

**January 9, 2017 – Meeting Canceled**

**February 6, 2017 – Meeting Canceled**

**March 6, 2017 – Meeting Canceled**

**STRASBURG BOROUGH  
PLANNING COMMISSION MINUTES  
April 3, 2017**

Members Present: Ken Johnson                                 Bob Marshall  
                          Dominick Di Bella                         Mary Dresser  
                          Shelby Nauman

Others Present: Lisa M. Boyd, Borough Manager         James Brown, ENB  
                          Chuck Haley, ELA Group                                 Adrienne Miller, ENB  
                          Brad Stewart, LCPC   Matt Sterchak, REL Design Inc  
                          Rob O'Donnell, REL Design Inc

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

**CITIZEN COMMENTS:** None.

**REORGANIZATION – CHAIRPERSON AND VICE-CHAIRPERSON:** Bob Marshall made a motion, seconded by Dominick Di Bella and passed unanimously to reappoint Ken Johnson as Chairperson.

Mary Dresser made a motion, seconded by Dominick Di Bella and passed unanimously to reappoint Bob Marshall as Vice Chairperson.

**MINUTES OF MAY 2, 2016:** Bob Marshall made a motion, seconded by Mary Dresser to approve the minutes of the May 2, 2016 minutes as printed. Motion carried with members Johnson, Marshall, and Dresser casting assenting votes. Members Di Bella and Nauman abstained from voting because they were not in attendance for the meeting.

**REVIEW OF EPHRATA NATIONAL BANK PLANS:** Matt Sterchak and Rob O'Donnell, of Robert E. Lamb Inc. were in attendance as well as Adrienne Miller and Jim Brown from Ephrata National Bank. Mr. Brown stated that they are a community bank, they do a lot of agricultural lending and serve a lot of the plain community and wanted to establish a bank in the southern end of the county, and that is why they came to Strasburg and are currently operating out of a temporary location at 460 Historic Drive. One of the services that he would already like to thank the town for is the daily visit from the Police Department.

Mr. Sterchak stated that they purchased the property at 60 Historic Drive, they have received their Erosion and Sedimentation Plan as well as Post-Construction Stormwater Management approvals from the Lancaster County Conservation District. He also stated that they received the Lancaster County Planning Commission comments. They received the comments from the Borough Solicitor, which they intend to address. They also received the comments from the Borough Engineer and have re-engineered their plans to comply and are ready to resubmit the revised plans. Mr. Sterchak provided a rendering of the bank which was approved by the ENB Board.

Mr. Sterchak reviewed the plans in detail. He stated that the access will be from the access driveway and they already have a cross easement agreement. He stated that one of the waivers they are requesting is for volume control because the ground is unable to infiltrate, and ELA Group has recommended approval of that waiver. The other waiver is for waiver to allow the filling of a preliminary/final plan and ELA Group also recommends approval of that waiver.

Mr. Sterchak also stated that they have applied for a HOP from PennDOT for right in, right out access on North Decatur Street and will be meeting with them in early May. This additional driveway is not required to be in compliance with our Ordinances. Chuck Haley noted that the submitted plan does not reflect the driveway connection to North Decatur Street and if they do receive approval from PennDOT to install it, the applicant will have to come back to revise the plan. Ken Johnson asked and Mr. Sterchak agreed that if they do receive permission from PennDOT for the additional driveway from North Decatur Street that they will include a sidewalk along that driveway as well to provide additional ease of pedestrian access.

Ken Johnson stated that the Fire Company did review the submitted plan and they did not have any concerns.

Mr. Sterchak stated that they did design the storm system to be larger than necessary to accommodate additional impervious coverage which could include the additional driveway to North Decatur Street. Mr. Sterchak described the storm system as shown on the plans in detail.

Mr. Sterchak stated that they will be providing sidewalks on North Decatur Street, striping non-sidewalk areas, and installing yield to pedestrian signs. Chuck Haley stated that this plan did not include sidewalks on North Decatur Street where they are proposing the driveway but he stated that one of their comments is that they do need to plan to install them and if the other driveway is approved, since they have to revise the plan anyway, they can be eliminated in that location during that resubmittal. Chuck Haley is also recommending they be required to install the sidewalk up the access driveway and believed it is a safety issue.

Mary Dresser noted that she didn't believe the street tree planting plan provided met the ordinance of one every 40 feet. Mr. Sterchak stated he will review the ordinance and bring the plan into compliance. Mary Dresser noted that even though the Linden is an approved street tree, they tend to be defoliated by Japanese beetles for about the first ten years and they may want to consider choosing a variety other than the Linden. It was the consensus to revise the approved tree list the next time the SALDO is updated. Mary Dresser questioned whether the proposed landscape planting beds complied with Zoning Ordinance, Section 312, and Mr. O'Donnell stated that because the building is a bank, they purposely do not plant trees or large shrubs that people can hide behind, and they have heard positive comments from police officers for that for other locations they have constructed. Mr. O'Donnell stated that they try to make it as pleasing as possible without making it a security risk. Mary Dresser stated that if they are unable to meet the ordinance that they should seek a waiver from that requirement. Mary Dresser will have the Tree Committee review the plan at their next meeting and stated that as long as the correct number of trees are shown on the plan that the varieties can be discussed.

The Zoning Officer did not have any additional plan comments other than those already addressed by ELA Group and Solicitor.

The lighting plan was reviewed. Dominick Di Bella noted that the typical light fixture design was not included. Mr. O'Donnell showed them on his phone what they are proposing and will include that on the revised plan.

Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to recommend Borough Council approve the waiver from Section 301, Preliminary Plan Processing, of the Subdivision and Land Development Ordinance, accepting the plan as submitted to be considered the Final Plan.

Mary Dresser made a motion, seconded by Dominick Di Bella and passed unanimously to recommend Borough Council approve the waiver from Section 302, Volume Control, of the Stormwater Management Ordinance, because they are unable to meet the volume requirements because of poor infiltration rates and the geotech does not recommend infiltration because the Karst topography could result in sink holes, and as recommended by the Lancaster Conservation District.

Mary Dresser made a motion, seconded by Bob Marshall and passed unanimously to recommend Borough Council approve the Final Plan for the Ephrata National Bank Plan, subject to:

1. Comments and conditions of the Borough solicitor,
2. Comments and conditions of the Borough engineer,
3. Review the Zoning Ordinance Section 312 regarding the planting requirements and either bring the plan into compliance or seek appropriate variances,
4. Comply with Subdivision and Land Development Ordinance section regarding street tree placement with one street tree every 40 feet, and add to the plan that the varieties of trees are either as noted or as recommended by the Tree Committee,
5. Install, as required by the Subdivision and Land Development Ordinance Section 604, internal sidewalks on the access drive and if they receive PennDOT approval for the access drive off of North Decatur Street that it should also include sidewalks which is interconnecting sidewalks from the adjacent properties.
6. The applicant stated that they agreed to these conditions.

Mr. O'Donnell stated that they estimate a 22 week timeframe from construction start to finish.

**OTHER BUSINESS:** The Borough Manager stated that upcoming agenda items include possibly reviewing the Official Map at the May meeting and a possible meeting in June or July to discuss MS4.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** Bob Marshall made a motion, seconded by Dominick Di Bella and passed unanimously to adjourn the meeting at 8:06 p.m.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH  
PLANNING COMMISSION MINUTES  
May 1, 2017**

Members Present: Ken Johnson                                 Bob Marshall  
Mary Dresser   Shelby Nauman

Others Present: Lisa M. Boyd, Borough Manager     Brad Stewart, 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:** None.

**MINUTES OF APRIL 3, 2017:** A motion was made by Mary Dresser, seconded by Bob Marshall and passed unanimously to approve the minutes of the April 3, 2017 minutes as printed.

**REVIEW OF OFFICIAL MAP:** The Borough Manager stated that our existing Official Map shows only proposed future streets and was adopted on August 13, 2002. It was the consensus that it needs to be updated to remove streets that will never be considered due to reasons such as known environmental issues or recent construction and to show existing new streets. The Borough Manager stated that there were some structures built in Strasburg Township that would eliminate the possibility of a connecting street on some of the roads. Brad Stewart stated that Official Maps can show additional features such as walking trails and sidewalks.

It was the consensus to remove the connection from Mindy Avenue and Susan Avenue because of the wetlands and to remove the connection behind East Main Street because Strasburg Township does not include that street on their plan and we would be creating a dead-end street. The possibility of changing the connection behind Miller Street between Coppersmith Lane and Franklin Street to a walking trail or buggy trail was discussed. The streets that are missing sidewalks in the Borough were discussed.

Brad Stewart stated that the LCPC can print a draft Official Map to be considered at next month's meeting to include the existing developments, remove the streets that cannot be connected due to environmental constraints, and consider changing the road behind Miller Street to be a trail. He will also show any roads or trails that are showing on Strasburg Township's plan for possible continuation in the Borough.

**OTHER BUSINESS:** Brad Stewart reported that the LCPC is holding an event regarding their updated Comprehensive Plan on May 10, 2017 and he will forward additional information to be distributed to the members.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** Bob Marshall made a motion, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**STRASBURG BOROUGH  
PLANNING COMMISSION MINUTES  
June 5, 2017**

Members Present:   Ken Johnson                             Bob Marshall  
                          Mary Dresser                            Shelby Nauman  
                          Dominick Di Bella

Others Present:     Lisa M. Boyd, Borough Manager     Brad Stewart, 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:** None.

**MINUTES OF MAY 1, 2017:** A motion was made by Dominick Di Bella, seconded by Mary Dresser and passed unanimously to approve the minutes of the May 1, 2017 minutes as printed.

**CONTINUE REVIEW OF OFFICIAL MAP:** Brad Stewart provided a draft official map for the members to review. It includes the existing proposed Borough streets. The map includes buildings, Strasburg Township's corridor improvements, Strasburg Borough and Township's heritage byway, intersection improvements, and Strasburg Township's pedestrian ways.

The Borough Manager asked Mr. Stewart how other municipalities plan for a possible future purchase of a right-of-way for streets shown on their official map. Mr. Stewart stated that for developments and improvements such as a trail, if the improvement is shown on the Official Map, it can be indicated in the Subdivision and Land Development Ordinance that the developer would be responsible to develop that portion on their property. The Borough Manager will check our existing SALDO to see if the language is included. He also stated that if a road extension is shown on the Official Map and is being developed, there is the possibility of obtaining funding through opportunities such as Smart Growth Transportation Fund, TIP or Complete Streets Funding.

Brad Stewart stated that he believes Strasburg Borough and Strasburg Township have one of the best working relationships in the County.

Brad Stewart will check West Lampeter Township's Official Map to see if the pedestrian way extends to the L-S School Complex.

The proposed road to the rear of East Main Street was discussed and noted that Strasburg Township has removed their connection to that proposed road from their Official Map. This proposed road in the Borough has been discussed before as well and discussed that it should be removed. It was the consensus to make the following changes to the Official Map:

1. Remove the proposed road that runs to the rear of the East Main Street properties as well as the connector that ran from that road to East Main Street.
2. Remove the proposed road that runs to the rear of Miller Street from Coppersmith to Franklin Street.
3. Remove the proposed road extending Susan Avenue because it cannot be extended due to the wetlands.

4. Add the connection from Sunset Avenue to Candle Lane because that is a connection that was approved by DEP.
5. Add a trail behind the Miller Street properties to hug the rear of the majority of the properties. It was noted that the trail will have to cut through a couple of properties.
6. Add a trail connector to Miller Street from the trail behind the Miller Street properties in the area of the Jaycee Park.
7. Add in the existing Holiday Inn Express, Rutter's and ENB bank buildings.
8. Add a trail from Miriam Court to the Borough line, hugging the property line.

Mary Dresser stated that all of these changes to the Official Map will need to be voted on by Council and that citizens have the opportunity to voice their opinion to Borough Council if they are in opposition to any of the changes.

Brad Stewart will incorporate the changes discussed at this meeting and will bring back to a future meeting for review. The Borough Manager will research the previous Official Map and provide the documentation to the members behind the previous decisions.

**OTHER BUSINESS:** None.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Bob Marshall, seconded by Dominick Di Bella and passed unanimously to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Lisa M. Boyd  
Borough Manager

**July 3, 2017 – Meeting Canceled**

**August 7, 2017 – Meeting Canceled**

**September 11, 2017 – Meeting Canceled**



**STRASBURG BOROUGH  
PLANNING COMMISSION MINUTES  
October 2, 2017**

Members Present:     Ken Johnson                             Bob Marshall  
                               Mary Dresser                             Shelby Nauman  
                               Dominick Di Bella

Others Present:         Gail E. Anderson, Office Assistant                     Brad Stewart, LCPC

**CALL TO ORDER AND PLEDGE TO THE FLAG:** Chairman Ken Johnson called the meeting to order at 7:07 P.M., followed by the pledge to the flag and a moment of silence for the victims of the Las Vegas shooting. He announced that the meeting is being audiotaped to assist in the preparation of the minutes.

**CITIZEN COMMENTS:** None.

**MINUTES OF JUNE 5, 2017:** A motion was made by Dominick Di Bella, seconded by Bob Marshall and passed unanimously to approve the minutes of the June 5, 2017 meeting as printed.

**CONTINUE REVIEW OF OFFICIAL MAP:** Brad Stewart provided a revised draft official map, incorporating changes proposed at the June 5 meeting, for the members to review. Issues raised were:

- Regarding the trail at Miriam Court: Strasburg Township's plan includes a trail leading toward the Lampeter-Strasburg campus, but West Lampeter Township is not planning to complete the connecting link. Consensus of the Commission was to leave the proposed trail on the Borough map in the event that West Lampeter may decide to include their portion of the trail on future versions of their map.
- Should the proposed trail be moved closer to the buildout, not so much through the heart of the wetland but along the stream bed, or connected to the park via Precision or Susan Avenues? Is the Susan Avenue stub an actual entrance to the park that people should be directed to, or should the trail lead pedestrians to the Precision Avenue entrance?
- Kendig Run should be marked on the map.
- New buildings such as the Rutter's and hotel structures along Historic Drive are not shown, but should be. Brad Stewart addressed this concern by noting that there is a lag time between GIS updates, which can be a year-long process from the time LIDAR shows the outline of new structures to on-the-ground verification by GIS staff. In the meantime, he is able to add very basic structure icons to the map.
- Is the bypass a designated walkway? Mary Dresser responded in the affirmative, noting that sidewalks are slowly filling in as parcels are developed, even though the class of roadway doesn't allow for or require them.

Brad Stewart will incorporate the changes discussed at this meeting and provide a revised map for review at a future meeting.

**OTHER BUSINESS:** Brad Stewart announced that a series of regional lunch and breakfast meetings have been scheduled to present updates to the County's comprehensive plan, and urged the members to attend. Several interesting developments will be presented, among them the

“Partners for Places 2040” initiative. The program will be the same at each of the meetings, so interested persons need only attend one meeting.

**CITIZEN COMMENTS:** None.

**ADJOURNMENT:** A motion was made by Dominick Di Bella, seconded by Shelby Nauman and passed unanimously to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Gail E. Anderson  
Office Assistant

**November 6, 2017 – Meeting Canceled**

**December 4, 2017 – Meeting Canceled**