

January 4, 2021 – Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
February 1, 2021**

Members Present: Ken Johnson Bob Marshall (Zoom)
Dominick Di Bella (Zoom) Mary Dresser (Zoom)
David Felpel

Others Present: Steven Echternach, Borough Manager Mark Magrecki (Zoom)
Tom Stonerook

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 and maintained until the minutes are approved.

CITIZEN COMMENTS: None.

BOARD REVIEW – Borough Manager: The Borough Manager stated that Borough Council has asked him to meet with every board this year to thank each board member, on behalf of Borough Council, for their service to the Borough. He reminded the members that if they ever have a need or concern to contact him directly at the office. He also reminded the members that if they are representing the Borough as a Planning Commission member in the community, they should identify themselves, notify the office, and conduct public business during the daytime. He also stated that this board historically reorganized annually but it is not required and only needs to reorganize if desired by the board.

MINUTES OF NOVEMBER 2, 2020: A motion was made by Mary Dresser, seconded by Bob Marshall and passed unanimously to approve the minutes of the November 2, 2020 meeting as printed.

UNFINISHED BUSINESS: The Borough Manager stated that a zoning issue needs to be addressed on the Deckman Plan prior to Borough Council taking action and it will only come back to the Planning Commission if they resubmit a new plan.

NEW BUSINESS:

R.A. Stonerook; Historic Drive: Tom Stonerook with R.A. Stonerook and Mark Magrecki with PennTerra Engineering Inc. reviewed the plan for the development of Lots 8 and 10 along Historic Drive. Mr. Magrecki reminded the members that this plan was reviewed at the November 2, 2020 meeting and stated that the layout is materially the same as they reviewed at that meeting and that they just furthered the engineering of that plan. He stated that they did receive the January 25, 2021 review letter from ELA Group Inc. and stated that most of the comments are not design-related. He added that the plan has been submitted to be reviewed by the Lancaster County Conservation District.

Mr. Magrecki stated that the water and sewer-related items were reviewed by the Strasburg Borough Authority on January 21, 2021. Ken Johnson stated that the plan is to bring sewer to the site and tie-in and the Authority recommends an easement for a possible future connection and not to extend the sewer line to the triangle parcel. The Borough Manager noted that the Strasburg Borough parcel being developed is the first parcel in the Borough's Gateway North

Zone and the property surrounding this parcel is in Strasburg Township which is zoned Agricultural and not part of their Urban Growth Boundary.

A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to recommend that a sewer easement be provided for a possible future connection to the triangle parcel in Strasburg Township instead of extending the sewer line.

Mr. Magrecki stated that one item raised by the Borough Solicitor was the access and that the stub that exists is a Borough road named "Road B" (because Historic Drive is a limited-access road). He stated that they had initially proposed to stripe the left-turn lane off of Historic Drive but since the Borough owns the access and PennDOT does not have control, they were planning to forego striping it and connect to the Borough street.

Ken Johnson added that the Solicitor is recommending a plan note, to the satisfaction of the Borough, be added that the applicant should assume responsibility for the maintenance and repair of "Road B", including but not limited to any sinkholes which may develop and to include a requirement that all storm water management facilities be checked regularly by the landowner for signs of karst activity.

The Borough Manager stated that he believed that the Borough will require the developer to stripe the existing left-turn lane when "Road B" to the north is developed because it will be required by PennDOT. He will verify this by reviewing the original PennDOT plan.

Mr. Magrecki discussed item B8 in ELA's review letter regarding pedestrian access and Mr. Magrecki stated that they are proposing to not provide the sidewalk from the eastern parking facility to the building because it conflicts with the landscaping requirements. The Borough Engineer stated that it should be determined if the two trees within the landscaping islands can be relocated to provide the recommended sidewalk. It was the consensus of the members to include the trees and exclude that sidewalk because pedestrians that park in those spaces will walk on the macadam to enter the building and not utilize the sidewalk.

Mary Dresser noted that item G4 of ELA's review letter states that landscaping and screening requirements shall be discussed and established with the Borough and asked if the applicant was planning to have the plans reviewed by the Tree Committee? Mr. Magrecki stated that the plan was reviewed by the Zoning Officer and they planned to comply with his comments. Mary Dresser stated that the Tree Committee is a recommending body and could comment on the trees along the street and the Borough Manager stated that the applicant could seek input from the Tree Committee but it is not required. Mr. Magrecki stated that they could look at changing some of the plants based on comments regarding their species selections. Mary Dresser stated that the Tree Committee is knowledgeable about what species of trees do well in this area.

Ken Johnson stated that his review of the documents submitted showed that the developer will address all of the Borough Engineer's comments.

A motion was made by Mary Dresser, seconded by Bob Marshall and passed unanimously to recommend Borough Council approve the waiver for Section 303 Preliminary Plan to allow the applicant for Lots 8 and 10 Historic Drive to submit this project directly as a Final Plan.

Mr. Stonerook stated that they hoped to break ground in June 2021, turn the building shell over to the tenant approximately 150 days later, and the tenant will be responsible for the interior improvements.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by David Felpel and passed unanimously to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

March 1, 2021 – Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
April 5, 2021**

Members Present: Ken Johnson Bob Marshall
 Dominick Di Bella Mary Dresser
 David Felpel

Others Present: Steven Echternach, Borough Manager Mark Magrecki

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 and maintained until the minutes are approved.

CITIZEN COMMENTS: None.

MINUTES OF FEBRUARY 1, 2021: A motion was made by Dominick Di Bella, seconded by Mary Dresser and passed unanimously to approve the minutes of the February 1, 2021 meeting as printed.

UNFINISHED BUSINESS:

R.A. Stonerook; Historic Drive – Additional Waiver: Mark Magrecki with PennTerra Engineering Inc. was in attendance and stated that the Borough's Solicitor determined that they needed to apply for a waiver of Section 602.21 Specific Access Control and Access Requirements. This section requires two access points for projects over 20,000 sf and Mr. Magrecki stated that they are proposing a 15,000 SF medical clinic but the parcel is a subdivided property and the section applies to the cumulative development effect of the property which includes the Rutter's building next door. He stated that an access easement was originally included to connect to Rutter's but the cross connection between these two uses is not desirable to either the applicant or the Borough and is recommending both parties enter into an agreement with the Borough that restricts this connection in the future. He added that their attorney and our Solicitor have drafted the agreement to their satisfaction.

The Borough Manager explained the history of the access easement was that the businesses the original land developer was looking at would have required a traffic signal and this access would have created the connectivity to the traffic signal and provided connections for the common uses. The Borough Manager stated that the Fire, Police, and Ambulance Chiefs have looked at the plan and agree that they do not want the connection. Mr. Magrecki stated there is also no recorded agreement for either property to open and use the connection.

A motion was made by Mary Dresser, seconded by Dominick Di Bella and passed unanimously to recommend Borough Council approve the waiver from Section 602.21 Specific Access Control and Access Requirements to allow R.A. Stonerook's project for Lots 8 and 10 along Historic Drive to have the single point of access and enter into an agreement regarding the restriction of the secondary means of access that extends to Rutter's.

NEW BUSINESS: None.

OTHER BUSINESS: The Borough Manager stated that a land development application for a parking lot for Speckled Hen at 141 East Main Street is anticipated to be on next month's agenda.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Dominick Di Bella and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
May 3, 2021**

Members Present: Ken Johnson Bob Marshall
 Dominick Di Bella Mary Dresser
 David Felpel

Others Present: Steven Echternach, Borough Manager John Mroz
 John Hershey Ryan Dagen

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. Chairman Ken Johnson arrived immediately after the pledge and took his place as Chairman. He announced that the meeting is being audiotaped and maintained until the minutes are approved.

CITIZEN COMMENTS: None.

MINUTES OF APRIL 5, 2021: A motion was made by Mary Dresser, seconded by Bob Marshall and passed unanimously to approve the minutes of the April 5, 2021 meeting as printed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Speckled Hen – Courtesy Review: John Hershey, of RGS Associates, was in attendance representing the applicant, Ryan Dagen, who was also in attendance. Mr. Hershey provided an overview of the proposed project which is a parking expansion for Speckled Hen located at 141 East Main Street. Mr. Hershey reviewed the large prints of the proposed project and, at the Planning Commission's request, he reviewed the comment letter from the Borough Engineer. The following are details regarding comments:

Comment #1 - The applicant confirmed that they are within the zoning requirements.

Comment #2 - They will install the solid screening in the form of a wooden fence as requested by Mrs. Krout.

Comment #4 – The wheel stops were discussed and the need depending on where they are on the lot. It was pointed out that it is difficult for ELA to determine because it is just at the Sketch Plan phase. The applicant pointed out that they don't believe there is anything in our ordinance to require wheel stops.

Comment #7 – The primary discussion was with this comment which relates to the design of subsurface facilities supported by appropriate geotechnical testing. The Manager was directed to follow-up with ELA relative to the need and how this is interpreted in our ordinance. The applicant was willing to do the testing if it required but if it is not required they would avoid the additional expense.

