



August 18, 2021

Justin Keller, Borough Manager  
Pottstown Borough  
100 E. High Street  
Pottstown, PA 19464

RE: 759 Sheridan Street Subdivision  
Preliminary Subdivision/Land Development Review  
Pottstown Borough  
PTB-21-272

Dear Mr. Keller,

CEDARVILLE Engineering Group, LLC (CEG) has completed a review of the Preliminary Subdivision / Land Development Plans for 759 Sheridan Street Subdivision. The site (Parcel 16-00-25768-00-1) is located at the intersection of Sheridan Street and Jackson Street on the northwest side of Sheridan Street. The parcels occupy approximately 0.22 acres and within the Neighborhood Residential (NR) Zoning District. The site is currently vacant gravel parking areas and large trees along Jackson Street and the neighboring property. The current application proposes subdivision of the parent tract into two (2) lots, including the development of two (2) single family attached dwellings, driveway access to Sheridan Street, and associated stormwater management facilities.

The following information received by our office on August 7, 2021:

- Full size plan set consisting of a cover and eight (8) sheets titled "Preliminary Subdivision/Land Development Plans – Sheridan Street Subdivision" prepared by The Crossroads Group, LLC, dated April 9, 2021 revised August 2, 2021.
- The Crossroads Group, LLC Transmittal Letter – Revised Plan Submission Comment Responses.
- Stormwater/Erosion and Sediment Control Narrative for Sheridan Street Subdivision, dated April 29, 2021 revised August 2, 2021.
- Waiver Request Letter dated August 4, 2021.

The following information received by our office on August 17, 2021:

Waiver Request Letter dated August 17, 2021.

The following waivers are being requested with this application:

- A. Section 22.A516: The applicant is requesting a waiver not to require the installation of additional street lighting along Jackson Street.
- B. Section 22-A527.1.C: The applicant is requesting relief to allow the construction of the proposed to be less than 50 feet from the intersection of Jackson and Sheridan Streets.
- C. Section 22-A402.1: The applicant is requesting relief to not require showing existing features within 100 feet surrounding the site.
- D. Section 22-A400; The applicant is requesting relief to allow this application to be processed as a Preliminary/Final Plan.



The Plans have been reviewed in accordance with Chapter 22 - Subdivision and Land Development (latest Amendment March 11, 2019), Chapter 26 Water Part 2 Stormwater Management (latest Amendment, Ordinance 2194 dated March 9, 2020), and Chapter 27 - Zoning of the Borough of Pottstown Ordinances.

The following comments are offered for your consideration:

Chapter 22 Subdivision and Land Development:

1. This comment has been satisfactorily addressed.
2. *§ 22-400.3.A Existing features off site. The plan shall:  
A. Show physical features and topography on the property surrounding the subject parcel for 100 feet unless a greater distance is deemed necessary by the Zoning Officer because of unconventional topographic conditions.*

*§ 22-A402.1 – Within 100 feet of any part of the land being subdivided or developed: the location, names, width, radii, curbs, sidewalks, and surface conditions of existing streets and alleys; the location and dimensions of existing rights-of-way and easements; the location of watercourses, floodplains, floodways, sanitary sewers, storm drains and catchments, utilities above and below ground; the location and width of existing curb cuts and/or driveways; the location of any zoning district boundary, municipal or county boundary, or recreational area; and other similar features.*

*§ 22-A402.2 – Within 100 feet of any part of the land being subdivided or developed: contour lines and elevation data; the location of existing structures and their use; parking areas; and significant landscape features.*

July 19, 2021 Comment: The Plan must be revised to show the above referenced information shall be provided on the Plan, CEG offers no objection to consideration of a waiver of the above Ordinance requirements, conditioned upon:

- If extension of public water is proposed, existing features shall be extended as required to show the location of the existing water line to be extended.
- The applicant shall provide correspondence outlining the section of the Ordinance in which relief is being granted. Justification of the waiver request shall be provided.
- The requested Ordinance relief shall be referenced on the plan to be recorded. Applicable action from Pottstown Borough on relief requested will need to be noted on the plan prior to recording.

**Current Comment:** A waiver has been requested by the Applicant from the above referenced sections of the Ordinance. CEG offers no objection to consideration of this request based upon the scope of improvements proposed.

**Current Comment:** The above comment remains applicable.

3. This comment has been satisfactorily addressed.
4. *§22-400.4.E – Scaled architectural/construction drawings of the new building(s) shall be submitted with the subdivision and/or land development plans and consist of the following:*

July 19, 2021 Comment: The above referenced drawings must be submitted with the Plans.



**Current Comment:** The above comment remains applicable.

5. This comment has been satisfactorily addressed.
6. *§22-503.2 – Planting Specifications. When planted, all trees must be at least 12 feet high, with a minimum caliper of 2 ½ to three inches in diameter measured six inches above the ground. The trees shall be deciduous, symmetrical in shape, with a trunk that is clean and straight, and without branches for seven feet above the ground. All trees must be guaranteed for a minimum of 18 months and conform with the recent edition of the American Standard for Nursery Stock published by the American associated on Nurserymen.*

July 19, 2021 Comment: An eighteen (18) month maintenance bond shall be required, the terms to be defined in the Developer's Agreement, to ensure compliance with the above referenced requirement.

**Current Comment:** The above comment remains applicable.

7. This comment has been satisfactorily addressed.
8. *§ 22-700.1 – No plan shall be approved finally unless the streets, walkways, curbs, gutters, streetlights, fire hydrants, shade trees, water mains, sanitary sewers, storm sewers, and other improvements as are required by this Chapter, or are depicted on the plan, have been installed in accordance with this Chapter. In lieu of the completion of any improvements required as a condition for the final approval of a plat, including improvements or fees required by subsection (2), immediately below, the developer shall deposit with the Borough financial security in an amount sufficient to cover the costs of such improvements or common amenities include, but not limited to, roads, storm water detention and /or retention basins and other related drainage facilities, recreational facilities, open space improvements, or buffer or screen planting that may be required.*

July 19, 2021 Comment: The following shall be noted:

- Completion of site improvements or deposit of financial security of an amount acceptable to Borough Council must be provided to the Borough prior to Plan recording. If financial security is to be posted, it shall be incorporated into a Developer's Agreement to be executed prior to recording of the Plan. The Applicant or Applicant's Counsel shall contact the Borough Solicitor regarding preparation of the agreement.
- A construction cost estimate of improvements shall be submitted for review and approval. The Applicant's Engineer shall contact the Borough Engineer to confirm the improvements to be included as part of the estimate.

**Current Comment:** The above comment remains applicable.

9. *§ 22-A404.3 - The layout of buildings, parking lots, driveways, and access points to existing streets. Where applicable, compliance with American Disabilities Act requirements shall be shown. Plans, including sizes and materials, for private drives; parking areas and the layout of parking spaces and aisles; loading areas; and trails and plazas. A statement of the intended use of all nonresidential lots, or in the case of land developments, building units, with reference to restrictions of any type that exist or will exist as covenants in the deed for the lots or units contained in the subdivision and, if covenants are recorded, including the book and page number from the County deed records.*



July 19, 2021 Comment: The following shall be addressed:

- ADA ramps must be provided along the sidewalk at the intersection of Sheridan Street and Jackson Street. Detailed large-scale Plans of these areas must be shown, including spot elevations, slopes, dimensions, and locations of ramps and landings, to demonstrate compliance with current ADA requirements.

**Current Comment:** The above comment remains applicable:

10. This comment has been satisfactorily addressed.

11. This comment has been satisfactorily addressed.

12. §22-A408.2 – *Certificates and Assurances. The plan shall include the seal and signature of the engineer or surveyor who prepared the plan and a statement verifying the accuracy of the survey. The plan shall also include blocks for the certification of the owner and approval of Borough Council, the Pottstown Planning Commission, and the Montgomery County Planning Commission. Samples are included in Appendix A4, Section A408, located at the end of this chapter.*

July 19, 2021 Comment: Professional Engineer's seal of Engineer responsible for the design must be added to the Plans.

**Current Comment:** The above comment remains applicable.

13. § 22-A504.3 – *A minimum of 0.0124 acre of land shall be offered for dedication for each new residential lot/dwelling unit created.*

§ 22-A505.1 – *Subject to the discretion of Borough Council, an applicant may elect to contribute a fee in lieu of dedication of such land. Such fee shall help the Borough defray the costs of providing open space and public recreational facilities to serve the residents and workers in the Borough.*

§ 22-A505.3 – *The value of any fee in lieu of land for open space shall be equal to the average fair-market value of the land required by Section A504 above or the property value thereof. The formula to be used in computing the fee shall be fair-market value of one acre multiplied by the percent (in acres) of land to be dedicated. As an alternative, when agreed upon by the Borough, the Borough may elect to accept a flat fee of \$500 per dwelling unit or lot created for residential subdivisions/land developments that create less than five dwelling units/lots.*

The following shall be addressed:

- A note shall be provided on the Plan indicating that a fee in land offered for dedication is to be provided.
- The required fee in lieu of land dedication shall be received prior to Plan recording. CEDARVILLE offers no objection to consideration of a fee in lieu of dedication of \$500 per lot, totaling \$1,000.00.

**Current Comment:** This comment has been satisfactorily addressed. The referenced fee shall be provided to the Borough prior to recording of the plan.

14. § 22-A510.7 – *A street address for each lot shall be assigned by the Borough Code Enforcement Department*

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The street address numbering to be assigned shall be provided on the Subdivision Plan.

