

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
JANUARY 8, 2007**

Members Present: Mike Sollenberger Ken Johnson
 Mary Dresser Eric Fry
 Bob Marshall

Others Present:
 Lisa M. Boyd, Borough Manager May Gaynor
 Christine Drennen, Admin. Asst. Patricia Hunt
 Lee Potts

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Mike Sollenberger called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: May Gaynor asked what the street tree policy was, noting that Keystone had landscaped the completed homes in the Trails at Strasburg development but did not yet plant the street trees. The Borough Manager stated that the developer was contacted today and they stated that the trees will be planted within the next 2 weeks on the lots where a house is built. Mrs. Gaynor added that she was glad to see the article in the Strasburg Weekly News welcoming public comment during the Subdivision and Land Development update.

MINUTES OF DECEMBER 4, 2006: Ken Johnson made a motion, seconded by Mary Dresser and passed unanimously to approve the minutes of December 4, 2006 as printed.

REORGANIZATION

CHAIRMAN: Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to nominate Ken Johnson as Chairman beginning February 2007. There being no other nominations, Ken Johnson was appointed Chairman beginning at the February 2007 meeting.

VICE-CHAIRMAN: Eric Fry made a motion, seconded by Mary Dresser and passed unanimously to nominate Bob Marshall as Vice-Chairman. There being no other nominations, Bob Marshall was appointed Vice-Chairman.

REVIEW OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE: The process for updating the Subdivision and Land Development Ordinance was discussed and it was the consensus to go through the existing ordinance.

The Borough Manager was asked to check with the Solicitor to see if any time limitations can be placed on the applicant to address issues where the applicant files the plan and then keeps granting an extension of time, noting that if an extension of time is not provided the plan receives automatic approval.

Article I, II (Definitions) and through Section 303.04 of Article III and revisions were made as discussed and will be provided in a marked-up version of the document at a later date.

The following items were listed and agreed that they need to be further discussed or reviewed in other sections of the Ordinance:

Definitions for:

- * Buffer & screening definitions
- * Density – need gross and net?
- * Historic features
- * Natural features
- * Conveyance
- * Design storm
- * Detention and retention basin
- * Erosion
- * Foot candle
- * Impervious surface
- * Infiltration structures
- * Mobile home/modular (sample in East Cocalico Ordinance)
- * Parking space size (9 X 18 or 10 X 20 or 10 X 18 or 9 X 20)
- * Parking Lot
- * Sheet flow
- * Street centerline
- * Township: Strasburg Township
- * Watershed
- * Tree protection zone (dripline)
- * HARB & location

Other areas to be reviewed:

- * Time limitations – consider establishing a fee and request justifying extensions (See Section 3.1.4 on page 26 of the County Model)
- * Applicant to deliver plans to the Solicitor, Engineer and LCPC

Patricia Hunt stated that she encourages tree protection to provide sound control. Mary Dresser replied that the Tree Committee drafted a Shade Tree Ordinance to protect trees but it was not enacted by Borough Council. Mary Dresser added that the Tree Committee is also reviewing the Subdivision and Land Development Ordinance and are proposing changes to add saving tree regulations in as well as in the Zoning Ordinance by assigning historic importance to larger trees.

It was the consensus that the remainder of Article III and Article IV should be reviewed as homework for review at the February 5, 2007 meeting.

OTHER BUSINESS: None.

CITIZEN COMMENTS: May Gaynor asked the Planning Commission to consider requiring both Preliminary and Final plan review for a 2 lot subdivision. Mike Sollenberger cautioned that the Ordinance cannot be too restrictive and to put up too many barriers.

May Gaynor also stated that it is important to have consistency and melding with the Comprehensive Plan and Zoning Ordinance. She added that other municipalities are using these plans to determine how the community wants to grow and installing more restrictions and that we need to ensure that what is in the ordinance is what we want and that it is important to pay attention to detail.

Lee Potts stated that there are many people serving the Borough that are really concerned with protecting our town.

ADJOURNMENT: Ken Johnson made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 9:37 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
FEBRUARY 5, 2007**

Members Present: Mike Sollenberger Ken Johnson
 Mary Dresser Eric Fry
 Bob Marshall

Others Present:
 Christine Drennen, Admin. Asst. May Gaynor
 Mark Stivers, LCPC

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: May Gaynor provided information regarding a Green Infrastructure Plan public meeting to be held on February 13, 2007. She also stated that she talked with Craig Underwood at West Lampeter Township and he provided her with their Ordinance information regarding wetlands, parks, neighborhood designs. She also stated that she received a booklet regarding recommended development principals and stated that the Borough may want to read this to see what other municipalities are doing. Mark Stivers agreed to obtain copies for the Borough.

Ken Johnson stated that the members each received the information regarding the Green Infrastructure meeting. He also provided copies of the Lancaster County Planning Commission Master Planner Course and explained the class and encouraged the members who are not yet a Master Planner to attend. Ken Johnson stated that he will bring copies of the final projects for his class for other members to review.

MINUTES OF JANUARY 8, 2007: Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to approve the minutes of the January 8, 2007 meeting as printed.

GATEWAY ZONES: Mark Stivers of the Lancaster County Planning Commission was present and reviewed the Gateway Zoning that he is currently working on with Strasburg Township. He stated that Strasburg Township needs to complete the design criteria and that they hope to have a draft ready for March. He also provided a printout of the proposed Gateway North Zone and a packet of visual orientation pictures to show what the Gateway Zone can achieve, adding that this zoning creates a sense of community rather than individual properties. He stated that Pottstown have sample ordinances that they are offering to other municipalities to use that have been upheld in court. Mr. Stivers explained that one of the concepts with this is to have a planted center median with designated left turn areas (like President Avenue in Lancaster) and that accident data has shown that this type of road layout decreases accidents.

He stated that if the representatives of the Borough are in favor of this plan, the Borough, Lancaster County and Strasburg Township would need to be together to convince PennDOT of

this plan. He added that he is in favor of this zoning for Strasburg Township and Strasburg Borough because Strasburg is a significant place – not just a road to the next town.

He explained that he is recommending the Gateway Zone for Rockvale Road to the existing Historic Drive, hopefully up Historic Drive, stating that 896 is a maintenance road project and that he anticipates that PennDOT will pay for 80% of the improvements. He stated that he has discussed this with Mayor Ryder and that the 896 Relocation Project has a median and that PennDOT can come back with improvement funds to put in the plantings in the future. It was also suggested that civic groups can maintain the planting areas through the PennDOT Adopt A Highway program.

Ken Johnson suggested that a “Welcome to Strasburg” sign could also be placed in the median and attach all of the organization signs that are currently scattered throughout the Borough.

It was the consensus that this appears to be a good path to proceed and asked what the process would be to pursue this further. Mark Stivers stated that the Planning Commission would recommend to Borough Council, Borough Council review and then Solicitor review, stating that if the process is rushed, it could be in place in 4-6 months.

Funding was discussed and Mark Stivers stated that he has a lot of access to grant information and is willing to assist the municipalities. Mary Dresser stated that it is important for Strasburg Borough to keep current Ordinances because a developer can build something not desired if the ordinances aren't in place to protect the municipality.

It was the consensus of the members to have Mark Stivers provide a model for the Planning Commission to begin working on the Zoning Ordinance and to also review Pottstown's Subdivision and Land Development Ordinance, which Mark Stivers stated is very short because it basically references back to the Zoning Ordinance. It was suggested that this issue could be discussed with Borough Council at the meeting with all Borough Boards on February 27, 2007.

REVIEW OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE: Considering the new Gateway Zone explained by Mark Stivers this evening, it was the consensus of the members to table this agenda item.

Christine Drennen asked how other boards (HARB and Tree) currently reviewing the Subdivision and Land Development should proceed. It was the consensus that the other boards should continue their review and provide generalized suggestions for revisions, rather than section by section.

OTHER BUSINESS:

MAIN/MILLER/LANCASTER AVENUE INTERSECTION: May Gaynor expressed her concerns with this intersection and asked how this could be blended into the remainder of the town. Mark Stivers stated that the Borough should develop a desirable plan for the intersection to approach PennDOT with. He added that PennDOT has a Contact Sensitive Solution plan to address this type of issue (historic town intersection) and that if they are pushed, PennDOT will

put in what the town is in favor of. Examples of Contact Sensitive Solution items that have been installed by PennDOT include a raised crosswalk using a different stone or stamped concrete concrete which establish the crosswalk, slows traffic and is more appealing. He stated that in some instances, local businesses provide funds toward the improvements because of the visual impact they have on their businesses. Mark Stivers agreed to locate the PennDOT Contact Sensitive Solution plan and forward it to the Borough.

CITIZEN COMMENTS: None.

ADJOURNMENT: Bob Marshall made a motion, seconded by Eric Fry and passed unanimously to adjourn the meeting at 8:33 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
March 5, 2007**

Members Present: Mike Sollenberger Ken Johnson
 Mary Dresser Eric Fry

Others Present:
 Lisa Boyd, Borough Manager
 May Gaynor

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: Lisa Boyd reported that the Context Sensitive Solution information has been obtained from Mark Stivers, and this information will be used during the review of the W. Main/Miller/Lancaster intersection. Lisa Boyd stated that a sketch plan is being prepared by HRG which will be forwarded to all Borough boards for review and comments. Bruce as the Mayor and the 896 Project Coordinator put the preparation of the sketch plan on hold so that HRG could give their full attention to Route 896 Relocation Project. As soon as HRG has the sketch plan completed, the plan and Context Sensitive information will be provided to all boards.

MINUTES OF FEBRUARY 5, 2007: A motion was made by Mike Sollenberger, seconded by Mary Dresser and passed unanimously to approve the minutes of February 5, 2007.

APPOINTMENT OF MEMBER TO JOINT PLANNING COMMISSION: Lisa Boyd reported that the staff will be making copies of the updated Joint Comprehensive Plan which will be provided to all Board members. The Joint Planning Commission is being reactivated with the duty of overseeing the possible execution of the 13 Implementation Steps outlined in the Joint Comprehensive Plan. It is anticipated at this time that the Commission will meet monthly with four representatives from the Borough. Penny D'Alessandro will serve as the Borough Council representative, one Planning Commission representative, and two citizen representatives, and four representatives from the Township. Dates will be chosen and advertised by the Commission once it has been established. Mary Dresser said she would be interested.

A motion was made by Mike Sollenberger, seconded by Eric Fry and passed unanimously to recommend to Borough Council the appointment of Mary Dresser to the Joint Planning Commission as the Planning Commission representative.

Lisa Boyd reported that there is also an opening for a municipal representative from the Borough to serve on the Lancaster County Redevelopment Authority Advisory Council. The Council's duty is to review Community Development Block Grant applications, to interview the grant applicants, and to recommend grant awards.

Mike Sollenberger reminded everyone that the Borough will be looking for volunteers for the 275th Anniversary Celebration and suggested that a Planning Commission member be on the

Committee. Lisa Boyd reported that the 275th Anniversary Committee will be a 30 member board with representatives from different community organizations along with several citizen representatives to organize the celebration to take place in 2008.

REVIEW OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE: Each member was provided a copy of the Pottstown Borough Subdivision and Land Development Ordinance and the Zoning Ordinance prior to the meeting and had time to review each. The members agreed that the new approach being demonstrated by Pottstown through both their Subdivision and Land Development Ordinance and their Zoning Ordinance should be considered for the update of the Borough's ordinances. However, the documents would need to be tailored to specifically apply to and address the Borough's planning and zoning issues. The ordinances simplify the language, provides lots of details, including extensive use of diagrams and photos. The Pottstown ordinances focus on preservation, design criteria, and how things should look. Pottstown Borough has many similarities as the Borough such as a Historic District and Tree Committee. Lisa Boyd stated that Pottstown's website is awesome and can provide us with a lot of good information about the town. It was the consensus of the Committee, based on suggestions from Mark Stivers, to schedule a trip to Pottstown in the near future, involve the Township in the process, provide copies of the ordinances to Borough Council for their review, and to put this item on the next Council agenda to obtain their approval for the Planning Commission to pursue the Pottstown approach. Lisa Boyd stated that Christine is going through the Historic District and taking pictures of all homes and this project will be complete in a few months. Including Strasburg Township in the process, if they are agreeable makes sense because our zoning should compliment each other and maybe mirror each other on some issues.

It was the consensus of the members to start the process by putting this item on the next Borough Council agenda to obtain their approval to pursue the Pottstown Borough approach for rewriting/updating the Borough's ordinances.

OTHER BUSINESS: None

CITIZEN COMMENTS: May Gaynor stated that East Lampeter Township has been in the newspaper lately regarding a high-density development proposing 9 units per acre.

ADJOURNMENT: Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 7:55 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
April 2, 2007**

Members Present: Ken Johnson Bob Marshall Mike Sollenberger
Eric Fry Mary Dresser (7:20 PM)

Others Present: Lisa Boyd, Borough Manager

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: None.

MINUTES OF MARCH 5, 2007: A motion was made by Mike Sollenberger, seconded by Bob Marshall and passed unanimously to approve the minutes of March 5, 2007 as printed.

REVIEW OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE: Ken Johnson thanked the members and the Borough Manager for their support at the Borough Council meeting where approval was received to use Pottstown's Ordinance as a model for our update. The Borough Manager provided information to the members that the new Pottstown Zoning Ordinance and Tree Ordinance have received national recognition because of their innovative revitalization approach. The Borough Manager added that she has made initial contact to request a meeting with Mr. Hylton. The site visit to Pottstown was discussed and it was the consensus that a Wednesday would be the best date, leaving at approximately 4:00 PM. Questions to ask Mr. Hylton during an upcoming meeting included how they went through the process of updating their Ordinance, any hurdles they encountered, how long the update took them and if there were any grant funds available.

It was the consensus to review the definitions of the Pottstown Subdivision & Land Development Ordinance as homework for the May 7, 2007 meeting. This will be done to compare their definitions to our definitions.

OTHER BUSINESS: The Borough Manager reported that 236 Miller Street (also known as Trails at Strasburg Lot #7) is currently under agreement to be sold as one lot.

The Borough Manager mentioned two upcoming events – a seminar put on by the Coalition for Smart Growth and an open house at the new Lancaster Farmland Trust office at 125 Lancaster Avenue. It was the consensus of the members to have the Borough Manager e-mail notices to the members regarding these type of events.

CITIZEN COMMENTS: None.

ADJOURNMENT: Bob Marshall made a motion, seconded by Eric Fry and passed unanimously to adjourn the meeting at 7:50 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
SPECIAL MEETING
MINUTES
May 2, 2007**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger Mary Dresser

Others Present:

Thomas Hylton	
Lisa Boyd, Borough Manager	C. Michael Weaver
Christine D. Drennen, Admin. Asst.	May Gaynor
Danny Whittle, LCPC	Donald Bachman
Cindy Hummel, LNP Correspondent	Ray Reeder
Larry Shurr	Holly Miller
Patricia Martin Hunt	Bill Potter
Dale Kaufman	Francis Zimmer
Ed Arnold	Jim Williams
Glenn Nolt	Florence Hoogerwerff
Stephen D. VanOrmer	Carole Morton
Penny D'Alessandro	Lee Potts

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:45 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes. Ken Johnson introduced Thomas Hylton and turned the meeting over for his presentation.

SPECIAL PRESENTATION BY THOMAS HYLTON: Thomas Hylton, Planning Commission Chairman of Pottstown Borough, author of “Save our Land, Save our Towns” and author of Pottstown Borough’s innovative Subdivision/Land Development and Zoning Ordinances was present to provide an overview of the background behind their ordinances. He stated that Pottstown Borough is similar to Strasburg because both towns are essentially “built-out” towns. In addition, Mr. Hylton stated that Pottstown Borough is 5 square miles and has approximately 22,000 residents. He explained that the difference between their Zoning Ordinance and the traditional Zoning Ordinance is that theirs concentrates on what something looks like and how it will fit with the rest of the town rather than its use. Mr. Hylton stated that the subdivision ordinance stresses a lot of landscaping and showed several before and after pictures showing the progress of their street trees that were planted by using grant funds. Examples of landscaping include planting trees in parking lots to make them look more like parks and planting trees on both sides of the sidewalk. He also stated that his goal was to make the ordinances reader friendly with a lot of illustrations with the details contained in the Appendix.

In order to control design and not use, Mr. Hylton stated that he first obtained the majority of Pottstown Borough declared as eligible for listing on the National Historic Register. He then

received a grant for writing the ordinance but since he ended up writing the ordinance himself, they were able to use the grant funds for outside consultants.

Mr. Hylton explained that the ordinance contains pictures of the desired appearance of new houses and that their setbacks and height are determined based on the average setbacks for the block. He suggested resources including a book entitled “Better Models for Commercial Development” and the website walkable.org (Walkable Communities).

In summary, Mr. Hylton provided the following suggestions:

- * make the ordinance easy to read with the main part of the ordinance containing the basic “spirit” or “desire” and attach an appendix with the specifics
- * get funds in the budget to be used for design professions to suggest attractive and affordable options which establishes a standard.
- * apply for a foundation grant stating that we are looking to establish a model ordinance for use by other Lancaster County municipalities.

Mary Dresser asked what could be done with existing businesses to encourage trees. Mr. Hylton stated that nothing can be done until they apply for a change or expansion. When asked how to deal with overhead utilities, Mr. Hylton stated that they hired a forester (Mike Macnamara) who assists the utility companies with selective pruning so that the trees are not butchered but still allows for adequate clearance around the high voltage line. He added that the utility company was cooperative and works with the forester.

Penny D’Alessandro asked what tree varieties Mr. Hylton suggests and he provided the following list:

- * Zelkova
- * Red Oak
- * Red Maple (not as many)
- * Plane Trees (great for parking lots)
- * Honey Locust
- * Sweet gum
- * Saphora Japonica (great for under utility lines)

When asked about maintenance of the trees, Mr. Hylton further explained that the Borough provides approximately \$22,000 a year to a company called Trees Inc. which removes dead wood from trees and elevates tree limbs (to create high canopy). Since this is not a municipal program, he explained, they can perform maintenance on some trees and not others to stay within budget.

Mr. Hylton stated that based on their experience, the best type of sidewalk for a tree is brick and the next best is asphalt (can be painted to look like concrete). The worst type of sidewalks for trees, Mr. Hylton explained, is concrete.

When asked by Penny D’Alessandro if they would do anything else differently, Mr. Hylton stated that he would have installed 4 ½’ wide sidewalks, installed larger tree wells for trees and been more careful with the selection of tree types planted under utility lines.

Danny Whittle of the Lancaster County Planning Commission suggested contacting PHMC, DCED and the County Commissioners for grants for writing this type of ordinance.

When asked about compliance and cooperation, Mr. Hylton stated that they receive 85-90% compliance by simply talking to their applicants to help them know what is appropriate. Mr. Hylton stated that the Zoning Officer can use his discretion to get what the town wants.

Steve VanOrmer asked if the ordinance is enforceable if a developer does not want to comply. Mr. Hylton stated that this has not happened but the ordinance does contain the necessary components to be upheld.

Dale Kaufman stated that the HARB Board also gains compliance by persuasion and education and was impressed with Pottstown's use of design consultants.

Mr. Hylton was thanked for coming to Strasburg to give this presentation and was given a round of applause.

CITIZEN COMMENTS: None.

ADJOURNMENT: Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 9:00 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
May 7, 2007**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger Mary Dresser

Others Present: Lisa Boyd, Borough Manager Harriet Miller
 Christine Drennen, Admin. Asst. Pauline Shurr
 Larry Shurr May Gaynor
 Ann Lainhoff Patricia Martin Hunt

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

Ken Johnson announced the following:

* The Maryland Department of Planning has a website for the Aberdeen Proving Ground expansion and the anticipated increased housing impact. The website address is:
http://www.mdp.state.md.us/msdc/military/Report/BRAC_Report.htm

* A Density Summit seminar will be held at the Farm and Home Center from 8 a.m. – 4 p.m. on May 31, 2007.

* The first meeting of the Regional Joint Planning Commission will be held on Tuesday, May 22, 2007 at 7:30 p.m. at Strasburg Township to begin reviewing the implementation steps identified in the Joint Comprehensive Plan.

* A Region 6 Lancaster County Planning Commission breakfast will be held on May 9, 2007 from 7:30 a.m. to 9 a.m. at the Gap Diner.

CITIZEN COMMENTS: None.

MINUTES OF APRIL 2, 2007: A motion was made by Mike Sollenberger, seconded by Bob Marshall and passed unanimously to approve the minutes of April 2, 2007 as printed.

REVIEW OF W. MAIN/MILLER/LANCASTER INTERSECTION SKETCH PLAN:

Ken Johnson stated that the Historic Architectural Review Board and the Tree Committee reviewed the intersection plans for the first time at their recent meetings and a draft copy of each of their minutes were provided to the members for their review. Both boards will review the plan again at their next meeting and forward a final recommendation to the Planning Commission. The Borough Manger suggested that pictures be taken for reference and to assist with the approval process with PADOT if these boards are referencing duplicating something found in another municipality.

He reviewed the following items regarding the intersection:

* The traffic signal will be paid for by the developers and all other improvements are the responsibility of the Borough.

* Site distance cannot be obstructed

* If the desired plan requires additional easements, they will need to be purchased

* The plan will need to be approved by PADOT

* A maintenance plan will be necessary for any planting areas – the Tree Committee is considering being the overseer

* PADOT has a Context Sensitive Solutions program which provides for their improvements to be responsive to the community (since Strasburg Borough is a historic town, improvements such as the traffic signal and lighting could be more historic looking than their standard).

Ken Johnson asked the Borough Manager to find out if the line on West Main Street means that there will be no parking permitted? It was also the consensus to have HRG to provide island dimensions and designate the clear sight triangle on the plan for review at the next meeting. It was also discussed that the definition of “obstruction area” was needed.

It was the consensus that the Planning Commission was interested in considering the addition of crosswalks and Ken Johnson suggested having several crosswalks and “Yield to Pedestrians” designated areas and signs along 741.

Mary Dresser stated that the Tree Committee was interested in researching grants for this project.

REVIEW OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE: It was the consensus to have the staff compile an alphabetical list of the Borough’s definitions currently in the Zoning Ordinance and the Subdivision and Land Development Ordinance for comparison.

OTHER BUSINESS: The Borough Manager stated that the next meeting is scheduled for Monday, June 4, 2007. The field trip to Pottstown Borough was also discussed and the Borough Manager will verify with the Solicitor the applicability of the Sunshine Act to this site visit.

CITIZEN COMMENTS: Patty Hunt stated that she has access to grant funds if the boards need to strengthen ordinances against pornography.

ADJOURNMENT: Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to adjourn the meeting at 8:35 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
June 4, 2007**

Members Present: Ken Johnson Bob Marshall Eric Frey
 Mike Sollenberger Mary Dresser

Others Present:
 Lisa Boyd, Borough Manager

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

MINUTES OF MAY 2 AND MAY 7, 2007: Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to approve the minutes of the May 2, 2007 meeting as printed.

Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to approve the minutes of the May 7, 2007 meeting as printed.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE – REVIEW OF DEFINITIONS: Lisa Boyd stated that Danny Whittle stopped by the office today and introduced the Borough's new representative at the LCPC, Scott Wails. Danny Whittle suggested that funding assistance could be available if several Boroughs joined together to create a model.

Mary Dresser suggested and it was the consensus of the members that we should address the problem areas in our existing Subdivision and Land Development Ordinance and then focus on working with other municipalities to create a model using some of the innovative approaches found in Pottstown's Ordinance.

It was the consensus to contact Lancaster County Planning Commission to discuss the available assistance to the Borough in updating this ordinance.

Items discussed included:

- * Need to research transferable development rights and an overlay district to achieve more control on aesthetics.
- * Need to encourage development within the urban growth boundaries.
- * Need to insert language to control demolition.
- * Housing trends (maintenance free exterior)
- * High housing prices
- * Need to maximizing density
- * Concern regarding the high number of properties currently for sale in the historic district
- * Methods to encourage families to live here

- * Evaluate zoning – historically properties were residential and commercial and current zoning limits commercial uses.
- * Use the averages of other properties on the street to determine lot size and setbacks.

Mike Sollenberger suggested highlighting empty lots on a map to see what is available to be developed.

OTHER BUSINESS: Ken Johnson thanked all who attended the site visit to Pottstown. Mary Dresser stated that she discussed the painted crosswalks seen in Elverson with HRG and they stated that a patterned crosswalk on asphalt is the least desirable because the pattern can be easily distorted.

Mary Dresser reported on the following items recommended from the Density Summit meeting she and Lisa Boyd attended:

- * Having taller buildings within the UGB
- * Traffic calming for safety in urban settings such as narrower streets

The next meeting is scheduled for Monday, July 2, 2007 and it was the consensus to ask representatives from the Lancaster County Planning Commission attend to provide us with information on what services are available to assist with the SALDO update. The need to schedule a special meeting to begin reviewing the ordinance was also discussed.

CITIZEN COMMENTS: None.

ADJOURNMENT: Mike Sollenberger made a motion, seconded by Eric Frey and passed unanimously to adjourn the meeting at 8:25 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
SPECIAL MEETING MINUTES
June 30, 2007 – 8 a.m.**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger Mary Dresser

Others Present:
 Lisa Boyd, Borough Manager

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 8:30 A.M.

PUBLIC COMMENT: None.

CONTINUED DISCUSSION ON UPDATE OF SUBDIVISION AND LAND DEVELOPMENT ORDINANCE:

The Commission members reviewed the Borough Map which showed the properties that are open and could be available for development.

The following are some of the more important issue that should be address during the initial update of the ordinance.

- Section 613.02 Street Trees - Require more street trees per lot.
- Section 303 Preliminary Plan Application - Preliminary Plans should be required for all types of subdivision and land development plans as stated in section 202 of the Pottstown Ordinance (attached).
- Section 302 Pre-Application Review - Applicants will be urged go through the Pre-Application process.
- Section 301 General – Plans and supporting information will be provided to all Borough Boards including Tree Committee and HARB when appropriate.
- Pages 13, 14, and 15 Submittal Date Requirement – change from 14 to 28 days.
- Section 303.03.2 and 303.05.2 – delete 5 minutes requirement for presentation of plan.
- Applicant will be required to deliver plans and supporting documentation to the Borough Engineer and Solicitor and the Lancaster County Planning Commission.
- Section 401.07 – add wetlands and natural features.
- Section 603 Parking Spaces - add parking space size as 10’x18’.
- Section 603.08 – Perimeter Landscaping – requirement should be based on use not zoning.
- Section 603.04 – either curbing or concrete wheel stops should be permitted.

- Erosion and Sedimentation Plans – a copy of the E&S plan must be provided to the Borough.

It was noted that the development along the Northside of Historic Drive should mirror the appearance and set-back of the buildings on Main Street with parking being required in the rear.

CITIZEN COMMENTS: None.

ADJOURNMENT: Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 11:00 A.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
July 9, 2007**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger

Others Present:
 Lisa Boyd, Borough Manager
 Danny Whittle, LCPC
 May Gaynor

CALL TO ORDER AND PLEDGE TO THE FLAG: Chairman Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

MINUTES OF JUNE 4, 2007: Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to approve the minutes of the June 4, 2007 meeting as printed.

MINUTES OF JUNE 30, 2007: Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to approve the minutes of the June 30, 2007 meeting as printed.

