

# **TILDEN TOWNSHIP PLANNING COMMISSION**

**Tuesday, June 16, 2020  
Regular Meeting**

The Tilden Township Planning Commission met in the Township Municipal Building on Tuesday, June 16, 2020 with the following present: Dale Keener, Sharon Enevoldson, Josh Breslin, Greg Kozlowski, secretary, Anna Shollenberger, township engineer, Greg Haas, absent – Chris Forte. Several members of the public were present and a copy of the roster is on file with the secretary

Chairperson Dale Keener called the meeting to order at 7:33 P.M. followed by the pledge of allegiance.

## **APPROVAL OF MINUTES**

A motion was made by Greg Kozlowski, seconded by Sharon Enevoldson to approve the minutes May 19, 2020 as presented. Upon roll call, Kozlowski, Enevoldson and Keener voted yes.

## **WALNUT ACRES SUBDIVISION**

Mr. & Mrs. Steven Skolda were present at the meeting relative to the Walnut Acres final plan. The items in the township engineer's review letter of June 15, 2020 were discussed as follows:

### **Chapter 25 – Stormwater Management**

1. The two (2) Landowner Statements provided on sheets 01 & 02 shall be signed by the Landowners. [Sec. 403.(b)(22) and Sec. 403.(e)(5)]
2. The Design Engineer Statement provided on sheet 02 shall be signed by the Plan Designer. [Sec. 403.(b)(23)]
3. In the letter from the Berks County Conservation District dated January 23, 2019 that issued the General NPDES Permit for this project, it states that a pre-construction conference is required. Township Officials including the Township Engineer should be invited to attend this meeting. This will ensure that the Developer and Contractor will be informed as to when to notify the Township Engineer during critical stages of construction for site inspections. [Sec. 602.(c), Sec. 602.(d), and Sec. 602.(e)]
4. A financial guarantee consisting of financial security shall be provided for the installation of all proposed drainage and stormwater management facilities. [Sec. 701.(a)] *(see also Ch. 27 comment # 2)*

A construction cost estimate prepared by The Crossroads Group dated May 5, 2020 has been provided. I will review the estimate and provide a marked-up copy to the Engineer for their use in making revisions.

**Page 2: Tilden Township Planning Commission  
June 16, 2020**

5. An Operation & Maintenance Agreement shall be provided and executed for all proposed drainage and stormwater management facilities. [Sec. 703. and Sec. 705.]
6. A specified amount shall be paid to the 'Township Stormwater Control and BMP Operation and Maintenance Fund'. I had previously computed this amount to be \$5,096.06. [Sec. 706.(a)]

**Chapter 27 – Subdivision and Land Development Ordinance (SALDO)**

1. In the letter from the PA DEP dated February 4, 2020 that approved the sewage planning for this project, it states that a Water Quality Management (Part II) Permit is required to be obtained for the community system. Also, the application for this Permit must be in the name of a Homeowners' Association (HOA) (and thus submitted after the HOA articles of incorporation and bylaws are finalized). A copy of the Part II Permit shall be provided once it is obtained. Also, details for the proposed on lot disposal systems shall be provided on the Plan. [Sec. 304.(d)(3), Sec. 505.(c), Sec. 602.(e)(2), and Sec. 902.(b)] *(see also Ch. 27 comment # 10)*
2. An Improvements Guarantee/Agreement consisting of financial security shall be provided for all proposed site improvements. [Sec. 304.(d)(10), Sec. 305., Sec. 403.(d)(7), Sec. 406., and Sec. 601.(b)] *(see also Ch. 25 comment # 4)*

A section within the 'Conditional Preliminary Plan Approval Agreement' for this project states that "A procedure shall be established to allow the Township to inspect the street construction as it progresses. At a minimum, the Township Engineer shall observe the placement of fill material to be installed at the low point of the proposed street. All time on site by the Township Engineer shall be documented for verification by the Developer." This shall be incorporated into the Improvements Agreement.

