

January 14, 2008 - Meeting Cancelled

February 4, 2008 - Meeting Cancelled

**STRASBURG BOROUGH PLANNING COMMISSION  
MINUTES  
March 3, 2008**

Members Present:     Ken Johnson                     Bob Marshall  
                                 Mike Sollenberger             Mary Dresser  
                                 Patricia Hunt

Others Present:  
     Lisa M. Boyd, Borough Manager             Scott Wails, LCPC  
     James Buescher, Lancaster Newspapers     May Gaynor  
     Patsy Ranck                                     Clair Ranck  
     Jeff Smoker                                     Sara & Bill Gretton

**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. Ken Johnson welcomed Patricia Hunt, who was appointed to complete an unexpired term until 12/31/2008.

**CITIZEN COMMENTS:** Patsy Ranck, 325 Sunset Avenue, issued the following comments which she asked be included in the record of this meeting, adding that she offered this same appeal to Borough Council on October 11, 2005:

I am here to speak again on behalf of the people of Sunset Avenue. We are still concerned about the opening of our street. Number 1 most important is our children. The excessive traffic would be a dangerment to their lives. Number 2, this would make our street a very busy thoroughfare. You may be thinking or you may say that I am a little too late, but God's time is not our time. Ecclesiastes Chapter 3, verse 1: To everyone there is a season and a time to every purpose under the heavens. His ways and thoughts are much higher than ours. His word tells us in Isaiah Chapter 55, verses 8 and 9: For my thoughts are not your thoughts and neither are your ways My ways. My ways are higher than your ways and My thoughts your thoughts, sayeth the Lord. So if you think I am late, consider these verses before you judge for God's word does not return void. I am a watchman, an intercessor for the Lord. As I pour my heart out like water in the presence of the Lord in concern for our street, I pour my heart out and bring to you from the people of Sunset Avenue our deepest need and our deepest concern. We implore you, please do not open Sunset Avenue. To the owner of this property of Phase II, I say to you by the authority and the name of Jesus, you have been given a choice. I hope you make the choice to benefit the people of Sunset Avenue. God will bless you abundantly for it. I am appealing to you this evening to you, the Council, the ones that are up there representing this Council, keep Sunset Avenue shut. God has committed me to this specific assignment as I have told you before back in 2005 and he is making his appeal through me to you, the Strasburg Council, and to the owner or owners of Phase II. The wrong choice may cause many stumbling blocks. Thank you, Council, for hearing the people's cry for their street, Sunset Avenue. God Bless all of you.

May Gaynor agreed with Mrs. Ranck's comments and stated that she believes that we have been given a second chance to review this plan and added that she believes the environmental issues and nature of this property are critical, adding that she hopes that we have learned from experience with the Phase I and will look more closely at the Phase II plan.

**MINUTES OF DECEMBER 3, 2007:** Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to approve the minutes of December 3, 2007 as printed.

**REORGANIZATION:** Mary Dresser made a motion, seconded by Bob Marshall, to nominate Ken Johnson to remain as Chairman. Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to close the nominations for Chairman and reappoint Ken Johnson as Chairman.

Mary Dresser made a motion, seconded by Mike Sollenberger to nominate Bob Marshall as Vice Chairman. Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to close the nominations for Vice Chairman and to reappoint Bob Marshall as Vice Chairman.

**TRAILS AT STRASBURG PHASE 2 PRELIMINARY PLAN:** Mark Johnson of RGS Associates, and Bob Weaver with Keystone Custom Homes were in attendance and reviewed their application for Trails at Strasburg Phase 2. Mr. Johnson stated that during the Borough's initial review of Trails at Strasburg, the Borough asked the developer to pursue the road plan instead of the open space plan. Mr. Johnson reviewed that this plan was conditionally approved by both Planning Commission & Borough Council but due to them missing a deadline for an extension, that approval was withdrawn. He added that this plan is identical to their previously approved plan. Mr. Johnson was asked to comment on the floodplain areas and he stated that there is a very narrow band of floodplain area which is proposed to be crossed to be permitted by a DEP general permit and the Borough's regulations. Mary Dresser also noted that the floodplain is not shown on all of the sheets and Mr. Johnson stated that the floodplain line could be added to the other sheets. Mary Dresser questioned why there were so many outstanding issues remaining. Mr. Johnson stated that many of the items are to be completed after Final Plan approval and the Army Corps of Engineers and DEP permits have taken a significant amount of time. Patricia Hunt questioned if the Floodplain Ordinance that was adopted in 2006 would apply to this project. The Borough Manager clarified that only those properties designated by FEMA as being in the floodplain are affected by that Ordinance and that none of the property involved in the Trails Phase 2 project are designated floodplains. Several members expressed their concern regarding the plan.

Mary Dresser questioned ownership and responsibility to maintain the strip of land along Candle Lane. Mark Johnson stated that that will be deeded together with the open space, Lot 26, and will be maintained by the Homeowners' Association. Mary Dresser asked if the house plan available for construction on Lots 1 and 2 could be restricted to those plans that have a patio area that accesses from the side because of the lack of space available due to the stormwater easements. Mark Johnson stated that all of the house plans are within the building envelope and that the buyers can choose what house plan they prefer.

Mary Dresser reviewed the Tree Committee's comments and asked the developer if he was willing to provide two trees per lot (4 for corner lots) because this is what is allowed through the Street Tree Program.

Mike Sollenberger stated that he has significant concerns regarding the stormwater basin behind Lots 1 and 2 and asked if the developer had considered revising the design or eliminating a lot. Mr. Johnson stated that they had reviewed this issue previously and stated that the price for these lots will be reduced which will allow a homeowner to build a larger house than they could not

otherwise afford. Mr. Johnson stated that they recognize that this is not a perfect situation but that they are in compliance with the Borough's ordinances.

Mary Dresser asked if the applicant was willing to consider requesting zoning relief to reduce front yard setback and have side loaded garages to increase the usable rear yard area. Mr. Johnson stated that they are not adverse to this suggestion if the Borough was willing to support such an application but they do not want it to be a condition of plan approval. Mike Sollenberger expressed his disappointment with the plan because of the stormwater basins on Lots 1 and 2 and the members discussed concerns regarding the stormwater basins. Mary Dresser expressed her concern regarding safety issues regarding the basins. Mike Sollenberger stated that even though he does not like the plan that it does meet the Borough's Ordinances. Bob Marshall stated that he was not in favor of the plan but that it does meet our ordinance.

Mike Sollenberger made a motion to recommend conditional approval for the Preliminary Plan for Trails at Strasburg Phase 2 subject to the 36 original conditions outlined in the letter from Morgan, Hallgren, Crosswell and Kane dated September 20, 2007, and any outstanding comments from HRG, Inc. and the Lancaster County Planning Commission. Bob Marshall seconded the motion. Motion carried with members Sollenberger, Johnson and Marshall casting assenting votes. Member Hunt cast a dissenting vote and Dresser cast a dissenting vote because she has safety concerns, the lack of usable land and she believes that there will be ongoing problems involving these lots in the future.

Bob Marshall suggested Mr. Johnson and Mr. Weaver discuss the concerns with the developer one more time to try to come up with a different plan for this tract noting that they have the right and the permission to proceed with the plan as submitted but they do not have our blessing with the submitted plans.

**OTHER BUSINESS:** Mary Dresser asked if issues such as requiring a buffer zone around stormwater easements or wetlands area could be included in the immediate changes to the Subdivision and Land Development Ordinance. The Borough Manager stated that the Ordinance is being reviewed by the Engineer and stated that this item could be added.

**CITIZEN COMMENTS:** May Gaynor stated that she was disappointed with the Planning Commission approving the Preliminary Plan for Trails at Strasburg Phase 2. The members added that the developer still has several permits from outside agencies that need to be received such as Erosion & Sedimentation and DEP wetlands crossing permits.

Mr. Gretton, owner of 205 Tinsmith Lane, stated that behind his home is a swale that is currently clogged. It was the consensus that the developer will bring the swale into compliance when the development construction is completed and they encouraged Mr. Gretton to contact the developer or Borough if the problem is not rectified. Mr. Gretton also expressed his concern regarding Trails at Strasburg Phase 2 stating that he believed that the new homes in Phase 2 will experience water problems.

Scott Wails of the LCPC reviewed the progress of the Regional Joint Planning Commission regarding the creation of an Environmental Advisory Council and suggested that some of the issues discussed tonight be considered to possibly be duties of the EAC to oversee the wetlands.

May Gaynor expressed her concerns regarding what she believed to be improperly functioning swales in the Trails at Strasburg development and her concern regarding West Nile and added that the silt fence has been down for awhile and that she has already contacted the developer.

The Borough Manager cautioned that the stormwater facilities function differently during construction phase than they will at the final stage which will occur after the last lot has been sold.

**ADJOURNMENT:** A motion was made by Mike Sollenberger, seconded by Patricia Hunt and passed unanimously to adjourn the meeting at 8:40 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION  
MINUTES  
April 7, 2008**

Members Present:     Ken Johnson                     Bob Marshall  
                              Mike Sollenberger             Mary Dresser  
                              Patricia Hunt

Others Present:  
    Lisa M. Boyd, Borough Manager             Scott Wails, LCPC  
    Stephen Smoker                             Steve VanOrmer  
    Richard Hendrie                         Penny D'Alessandro  
    Chris Lainhoff                            May Gaynor  
    Patsy Ranck                               Tony D'Alessandro  
    Tom Lainhoff

**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 MARCH 3, 2008:** Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to approve the minutes of the March 3, 2008 meeting as printed.

**ST. MICHAEL'S LUTHERAN CHURCH – WAIVER OF LAND DEVELOPMENT**

**REQUEST:** Stephen Smoker stated that at the HARB meeting that was just held, he agreed to provide some sketch revisions for a plan to be reviewed at a future HARB meeting that does not touch the West side façade of the existing building. He stated that this proposal will not change the square footage but will just slide the addition back. The square footage for the proposed elevator and stairway addition is 627 square feet per floor. Mr. Smoker stated that he reviewed and has addressed the Engineer's comments as follows:

1. Parking spaces – As shown on Exhibit C, based on the code specifications for seating, the church has a seating capacity of between 120-140 which results in a need of 30-35 parking spaces. Currently existing on the site are 39 parking spaces, with 3 shown to be lost on this plan but the a revised plan to be considered by HARB will result in no parking spaces lost which meets the required parking space requirement.
2. No additional sewage generated by proposed addition – No change in the building use or seating capacity is proposed and therefore no additional sewage necessary.
3. Stormwater – This was reviewed by David Miller Associates and shown in Exhibit B, indicating the addition of a recharge ditch in the corner of the parking lot. Additionally, Mr. Smoker pointed out that 88 feet of grass exists from the end of the parking lot to the next property line.

Mary Dresser asked how the applicant can verify the size of the addition in light of the fact that they will be revising the plan to address HARB concerns. Mr. Smoker stated that they will be staying under the threshold which triggers the entire building to be brought into ADA compliance.

Patricia Hunt stated that future expansion of the church was discussed at the HARB meeting and asked how the additional parking would be addressed. Mr. Smoker stated that this application is for the elevator and stair tower addition only and any future expansion would go through a separate Land Development Plan.

Ken Johnson stated that the request before the Planning Commission tonight is for a waiver only from the Land Development process for the elevator/stair tower addition.

Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to approve the Land Development waiver request for St. Michael's Evangelical Lutheran Church at 40 East Main Street for an addition not to exceed 730 square feet, conditioned upon the applicant installing the stormwater infiltration trench as indicated.

**DESIGN CRITERIA DISCUSSION:** The Borough Manager provided copies of a booklet to each member entitled "Guided by Design: A Manual for Creating Design Guidelines" for their use. She added that she also contacted other municipalities in Lancaster County inquiring if they had design guidelines. She reported that Warwick Township, Ephrata Borough and Mount Joy Borough provided her copies of their Design Guideline materials which she will copy and distribute to the members.

Ken Johnson stated that the Pottstown Ordinance is also based on design criteria, noting that theirs is based on a Conservation District.

Mary Dresser stated that she recently attended a Transfer of Development Rights seminar and learned that in addition to land and density, TDRs can also be used to preserve the flavor of historic areas and other creative aspects including preserving farmland if a joint relationship exists between the Borough and the Township.

In order to proceed with design guidelines for an overlay zone, the Borough Manager stated that the Planning Commission would need to determine what to include, have it reviewed by the Engineer, LCPC, have an Ordinance drawn up by the Solicitor which is advertised, open for public comment and then enacted by Borough Council.

Scott Wails stated that last year the County had begun the review and creation of design guidelines for a different municipality which has since been abandoned. Cautioning that they will need to be revised for Strasburg Borough, Mr. Wails offered that the County would be willing to provide copies of their completed work to the Borough for our use as a starting point. Mr. Wails mentioned a previous discussion where several municipalities would go together to create a model Form Based Codes Ordinance. He stated that this joint project did not occur and municipalities have gone different directions. However, he mentioned that perhaps a Traditional Neighborhood Development Overlay could be pursued with the assistance of the County.

Additional funding assistance was discussed and Mr. Wails stated that State funds are available for new ordinance development funding, adding that a Circuit Rider staff person is available at the County to assist with the application.

Mary Dresser reviewed additional leverages which she learned of at the TDR seminar where Warwick Township has a 10% maximum impervious surface requirement and if that is exceeded, conditions can be applied. Mr. Wails stated that this was done for land preservation and he believes the Borough is seeking historic preservation.

Mr. Wails stated that a way to expedite this process is to review what HARB has established for existing design criteria and to create a Traditional Neighborhood Development Overlay.

Discussion was held regarding when an ordinance becomes effective and Mr. Wails stated that he believes that in Pennsylvania it is effective when it is adopted.

Mike Sollenberger asked Steve VanOrmer and Tom Lainhoff, representing HARB, if HARB would be willing to assist the Planning Commission with the development of design guidelines to which they agreed.

Mike Sollenberger asked the staff to contact the Borough Solicitor to obtain more information about the Warwick Township Ordinance. Scott Wails also suggested that the Borough discuss design guidelines with the Historic Preservation Trust, review Design Guideline handbook and the specifications regarding TDRs to verify that we are pursuing the correct tool to meet our goal. In addition, Mr. Wails suggested talking to Caroline Morton at Strasburg Township because they are preparing to adopt a North Gateway Ordinance which will regulate design in the 896 Corridor by Conditional Use, only allowing agriculture use by right. The Borough Manager was also asked to obtain a copy of Lititz's Ordinances because of their success as shown by their streetscape s.

Patricia Hunt suggested the members visit Kentlands because she went there as part of her Master Planner Course and was very impressed with how well the town was planned out. She also offered to coordinate this trip if members are interested.

**OTHER BUSINESS:** None.

**CITIZEN COMMENTS:** Penny D'Alessandro asked if some additional consulting assistance could be considered for Strasburg Borough in light of the Heritage Tourism program. Tom Lainhoff stated that because of Strasburg's recent designation as a Certified Local Government, grant funding for design criteria could be sought.

May Gaynor stated that Lancaster City is reviewing their ordinances and strengthening them as they relate to rental properties.

Mary Dresser stated that in lieu of a spring tree planting, the Shade Tree Committee is scheduling a spring cleanup of the islands at the Square, possibly for April 19, 2008. As a follow-up, the Tree Committee will be coming back to the Borough for feedback on the area, possibly extending the beautification of the area to some hanging planters in the area of the Square.

**ADJOURNMENT:** A motion was made by Mike Sollenberger, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 8:35 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION  
MINUTES  
May 5, 2008**

Members Present:      Ken Johnson                              Bob Marshall  
                                 Mike Sollenberger                              Mary Dresser  
                                 Patricia Hunt

Others Present:  
                                 Lisa M. Boyd, Borough Manager                              Scott Wails, LCPC  
                                 Jamie Brubaker, Charter Homes                              Dale Kaufman  
                                 Joe Orndorff    May Gaynor

**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:** Dale Kaufman, representing the Shade Tree Committee, was present to review their recommendations for improvements to the planting pockets at the Square. He stated that the Tree Committee is willing to provide the maintenance to these planting areas. He provided colored handouts

Mary Dresser stated that the Committee is planning to use the funds in the budget that would have been used for a Spring street tree planting for this project to purchase cherry laurels, 3 boxwoods, approximately 100 loriape and annuals. She added that no Spring tree planting was done because the number of requestees for these trees has dwindled but they plan to solicit additional interest in the street tree program in the future. They are also proposing to add hanging baskets on the lamp posts on three of the corners because the business owner on the fourth corner already plans to place hanging baskets as he has done in the past. Mary Dresser added that next year the Committee plans to attempt to purchase planters to be placed up each street and coordinate volunteers to maintain. Ken Johnson applauded the Tree Committee's efforts with this task with improving this center core of our town.

Ken Johnson highlighted some upcoming program brochures members received – Walkable Communities Leadership Breakfast, Smart Growth Summit Conference,

**MINUTES OF APRIL 7, 2008:** Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to approve the minutes of the April 7, 2008 meeting as printed.

**CHARTER HOMES AT STRASBURG/HISTORIC PROPERTIES PARTNERS LOT**

**ADD-ON:** Jamie Brubaker of Charter Homes was present to review their lot add-on plan, reminding the members that this plan is being done to swap 646 square feet of property from Historic Properties Partners for 6,086 square feet from Charter Homes. He explained that the area has been resurveyed and a correcting document needs to be signed by both parties to which he can verify that Charter Homes intends to sign and the Borough Manager stated that Mr. Smoker has indicated that he will sign and that Charter Homes will be recording the plan within 90 days.

**RECOMMENDATION ON FIVE MODIFICATIONS :** Mary Dresser made a motion, seconded by Mike Sollenberger and passed unanimously to recommend to Borough Council that the following modifications: 1) Existing Contours Section 402.03.1, 2) Existing

Utilities Section 402.03.4(2), 3) Existing Utility Easements Section 402.03.4(3), 4) Existing Street Centerlines Section 403.04.1 and 5) Existing trees greater than 6 inch caliper Section 402.03.6, be granted subject to the five conditions prepared by the Borough Solicitor

**RECOMMENDATION ON PLAN:** Mike Sollenberger made a motion, seconded by Bob Marshall and passed unanimously to recommend to the Borough Council approval of the Lot Add-On plan for Charter Homes at Strasburg, Inc. and Historic Properties Partners, L.P. prepared by Alpha Consulting Engineers, Inc. dated July 23, 2007, last revised April 21, 2008 subject to the five conditions prepared by the Borough Solicitor.

**REVIEW OF JOINT PLANNING COMMISSION'S LANCASTER COUNTY ENVISION PARTNERSHIP GOALS:** Joe Orndorff, co-chair of the Strasburg Region Joint Planning Commission, was in attendance and stated that the Envision Partnership Goals were recommended for approval by the Joint Planning Commission. He added that Mary Dresser and Patricia Hunt are also on the Joint Planning Commission. Scott Wails, of the LCPC, explained that Goals #5 and #9 were revised slightly to make them more readable in the form of a goal and condensed, respectively. Mr. Wails applauded the Joint Planning Commission for their work in preparing the Envision Partnership Goals.

Mr. Wails stated that this agreement is to create a partnership with the County acknowledging that we intend to agree with each other and work with each other to help each other achieve their goals.

Since these goals were slightly revised, it was the consensus that these goals will be sent back to the Strasburg Region Joint Planning Commission for their final approval.

**REVIEW OF LANCASTER COUNTY PLANNING COMMISSION'S PROPOSED SUBDIVISION AND LAND DEVELOPMENT REVIEW PROCESS:** Scott Wails stated that this Memorandum of Understanding has been sent to all municipalities who have their own Subdivision and Land Development Ordinances to develop a waiver process for minor subdivision and land development, lot add-on plans, centerline separations and final plan minor revisions. Mr. Wails clarified that the applicant will still submit the plan to the Lancaster County Planning Commission as required by the MPC and that if the municipality desires the Planning Commission to review any of these "minor" plans, all we have to do is notify them and they will complete their review. This revised process can be eliminated by either party if it is determined that it is not working as planned. Mr. Wails reiterated that this revised process does not change the review process of other plans.

Mr. Wails stated that this waiver process will most likely be initiated by the applicant after they verify that the Borough has signed this Memorandum of Understanding and will be verified by the Borough Manager. When questioned, Mr. Wails stated that the LCPC review fees will remain the same at this time but may be reduced in the future.

Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to recommend to Borough Council that the Memorandum of Understanding between the Lancaster County Planning and Strasburg Borough adopting the County's new plan processing procedures should be approved and executed.

**DESIGN CRITERIA DISCUSSION:** Mr. Johnson stated that the Borough Manager had forwarded to the members a substantial amount of information regarding design criteria that was provided by Mr. Wails. It was noted that a copy of Strasburg Township's Gateway North

Ordinance was also received and Mr. Wails stated that Strasburg Township held a public meeting with the property owners along the corridor. Mr. Wails stated that because this Ordinance is almost ready for Strasburg Township to approve, if Strasburg Borough wants protection and a document that is almost ready to be put in place, he suggested working from this document.

Mary Dresser asked if their Section 210.9 Design Guidelines could be added into our existing Subdivision and Land Development Ordinance under Design Standards to get design guidelines in place quickly. The possibility of using our existing HARB was also discussed.

Mary Dresser asked for clarification regarding the process for placing design criteria in place. It was explained that the Planning Commission would review Strasburg Township's Gateway North Ordinance and make revision suggestions which will then be reviewed by both the County Planning Commission and the Borough Solicitor prior to approval by the Borough Council. The members discussed what use to allow by right. Mr. Wails suggested and it was the consensus of the members to communicate with Strasburg Township because the original ordinance belongs to them. It was suggested to ask Caroline Morton to attend the June 2, 2008 meeting to present the power point presentation. It was also suggested to have the June 2, 2008 meeting as a joint meeting with Borough Council to allow them to hear the presentation at the same time. The Borough Manager was asked to coordinate this joint presentation meeting.

Patricia Hunt stated that her husband is a photographer and offered his assistance in capturing the architectural highlights in the document.

**OTHER BUSINESS:** Mary Dresser suggested that an additional revision be considered to the Subdivision and Land Development Ordinance to address usable lot area and stormwater basins.

Ken Johnson stated that he was asked to provide an article for inclusion in the Annual Newsletter. He asked if members have anything they would like included to forward that information to him.

**CITIZEN COMMENTS:** May Gaynor thanked the members for addressing the Route 896 Corridor.

**ADJOURNMENT:** A motion was made by Mike Sollenberger, 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  
June 2, 2008**

Members Present:      Ken Johnson                              Bob Marshall  
                                 Mike Sollenberger                              Mary Dresser  
                                 Patricia Hunt (7:20 P.M.)

Others Present:  
                                 Christine D. Drennen, Admin. Asst.                              May Gaynor  
                                 Caroline Morton, Strasburg Township

**CALL TO ORDER AND PLEDGE TO THE FLAG:** Ken Johnson called the meeting to order at 7:07 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 MAY 5, 2008:** Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to approve the minutes of the May 5, 2008 meeting as printed.

**PRESENTATION OF THE GATEWAY NORTH ZONE – CAROLINE MORTON:**

Caroline Morton, who serves on the Planning Commission and Regional Joint Planning Commission for Strasburg Township, was in attendance to review the background and intent used in the creation of the Gateway North Zone. She explained that Strasburg Township is willing to share their draft of this document with the Borough if we would like to use it as a model for creating design guidelines. Ken Johnson stated that our goal is to look to continue the corridor that Strasburg Township is establishing and add an overlay zone to manage and plan future development.

Caroline Morton stated that their Gateway North Zone is on Route 896 and runs from their municipal boundary to the bridge. The Gateway North Zone, replacing their Highway Commercial Zone, allows for low impact light industrial and agricultural support businesses, allowing appropriate development that maintains the current character and business focus. This Zone also encourages and preserves land use and building design to that which is compatible with the historic, cultural and environmental character of the township and limits vehicular access onto Route 896 by the use of shared access drives in accordance with the adopted Route 896 Highway Access Management Study. Also added was that the land uses are to be beneficial to the local community and that may incidentally (although, not primarily) serve as a tourist destination.

Caroline Morton explained that the Route 896 Highway Access Management Study is a study being finalized that included East Lampeter and Strasburg Township. A copy will be forwarded to the Borough when it has been finalized.

Caroline Morton also explained their desire for the roadway layout for the Gateway North Zone which is 3 lanes (one center turning lane) with the center turning lane being a vegetative planting area when it is not a turning lane, buggy lanes on each side and uncurbed pathways.

She explained the review process for a property within the Gateway North Zone is as follows:

- \* They encourage consulting with the Planning Commission before filing a Conditional Use application
- \* File an application with the Strasburg Township Supervisors for conditional use approval (application contains narrative and plan, demonstrates compliance with specific design standards in the Gateway North Zoning Ordinance, demonstrate that use is consistent with the Comprehensive Plan)
- \* Planning Commission and Zoning Officer review the application and provide comments to Supervisors
- \* Supervisors advertise and hold a public hearing, at which the applicant must present evidence to demonstrate compliance with the Zoning Ordinance
- \* If Supervisors grant conditional use approval, applicant then able to file a subdivision or land development plan with Lancaster County Planning Commission.

Based on questions from the members, Caroline Morton stated that the concerns they have heard so far from their citizens including:

- \* Concerns about allowing light industrial but Caroline Morton stated that they have restrictions for house, noise, etc. She stated that actually this is low-impact light industrial and is meant to accommodate uses such as greenhouses, building of swingsets, etc.

- \* The maximum building size being 20,000 square feet which is almost exactly existing size of Tractor Supply and Market Basket – they may consider increasing the maximum size to allow these businesses some expansion to keep these businesses.

- \* A possible overlay for Sight & Sound because they are already nonconforming.

Ken Johnson thanked Caroline Morton for providing this overview to the Planning Commission and thanked Strasburg Township for their willingness to share their draft ordinance. Ken Johnson also stated that even though this project is being fast-tracked, we are not sure that an ordinance to regulate design guidelines will be in place prior to new development plans.

**SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AMENDMENTS:** The proposed changes to the Subdivision/Land Development Ordinance including the Engineer's comments were reviewed. The following is a list of the recommended changes to be made to the Subdivision and Land Development Ordinance:

**103.02 – Amended by MPC Section 501:** This amendment clarified that actions of the planning commission, if designated by the governing body, on SALDO applications are the same as actions by the governing body.

**104.03 - Amended by MPC Section 508.4:** This amendment extends the five-year approval period to include litigation or a sewer or water moratorium.

**104.08 - Amended by MPC Section 502.1.(b):** This amendment allows the governing body to appear and comment before the governing body of a contiguous municipality (and boards and commissions) considering a subdivision or land development or change of land use.

### **301 – GENERAL.**

The procedures set forth in this Article shall be followed for all subdivision and/or land development plans.

The Borough Planning Commission, Borough Engineer, various Borough officials, and County Planning Commission are advisory to the Borough Council.

Plans and supporting information will be provided to all Borough Boards, including Tree Committee and HARB when appropriate.

The Pre-Application Review specified in Section 302 is voluntary. Applicants are urged, ~~but not required,~~ to discuss possible development sites and plans with the Borough Planning Commission, while the project is at an early stage.

Two (2) mandatory plan processing procedures (Preliminary Plan and Final Plan) are provided in this Article. The magnitude of the project dictates the applicability of each mandatory plan processing procedure. The procedures are sequential. Successful completion of a procedure must be obtained prior to submission under the next procedure. A Preliminary Plan application is required ~~for the following:~~ of any applicant who seeks to subdivide or develop land.

~~Subdivision of residential land into five (5) or greater lots, or~~

~~Subdivision of commercial or industrial land into new lots, or~~

~~Land development with greater than ten (10) parking spaces, or~~

~~Subdivision or land development which includes construction of streets, alleys or storm water detention/retention basins.~~

The Preliminary Plan contains detailed design data. Approval of the Preliminary Plan entitles the applicant to submit Final Plans in accordance with the terms of the Preliminary Plan.

The Final Plan contains detailed design data and guarantees the construction of certain improvements. Approval of the Final Plan concludes with the recording of the plan which authorizes the construction of public/private improvements, and the selling of land.

This Article also includes Waiver provisions in Section 305 which allow the Borough Council to modify provisions of the Ordinance as they apply to a specific project.

## **SECTION 302            PRE-APPLICATION REVIEW**

Applicants are urged, ~~but not required,~~ to discuss possible development sites and plans with the Borough Planning Commission prior to submission of the Preliminary or Final Plans. The purpose of the pre-application meeting is to afford the applicant an opportunity to receive the recommendations of the Borough, while the project is at an early stage. Request for a Pre-Application Review shall not constitute formal filing of a plan.

A request for a Pre-Application Review shall be submitted to the Borough Manager, or designee, at the Borough Municipal Building at least ~~fourteen (14)~~ **twenty-eight (28)** days prior to the Borough Planning Commission meeting in order to be placed on the agenda. The request shall include one (1) application form (see Appendix No. 6). To aid in the effectiveness of the Pre-Application Review, it is recommended that the application

include at least one (1) paper copy of the design plan. The submission of eleven (11) paper copies of the design plan will provide the applicant with comments from various Borough officials.

Individuals are permitted to discuss proposals at a Borough Planning Commission meeting without the submission of an application or the benefit of a plan; however, the Planning Commission's ability to assist the applicant will be greatly limited.

In addition to the above, applicants may request that a Pre-Application Review be submitted to Borough Council for comments following the Borough Planning Commission meeting. When requested, the Borough Manager, or designee, will advise the applicant of the meeting date at which the Pre-Application Review is scheduled.

### **SECTION 303            PRELIMINARY PLAN APPLICATION.**

Any applicant who seeks to subdivide or develop land is required to submit a Preliminary Plan. ~~application is required for the following:~~

~~Subdivision of residential land into five (5) or greater lots, or~~

~~Subdivision of commercial or industrial land into new lots, or~~

~~Land development with greater than ten (10) parking spaces, or~~

~~Subdivision or land development which includes construction of streets, alleys or storm water detention/retention basins.~~

Preliminary Plans shall be submitted to the Borough Manager, or designee, at the Borough Municipal Building, on any business day. However, Preliminary Plans must be submitted ~~fourteen (14)~~ **twenty-eight (28)** days prior to the Borough Planning Commission meeting in order to be placed on the agenda.

The application record shall be closed ~~fourteen (14)~~ **twenty-eight (28)** days before the Planning Commission meeting at which the plan will be considered to allow time to examine and study the plans and all appropriate supporting documentation. The Borough will not accept changes or amendments to the application after this date, unless the applicant shall apply for a rescheduling of the meeting at which the Preliminary Plan will be considered before the Planning Commission and makes suitable provision for an extension of the review time.

Applicants are required to submit a Sewer Facilities Plan Revision or Supplement in conjunction with the Preliminary Plan to avoid unnecessary delays in attaining revision or supplement approval prior to the Final Plan stage.

**303.02 - Distribution.** The Borough Manager, or designee, shall distribute the Preliminary Plan to the Borough Zoning Officer, ~~Borough Engineer,~~ Borough Planning Commission, Borough Council, and, if deemed necessary, other officials (e.g., Municipal Authority's engineer, adjacent municipalities, fire department, school board, PennDOT, Soil Conservation Service). The Borough Manager, or designee, will sign the Lancaster County Planning Commission's Application for Consideration of Subdivision/ Land Development. ~~Delivery of~~

~~the application, plans, reports, and other material shall be the responsibility of the applicant.~~

The Applicant shall be responsible for the distribution and delivery of identical plan(s), reports, supporting documentation, and any other material to the Borough Engineer, Borough Solicitor, and the Lancaster County Planning Commission.

**303.05 - Amended by MPC Section 508** This amendment requires the administrative body to communicate its decision to the applicant within 90 days of the first regular meeting after a final court order remanding the matter back to the administrative body, or 90 days from the 30<sup>th</sup> day following the date of the remand.

**304.05 - Amended by MPC Section 508** This amendment is the same as 303.05.

**304.07.1 - Amended by MPC Section 513.(a)** This amendment establishes the recording time to either within 90 days after approval or 90 days after the date of delivery of an approved plat following completion of conditions imposed for such approval, whichever is later.

**401.07 - Significant topographical and manmade features (e.g. steep slope, bodies of water, quarries, floodplains, tree masses, structures, wetlands, natural features).**

**402.05.8 - Erosion and Sedimentation Plans. Create a separate section for Erosion and Sedimentation Plans.**

**501 - Amended by MPC Section 509** This amendment eliminates the need to give financial security to a municipality for the costs of any improvements for which PENNDOT requires and receives financial security in connection with an HOP.

**506 - Amended by MPC Section 510(g)** This amendment deals with improvement inspection fee charges and delineates the dispute arbitration process relative to review fee charges and improvement inspection fee charges.

**603.02 - Parking Space Dimensions.** All parking spaces shall measure, at minimum, 10 feet wide by 18 feet deep. **\*\*Note: Future Zoning Ordinance change is to change parking space size to match this section\*\***

**603.0405 - Marking of Parking Spaces and Interior Drives.** All parking lots shall be adequately marked and maintained for the purpose of defining parking stalls and interior drives. As a minimum, the lines of all parking stalls and interior drives (including directional arrows, etc.) shall be solid and four (4) inches in width. Parking lots with greater than fifty (50) spaces shall isolate parking spaces from aisles by either raised curb or concrete wheel stops.

**603.0809 - Perimeter Landscaping.** When a parking lot abuts a street or side property, a landscaped strip shall be provided. This landscaping strip may be located within any other required landscaped strip.

The following lists the required width of landscape strips:

Cumulative Number of Spaces in Parking Lot Including Joint Facilities	Landscape Strip Width in Feet	
	Side and Rear Yard	Street R.O.W. Line
Less than 13	10	10
Less than 100 13 to 75	10	10 25
100 75 to 250	10 15	25
Over 250	10 25	25

Vegetative ground cover alone is not sufficient to meet this requirement. A mixture of deciduous and evergreen trees, shrubs, or other approved material shall be provided. At least one (1) shade tree shall be provided for each ~~seventy-five (75)~~ fifty (50) linear feet of landscaping area. These trees shall have a clear trunk at least five (5) feet above finished-grade level.

All required landscape strips shall have landscaping materials distributed along the entire length of the lot line abutting the parking lot.

**613.02.4** - Street trees shall be planted between the street right-of-way line and the building setback line, no more than six (6) feet from the back of the street right-of-way line, at a minimum spacing of fifty (50) feet maximum spacing of forty (40) feet on center. The following varieties are examples of acceptable trees:

American Linden	American Red Maple	Black Oak
Bradford Pear	Bur Oak	Columnar Norway Maple
Common Hackberry	Crimean Linden	Eastern Poplar
European Beech	Green Ash	Greenspire Linden
Little Leaf European Linden	Marshall's Seedless Ash	Norway Maple
Pin Oak	Purple Beech	Red Oak
Sawtooth Oak	Scarlet Oak	Shingle Oak
Silver Linden	Sugar Maple	Sycamore
Thornless Locust	Willow Oak	White Oak

Green Ash (selected cultivars)	Red Maple (selected cultivars)	Scarlet Oak
Ginkgo (Male selections only)	Sugar Maple	Shingle Oak
Blackgum	Black Oak	White Oak
American Linden	Bur Oak	Willow Oak
Greenspire Linden	Columnar Oak	Japanese Pagoda
Silver Linden	Red Oak	Japanese Zelkova
Columnar Maple (selected cultivars)		Sawtooth Oak
Hybrid Elm (disease-resistant; selected cultivars)		
Honey Locust (selected cultivars): a) Halka; b) Moraine; c) Shademaster		

Trees must be provided at a rate of one tree per every 40' of frontage and each portion thereof and each lot shall have a minimum of 2 trees.

Other tree species may be proposed provided acceptable information is submitted to indicate hardiness and suitability.

**805 - Amended by MPC Section 510** This amendment is the same as 506.

The following proposed revision sections of the Subdivision/Land Development Ordinance considering Engineer's comments still need to be reviewed by the Planning Commission: Sections 303.03.1, 303.05.1, 304.01.2, 304.03.1, 304.05.1, 402.02.12, 402.03.6, 402.03.7, 402.03.8, 402.04.8, 402.05.6, 402.05.7, 601.02, 603.10 and 617.

Additionally, the issue regarding requiring a percentage of usable land not being located in the storm water management facility was discussed. This one issue was reviewed by the Solicitor and he provided some suggestions for addressing this concern. It was the consensus to evaluate including language in the Zoning Ordinance establishing a maximum percentage of the pervious surface that can be contained within the stormwater basin. This issue will be discussed more at a future meeting after the staff has had an opportunity to draft proposed language.

**OTHER BUSINESS:** None.

**CITIZEN COMMENTS:** May Gaynor asked if the Subdivision and Land Development Ordinance language could be amended to include floodplain or flood-prone areas on the GIS map. Ken Johnson stated that this is probably a legal issue and that the GIS map may be only able to recognize the floodplain areas identified by the Army Corps of Engineers. Mary Dresser asked the staff to investigate with the Engineer and Solicitor:

- 1) definition of flood-prone areas
- 2) can flood-prone areas be included in the Ordinance to require the developer to take additional steps if their land is within a flood-prone area
- 3) what and who determines if an area is within a flood-prone area

Mary Dresser stated that she attended a Walkable Communities seminar and asked that the staff investigate possible grant funds for safe routes to school. Mike Sollenberger asked that any materials she received at this seminar be distributed to all members.

Patty Hunt stated that she recently learned of a community having movable speed bumps.

**ADJOURNMENT:** A motion was made by Mike Sollenberger, seconded by Bob Marshall and passed unanimously to adjourn the meeting at 9:40 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION  
MINUTES  
July 7, 2008**

Members Present:      Ken Johnson                              Bob Marshall  
                                 Mike Sollenberger                              Mary Dresser  
                                 Patricia Hunt

Others Present:  
                                 Lisa M. Boyd, Borough Manager                              John Irwin  
                                 Christine D. Drennen, Admin. Asst.                              Joann Irwin  
                                 Scott Wails, LCPC    May Gaynor

**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 JUNE 2, 2008:** Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to approve the minutes of the June 2, 2008 meeting as corrected.

**JOHN BACHMAN LOT ADD-ON PLAN:** Andrew Collier of Strausser Surveying & Engineering was in attendance and reviewed the John Bachman lot add-on plan for the Bachman Funeral Home property on South Decatur Street. Mr. Collier stated that they have received the comments submitted by the Lancaster County Planning Commission and the Borough's Engineer and that they will provide responses to each comment. Mr. Collier stated that a future application will be submitted for the land development to make this area a parking lot.

It was stated that the added lot will remain zoned R-1 and Mike Sollenberger stated that parking lots are not allowed by right in that zone. Mike Sollenberger asked Mr. Collier if they planned on applying for a zoning change and Mr. Collier responded that he did not know.

Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to recommend to Borough Council to accept the Lot Add-On Plan for John Bachman as presented tonight with the condition that the applicant provide satisfactory responses to the comments outlined in the Lancaster County Planning Commission and HRG, Inc. letters.

The Borough Manager advised the applicant that this recommendation will be considered by Borough Council at their meeting which is scheduled for August 12, 2008.

**SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AMENDMENTS:** Ken Johnson stated that some of the comments submitted by the Borough Engineer regarding the proposed Subdivision and Land Development Ordinance amendments were reviewed last month and the remaining are to be reviewed tonight. In addition to those changes listed in the June 2, 2008 minutes, following are the final agreed-upon changes taking both the comments from the Borough Engineer and those submitted by Borough Council Member Penny D'Alessandro:

SECTION 303

PRELIMINARY PLAN APPLICATION.

...

Preliminary Plans shall be submitted to the Borough Manager, or designee, at the Borough Municipal Building, on any business day. However, Preliminary Plans must be submitted ~~fourteen (14)~~ **twenty-one (21)** days prior to the Borough Planning Commission meeting in order to be placed on the agenda.

The application record shall be closed ~~fourteen (14)~~ **twenty-one (21)** days before the Planning Commission meeting at which the plan will be considered to allow time to examine and study the plans and all appropriate supporting documentation. The Borough will not accept changes or amendments to the application after this date, unless the applicant shall apply for a rescheduling of the meeting at which the Preliminary Plan will be considered before the Planning Commission and makes suitable provision for an extension of the review time.

303.03 Reviewing Agencies. The Preliminary Plan is reviewed by the Borough Manager, Borough Zoning Officer, Borough Engineer, County Planning Commission, and, if deemed necessary, other officials. These reviewers will report their findings to the Borough Planning Commission and Borough Council.

The County Planning Commission will be provided with thirty (30) days from the date the application was forwarded to them to transmit their comments on the Plan.

The Preliminary Plan will be placed on the Borough Planning Commission agenda for a meeting which is at least ~~fourteen (14)~~ **twenty-one (21)** days following submission. Attendance at the Borough Planning Commission meeting by the applicant or authorized agent is mandatory to:

303.03.1 Display a plan which identifies at least the horizontal location of streets, parking, building **(s)**, lot layout, storm water detention/retention basin, water supply, sanitary sewage disposal, and other planned features;

303.03.2 Verbally describe the property location and planned features in a presentation ~~of no more than five (5) minutes;~~

303.05.1 Display a plan which identifies at least the horizontal location of streets, parking, building **(s)**, storm water detention/retention basin, lot layout, water supply, sanitary sewage disposal and other planned features;

303.05.2 Verbally describe the property location, **neighborhood**, and planned features in a presentation ~~of no more than five (5) minutes;~~

304.01.2 A minimum of seven (7) copies (at a reduced scale to fit on an eleven (11) inch by seventeen (17) inch paper) of a plan which

identifies at least the horizontal location of the streets, parking, building(s), lot layout, storm water detention/retention basin, water supply, sanitary sewage disposal, and other planned improvements, along with an executive summary for each required report. These reports may be part of the data which makes up the full Final Plan.

- 304.03.1 Display a plan which identifies at least the horizontal location of streets, parking, building(s), lot layout, storm water detention/retention basin, water supply, sanitary sewage disposal, and other planned features;
- 304.05.1 Display a plan which identifies at least the proposed streets, parking, building(s), lot layout, water supply, sanitary sewage disposal and other planned features.
- 401.07 Significant topographical and manmade features (e.g. steep slope, bodies of water, quarries, floodplains, tree masses, structures, wetlands, historic structures, sinkholes and natural features).
- 402.03.4 The following items when located (a) on the subject tract, (b) within two hundred (200) feet of the subject tract, or (c) beyond two hundred (200) feet of the subject tract when the item affects the tract:
- (1) The location, size, and name of existing rights-of-way and cartways for streets, access drives, driveways, and service streets.
  - (2) The location and size of the following existing features (e.g., public sanitary sewer facilities, public water supply facilities, fire hydrants, buildings, swales, watercourses, bodies of water, floodplain, wetland, sinkholes, historic structures and storm water management facilities which affect storm water runoff on the subject tract) and any related rights-of-way.
  - (3) The location and size of existing rights-of-way for electric, telephone, cable television, gas, and oil transmission lines, and railroads.
  - (4) The location and description of all buildings and structures on the tract as well as the proposed disposition of each.
- 402.03.6 The location and identification by species of existing healthy trees with a caliper of six (6) inches or more as measured at a height of four and one-half (4½) feet above existing grade. In the case of healthy trees with a caliper of twelve (12) inches or more, an outline of the existing drip line must be included as well.

402.03.7 The location, drip line, and identification by species of existing trees with a caliper of six (6) inches or more as measured located within 10 feet of the subject tract.

402.03.8 The location and identification by species of existing, established landscape plantings such as, but not limited to, boxwoods, lilac, etc.

402.04.8 Identification and age of buildings and other structures to be demolished. Additionally, the schedule for demolition shall be acknowledged on the Plan 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).

402.05.6 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 1988 2006, as amended, shall demonstrate compliance with the applicable provisions of the Ordinance.

All applications involving structures or land that:

- (1) all structures and land on properties that are listed on the National Register of Historic Places; and/or
- (2) have received or may obtain a determination of eligibility from for the National Register of Historic Places from the National Park Service; and/or
- (3) are listed on the Lancaster County Historical Society Sites Register maintained by the Historic Preservation Trust of Lancaster County

shall be designed to preserve, adaptively reuse, or otherwise provide for the historic features and any related plantings thereof. Modifications and exterior alterations to historic features or sites, or new construction adjacent to historic features, shall be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties, as published by the National Park Service.

Subdivisions and land developments shall also be designed so that new structures do not block historic views, or obstruct the view of historic properties. Screening shall be provided in accordance with Section 613 in all cases where the proposed size, construction material, or type of use would jeopardize the historic value of a site or structure.

402.05.7 Important Natural Habitats. All applications for lands that possess an important natural habitat, as defined below, shall plot the location of the natural resources. Important natural habitat is defined as follows:

Wetlands, as defined by criteria of the U. S. Department of Interior, Fish and Wildlife Service; or

Pennsylvania Natural Diversity Inventory (PNDI) confirmed extant plant and animal species and communities that are listed as Pennsylvania Threatened or Pennsylvania Endangered; or,

PNDI-confirmed extant plant and animal species and communities that have a State Rank of S1 or S2; or,

Stands of trees, wood lots and native plantings.

601.02 Preservation of Natural and Cultural Features. The following specific areas shall be preserved and incorporated into the overall design:

Wetlands, as defined by this Ordinance, except in those situations where permits or approvals from applicable State and Federal agencies have been obtained (see Section 612);

Floodplain, as defined by this Ordinance, except in those situations where permits or approvals from applicable State and Federal agencies have been obtained (see Section 611); and,

Historical structures, ~~or~~ land, and related plant materials as defined by this Ordinance (see Section 402.05.96).

603.0910 Interior Landscaping. In any parking lot containing twenty (20) or more parking spaces (except a parking garage), ten percent (10%) of the total area of the lot shall be devoted to interior landscaping. Such interior landscaping ~~may~~ shall be used at the end of parking space rows to break up rows of parking spaces at least every ten parking spaces, and to help visually define travel lanes through or next to the parking lot. Landscaped areas situated outside the parking lot, such as peripheral areas, landscape strips, and areas surrounding buildings, shall not constitute interior landscaping.

For the purpose of computing the total area of any parking lot, all areas within the perimeter of the parking lot shall be counted, including all parking spaces and access drives, aisles, islands, and curbed areas.

Ground cover alone is not sufficient to meet this requirement. Interior landscaping shall comply with Section 613.

Parked vehicles may not overhang interior landscaped areas more than two and one-half (2½) feet. ~~Where necessary, curbing~~ Curbing or wheel stops shall be provided to insure no greater overhang.

If a parking lot of under twenty (20) spaces is built without interior landscaping, and later additional spaces are added so that the total

is twenty (20) or more, the interior landscaping shall be provided for the entire parking lot.

SECTION 617

MATERIALS AND WASTE HANDLING REQUIREMENTS.

If waste is generated because of the demolition of existing buildings, the developer should be encouraged to photo-document the building first (all exterior elevations, interior shots sufficient to show the layout of the building and the appearance of all rooms, with a photo key on a floor plan which need not be to scale). Historic or architectural reusable building materials, as identified by the Borough's Historic Architecture Review Board (HARB), are encouraged to be retained for reuse within Strasburg Borough.

All commercial, industrial, institutional, and health-care related uses shall be required to provide detailed information regarding materials and waste handling, including:

**GATEWAY NORTH ZONE DISCUSSION:** Ken Johnson reminded the members that Caroline Morton will be providing Borough Council with a presentation regarding Strasburg Township's progress in developing the Gateway North Zoning District tomorrow night.

Scott Wails stated that if this is the route that is chosen to proceed to gain design guidelines, a future step towards establishing a Gateway Overlay area is for the Planning Commission to review and revise uses and work on establishing a map. Mr. Wails agreed to provide possible text for consideration. It was the consensus of the members to proceed with the Gateway Overlay.

**OTHER BUSINESS:** Ken Johnson stated that the next regular meeting is scheduled for Monday, August 4, 2008.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 9:20 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION  
MINUTES  
August 4, 2008**

Members Present:      Ken Johnson                              Bob Marshall  
                                 Mike Sollenberger                              Patricia Hunt

Others Present:  
                         Lisa M. Boyd, Borough Manager                              Scott Wails, LCPC

**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 JULY 7, 2008:** Patricia Hunt made a motion, seconded by Bob Marshall and passed unanimously to approve the minutes of the July 7, 2008 meeting as printed.

**JOHN BACHMAN LOT ADD-ON WAIVER REQUEST:** Ken Johnson stated that because this application is for a lot add-on, they are requesting a waiver to show existing features at a 5 foot interval instead of the 2 foot contours. It was stated that all this application does is combine the lots and does not approve the proposed parking lot. In order to proceed with obtaining approvals for the parking lot, the applicant will have to obtain land development, zoning and stormwater approvals.

Bob Marshall made a motion, seconded by Mike Sollenberger and passed unanimously to recommend Borough Council approve the Bachman Lot add-on plan and the waiver from section 402.03.1, Existing Contours, of the Strasburg Borough Subdivision and Land Development Ordinance as recommended by the Borough Planning Commission and Borough engineer.

**REVIEW OF JOINT PLANNING COMMISSION'S LANCASTER COUNTY ENVISION PARTNERSHIP GOALS:** Scott Wails of the LCPC and Patricia Hunt, a member of the Regional Joint Planning Commission, presented the agreed upon Envision Goals. Mr. Wails then distributed a printout created by the Lancaster County Planning Commission summarizing the results of the Envision process. The nine goals were reviewed in detail, definitions of some of the terms used in the Goals were discussed, and the Joint Planning Commission's intent was clarified for several of the goals. Mr. Wails and Patricia Hunt provided some of the background of the discussion held by the Joint Planning Commission on the different goals to aid the Planning Commission in understanding the goals as presented.

Patricia Hunt made a motion, seconded by Bob Marshall and passed unanimously to recommend to Borough Council to adopt the Envision Partnership Goals pending presentation by the Lancaster County Planning Commission.

**OTHER BUSINESS:** Scott Wails provided a draft of a Strasburg Borough North Gateway overlay zone which he and Danny Whittle prepared using our existing Zoning Ordinance. The members were asked to review this draft for discussion at the next meeting.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT**: A motion was made by Bob Marshall, seconded by Patricia Hunt and passed unanimously to adjourn the meeting at 8:40 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH PLANNING COMMISSION  
MINUTES  
September 8, 2008**

Members Present:      Ken Johnson                              Bob Marshall  
                                 Mike Sollenberger                              Mary Dresser  
                                 Patricia Hunt

Others Present:  
    Lisa M. Boyd, Borough Manager  
    Christine Drennen, Admin. Asst.  
    Dennis Gehringer

**CALL TO ORDER AND PLEDGE TO THE FLAG:** Ken Johnson called the meeting to order at 7:07 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 AUGUST 4, 2008:** Bob Marshall made a motion to approve the minutes of the August 4, 2008 meeting as printed. Members Johnson, Marshall, Sollenberger and Hunt cast assenting votes. Member Dresser abstained from voting because she was not in attendance for the meeting. Motion carried.

**JOHN BACHMAN STORMWATER PLAN AND WAIVER REQUEST:** The Borough Manager stated that the applicant withdrew the application from the agenda to allow them to review the Engineer's comments.

**REVIEW OF GATEWAY NORTH OVERLAY ZONE:** The letters dated August 11, 2008 (regarding Strasburg Township plan) and September 4, 2008 (Borough draft plan) from the Solicitor were reviewed.

Dennis Gehringer, land use planner for Historic Strasburg Inn, stated that he is working on the final steps to add one building to their property as well as a master plan for the site. Mr. Gehringer stated that they are using a traditional neighborhood development to bring a depressed hotel to being a profit-making facility.

Mr. Gehringer stated that he has the following concerns with the Gateway North Overlay Zone:

1. Require a traffic study for building façade improvements.
2. If it is a permitted use, if every plan is required to go through the process, approximately an additional \$3,000 in professional fees is added to the cost for the developer for every plan.
3. Permitting agriculture uses is very different from our existing plan.
4. Would like to see a plan that allows for property improvement.
5. Encourages having pictures in the design guidelines to show what is desired.

Mike Sollenberger stated that this overlay zone is being pursued to gain a small town main street look rather than duplicating a Rockvale Square appearance. He also added that this approach allows for control over how things look rather than uses.

Mike Sollenberger suggested having the staff ask the Solicitor for a memorandum detailing what can be done to reach the desired goal of being able to work with the developer to get the appearance we want.

It was the consensus of the members that we do not want an “anywhere, USA” appearance but rather want people to be sure that they know they are in Strasburg.

It was the consensus of the members to wait until a future meeting to discuss the Gateway North Zone further to allow Scott Wails and Danny Whittle to review the Solicitor’s comments and to provide feedback to this Commission.

**OTHER BUSINESS:** Patricia Hunt stated that she is going on a field trip with her Master Planner class and she offered to get pictures for the Planning Commission to consider including in the ordinance as examples.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 8:20 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

October 6, 2008 - Meeting Cancelled

**STRASBURG BOROUGH  
PLANNING COMMISSION MINUTES  
November 3, 2008**

Members Present:      Ken Johnson                              Bob Marshall  
                                 Mike Sollenberger                              Mary Dresser  
                                 Patricia Hunt

Others Present:  
                                 Lisa M. Boyd, Borough Manager              Cindy Baker  
                                 Dennis Gehringer                              May Gaynor  
                                 John D. Bachman                              Mark Deimler  
                                 Bruce Ryder                                      Penny D'Alessandro

**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:** May Gaynor reminded the members that Strasburg Borough has a Comprehensive Open Space and Recreation Plan and encouraged members to read it. She stated that it is mentioned in the plan to have more open space and parks at the East end of town.

**MINUTES OF SEPTEMBER 8, 2008:** Mike Sollenberger made a motion, seconded by Patricia Hunt and passed unanimously to approve the minutes of the September 8, 2008 meeting as printed.

**JOHN BACHMAN FINAL LAND DEVELOPMENT PLAN:** Mark Deimler of Strausser Surveying & Engineering and John Bachman were in attendance and distributed revised plans based on the comments from the Borough's Engineer. He reviewed the steps taken so far with this project which began with a lot add-on plan to join a tract of land to the rear of the Franklin Street property with 13 South Decatur Street. Mr. Deimler stated that this tract of land which is currently grass has historically been used for overflow parking for the funeral home but because it is grass it creates a problem during incimate weather. The next step was to obtain permission to legitimize the use the land as parking through the Zoning Hearing Board which was granted. The current step is for land development and stormwater. Mr. Deimler stated that they are proposing porous pavement which is a pavement which allows water to soak through to a stone base underneath which is sized to handle all of the water from a 100 year storm event, which is in compliance with our Ordinance. He added that porous pavement is a DEP best management practice product and that no changes in what these properties have been used for is proposed.

Ken Johnson asked and Mr. Bachman agreed that he is aware of the maintenance requirements to properly maintain porous pavement. Mr. Deimler added that their plan also proposes a secondary means to capture stormwater by installing a stone trench along the north edge which ties into the underground stone bed system. Mr. Deimler also stated that based on a concern raised by the Solicitor, they are researching if anything needs to be changed in their agreements because the grass area is be changed to a parking lot. Lighting was discussed and Mr. Deimler stated that a plan showing that no light spillage onto neighboring properties will be submitted and that the lights will only be used when the parking lot is being used and not dusk to dawn lights. Mr. Bachman reviewed the traffic flow through the lot and stated that traffic will enter from South Decatur Street and exit from Franklin Street. Mr. Bachman added that he is also

planning to offer use of the parking lot to the First Prebyterian Church as well as event parking for Heritage Days and the Fire Company sale. He stated that when cars park on both sides of Franklin Street, he has seen that it is difficult for the ladder truck to maneuver on Franklin Street. Mike Sollenberger asked if any adjoining properties would be impacted by headlights and the members reviewed the adjoining properties. Mr. Deimler stated that they will be planting screening landscaping and are not proposing to remove any existing trees from the property. The Borough Manager stated that the Zoning Hearing Decision does tie the lot onto 13 South Decatur for the use of the funeral home which is at 7 South Decatur Street.

Bruce Ryder stated that in the past, funeral parking has spilled onto his property and then exited through his yard and driveway and asked if landscaping could be planted to avoid this from happening in the future. He added that stormwater is a concern for his neighbor's property but the way this parking lot is being designed appears to have this concern addressed. The soil types were discussed and the concern regarding the high water table. Mr. Deimler stated that the high water table was present only on one corner with the other side of the property not showing anything and they were down 7 feet deep. Mr. Deimler stated that the percolation rate used was based on the worst case scenario. Mary Dresser asked about the lot coverage comment from the Engineer. The Zoning Officer will issue a determination regarding lot coverage.

Mr. Deimler stated that the majority of the comments in the Engineer's comment letter are easily addressed but wished to discuss the following items:

1. Landscape screening and interior landscaping – they are requesting to provide the same amount of required interior landscaping (trees, shrubs, etc) at the ends of the parking lot rather than having the interior landscaping to maximize the amount of off-street parking.

2. Bumper blocks/curbing around the parking lot – Mr. Deimler stated that the installation of curbing would block stormwater from getting to the secondary system and stated that the use of bumper blocks would be preferred. Patricia Hunt provided information to Mr. Deimler on an alternative to bumper blocks.

The applicant thanked the members for their review and stated that they will provide updated plans to the Borough's Engineer for their review and comment and will come back to a future meeting.

#### **STRASBURG COMMUNITY PARK LAND DEVELOPMENT WAIVER REQUEST :**

Cindy Baker was in attendance to answer questions regarding their request. Ken Johnson asked if the stormwater report completed by Arro Engineering for the rain garden was a long-term plan taking into consideration the addition to the Art Association, the Sunshine Corners play garden and the pavilion. The Borough Manager and Cindy Baker agreed that was true. It was reviewed that the pavilion will have storage area in the lower level and for an ADA restroom at some time in the upper level which will be roughed in during construction.

Mike Sollenberger made a motion, seconded by Mary Dresser and passed unanimously to recommend to Borough Council that the land development waiver from the Strasburg Borough Subdivision and Land Development Ordinance be granted to the Strasburg Community Park Foundation noting that stormwater will be addressed as outlined in the Arro Engineering report with the installation of two rain gardens.

#### **44 STRASBURG ASSOCIATES PRELIMINARY LAND DEVELOPMENT PLAN:**

Dennis Gehringer was in attendance and reviewed that Historic Strasburg and Hampton Inn &

Suites have submitted a plan for an 83 room, 3-story hotel and that they have received and intend to address the Engineer's comments. He reviewed that the construction entails removing the access from the west of the site to Historic Drive and replacing with an access off of Old Post Lane and a secondary access point onto McCarter Lane. They are going to be requesting these revised access points with the other landowners because he feels the queuing may back up if they use the existing permitted connections.

Mr. Gehringer explained that the proposed hotel is a match to the restaurant, except that the hotel is a three-story building, will be four sided brick, dark roof and end treatments like those on the restaurant. He added that the skin of the building is matching an existing hotel in Williamsburg, VA except they have a flatter roof. They would prefer a peaked roof which complements the existing structures on the site and which consequently extends the hotel's height from an allowable 35' to approximately 45'. They have submitted a variance application because of exceeding the allowable height.

Mr. Gehringer also explained that the elevation of the site for the hotel sits 7 feet below the elevation of the existing McCarter Lane which provides an approximate 3:1 slope buffer to the surrounding area. He also stated that because of the elevation difference, the proposed three story hotel will only be slightly higher than the roof on the existing hotel.

The hotel will be sprinkled and the area below the roof will be unoccupied and also sprinkled. He stated that he has met with the Fire Chief and has a letter from him to submit to the Zoning Hearing Board. Their occupied window height is approximately 22 feet, which is accessible by hand carried ladder, not to mention that Strasburg Fire Company also has a ladder truck.

Mr. Gehringer also stated that they are proposing a wholesome landscaping plan and this construction calls for no trees to be removed.

Mike Sollenberger asked about the stormwater basin and Mr. Gehringer reviewed the elevations and stated that the sight triangles and sight distances are all met.

Mary Dresser stated that she likes the peaked roof which looks more like Strasburg, suggested the addition of a few more dormers, but asked if the applicant would consider additional work on the entrance area because it has a typical Hampden Inn appearance and suggested possibly a four peaked rooftop. Mr. Gehringer stated that he will bring the architect to the next meeting.

Based on a question raised by Mary Dresser, Mr. Gehringer stated that they are proposing possibly block but not concrete retaining walls to which Mary Dresser asked if they could consider a more rural appearance. Mary Dresser also asked about landscaping because of the steep slope and suggested that perhaps a little non-commercial more wall should be proposed here and there to provide a more easily maintained stage for the planting materials. She also suggested that retaining walls visible from the Charter development to possibly use similar materials to those in Charter. Mr. Gehringer was also asked to show the sight lines and sidewalks on the plans.

It was the consensus that the installation of the entire site sidewalks at the same time would be preferred. Mary Dresser also asked if the landscaping could be installed at the same time so the plantings will be all the same size. Mr. Gehringer stated that because there is site grading and they are only proposing to develop a portion of the property at this time and that it is not practical to do site developments beyond the scope of a submitted project.

Mary Dresser asked about the existing log building on the property. Mr. Gehringer stated that they are proposing to rebuild it on the site surrounded by a garden.

Mary Dresser asked also about the lighting styles and asked if they could duplicate the existing lighting on the site. Mr. Gehringer stated that they proposed shoebox lighting because they need to have directional lighting. Patricia Hunt stated that they saw some that they liked on a tour of Exton and agreed to provide photographs to the applicant to determine if they would meet the commercial standards.

Ken Johnson noted that the existing staff entrance sidewalk is proposed to be removed and Mr. Gehringer stated he would check into that.

When asked, Mr. Gehringer stated that they were not able to obtain architectural plans for the existing hotel and Ken Johnson stated that he may have access to them.

**SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AMENDMENTS**

**REVIEW:** Because Scott Wails was unable to attend the meeting, this item was tabled.

**REVIEW OF PROPOSED GATEWAY NORTH ZONE ORDINANCE:** This item was also tabled because Scott Wails was unable to attend. Dennis Gehringer provided comments/suggestions which he will follow up in writing.

**OTHER BUSINESS:** None.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Bob Marshall, seconded by Patricia Hunt and passed unanimously to adjourn the meeting at 9:35 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager



**CITIZEN COMMENTS**: None.

**ADJOURNMENT**: A motion was made by Mike Sollenberger, seconded by Bob Marshall and passed unanimously to adjourn the meeting at 7:23 P.M.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager