

**Minutes from the
DOYLESTOWN TOWNSHIP PLANNING COMMISSION
Regular Meeting**

August 22, 2015

The Doylestown Township Planning Commission Regular Meeting was held at 7:00 p.m., Monday, August 22, 2016 in the Doylestown Township Municipal Building, 425 Wells Road, Doylestown, PA. Members of the Doylestown Township Planning Commission in attendance included Chairperson; Judy Hendrixson, Vice Chairman; Thomas Kelso with members; George Lowenstein and Edward Redfield. Others in attendance included Township Manager; Stephanie J. Mason, Board of Supervisor Liaison; Richard F. Colello and Township Planning Consultant; Judy Stern Goldstein.

Absent: Member: Ed Harvey

Review of Minutes:

In the form of a motion by Mr. Kelso; seconded by Ms. Hendrixson the July 25, 2016 Doylestown Township Planning Regular meeting minutes were approved with the following corrections as noted by Mr. Colello.

- 1) Change to reflect Mr. Colello was absent at the July 25th meeting.
- 2) Mr. Colello noted the recommendation of the Planning Commission was to place restriction on the deed. The restriction was to state the site can only be constructed as a museum with no future construction. He commented he tried, but was unable to convince the Board of Supervisors to follow up with the restrictions.

Motion carried 4 to 0.

Public\Commission Comments – None

The Enclave at Towns Edge – Final Land Development Plan

Mr. Gregory Glitzer of Gilmore & Associates addressed the Commission to request a recommendation for final land development approval regarding the revised Enclave at Towns Edge concept per conditions of preliminary approval. All township consultant review letters have been addressed and applicants are in agreement with some questions. Mr. Glitzer addressed the issue of a midblock crossing along the frontage of the site. The applicant's traffic engineer and the Pennsylvania Department of Transportation (Penn Dot) both agree the area was not suitable. They believe the midblock would be more appropriate along Chestnut Road.

Mr. Kelso disagreed with Penn Dot comments indicating there was no destination for the midblock. Mr. Glitzer responded; the map with the use trail was presented to Penn Dot who was also familiar with other multiuse trails in the same area. He added; the matter is regarding the speed limit. Mr. Kelso commented on his disappointment with the decision. Mr. Glitzer indicated Gilmore & Associates completed a professional due diligence in accessing all requirements for the area. Mr. Kelso questioned was there a representative from the Township present. Mr. Glitzer indicated no and only notified via email.

Ms. Hendrixson question the status of the trees. Ms. Stern Goldstein responded; the issue has been resolved. Mr. Glitzer added; the trees along the trash enclosure needs to be tabulated. Ms. Stern Goldstein agreed and questioned will the applicants comply with all consultant review letters, to include Pennoni & Associates dated August 9, 2016, Director of Code Enforcement; Sinclair G. Salisbury dated August 12, 2016. Boucher & James, Inc. dated August 3, 2016, Pickering Corts & Summerson dated August 4, 2016 with conditions of approval dated July 21, 2016, Bucks County Planning Commission dated August 12, 2016 and Michael Baker, Jr. International dated August 12, 2016. Mr. Glitzer indicated the Michael Baker review letter was not received. Upon Ms. Stern Goldstein providing a copy, the applicants agreed to comply, including the fee in lieu regarding the frontage of the property. Additionally, the Board of Supervisors captured the fee in lieu in their resolution.

Ms. Hendrixson questioned if marketing has begun for the property. Richard Zaveta of Zaveta Custom Homes, LLC answered; upon meeting with Mr. Sinclair, a portion of the barn was removed and repurposed. Once all approvals are received, marketing will begin. Mr. Zaveta commented; how Mr. Sinclair was amazing to work with and provided a tremendous amount of council and time.

In the form of a motion by Mr. Kelso; seconded by Mr. Lowenstein the Doylestown Township Planning Commission recommends the Doylestown Township Board of Supervisors approve the Final Land Development plan regarding Towns Edge with the understanding the applicant has reviewed and agreed to comply with review letters from Pennoni & Associates dated August 9, 2016, Director of Code Enforcement; Sinclair G. Salisbury dated August 12, 2016. Boucher & James, Inc. dated August 3, 2016, Pickering Corts & Summerson dated August 4, 2016 with conditions of approval dated July 21, 2016, Bucks County Planning Commission dated August 12, 2016 and Michael Baker, Jr. International dated August 12, 2016.

Motion Carried 4 to 0.

Doylestown Township Building Renovation – Sketch Plan

H. Joseph Phillips, AIA, LEED AP of Phillips & Donovan Architects, LLC addressed the Commission to present the proposed Doylestown Township Municipal Building renovations. The plans began in 2014 with studies and various concepts for multiple buildings with site studies and locations. Phillips & Donovan also attended meetings with Township staff, professional and residents. As a result, a sketch plan will provide an overview of the project's current status and how it will move forward.

