

**STRASBURG BOROUGH SHADE TREE COMMITTEE  
MINUTES  
JANUARY 26, 2005**

Members Present:   Mary Dresser                   Lee Potts                   Cheryl Hershey  
                          Larry Shurr                   Dale Kauffman

Others Present: None

1. Mary Dresser called the meeting to order at 7:05.
2. Citizen's Comments – None
3. Minutes of November 17, 2004 – Lee Potts inquired if any members of the committee attended the Bryan Blank Zoning Hearing, none attended. Lee asked if anyone knew the results of the hearing – no one did. Lee also asked if the Shade Tree Committee received a copy of the Zoning Decision for the Bryan Blank plan - we have not. These items were discussed and the committee concluded that the committee should request copies of the decision for the Blank case and all future cases that involve the Shade Tree Committee.  
  
Lee Potts inquired if Mary had met with the Bank of Lancaster County about planting a tree on their property to be used annually for the Christmas tree in the Square. Mary had not met with the bank. Dale suggested that two street trees would be nice along the west side of the bank along North Decatur. Mary will meet with the bank before the next meeting.
4. Review Borough Council Comments for the Proposed Shade Tree Ordinance – Mary Dresser, Lee Potts and Larry Shurr reported that the Council reviewed the proposed Shade Tree Ordinance on November 23, 2004. The Council did not act on the Ordinance, which was received negatively. Dale suggested that we must spend time talking with the Council members to explain the ordinance thoroughly. Additional communication, better understanding of the ordinance and improved presentation are each necessary prior to a re-submittal to the Council. Cheryl suggested that advertisement and more press concerning the committee's efforts might assist as well. Larry reminded the committee that HARB approvals involved a 4-year process. Dale suggested that the committee should not feel dispirited by the Council's rejection of the ordinance. Mary suggested that many of the ordinances' regulations could become part of our review of the Borough Land Development Ordinance and/or Zoning Ordinance that the committee will next be involved.
5. Tree Stumps on West Main Street – Larry will comment to Lisa about the unsightly nature of the stumps and ask what can be done, officially. The Street Tree Committee believes the two trees can be considered as street trees but we are unaware of how to officially act. We need an ordinance to stand on!
6. Other Business - The committee discussed improvements to the Borough related to street trees that we as a committee can pursue:

- a. Review the Subdivision and Land Development Ordinance and the Zoning Ordinance. We would like to receive copies of each of the ordinance sections that relate to trees and landscaping. We are to review them for the next Shade Tree Committee Meeting so that we may begin the review.
- b. The committee is to become familiar with possibilities for future improvements to Main Street and Miller Street.
- c. Revise Street Tree Ordinance and improve the presentation of as well as the Council's understanding thereof.

Larry suggested that the spring tree planting should be scheduled in April. Mary said she would review with Fritz the criteria concerning early tree digging. The committee will set a date at their February meeting.

7. Citizens' Comments – None.

8. Adjournment – The meeting was adjourned at approximately 8:30 P.M.

Respectfully Submitted,

Mary Dresser

**STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES**  
**FEBRUARY 23, 2005 - 7:00 P.M.**

Members Present:     Mary Dresser             Tony D'Alessandro  
                              Larry Shurr                 Dale Kaufman

Others Present:       None

1. Meeting called to order.
2. Citizen's Comments: None.
3. Minutes of January 26, 2005: Committee discussed that when comments are requested and/or when asked to be part of the review process, the committee should receive copies of minutes from the Borough Council, Zoning Board, or Planning Commission before which a particular plan has been brought.
4. Bank of Lancaster County: Larry and Dale will write a letter to the bank pertaining to the committee's suggestion to plant an evergreen tree at the southeast corner and two trees along the bank's North Decatur Street frontage. It was suggested that the letter emphasize the intent of the Shade Tree Committee to create tree-lined streets. Community involvement on behalf of the bank would be evident as it participated in the Committee's Street Tree Program.
5. Review Proposed Ordinances: The committee will begin to review the existing Zoning and Subdivision and Land Development Ordinances. It was suggested that members review the ordinance and prepare for discussion to occur at the next meeting.
6. Spring Tree Planting: April 16<sup>th</sup> or 23<sup>rd</sup> were suggested for the next tree planting. A decision will be made at the next committee meeting.
7. Other Business:
8. Citizen Comments
9. Adjournment

Respectfully Submitted,

Mary Dresser

**STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES  
MARCH 23, 2005 - 7:00 P.M.**

Members Present: Mary Dresser Lee Potts Cheryl Hershey  
Dale Kaufman

Others Present: Christine Drennen, Admin. Asst.

