

## Planning Commission Meeting Minutes September 20, 2023

### Attendees:

Ed Franco, Chairman Planning Commission  
Keith Senecal, Vice Chairman Planning Commission  
Steve Hoffman, Planning Commission Member  
Becky Merritt, Planning Commission Member  
Kristin Zeigler, Planning Commission Member  
Anna Bucher, Planning Commission Member  
Greg Alleman, Zoning Officer  
David Bachman, Township Supervisor  
Karen Heishman, Township Manager  
Darvin Halteman, RB Furniture Representative

On August 2, 2023 Greg Alleman accepted a complete conditional use application for RB Furniture's proposed campground at their property located in the 3600 block of Enola Road.

The Planning Commission reviewed all of the comments previously submitted by Steve Hoffman, Cumberland County PC

### **Subdivision and Land Development Ordinance, section 1300 (Campgrounds and Recreational Parks).**

The township should determine whether a plan should be submitted with the conditional use application. The applicant should provide proof of compliance with the requirements in section 1300.

- The Applicant should review the layout of the proposed campground. How will the recreational vehicles be able to access the waste dump when leaving the campground? It appears that the one-way arrows and the angle of the campsites should be revised to allow access to the waste dump (SLDO 1300.B.4).  
*Mr. Halteman will find out which side of the campers the dump port is on and design the campsite appropriately.*
- A 50 ft. right-of-way should be provided for all proposed streets (SLDO 1300.B.4.A).  
*Mr. Halteman will instruct his engineer provide a right-of-way maintenance agreement to be filed with the land development plan.*
- Two off-street parking spaces should be provided for each site. One of these spaces should be at each campsite (SLDO 1300.B.5).  
*There will be one parking space at each campsite and six additional parking spots at another location.*
- These parking spaces should be located so the adjacent RV can still be maneuvered into and out of the campsite.  
*Mr. Halteman will instruct his engineer to ensure this is on the land development plan.*
- The campground should include an office (SLDO 1300.B.8).

*RB Furniture has an office at their business. A weather proof emergency sign will be hung at the campground and flyers containing emergency information will be provided at the campsite.*

- The required notes should be provided on the plan (SLDO 1300.C).  
*Mr. Halteman will instruct his engineer to ensure this is on the land development plan.*

### **Zoning Ordinance 9.03 (Conditional Use Procedure)**

The following information should be provided by the applicant:

- Statement of proposed use on a site plan including the layout of the development to scale showing the location and exterior dimensions of all proposed buildings in relation to property and street lines, and the other requirements in zoning 9.03.A (zoning 9.03.A)  
*Mr. Halteman will instruct his engineer to ensure this is on the land development plan.*

### **Zoning Ordinance 9.11 (Camping Grounds)**

- Campsites and play areas should be 50 feet from any side/rear property line, 125 feet from any public street centerline and screened from adjoining residential uses and zones. The applicant should provide proof of compliance including screening (zoning 9.11.A.1).  
*Mr. Halteman will instruct his engineer to ensure this is on the land development plan.*
- The township should determine whether the proposed extra parking spaces located along Enola Road meet all of the setback requirements.

### **General Comments**

- The sketch of the proposed campground indicates that the travel areas and parking areas will be gravel. The township should determine whether a land development plan (including a stormwater plan and an erosion and sediment control plan) should be submitted (SLDO 1012 and 1014)  
*Mr. Halteman agreed to used WASHED 2A modified stone on the driveway.*

The Planning Commission reviewed the comments previously submitted by Ed Franco.

- Given that Enola Road is a State Road, the Township should require a driveway permit for the facility from PENNDOT. Clear Sight Triangles should be Included in a land development plan for the facility.  
*Mr. Halteman will be applying for a PennDOT Highway Occupancy Permit.*
- Our township engineer interprets gravel driveways as impervious. This is relevant to Mr. Hoffman's Comments about E & S. Need to clearly define all impervious areas and based on the area address all E & S concerns.  
*Mr. Halteman will instruct his engineer to ensure this is on the land development plan.*

- Our ordinance requires a dustless surface for paving in a campground. Should we require paving?  
*Mr. Halteman agreed to used WASHED 2A modified stone on the driveway.*
- The Sewage Agreement with Darvin Halteman asks receipts for pumping and inspection to be sent to North Newton Township not Lower Frankford Township.  
*Mr. Halteman will obtain new agreement from his engineer.*
- Annual Inspections are required by our ordinance for Holding Tanks. I would recommend a maintenance bond be established should the current or future owners elect not to pay for the annual inspection in the future.  
*Mr. Halteman will turn in annual inspection reports. Any overflows or malfunctions will be handled by the Township Sewage Enforcement Officer.*

Additional comments that arose during the meeting

- Mr. Halteman should provide a trash dumpster.  
*Mr. Halteman plans to provide a trash dumpster.*
- Can the campsite be required to be personal use only, not commercial?  
*It was decided that should be addressed at the public hearing as it is a legal question.*

On a Hoffman/Senecal motion which was unanimously approved, the Planning Commission recommended approval of the proposed campground to the Township Board of Supervisors as pending the following recommendations:

- Obtaining a PennDOT change in use highway occupancy permit
- Provide proof of compliance with dimensional regulations on the land development plan
- Provide proof that RVs can maneuver the access the dump tank
- Provide right-of-way agreement for the private access to the campground
- Provide proof of compliance with the cartway of 14' (one way) and 24' (two way) that is constructed with 6" shale and 2" of 2A modified washed stone
- Show required parking spaces that are 9' by 18'
- Provide emergency contact sign and fliers with owner contact information to an off-site office
- Show water and electric lines on land development plan
- Provide stormwater and erosion and sediment control information on land development plan
- Show 2A modified washed stone for driveway on land development plan
- Provide copies of annual pumping and inspection reports to Lower Frankford Township
- Conditional Use information should be included on the land development plan especially in reference to the maintenance and pumping of the holding tank
- Any expansion beyond six campsites will require a new conditional use application and hearing.

Keith Senecal reviewed the August Planning Commission Meeting Minutes. A motion to accept the minutes was made by Kristin Zeigler, second by Becky Merritt and passed unanimously.

Additional topics discussed

- The Township Engineer should be reviewing all land development plans that include stormwater management plans
- The Memo of Understanding between the Board of Supervisors and Cumberland County Conservation District should be put on the October BOS agenda for review and consideration of adoption.
- The Planning Commission members would like to be informed by email of any public hearings or special meetings scheduled by the Board of Supervisors.
- The Township and County was been inundated with complaints about the spreading Food Processing Residual. Unfortunately this process is controlled by State agencies and Cumberland County Conservation District has been told so.

The meeting was adjourned at 8:30 on a Senecal/Hoffman motion which carried.