A construction cost estimate prepared by The Crossroads Group dated May 5, 2020 has been provided. The engineer will review the estimate and provide a marked-up copy to the Engineer for their use in making revisions.

3. General Note # 5 provided on sheet 01 states that "All proposed roadways are hereby offered for dedication to Tilden Township." The Supervisors shall "accept" the dedication proposal for the proposed street in a separate action prior to recording of the Final Plan. A maintenance guarantee and offer of dedication (Right-of-Way deed of dedication) shall be provided. [Sec. 306., Sec. 311., and Sec. 403.(d)(4)]

**Page 3: Tilden Township Planning Commission  
June 16, 2020**

4. The Plans shall be signed and sealed by the Engineer and Surveyor. The 'Certification of Accuracy' and 'Design Professional Certification' statements provided on sheet 01 shall also be signed, sealed, and dated. [Sec. 403.(c)(4) and Sec. 403.(c)(7)]
5. Error of closure computations shall be provided for the three (3) open space areas and the street right-of-way area. The bearings and distances for proposed Lot 30 (Segment #s 1, 2, 3, and 9 to 14 from the provided 'Parcel Map Check Report') shall be labeled on the Plan. [Sec. 403.(c)(7) and Sec. 403.(c)(11)]
6. The two (2) 'Certification of Ownership, Acknowledgment of Plan' statements provided on sheet 01 shall be signed and notarized. The last phrase for each certificate which reads ", and that all streets ..... or reservations)" seems awkward. The Township Solicitor should review this language and recommend any changes. [Sec. 403.(c)(18)]
7. The 'Wetland Delineation Certification' provided on sheet 01 shall be signed and dated. [Sec. 403.(c)(24)]
8. A letter from the appropriate utility company confirming that the Subdivider has entered into an agreement to provide for an underground electric system in accordance with the regulations of the PA Public Utilities Commission (PUC) shall be provided. [Sec. 508.(b)(5)]
9. The required contribution fee for each additional dwelling unit (29 lots) shall be paid in lieu of dedicating recreational areas.[Sec. 602.(n) and Sec. 905.(a)(4)]
10. A Community (Homeowners') Association shall be established. [Sec. 904. and Sec. 906.(a)(2)(iv)] (*see also Ch. 27 comment # 1*)

A draft 'Declaration of Covenants, Conditions and Restrictions for Walnut Acres, a Residential Community' has been provided. The engineer will review this document and provide any comments in the near future.

**General**

1. Sheets 25, 26, & 27 should also be indicated at the 'Sheet Index' provided on the cover sheet to be recorded.
2. Sheet 04 shows a proposed access easement from Holly Drive to Lot 30 labeled as "Easement To Be Granted In Favor of Steven & Marlene Skoloda Through Lands Now or Formally Timothy K. Shollenberger". A copy of the executed easement agreement should be provided.

**Page 4: Tilden Township Planning Commission  
June 16, 2020**

During the review, the members stated that they would also like to review the Homeowners Agreement. The township engineer will forward a copy so the members can review the agreement. The plan was tabled until the July meeting at which time action will be taken on the plan.

Engineer stated that the Township had received a complaint relative to the dumping of fill in the area of the low point of the proposed street in Walnut Acres. Mrs. Skoloda indicated that dumping has stopped.

**BASS PRO SHOPS CABELA'S AMENDED LAND DEVELOPMENT PLAN**

Ray Myers was present at the meeting relative to Cabela's renovation and addition to the existing Cabela's store for a new boat sales/services areas, offices and storage areas. The township engineer's review comments, letter dated March 2, 2020, were discussed as follows:

**Chapter 23 – Sewers and Sewage Disposal**

1. A 'Sewage Tapping Fee' shall be paid prior to final plan approval. The amount shall be \$8.01 times the number of proposed additional flow in gallons per day (GPD). The number of GPD shall be as determined and inputted on a new 'Wastewater Survey for Nonresidential Establishments – Application for Wastewater Discharge Permit' which shall be provided. Note that if the additional sewage flows from this project exceed the already approved (allocated) flows for the entire site, then sewage planning through the Township and the PA DEP will be necessary. [Sec. 104.]
2. A grease and oil interceptor or trap shall be provided for the sanitary lateral line leading from the new boat service addition. This item shall be shown and detailed on the Utility Plan. [Sec. 166.]

**Chapter 25 – Stormwater Management (SWM)**

- 1 The Erosion Control Plan shall be deemed adequate by the Berks County Conservation District (BCCD). A copy of the final Erosion Control Plan and adequacy letter shall be provided. [Sec. 303.(a) and Sec. 403.(a)(4)](same as SALDO comment # 2)
- 2.An NPDES Permit for Stormwater Discharges Associated with Construction Activities must be approved by the BCCD or the PA DEP if the limits of construction are greater than one (1) acre. A copy of the permit, if applicable, once obtained and all supporting information shall be provided. [Sec. 303.(c), Sec. 303.(d), Sec. 306.(e), and Sec. 404.] (same as SALDO comment # 3)

**Chapter 27 – Subdivision and Land Development Ordinance (SALDO)**

1. The Berks County Planning Commission shall review the plan and provide comments. [Sec. 301.(a), Sec. 303.(c)(2)(ii), Sec. 303.(d)(1), and Sec. 304.(c)(2)]
2. The Erosion Control Plan shall be deemed adequate by the BCCD. A copy of the final Erosion Control Plan and adequacy letter shall be provided. [Sec. 303.(c)(2)(iii), Sec. 304.(d)(2), Sec. 403.(d)(12), and Sec. 508.(c)(2)] (*same as SWMcomment # 1*)
3. An NPDES Permit for Stormwater Discharges Associated with Construction Activities must be approved by the BCCD or the PA DEP if the limits of construction are greater than one (1) acre. A copy of the permit, if applicable, once obtained and all supporting information shall be provided.[Sec. 304.(d)(3) and Sec. 508.(c)(2)] (*same as SWMcomment # 2*)
4. An agreement between the Applicant and Blue Mountain Water Cooperative for continued, updated water supply to the site shall be provided if necessary. Blue Mountain Water Cooperative must also approve the proposed realignment of the water supply system on the site. [Sec. 304.(d)(4), Sec. 506.(a), and Sec. 602.(f)(1)]
5. An 'Improvement Agreement' which includes financial security must be executed between the Township and the Developer. A construction cost estimate for all proposed site improvements shall be provided. [Sec. 304.(d)(10), Sec. 305.(a), Sec. 403.(d)(7), Sec. 406., and Sec. 601.(b)]
6. The plans shall be provided at a scale of 1" = 50'. They are shown at 1" = 20' and 1" = 60'. [Sec. 402.(a) and Sec. 403.(a)]
7. The Plan shall be titled "Preliminary/Final Amended Land Development Plan". The word "Hamburg" shall be replaced with "Tilden Township" at all locations. [Sec. 402.(c)(1) and Sec. 403.(c)(1)]
8. The name and address of the Record Owner shall be noted on the Plan. [Sec. 402.(c)(3) and Sec. 403.(c)(3)]
9. The plans shall be signed and sealed by an Engineer and/or Surveyor responsible for their preparation. An 'Engineer's Certification of Accuracy' statement and a 'Surveyor's Certification of Accuracy' statement shall be provided on the Plan and shall be signed, sealed, and dated. Note that the

**Page 6: Tilden Township Planning Commission  
June 16, 2020**

Landscape Plan should continue to be signed by the Registered Landscape Architect. [Sec. 402.(c)(4), Sec. 403.(c)(4), Sec. 403.(c)(7), and Appendix II]