Main Building:

While showcasing the plan with power point slides, Mr. Phillips explained; the plan is to renovate and expand the Municipal building with the existing Police and Administrative departments flipping functions by having the police department face away from Central Park for a private use. The change will also assist with public traffic into the site. Additionally, police parking will be in the rear with a sally port and intake entrances. For the Administrative portion, all public entry will be towards the front of the building away from the police department.

Expansion to the existing building is proposed for both the Administrative and Police areas. Parking will remain the same, except for additional spaces in front of the building.

Public Works Building:

An expansion to the second floor is proposed for offices, public works and modern facilities with some activities rooms being displaced for the Parks & Recreation department. The entire back of the building will also be renovated for Fleet Maintenance. The Fleet Maintenance department will be moved to a different location.

Mr. Kelso questioned; if the access to the Public Works department will be through the Police area. Mr. Phillips answered; yes, the entrance to the Public Works and Police departments will be restricted to the police area only with an addition of a gate for extra security. The public will be allowed to enter from the Administrative building main entrance. Mr. Phillips added; a fueling station will be moved along the Public Works area with above ground pumps.

Ms. Stern Goldstein questioned the square footage of the existing building and with the expansion. Mr. James M. Linske of Phillips & Donovan answered; the existing building is 14,500 square feet. The addition will add on approximately 11,500 square feet for a total of 26,000 square feet. Mr. Phillips added; upon meeting with Township Planning Consultant; Mario Canales, it was noted some new construction will be built over existing impervious, which will be addressed.

Mr. Kelso questioned; how far will the proposed carport be located from the private line. Mr. Phillips answered; the line is to scale at approximately 50 feet and in line with the existing vestibule. The sally port will be up against the line. Mr. Phillips was uncertain of the amount of footage. However, upon Ms. Mason 's question indicated the sally port will be located inside the curb, but on the property line. Mr. Linske noted; the line noted on the plan may be a fence line along the secured police area. Mr. Kelso commented; the area should be clarified for neighbors and maintained. Mr. Phillips indicated an aerial of the site will be provided for clarity.

Board of Supervisor and Building Renovation Committee Member; Ken Snyder indicated the purpose of switching the function of the Administrative and Police buildings is to provide a secure area for the police department. With being located near a property line and having a gate, prisoners will be transported in an easier and cleaner fashion. Ms. Mason added; the Township currently does not have a sally port where transporting prisoners are exposed to the public utilizing Central Park.

New Look of Building:

The proposed building will have a new, sloped roof with a porch on the front of the building along the entrances. The roof will also be dressed up with gables. Along the back of the building near the Park & Recreation department, a loading area will be added. The mechanical room will be in the rear for maintenance and small truck deliveries.

Mr. Kelso questioned; if the new police parking spaces will now become township parking. Mr. Phillips indicated yes. Ms. Stern Goldstein questioned; if a section for employee parking will be designated. Mr. Phillips answered; employee parking will be determined upon a final count. If approved, a separate gate may be created for staff to enter through the Park & Recreation department. Ms. Stern Goldstein questioned; if plans for the tennis courts are considered. Mr. Phillips answered; upon reviewing several options, it was determined the most cost effective solution was to have the courts remain in the same area.

Activity Building:

The proposed building will be 1 ½ size of the area that is now on the second floor of the Public Works and located off New Britain Road. It will be designed as a flexible use space with high ceilings, but not necessarily basketball or volleyball courts. The intent is to replace the space currently on the second floor of the Public Works. A multipurpose building at 7,000 to 8,000 square foot building would have a basketball and volleyball court, but is not part of the design. It is currently shown on the plan as how it could fit on the site for future reference. The proposed building will have a kitchen and two bathrooms with a pavilion attached to the building. Underneath are approximately existing 115 parking spaces. The plan proposes to add more parking spaces for a total of 185 to provide enough room during simultaneous activities. It will also provide a roadway towards the area used by Public Works.

Ms. Stern Goldstein questioned; how big will the activity building be. Mr. Linske answered; the building is 5,500 square feet, plus a 1,000 square foot, covered canopy. Mr. Kelso questioned; what is the long term plan for the parking area and is it the best area. Ms. Mason indicated there is room for additional parking, if needed. Mr. Snyder indicated; the plan illustrates when the park has a large recreation center present. He suggested to allow the Committee and architect to move forward with the first phase of the plan and later figure out how expand. This will allow the recycling center to remain and provide additional time to figure out the future plans. Mr. Kelso suggested taking the same approach as institution use where overflow parking is provided. Ms. Mason added; a completed portion of the trail system is nearby where residents can walk or ride bikes. Ms. Stern Goldstein noted; parking to the trail head is also available.

Mr. Kelso questioned if staff will occupy the building. Ms. Mason answered; no offices will be located in the building. Only programming and activities will be conducted. Ms. Mason indicated; one idea was to first build the new cold storage where the mechanicals will be stored. Once built, the cold storage will also be used as temporary housing while the renovations are being completed to possibly save the township approximately \$200,000 in building rental fees. During the construction, public meetings will be held at either a local school or university.

Carport:

Upon Ms. Hendrixson's question, Mr. Phillips explained; the carport will house police cars and to replace the space previously utilized in cold storage as large evidence impound.

The second level of the existing public works will be renovated and will have a kitchen, offices and lockers. The 70x70 pole building will be renovated for fleet maintenance.

Ms. Hendrixson questioned how will the phasing be worked out. Mr. Phillips answered; phasing needs to be determined, but approval was granted to move forward. Currently, the designs are being refined and documentation is being completed. Ms. Mason suggested changing the township map, due to the township recorded as institutional use and park under the R1 District. The entire area should be considered institutional use (blue) prior to construction beginning. Mr. Phillips added; Phillips & Donovan will be working with Mr. Canales to work out the details.

Mr. Kelso questioned; definition of a patch area in front of the building as recorded on the plan. Mr. Phillips clarified; it's a possible, pedestrian, paved space for walking from the tennis courts towards the administrative meeting rooms. Mr. Kelso commented on the positive idea, but seems awkward in terms of pedestrian movements. He suggested to have a connection for around the building to the formal trail that begins at the park entrance. Ms. Mason added; a

bike rack should also be considered. Ms. Stern Goldstein agreed and added; a bike rack should be installed at the facilities center off the trail.

Ms. Stern Goldstein noted; the entrance sequence should be examined on how the public arrives at the building and determine which entrance they should use. With three entrances, the vehicular entrance is convoluted and signs should be installed to guide the public into the right entrance.

Memorandum from the Public Water and Sewer Advisory Board

Upon Ms. Hendrixson's question, Ms. Mason reported; the Department of Environmental Protection (DEP) will now have a requirement for residents who need to sub-divide or a new home community with a subdivision. Each will be required to show where the original septic system is located and where a second can be installed within 20 years. This will determine when each lot will have the ability to install a new system. Most residents will place sand mounds in front year of the home instead of installing new systems.

Mr. Kelso questioned; if DEP discussed with the township not to have sewage regulations because the Health Department has several in place. Ms. Mason indicated no. Mr. Kelso commented it's been an ongoing problem, such as with Buckingham Township being tied to DEP's sewage regulations for marginal site conditions. Mr. Kelso indicated the requirement is a good idea, but what system needs to be determined.

Upon a discussion regarding the regulations and how it may affect the township, Ms. Mason requested the Commission's thoughts and input to provide the Public Water and Sewer Advisory Board.

Mr. Colello commented DEP requested the regulation, due to what seen in other areas. He then stated it will be a difficult decision to make. Mr. Kelso commented the theory is good, but only applying to properties with known problems sooner than others. Properties with well-drained soil, sewage problems can be easily maintained. Properties with marginal site conditions will have additional conditions. Additionally, storm water will also be a factor, where the flow needs to go towards the swales. This will result in less land to work with today than ten years ago. Ms. Mason reported; it's unsure whether the issue is stand alone or should be incorporated into subdivision land development. Mr. Kelso responded; it should be noted under the subdivision land development ordinance (SALDO). Ms. Mason agreed.

Ms. Mason suggested to add a note into the SALDO to identify the issue. Mr. Kelso offered to provide a copy of Buckingham Township regulations.

90 Day Clock:

Upon Ms. Hendrixson's question regarding map change sites, Mr. Kelso noted the Delaware Valley University area near Shady Retreat Road. He questioned should the Commission be proactive with a map change and suggested having a discussion with the University. Ms. Stern Goldstein noted; the Township's building map change should be completed before land development begins. Upon Mr. Kelso's question, Ms. Stern Goldstein indicated with the impervious surface issues with the plans, it will be better to have the Township building area changed to institutional.

Ms. Hendrixson questioned if a map change session should be scheduled in September. Ms. Mason responded; a meeting should be scheduled if other areas will be reviewed for map change consideration. Upon a discussion regarding potential areas for a map change, Ms. Hendrixson suggested to schedule the map change for discussion at a future meeting. Until then, a list should be compiled of areas to view. Mr. Kelso cautioned the Commission not to attach one zoning change to another. It may result in creating a different group.

Adjournment: Hearing no further business, the August 22, 2016 Doylestown Township Planning Commission Regular meeting adjourned at 8:19 p.m.