**Current Comment:** The above comment remains applicable.

15. *Duplicate comment. No action required.*

16. § 22-A516 – *The owner, developer or subdivide of property shall be required to install street lighting via underground distribution along all proposed streets and along all adjoining existing streets in accordance with the following:*

§ 22-A516.A – *All underground and other electrical distribution systems for street lighting within the Borough shall be installed in conformance with PECO Energy and Pottstown Borough standards at the developer’s expense.*

§ 22-A516.B – *The placement of street lighting fixtures in residential areas shall be at 160- to 200- foot intervals and at each intersection unless the roadway length is less than 200 feet, a streetlight is placed at the intersection, and no natural features create a problem, in which case a streetlight will not be required at the end of the street.*

July 19, 2021 Comment: A streetlight, in accordance with the above referenced criteria, shall be installed at the intersection of Sheridan and Jackson Streets.

**Current Comment:** A waiver has been requested by the Applicant from the above referenced sections of the Ordinance. CEDARVILLE offers no objection to consideration of a waiver from the proposed Ordinance section, conditioned upon that a dimension be provided on the plan indicating that an existing streetlight is located within 200 feet of the referenced streetlight, measured in a northerly direction along Jackson Street. If this requirement cannot be met, an additional streetlight shall be provided along the northern portion of the site to meet this requirement.

17. § 22-A517.2 – *Streets shall be classified according to their function as follows: Neighborhood Streets. Streets that provide direct success to residential structures, intended primarily to serve only the properties along them, and laid out to discourage through traffic. Also, streets that, in addition serving abutting properties, intersect minor streets, connect with schools, parks, and other community facilities, and are intended primarily to serve neighborhood traffic.*

§ 22-A518 – *Street Widths. Minimum widths for proposed streets and extensions of continuations are as follows:*

<b>Street Type</b>	<b>Assumed Traffic and Parking Requirements</b>	<b>Right-of-Way</b>	<b>Paved Cartway</b>	<b>Grading</b>
Neighborhood	2 traffic lanes (10')	50'	28-36'	Full width

July 19, 2021 Comment: An additional five (5) feet of right-of-way shall be offered for dedication to the Borough of Pottstown, in accordance with the above referenced Ordinance Section and to provide public



access to proposed sidewalk referenced below. Proposed lot areas and/or setback lines shall be modified as required.

**Current Comment:** A statement referencing the offer of dedication of the additional right-of-way shall be clearly shown on the plan.

18. This comment has been satisfactorily addressed.

19. § 22-A523– *Curbing shall be required for the purposes of drainage, safety, and delineation and protection of pavement edge.*

July 19, 2021 Comment: Curbing shall be provided along the frontage of the parent tract abutting Sheridan Street. A detail shall be provided, in accordance with the details and specifications referenced in the applicable PennDOT RC Standards.

**Current Comment:** A detail for pavement restoration of Sheridan Street associated with curb installation shall be provided.

20. § 22-A525.1– *Sidewalks and/or graded areas shall be required depending on road classification and intensity of development.*

July 19, 2021 Comment: Sidewalks shall be provided along the frontage of the parent tract abutting Sheridan Street. The following shall be required:

- A detail shall be provided to demonstrate compliance with the dimensions and specifications set forth in Sections A525.3 and A525.4 of the Ordinance.
- Concrete driveway aprons shall be provided at the entrance of both driveways, from the edge of street to the interior edge of sidewalk and shall be capable of supporting an HS-20 vehicular load. A detail of the apron shall be provided on the Plan.
- An ADA ramp shall be required adjacent to the depressed curb at the intersection radius of Sheridan and Jackson Streets. The following shall be provided:
  - Details and specification in accordance with PennDOT RC Standards, RC-67.
  - A large-scale detail of the proposed ramp, showing proposed dimensions, spot elevations, ramp location, and detectible warning strip locations.

**Current Comment:** The above comment remains applicable.

21. § 22-A527– *The requirements for driveways shall be the standards of PennDOT regarding access to and occupancy of highway by driveways and local roads (Pennsylvania code title 67, Chapter 441 as amended.) Driveway access to state highways shall be subject to the permit process of that department. All driveways shall be subject to the standards, requirement, and processing of this section.*

§ 22-A527.1.C– *Distance from the street intersection. Driveways shall be located as far from the street intersections as is reasonably possible but not less than the following: Individual residential lots: 50 feet.*

July 19, 2021 Comment: The following shall be provided:

- Large scale drawing shall be provided for both driveways, showing supporting information (spot elevations, slopes) to demonstrate compliance with the Grade of Access Drive criteria set for in PA





Code 67, Chapter 441, for minimum use driveways. - **Current Comment:** This comment has been satisfactorily addressed.

- The dimension between the western curblineline of Jackson Street and the easternmost edge of the Lot #1 proposed driveway shall be provided to demonstrate compliance with the above referenced Ordinance section.

**Current Comment:** A waiver has been requested by the Applicant from the above referenced sections of the Ordinance. CEG offers no objection to consideration of a waiver from the referenced Ordinance sections, provided that the plan clearly indicates that the existing tree located at the southeast corner of the property is to be removed.

22. § 22-A528.8– *Parking stalls shall contain a rectangle nine feet (9') by eighteen feet (18').*

July 19, 2021 Comment: The following dimensions associated with the proposed driveways shall be provided:

- The length of driveway, between the interior edge of the driveway apron and the front face of the building to demonstrate that the above stall length can be maintained.
- The width of both proposed driveways to demonstrate that two (2) vehicles can be accommodated.

**Current Comment:** The proposed driveways shall be reconfigured to allow a second vehicle to be able to adequately access Sheridan Street without encroaching on the lot lawn area, to demonstrate compliance with Section 22-A528.6 of the Ordinance.

#### Chapter 26 Water - Part 2 Stormwater Management:

23. §26- 221.12 – *For all regulated activities, SWM BMPs shall be designed, implemented operated, and maintained to meet the purposes and requirements of this path and to meet all requirements under Title 25 of the Pennsylvania Code, the clear Stream Lane, and the Storm Water management Act.*

July 19, 2021 Comment: The distance from the edge of the proposed building to the closest edge of the stormwater management facility shall be dimension. If this distance is less than 10 feet, an impermeable liner shall be incorporated into the side of the facility closest to the building.

**Current Comment:** Applicant has indicated the proposed dwellings will not have basements; therefore, an impermeable liner is not required. CEG does not object to the elimination of the impermeable liner, conditioned upon a note being provided on the plan to be recorded indicating the dwellings are to be constructed without basements.

24. §26- 242.1 – *Prior to final approval of the SWM site plan, the property owner shall sign and record an operation and maintenance (O&M) agreement (see Appendix A)[1] covering all stormwater control facilities which are to be privately owned.*

July 19, 2021 Comment: The following information shall be required:

- The Applicant and/or Applicant's Counsel shall contact the Borough Solicitor regarding preparation of the Operation and Maintenance Agreement.
- The plans to be recorded with the above referenced agreement shall be labeled as a Post Construction Stormwater Management (PCSM) Plan and Post Construction Stormwater Management Detail sheet, in accordance with the Pennsylvania Best Management Practices Manual.



- Operation and Maintenance Notes associated with the proposed stormwater infiltration trenches shall be provided on the referenced PCSM Plan and Detail Sheet.

**Current Comment:** The above comment remains applicable.

Chapter 27 Zoning:

25. §601.1. *A parking space shall have a dimension of nine feet by 18 feet. Parking spaces in garages shall not be used to calculate the required off-street parking requirements...*

§601.4.A. *The number of spaces required is as follows:*

*Single-family dwelling, detached or semidetached, more than 1 bedroom 2 spaces*

July 19, 2021 Comment: Dimensions shall be provided for each driveway to demonstrate compliance with the referenced Ordinance section.

**Current Comment:** Subject to confirmation from the Borough Zoning Officer, compliance with comment #22, above shall satisfactorily address this comment.

26. §605.5. *In Conservation Districts and the Downtown Gateway District, the accessway shall be on a side street at the rear of the property, no less than 30 feet from the corner, unless this is not physically possible.*

July 19, 2021 Comment: A dimension shall be provided between the eastern edge of the Lot #1 driveway to the western right-of-way line along Jackson Street. The following shall be noted:

- A distance of less than 30 feet may be permissible, however the Applicant shall provide justification as to why this distance cannot be complied with.
- Compliance with this Ordinance Section shall be subject to the review of the Pottstown Borough Zoning Officer.

**Current Comment:** CEG has no objection to the location of the driveways as shown. Compliance with the above shall be subject to the Borough Zoning Officer's review.

General Comments:

27. This comment has been satisfactorily addressed.

28. This comment has been satisfactorily addressed.

29. This comment has been satisfactorily addressed.

30. This comment has been satisfactorily addressed.

Other agency approvals

Approvals from the following agencies may also be required. Written evidence of these approvals shall be provided prior to Plan recording:

- A. Fire Marshall, Borough of Pottstown - pending
- B. Zoning Officer, Borough of Pottstown - pending





C. Pottstown Borough Authority – Applicant to address comments in Authority Engineer’s July 29, 2021, review letter

If conditional Preliminary Plan approval is to be considered, it shall be conditioned upon resolution of the outstanding items referenced above, including but not limited to granting of any applicable Subdivision and Land Development Ordinance relief.

Please feel free to contact me with any questions.

Best Regards,  
**CEDARVILLE Engineering Group, LLC**

Robert E. Flinchbaugh, P.E.  
Senior Municipal Manager

cc:

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