1. **Call to Order** – The meeting was called to order at 7:00 P.M. by Mary Dresser.
2. **Citizens' Comments** – None.
3. **Minutes of February 23, 2005** – It was the consensus to approve the minutes as presented.
4. **Review of Zoning & Subdivision Land Development Ordinances – Landscape Sections** – This item was tabled until a future meeting.
5. **Tree Planting Date** – It was the consensus to set the planting date for Saturday, April 23, 2005, meeting at 8:00 a.m. at the Borough Office. Posters to local schools and inviting boy scouts to help will be done as usual. In addition, since this planting will include the 100<sup>th</sup> tree planted, Christine was asked to extend written invitations to members of all boards to help. Christine was asked to reserve the post-hole digger to assist in the planting.
6. **Update on Tree at Bank of Lancaster County** – Dale Kaufman is working on a letter and sketch to submit to the Bank for their review. He will also contact Jack Koch of the IOOF because the bank told him that the proposed location is on the property line between the bank and the Odd Fellows building.
7. **Review of Plans** –  
**115 East Main Street (lot add-on)** – this plan has been withdrawn.  
**Trails at Strasburg Development (revised preliminary plan, request for waivers)** – The Committee reviewed the plan showing the trees proposed to be removed and were concerned that viable trees were being unnecessarily removed. Mary Dresser will check the viability of the trees and report at the next meeting. Also suggested was encouraging the developer to put more trees on each lot, rather than the minimum in light that the Borough recognizes the Shade Tree Committee and the Street Tree Program that encourages 2 trees per lot as long as there is 50 feet of frontage.  
**S.E. Smoker (addition to Hometown Heritage Bank for physical therapy office)** – this plan has been withdrawn and a more detailed plan and application are being submitted.
8. **Citizens' Comments** – None.
9. **Adjournment** – The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Christine Drennen  
Administrative Assistant

April 27, 2005 - Meeting Cancelled

May 25, 2005 - Meeting Cancelled

June 22, 2005 - Meeting Rescheduled for June 29, 2005



**STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES  
JUNE 29, 2005 - 7:00 P.M.**

Members Present:     Mary Dresser             Lee Potts  
                           Dale Kaufman             Larry Shurr     Tony D'Alessandro

Others Present:       Christine Drennen, Admin. Asst.     Diana Hallman, Clerk

- 1. Call to Order** – The meeting was called to order at 7:00 P.M. by Mary Dresser.
- 2. Citizens' Comments** – None.
- 3. Minutes of March 23, 2005** – Lee Potts made a motion, seconded by Larry Shurr and passed unanimously to approve the minutes of March 23, 2005 as printed.
- 4. Review of Zoning & Subdivision Land Development Ordinances – Landscape Sections** – This item was tabled until a meeting in the Fall.
- 5. Update on Tree at Bank of Lancaster County** – This item was tabled until next meeting and Dale Kaufman will contact Jack Koch.
- 6. Review of Plans** –
  - Trails at Strasburg Development** – The Committee reviewed the Trails at Strasburg Final Plan and makes the following recommendations:
    1. Save the existing Walnut tree at the rear of Lot 11 to give the future homeowner the option of retaining the tree.
    2. Save at least some of the White Pine trees by relocating the stormwater piping and adjusting the grading between Lots 12 and 13, between Lots 23 and 24 and at the Southwest corner of Lot 24 near the natural drainage way.
    3. Retain the existing trees and hedge row to give the future homeowner the option of removing or retaining the trees and hedge row behind lots 8, 9, 10, 11 and 12 along the Jaycee Park.
    4. Maintain the existing vegetation in the wetlands area by installing orange construction fencing to eliminate any chance of being disturbed during the initial demolition stage.
    5. Recommend the developer to put more street trees on each lot, rather than the minimum, in light of the Borough sponsored Shade Tree Committee's Street Tree Program that encourages a minimum of 2 street trees per lot as long as there is 50 feet of frontage.
    6. Propose 6 additional street trees on the East side of Candle Lane and 8 additional trees on the West side of Candle Lane.
  - Strasburg Business Place** – The Committee reviewed the Strasburg Business Place Plan and recommends that screening be addressed along the residential properties.
- 7. Other Business** – None.
- 8. Citizens' Comments** – None.
- 9. Adjournment** – The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Christine Drennen  
Administrative Assistant

