

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
January 8, 2024**

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

Others Present: Steve Echternach, Borough Manager

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA. 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

REORGANIZATION: A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to nominate Ken Johnson as Chairman. A motion was made by Mary Dresser, seconded by David Felpel, and passed unanimously to nominate Bob Marshall as Vice-Chairman. A motion was made by Bob Marshall, seconded by Mary Dresser, and passed unanimously to nominate Steve Echternach as Recording Secretary. Hearing no additional nominations, Mary Dresser made a motion, seconded by David Felpel and passed unanimously to close nominations and appoint Ken Johnson as Chairman, Bob Marshall as Vice Chairman, and Steve Echternach as Recording Secretary.

MINUTES OF JULY 3, 2023: A motion was made by Bob Marshall, seconded by David Felpel, and passed unanimously to approve the minutes of the July 3, 2023 meeting as printed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

2023 Year-End Report – Consider a motion to approve the 2023 Year-End Report: A motion was made by Mary Dresser, seconded by Murl Clark and passed unanimously to approve the 2023 Year-End Report as printed and forward to Borough Council.

Future Planning Recommendations to Borough Council – Discussion only: The Borough Manager stated that an upcoming project that he is aware of is the Brendle farm/E.G. Stoltzfus development: 50-60 lots of which approximately five will be in the Borough.

The Borough Manager stated that we are waiting for Strasburg Township to agree to update the Joint Comprehensive Plan.

He also stated that the next major project for the Borough is the stormwater management, and hope to bid it late spring/early summer. He added that the waterline replacement project on East Main and South Decatur Streets is nearing completion and the streets will be paved after the stormwater upgrades.

OTHER BUSINESS: None

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Murl Clark and passed unanimously to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Steven Echternach, Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
May 6, 2024**

Members Present: Ken Johnson Mary Dresser
 Murl Clark David Felpel

Others Present: Steve Echternach, Borough Manager Joe Deevy
 Tony D’Alessandro Sue Stirba
 H. Dale Kaufman John Mroz

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA. 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 JANUARY 8, 2024: A motion was made by David Felpel, seconded by Mary Dresser, and passed unanimously to approve the minutes of the January 8, 2024 meeting as printed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Strasburg Heritage Society Subdivision/Lot Add-On, 122 & 124 South Decatur Street –

Courtesy review only: Joe Deevy, President of the Strasburg Heritage Society, was in attendance and stated that they own 122 and 124 South Decatur Street and are reviewing future options for the property they are restoring at 122 South Decatur Street (the Shroy House). The lot at 122 is currently very small and essentially just the house. They would like to have more on that property to draw and engage more visitors when they finish restoring the 122 property. The property lines for 124 is oddly shaped and they are considering a subdivision/lot add-on to make that a square property and convey property to 122 so they can begin developing that property into a garden or park where they can do outdoor programs to complement their Heritage Society mission. They are seeking input to determine if the area will be a community park with native plants and a small garden. Tony D’Alessandro stated that they have other organizations who are willing to work together with them on this project. They would like to apply for a grant to assist with this project and are seeking subdivision input from the Planning Commission. Dale Kaufman stated they also considered having a community garden area, which would provide an educational space and reduce the open lawn area. Joe Deevy added that they are planning to include some type of visual blocks (plantings and/or fence) along the property lines. Mr. Deevy stated they started talking to a land surveyor and the members stated that he should be able to assist them with the subdivision/lot add-on process and requirements. Tony D’Alessandro stated that they did begin communications with neighbors regarding easements and/or property swaps.

When asked for their opinions on the project, Mary Dresser stated that she thought the way they presented it was a good idea. Ken Johnson stated that he believed the project would be a benefit to the Heritage Society and the Borough. He also suggested that they have a written agreement if they plan to propose utilizing off-site parking.

The Heritage Society will continue reviewing options on the plan.

Stormwater –

Master Plan Phase 1, Quadrant 3 – Discussion only: The Borough Manager provided an overview of the Stormwater Master Plan for Phase 1, Quadrant 3 (the Southeast quadrant) for the Planning Commission’s review and comment. He stated that the project is being partially funded by ARPA grant funds. He noted that the Borough added stormwater responsibilities to the Authority in 2023. He added that the recent water main replacement project on East Main and South Decatur Street planned for this stormwater project.

Eshelman Run Phase II: The Borough Manager reviewed the Eshelman Run Phase II streambank restoration project and stated that we are applying for grant funds. He reminded the members that DEP requires the Borough to complete MS4 nutrient reduction stormwater improvements. A motion was made by Mary Dresser, seconded by Murl Clark and passed unanimously to endorse the Eshelman Run Phase II project.

OTHER BUSINESS: None

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Mary Dresser, seconded by David Felpel and passed unanimously to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
June 3, 2024**

Members Present: Ken Johnson Bob Marshall
 Murl Clark David Felpel

Others Present: Steve Echternach, Borough Manager
 Todd Smeigh, D. C. Gohn Associates, Inc.

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA. 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 6, 2024: A motion was made by David Felpel, seconded by Murl Clark, and passed unanimously to approve the minutes of the May 6, 2024 meeting as printed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Strasburg Properties, LLC Subdivision/Lot Add-On, 11 & 17 West Main Street – Todd Smeigh of D. C. Gohn was in attendance to represent Strasburg Properties, LLC. He presented their plan to reconfigure the 11 & 17 West Main Street parcels. He noted that the plan is straight forward, removing some land from the 17 West Main Street parcel and adding it to 11 West Main Street parcel. He agreed that all of the Borough Solicitor’s comments were reasonable.