INTRODUCTION OF SCOTT WAILS, LANCASTER COUNTY PLANNING

COMMISSION BOROUGH REPRESENTATIVE: Danny Whittle stated that Scott Wails was unable to attend this meeting because he was ill. Danny Whittle stated that the County is hosting a meeting to discuss form based codes on July 17, 2007 followed by a more in-depth workshop for municipal officials the next day to which Strasburg representatives will be attending. In addition, Mr. Whittle reported that discussions have begun with several Lancaster County Boroughs to join together to develop a model ordinance and that Jim Williams from East Petersburg and Ed Arnold from Millersville Borough are the main municipal contacts. Discussions have begun with Ted Robinson who just retired from DCED and started a job with PSAB for his assistance in obtaining funding for this joint project. Mr. Whittle stated that several Boroughs are looking to do a presentation at the PSAB Conference in September to gain additional municipal support, with expected minimal municipal contributions between \$2,500 and \$5,000 each, to apply for County assistance and a grant from DCED. Danny Whittle encouraged Strasburg Borough's participation with this project. After it is complete, the model will be available for use by all municipalities. Danny Whittle did state that if the development of a model ordinance receives the go-ahead, it will take approximately 6-7 months to complete. He added that municipalities may need to do interim ordinance changes if there are specific areas of concern.

CONTINUED DISCUSSION ON SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE UPDATE: Ken Johnson suggested including design standards in the interim amendment so that new construction will blend with existing. Discussion continued regarding examples of municipalities that have commercial areas that are designed to look like a small town.

Additional items discussed to consider for inclusion in the interim amendment were:

- * Reference the Official Map
- * For larger subdivisions, have stormwater facilities on a separate lot and have a homeowners' association responsible for the maintenance
- * Specify maximum lot coverage for stormwater management facilities
- * Specify per lot amount for recreation and open space fee
- * Demolition

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to adjourn the meeting at 8:30 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
August 6, 2007**

Members Present: Mike Sollenberger Mary Dresser Eric Fry

Others Present:

Christine D. Drennen, Administrative Assistant
Scott Wails, LCPC
Jamie Brubaker, Charter Homes
May Gaynor
Dale Kaufman

CALL TO ORDER AND PLEDGE TO THE FLAG: Mike Sollenberger called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: None.

MINUTES OF JULY 9, 2007: It was the consensus to table the minutes of the July 9, 2007 meeting until the next meeting because two of the members present were not in attendance at that meeting.

INTRODUCTION OF SCOTT WAILS, LANCASTER COUNTY PLANNING

COMMISSION BOROUGH REPRESENTATIVE: Scott Wails, the Borough's new representative at the Lancaster County Planning Commission, was in attendance and introduced himself, outlined the other municipalities that he serves. He stated that he attended the Region Joint Planning Commission meeting at which time the implementation steps were reviewed. Mr. Wails stated that Emily Hornyak is working on a Strategic Planning Process in the fall where a plan is developed to accomplish a municipality's needs and wants adding that the benefit is the ability to leverage funding. He added that if the Borough is interested in participating that a letter should be sent to Emily Hornyak. Members welcomed Mr. Wails and added that his knowledge, guidance and assistance will be greatly appreciated.

CHARTER HOMES AT STRASBURG, INC. AND HISTORIC PROPERTIES

PARTNERS, L.P. – WAIVERS AND LOT ADD-ON PLAN: Jamie Brubaker, Vice President of Charter Homes, was present to provide an initial overview of the lot add-on plan which is being done to satisfy a condition which impacts both their development and Historic Properties Partners. The initial comments from our Engineer and Solicitor have been received by the applicant. They are not requesting action until after the Planning Commission receives comments from the Lancaster County Planning Commission.

CONTINUED DISCUSSION ON SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE UPDATE: Mary Dresser asked if there were any amendments that could be added to begin a form based ordinance in addition to addressing the urgent items listed at previous meetings. Scott Wails stated that he would discuss this with Danny Whittle and report back.

Mary Dresser stated that we have already reviewed a model form based ordinance (Pottstown) and questioned if we would be further ahead by using that and beginning the update process. Scott Wails stated that he would discuss this with Danny Whittle but added that he believed that working together with other municipalities to develop a model for Lancaster County is a good idea.

May Gaynor suggested reviewing the Comprehensive Plan surveys to address citizens' concerns during the Ordinance update because she recalled the comments rated traffic concerns high. Scott Wails stated that he has already met with the LCPC transportation director who assisted in establishing a priority list for the projects which will be reported at the next Regional Joint Planning Commission meeting.

Christine Drennen asked for guidance from the Planning Commission on when they would like HARB and Tree to complete their reviews of the Ordinance and forward a list of suggested changes. It was the consensus that the boards should identify loopholes to be considered for immediate amendment by the November Planning Commission meeting. Eric Fry added that the suggestions can be forwarded in pieces to the Planning Commission for review.

OTHER BUSINESS: Scott Wails asked if the Tree Committee would be interested in shooting in existing trees into the GIS system if the use of a mobile device could be obtained. He stated that a similar project was completed in a municipality he previously worked for in which honor students at a local high school completed the inventory. Mary Dresser stated that she would ask the Tree Committee.

Mary Dresser asked Charter Homes to provide a status report regarding the swale behind the North Decatur Street properties. Mr. Brubaker stated that the staff met regarding this matter and that they are working on a solution.

Mary Dresser asked for an update on the Main/Miller/Lancaster Avenue intersection. Christine Drennen stated that HARB and Tree Committee comments are expected to be reviewed at the September Planning Commission meeting. She added that HARB had requested a meeting with PennDOT to discuss what would be acceptable for the intersection. Mary Dresser asked if all boards should push for a meeting with PennDOT to see if they would approve the plan as currently proposed. Scott Wails provided a brochure outlining grant opportunities and Mary Dresser suggested researching available grant funds for the project.

Since the Borough is an urbanized area which encourages walking, Mary Dresser asked if sidewalks could be viewed to meet a developer's open space requirement and also if the fees paid in lieu of parks and open space could be used to install sidewalks. Scott Wails stated that a Recreation Plan would define the uses for the funds. Mike Sollenberger added that there are plenty of recreation projects that can utilize the fees paid in lieu of providing park and open space.

Dale Kaufman asked if the Park Foundation could be more involved with recreation planning, stating that some funds are available for some recreation initial planning. He added that walking or biking trails provide a clean tourist industry.

CITIZEN COMMENTS: None.

ADJOURNMENT: Eric Fry made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 8:55 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
September 10, 2007**

Members Present: Mike Sollenberger Mary Dresser
 Eric Fry

Others Present:

Lisa M. Boyd, Borough Manager	Ralph Kauffman
Scott Clement	Penny D'Alessandro
Larry Shurr	Pauline Shurr
May Gaynor	

CALL TO ORDER AND PLEDGE TO THE FLAG: Mike Sollenberger called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes. Mr. Sollenberger stated that Charter Homes at Strasburg, Inc. had been scheduled to be on this agenda but have since withdrawn this request.

CITIZEN COMMENTS: None.

MINUTES OF AUGUST 6, 2007: Mary Dresser made a motion, seconded by Eric Fry and passed unanimously to approve the minutes of the August 6, 2007 meeting as printed.

CONTINUED DISCUSSION - SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE UPDATE: The Borough Manager stated that Boroughs are to indicate if they are willing to participate with the development of a model Zoning Ordinance at the Lancaster County Borough's Association meeting on September 26th.

She also provided proposed suggested changes regarding the Subdivision and Land Development Ordinance update using the items originally discussed at the June 30, 2007 meeting to address the urgent items.

1. Section 613.02 Street Trees – Mary Dresser stated that the Tree Committee will be finalizing additional revision suggestions.

Changes: Change the word “minimum” spacing to “maximum” spacing of 40 feet apart.

Do not list the trees in the Subdivision and Land Development Ordinance but to rather refer to the “approved Tree List as maintained by the Shade Tree Committee.”

2. Section 303 Preliminary Plans required for all types of subdivision and land development plans

– The Borough Manager stated that the way our ordinance is currently written with exemptions is the norm for Lancaster County but Pottstown's Ordinance requires a preliminary plan for any subdivision or land development. Our current ordinance's definition of land development was reviewed to evaluate the impact on additions or sheds.

Change: Preliminary Plan is required for any applicant who seeks to subdivide or develop land.
(as proposed by the Borough Manager)

3. Section 302 Pre-application Review – applicants will be urged to go through the Pre-application process – It was the consensus to insert the language explaining the voluntary sketch plan as found in Pottstown’s SALDO ordinance, Page 22-7.

Change: Insert language from Pottstown’s Ordinance:

Before going to the expense of preparing a formal plat, applicant may want to informally discuss their plans with the Planning Commission at one of its meetings. This is a voluntary process offered at no cost by the Borough solely as a courtesy to potential applicants.

Planning Commission members will be happy to unofficially review the potential applicant’s plans – a rough layout of the proposed subdivision or land development would be helpful – and offer unofficial suggestions and comments. However, a legally binding review of a plan will not begin until a formal plat submission is made, and nothing said by any Planning Commission member, Borough employee or consultant will obligate the Borough to any particular course of action regarding a formal plat submission.

4. Section 301 General – Plans and supporting information will be provided to all Borough Boards including Tree Committee and HARB when appropriate – Mary Dresser clarified that this is being added to notify the applicant that these committees will be reviewing the plans.

Change: Plans and supporting information will be provided to all Borough Boards including Tree Committee and HARB for their review and comment when appropriate.

5. Submittal date - Changing the submission date was discussed. The Borough Manager suggested increasing the submission deadline to 20 days prior to the meeting to allow for the Engineer and Solicitor to review and comment on an application and also allow for members’ review prior to the meeting. She stated that previously 28 days had been discussed but is now suggesting 20 days because the 90 day time limit for required action begins when a Planning Commission meeting is held (which can be either the day of submission or a week later depending on if the meeting date is shifted due to a holiday).

Change: Change submission deadline from 14 to 20 days prior to the meeting and require the Engineer and Solicitor reviews to be submitted to the Borough within 10 days.

6. Section 303.03.2 and 303.05.2 – delete 5 minutes requirement for presentation of plan

Change: Eliminate.

7. Section 303.02 - Applicant to deliver plans and supporting documentation to Borough Engineer, Solicitor and LCPC –

Change: 303.02 Distribution – delete Borough Engineer
add Borough Authority, Tree Committee and HARB

Change: Appendix 6 - Add two lines on application to require signature of the Borough Engineer and Solicitor as proof of their receipt of plans and supporting documentation to be submitted to the Borough.

Change: Add language as proposed by Borough Manager & added to by Mike Sollenberger:
The Applicant shall be responsible for the distribution and delivery of the plan(s), reports, supporting documentation, and any other material to the Borough Engineer, Borough Solicitor, and the Lancaster County Planning Commission. Written evidence of delivery shall be provided to the Borough Manager when the plan is delivered to the Borough.

8. Section 401.07 – add wetlands and natural features – Mary Dresser stated that this section has been reviewed by the Tree Committee and suggestions will be submitted.

Change: Change beginning portion of Section 401.07 to read:
Significant topographical, manmade and natural features
(e.g. steep slope...

Add the following items at various stages:

Concept stage: floodplain soils
location of existing healthy trees with a caliper of 12” or more...
sinkholes
historic structures (greater than 50 years of age)

Preliminary plan: floodplain soils
floodplain margins
location of existing healthy trees with a caliper of 6” or more...
sinkholes
historic structures (greater than 50 years of age)

9. Section 603 Parking Spaces – add parking space size as 10’ x 18’

Change: Add language as proposed by Borough Manager & revised to state:
603.02 Parking Space Dimensions. All non-parallel parking spaces shall measure, at a minimum, 10 feet wide by 18 feet deep. All parallel parking spaces shall measure, at a minimum, 8 feet wide by 22 feet deep.

10. Section 603.08 – Perimeter landscaping – requirement should be based on use not zoning – Mary Dresser stated that this section is being reviewed by the Tree Committee.

11. Section 603.04 – Either curbing or concrete wheel stops should be permitted – The requirement for this to apply to parking lots with greater than 50 spaces was discussed. Mike Sollenberger reminded members of Pottstown’s Ordinance which required one tree for every 4 parking spaces planted in the diamond where the 4 spaces connect. Mary Dresser stated that the Tree Committee would look at this one.

12. Erosion and sedimentation plans – a copy of the E&S plan must be provided to the Borough

Change: Add new section 402.05.8 (& renumber remaining sections) as proposed to state:
402.05.8 Erosion and Sedimentation Plans.
[Add language from County Model]

Change: Add the following items that may be required under the new Section 402.05.9:
Blasting, and
Environmental Impact Study

MAIN/MILLER/LANCASTER INTERSECTION – REVIEW OF HARB AND TREE COMMITTEE COMMENTS:

The Borough Manager stated that the Tree Committee and HARB are in agreement and the marked up plan combines their comments. Some of the improvements include: brick sidewalk coming the whole way around the Swan Hotel accomplished by using the additional space currently located in the median on Miller Street, stamped concrete crosswalks, 3 rows of Belgian block laid flat for the triangle center island with low plant materials and 3 trees and low plant materials to be planted in the area on the North side of West Main Street where it connects to Lancaster Avenue.

Penny D’Alessandro stated that the complaints she has heard regarding the current configuration is that vehicles from Miller Street turning left to go out Lancaster Avenue almost being hit by vehicles not yielding going West Main Street onto Lancaster Avenue.

Mary Dresser stated that because the additional expenses will be paid for by tax dollars or grants, it is necessary to keep in mind what is necessary to solve the problem and what aesthetics are desirable. The Borough Manager stated that the agreement based on the traffic impact study requires the developers along Historic Drive to pay for the signal. The intersection will be re-evaluated after the Route 896 Relocation Project is completed which will be the final determination if a traffic signal is warranted.