- 10 The 'Site Locator Plan' provided on sheet A0-0.0 shall show property lines including bearings and distances and names and recording data for all adjacent properties. [Sec. 402.(c)(5), Sec. 402.(c)(7), Sec. 403.(c)(5), Sec. 403.(c)(7), and Sec. 403.(c)(11)]
11. Zoning district boundary lines at the site shall be shown on the 'Site Locator Plan' provided on sheet A0-0.0. All zoning district requirements and provided values shall also be noted on the Plan. [Sec. 402.(c)(8) and Sec. 403.(c)(8)] (*same as ZO comment # 2*)
12. The size, materials, and invert elevations of all existing and proposed water, sanitary, and drainage lines in the vicinity of the proposed site work shall be indicated on the Plan. [Sec. 402.(c)(14)(vii) and Sec. 403.(c)(17)]
13. A 'Statement of Ownership and Acknowledgement of Plan' shall be provided on the Plan and shall be signed and notarized. [Sec. 403.(c)(18) and Appendix I]
14. Certificates for the Township Planning Commission and Board of Supervisors shall be provided on the Plan. [Sec. 403.(c)(19), Sec. 403.(c)(20), and Appendix III]
15. Blocks for the County Planning Commission and the Recorder of Deeds shall be provided on the Plan. [Sec. 403.(c)(21) and Sec. 403.(c)(22)]
16. The proposed access to the boat service area shall be paved with bituminous materials. The Plan proposes concrete paving. [Sec. 602.(a)(2)(iii)]
17. Any traffic regulatory signs necessary to prohibit access to the boat service area shall be shown and labeled on the Plan. [Sec. 602.(j)]

**Chapter 32 – Zoning Ordinance (ZO)**

1. The two (2) proposed building additions for "motor or recreational vehicle sales establishment" and "motor or recreational vehicle repair facility" area uses that are permitted when authorized as a conditional use by the Township Board of Supervisors. The conditional use process requires a traffic impact study be presented. [Sec. 8-202.(f)(14) and Sec. 8-202.(f)(15)]
2. Zoning district boundary lines at the site shall be shown on the 'Site Locator Plan' provided on sheet A0-0.0. All zoning district requirements and provided values shall also be noted on the Plan. [Sec. 8-203.](*same as SALDO comment # 11*)

**Page 7: Tilden Township Planning Commission  
June 16, 2020**

3. The required parking calculations provided on sheet L100 shall be revised to be based on one (1) parking space for every two-hundred square feet (200 sq) of gross floor area plus one (1) additional parking space for every two (2) full-time Employees. Also, the provided number of spaces shall account for the spaces lost for the Cabela's Outparcel Subdivisions (Lots 1, 2, & 3 Plan, and Lots 1, 4, 5, & 6 Plan). Furthermore, the provided calculations show a loss of sixteen (16) spaces. It is not clear on the Plan where these spaces were located. [Sec. 1801.(II)]
4. The proposed accessway from the parking lot to the proposed boat service building addition shall have a minimum width of twenty-four feet (24'). [Sec. 1803.(e)(4)]
5. A Lighting Plan shall be provided if any site lighting or exterior lighting attached to the building additions are being proposed. [Sec. 1803.(l) and Part 20]

**General**

1. The plans to be recorded should be indicated at the 'Sheet Index' provided on sheet A0-0.0.
2. Turning movement exhibits should be presented which demonstrate sufficient maneuvering space exists for boat trailers to enter the area in front of the proposed boat service building addition.

**Mr. Myers indicated that he agrees with the township engineer's review comments and the recommendations will be incorporated in the next plan submission. The plan was tabled.**

**The members discussed the following waivers that are being requested:**

1. Chapter 25, comment #6: Plans should be provided at 1"=50'. We would request our plans be accepted as submitted. We have provided an overall sheet at 1"=60' and enlargement plans at 1"=20'. All of the proposed work is clearly shown at these scales.
2. Chapter 25, Comment #16: Proposed boat access should be paved in bituminous paving. We would request our proposed paving of concrete be accepted. This access way is for employee maneuvering only and is adjacent/connected to the concrete plaza in the front of the store. Would like this to match this adjacent paving and not call out this access to the boat service area
3. Chapter 25, Comment #17: Regulatory signs be provided for boat access way. We would propose no regulatory signage to call out this access way. The access way is for employee maneuvering only and is designed to read as an extension of the plaza

**Page 8: Tilden Township Planning Commission  
June 16, 2020**

4. Chapter 32, Comment #1: The boat service conditional use requires a traffic impact study. We request a waiver for full traffic impact study based on the following ITE trip counter data:  
Am Trips: 15 (employee), PM Trips 15 (employee) and 50 Daily trips for (4) service bays. Total average daily trips: 80. We will provide this data on the plan sheets.
5. Chapter 32, Comment #4: Proposed access way from parking lot should be 24' wide. We would request this remain at 15' wide. The access way is for employee maneuvering only and is designed to read as an extension of the plaza.
6. General, Comment #2: Turning movement exhibits to be provided. We would request a waiver for the following reasons: Employee maneuvering is typically provided by a tractor. Turning software does not provide this as an option to model. Based on typical boat size of 20' length and maximum boat length of 35', the service area apron provides ample area for turnaround and employee maneuvering. The maneuvering area is 70'-9" wide by 64'-2" deep and based on Cabela's existing service areas provides maneuvering distances required.

**After reviewing the waivers, a motion was made by Greg Kozlowski, seconded by Josh Breslin to recommend to the Board of Supervisors that a waiver request from the requirements of {Sec. 402(a) and Sec. 403(a)} be granted for a plan scale at 1" = 20' and 1" = 60'. There were no engineering issues with this request. Upon roll call, Kozlowski, Breslin, Enevoldson and Keener voted yes.**

**The additional waivers to be discussed at the next meeting.**

**LONG ANNEXATION MINOR SUBDIVISION PLAN**

**Larry Grybosky, P.E., Project Manager, C2C Design Group and Greg Dimovitz were present at the meeting relative to the Long Annexation Minor Subdivision Plan, which is located in Centre Township and Tilden Township along the north side of Tilden Road, east of the intersection with Shartlesville Road and the east side of Fox and Shartlesville Road. The site is in an agricultural Preservation area and the proposal is for the annexations of lands with no new development. The township engineer's review comments were as follows:**

**Chapter 27 – Subdivision and Land Development Ordinance (SALDO)**

1. All plans shall be signed and sealed by the Engineer and Surveyor responsible for their preparation. The 'Plan Preparer's Statement' provided on drawing number 1 shall also be signed and dated. [Sec. 403.(c)(4) and Sec. 403.(c)(7)]
2. The following discrepancies between the Plan call-outs and the provided closure computations for the 'Residual Lot' shall be corrected. [Sec. 403.(c)(7) and Sec. 403.(c)(11)]

**Page 9: Tilden Township Planning Commission  
June 16, 2020**

- Chord bearing N 11°36'05" E in the computations and N 11°36'50" E on the Plan
  - Line S 07°11'12" E 943.86 feet in the computations and S 07°11'20" E 943.87 feet on the Plan.
3. The two (2) 'Certification of Ownership and Acknowledgement of Plan' statements provided drawing number 1 shall be signed and notarized. {Sec. 403.(18).

**Following the review, a motion was made by Dale Keener, seconded by Greg Kozlowski recommending to the Board of Supervisors that conditional approval be given based upon the township engineer review letter of June 14, 2020. Upon roll call, Keener, Kozlowski, Enevoldson and Breslin voted yes,**

**PROPOSED PRD (PLANNED RESIDENTIAL DEVELOPMENT)**

**The township engineer discussed briefly, the changes that were made to the proposed PRD Ordinance and the recommendations of the township solicitor were incorporated into the Ordinance. Members will review the proposed ordinance at the July meeting.**

**SALDO UPDATES**

**Engineer stated that updates had been made to the SALDO Ordinance and copies of the updates will be forwarded to the members for their review.**

**ADJOURMENT**

**Since there was no further business, a motion was made by Greg Kozlowski, seconded by Sharon Enevoldson to adjourn the meeting. The meeting was adjourned at 10:08 P.M. Upon roll call, Kozlowski, Enevoldson, Breslin and Keener voted yes.**

**Attest:**

**Anna M. Shollenberger  
Secretary**