A motion was made by David Felpel, seconded by Murl Clark, and passed unanimously to recommend Borough Council approve the Lot Add-On Application of Strasburg Properties, LLC for 11 & 17 West Main Street, as submitted, subject to the condition that all Borough Solicitor and Borough Engineer comments be addressed and resolved to the satisfaction of the Borough.

OTHER BUSINESS:

Zoning & Parking – The Borough Manager discussed uncoupling parking and zoning as it relates to adaptive reuse properties within the commercial area of the historic district. As the requirements are they handicap businesses. The Borough Manager will also be discussing the issue with Council in the coming months and believes once the Historic District Design Guidelines are updated there is potential for zoning ordinance amendments.

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Bob Marshall, seconded by David Felpel and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
August 5, 2024**

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

Others Present: Steve Echternach, Borough Manager Doug Parkins, EGStoltzfus
 Claudia Shank, McNeese Wallace & Nurick Craig Smith, RGS
 John Mroz

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA. Chairman Ken Johnson called the meeting to order at 7:05 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 JUNE 3, 2024: A motion was made by Mary Dresser, seconded by Bob Marshall, and passed unanimously to approve the minutes of the June 3, 2024 meeting as printed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Brendle Tract Development Courtesy Review – Craig Smith from RGS, Doug Parkins from EGStoltzfus, and Claudia Shank from McNeese Wallace & Nurick were in attendance to review the proposed development of the Brendle Tract of land.

Ms. Shank stated that at this time they are only looking for an informal discussion to gain initial thoughts and feedback from the Planning Commission. The Brendle Tract is just over 19 acres, primarily located in Strasburg Township, with a small portion located in the Borough. The tract would be a cluster development design, similar to the Meadows of Strasburg directly north of this site. There would be 54 single family homes. The development includes open space in the Township and the Borough. They plan to request some zoning variances for the Borough portion of the tract.

Craig Smith discussed more details about the 3.3 acre portion of the tract that is in the Borough. This portion is a challenge because part of the area is in the FEMA flood plain, a small pocket of wetlands, a 50 foot buffer setback, and street patterns don't line up. The variances they will be requesting from the Borough will be: 1. minimum lot size, from 12,000 sf to 6,000 sf, 2. lot width from 90 ft. to 60 ft., 3. impervious coverage from 35% to 50%, and 4. building setbacks to be front 25 ft., rear 15 ft., & side yard 6 ft. If approved, these variances will allow the Borough lots to be identical to the Township lots. They will be going to the Township for a courtesy review next Monday, but will only require waivers for the Township portion of the tract.

A motion was made by Mary Dresser, seconded by Murl Clark, and passed unanimously to recommend Borough Council support the zoning variances for the Brendle Tract at such time that they are requested.

OTHER BUSINESS:

Zoning Amendment Discussion – The Borough Manager made the Planning Commission aware of a zoning situation.

The last time the Borough completed a Zoning Ordinance overhaul was in 1991, but the last 30 years there have been inconsistencies. After receiving a zoning application for a Hampden Drive property addition it was realized that Hampden Drive is zoned R-2, but should be zoned R-3. There isn't a home in that development that conforms to the R-2 zone and the development was approved right before the 1991 overhaul. Now that the Borough is aware of the issue, it needs to be addressed. The Borough Manager talked with the Borough Zoning Officer and Jason Hess of MHCK regarding the issue. It was recommended that the Zoning Ordinance and Zoning Map be updated.

The discussion tonight is to start the process. The Borough Manager will go to Council next and then come back to Planning Commission to go through the process of making amendments. While correcting this issue, the Borough will also address some other zoning issues, such as adaptive reuse in the Historic District.

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Bob Marshall, seconded by Mary Dresser and passed unanimously to adjourn the meeting at 7:48 p.m.

Respectfully submitted,

Steven Echternach
Borough Manager

**STRASBURG BOROUGH
PLANNING COMMISSION MINUTES
December 2, 2024**

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

Others Present: Steve Echternach, Borough Manager
 Joe Deevy
 John Mroz

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was held at the Strasburg Borough Municipal Offices, 145 Precision Avenue, Strasburg, PA. 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

ANNUAL MS4/STORMWATER TRAINING - Those in attendance watched a short video from Penn State Extension on stormwater.

MINUTES OF AUGUST 5, 2024: A motion was made by Mary Dresser, seconded by Bob Marshall, and passed unanimously to approve the minutes of the August 5, 2024 meeting as printed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Strasburg Heritage Society Lot Add-On Plan – The Strasburg Heritage Society’s property and two neighboring properties have unusual boundaries. All involved parties would like to square up their properties. Essentially they are just swapping portions of land.

The plan was reviewed by the borough solicitor, engineer, and zoning officer and all review comments have been addressed. Lancaster County Planning Commission’s review has not been received yet.

A motion was made by Mary Dresser, seconded by Bob Marshall, and passed unanimously to recommend Borough Council approve the Strasburg Heritage Society Lot Add-On Plan Application conditional upon borough solicitor, borough engineer, & Lancaster County Planning Commission review comments being satisfied.

A motion was made by Mary Dresser, seconded by Bob Marshall, and passed unanimously to recommend Borough Council waive the application fee for the Strasburg Heritage Society Lot Add-On Plan, but not consultation fees.

OTHER BUSINESS:

Zoning Amendment Discussion – The Borough Manager stated that the zoning ordinance amendments are going to be more in depth than originally thought. The Borough may be looking at doing total zoning ordinance rewrite since the current one is from 2012. Also the county is hoping to release a new zoning ordinance in the spring and the borough could work off the “bones” of their ordinance.

CITIZEN COMMENTS: None

ADJOURNMENT: A motion was made by Bob Marshall, seconded by David Felpel, and passed unanimously to adjourn the meeting at 7:31p.m.

Respectfully submitted,

Steven Echternach
Borough Manager