

MINUTES
WEST MANCHESTER TOWNSHIP
PLANNING COMMISSION
DATE: June 9, 2026

The meeting was called to order by David Beecher at 7:00 p.m.

ATTENDANCE

Planning Commission Members:

David Beecher, Chairman – Present

Patrick Hein, Vice-Chairman – Present

Felicia Dell – Present

Ryan Cummings, PE (Herbert, Rowland & Grubic) - Present

Staff:

Matthew Biehl – Present

Fred Walters – Absent

Rachelle Sampere, Zoning Officer – Present

Stephanie Badin, Stormwater Inspector/MS4 Coordinator – Present

There was no Planning Commission meeting held during the month of May 2026. The May 12, 2026, Planning Commission meeting was cancelled due to lack of quorum. Public notice was posted on the Township's website, and a notice was physically posted on the Township's lobby door.

Tonight's Planning Commission meeting was held in person. The meeting was broadcasted over Zoom for viewing purposes only.

APPROVAL OF MINUTES

MOTION: by Matthew Biehl to approve the April 14, 2026, Planning Commission meeting minutes.

SECOND: by Patrick Hein

MOTION PASSED: 4-0

ZONING HEARING BOARD CASES

There were no Zoning Hearing Board cases submitted for review at the June 9, 2026, Planning Commission meeting.

NEW BUSINESS

T-909 Final Land Development Plan for BAE New Office Building – to depict the demolition of three (3) buildings and the construction of a new office building, associated stormwater management and landscaping for BAE Systems Land and Armaments located at 1100 Bairs Road (Tax Map: HG; Parcel: 0056A) in the General Industrial (I-3) Zone. The project will be served by public water and sanitary sewer.

Mr. Trevor Jones, PE, of Burns and McDonnell presented the final land development plan on behalf of BAE Systems Land and Armaments. Mr. Jones explained that the plan depicts the demolition of three (3) buildings located near the main entrance and the construction of one (1) multi-story building which will house on-site medical for staff, offices, security and a cafeteria. The proposed building will connect to existing utilities. The project slightly reduces existing impervious area. The area around the proposed building will be landscaped. The plan also depicts a temporary office trailer located within the parking lot near the main entrance. The temporary office trailer will be removed from the site in December 2027, which is noted on the plan. The temporary office trailer will occupy fifty-four (54) parking spaces. The minimum required number of parking spaces is still being provided on site. Ms. Dell asked if the project proposes additional employees. Mr. Jones said that additional employees are not proposed with this project. There would be no increase in water demands nor sewage flows. Ms. Dell asked about proposed stormwater management. Mr. Ryan Cummings of HRG stated that the applicant would be improving stormwater inlets and would be providing bonding for the same. Rather than providing stormwater easements, the applicant is requesting a blanket stormwater easement for the plan. Ms. Dell asked if the proposed project is affected by the floodplain on the property. Mr. Jones explained that the project doesn't interfere with the floodplain on the site. They are not proposing any work near the

designated floodplain area. Mr. Hein asked if the applicant has obtained all outside agency approvals. Mr. Jones explained that they are still in the process of obtaining approval from the York County Conservations District for the NPDES permit. Township staff informed the Planning Commission members that the Applicant had submitted plan revisions, that may address previously communicated outstanding comments, just 2 days before the Planning Commission meeting. The revisions have not been reviewed prior to tonight's meeting. Staff will review the resubmitted plans and inform the applicant if there are any remaining outstanding comments.

MOTION: by Patrick Hein to recommend the Board of Supervisors approve T-909 Final Land Development Plan for BAE New Office Building subject to the following (current) outstanding comments being addressed prior to recording the plan:

Subdivision and Land Development Ordinance:

1.	§121-14.E.2 & §121-15.F.3 <i>A sewer facilities plan revision or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended.</i> Will there be a change in sewage capacity (increase or decrease) due to the proposed demolition of the 3 buildings and the construction of the new office building? Please provide the sewer planning module exemption mailer for the Township to review before sending it to PA DEP. Provide PA DEP's approval to the Township upon its availability and list the approval information on the cover sheet of the plan set prior to recording the plan. (HRG's Review Memo #2)
2.	§121-14.G.1 & §121-15.F <i>Where the land is included in the subject application has an electric or telephone transmission line, a gas pipeline,.... The application shall be accompanied by a letter from the owner or lessee of such right-of-way stating any conditions on the use of the land and the minimum building setback and/or right-of-way lines.</i> Provide a statement from Met-Ed indicating the proposed earthwork is permitted within their right-of-way.
3.	§121-15.F A notarized statement signed by the landowner, to the effect that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such... This must be dated following the last change or revision to said plan.
4.	§121-15.F.8 E&S Plan and NPDES plan as approved by the York County Conservation District.
5.	§121-17 <i>Financial security. Final plan applications that include public improvements that have not been installed shall include financial security in accordance with §121-17.A.1 and §121-17.A.2.a. The amount of the financial security shall be equal to 110% of the cost of completion estimated as of 90 days following the date scheduled for completion by the developer. Provide a financial security estimate</i> for the Township Engineer(s) to review and submit financial security to West Manchester Township prior to the plan being recorded. If providing a bond or a letter or credit, the Township prefers that they are automatically extending or evergreen. (HRG's Review Memo #2)
6.	§121-17.D <i>...The applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township in an amount equal to 3.5% of the bond or other security. The amount deposited by the Applicant shall be used by the Township to cover the costs of assuring the proper construction and completion of the improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the Applicant is not sufficient to cover such costs, the Applicant shall furnish additional amounts, from time to time, when notified to do so.</i> Township staff will communicate the amount of the engineering escrow after the Board of Supervisors conditional approval of the LDP.
7.	§121-15.F.9 <i>Provide an improvement guarantee.</i> (HRG's Review Memo #2)

Sanitary Sewer (Chapter 109):

1.	§109-23 Drawing C-001, Sheet 2: <i>It is noted that the information was formerly on C-001, Sheet 2 is now on C-001, Sheet 12.</i> a. Revise Sanitary Utility Note 5 to state the following. i. Where it is impossible to obtain proper horizontal and vertical separation as specified, construct the pipelines as specified above and, in addition, encase the sewer line with minimum 6" cement concrete for 10 feet on either side of the water main. All encased
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	pipelines shall be ductile iron pipe and extend from downstream MH to upstream MH [WM01010.2.03.c] b. The following note shall be added to the Sanitary Utility Notes: i. Both sewer and water main services shall be pressure tested to assure water tightness prior to backfilling [WM02651]. (HRG's Review Memo #2)
2.	§109-23 Drawing CU102, Sheet 16: <i>It is noted that the information that was formerly on CU102, Sheet 16 is now on CU102, Sheet 26.</i> Update the Sewer Line A Profile to show all utility crossings with the sanitary sewer force main including the proposed electrical and natural gas lines. a. Confirm there is no vertical conflict between the existing sanitary sewer and the proposed fire line. b. Provide sizing calculations for the proposed lift station. Calculations must show the proposed flow rate and confirm that the force main will meet minimum velocity as required by PADEP. c. Confirm the existing sanitary sewer pipe material that the proposed connection is shown to. The plan view shows the pipe as sanitary sewer not as the sanitary sewer force main but both lines are shown as the same diameter. d. Provide a connection detail for the connection of the sanitary sewer force main to the existing 4-inch sanitary sewer. e. Confirm if the sanitary sewer lateral piping from the building to the lift station is SDR 26 or SDR 35. Drawing CU100 and Drawing CU102 show conflicting information. (HRG's Review Memo #2)
3.	§109-23 Drawing CU502, Sheet 32: Provide callouts for the proposed valves within the lift station. (HRG's Review Memo #2)

Stormwater Management (Chapter 113)

1.	Address the requirement for stormwater easements §113-17.Q. Show all proposed easements on the plans as they do not appear to include the new proposed pipe run. (HRG's Review Memo #2)
2.	Provide all applicable erosion and sediment control calculations within the SWM report §113-18.E.5. The calculations do not appear to have been added to the report as requested. (HRG's Review Memo #2)

Required Agency Approvals:

1.	§113-18.E.5 Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan (HRG's Review Memo #2)
2.	§113-18.E.5 Provide a copy of the NPDES permit. (HRG's Review Memo #2)

Administrative Items to be Completed Prior to/Upon Plan Approval: (HRG's Review Memo #2)

1.	§113-18.D All original seals, signatures and notarizations shall be provided on each copy of the final plan and report prior to being recorded.
2.	§113-23 All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued.
3.	§113-24 & §121-20 The Applicant shall schedule all required inspections.
4.	§113-24 & §121-20 The Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the state of any construction.
5.	§113-24 & §121-20 The Applicant shall be responsible for scheduling all required inspections with 48 hours' notice.
6.	§121-21 Upon completion of all required improvements and prior to release of the performance bond, the Applicant shall submit an as-built plan. (2 sets of as-built plans)
7.	§113-27 Provide a signed and executed operation and maintenance (O&M) agreement.
8.	§121.15.G The Applicant shall pay all required fees.

General Comments:

1.	It has since come to the Township's attention that the property owner has installed a temporary office trailer in the parking lot to relocate employees during the demolition and construction project. The temporary office trailer is set to be on site through December 2027. This is not short-term placement. This temporary structure will be on site for nearly two years. This should be shown on the land development plan, indicating the date of removal of the temporary office trailer, number of parking spaces temporarily eliminated by the placement of the office trailer, connection of the temporary office trailer to the sanitary sewer system, connection of the temporary office trailer to other utilities, etc. Please update the plans accordingly.
2.	On the cover sheet of the plan set, under Land Development Notes number 3, please revise 1-3 to I-3. The Zoning District is not 2 numbers it is an abbreviation of Industrial (I-3).
3.	Please re-number all sheets of the plan in sequence. If the packet is 31 sheets, beginning with the cover sheet of the plan, please number each sheet 1 of 31, 2 of 31, 3 of 31, 3 of 31, etc. (Currently there are 2 sets (1-9 of 9 and then 1-22 of 22))
4.	The signatures and seals of the individuals responsible for the plan shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F)
5.	The notarized signature of the owner(s) shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F.4)
6.	All administrative items shall be addressed prior to plan recording (payment of all invoices, financial security submitted to the Township, etc.)
7.	All final plans, as recorded with all required signatures, shall be submitted in electronic format after recording. (i.e. PDF)
8.	Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan, if applicable. (§113-18.E.5)
9.	Provide a copy of the NPDES permit, if applicable. (§113-18.E.5)

SECOND: Felicia Dell

MOTION PASSED: 4-0

MOTION: by Patrick Hein to recommend the Board of Supervisors grant the following requested waivers:

1.	§121-9 Preliminary Plan.
2.	§121-14.A.2 Surveyor's Signature Block. A site survey was conducted for the BAE property by Site Design Concepts in December 2023. The survey covered the proposed site and the area remains unchanged since. The owner wishes to utilize the previously completed survey for this project.
3.	§113-17.Q Easements. To allow a blanket easement in lieu of a dedicated stormwater easement.

SECOND: Matthew Biehl

MOTION PASSED: 4-0

T-910 Final Subdivision Plan for Washington Meadows – to depict a final subdivision of a 29.88-acre parcel to create eleven (11) single-family detached dwelling lots located at the corner of Taxville Road and Baker Road in the Rural Residential Zone. The property will be served by public water (York Water Company and Shiloh Water Authority) and by public sanitary sewer and private sanitary sewer force main.

Mr. Zane Williams of Gordon L. Brown and Associates presented the final subdivision plan. Mr. Williams stated that the proposed 11-lot subdivision is located at the corner of Taxville Road and Baker Road. It would be connected to public water (York Water Company and Shiloh Water Authority) and public sanitary sewer flowing to the Dover Wastewater Treatment Plant. He reminded the Planning Commission that they previously reviewed and recommended approval of the preliminary subdivision and land development plan for the same project. Proposed Lots 2 through 5 will be served by Shiloh Water Authority. Ms. Sampere informed the Planning Commission that she had spoken with Mr. Jim Bentzel of the Shiloh Water Authority regarding the status of the will-serve letter the applicant requested for the project. Mr. Bentzel said that the Authority would be taking action on the request for a will-serve letter at their June 18, 2026, meeting. A letter would be provided to the Applicant and the Township the Authority's meeting. Dr. Beecher asked if a stormwater permit had been

issued because he's seen a lot of earthmoving activity at this project site recently. Mr. Cummings explained that the Applicant received preliminary plan approval from the Board of Supervisors which allows earth disturbance to commence. The earthmoving that is currently visible is related to the relocation of an existing stormwater pit and the construction of the public sanitary sewer line. Ms. Dell asked if stormwater management would be provided on each lot in the subdivision. Mr. Williams confirmed that stormwater management would be provided on each lot. Mr. Cummings stated that the stormwater calculations were provided on sheet 2 of the plan set. HRG reviewed the calculations during the preliminary plan process and confirmed that they have not changed as part of the final plan. Stormwater management would be provided as a retention berm, infiltration pit or trench on each lot. Ms. Dell asked if the force main will be offered for dedication or would it be maintained by the HOA. Mr. Cummings stated that the developer's documents have been submitted by the applicant for review by the Township Solicitor. The force main and grinder pumps for lots 5-11 will not be dedicated to the Township. It will remain private. The gravity public sewer line which picks up at lot 4 would be dedicated to the Township. Mr. Hein asked if the neighboring properties currently served by on-lot septic systems would have to connect to the public sanitary sewer. Ms. Sampere stated that the ordinance requires buildings within 150 feet of the collection line to connect to the sanitary sewer; however, the Board of Supervisors offered an opportunity for property existing property owners to have their on-lot septic systems inspected by the Township Sewage Enforcement Officer, and if found functioning appropriately, the property owners could obtain a waiver to not immediately connect to the public sanitary sewer system. The waiver agreement would be recorded with the deed indicating that if the current septic system fails or needs major repairs, the property owner would need to immediately connect to the public sanitary sewer system. The waiver agreement also states that if the property is sold, the property would need to be immediately connected to the public sanitary sewer system. If the property is retained by the current owner, the waiver would expire in 10 years and the property would have to connect to the public sanitary sewer system at that time. Currently, the Township has only received one (1) waiver request from an adjacent property owner.

MOTION: by Patrick Hein to recommend the Board of Supervisors approve T-910 Final Subdivision and Land Development Plan for Washington Meadows subject to the following outstanding comments being addressed prior to the plan being recorded:

Subdivision and Land Development Ordinance (SLDO):

1.	§121-14.F.2 Recreation Impact Statement. <i>The applicant has provided a recreation fee of \$1,500 per lot/dwelling unit with the submission of this application.</i>
2.	§121-15.F.5 A statement of dedication of streets and other public property, as well as area that is not to be offered for dedication. See Appendix No. 2. <i>Number 29 under Notes and Site Data on sheet 2 of 19 states: "Developer offers for dedication to the West Manchester Township, the sanitary sewer collection and/or interceptor lines and appurtenances constructed by the developer, and a twenty-foot-wide perpetual easement consisting of 10 feet on either side of the centerline, and identified as "Public", for maintenance, repair, replacement or enlargement thereof together with the right of ingress, egress and regress thereof. The limit of West Manchester Township ownership and maintenance is proposed at Manhole 804F.</i>
3.	§121-15.F.8 Such written notices of approval as required by this chapter, including written notices approving the water supply systems, sanitary sewage systems and stormwater runoff to adjacent properties. <i>Provide will-serve letters from York Water Company and the Shiloh Water Authority if both entities will be providing public water to the project site. Township staff has received a copy of the will-serve letter from the York Water Company; however, we have not yet received a copy of the will-serve letter from the Shiloh Water Authority.</i>
4.	§121-17 Financial security is required for any public improvement not installed as part of the preliminary subdivision and land development plan. <i>The Township Engineer has reviewed the financial security estimate and recommends the Board of Supervisors require financial security in the amount of \$591,892. The Township prefers letters of credit or subdivision bonds that automatically extend or are evergreen.</i>
5.	§121-17.D Engineering Escrow. In addition to all bonds or other security required, the applicant shall deliver to the Township a check payable to the Township in the amount of 3.5% of the bond or other

	security. The amount deposited by the applicant shall be used by the Township to cover the costs of assuring the proper construction and completion of improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the applicant is not sufficient to cover such costs, the applicant shall furnish additional amounts from time to time, when notified to do so.
6.	§121-18 Dedication and acceptance of improvements. All improvements shall be deemed to be private and only for the benefit of the specific project until such time as the same have been offered for dedication and formally accepted by the Board of Supervisors. No responsibility of any kind with respect to improvements shown on the final plan shall be transferred until the improvements have been formally accepted. All requests for dedication shall follow the current procedures of the Township of West Manchester.
7.	§121-21 As-built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit an as-built plan showing the location, dimension and elevation of all public improvements... Two copies of the plan shall be submitted to the Township, which shall distribute 1 copy to the Township Engineer and retain 1 copy for the Township files.

Administrative Comments:

1.	All original seals, signatures and notarizations shall be provided on each copy of the final plan and report prior to being recorded. (§113-18.D)
2.	All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued. (§113-23)
3.	The Applicant shall schedule all required inspections. (§113-24 and §121-20)
4.	Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the start of any construction. (§113-24 and §121-20)
5.	Applicant shall be responsible for scheduling all required inspections with 48-hours' notice. (§113-24 and §121-20)
6.	Upon completion of all required improvements and prior to release of the performance bond, the applicant shall submit an as-built plan. (§121-21)
7.	Provide a signed and execution Operation & Maintenance agreement. (§113-27).
8.	Provide an improvement guarantee. (§121-15.F.9)
9.	The applicant shall pay all required fees. (§121-15.G)

General Comments:

2.	Please submit the homeowner's association documents and covenants for the Township Solicitor to review. <i>The Township Solicitor is currently reviewing the documents.</i>
3.	A new legal description for the newly combined lot must be prepared and recorded with the plan so that the York County tax maps are updated. <i>The Applicant submitted the lot descriptions for HRG to review.</i>
4.	All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
5.	All approved final subdivision and land development plans shall be submitted in electronic format with all required signatures after the plans have been recorded. (i.e. PDF)

SECOND: by Matthew Biehl

MOTION PASSED: 4-0

The Board of Supervisors previously granted the following waivers during the preliminary subdivision plan approval: (No action is needed at tonight's meeting.)

W1.	§121-23.C Improvements to existing streets. The request is not to be required to make improvements to Taxville Road or Baker Road. Granted by BOS 12/19/2024.
W2.	§121-25 Sidewalks and curbs. The request is to not be required to install curbs and sidewalks along the entire frontage of the subject property. Granted by BOS 12/19/2024.

Rezoning Request 99 Hokes Mill Road – to review and make recommendations to the Board of Supervisors regarding a proposed rezoning request for the property located at 99 Hokes Mill Road (Tax Map: 04; Parcel: 0374) from the R-5 Residential Zone to the Light Industrial (I-2) Zone.

Attorney Peter Ruth of Saxton & Stump presented the rezoning request on behalf of his client, McDonough, LLC, who is the equitable owner. The rezoning request proposes to amend the Township's current zoning map for the property located at 99 Hokes Mill Road. The property is currently zoned R-5 Residential; however, the use of the property has been an industrial use for many years. The property is developed with an 18,000 square foot warehouse (wholesale) building and office. Attorney Ruth stated that the request is to bring the property's zoning classification in line with the current use of the property. This would make the current use of the property a use by right. This would eliminate the need for the property owner to obtain a special exception to change from one nonconforming use to another nonconforming use each time the tenants would change. The proposed rezoning request is to change the property's zoning classification to Light Industrial (I-2). The Township recently adopted its Comprehensive Plan in which the Future Land Use map shows the subject parcel as residential. Attorney Ruth explained that the Light Industrial Zone is on the opposite street and that the proposed rezoning would not be considered spot zoning. He believes it is a logical extension of the Light Industrial Zone. There's a lot of truck traffic on Hokes Mill Road. Attorney Ruth explained that his client is not seeking to expand the building, increase the impervious coverage, or increase the water and sewer usage. The rezoning request is simply to bring the zoning of the property in line with the use of the property. Dr. Beecher stated that he drove through the area prior to tonight's meeting and found that the properties along Hokes Mill Road are mainly industrial in nature. There are a few dwellings along Hokes Mill Road, but the area doesn't resemble a residential area. If he didn't know better, he would think that the properties along Hokes Mill Road are already industrially zoned. Ms. Dell offered a different perspective. Zoning boundary lines have to be drawn somewhere. Ms. Dell stated that Hokes Mill Road is a clear delineation between zoning districts. She is concerned about the effects on the residential properties to the East if the subject property was to be rezoned to Industrial. While the Planning Commission understands that the current use of the property is nonconforming, the Comprehensive Plan's Future Land Use Map shows the property as residential. There's nothing preventing the current owner or a new property owner from bringing the property into conformance with the current zoning. Dr. Beecher said that he thought S. Diamond Street could be a natural delineation between the residential zone and the subject property if it were rezoned to Light Industrial. Mr. Hein asked about the current use of the lot directly to the south of the subject property. Attorney Ruth explained that the lot to the south of the subject property is currently a residence. They've not received any formal concerns regarding the proposed rezoning of the subject property. Mr. Biehl stated that the Township is in the process of updating its Zoning Ordinance. He inquired whether this property would be considered for rezoning as part of that process. He suggested that the Township vet this to see where the process goes as part of the Zoning Ordinance update. He believes that the timing of this rezoning requests collides with the Zoning Ordinance Steering Committee's efforts.

MOTION: by Matthew Biehl to recommend the Board of Supervisors deny the rezoning request.

SECOND: by Felicia Dell

MOTION PASSED: 3-0 (Beecher excused himself from the meeting prior to the vote.)

DISCUSSION

Ms. Dell informed that Planning Commission members that she submitted an application to interview for the vacant Supervisors position on the Board of Supervisors. She was interviewed and appointed to the position. She suggested that she continue to serve on the Planning Commission as their representative on the Zoning Ordinance Steering Committee for sake of continuity. She stated that she would attend the Planning Commission meetings if needed to make a quorum until the Board of Supervisors could find a replacement for her. She mentioned that it was brought to her attention that it is legal for her to serve on the Planning Commission and the Board of Supervisors, but she felt it would be strange to make recommendations on plans as part of the Planning Commission and then act upon them as a member of the Board. Mr. Biehl and Mr. Hein encouraged Ms. Dell stay on the Planning Commission as a regular voting member as she brings a great deal of insight and experience to the group. They both stated how fortunate the Planning Commission members are to have her serving the on the commission and it would be a great disservice to lose her. Ms. Dell accepted the compliments and agreed to continue to serve on the Planning Commission.

MOTION: Patrick Hein to adjourn the meeting.

SECOND: Matthew Biehl

MOTION PASSED: 3-0

The meeting adjourned at 8:37 pm.