

**STRASBURG BOROUGH
PLANNING COMMISSION
MINUTES
January 5, 2009**

Members Present: Ken Johnson Bob Marshall
 Mary Dresser Patricia Hunt

Others Present:

 Lisa M. Boyd, Borough Manager Mark Campbell, HRG Inc.
 Stephen Smoker Dennis Gehringer
 Brian Meyers, Landcore Engineering

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.

MIKE SOLLENBERGER'S RESIGNATION: Ken Johnson announced that Mike Sollenberger submitted his resignation from the Planning Commission effective as of December 31, 2008. Patricia Hunt made a motion, seconded by Bob Marshall and passed unanimously to accept Mike Sollenberger's resignation from the Planning Commission with deep regrets. The Borough Manager reported that the vacancy has been advertised and letters of interest are being received.

EXTENSION OF TIME – 44 STRASBURG ASSOCIATES: Patricia Hunt made a motion, seconded by Mary Dresser and passed unanimously to acknowledge that 44 Strasburg Associates has granted an extension of time until March 31, 2009, to act on the Preliminary Land Development Plan because the current time to act expires on January 31, 2009.

CITIZEN COMMENTS: None

MINUTES OF DECEMBER 1, 2008: A motion was made by Bob Marshall, seconded by Patricia Hunt and passed unanimously to approve the minutes of the November 3, 2008 meeting as printed.

44 STRASBURG ASSOCIATES – HAMPTON INN HOTEL PRELIMINARY LAND DEVELOPMENT PLAN: Mr. Dennis Gehringer was in attendance and reviewed the history of the project to date and provided a presentation detailing their resubmission. Mr. Gehringer stated that they plan to get the hotel constructed and open to help fund the restoration of the remaining property. Future plans for the property include establishing a village effect where the parking is between the uses in the center of the property. He added that they do not have known uses for the remainder of the property.

WAIVER REQUESTS:

The following waivers were discussed:

1. Sections 304.B.5, 307.H, 307.N.22, and 610 of the Stormwater Management Ordinance:

- Section 304.B.5 Stormwater detention basins – Mr. Gehringer reported that they have been designed for 67-68 hours of dewatering vs. 24 hours which is allowed in the Ordinance (DEP requires dewatering within 72 hours). Mr. Gehringer stated that the infiltration rate is .15 per hour in that area which is why they are requesting this waiver. Mr. Gehringer added that this waiver is being requested because of the poor infiltration rates of the soils. The Engineer recommended a condition that if an evaluation of the stormwater basins after a year shows that the water is remaining for longer than 72 hours, that additional measures be taken to bring dewatering within 72 hours, to which Mr. Gehringer agreed.

Mary Dresser asked if non-standard riprap could be considered for the elevated slope off of the Historic Drive right-of-way. Mr. Gehringer stated that he would consult with the Engineer to discuss options.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to recommend Borough Council approve the stormwater basin dewatering time waiver, Section 304.B.5, with the inclusion of the condition related to this request as stated in the HRG, Inc. review letter dated December 31, 2008.

- Section 307.H Collecting roofwater in drains and connecting drains into the system – Mr. Gehringer stated that this is being requested to keep surface water off of the sidewalks. The Engineer stated that they support this waiver request without additional conditions because of the installation of the rain gardens.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to recommend Borough Council to allow the roof drains to be connected to the storm sewer system, Section 307.H, to avoid a concentrated water surface flow across sidewalks and parking areas because the stormwater management system is designed to adequately handle roof connections.

- Section 610 Discharge of drainage pipe to use a flared end instead of a headwall – Mr. Gehringer stated that they requested this waiver because they believe a flared end is less disturbing. The Engineer did not have any issue with this request and it is really a risk that the developer is taking because they would be responsible to repair any damages.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to recommend Borough Council to allow a flared end end-wall, Section 610, as discussed with the condition that these areas are properly maintained because they are a little harder to maintain.

2. Sections 402.05.4(12) and 603.03 of the Subdivision and Land Development Ordinance to allow submission of the traffic analysis for development shown on the concept plan when the concept plan is submitted for Borough approval:

- Traffic Impact Study - Mr. Gehringer stated that a traffic analysis was completed in association with the Historic Drive improvements which considered the existing hotel and an additional hotel and the traffic analysis resulted in no additional traffic proposed as a result, to which the Borough Engineer agreed. Mr. Gehringer acknowledged that if the site was expanded beyond the additional hotel, additional traffic analysis is necessary. Mr. Gehringer stated that if there is a requirement to submit a traffic plan for

the concept plan, they would request to waive that requirement at this time and request to submit traffic analysis when a preliminary plan for the concept plan is submitted to Borough Council. Mr. Campbell stated that if the traffic analysis for the preliminary concept plan which the applicant is requesting to submit in the future requires a reworking of the traffic pattern, those modifications would be the responsibility of the applicant, to which Mr. Gehringer agreed. Following discussion, Mr. Gehringer was agreeable to the condition that any additional approvals for the property would require a new traffic study.

Mr. Smoker reminded the Planning Commission members that he and Charter Homes were required to submit full land development plans for their entire properties and full traffic impact studies for their approvals. Mary Dresser stated that 44 Strasburg Associates application differs from Mr. Smoker and Charter Homes' application because the latter two were bare parcels of land being proposed to develop.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to recommend Borough Council to waive Sections 402.05.4, 12 and 603.03 to allow waiver of the traffic analysis for development shown on the concept plan when the concept plan is submitted for Borough approval because the original traffic study included the anticipated traffic increase for the proposed hotel, conditioned upon the understanding that any future land development plans would need updated traffic studies.

3. Section 603.03 to allow the existing restaurant parking aisles to remain at widths of 24.13 feet and 23.84 feet until that portion of the parking lot is a component of a future development proposal:

- Existing non-conformity of parking lot aisle space – Mr. Gehringer stated that this is an existing nonconformity and have requested a waiver to which the Borough Engineer stated that they do not have any concerns with the Planning Commission considering granting this request.

Ken Johnson stated that he did not believe that there is sufficient handicap parking at the banquet facilities, to which Mr. Gehringer agreed and stated that he will address.

Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to recommend Borough Council to waive Section 603.03 to allow the existing three restaurant parking aisles to remain the widths of 24.13 feet and 23.84 feet until that portion of that parking lot is a component of the future development proposal, conditioned upon that if the remainder of the property is not improved within three (3) years of final approval, they will be brought into compliance or an extension requested.

4. Section 603.09 to allow landscape separation between parking spaces at:

- Interior Landscaping – Mr. Gehringer stated that he believed the interior landscaping wording in the ordinance only recommends interior landscaping between every 10 parking spaces and they are proposing the interior landscaping between two rows of 12 and two rows of 11 parking spaces. Mr. Gehringer also pointed out that the existing parking lot has a stretch of 16 and 14 parking spaces without a landscaped area and asked that if a waiver is required for both scenarios that it be granted. Mary Dresser stated that

the additional parking lot landscaping is included in the soon to be updated Subdivision and Land Development Ordinance and asked that the additional landscaping be considered. She also stated that she believed the existing parking lot's landscaping should be improved because if it is not done now, we will lose our opportunity. Mr. Gehringer asked that this waiver be considered to provide a more varied appearance to the parking lot.

Bob Marshall made a motion, seconded by Patricia Hunt and passed unanimously to recommend Borough Council to allow a waiver of Section 603.09 to allow landscape separation between parking spaces to allow two rows of 12 parking spaces and three rows of 11 parking spaces located around the proposed hotel with the condition of increasing the caliper size of five of the trees in the waiver-requested area to a minimum caliper of 4 inches. Mary Dresser offered the assistance of the Tree Committee to provide suggestions for tree types to keep with the intent of the proposed changes.

Bob Marshall made a motion to recommend Borough Council to allow 603.09 to allow landscape separation between parking spaces to permit one row of 15 parking spaces and one row of 17 parking spaces within the existing restaurant parking lot until that parking lot is redesigned as a component of future development provided that if the remainder of the property is not improved within three (3) years of final approval, they will be either brought into compliance or an extension requested. Patricia Hunt seconded the motion. Motion carried with members Marshall, Hunt and Johnson casting assenting votes. Member Dresser cast a dissenting vote.

5. Section 604.01 to allow an internal sidewalk design between the Historic Drive entrance and McCarter Lane. Sidewalks are not allowed within the right-of-way of Historic Drive. The proposed interior sidewalk system will provide pedestrian circulation that avoids a sharp grade condition along a portion of Historic Drive:

- Sidewalks – Mr. Gehringer stated that they are proposing an internal sidewalk system on the site rather than sidewalks along the road. Following discussion, it was the general consensus of the members that the standard, networked sidewalk system, along the road, to promote walking was desired. The Borough Manager and Mr. Campbell stated that the engineer for the Route 896 Relocation project verified that it was the Borough's intention that standard sidewalks would be constructed up to the Borough property line rather than an internal sidewalk system. Mary Dresser also pointed out that the ordinance states that sidewalks should be installed in locations of anticipated pedestrian routes if they are protected from encroachment by vehicles. The sidewalks along the remainder of Historic Drive were discussed and Mr. Smoker stated that they will be set in approximately 11 feet from the curbing at some locations to keep the sidewalks from being in a winding pattern because they are right along the curbing where the road widens for the right turn lanes. Mary Dresser stated that she would like to see the sidewalks at Historic Strasburg Inn consistent with the remainder of the roadway, even if railings are required to be installed because of the slope of the land. Mary Dresser was also concerned that they were proposing to remove some existing brick sidewalk and not replace the brick sidewalk on the site. Mr. Gehringer stated that they do not plan to install brick sidewalks. Patricia Hunt emphasized that because Strasburg is such a special place, which is why they are striving to have the developer include extra details.

Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to recommend Borough Council deny the waiver request of Section 604.01 regarding the internal sidewalk design because of reasons discussed earlier in the meeting.

PRELIMINARY LAND DEVELOPMENT PLAN:

Bob Marshall made a motion, seconded by Patricia Hunt and passed unanimously to grant Preliminary Plan approval for 44 Strasburg Associates subject to compliance with HRG's letter dated December 31, 2008, Matthew Creme's letter dated December 30, 2008 and Bill Crosswell's letters dated October 28, 2008 and December 30, 2008 and other conditions as deemed necessary by the Borough Staff, Borough Engineer and Solicitor.

Mr. Gehring stated that he planned to attend the Borough Council meeting on January 13, 2009 to provide them with an informational presentation.

OTHER BUSINESS: None

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 9:45 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

February 2, 2009 - Meeting Canceled

March 2, 2009 - Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION
MINUTES
April 6, 2009**

Members Present: Ken Johnson Bob Marshall
 Mary Dresser Patricia Hunt
 Shelby Nauman

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

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 stated that she attended the March 16, 2009 Zoning Hearing where a LED sign was being proposed for the Garden Spot Bowling Alley. She stated that over the past few years, the Joint Planning Commission has been discussing maintaining the character of our town and the most attended meeting was when the Route 896 corridor was discussed and residents expressed their desire to have the corridor not become a strip mall area. She further expressed her concern that she believed that if this sign were approved that it would set a precedence and asked that the Zoning Hearing Board consider the work that other boards have been working on such as the Gateway North Zone.

Scott Wails provided a model subdivision and land development ordinance that the County has been working on for awhile. Mary Dresser asked if the County's model is form based to which Mr. Wails stated it is not but suggested the model be reviewed by the members and/or have Gwen Newell, the County staff person who worked on this project, attend a future meeting to give a presentation.

WELCOME NEW MEMBER – SHELBY NAUMAN: Ken Johnson welcomed the newest Planning Commission member, Shelby Nauman.

REORGANIZE: Mary Dresser made a motion to reappoint Ken Johnson as Chairman and Bob Marshall as Vice Chairman. Patricia Hunt seconded the motion. Mary Dresser made a motion, seconded by Patricia Hunt and passed unanimously to close nominations.

MINUTES OF JANUARY 5, 2009: A motion was made by Mary Dresser, seconded by Bob Marshall and passed unanimously to approve the minutes of the January 5, 2009 meeting as printed.

Patricia Hunt stated that when she attended the Opportunities meeting, she learned that the Hampton Inn did accommodate a different appearance of the building as well as their sign location at a Hampton Inn located in Pittsburgh. She stressed that we should not miss this

opportunity to have some input on the sign's appearance for our Hampton Inn. She also stated that the tree plantings and sidewalks are nicer at the Greenfield Inn location than they have proposed for the Strasburg location.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AMENDMENTS: Mary Dresser stated that she believes we have missed making an impact on the Hampton Inn and the bowling alley sign. She stressed that we need to get these amendments completed. Ken Johnson clarified that our existing ordinance does not allow for LED signs and that any applicant can request relief from the requirements of the ordinance by submitting an application to the Zoning Hearing Board. The Borough Manager stated that Zoning Hearings are advertised as required, the property posted and adjoining property owners notified as well as posted on the website. The Borough Manager stated that the staff will begin e-mailing Zoning Hearing meeting notices to all boards as is done with all other agendas. The Borough Manager stated that she talked to the Zoning Hearing Board's Solicitor and he stated that the testimony is closed and a decision will be rendered at the April 20, 2009 Zoning Hearing. Patricia Hunt asked if there were a way to inform the Zoning Hearing Board what other boards are working on without being considered coercing. The Borough Manager stated that the Zoning Hearing Board members are provided with the draft minutes of all meetings and that only Borough Council can send a representative to attend and become a party to a Zoning Hearing or send a letter expressing their position. She also stated that it is not appropriate for a committee to send a letter to the members of the Zoning Hearing Board because the applicant also needs to have an opportunity to review the correspondence. Patricia Hunt stated that she believed that citizens wishing to serve on the Zoning Hearing Board should be required or strongly suggested to take a class to understand items such as ordinances and their duties. The Borough Manager stated that no training requirement exists for any Borough Board member. The Borough Manager also stated that everybody has a right to take an application before the Zoning Hearing Board. Mary Dresser stressed the need to proceed with a form based code. Ken Johnson provided a CD containing design guidelines. Patricia Hunt stated that the Pennsylvania Department of Transportation has made a statement that LED signs, because of the changing patterns on the screen, are a hazard particularly where there is slow moving traffic. Mrs. Hunt stated that she has additional concerns regarding the sign including its close proximity to a new traffic signal and it being located along the approach to the Historic District. Patricia Hunt encouraged holding annual joint meetings between all boards.

The Borough Manager stated that the Subdivision and Land Development ordinance amendments were reviewed by the Solicitor and Engineer and their comments were forwarded to the members.

The Solicitor's comment letter was reviewed as follows:

- * 103.02 – Follow the recommendation of the Solicitor.
- * 603.02 - Parking space dimensions – leave in the dimensions.
- * Preliminary Plans – it is the desire of the Planning Commission to have applicants submit a Preliminary Plan to be reviewed so this section should remain as drafted.
- * Environmental Impact Statement – define when an EIS would be required.
- * Section 301 – change proposed wording to state "...all applicable Borough Boards, and to all applicable advisory committees such as the Tree Committee and HARB, as appropriate."

- * Section 301 – Pre-application review – reinstate the words “but not required”
- * Section 303 application deadlines – it is understood that this does not enlarge the time within which Borough Council must act upon a plan.
- * Section 401.07 – Follow the recommendation of the Solicitor to substitute the word “other” for the word “manmade”
- * 402.03.7 – Keep as is.
- * 402.05.6 – Change reference to Historic District Ordinance to state “Strasburg Borough Historic District Ordinance, as amended” and obtain Carole Wilson’s opinion regarding if the words “may obtain” a determination of eligibility for the National Register of Historic Places should stay in or be deleted.
- * 402.05.8 – Keep in 402.05.8 and look in the model ordinance to make sure we are describing the E&S plan appropriately and to address the Solicitor’s comment about providing proof of approval of such a plan prior to unconditional final plan approval.
- *603.09 – Substitute the word “aggregate” for the word “cumulative” and do not include a provision for a break in the landscape strip.
- *613.02.4 – Revise last sentence to state: “Other tree species may be permitted by Borough Council provided acceptable information is submitted with the application to indicate hardiness and suitability.”
- *617 – Consensus to leave the wording as originally drafted.
- *403.06.12 – Amend section deleting “Memorandum of Understanding” and replace with reference to the “Land Development Agreement and the Developers’ Letter-Agreement, whichever is appropriate” and attach an appendix to the SALDO of both the Land Development Agreement and a form Letter-Agreement stating that the Letter-Agreement would be used only for residential developments involving not more than 10 lots.
- *303.06 – Add a sentence to state “The Preliminary Plan shall expire if the applicant does not file a final plan within one year after the date of conditional Preliminary Plan approval.”
- *304.06 and 304.07.1 – Obtain clarification from the Solicitor regarding this section – would it be resolved if a sentence were added to each section stating “Failure to meet the time limitations would result in the expiration of the conditional final plan approval.”
- *Lot add-on plans and legal descriptions – obtain clarification from the Solicitor asking where to include the requirement to provide an accurate legal description of the parcel to be added and the new parcel accompany the plan.
- *507 – Change the wording to give the applicant the option of submitting a combination of electronic format and paper copies.
- *304.07 – Obtain clarification from the Solicitor for a wording change – something to the effect of “The entire Final Plan, unless a reduced number of pages is authorized by the Borough Engineer, shall be filed with the Lancaster County Recorder of Deeds within ninety (90) days of the Borough Council’s certification of approval.”
- *616.01.4 – The Borough Manager should poll other municipalities regarding their fee schedule for payment of park and open space fees in lieu of dedication of land.
- *616.01.4 - And add that it is required for the fee in lieu of dedication be paid prior to the

recording of the final plan and that the final plan shall not be executed until the fee in lieu of dedication is paid.

*301 – Because a Preliminary Plan is required in all cases, delete the sentence which states “the magnitude of the project dictates the applicability of each mandatory plan processing procedure.”

The next step was discussed and it was the consensus that the items which were to obtain additional information from the Solicitor would be forwarded back to the Solicitor for his comment and then come back to the Planning Commission for final approval at the May meeting, forward to Borough Council for their June meeting who will then submit to the Lancaster County Planning Commission for their review. After the LCPC review, the Borough Council will authorize the Solicitor to draw up the ordinance and advertisement, the ordinance will be open for inspection and then back to Borough Council for final approval.

PROPOSED GATEWAY NORTH ZONE: Scott Wails provided an overview of the proposed Gateway North Zone stating that during the summer of last year, the Planning Commission discussed the Route 896 Relocation project and the implications it may have for opening up development along that corridor and the desire to put in place some safeguards. Strasburg Township had already been working on a Gateway Ordinance which takes into account the character of the surrounding area using some design guidelines. Scott Wails used Strasburg Township’s Ordinance as a model, with their permission, and converted it into a proposed overlay district for this area of Strasburg Borough. Mr. Wails stated that the proposal was given to the Borough Manager who forwarded it to the Solicitor and the Solicitor was not in agreement with the overlay district. The draft was also given to the consultant for 44 Strasburg Associates who did not like the proposal because he was looking at it from the developer’s point of view. It was stated that the reason he was provided the draft was for him to respect what the Planning Commission wanted in what he presented to the Borough for the Historic Strasburg Inn site. Mr. Wails stated that he took the Solicitor’s comments into consideration and modified the proposal to be a C-2 North Gateway District rather than an overlay zone, which is essentially identical to Strasburg Township’s zone and is a starting point. Shelby Nauman suggested developing a list of questions for the Solicitor and ask him to attend the next meeting. The Borough Manager stated that she has to obtain permission from Borough Council to authorize the expense for the Solicitor to attend. Scott Wails added that Strasburg Township’s ordinance was drafted by Joselle Cleary who works in our Solicitor’s office. Scott Wails suggested possibly forwarding the latest Gateway North Zone draft to the Solicitor. It was stated that the Zoning Ordinance should also come into compliance with the Comprehensive Plan.

Ken Johnson noted that the C-2 North Gateway District does not encompass the entire area that we are trying to control. It was the consensus to include the properties along Historic Drive in the North Gateway District, and include the unbuilt portions of the Charter Homes’ site

It was the consensus of the members that Mr. Wails did an excellent job in coming up with a starting point while drafting the Gateway North Zone.

Shelby Nauman stated that Rob Bowman is on the board of directors for the James Street Improvement District for which she is employed.

OTHER BUSINESS: Patricia Hunt stated that the Joint Planning Commission has been trying to set up a joint meeting between the Borough and Township to discuss the EAC. She added that a part of the EAC includes more appealing looking stormwater controls which she learned about when she attended a recent EAC conference. Patricia Hunt also provided a Stormwater PA DVD and encouraged all members to view it. The Borough Manager stated a meeting date had previously been selected and the majority of members were not able to attend. A new possible date of June 30, 2009 is being discussed with Strasburg Township.

Mary Dresser announced that the Tree Committee will be planting at the Square on Wednesday, May 20, 2009, beginning at 5:30 pm.

CITIZEN COMMENTS: May Gaynor stated that if both the Township and Borough create an EAC, it gives us a stronger ability to protect and oversee environmental issues.

May Gaynor also stated that she appreciates the time and effort of the Planning Commission trying to reflect the concerns of the citizens.

Mary Dresser announced that the next Joint Planning Commission is May 21, 2009, at 7:30 pm at the Strasburg Township office.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Shelby Nauman and passed unanimously to adjourn the meeting at 10:45 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
May 4, 2009**

Members Present: Ken Johnson Bob Marshall
 Mary Dresser Patricia Hunt

Others Present:
 Lisa M. Boyd, Borough Manager Gwen Newell, LCPC
 William Crosswell, Solicitor Dennis Gehringer
 Danny Whittle, LCPC May Gaynor
 Brian Meyers, Landcore Tony 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 stated that she appreciates the work of the Planning Commission and other boards, especially the rewriting of some of the Subdivision and Land Development and other ordinances. She added that she believed it would be beneficial to have boards more involved in decisions and actions within the Borough because of their knowledge. She also stated that she believed the fees paid in lieu of providing park and open space should not have been provided to the Powerhouse because, even though the Powerhouse is a good organization, those funds were used for non-active recreation items such as computers. She added that 134 citizens had signed a petition to use some of those funds for a park and also questioned the Jaycee Park needing to cross the Community Park to install their sewer line. Bob Marshall stated that he believed these comments are more appropriate for Borough Council because the Planning Commission is an advisory body. May Gaynor asked that the members of various boards use their knowledge and contribute background information, etc, when some of the decisions are being made. Patricia Hunt stated she believed that the joint meetings that used to be held between all board members were helpful. The Borough Manager added that all boards are provided with minutes and agendas from other boards and are encouraged to participate if they so desire.

MINUTES OF APRIL 6, 2009: A motion was made by Bob Marshall, seconded by Patricia Hunt and passed unanimously to approve the minutes of the April 6, 2009 meeting as printed.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AMENDMENTS: Attorney Crosswell was in attendance and reviewed his letter highlighting the need to identify what is necessary to be included in an environmental statement and what is done with the information that is disclosed. He specifically suggested that something regarding Erosion & Sedimentation be included. Patricia Hunt asked if having an Environmental Advisory Council would assist in this process to which Attorney Crosswell replied that they would also have to refer to a specific item included in the ordinance but added that an additional set of eyes could be beneficial.

Danny Whittle stated that an upcoming piece of the County's Comprehensive Plan called Greenscapes which is the green infrastructure plan for the County calls for a wide development

of Environmental Advisory Councils and includes some guidance from their environmental planners.

Attorney Crosswell provided the following comments:

- * Distribution of plans to applicable boards and asked who oversees that it is properly distributed and it was the consensus to change the recommendation to read "...and all applicable advisory committees as appropriate..." and the Borough Manager will make the determination as to which committees review the plans.

- * Suggested that a time period within which the plan approval conditions must be met and provides some leeway to ask for extensions under extenuating circumstances and a second for when they can record the plan. Attorney Crosswell stated that he will draft language for the Planning Commission's consideration.

- * Suggested addressing lot add-on plans in two different sections of the Ordinance – one specific to lot add-on plans (306.02) but also 403.06.14 and suggested requiring a copy of the deed or deed description to verify that the process was completed.

- * Requiring the applicant to submit electronic (.pdf or equivalence) and paper copies of final and as-built plans and optional for other submissions to which it was the consensus of the Planning Commission to make this change. The Borough Manager will also verify with Scott Wails on what type of electronic format to require.

- * How many pages to require to be recorded of the plan was discussed and it was the consensus to require the entire plan unless the Borough Engineer recommends and is agreed to by the Borough Council to record a lesser amount.

- * Method for calculating fee-in-lieu of park and open space – Following recommendation of Gwendolyn Newell from LCPC, it was the consensus to have the "fair market value" listed as the fee in the ordinance and a policy set each year which sets the value so the ordinance doesn't have to be amended every year. May Gaynor questioned whether a different fee could be established for a project which is developed in phases. Attorney Crosswell stated that he would have to look into the matter and was agreed by the members to have him investigate as to how it would apply to plans already in process but suggested possible language as "fair market value at the time of the submission of the final plan."

PROPOSED GATEWAY NORTH ZONE: Attorney Crosswell stated that he reviewed the draft April minutes and draft and proposed Gateway North Zone. He had the following items for discussion and it was the consensus of the members to:

- * Change Item 210 to be 211

- * Change reference to location to transition into the Borough from "northern" portion to "northeast corner." It was the consensus that a map outlining the zone should be included. Danny Whittle stated that he will check to see if this is something the County could assist with providing a rough sketch of the proposed zone.

- * Define agricultural uses.

- * Change one line of permitted uses to "Residential uses are permitted solely as accessory to another commercial use." It was the consensus to also not allow drive-throughs.

- * Define site plan (Danny Whittle will ask Scott Wails for examples).

- * Section 706.1 in Zoning Ordinance relating to Conditional Uses and Section 701 – Attorney Crosswell reported that there was just a court hearing where it was determined that an applicant has to submit everything needed for a Zoning Permit with their Conditional Use application.

*Have Scott Wails look at wording in section 210.5.3. and 210.5.4 (including changing that it shall be required) and add that it is to meet the requirements of the Strasburg, Lancaster County, Borough Authority.

*Lot coverages and lot sizes need to be reviewed.

*Change Section 210.6.4 to state "...Lots adjoining residential zones and existing residential uses shall maintain..."

*210.7 lot dimensions – change the title to be lot requirements.

*In the design guidelines section, change the word "should" to the word "shall"

*210.8.4 understand that the word "preferred" is only a recommendation and change the wording if it is desired to be a requirement.

*Access drive requirements section – outline the requirements when a traffic impact study is required.

*Have Scott Wails look at Section 210.13 which states that vehicular access onto Route 896 may be limited and shared access drives should be used where feasible and if it is a requirement and it references 309.1 of the Zoning Ordinance and it should actually reference 309.2.

*Look at section 210.16 and consider changing the word "will" to "shall" and verify if the reference to the Zoning Ordinance section should be 206.17 rather than 207.17.

*Have Scott Wails look at section 210.17 which references 301.2 of the Zoning Ordinance and state which set of standards applies.

*Section 210.18 states that it "shall meet low impact standards" and if necessary cross reference some source and expand language relating to historic style in that section.

*Waste products – change to if you have them, this is where they shall be located.

*210.21 Commercial operation standards change to be laws and regulations as well as federal laws and regulations.

*Have Scott Wails review Section 4 with 210.17 because it is believed they are duplicative.

*Have Scott Wails review Section 5 which talks about satellite dish antennas because it says "this language is to be substituted each time the phrase appears" but the phrase only appears once.

Dennis Gehringer stated that he believes the gateway area in the Borough is drastically different than the gateway area in the Township because the Township has urban-type uses and undeveloped property and the Borough has urban-type uses and developed property. He also asked if the desire was to trigger the conditional use process when an alteration is done which could be a minor alteration. He also asked if this ordinance could have property owners retain their existing use rather than changing the use (which could be a lesser impact use) because a change would trigger the conditional use process.

It was the consensus that this whole section needs to be looked at and reviewed because of the existing conditions.

REVIEW OF COUNTY'S MODEL SUBDIVISION AND LAND DEVELOPMENT ORDINANCE – GWENDOLYN NEWELL:

Danny Whittle introduced Gwen Newell, a 15-year employee of the Lancaster County Planning Commission. A printed copy as well as a CD containing the model was provided to the Borough. She stated that this model was created using the input of a variety of sources including municipal managers, land use attorney, planners, developers, etc. She highlighted that any capitalized word is defined in the model. Ms. Newell

suggested taking a look at the model with Strasburg Township because of our regional Comprehensive Plan. She highlighted various sections contained within the model to provide an overview of the document.

Mary Dresser stated that it has been our desire to develop a form-based code and Ken Johnson added that design guidelines were desired as well. Gwen Newell stated that this document is not a typical form-based document but leans towards being these types, especially the infill and urban sections. It was discussed that a detailed review of the infill and urban sections will be beneficial at a future meeting. Mary Dresser asked that they notify us when workshops regarding the model ordinance are held as well.

44 STRASBURG ASSOCIATES –HAMPTON INN - FINAL SUBDIVISION AND LAND

DEVELOPMENT PLAN: Dennis Gehringer was in attendance to review the plan for 44 Strasburg Associates. He stated that the plan is the same one they have been using for the project for the North side of Historic Drive for an 83 room Hampton Inn and Suites. He stated that McCarter Lane will be stop sign controlled and has a 150 foot clear sight triangle. He added that the Historic Drive construction outside of the right-of-way goes to a 3 to 1 slope and does not alter the grades along Historic Drive but rather continues the berm around the corner into McCarter. They are seeking a waiver to install an additional berm but will still allow for the clear sight triangle.

Mr. Gehringer stated that the plan set includes two pages of notes which they have been working through and acknowledges prior commitments and the Borough's Solicitor will be preparing the developer's agreement which he anticipates will reiterate the plan notes.

Regarding the comment letters from the Borough Engineer, Mr. Gehringer stated that some of the items include certificates and financial guarantees and that there is an issue developing regarding a potential PennDOT permit. Mr. Gehringer stated that their on-site stormwater is discharged into the stormwater system along Historic Drive and the Historic Drive storm system is designed for up to a ten-year storm and they are required to plan for storms beyond that for DEP. Mr. Gehringer stated that the stormwater will be handled except for an inlet. They are planning to install a parallel line (approximately 10-15 feet in length) to collect the stormwater and connect to an inlet on Historic Drive where the flow will run in a westerly direction and is capable of handling the discharge. However, since Historic Drive is not yet a state road, there is no way to apply for a PennDOT permit and they have been working with PennDOT on how to proceed. Mr. Gehringer anticipates this issue to be resolved prior to going to Borough Council but if it is not, he expects a condition will be added.

An additional issue they have discussed with the Borough Engineer is their access onto McCarter Lane. Because their access point has changed, they are working on trying to get approval from Charter Homes for the new access point. If that is not possible, they will be moving the access point. He added that because he doesn't have this alternative engineered, if this route is necessary, he may need to return for a plan change.

Patty Hunt expressed her concern regarding the safety at the corner and the blocked view because of the number of cars that will be using that road. Mr. Gehringer stated that you will see

cars and pedestrians on the sidewalks but you will not see a beach ball on the street. It was clarified that the area where the view is blocked is before you get to the stop sign.

Mary Dresser asked about the material on the slope and Mr. Meyers stated that it is a higher mat material rather than the rip-rap. Mary Dresser also asked about the 4" caliper trees to which Mr. Gehringer stated that they will be adding to have a total of five 4" caliper trees. Mary Dresser also asked if additional planting materials along the outside edge would be considered to respectfully comply with some of the pending ordinance amendments. The Borough Manager will provide the applicant with a draft copy of the pending amendments.

Mary Dresser stated that she was pleased with the realignment and addition of the sidewalk along the right-of-way and that it was worked in well with the grades. It was stated that if the access point has to be changed, additional changes in this area will also be necessary.

The path for the stormwater on Historic Drive was discussed and the Borough Manager stated that most of it will run down Historic Drive and go behind the apartments on Clover Avenue and a majority of it end up in the Eshleman pond. She added that this is agreeable with Mr. Eshleman because he was concerned that he would not get enough water with the installation of the inlets.

Mr. Meyers stated that they have received approvals for both E&S and NPDES.

Patty Hunt asked about signage to which Mr. Gehringer stated that there will be building signs facing Historic Drive and a free standing sign but that he has not applied for them yet because he has not received a franchise sign plan.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to recommend to Borough Council the granting of a waiver for 44 Strasburg Associates from Section 602.12.6 (clear sight triangle) due to visual obstruction at the intersection of Historic Drive and McCarter Lane.

Bob Marshall made a motion, seconded by Patty Hunt and passed unanimously to approve the Final Plan for 44 Strasburg Associates, with the condition that all of the recommendations made by the Borough Solicitor and Engineer are complied with by the applicant and if the access drive has to be shifted that the plan be brought back to the Planning Commission and that, even though it is not required, that the applicant consider the additional plantings and form based materials such as brick sidewalks, etc.

OTHER BUSINESS: Dennis Gehringer stated that a conditional use application cannot begin until after the zoning hearing if applicable and that can regulate use.

Mary Dresser stated that she, Lisa Boyd and Don Bachman attended a recent quarterly Lancaster County Planning Commission breakfast which was very informative. Mary Dresser stated that she also asked for municipal assistance with writing grant applications.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Patty Hunt and passed unanimously to adjourn the meeting at 10:26 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
June 1, 2009**

Members Present: Ken Johnson Bob Marshall
 Shelby Nauman Patricia Hunt

Others Present:
 Lisa M. Boyd, Borough Manager Scott Wails, LCPC
 Dennis Gehringer Randy Hock

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 stated that it is her opinion that the Planning Commission should be more involved in the discussions regarding the use of the Fee-in lieu of Parks and Open Space money that is received from developers and that the Planning Commission and Borough Council should plan ahead for the use of the money.

MINUTES OF MAY 4, 2009: A motion was made by Patricia Bob Marshall, seconded by Patricia Hunt and passed unanimously to approve the minutes of the May 4, 2009 meeting as printed.

44 STRASBURG ASSOCIATES -HAMPTON INN – REVISED SUBDIVISION AND LAND DEVELOPMENT PLAN: Dennis Gehringer was in attendance to review the revised plan for 44 Strasburg Associates which shows the access from McCarter Lane to the back of the hotel further west from the intersection of McCarter Lane and the Bypass. It was noted that members of the Planning Commission and Borough Council actually preferred the revised location of the access as it will be further away from the intersection. Mr. Gehringer had mentioned the possible need for the revision at the May meeting when the Final plan was recommended for approval.

A motion was made by Bob Marshall, seconded by Patricia Hunt and passed unanimously to recommend to Borough Council approval of the revised Final Land Development Plan for 44 Strasburg Associates, prepared by Landcore Engineering Consultants, dated April 6, 2009, last revised May 20, 2009, subject to compliance with the 40 conditions previously accepted by the Applicant and HRG's review letter dated May 28, 2009

OTHER BUSINESS: Upon being questioned by Patricia Hunt about his thoughts and concerns regarding the proposed Gateway North Zone, Dennis Gehringer reviewed his letter dated May 7, 2009 which had been provided to the members. Mr. Gehringer added that the proposed Gateway North Zone is not the most effective way to address the looks of buildings/properties. Scott Wails added that Mr. Gehringer had some valid points that should be considered.

CITIZEN COMMENTS: May Gaynor stated that in the L-S Park and Open Space plan it calls for a park or open space at the east end of the Borough.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Shelby Nauman and passed unanimously to adjourn the meeting at 8:00 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

July 6, 2009 - Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION
MINUTES
August 3, 2009**

Members Present: Ken Johnson Bob Marshall Shelby Nauman

Others Present:

Lisa M. Boyd, Borough Manager	Bob Hallinger, Appel & Yost
Dan Lake	John Glick
Robin Stermer	Nick Whiteford
Don Lennon	Randy Hock
Fernand Frederic	

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 1, 2009: A motion was made by Bob Marshall, seconded by Shelby Nauman and passed unanimously to approve the minutes of the June 1, 2009 meeting as printed.

REZONING PETITION FOR 17 WEST MAIN STREET AND 21 WEST MAIN STREET: Attorney Bob Hallinger of Appel & Yost was in attendance and stated that he represents the property owner Strasburg Properties LLC. Nick Whiteford, the principal owner of Strasburg Properties LLC was also in attendance. Attorney Hallinger stated that they have submitted an application to rezone these properties from R-H to C-1 Commercial. They also submitted a satellite photograph of the property from the Assessment Office showing the location of the properties. Nick Whiteford stated that he also purchased the Creamery property and intends to continue its use as it was because he loves Strasburg Borough the way it is and intends to keep it the way it is. Mr. Whiteford stated that the properties at 17 and 21 West Main Street have been abandoned for quite some time and there is no way he could rehab the buildings and sell them because of the substantial amount of necessary repairs and nobody would be willing to pay the cost to repair. Mr. Whiteford stated that if these properties were rezoned, he could invest the money and have them as retail shops. He added that these properties have been vandalized and that by fixing them up and putting them into use this vandalism would cease. Mr. Whiteford stated that he currently has a furniture store in Delta, PA which is made of American wood by American craftsmen and most of it comes from Lancaster. One option Mr. Whiteford stated he is considering is setting up the three story (17 West Main Street) as a furniture display home at least on the main floor where small items could be purchased and larger pieces could be shipped to the customer. A possible use he is considering for 21 West Main is a dress shop. Mr. Whiteford hopes that by having the commercial zone expanded slightly that over time the additional businesses will enhance the existing businesses since the customers can walk from one to the next.

Shelby Nauman pointed out that these properties are directly adjacent to the existing C-1 Commercial Zone and that across the street are other commercially -zoned properties. The Borough Manager stated that the only public comment she has heard was to somehow get these two buildings back into use since they have remained vacant for approximately 15 years but added that the public advertisement has not yet taken place and that official public comment will be received during the process. Parking was also discussed and Mr. Whiteford stated that their first step was to pursue rezoning and Attorney Hallinger added that there is existing parking on the Creamery property.

The public hearing before Borough Council to officially consider this rezoning request is scheduled for September 8, 2009.

Additional discussion regarding making these properties commercial ensued and Mr. Whiteford stated that the first floor can be made handicapped accessible. Ken Johnson reminded the applicant that these properties are located in the Historic District and that any improvements to the exterior visible from the street have to be reviewed by HARB. The Borough Manager suggested that they may want to discuss building code items with the Borough's inspectors, West Lampeter Township.

Shelby Nauman asked the applicant if they were unable to commercially use the 2nd and 3rd floors, did they think they would be able to make it work with only using the 1st floor to which Mr. Whiteford stated they would. Mr. Whiteford stated that they may have to take down part of the garage to make a walking path. Ken Johnson pointed out that the ordinance allows for a total sales display area of less than 2,000 square feet.

Bob Marshall asked if the rezoning is granted, did they envision parking behind the buildings and Mr. Whiteford stated that he would hope in the future to have some form of parking back there. Ken Johnson stated that there is an inherent stormwater problem at least for the properties to the West, 23-29 West Main Street. Ken Johnson stated that more uses that are complimentary to our town are needed and that the uses Mr. Whiteford is proposing do fit very well and these properties have been vacant for too long and are showing signs of negligence.

Fernand Frederic, a resident from Shenk Avenue, asked for the history on these properties and why they have been vacant for so long. Ken Johnson stated that the owner of the buildings at that time wanted to make 17 West Main Street a bed and breakfast and was initially approved but when the owner came back for an additional room, it was denied because it exceeded the allowable number of rooms. Consequently, after that time, the owner has left them vacant and then the properties transferred to another owner and have again been transferred to the current owner, Strasburg Properties LLC, as a package deal when the Creamery was sold. The Borough Manager added that the last time the Borough Council denied the rezoning request, the application was reviewed by the Lancaster County Planning Commission and they had recommended approval. The LCPC is reviewing the current rezoning request and their recommendation is expected on August 24, 2009.

Ken Johnson stated that he is glad these properties are not being considered to be residential apartment rental units. Mr. Johnson and Mr. Marshall stated that what Mr. Whiteford is proposing is in compliance with the Comprehensive Plan. Shelby Nauman stated that she is in

support of the rezoning but is concerned that these are large lots and any potential impervious surface issues and her desire to keep some of the greenspace.

Bob Marshall made a motion, seconded by Shelby Nauman and passed unanimously to recommend Borough Council approve the rezoning request for 17 and 21 West Main Street from R-H to C-1, provided the Lancaster County Planning Commission also recommends approval, and added that this plan does meet the intent of the Strasburg Region Comprehensive Plan of 2006.

AMISH CRAFTS AND FURNITURE PROPOSED DRIVEWAY –

PRE-APPLICATION REVIEW: Dan Lake, engineer representing the owner, John Glick, was in attendance and stated that the Amish Crafts and Furniture store is located in Strasburg Township but the proposed driveways is in the Borough. Mr. Lake provided an aerial overview and stated that Entrance “A” is an entrance only intersection and is difficult to get tractor trailers into and around the curbing so that they are discussing with PennDOT applying to widen this from the existing 15 feet wide to approximately 20 feet wide. What they are asking for is the addition of Entrance “C” and would be for the construction of a driveway entirely on their property to connect to the new stub street that is part of the Historic Drive project to be used as an entrance and exit until the future street is built to the north. The proposed driveway was shown on the plans and is a 50 foot right-of-way with 35 foot setbacks but at this point, Mr. Glick doesn’t intend to develop any property along the driveway, this is just to add an additional entrance and exit off the rear portion of his parking lot and connecting to Historic Drive. Of this proposed driveway, 3778 square feet of this is in the Borough and 7231 square feet is in the Township. When the street is built in the future, this temporary driveway will be removed and relocated to connect to the street. The Borough Manager stated that the stub that they are proposing to connect to is one of the PennDOT permitted accesses.

Mr. Lake stated that they have discussed this with Strasburg Township and they have stated that as long as they are on their property and they are only proposing to put in a driveway, they do not have a problem with their plan. The Borough Manager stated that she is under the impression from Strasburg Township’s Zoning Officer that they may have some concerns.

Bob Marshall confirmed that when the connection to the PennDOT access is installed, would they be removing this temporary paving completely to which Mr. Lake stated that was correct. The Borough Manager stated that this was not yet reviewed by the Borough Solicitor because this is only a pre-application review.

Ken Johnson asked Mr. Glick if they were proposing to widen the pavement near the showroom part of their property to allow for trucks to maneuver and Mr. Glick stated that they have removed the shrubs and may also remove the flagpole.

Shelby Nauman asked if sidewalks were on Historic Drive. The Borough Manager stated that sidewalks will be installed on the south side of Historic Drive and will be added on the north side when it is developed but will only be where the curbing is installed and the sidewalk will end at the Borough line.

Ken Johnson asked if there were utilities in the area and Mr. Lake stated that he was not aware of any and that the gas lines were not in this same area.

Ken Johnson asked the Borough Manager for the next steps because this is a pre-application review. The Borough Manager stated that she believed the next step would be to get Strasburg Township's pre-application comments and Council's comments if desired. After the applicant is ready, the plan can then be forwarded to the Solicitor and Engineer for their comments with their review fees being reimbursed by the applicant. The Borough Manager also suggested that they contact the neighboring property owner, Stephen Smoker.

PERFORMANCE STANDARDS DISCUSSION: The Borough Manager stated that she requested samples of Performance Standards and the only one she received was sections from the Pottstown Ordinance from Mark Stivers of East Hempfield Township. She stated that to her knowledge, nobody else has performance standards specific to what we are looking for. She added that she discussed this with the Solicitor and he confirmed that what we are pursuing is unique. Ken Johnson stated that this is a unique concept for Lancaster County but that he is aware of other municipalities, such as Bellefonte, West Chester, Phillipsburg, West Dorsset, that have design guidelines which are tied into their HARB.

Shelby Nauman was familiar with some façade standards for rehabilitation projects but believes that it would be hard for new construction to meet the expectations of what people have for Strasburg. The Borough Manager stated that it needs to be black and white and decisions need to be made including do these standards apply to existing and/or new and do these apply for residential and commercial?

Shelby Nauman asked if it were possible for us to have a façade program for Commercial similar to what we have for residential to make it possible for commercial property owners to make it look like what we want.

The Borough Manager stated that it is her understanding that the property owners along Historic Drive are planning to get together and review the draft Gateway North Zone and provide some input to be considered by the Planning Commission.

The Borough Manager stated that we have been lucky that the developers along Historic Drive have worked with us so far with obtaining facades.

Ken Johnson stated that a variety of materials would be desired, we wouldn't want or require all cedar shake roofs for example, but would have a variety such as architectural asphalt shingles, metal roofing, etc.

The Borough Manager asked what the next steps will be. Ken Johnson stated that he believed that a list of what to be the major items to address should be developed and then obtain feedback from others. Examples given included: signage, plantings, setbacks, and parking.

Shelby Nauman offered contacting Pennsylvania Downtown Center to see if they had any other resources to which it was the consensus to have her do that.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Shelby Nauman and passed unanimously to adjourn the meeting at 8:46 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION
MINUTES
September 14, 2009**

Members Present: Bob Marshall Mary Dresser Shelby Nauman

Others Present:

 Lisa M. Boyd, Borough Manager

 May Gaynor

CALL TO ORDER AND PLEDGE TO THE FLAG: Vice Chairman Bob Marshall 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 AUGUST 3, 2009: A motion was made by Shelby Nauman, seconded by Bob Marshall and passed unanimously to approve the minutes of the August 3, 2009 meeting as printed.

PROPOSED SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

AMENDMENTS: Bob Marshall stated that each member received a packet of information including a draft ordinance. Mary Dresser asked if this draft ordinance included all of the changes discussed a few months ago with the Solicitor to which the Borough Manager stated it did. Mary Dresser stated that we need to keep in mind that a developer could purchase a block of houses and demolish for new construction. It was the consensus of the members to review the revision suggestions with the draft ordinance prepared by the Solicitor to ensure that all changes are included. During the detailed review, the Borough Manager was instructed to obtain clarification on the following three items:

1. The submission deadline was discussed and because of months with holidays, it was the consensus that the 28 day deadline could not be used but rather a 20 day deadline for all applications.
2. The proposed wording for section 402.03 was discussed and the Borough Manager will verify that the change proposed in Section 20 is sufficient to cover that change.
3. Mary Dresser asked about approved developments that are under construction who have not yet planted street trees and asked if there was a trigger point at which the plantings are required to be installed, using the example of if a developer went out of business that the plantings would not get done. She suggested a 90 day period after an occupancy permit is issued. She noted that there were some homes in the Trails at Strasburg development without the street trees and the screening for the Charter Homes development is not yet installed either. Another suggestion to require the plantings to be installed was after a certain percentage, possibly every 25%, of homes or any home being built within the phase. It was suggested to include this in the Land Development Agreement. The Borough Manager reminded the members that the Borough does hold escrow on the developers. The Borough Manager will check with the Solicitor if such a requirement could be added.

Mary Dresser made a motion, seconded by Shelby Nauman and passed unanimously to approve the amendments to the Subdivision and Land Development Ordinance subject to the Borough Manager obtaining clarification on the three items discussed at this meeting, which shall be forwarded to the Borough Council for their consideration.

PERFORMANCE STANDARDS DISCUSSION: Mary Dresser asked if all members had received a Pottstown Borough Zoning Ordinance, a Harrisburg HARB “Guided by Design,” as well as ordinances from Ephrata, Mt. Joy and Manheim Boroughs, which includes a lot of information which will be helpful during this discussion.

Shelby Nauman asked what would be subject to the Performance Standards, if it were existing or new construction and it was the consensus that it would be for renovations or new construction. Bob Marshall suggested that we begin with the Pottstown Ordinance and pull out items we like from that document and make language revisions as desired. He suggested that the members review the ordinance and come up with some categories to be included as to what we desire for new construction and attach diagrams. It was the consensus to use local buildings as references. Shelby Nauman stated that the use of a consultant would be helpful to go through this process and May Gaynor asked if a grant could be obtained. The Borough Manager stated that the 2010 budget will be very tight and it was already suggested that ordinance amendments be delayed. She also added that many grants require matching funds. She agreed to bring this request to Borough Council for their consideration. Mary Dresser suggested investigating if developers would be willing to pay the matching funds if a grant were obtained. Shelby Nauman stated that she had a preliminary conversation with Barry Mahafe and suggested that a follow-up call to him could possibly provide a cost estimate for this project. Mary Dresser also suggested investigating if there is a student, possibly one working as an intern for an architect, who needs to write a thesis who would be willing to assist in this project. It was suggested to check with Ken Johnson to see if he could assist in investigating this and Mary Dresser will work with him regarding this as well as other means to obtain professional assistance with little expenses. It was also the consensus to invite the developers and Scott Wails to the next meeting to participate in this ordinance update.

Bob Marshall asked if the County planners could assist us as well and the Borough Manager stated that she will follow-up with our representative. The County model ordinance was discussed but it is not based on design guidelines.

OTHER BUSINESS: Mary Dresser asked about requiring sidewalks on a property on North Decatur Street and the Borough Manager stated that the owner is required to install sidewalks and is working with a contractor.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Mary Dresser, seconded by Shelby Nauman and passed unanimously to adjourn the meeting at 9:00 P.M.

Respectfully submitted,

Lisa M. Boyd, Borough Manager

October 5, 2009 - Meeting Canceled

November 2, 2009 - Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
MINUTES
December 7, 2009**

Members Present: Ken Johnson Bob Marshall
 Mary Dresser Shelby Nauman

Others Present:
 Lisa M. Boyd, Borough Manager May Gaynor
 Tara Hitchens, 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 stated that she had questioned this past spring when the trees would be planted at the completed houses in the Trails at Strasburg Development and was told that they would be planted in the fall and noted that to date, they have not yet been planted. The Borough Manager stated that she talked to the representative from Keystone Custom Homes who stated that the trees would most likely be planted in the Spring of 2010. May Gaynor stated that the developer's delays have caused a loss of a years' worth of growth. The Borough Manager stated that there is not an established date on which the trees must be planted in the Ordinances and, based on her discussions with the Solicitor, that there are no legal means to require them to be planted at a certain time. Mary Dresser stated that the Tree Committee received a request for trees for a property in the Keystone development which the developer had not planted their trees yet and the property owner was advised that until the developer plants their trees and their location known, the Tree Committee cannot plant a tree. She stated that she encouraged the homeowner to contact the developer.

May Gaynor asked that the members consider reviewing planning tools such as the parks and open space recreation plan, use of fee in lieu of money, etc.

MINUTES OF SEPTEMBER 14, 2009: A motion was made by Mary Dresser and passed unanimously to approve the minutes of the September 14, 2009 meeting as printed. Shelby Nauman seconded the motion. Motion carried with members Marshall, Dresser and Nauman casting assenting votes. Member Johnson abstained from voting because he was not in attendance at the meeting.

INTRODUCTION OF NEW LANCASTER COUNTY PLANNING

COMMISSION REPRESENTATIVE – TARA HITCHENS: Tara Hitchens, the Borough's new Lancaster County Planning Commission stated that she has been provided with an update on the Borough's projects both by Danny Whittle and the Borough Manager and is ready to be of assistance to the Borough. She stated that the restructuring of representatives at the Planning Commission has placed them with a municipality closer to their home.

FINAL REVIEW OF SUBDIVISION AND LAND DEVELOPMENT

ORDINANCE AMENDMENTS – FORWARD TO BOROUGH COUNCIL: The members reviewed the final draft of the Subdivision and Land Development Ordinance suggested amendments. Tara Hitchens suggested that the draft be forwarded to her for an informal review which will take place prior to Council's scheduled review on January 12, 2010.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to authorize an informal review by the Lancaster County Planning Commission of the proposed Subdivision and Land Development Ordinance amendments and then forward to Borough Council for their review at their January 12, 2010 meeting.

CONTINUED DISCUSSION OF PERFORMANCE STANDARDS: Ken Johnson stated that Dennis Gehringer will give an informational only presentation at tomorrow's Borough Council meeting and encouraged members to attend. He added that Mr. Gehringer will be coming back at a future time to a Planning Commission meeting. The members noted their disappointment with this presentation going first to Borough Council. The Borough Manager added that the Borough Council is aware that the Planning Commission has begun gathering information to consider alternatives.

Mary Dresser stated that there are form based code samples on the web in the smart growth toolbox. She also stated that there is a State College Borough design guide that is fairly new and is a good resource and provided a printout for the Borough Manager to copy for all members as well as a sample from Arlington, Virginia.

Extensive discussion regarding enforcing performance standards ensued and Tara Hitchens stated that the only ways she is aware of is to either have the entire Borough designated a historic district or for Council to have the Zoning Ordinance only permit uses by conditional use in the area where the design guidelines are desired to be regulated. Ms. Hitchens suggested verifying with the Solicitor if there are other avenues available to implement performance standards.

The next steps were discussed and it was the consensus to receive the draft from Dennis Gehringer and ask Borough Council to meet jointly with the Planning Commission to determine Council's vision so the Planning Commission can proceed in that direction.

May Gaynor encouraged members to also address the view from all sides of the buildings.

OTHER BUSINESS: Mary Dresser stated that the Tree Committee applied for a \$1500 matching fund grant and an article will be in the Advertiser regarding tree plantings.

Mary Dresser expressed her concern regarding the lack of screening materials between the Charter Homes development and the homes on North Decatur Street. She added that she expressed her concern early on in the development process about the amount of space for the planting and now there is no room because of the plan reworking that was necessary. Additionally, the developer is not finishing up the planting they agreed to and asked if a request could be made to Borough Council to investigate means to require the installation of the screening. She suggested that a possibility to address the no space issue is for the developer to acquire a right-of-way from each of the property owners.

Mary Dresser also stated that the path from the bowling alley has not been restored as well as the tractor trailer “billboard” the Borough Manager stated has been forwarded to the Zoning Officer for enforcement. The Borough Manager stated that she is expecting a phone call back from Rob Bowman this week regarding several items. Mary Dresser asked if the Borough Manager could ask Borough Council for permission to push the developer legally if they do not respond as anticipated.

Mary Dresser also asked that, as a result of meeting with Caroline Morton, if Strasburg Borough could develop a sign to be installed as an entry point to the Borough at the new traffic light. Ken Johnson suggested Christiana Borough’s sign and May Gaynor suggested Flory’s Park as good examples.

Mary Dresser also stated that she provided a write-up for a seminar that she attended on behalf of the Planning Commission and provided a copy of some of the handouts which she asked to be distributed to the members. She also attended a regional breakfast meeting and learned about other municipalities’ projects, a summit to look at the benefits of agriculture in Lancaster County, a watershed forum, as well as a stormwater symposium.

Tara Hitchens stated that because of a job that has been eliminated by the County, the Master Planner Course will be temporarily not available.

Ken Johnson reminded the members that the board will reorganize in January.

The Borough Manager added that a vacancy on the Planning Commission still exists as well as openings on the Tree Committee and Joint Planning Commission.

CITIZEN COMMENTS: May Gaynor expressed her concern that developers made promises of what they would do here and continue to make similar promises in other municipalities without actually fulfilling their promises.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 8:47 P.M.

Respectfully submitted,

Lisa M. Boyd
Borough Manager

