

**UPPER FREDERICK TOWNSHIP  
PLANNING COMMISSION MEETING**

**March 31, 2022**

The March 31, 2022 meeting of the Upper Frederick Township Planning Commission was called to order by Mr. Buckman at 7:00 PM.

**Attending Were:** Richard Buckman, Chairman; William O'Donnell, Vice Chairman; Robert Keenan; Jared Landis; David Hartline; Kenn Picardi, Solicitor; Norm Ulrich, LTL Consultants, Tracy Tackett, Township Manager/Planner; Kate Hanna, Administrative Assistant; Steve Lampman, Linrose LTD Partnership; Jeremy Hoagland, Crossroads Group; Luke Kamp, Crossroads Group; Frank Darcy

**REORGANIZATION**

Mr. Picardi, acting as temporary chairman, opened the reorganization meeting and called for nominations for Planning Commission Chairman. Mr. O'Donnell nominated Mr. Buckman. Nomination was seconded by Mr. Keenan. Calling for any other nominations and hearing none, Mr. Picardi called for a motion to close nominations. Mr. Picardi called for a vote for Richard Buckman as Chairman for 2022. Vote was unanimous. Mr. Picardi turned the meeting over to Mr. Buckman, Chairman.

Mr. Buckman called for nominations for Vice-Chairman. Mr. Keenan nominated Mr. O'Donnell for Vice-Chairman. Nomination was seconded by Mr. Landis. Mr. Buckman stated that motion was made to nominate Mr. O'Donnell as Vice-Chairman. Mr. Buckman called for a vote for Mr. O'Donnell as Vice-Chairman for 2022. Vote was unanimous

**Approval of Minutes:**

Mr. Landis made the motion to approve the December 16, 2021 Planning Commission Meeting Minutes. Mr. O'Donnell seconded the motion which was unanimously approved.

**New Business:**

**CU Application 2022-01 – Big Road Subdivision – to allow 43 Office/Warehouse spaces**

Attending for Big Road Subdivision was Jeremy Hoagland, The Crossroad Group, Luke Kamp, The Crossroads Group and Steve Lampman, Linrose Limited Partnership. Mr. Hoagland stated this was a Sketch Plan and Conditional use application proposing a 42-unit contractor/flex use campus. Each unit would consist of a small office (532 SF), restroom and a warehouse/storage area (960 SF). Each unit would be accessible via a garage/overhead and an office door. A review letter was received from LTL Consultants dated March 28, 2022 and from Tracy Tackett dated March 28, 2022. A discussion took place pertaining to Mr. Ulrich's 1<sup>st</sup> LTL Review Letter. Key items discussed include the following:

- Section 285-155.C - Requires 10% of parking area to be landscaped. This will be complied with, Mr. Hoagland would like the PC's input on the locations. Applicant will comply and submit with land development plans.
- Section 285-157.B - Refuse area requirements – One location is proposed on plan, applicant should consider larger dumpster and more than one location.
- Section 285-157.C – Off-street loading requirements. Each unit has an overhead door for loading/unloading. Roads are considered restrictive private drives; tractor trailers will not be permitted to make deliveries. Tenants are responsible for making this clear to potential trucking companies making deliveries. Curbs and tractor trailer maneuvering should be considering in design.

- Section 285-35.B – Asks the Board to determine that the use or character of the neighborhood and the that adjacent properties are safeguarded. 30' buffering is currently wooded. Applicant is open to adding more trees that can buffer year-round. It was suggested to look into sound wall options as wall, or reorient the buildings so the backs of the buildings are oriented toward Ivy Ridge to reduce sound and light impacts.
- Section 285.35.C – Board should assure themselves the proposed change will serve the best interest of the Township, community and public welfare. Applicant states this is the best intent as is zoned for this occupancy. Ideal tenants would be plumbing, electrical and building contractors.
- Section 285.35.D – Board should consider services such as; water, sewer, police, fire protection and schools. Applicant stated there are enough sewer EDU's available at Ivy Ridge sewer plant to accommodate the proposed development. Aqua will be utilized for water, applicant is looking into fire suppression systems. There is an access road from Ivy Ridge into the proposed development for emergency use. Fire Flow study will be completed with the land development application. The plan should also include an emergency access connection through Ivy Ridge.
- Section 285-35.E – Site access and traffic congestion- A traffic study will be completed after Conditional Use approval.

Referencing Mrs. Tackett's review letter, she noted the following:

- Consider the option of attaching more than two units to allow for expanding business opportunities.
- Parking should be limited to mobile vehicles only; all vehicles should be road ready and registered.
- Applicant should provide exterior renderings for review; particularly relating to the buildings along Big Road.

Additional discussion followed.

Mr. O'Donnell made a motion to recommend the conditional use approval to the Board of Supervisors subject to consideration of the following conditions:


1. No retail.
2. No outdoor storage.
3. No residential occupancy.
4. No tractor trailers; but the site circulation shall be designed to accommodate tractor trailers being able to exit without having to back onto Big Road.
5. Installation of curbs along the entry drive and cul-de-sac.
6. The owner shall maintain a landlord presence in one unit with a part-time person on site at least 3-4 days per week.
7. Establishment of a penalty system for waste/storage violations, with the Township being authorized to enforce.
8. Acceptable light and sound buffers from adjacent residential properties to the satisfaction of the township.
9. Emergency access to Ivy Lane.
10. Acceptable fire service.
11. Architectural design of the buildings along Big Road shall be to the satisfaction of the Township.
12. Signage limited to one directional sign near the entrance and signage for individual units limited to signage on the entry door with dimensional limits to the satisfaction of the township.


Mr. Hartline seconded the motion, motion passed 4-1, Mr. Landis abstained from voting.

Mr. Buckman called for any additional business before the Commission. There was none.

**Adjournment**

Mr. O'Donnell made a motion to adjourn the meeting at 8:30 PM. Motion was seconded by Mr. Hartline and unanimously approved.

  
Richard Buckman, Chairman

  
William O'Donnell, Vice-Chairman

  
Robert Keenan, Board Member