video conference*): Chuck Emerick, Director of Community Development; Jenelle Stumpf, Planning/Zoning Coordinator

Public Attendance (*via video conference*): None

APPROVAL OF MINUTES

On a motion made by Member Santostefano, seconded by Member St. John, and a unanimous vote, the Planning Commission approved the minutes from the April 6, 2021 meeting, as written.

OLD BUSINESS

- A. Report on the Board of Supervisors' action regarding Ordinance No. 2021-04, amending Chapter 225 (Zoning) of the Code of the Township of Derry by permitting disturbance of slopes greater than 20 percent for residential structures, subject to certain standards**

Chuck Emerick reported that the Board of Supervisors adopted the Ordinance, as revised. The amendment allows for some disturbance of steep slopes on existing, developed residential lots, subject to conditions.

NEW BUSINESS

- A. Review and recommendation of the Preliminary/Final Subdivision and Land Development Plan for Catherine Hershey School for Early Learning, Hershey, Plat 1340**

This plan was withdrawn by the applicant prior to the meeting.

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OTHER BUSINESS

Approval of a 'Request for Planning Waiver and Non-Building Declaration' DEP form regarding the Preliminary/Final Subdivision Plan for Dennis L. Burd and Karin M. Burd, Plat 1336

At their January 2021 meeting, the Planning Commission made a recommendation to the Board of Supervisors that Plat 1336 be conditionally approved. This plan proposes to further subdivide the lands of Dennis L. and Karin M. Burd located along Middletown Road. Lot R is being subdivided to create a new lot around the Stauffers of Kissel Hill improvements, identified as Lot 5. Lot 5 has existing access to Middletown Road and Dartmouth Road. Lot 5 presently also has access to Kaylor Road; however, that access will be severed when The Goddard School begins its expansion. Another element of Plat 1336 is to reconvey Lot 4 back to Lot R because without it, Lot R will not have any road frontage. Lot R will have a final lot area of 9.425 acres.

Mr. Emerick explained that a DEP planning form known as a 'Sewage Facilities Planning Module Application Mailer' was submitted with the plan and processed by Township staff and DTMA. Per DEP's website, this form is to be "*used by anyone proposing a new land development project.*" This form requires a capacity request review by DTMA and a signature by Township staff certifying that DTMA's capacity request review resulted in no overload to the sanitary sewer system as a result of the proposed project. DEP then issues a letter stating that the project is exempt from processing a planning module. Although the completed 'Sewage Facilities Planning Module Application Mailer' was sent to DEP for review in January 2021, the applicants' engineer was only recently informed by DEP that they submitted the incorrect form and that a 'Request for Planning Waiver and Non-Building Declaration' must be submitted instead. Per DEP's website, this form is to be "*used by persons proposing subdivisions that do not involve creation of new sewage facilities.*" This form requires Planning Commission and Board of Supervisors concurrence that the proposed project is a non-building lot subdivision. DEP does not issue a letter after their review of a 'Request for Planning Waiver and Non-Building Declaration' form.

MOTION

On a motion made by Member St. John, seconded by Member Santostefano, and a unanimous vote, the Planning Commission made a recommendation to the Board of Supervisors that condition 3 of the March 30, 2021 Board of Supervisors' conditional approval letter for Plat 1336 be revised to read as follows "*The Applicants shall comply with and/or otherwise satisfy comments 1 through 4 under 'Subdivision and Land Development' and comment 1 under 'Metes and Bounds Description' in the Township Engineer's review letter dated March 12, 2021, a copy of which is attached hereto and specifically incorporated herein by reference, no later than September 23, 2021.*" The Planning Commission also authorized Chairman Wilson to sign the 'Request for Planning Waiver and Non-Building Declaration' DEP form.

ADJOURNMENT

On a motion made by Member St. John, seconded by Vice Chairman Rowe, and a unanimous vote, the meeting adjourned at 6:09 p.m.

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Respectfully submitted,

Matthew Tunnell
Planning Commission Secretary

Submitted by:

Jenelle Stumpf
Planning/Zoning Coordinator (*acting as stenographer*)