

OXFORD TOWNSHIP PLANNING COMMISSION
MEETING MINUTES

November 8, 2023

Chairman Linda Buffenmyer called the meeting to order at 6:30 pm, followed by the Pledge of Allegiance to the American Flag. The following members were in attendance: Linda Buffenmyer, Robert Martin, Jean Feeser, and Ronald Groft. Sitting with the Planning Commission was Township Engineer Nate Simpson, Manager, Zoning and Code Officer Darrin Catts and Secretary Sandy Brenneman.

Motion on Previous Meeting Minutes:

Jean Feeser second by Ronald Groft approved the October 11, 2023, meeting minutes as written. 4 Aye Votes

New Business:

Bridgewater Landing at Cross Keys Village Final Land Development Plan: Chris Dellinger from HRG presented the next phase of the Bridgewater Landing at Cross Keys Village plan that includes 59 cottages. He asked the Planning Commission for the following waivers.

§22-303- Submission of a Preliminary Plan: Jean Feeser second by Robert Martin motioned to send a recommendation to the Board of Supervisors to waive Preliminary Plan to a Preliminary/Final Plan. 4 Aye Votes

SWMO 2022-133 §306.J.1.c- Basin Side Slopes: Jean Feeser second by Robert Martin motioned to send a recommendation to the Board of Supervisors to waive the SWM basin side slopes 4:1 to SWM basin side slopes 3:1. 4 Aye Votes

Conditional Plan Approval: Jean Feeser second by Ronald Groft motioned to send a recommendation to the Board of Supervisors to grant Conditional Approval of the Bridgewater Landing at Cross Keys Village Final Land Development Plan based on items 2,3,4,5,7,9,10,11 and 13 listed on CS Davidson's letter dated November 7, 2023 are met. 4 Aye Votes

Subdivision and Land Development Ordinance Comments

2. §22-307.C.3 – We acknowledge that a Public Improvements Financial Security has been provided. It is currently under review and any comments will be issued under a separate letter.
3. §22-308.B.3 – Signatures and professional engineer/registered surveyor seals shall be added to the Cover Sheet prior to final plan approval.
4. §22-308.C.10 – A sewer planning module as required by the Pennsylvania Department of Environmental Protection (DEP) shall be submitted. We note that an exemption request was denied by DEP in their response letter dated October 10, 2023. The Sewage Planning Facilities note on the Cover Sheet shall be updated accordingly.
5. §22-403.4.A – Bridgewater Drive does not align with the definition of an access drive per the Zoning Ordinance. Instead, it falls under the classification of a minor street according to the Subdivision and Land Development Ordinance (SALDO). Consequently, the minimum radius for the center line curve of this street must adhere to the 200' minimum requirement. A waiver request may be submitted to deviate from this Ordinance requirement if a design speed of less than 25 MPH is posted.

Stormwater Management Ordinance Comments

7. We note that stormwater calculations have been provided in accordance with SWMO 2022-133 Section 306.G.5.a and Section 306.G.5.c. However, the Conveyance Facilities section of the PCSM Report must be revised to specify the exact storm events for which these facilities were designed.

General Comments

9. Construction and Materials Specifications Section 16500 – Street lights are required to be 12' high or 14' high at intersections according to the Specification Drawing OT-16500-2.

10. The Township and the Developer shall discuss the proposed typical roadway section as it does not align with the Specification Drawings outlined under Section 02500 of the Construction and Materials Specifications. We note that these streets are not proposed for dedication to the Township.

11. Developer shall obtain the necessary DEP/ACOE permits for wetland impacts associated with the land development.

13. New Oxford Municipal Authority (NOMA) comments shall be received and considered prior to final plan approval.

Robert Cassell Subdivision Plan: Ron Brown from GHI presented the plan advising Mr. Cassell would like to subdivide the property into two lots. He advised Mr. Cassell wants to subdivide a 4-acre lot into 2 lots; explained there is a utility easement for lots 1 and 2 and will be shared by the 2 lots. The sewer easement that runs across lot 2 is for the purpose of maintenance and the garage on lot 2 goes with lot 2. Nate Simpson advised they are looking for conditional approval on the subdivision plan.

Jean Feeser second by Ronald Groft motioned to send a recommendation to the Board of Supervisors to grant Conditional Approval of the Robert Cassell Subdivision Plan on the condition of comments 1 and 2 being met on CS Davidson's letter dated July 11, 2023 and affixing of signatures and seals on the plan. 4 Aye Votes

1. The Surveyor's Certification shall be completed. {SALDO §22-308 B. {8}
2. The Owner's Acknowledgement shall be completed. {SALDO §22-308 B. {27}

Public Comments*: None

Adjournment: Jean Feeser second by Ronald Groft motioned to adjourn the meeting. Motion carried. Meeting adjourned at 6:51 pm. 4 Aye Votes