July 27, 2005 - Meeting Cancelled

**STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES**  
**AUGUST 24, 2005 – 7:00 P.M.**

Members Present:      Mary Dresser              Dale Kaufman              Larry Shurr

Others Present:        Diana Hallman

1. **Call to Order** – The meeting was called to order at 7:00 p.m. by Mary Dresser.
2. **Citizens' Comments** – None
3. **Minutes of June 29, 2005** – Mary Dresser made a motion, seconded by Larry Shurr and passed unanimously to approve the minutes of June 29, 2005 as printed.
4. **Review of Strasburg Commons, Charter Homes** – No review tonight. Mary Dresser, Dale Kaufman and Larry Shurr unanimously agreed that one member should attend the monthly Borough Council meetings to represent the Tree Committee.
5. **Update on Trees at Bank of Lancaster County** – Will be discussed at the September 28<sup>th</sup> meeting.
6. **Review of Lancaster General Business Trust, 1135 Hampden Drive** – Mary Dresser shared two photos provided by May Gainer of a very large tree cut down at 1135 Hampton Drive. Mary Dresser and Dale Kaufman questioned if the reason for its removal might have been that it was rotten. All members researched the documents and maps in the Zoning Hearing folder for the location to find out whether there was approval given for the cutting down of this tree. All members present felt they would like to research more and different documents at the next meeting. Diana said she would have copies of all specific documents for review at the next meeting. Meanwhile, all members agreed that one or two members should attend the monthly Planning Commission meeting and the monthly Borough Council meeting.
7. **Review Larry Wixon's Tree Request** –The committee decided that Larry Wixons' Tree could be set back 2 extra feet to be in line with his neighbors, however to get full shade coverage he will be asked to select from one of the three large shade tree types.
8. **Tree Inventory** – Less than 25% of the Borough needs to be inventoried. So a Breakfast Inventory meeting will be held on September 24 after being confirmed with all the Shade Tree members. Diana will send out invitations to all members reading – Due to street tree planting delay until Spring, a Tree Inventory Breakfast will be held to complete the Borough's Tree Inventory. Members are to meet at the Borough Office at 7:30.
9. **Fall Tree Planting & Possible Dates** – Dale Kaufman asked that all persons on the Fall Planting List be called to see if they would like to be put on the Spring Planting List. Diana will make the calls. Mary Dresser is going to call and talk with Mark Johnson about the second planting at Candle Lane.

10. **Tree Request List:** Number of Trees Needed & Type of Trees Wanted – There is no money left in the Tree Planting Fund, so no tree planting will be made this Fall. All persons requesting a tree will be asked if they would like to be scheduled for the Spring planting.

**Other Business** – The committee reviewed the Strasburg Business Place Final Plans and made the following recommendations: Subdivision and Land Development Ordinance:

1. 603.08 – No Perimeter Landscaping is shown within the 10’ required landscape strip in the area where parking lot abuts street.
2. 603.08 – At least one shade tree shall be provided for each 75 linear feet of perimeter landscaping area.
3. 603.08 - Lot 5 has a 15’ landscape strip? Why is this not 25’ along the Street ROW per the ordinance?
4. 603.09 – Interior landscaping does not include areas at least every 10 parking spaces since the lot contains more than 20 spaces. Also, what is the percentage of the total area of the lot that is devoted to interior landscaping? These figures are important to have and to know in order to review.
5. 613.02 - Street Trees: none are shown Consider planting 1 per min. 50’ in keeping with the Borough’s focus on Street Trees and energy conservation.
6. 613.03 – Strips and Interior Landscaping: the plan does not comply with Section 312.2 of the Zoning Ordinance.... which requires any required landscaping (landscape strips and interior landscaping) include a combination of at least 3 of the listed elements. The proposed plan proposes only 1 of the 3 elements in the islands (should propose shrubs, trees and ground covers – not just one tree). There is a formula in this section that must be checked for compliance.
7. 613.04 – Landscape Screening: the plan does not comply with Section 312.3 of the Zoning Ordinance....which requires that “*screening shall be arranged so as to block the ground level views between grade, and a height of six feet. The landscape screens must achieve this visual blockage within 2 years of installation*”...Additional screening is required in areas along the Southwest property boundary to block the ground level views between grade and a height of 6’. Deciduous trees alone are not sufficient.
8. 613.04 – Screening in compliance with this section is to be provided along the future Strasburg Commons site in anticipation of this Special Exception Residential Use.

12. **Citizens’ Comments** – None.

13. **Adjournment** – The meeting was adjourned at 10:15 p.m.

Respectfully Submitted,

Diana L. Hallman  
Borough Clerk, Police Secretary

**STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES**  
**September 28, 2005 - 7:00 P.M.**

Members Present:     Mary Dresser             Dale Kaufman             Larry Shurr  
                              Cheryl Hershey             Tony D'Alessandro     Lee Potts

Others Present:     Diana Hallman

1. **Call to Order** - The meeting was called to order at 7:00 p.m. by Mary Dresser.
2. **Citizens' Comments** - None
3. **Minutes of August 24, 2005** - Mary Dresser made a motion, seconded by Larry Shurr and passed unanimously to approve the minutes of August 24, 2005 as printed.
4. **Review of Strasburg Commons, Charter Homes** - First, the Tree Committee would like to have their own copy of plans showing existing and future trees. After looking at the future plans for the Charter Homes, the committee felt it important that all plans include any existing trees with an 18 inch caliper that stands 4 ½ feet above ground level or larger, and their location. They will ask that there be no easement, swale, or utilities in the 15 foot landscape strip at the Strasburg Commons. Also, they are requesting that the 15 foot landscape strip be included with Phase 1 of the project for the Charter Homes, Strasburg Commons. The committee plans to follow up on the land development plans to be sure the trees are saved. Tony D'Alessandro will represent the Tree Committee at the next Planning Commission Meeting.
5. **Update on Trees at Bank of Lancaster County** - Will be discussed at the October 26th meeting.
6. **Review of Lancaster General Business Trust, 1135 Hampden Drive** - Diana reported that Paul Miller checked the tree taken down on the property at 1135 Hampden Drive and found it to be rotted. Tony D'Alessandro pointed out, as did Dale Kaufman at the last meeting that the pictures provided by May Gainer showed the split and rot.
7. **Review Ruth & Gerald Hoffard's Tree Request** - Will be looked at next month when Diana has the Fire Company Plans showing the tree landscape plans. It was felt that when rewriting the tree ordinances that those requesting and receiving trees for \$25, that the homeowner should be present at the planting. The question was asked, who is responsible if a tree dies, should it be replaced? It was felt that there should be a grace period of 3-5 years. The answer to the previous question will be incorporated in the rewriting of the tree ordinances.
8. **Tree Inventory** - Not all streets were inventoried Saturday September 24<sup>th</sup>, so a spring date will be set for completion.
9. **Tree Planting at Candle Lane** - Mary Dresser will follow up with Mark Johnson on the second planting at Candle Lane and share at the next meeting.

**10. Tree Request List for the Spring**

**Number of Trees Needed & Type of Trees Wanted** - All persons requesting a tree for the fall planting have been contacted and informed of our regret of no funds to provide trees for the fall planting. All have asked to be included in the Spring planting. Diana will submit a request for a Tree Grant by October 15.

**11. Other Business** - Harriet Witmer requested a wavier to exempt her from street tree placement based on the fact that her plan is simply to relocate an existing property line between two lots. No new lots were being created, and no construction or improvements are proposed. The Tree Committee will agree to the wavier subject to her applying for two trees along Funk Street through the Borough Tree Grant money. Lisa Boyd will send her a letter after the Planning Commission takes action on November 7th.

**12. Citizens' Comments** - None.

**13. Adjournment** - The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Diana L. Hallman  
Borough Clerk, Police Secretary

**STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES**  
**October 26, 2005 - 7:00 P.M.**

Members Present: Mary Dresser Dale Kaufman Lee Potts Cheryl Hershey  
Tony D'Alessandro

Others Present: Diana Hallman May Gaynor

1. **Call to Order** - The meeting was called to order at 7:00 p.m. by Mary Dresser.
2. **Citizens' Comments** - None
3. **Minutes of September 28, 2005** - Dale Kaufman made a motion, seconded by Lee Potts and passed unanimously to approve the minutes of September 28, 2005 as printed.
4. **Review of Strasburg Commons, Charter Homes** - The committee will review the preliminary plans at the next scheduled meeting, November 23th. Tony D'Alessandro suggested the committee finish the Tree Inventory the middle of November, at which time members will stop at the Strasburg Commons and look at the existing trees on the North side and Northeastern corner of the property.
5. **Update on Trees at Bank of Lancaster County** - Dale Kaufman suggested that the committee recommend to the Bank to plant either Hawthorne Trees or Service Berry Trees which have many different varieties. He is going to ask Steve VanOrmer to digitally add the trees to the Bank's Property and bring the pictures to the next meeting.
6. **Trails at Strasburg, Keystone** - Mary Dresser plans to talk with Jeff Rutt at the end of November, and will update us on the progress of the second planting of trees.
7. **Strasburg Business Place** - After members reviewed the Final Plans, a list of comments pertaining to the Subdivision and Land Development Ordinance were revised and submitted to Diana for the Borough Engineer's review. See Page 2, 7a. Members anticipate the response of the Planning Commission and the Borough Council on the 7 recommendations made to the Strasburg Business Place Final Plans. The committee would like to see a copy of the letter stating approval to plant trees after the new 896 route has been placed.
8. **Other Business** - The Committee considered changing the Tree Committee Meeting Date to the prior week in order to allow more time to review plans and to get recommendations to the Planning Commission sooner. All things considered, the fourth Wednesday of the month is still felt to be the best night to meet.
9. **Citizens' Comments** - None
10. **Adjournment** - The meeting was adjourned at 8:30 p.m.



7a. The committee reviewed the Strasburg Business Place Final Plans and made the following recommendations: Subdivision and Land Development Ordinance:

1. 603.08 - No Perimeter Landscaping is shown within the 10' required landscape strip in the area where parking lot abuts street. Vegetative ground cover alone is not sufficient.
2. 603.08 - At least one shade tree shall be provided for each 75 linear feet of perimeter landscaping area.
3. 603.09 - Interior landscaping does not include areas at least every 10 parking spaces since the lot contains more than 20 spaces. Also, what is the percentage of the total area of the lot that is devoted to interior landscaping? These figures are important to have and to know in order to review. Please provide such figures.
4. 613.02 - Street Trees: none are shown Consider planting 1 per min. 50' in keeping with the Borough's focus on Street Trees and energy conservation.
5. 613.03 - Strips and Interior Landscaping: the plan does not comply with Section 312.2 of the Zoning Ordinance... which requires any required landscaping (landscape strips and interior landscaping) include a combination of at least 3 of the listed elements. The proposed plan proposes only 1 of the 3 elements in the islands (should propose shrubs, trees and ground covers - not just one tree). There is a formula in this section that must be checked for compliance.
6. 613.04 - Landscape Screening: the plan does not comply with Section 312.3 of the Zoning Ordinance...which requires that *"screening shall be arranged so as to block the ground level views between grade, and a height of six feet. The landscape screens must achieve this visual blockage within 2 years of installation"*...Additional screening is required in areas along the Southwest property boundary to block the ground level views between grade and a height of 6'. Deciduous trees alone are not sufficient.
7. 613.04 - Screening in compliance with this section is to be provided along the future Strasburg Commons site in anticipation of this Special Exception Residential Use.

Respectfully Submitted,

Diana L. Hallman  
Borough Clerk, Police Secretary

November 23, 2005 - Meeting Cancelled

December 28, 2005 - Meeting Cancelled