At the conclusion of the review of the letter, it was also stated that the Zoning Officer had also corresponded. The applicant pointed out that there is a shared parking agreement with the neighboring property that is involved. Overall, the Planning Commission was supportive of the project and looks forward to the Preliminary/Final plan submission and felt that they could

support a waiver for them to submit a combined Preliminary/Final plan based upon submission of that application.

The Borough Manager noted that John Mroz was in attendance for the meeting and is supportive of the concept but he stated that he is not in a position to be a signer at this time because Charter Homes would have to be the signer.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Dominick Di Bella, seconded by Bob Marshall and passed unanimously to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

June 7, 2021 – Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
July 12, 2021**

Members Present: Ken Johnson Bob Marshall
 Dominick Di Bella Mary Dresser
 David Felpel

Others Present: Bruce Ryder John Mroz
 John Hershey Ryan Dagen
 Kim Rubincam

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 and maintained until the minutes are approved.

CITIZEN COMMENTS: None.

MINUTES OF MAY 3, 2021: A motion was made by Bob Marshall, seconded by Dominick Di Bella and passed unanimously to approve the minutes of the May 3, 2021 meeting as printed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Speckled Hen Coffee: John Hershey, of RGS Associates, was in attendance representing the applicant, Ryan Dagen, who was also in attendance. Mr. Hershey provided an overview of the proposed project which is a parking expansion for Speckled Hen located at 141 East Main Street. Mr. Hershey reviewed the large prints of the proposed project and, at the Planning Commission's request, reviewed the comment letter from the Borough Engineer. Items of note were:

Comment #B4 – After discussion about the retention wall the applicant agreed that they would hire a structural engineer and have the wall designed/certified before plans are submitted to be recorded with the county.

Comment #D2 – After discussion the planning commission did not see the benefit of having the existing vegetation/trees along the shared property lines field verified since the majority of them are invasive species.

All other comments were addressed satisfactorily to the planning commission.

A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to recommend Borough Council approve Speckled Hen Coffee's waiver to submit a combined preliminary/final plan for the Speckled Hen Coffee project.

A motion was made by Mary Dresser, seconded by Dominick Di Bella and passed unanimously to recommend Borough Council approve the Speckled Hen Coffee Preliminary/Final Plan with

the conditions that all Engineer, County, and Solicitor comments must be addressed and resolved and the retention wall shown on the plans will be designed/certified by a structural engineer before the plan is recorded with the county. A note was made that the vegetation/trees on the shared property lines does not need to be field verified since most of the vegetation is invasive species.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Dominick Di Bella, seconded by Bob Marshall and passed unanimously to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

August 2, 2021 – Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
September 13, 2021**

Members Present: Ken Johnson Bob Marshall
 Dominick Di Bella Mary Dresser
 David Felpel

Others Present: Nicole Crusemire Marc Crusemire
 Mike Saxinger John Mroz

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 and maintained until the minutes are approved.

CITIZEN COMMENTS: None.

MINUTES OF JULY 12, 2021: A motion was made by Mary Dresser, seconded by Dominick Di Bella and passed unanimously to approve the minutes of the July 12, 2021 meeting as corrected.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Strasburg Scooters Courtesy Review – No Action, Discussion Only: Mike Saxinger, Landscape Architect with MLS Associates, was in attendance to represent Marc and Nicole Crusemire, the owners of Strasburg Scooters of 246 and 252 North Decatur Street. They are in attendance to review their application and obtain the Planning Commission's input regarding their plan. It was noted that this is a courtesy review to discuss the plan and no action will be taken.

Mr. Saxinger explained that the proposal includes the construction of an additional 3,000 square foot building and off-street parking facilities that include both the current lot where the business is located and the lot immediately adjacent to the north. The proposal will also involve the removal of a single-family dwelling at 252 North Decatur Street and the removal and redesign of impervious areas to better address traffic flow and the off-street parking to be provided for the business. The existing access drive would move a little to the north to serve the existing building and new building, which would need to be approved by PennDOT. The proposal also creates an area where the customers can practice driving the scooters and provides more parking than required by our ordinance. The plan proposes a greenspace along the front of the property. Mr. Crusemire stated that they are also proposing to make interior and exterior changes to the existing building. This plan shows 54% lot coverage and 60% is permitted. The plan also proposes two rain gardens.

Mr. Crusemire stated that his ideal timeline would be to tear down the structure at 252 North Decatur Street over the winter and begin construction late Fall 2022.

Ken Johnson stated that they will need to do a lot add-on/land development plan.

Mr. Saxinger stated that there are four or five waivers that would need to be considered if they proceed with the plan as shown, which include:

1. A required 30' radius for the driveway - this is a low-speed area, large delivery trucks would not be accessing the site, and that is larger than required by PennDOT and it cuts into their proposed green space.

2. Clear sight triangle – they would propose a stop sign at their entrance which they believe would negate the need for the larger clear sight triangle.

3. Tunnel required for recreational vehicles – this item was discussed and it was stated that the vehicles are street legal, tagged, and insured so they are not classified as a recreational vehicle.

4. Traffic Impact Study – PennDOT requires a Traffic Impact Statement but is an abbreviated version of the full Traffic Impact Study.

5. Preliminary Plan – since they came to this courtesy review and need to go through the Conditional Use process, they would ask for a waiver of the Preliminary Plan submission and do a combined Preliminary/Final submission.

Mr. Saxinger stated that the land development plans will show the turning radius movement of their delivery trucks.

Dominick Di Bella asked what they planned to do with the property during the year after the house is demolished. The applicant stated that they will fill it in and have it cleaned up until they are ready to proceed because they don't want an eyesore next to their business.

The Zoning Officer reviewed the plan and stated that a Conditional Use Hearing for a commercial recreation use is needed pursuant to Section 206.4 and 413 of the Strasburg Borough Zoning Ordinance. The applicant will also remove the reference to the Gateway North Zone and state that they are designing in accordance with the C-2 Zone, as recommended by the Zoning Officer.

The next step was discussed and it was the consensus of the members that as long as there are no major changes, the plan did not need to come back to the Planning Commission before going to the Conditional Use Hearing unless the Solicitor advises it is necessary.

Joint Comprehensive Plan – No Action, Discussion Only: The Borough Manager stated that the 2006 Strasburg Region Joint Comprehensive Plan is scheduled to be updated in 2022. The Borough Manager and Strasburg Township's Manager have discussed the project.

OTHER BUSINESS:

Briefing on Act 65: The Borough Manager explained Act 65 and stated that details must be listed on the agenda in order for action to be taken.

Dominick Di Bella: Ken Johnson announced that Dominick Di Bella has submitted his resignation and this will be his last meeting. The members thanked Mr. Di Bella for his service to the community.

CITIZEN COMMENTS: None.

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Dominick Di Bella and passed unanimously to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

October 4, 2021 – Meeting Canceled

November 1, 2021 – Meeting Canceled

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
December 6, 2021**

Members Present: Ken Johnson Bob Marshall
 Mary Dresser Murl Clark
 David Felpel

Others Present: Steve Echternach, Borough Manager
 Mike Saxinger John Mroz
 Marc Crusemire

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 and maintained until the minutes are approved.

Ken Johnson welcomed new member Murl Clark to the Planning Commission.

CITIZEN COMMENTS: None

MINUTES OF SEPTEMBER 13, 2021: A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to approve the minutes of the September 13, 2021 meeting as printed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Marnik Holdings, LLC Conditional Use Application - Mike Saxinger, Landscape Architect with MLS Associates, was in attendance to represent Marnik Holdings, LLC, the owners of Strasburg Scooters of 246 and 252 North Decatur Street. They are in attendance to review their application and obtain a recommendation for Borough Council from the Planning Commission.

Mr. Saxinger provided a brief review of the proposal which includes the construction of an additional 3,000 square foot building and off-street parking facilities that include both the current lot where the business is located and the lot immediately adjacent to the north. The single-family dwelling at 252 North Decatur Street has been removed. Impervious areas are redesigned to better address traffic flow and the off-street parking to be provided for the business. The existing access drive would move a little to the north to serve the existing building and new building, which would need to be approved by PennDOT. The proposal also creates an area where the customers can practice driving the scooters and provides more parking than required by our ordinance.

Mr. Saxinger then went on to review and address ELA's comments on Marnik Holdings, LLC Conditional Use Application and Plan. Most of ELA's comments will be addresses in the Land Development phase of the project.

Marnik Holdings, LLC did commission a traffic impact assessment. It was determined the expansion would not have any substantial impact on traffic since the number of scooters and

tours will not be changing, they only want to create a better facility for the business and customers.

The PennDOT Legal right-of-way along the site frontage was discussed. It was suggested by the Planning Commission to make the right-of-way consistent along the whole site frontage at thirty feet, instead of some portions being twenty-five.

Curbing, stormwater, lighting, fencing, etc. will be addressed when the preliminary/final plan is brought back before the Planning Commission.

A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to recommend Borough Council approve the Conditional Use for Marnik Holdings, LLC to expand the Strasburg Scooters business to 252 North Decatur Street pursuant to Section 206.4(2) and 413 of the Strasburg Borough Zoning Ordinance.

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 7:56 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager