

## **Pennsbury Township Planning Commission Minutes**

**May 13, 2026**

Present: Kay Ellsworth, Joe Short, George Trammell, Karen Meloney, Dennis Smith, Mike Clements, and Dan Boyle.

Chair Kay Ellsworth called the meeting to order at 5:00 p.m.

The minutes of the Planning Commission meeting of April 8, 2026, were presented. A motion to approve the minutes as presented was made by Karen Meloney and seconded by George Trammell. The motion passed unanimously.

### **Sanford Reverse Subdivision: Windmill Hollow**

On behalf of Dick Sanford, Marina Perez requested a reverse subdivision of the Window Hollow Properties subdivision (Phase 2), consolidating five lots into one lot, with the intent that Mr. Sanford will construct and occupy a single residence on the combined tract and retain it as such.

A five-page plan has been prepared by the applicant's engineer. The Township Engineer, Matt Houtmann, has reviewed the plans and issued a review letter, which relates to plan presentation/clarity, given that this is an unusual situation (recombining lots rather than subdividing). There are existing covenants and protections recorded for Phase 2, previously used in lieu of a developer's agreement and financial security, which must be re-examined by the township solicitor. The applicant's engineer has already incorporated those comments into a revised "final" plan, which is being held until all other reviews are complete.

- Chester County Planning Commission has received the materials and is expected to issue an Act 247 review letter within 30 days.
- Applicant's counsel, Michael Naseef, is revising the homeowners' association documents and declarations for Phase 2. Any required changes will be reflected on the plan.
- Applicant is awaiting county comments and legal document comments.

The PC noted that ChescoViews and plan notations show 1601 Brintons Bridge Road as the mailing address for some lots, even though that dwelling was sold by Mr. Sanford. Ms. Perez explained that the address was coordinated with Chester County 911. With the elimination of the previously proposed Windmill Lane private road, all addresses revert to Brintons Bridge Road, and specific lot addresses have been pre-assigned for the springhouse/stable apartment, McManus property, and future Sanford dwelling. The applicant agreed to review and correct any outdated address references on the final plan to avoid future confusion.

Kay Ellsworth raised an issue from the prior sketch plan meeting regarding the 16-foot driveway requirement for a shared driveway (over a specified length). The applicant agreed to add a plan note stating that when a second lot or building permit shares the driveway, the driveway entrance will be widened to 16 feet in accordance with township requirements.

Dennis Smith made a motion that the Board of Supervisors approve the Sanford reverse subdivision as drafted, subject to:

1. Correction/clarification of addresses on the plan (to ensure accurate and current mailing/address information).
2. Compliance with all comments and conditions set forth in the Township Engineer's review letter.
3. \* Addition of a note on the final plan stating that, at such time as an additional lot or building permit is established to share the driveway, the driveway entrance will be widened to 16 feet, as required by township ordinances.

\*Amendment: Kay Ellsworth offered the amendment expressly adding the driveway-widening condition (Item 3 above), which was accepted.

It was seconded by George Trammell, and passed unanimously.

The Chair noted that the Board of Supervisors typically meets the week after the Planning Commission; due to review timing, Sanford is not expected to be

included on the May BOS agenda but may be placed on the June BOS agenda, depending on receipt of the Chester County Act 247 letter and any additional comments from the township engineer or solicitor. The applicant will remain in contact with their attorney and the township regarding HOA document amendments and final plan submission.

### **McCauley Sign Variance Application: 519 Kennett Pike**

Applicants Greg and Maureen McCauley previously obtained a use variance to operate a professional office in a historic barn within the Village Residential (VR) district via the adaptive reuse provisions. The applicants returned to the Planning Commission to address the signage and screening/lighting issues left unresolved at a prior meeting. At this meeting, they withdrew any request for a screening variance and a lighting variance, limiting their request to a sign variance only.

The applicants propose to re-use the existing freestanding sign from their current office across Route 52. It is a rectangular, hanging sign mounted between two posts. It has a blue background with gold lettering, consistent with their branding. They do not propose to externally light the sign; reflectivity is achieved with yellow reflective tape rather than fixtures.

The Historical Commission reviewed a black-and-white rendering of the sign and generally found the design acceptable but had concerns regarding height and overall size. The HC thought that the proposed blue and gold colors were also acceptable.

Mike Clements made a motion to recommend that the Board of Supervisors support the McCauley sign variance application, subject to the following conditions:

1. The existing sign be lowered by at least one (1) foot from its current mounting height, resulting in a lower overall profile closer to ground level.
2. Removal of hanging panel.

3. The sign shall maintain a dark blue background with gold lettering, consistent with the existing design.
4. The sign shall be located in compliance with Township setback requirements and Route 52 right-of-way requirements

George Trammell seconded the motion, which passed unanimously.

### **PC Information Sharing**

A discussion was held regarding the previously modified Zoning Hearing Board application process. Internal procedural changes were reviewed, and some changes were agreed to be implemented.

### **Comprehensive Plan Project Update**

Karen Meloney provided an update on the third Comprehensive Plan meeting, which focused on the preservation of open space and the conservation of natural resources. The discussion emphasized strategies to protect environmentally sensitive areas while balancing future growth and development objectives.

With no further business, the meeting adjourned at 6:50 p.m.

Respectfully submitted,

Dan Boyle

Recording Secretary