

# East Manchester Township Planning Commission Meeting Minutes

September 24, 2024

At a regular meeting held at the Township Building, the following members were present: Chairman Mike McCowan, Mike Scarborough, Edward Hewitt, Troy Rentzel, and Herbert Nix Jr. Also present: Planner, Laymon Mortorff, Zoning Officer, Kate Snyder, Manager, Kristie Masemer, and the Recording Secretary. There were no citizens present at tonight's meeting.

Chairman McCowan called the meeting to order at 6:00 p.m.

## I. Approval of Minutes

**Motion** by Scarborough, second by Nix, to approve the Planning Commission meeting minutes from the meeting held on January 23, 2024. All members voted aye; motion carried.

## II. Ordinance Amendments

- a. Ordinance No. 2024-\_\_ to Amend the East Manchester Township Subdivision and Land Development Ordinance

The proposed ordinance has been reviewed by the Traffic Consultant, Greg Creasy, Planner, Laymon Mortorff, and Attorney Miller. It has been submitted to the York County Planning Commission but have not received their letter of approval yet. If the county has suggested changes, then it may come back to the Planning Commission for approval before going on to the Board of Supervisors for adoption.

A question was asked if there is a work around that would allow the Township to order a Traffic study at the cost to the Developer? It was explained that in the previous ordinance there was a mandate that if a residential development of a certain size, a commercial development or a industrial development was submitted, a traffic study had to be provided. The proposed ordinance states when a traffic study shall be completed along with instruction on how it needs to be completed. The proposed ordinance also includes the level of service (LOS) that is required for the wait time at an intersection. It was noted that each traffic study is reviewed by the Townships consultant to be sure it meets the requirements and this cost is paid from the developer's escrow account held by the Township, therefore, the Township will not expend money for this requirement.

It was suggested that the Planning Commission consider adding language to this ordinance regarding tractor trailer parking. After discussion it was noted that on page one of the proposed ordinance in Section 1, 1.B adding the words "parking facilities" so that it would read as follows:

*A traffic impact study (TIS) may be required to analyze relevant impact issues. A TIS is a comprehensive study that analyzes all surface transportation modes that would be affected by a development, including pedestrians, bicycles, parking facilities, and public transportation services. The impact analysis area will generally be larger than just the immediate site.*

Also making a change to Section 1, 1.C on page two, by adding the words “parking facilities and driver amenities” to the last sentence so that 1.C would read as follows:

*The TIS concludes whether any transportation improvements are necessary to accommodate new and/or future traffic volumes generated by the proposed development or general growth of background traffic volumes. These improvements could include right turn lanes, left turn lanes, additional through lanes, acceleration lanes, bicycle lanes, bus stops, sidewalks, islands, medians, access control, traffic signals, parking facilities and driver amenities, removal and/or consolidation of existing approaches, etc.*

**Motion** by Scarborough, second by Nix, to adopt Ordinance No. 2024- \_ to Amend the East Manchester Township Subdivision and Land Development Ordinance with recommended changes above. All members voted aye; motion carried.

### **III. New Business**

Manager Masemer officially introduced the new Zoning Officer Kate Snyder to the members of the Planning Commission.

Americold will be submitting plans for their building addition. They did have some changes to their plan and will possibly be back before the Planning Commission in November.

The Sheetz sale was delayed and they are currently waiting on a Highway Occupancy Permit from PennDOT.

Dominos will be moving into the Manchester Cafe Plaza.

### **IV. Adjournment**

Chairman McCowan adjourned the meeting at 6:43 p.m. **Motion** by Hewitt, second by Rentzel. All members voted aye; motion carried.

*Respectfully submitted by,*

Tina Wagner, Recording Secretary,  
Kate Snyder, Zoning Officer, and  
Kristie Masemer, Township Manager