

Strasburg Regional Joint Planning Commission
January 21, 2003 - 7:30 P.M.
Strasburg Township Municipal Building
400 Bunker Hill Road, Strasburg, PA
Minutes

Members Present: Strasburg Township
 Carl Beck
 Dan Herr
 Tom Long
 Caroline Morton
 Peg Dearolf, Substitute

Strasburg Borough
 Joe Orndorff
 Mike Sollenberger

Others Present:
 Caroline Herr, Secretary
 May Gaynor

The meeting was called to order by Dan Herr. He explained that a paper entitled "Fiscal Impacts of Different Land Uses" published by Penn State Cooperative Extension was provided by May Gaynor.

The minutes of the meeting of December 17, 2002, were approved.

Sollenberger reported that the Borough has asked LCPC to review the current Joint Comprehensive Plan for suggested changes. Danny Whittle was informed of the meeting.

Comprehensive Plan Review

The following changes were discussed and agreed upon by the members of the Commission:

Chapter 1. On page 1 and throughout the Plan the year 2010 will be changed to 2020.

Chapter 2. Community Planning Goals.

In Section A or Section F add Preserve open space.

Section A3 to read: Permit farm occupations to supplement farm income where farming remains the primary use.

Section A5 to read: Protect and restore sensitive environmental resources ...

Section A9 to read: Control and manage redevelopment and adaptive reuse with the Borough's historic district and the Township's commercial zone.

Add Section A10: Promote regional watershed protection and restoration.

Add Section A11: Protect region's underground and surface water supplies.

Add Section F7: Strongly regulate large box store type development.

Chapter 3. An effort should be made to identify more closely sensitive natural areas such as wetlands and flood plains.

Gaynor suggested that the Commission might want to look at Warwick Township's large map of watershed and environmentally important areas. She also suggested that a buffer zone be required around historic buildings so new development does not encroach on them and detract from their historic value.

Chapter 4 on statistics is being revised by the Borough and the Township.

Assignment: Chapters 5-7.

Items for consideration: Find the right place to deal with water resources and protection of historic structures.

Disks of the Comprehensive Plan have been obtained from Harry Roth. The cost of the plan in 1995 was \$36,600. Morton will look into DCED grants available for funding Comprehensive Plan updates. Herr suggested perhaps there could be a 15-page or so addendum to the current Plan.

Herr noted that the Comprehensive Plan is not a document that is looked at by or sole to the public like the Zoning Ordinance. The work on the Comprehensive Plan should bear in mind the amount and type of use it is likely to receive, and the Zoning Ordinance must adhere to the Comprehensive Plan for the Plan to be effective.

Public Comment:

Gaynor expressed the concern that many Borough residents want to see the rural character of the community maintained. She also said that LCCD has a checklist of criteria for wetlands, any 3 of which constitute a wetland.

Gast said that everyone does not want to see the area remain just as it is now.

The next meeting will be held at 7:30 on February 18, 2003, at the Borough Offices, 145 Precision Avenue, Strasburg.

The meeting was adjourned at 9:00 p.m.

Caroline D. Herr
Township Secretary

February 2003 Meeting Cancelled

Strasburg Regional Joint Planning Commission
March 18, 2003 - 7:30 P.M.
Minutes

Members Present:

Mike Sollenberger, Strasburg Borough	Dan Herr, Strasburg Township
Jeff Mills, Strasburg Borough	Caroline Morton, Strasburg Township
Joe Orndorff, Strasburg Borough	Carl Beck, Strasburg Township
Doug Myers, Strasburg Borough	Tom Long, Strasburg Township

Others Present:

Christine Drennen, Strasburg Borough Clerk	
Danny Whittle, LCPC	May Gaynor
Jeff Gast	Dan Berger
Carol Phenegar	Peg Dearolf

CALL TO ORDER: The meeting was called to order at the Strasburg Borough Offices, 145 Precision Avenue, by Mike Sollenberger.

PUBLIC COMMENTS: May Gaynor stated that she wanted to address floodplain management.

MINUTES OF JANUARY 21, 2003: Carl Beck made a motion to approve the minutes of the January 21, 2003 meeting as printed, seconded by Dan Herr and passed unanimously.

DANNY WHITTLE, LCPC REVIEW: Danny Whittle of the Lancaster County Planning Commission presented and reviewed a draft memorandum dated March 13, 2003, which outlines the informal staff review of the 1995 Strasburg Region Joint Comprehensive Plan. He highlighted that the items that need re-evaluated include population projections, sewer planning, water planning, water supply, prime farmland, floodplains, wetlands and review if the other information is still valid and relevant. The members also need to review what has happened in the region since the plan was adopted. The LCPC is still working on a chapter by chapter review and Danny Whittle will provide a letter when that review is complete.

May Gaynor asked if the County's population projections consider that small household sizes are being replaced by growing family households. Danny indicated that Strasburg figures 2.49 persons per household, which is much larger than the county normally projects which is 2.1 or 2.2 persons per household, which accommodates the increase in some household sizes.

REVIEW OF CHAPTERS 5-7:

Existing Land Uses Tom Long asked about the practice of enlarging an existing houses to a 2 unit. This practice is common in the Amish, and provides for more use of the existing land but in order for this to be approved, a lot of obstacles are involved. Danny Whittle stated that the Bart/Colerain area has been working for approximately 15 months on their Comprehensive Plan and they address this issue. Danny will provide us with a copy of their draft Comprehensive Plan when they authorize its release.

Strasburg Borough Updates

Single family attached units need to mention Hampden Drive
Commercial area needs reviewed (post office, bank and pharmacy along Historic Drive)

Strasburg Township Updates

Farm home occupation, small businesses, industry (lawn utility shed and gazebo manufacture)
Agriculture preservation/security areas need updated

Transfer of Development Rights

Mike Sollenberger described transfer of development rights, stating that it is a useful mechanism to preserve land done through an agreement between landowners. If chosen to include in the comprehensive plan, it sets up the mechanism for making the transfer of development rights possible.

Existing Land Use/Soils & Geology Maps

May Gaynor referenced the existing land use/soils & geology maps, asking why the maps being followed to keep development out of the wetlands and undesirable soils area. She also asked why those areas were included in the buildout projections.

Tom Long stated that the Township used the FEMA map to determine their floodplains but the floodplain area varies depending on whose mapping you reference. The Township does not allow building in the floodplain areas but the organization that defines the floodplain backed off and the floodplain area cannot be defended.

It was the consensus to send a letter (including the relevant section of the plan) requesting updated information to the municipalities and organizations mentioned in Chapters 6 and 7. The organizations will be asked to provide information by June 3, 2003, for review at the June meeting. Strasburg Township will contact surrounding townships, PA State Police and Refton Fire Company. Strasburg Borough will contact the Strasburg Borough Police, Strasburg Fire Company, LEMSA, Lampeter-Strasburg School District, L-S Recreation Commission and the representative from Lampeter-Strasburg School District that sits on the Recreation steering Committee.

May Gaynor asked if Danny Whittle was aware of a survey that could be sent out which addresses schools, open space, etc. Danny Whittle stated that the plan review is not at that point yet but at some time there will be public calls for input which can be through public comment at a meeting or other means, but relying on a survey could be difficult.

NEXT MEETING: The next meeting will be Tuesday, April 15, 2003, 7:30 P.M. at the Strasburg Township Municipal Building, 400 Bunker Hill Road, Strasburg. The homework for the members include reading Danny Whittle's comments and reviewing the utilities section. The Strasburg Borough Authority will be invited to this meeting because sewer service will be discussed.

Caroline Morton stated that she looked into DCED grants for next year for funding assistance in the review of the Comprehensive Plan. She stated that someone could possibly attend the May meeting to explain the grant process. She will verify the grant submission deadline.

The May 20, 2003 meeting will also be held at the Strasburg Township Municipal Building because of a scheduling conflict at the Strasburg Borough Office.

CITIZEN COMMENT: Daniel Berger who is a real estate broker working for the Gast Property asked the status of Historic Drive and update on sewer service. Dan Herr stating that the project is moving ahead, the funding is not being held forever so the project needs to keep moving. The road that goes to the North off of Historic Drive (behind the Gast property) is a road that is on the official map that would be desirable (a developer built road) if the property were developed. Dan Herr stated that the Township requested sewer service from the Strasburg Borough Authority in the past and were denied, but suggested Gast officially request sewer service from Strasburg Borough Authority.

ADJOURNMENT: Carolyn Morton made a motion to adjourn the meeting at 9:10 P.M., seconded by Joe Orndorff and passed unanimously.

Submitted by,

Christine Drennen
Strasburg Borough Clerk

Strasburg Regional Joint Planning Commission
April 15, 2003 - 7:30 P.M.
Strasburg Township Municipal Building
400 Bunker Hill Road, Strasburg, PA
Minutes

Members Present:	<u>Strasburg Township</u>	<u>Strasburg Borough Authority</u>
	Carl Beck	Donald Bachman
	Dan Herr	Ron Fox
	Tom Long	L. James Kiscaden
	Caroline Morton	Harold Wiker
	<u>Strasburg Borough</u>	Others present:
	Doug Myers	Caroline Herr, Secretary
	Mike Sollenberger	Calvin Beiler

The meeting was called to order by Dan Herr who summarized the purpose of the Joint Planning Commission and stated that the assignment for the meeting was to read Chapter 8 on Utilities.

There was no public comment.

The minutes of the meetings of March 18, 2003, were approved.

Herr commented that the sewer capacity in the chapter is based on future land use and assumptions of density which are covered in upcoming chapters. In the Refton area, the Supervisors feel that the Village Growth Boundary may be inappropriate. There are questions also about whether the densities in the Urban Growth Boundary (UGB) in the present Zoning Ordinance and Comprehensive Plan are appropriate. EDU's are calculated for future use, so these must be reconsidered after looking at the future land use in the Township. The Township is not counting on a water system or the expansion of the Borough's water system. However the idea of consolidation of the Borough and Township sewer has been discussed.

Wiker said that the Authority has been looking at the Township needs adjacent to the Borough. They want to consider all possibilities for the best way to handle the processing of sewer for the Borough 20 years down the road. If a smaller system is built locally, jointly with the Township, costs can be controlled better. The Borough has been in SLSA 30 years. As more sewage is pumped into the system, they will have to upgrade and the costs will be assessed back to the Borough. It needs to be controlled at the local level so ratepayers are not hit with huge increases. Other ways need to be looked at.

Herr said that the goal of the Joint Comprehensive Planning Commission is to determine future land use development and what utilities and roads will serve it. The chapter on Utilities is factually incorrect because it states that SLSA is building its own sewer plant, which it is no longer considering.

Wiker said that the pumping plants have been increased and the City of Lancaster's sewage treatment plant has been enlarged. SLSA has abandoned its plan. The Borough and Township within the UGB can lock in their needs and make a 20-25 year projection. There was a

moratorium on hook-ups to SLSA in 1992 because of infiltration during rainstorms, but that was only for 6 months or so. Kiscaden said the system was built allowing for 10% infiltration in the 1970 s.' This was from underground seepage into pipes, illegal sump pumps, manholes, etc. The laterals were cast iron. Kiscaden asked about the boundaries of the UGB which includes the Merskey and the Harnish properties, but also several other large farms. Herr noted that farms taken out of the Clean and Green program for development must pay 5 years back taxes which is usually paid by the developer and does not amount to very much.

Kiscaden said that the Authority wants to dialogue with the Township regarding utilities so very specific capacity could be provided for appropriate densities. This would keep the pressure off expanding the UGB.

Herr asked if the Borough could build its own plant economically to just handle the Borough sewage without the Township. Wiker said that they need more room for the plant. They want to keep exploring the possibility jointly because the Borough s 'window of opportunity for selling their SLSA capacity will close. The capacity has value as long as West Lampeter continues to need more and a bigger plant is not built. Leola is looking for a system with lagoons, but a lot of flat agricultural land is needed which is not present in or near the Township s UGB.

Sollenberger said there will be big bills for SLSA construction program based on the capacity. The Borough would like to work hand-in-hand with the Township to provide water and sewer in a way that is beneficial to both municipalities. They need to satisfy taxpayers, but have had to pass on a 20-40% rate increase.

Herr said the Supervisors want to see water go back into the ground as much as possible. Kiscaden said that in the future plants will be able to recycle treated water through the system and provide the UGB with treated water. Sollenberger said the Borough is rewriting their Stormwater Ordinance to provide incentives to put water back into the ground on the same property. Bachman suggested that the Rail Road could b'ack haul w'ater from a sewer plant for recycling in their engines.

Wiker stated that people would rather have public sewer even if they have private wells; then their wells are less likely to be polluted. The Borough doesn t need growth once it is built out. There would not be extension of water from the Borough although they may need more. Kiscaden said studies were done which showed there is water under Historic Strasburg and the Brendle-Hagelgans property. There are potential sites in the Borough and on the Harnish farm which could be developed in collaboration. Wiker said there is a need for water and sewer to r'efax out the use of the land. Current thought about building is to build high density units with more common open space which may be built up later. Sollenberger said that people no longer 1/3 or 1/2 acre lots.

Herr said he was interested to hear that the Borough Authority is open to doing things differently than had been done ten years ago.

Sollenberger said that LCPC is a talented and strong planning organization, but the ultimate control is still with the local municipalities. We can use the tools to our advantage. We should steer growth to the UGB. We have final control.

Herr said that this provided an alternative to the developers providing sewers in the UGB. The Township needs to decide on the density. Bachman said we should all work together; the Township may even sit in on the Authority meetings.

Herr said the Township is not planning to extend sewers to everyone and only the users will pay for sewers.

Bachman talked about how stormwater from the Borough has never been controlled, but has always run off into the Township.

Since May 20, the date of the next meeting, is Election Day, the Township building cannot be used. The next meeting will be held on June 17, 2003, at 7:30 p.m. at the Borough building. The assignment is to read Chapter 9 on Transportation Systems.

The meeting was adjourned at 9:00 p.m.

Caroline D. Herr
Township Secretary

May 2003 Meeting Cancelled

Strasburg Regional Joint Planning Commission
June 17, 2003 - 7:30 P.M.
Minutes

Members Present:

Mike Sollenberger, Strasburg Borough	Dan Herr, Strasburg Township
Jeff Mills, Strasburg Borough	Caroline Morton, Strasburg Township
	Carl Beck, Strasburg Township
	Tom Long, Strasburg Township

Others Present:

Christine Drennen, Strasburg Borough Clerk
Bruce Ryder, Mayor

CALL TO ORDER: The meeting was called to order at the Strasburg Borough Offices, 145 Precision Avenue, by Mike Sollenberger.

PUBLIC COMMENTS: None.

MINUTES OF APRIL 15, 2003: The minutes will be provided by Caroline Herr and approved at a future meeting.

TRANSPORTATION UPDATE (BRUCE RYDER): Bruce suggested that the added traffic light at Paradise Lane should be referenced in the Comprehensive Plan. He also noted that reference in the plan should be added for the road that was installed by Sight and Sound connecting to Hershey Farms that reduces some traffic problems.

Bruce Ryder, Project Coordinator for the Route 896 Relocation Project provided a detailed update on the status of the project. Highlights of the update include the preliminary engineering work is complete, progress is being made on the PennDOT and developers agreements and the landowners have committed funding to the project.

Bruce Ryder also stated that there have been recent discussions regarding the official map and the proposed Brendle/Hagelgans development. The official map promotes improving the traffic grid pattern.

Additional changes to the Joint Comprehensive Plan regarding transportation suggested by Bruce Ryder were:

- The 896 Relocation project has begun and is being facilitated by local government agencies, Strasburg Borough, Strasburg township and private parties.
- Prioritizing transportation projects.
- Possibility of reconfiguring the intersection of Lancaster Avenue/Main/Miller.
- Updating accident statistics

Carl Beck stated that the speed limit on Beaver Valley Pike needs updated in the plan.

Tom Long stated that stormwater runoff problems from Borough developments are a concern. He specifically noted Propsect Road where the water doesn't go into the retention pond off of Crosskeys Drive and Twin Elm Road where the retention pond is not functioning properly at Southview Drive and all the water behind the houses on Miller Street flow directly to Twin Elm Road. He stated that stormwater runoff should not exceed what the runoff was pre-development. He believes the problem with some of the stormwater basins is that the "donuts" are not in place. Tom cited Warwick Township's stormwater management ordinance as being a great model.

Bruce Ryder stated that possibly a section could be added to the Joint Comprehensive Plan addressing stormwater.

Mike Sollenberger stated that the developments where the stormwater problems noted by Tom Long were built prior to the Strasburg Borough Stormwater Management Ordinance of 1988. The 1988 Ordinance was more restrictive. Additionally the new ordinance that was recently approved by the Strasburg Borough Planning Commission has even stricter regulations to help prevent additional stormwater problems for future developments.

Mike Sollenberger also addressed a letter that was recently sent to the Borough by the Township regarding stormwater basins being placed on private property. Mike stated that the Borough does not want the stormwater basins on public property because of the liability.

NEXT MEETING: Future land uses will be discussed at the next meeting which will be held on July 15, 2003 at 7:30 P.M. at Strasburg Township.

CITIZENS COMMENT: None.

ADJOURNMENT: The meeting was adjourned at 9:20 P.M.

Submitted by,

Christine Drennen
Strasburg Borough Clerk

Strasburg Regional Joint Planning Commission
July 15, 2003 - 7:30 P.M.
Strasburg Township Municipal Building
400 Bunker Hill Road, Strasburg, PA
Minutes

Members Present:	<u>Strasburg Township</u>	<u>Strasburg Borough</u>
	Carl Beck	Jeff Mills
	Dan Herr	Joe Orndorff
	Tom Long	Mike Sollenberger
	Caroline Morton	

The meeting was called to order by Dan Herr at 7:30 p.m.

There was no public comment.

The minutes of the meetings of April 15, 2003, and June 17, 2003, were approved.

A leaflet about Environmental Advisory Councils (EAC s) was received by the Commission. Multi-municipal EAC s are considered good by the state. These would advise planning commissions and governing bodies about environmental and conservation issues. Forming an EAC would require ordinances, but most issues would affect both municipalities. The Commission was asked to review the information and to decide at the next meeting whether they want to recommend an EAC.

Chapter 10, Future Land Use Planning, was the assignment for the meeting. Herr discussed, under A. in the chapter, the Township s Village Growth Boundary. The largest and only sizeable undeveloped property in the VGB area is the Louv farm. The village öf Refton is really not larger than other residential stretches of the Township. There is no public sewer or water in Refton, and there are density bonuses in the VBG for providing sewer and water to Refton. However, the Township has never though that the development of the Louv farm was appropriate in relation to the size of Refton and is considering other means of supplying sewer to Refton. So far only sketch plans have been presented and the most recent one was some time ago. The configuration and features of the property are not conducive to development. Morton said another concern is that this tract is in the middle of the Route 222 corridor between Quarryville and Willow Street, and if it is developed, it could encourage development of the whole corridor. Herr said that the Regional Planning Commission could recommend that the Township consider removing the VGB. Until it is rezoned Agriculture, that area is not eligible for agricultural easements. The Commission agreed that residential development is not appropriate future land use for the tract.

Herr asked what should come next, now that the Commission has reviewed the Comprehensive Plan. The Plan is on disc. Morton suggested that a word processing consultant be contacted to see if the Plan can be revised by the municipalities rather than hiring a planning consultant. Sollenberger suggested the Vo-Tech students might work on this as a service project. The teachers there might be asked. Long volunteered to work with the Borough staff and Vo-Tech to see if a teacher is able to work on this.

Mills suggested that the Commission might encounter questions beyond their expertise. Perhaps the County planners would help. Herr noted that on Page 151 there are tabled of needed housing by 2010, for example, and we do not know how those numbers were obtained and whether they are accurate.

Sollenberger suggested that the County might help with funding as well. There may be County money available for 2004, but the application would need to be in by September 1, 2003. However, Herr warned that they may require more than the municipalities are willing to pay.

Herr noted that on page 158-159, there is a discussion of Commercial and Industrial uses. The Township feels that there is not enough area designated for light industrial use and is in the process of changing the commercial zone to include a mixed use with some industrial uses. There was no objection from the Commission to this change.

Although LCPC said they would review the existing Comprehensive Plan, no comments have been received from them. Morton will talk to Danny Whittle about the review and also about funding availability. She will ask if the LCPC would give planning assistance on specific questions.

The other members of the commission were asked to go through their minutes and draft changes to the wording of the plan as needed. The municipalities will need to be brought up to date with the proposed changes.

Sollenberger announced that the Brendle property is on the agenda for the Borough Council meeting on July 22, 2003, at 7:30 p.m. Also, the Borough has had HRG review their proposed stormwater ordinance for reducing post-development runoff and have been told that there are serious concerns with the impact of anything less than 0% reduction. A watershed study would be needed and would cost about \$50,000. The existing stormwater detention basin plans have been reviewed, and those need to be repaired. Herr said that proposals for the Township to get the water coming from the Borough off of Township roads was \$70,000+, so the Township is willing to help with the cleaning and repair of detention basins so they are kept in working order.

The next meeting will be at the Borough office on August 19, 2003, at 7:30 p.m.

The meeting was adjourned at 9:00 p.m.

Caroline D. Herr
Township Secretary

Strasburg Regional Joint Planning Commission
August 19, 2003 7:30 P.M.
Strasburg Borough Office
145 Precision Avenue, Strasburg, PA
Minutes

Members Present:	Strasburg Borough	Strasburg Township
	Mike Sollenberger Joe Orndorf	Carl Beck Dan Herr Tom Long Caroline Morton Peg Dearolf

Others Present: Danny Whittle, LCPC
Mark Hiester, LCPC
Mark Stivers, LCPC
Janice Bowermaster
May Gaynor
Penny D Alessandro

The meeting was called to order by Mike Sollenberger at 7:30 p.m.

There was no public comment.

The minutes of July 15, 2003 were approved.

Danny Whittle from the Lancaster County Planning Commission was on hand to introduce Mark E. Stivers, and Mark Hiester. Danny Whittle announced that he is being reassigned and that Mark E. Stivers will be taking his place as LCPC representative. Danny provided the members of the Joint Planning Commission with a memo concerning the Informal Staff Review on the 1995 Strasburg Region Joint Comprehensive Plan. Danny also discussed new requirements for Comprehensive Plans established in the 2000 amendment to the Municipal Planning Code. Mike Sollenberger gave a brief update to Mr. Stivers concerning the status of the Comprehensive Plan, and it was the consensus of the members that help will be needed in how to write all the technical items, ideas for money, and how to strengthen some of the items in the Comprehensive Plan.

Mr. Stivers added that it would be a good idea to have a structured public hearing so the citizens can also have some input, and have the planning consultant put these items together. It was also noted by Mr. Stivers that a grant may be available from the County, and that the Chairpersons should write to ask for considerations. Mr. Stivers also told us that grant opportunities from the state also exist, through the DCED program. Mark Stivers and Mark Hiester also discussed how the LCPC may be able to provide us with help to identify and retain the services of professional planning consultant to work with us on the Comp. Plan update.

Mike Sollenberger asked that all the minutes from the Joint Planning Meetings, concerning the Comprehensive Plan be sent to Mark for him to become acquainted with the background.

Dan Herr and Mike Sollenberger recognized and thanked Danny Whittle for his outstanding service to our municipalities, and wished him the best in his future endeavors.

Other Business: None.

Public Comment: May Gaynor stated that she thinks the Comprehensive Plan was done well, but it needs to be implemented more strongly.

Adjournment: At this time Mike Sollenberger adjourned the meeting at 8:40 p.m. because he had to leave early. Mike asked that the rest of the members please stay and watch the video presentation that May Gaynor had brought in concerning the Environmental Advisory Councils. Mike also reminded members that the next meeting will be September 16, 2003 at the Strasburg Township Building.

Patricia M. Bachman
Strasburg Borough

September 2003 Meeting Cancelled

Strasburg Regional Joint Planning Commission
October 21, 2003 - 7:30 P.M.
Strasburg Township Municipal Building
400 Bunker Hill Road, Strasburg, PA
Minutes

Members Present:	<u>Strasburg Township</u>	<u>Strasburg Borough</u>
	Carl Beck	Doug Myers
	Dan Herr	Joe Orndorff
	Tom Long	Mike Sollenberger
	Caroline Morton	
	<u>LCPC</u>	<u>Other</u>
	James Cowhey	May Gaynor
	Mark Stivers	Caroline Herr

The meeting was called to order by Dan Herr at 7:30 p.m.

Public comment: May Gaynor passed out information on the Lancaster/Lebanon Watershed Forum being conducted on 11/8/03 at Acorn Farms Conference Center from 9 a.m. to 12 noon.

The minutes of the meeting of August 19, 2003, were approved.

Herr asked Stivers how the LCPC could help with providing a planner and with the cost of the comprehensive plan.

Stivers said it depends on how much is going to be changed in the plan. To do a whole new ordinance would be about \$60-70,000. Minor updates would cost much less. He spoke with the Borough Council about doing a strategic plan which would help to protect the quality of life of the Borough and Township. Cowhey said he has reserved \$20,000 in the County's 2004 budget for an update to the Strasburg Regional Comprehensive Plan. This money will be available the first year. Strategic plan is active. It would address the big concerns in the first 2 years, such as the route 896 corridor, and study impact, land use and traffic patterns. A strategic plan is a more active, usable document with target goals.

Cowhey said that the Joint Planning Commission would be expanded to a Steering committee which would include citizens and businessmen, and provide a community forum to discuss what the issues are and the vision for the future. Then they would decide how to reach the goals, what is needed to be done. It would prioritize action issues. The County would take an active roll, providing data and administrative duties such as mailing, copying, so a consultant would not be needed for everything. The municipalities would have to sign an Intergovernmental Cooperative Planning Agreement, which Cowhey distributed to the Commission. He said the process, after the agreement is signed by all parties, would be:

- Appointing a steering committee,
- Choosing a consultant,
- Delivering the plan,
- Beginning to implement the plan.

The County's role is not to control the process but to come along beside and to provide expertise. The Agreement should be taken to the governing bodies and they should decide what direction they want to go.

After signing the Agreement the consultant selection process would include

- Deciding on scope of work,
- LCPC bringing a list of consultants to a meeting,
- Putting out Request for Proposal (RFP),
- Conducting interviews with consultants, including questions about what municipalities want from the process,
- Choosing a consultant.

They could have a consultant by the end of 2003 or, at the latest, by spring of 2004. The update would take about a year.

The municipalities need to decide what the output from the process is going to be a whole new book or an addendum to the present book. This should be revisited on a regular basis starting from a new point. The plan should be both in hard copy and on CD ROM.

Assignment: Go back to the municipalities and talk about increasing the size of the committee and have solicitor look at the Intergovernmental Agreement. There should be a consensus on the Agreement. The commission can draft an RFP and look at a list of consultants.

Sollenberger requested the representatives from LCPC to return to a Borough Council meeting.

Cowhey suggested that each of the municipalities write a letter to Paul Thibault, chairman of the County Commissioners, requesting them to consider \$20,000 in their 2004 budget for funding the Strasburg Region multi-municipal comprehensive plan, with copies to the other Commissioners and to Cowhey. The County can also provide a web server to post the plan for the community.

Next meeting: November 18, 2003, at the Strasburg Borough Office.

The meeting was adjourned at 8:20 p.m.

Caroline D. Herr
Township Secretary

Strasburg Regional Joint Planning Commission

November 18, 2003 7:30 P.M.

Strasburg Borough Office

145 Precision Avenue, Strasburg, PA

Minutes

<u>MEMBERS PRESENT:</u>	<u>Strasburg Borough</u>	<u>Strasburg Township</u>
	Mike Sollenberger	Carl Beck
	Joe Orndorff	Tom Long
	Doug Myers	Dan Herr
	Jeff Mills	Peg Dearolf

LCPC

James Cowhey

Mark Stivers

OTHERS PRESENT: Patti Bachman
May Gaynor

The meeting was called to order by Mike Sollenberger at 7:30 P.M.

CITIZEN COMMENTS: May Gaynor stated that she attended the Lancaster/Lebanon Watershed Forum. May stated that they had great programs and it was a good presentation.

MINUTES OF OCTOBER 21, 2003: The minutes of the meeting October 21, 2003 were approved.

JOINT COMPREHENSIVE PLAN UPDATE DISCUSSION MARK STIVERS & JIM

COWHEY: Mr. Cowhey and Mr. Stivers were on hand to go over each of the steps involved with the Request for Proposals. Mr. Cowhey explained the Project Approach, the Project Description, Consultant Qualifications, the Evaluation Criteria, and the process of appointing a Steering Committee. Mr. Cowhey also noted that the Municipalities Planning Code requires an ordinance to adopt and enter into the Strasburg Region Inter-Municipal Cooperative Planning Agreement. A disk and a copy of the Ordinance were provided to both Dan Herr and Mike Sollenberger for Strasburg Township and Strasburg Borough, respectively. It was agreed that by the December 16, 2003 meeting at Strasburg Township, each member is to review the RFP and come with suggestions. Mark Stivers will bring a list of consultants and the Joint Planning Members will begin the process of looking for members of the Steering Committee. Each Municipality will work on the ordinance to adopt the agreement. Mr. Cowhey also stated that the letters that were sent to the Commissioners from Strasburg Borough and Strasburg Township were very helpful in having the \$20,000 grant money included in the 2004 Budget of the Lancaster County Board of Commissioners.

OTHER BUSINESS: Joe Orndorff stated that he had attended the Envision Lancaster County s? Planning Beyond Boundaries I A Multi-Municipality and Intergovernmental Agreements Seminar on November 11, 2003 at the Upper Leacock Township Building. Mr.

Orndorff provided each member with an outline of the meeting and stated that he was pleased that he was able to attend.

Mike Sollenberger recognized Joe Orndorff for his graduation of the Master Planner s Course.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Joe Orndorff, seconded by Dan Herr and passed unanimously to adjourn the meeting at 8:35 P.M.

Patricia Bachman
Strasburg Borough
Administrative Assistant

Strasburg Regional Joint Planning Commission
December 16, 2003 - 7:30 P.M.
Strasburg Township Municipal Building
400 Bunker Hill Road, Strasburg, PA
Minutes

Members Present:	<u>Strasburg Township</u>	<u>Strasburg Borough</u>
	Carl Beck	Joe Orndorff
	Dan Herr	Mike Sollenberger
	Tom Long	
	Caroline Morton	
	<u>LCPC</u>	<u>Other</u>
	Mark Stivers	Peg Dearolf
		May Gaynor
		Caroline Herr

The meeting was called to order by Dan Herr at 7:30 p.m.

The minutes of the meeting of November 18, 2003, were approved as amended.

The Commission considered a letter from Township solicitor Josele Cleary reviewing LCPC s' proposed Strasburg Regional Intermunicipal Cooperative Planning Agreement. Cleary raised questions about an Intergovernmental Cooperative Implementation Agreement which is required by the MPC or else the municipalities will each owe LCPC \$5000.00. Each of the municipalities must amend its zoning ordinance to conform with the provisions of the comprehensive plan.

Questions were also raised about the number of appointees to the Steering Committee and who would appoint them. The Commission agreed on 6 members from each municipality (1 elected official, 1 planning commission member, 1 staff and 3 members at large), 1 school district member (perhaps not from either the Township or the Borough), and 2 members from LCPC, a total of 15. The Steering Committee should be able to begin in March after the Planning Consultant has been hired.

Stivers distributed a list of 26 planning consultants who will be sent copies of the Request for Proposal (RFP).

Stivers will make changes to the RFP to take out the amount of the grant; include information about the historic nature of the Borough and the agricultural nature of the Township and its heritage; and revise the expected completion date to 12 months. He will send copies of the revised agreement to the municipalities in a few weeks. The consultants will have 10 days to return their proposals. There should be some proposals to review at the next meeting on January 20, 2004, at the Borough.

Stivers will look into the Implementation Agreement to ascertain what it includes. It will connect the Borough and the Township on a long-term basis. Each municipality will no longer need to include every use, but changes to zoning will not be able to be made without consulting the other municipality.

The meeting was adjourned at 8:50 p.m.

Caroline D. Herr
Township Secretary