It was the consensus to table this matter until the next meeting to allow for the absent members to review the proposal.

OTHER BUSINESS: Mary Dresser asked if there were programs available to the Borough to provide for adaptive reuses or other uses for some of the vacant buildings.

CITIZEN COMMENTS: May Gaynor stated that she believed that efforts need to be taken to get the trucks out of Strasburg Borough.

ADJOURNMENT: Eric Fry made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
October 1, 2007**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger Mary Dresser
 Eric Fry

Others Present:
 Lisa M. Boyd, Borough Manager Jim Kiscaden
 Christine D. Drennen, Admin. Asst. Mark Lefever
 May Gaynor

CALL TO ORDER AND PLEDGE TO THE FLAG: Ken Johnson called the meeting to order at 7:05 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes. A moment of silence was observed in remembrance of Milli Cipolloni.

CITIZEN COMMENTS: May Gaynor asked that the agenda item for the Main/Miller/Lancaster Avenue intersection be considered to be moved to before the Subdivision & Land Development Ordinance. She also asked that a discussion regarding Trails at Strasburg Phase 2 be held.

MINUTES OF JULY 9 AND SEPTEMBER 10, 2007: Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to approve the minutes of the July 9, 2007 meeting as printed.

Bob Marshall made a motion, seconded by Eric Fry and passed unanimously to approve the minutes of the September 10, 2007 meeting as printed.

STRASBURG FIRE COMPANY – REQUEST FOR STORMWATER MANAGEMENT ORDINANCE WAIVER: Jim Kiscaden, representing Strasburg Fire Company, was present and reviewed their stormwater management waiver request. He stated that the annual sale in February 2007 was the first one held at their new location. Because of the mud problems they encountered, they decided that two stone pads for under the tents would be necessary. He added that ELA Group calculated the impact on the stormwater management for their site and determined these stone pads do not impact previous calculations. Mr. Kiscaden explained that the stone pads will be 100' X 50' and 120' X 40', constructed of approximately 4" of stone and sloped to drain to the swale that is to the North of the finished parking lot. He added that the stone pads will be only used for the February and October sales and possibly some overflow parking for the Turkey supper in November.

The Borough Manager distributed stormwater management calculations. She also stated that the comments from the Engineer were distributed today in which the Engineer agrees with ELA's calculations.

Ken Johnson asked if ELA included the walkway and pavilion in their stormwater calculations because they are not shown on the plan. Mr. Kiscaden stated that ELA was aware of those improvements and that they were included.

Mark Lefever, owner of 214 West Main Street, was present and stated that his property is lower than the fire company property and he is already between two sales and does not want additional water to be directed onto his property from the stone pads. He added that he is also concerned with the dust and dirt that would result because of the addition of these stone pads and that the fire company's existing stone parking lot gets grown up with weeds. He asked if some screening could be considered to be planted. Mary Dresser cautioned that the screening should be planted close to the stone bed so as to not interfere with the flow of the stormwater and result in additional water being held on Mr. Lefever's property. Mary Dresser suggested the installation of Arborvitae because they provide good screening, they are low in cost and they match other screening plantings on the site. It was the consensus that the shrubs should be planted approximately 4' apart on center and are to provide a visual screening between grade and 6 feet within 2 years. Based on the length of Mr. Lefever's property, it was calculated that approximately 25 Arborvitae plants should be sufficient. Mr. Lefever stated it would help if the swale on the fire company property behind his property were cleaned out.

Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to recommend approval to Borough Council for the waiver request for Strasburg Fire Company from the Stormwater Management Ordinance to install two stone pads mainly to be used for the tents for their two annual sales (one 100' X 50' and the other 120' X 40') subject to the following conditions:

1. The site is now determined to have reached the maximum impervious surface.
2. The stone pads will not be paved.
3. Parking is prohibited on the stone pads except for rare occasions.
4. Screening is to be installed on the East side of the 100' X 50' stone bed as discussed and weed control is to be done on a regular basis.
5. ELA is to investigate and confirm that the pipe under the driveway to the pavilion is adequate.
6. Verify that an Erosion & Sedimentation Control Plan is not required.

TRAILS AT STRASBURG PHASE 2 PRELIMINARY PLAN AND WAIVER

REQUEST: The Borough Manager stated that the applicant withdrew from the agenda because they wanted to get organized and take the comments provided to them into consideration. She added that the required time to act runs out on December 10, 2007 and that the applicant has agreed to grant an extension of time.

Mike Sollenberger stated that he was disappointed that the applicant resubmitted the same plan as before because the Planning Commission had previously expressed concerns regarding the size of the stormwater facilities on two of the lots.

Mary Dresser stated that the Tree Committee suggested the applicant ask for relief from the Zoning Ordinance to reduce the front yard setback to provide some usable rear yard for the homes.

The Borough Manager stated that during the initial review of the plans, it was suggested to the applicant to eliminate a building lot and use it for the stormwater facilities but that suggestion was not pursued.

Mary Dresser stated that the Tree Committee believed the plan was in violation of Zoning Ordinance Section 602.01 relating to “respecting natural features and topography” because of the wetlands in this area. Mary Dresser also questioned the plan note relating to changes to culverts and asked if this was reviewed by the Lancaster County Planning Commission and the Engineer.

Jim Kiscaden stated that he supports Mary Dresser’s comment and suggested that the Army Corps of Engineers be contacted regarding the crossing because of the Borough’s obligation to protect natural features and to inform them of the wetlands that exist. Mary Dresser suggested the possibility of requiring that the developer provide infiltration rates for the infiltration beds.

May Gaynor encouraged members to walk the property to see the wetlands. May Gaynor also suggested that it be verified that the developer is in compliance with Phase 1.

Mary Dresser asked if the Engineer could review the soil survey because septic beds do not well in this type of soil and asked that be compared to the percolation required for infiltration beds.

CONTINUED REVIEW OF MAIN/MILLER/LANCASTER INTERSECTION: The planting material proposed by the Tree Committee for the center island was discussed and Mary Dresser stated that they are extremely hardy and can withstand being driven over by a truck. Ken Johnson stated that he has also seen a textured roll out heat applied material to designate the cross walks that has been in use for several years and is only now showing wear. Mary Dresser asked the Borough Manager to obtain accident data with the new intersection configuration from the police department.

Mark Lefever, owner of 214 West Main Street, stated that some trucks cannot make the left hand turn at the intersection and they have come up on his sidewalk almost to his front porch in order to complete the turn. Eric Fry stated that the mountable island will be easy for the truck drivers to identify to use to complete the turn in comparison to the bendable delineators currently in the intersection.

Eric Fry stated that he is in favor of the intersection proposal because it incorporates both beautification features and practicality.

Bob Marshall made a motion, seconded by Eric Fry and passed unanimously to recommend to Borough Council the approval of the improvements for the Main/Miller/Lancaster Intersection as proposed.

CONTINUED DISCUSSION - SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE UPDATE: The Borough Manager provided the members a copy of the County’s Smart Growth Model Subdivision and Land Development Ordinance provided by the Borough’s LCPC Representative, Scott Wails. All members were asked to compare the previously discussed changes with the wording in this document, which will be reviewed at the next meeting.

Ken Johnson suggested that the staff obtain a copy of the Delaware Valley Regional Planning for Smart Growth document. The Borough Manager stated that creating a team of municipalities to work on the model SALDO was to be discussed at the last LCBA meeting but it was not discussed. She stated that they know that we are interested in participating.

Mary Dresser stated that the recommended changes from the Tree Committee will be brought to the next meeting.

The suggested changes from HARB were reviewed and it was the consensus to include the following items to the proposed list of changes to the Ordinance:

Section 303.03.1, 303.05.1, 304.01.2, 304.03.1, 304.05.1

These sections specify what must be shown on a plan. They pertain only to proposed features; existing buildings are given no consideration. An additional sentence should be added to each section as follows:

". . . and other planned features. All existing buildings should also be identified on the plan;

Section 304.03.02

This description should include not just the property being developed, but the neighborhood in which the property is located. This helps ascertain visual impact and can be helpful when design guidelines are discussed.

"Verbally describe the property location, neighborhood and planned features in a presentation;"

Section 402.02

Add subset as follows:

"402.02.12 The location and description of all buildings and structures on the tract as well as the proposed disposition of each."

Section 402.03

Change the title "Existing Features" to "Existing Conditions."

Section 402.04.8

This section assumes that demolition is a matter of course – doesn't matter what it is, just mark it on the plan and you're good to go. This section should be changed to read:

"Identification of buildings proposed for demolition. Additionally, the reason(s), in the developer's view, why the proposed demolition(s) is necessary should be stated. The timeline for the proposed development project should include the proposed demolition(s)."

Section 402.05.6

Suggest the following changes:

"Historical Features. All applications involving structures or lands that are located in the Historic District as established by the Strasburg Borough Historic District Ordinance of 2006, as amended, shall demonstrate compliance with the applicable provisions of the Ordinance.

All applications involving structures or land that:

- 1) *have local historical or architectural significance; and/or*
- 2) ~~are listed on~~ *have received or may obtain a determination of eligibility for* ~~from~~ the National Register of Historic Places; *and/or*
- 3) receive a determination of eligibility from the National Register from the National Park Service; *and/or*
- 4) are listed on the Lancaster County Historic *Preservation Trust.*” (delete the words “Society Register” – no such organization exists)

Section 503

The hyphen in the word CONJUNCTION in the title should be removed.

Section 601.02

The Section referred to, Section 402.05.9, does not exist. It should reference 402.05.6.

Section 617

Developers should be encouraged to “recycle” historic building materials that could be reused in another house within Strasburg Borough. Recommend the following be added:

If waste is generated because of the demolition of existing buildings the developer should be encouraged to: 1) photo-document the building first (all exterior elevations, interior shots sufficient to show the lay-out of the house and the appearance of all rooms, with a photo key on a floor plan - does not need to be to scale); 2) historic or architectural reusable building materials, as identified by HARB, are encouraged to be retained for use within Strasburg Borough.

OTHER BUSINESS: None.

CITIZEN COMMENTS: May Gaynor stated that she provided documents to the Tree Committee and asked if they could be provided to the Planning Commission members.

ADJOURNMENT: Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 9:30 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
November 5, 2007**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger

Others Present:
 Christine D. Drennen, Admin. Asst Steve VanOrmer

CALL TO ORDER AND PLEDGE TO THE FLAG: Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: Steve VanOrmer, Vice Chairman of HARB, stated that he was forwarded an e-mail originally sent to the Planning Commission members from a member of the Lancaster County Planning Commission which stated that HARB had overstepped their bounds during their recent review and recommended changes to the Subdivision and Land Development Ordinance. He stated that HARB offered their services as a resource for identifying local historic and architectural features but if the Planning Commission felt that HARB's recommendations were out of bounds, he asked that the Planning Commission resubmit them to HARB for reconsideration. The original recommendations from HARB as well as the revisions made by the Planning Commission were reviewed. It was the consensus of the Planning Commission members that no offense was taken due to HARB's recommendations and Ken Johnson agreed to write a polite response. Ken Johnson added that an additional proposed change to the ordinance encourages a developer to have a staff meeting prior to application and suggested that during this time the developer could be advised of available resources such as HARB to aid in identifying historic features.

MINUTES OF OCTOBER 1, 2007: Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to approve the minutes of the October 1, 2007 meeting as printed.

CONTINUED DISCUSSION - SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE UPDATE: The recommended changes from the Tree Committee were reviewed. It was stated that the original areas of concern identified by the Planning Commission, Tree Committee and Historic Architectural Review Board have been reviewed and recommended changes have been proposed.

Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to forward the recommended changes to the Subdivision and Land Development Ordinance as drafted to Borough Council for their review with the recommendation that these changes be adopted as the short-term changes.

OTHER BUSINESS: Ken Johnson stated that the following correspondence was received:
1. An updated letter regarding the impact of the improvements to the Aberdeen Proving Grounds was received which now projects less housing demands in Lancaster County.

2. Lancaster County Conservancy is conducting a fund drive.
3. Paperwork from UGI was received and forwarded to the Borough Office.

Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to recommend Borough Council accept the extension of time in which to consider Trails Phase 2 until March 28, 2008.

Eric Fry has submitted his resignation from the Planning Commission due to other commitments. An advertisement for a replacement will be placed.

The Borough Manager was asked to check on the status of the multi-municipal Zoning Ordinance.

CITIZEN COMMENTS: Steve VanOrmer stated that he believed the Planning Commission members were doing a good job.

ADJOURNMENT: Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to adjourn the meeting at 7:55 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION
MINUTES
December 3, 2007**

Members Present: Ken Johnson Bob Marshall
 Mike Sollenberger

Others Present:
 Lisa M. Boyd, Borough Manager

CALL TO ORDER AND PLEDGE TO THE FLAG: Ken Johnson called the meeting to order at 7:00 P.M., followed by the pledge to the flag. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

CITIZEN COMMENTS: None

MINUTES OF NOVEMBER 5, 2007: A motion was made by Mike Sollenberger, seconded by Bob Marshall and passed unanimously to approve the minutes of the November 5, 2007 meeting as printed.

CONTINUED DISCUSSION - SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE UPDATE: Since the last meeting, the staff realized that a few of the changes being suggested by the Tree Committee were omitted from last month's list to the Planning Commission. The members reviewed the additional changes as presented by the Tree Committee and agreed that the changes should be included with those being forwarded to Borough Council. The staff was requested to provide a definition for "Environmental Impact Statement."

A motion was made by Mike Sollenberger, seconded by Bob Marshall and passed unanimously to forward the recommended changes to the Subdivision and Land Development Ordinance as drafted to Borough Council for their review with the recommendation that these changes be adopted as the short-term changes.

OTHER BUSINESS: None

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Bob Marshall, seconded Mike Sollenberger and passed unanimously to adjourn the meeting at 7:36 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager