

**Minutes of the Regular Meeting of the  
PALMYRA BOROUGH PLANNING COMMISSION**

Wednesday January 6, 2016

Jim Hartman called the meeting to order at 7:00 p.m. in the Council Chambers of the Palmyra Municipal Building, 325 S. Railroad Street, Palmyra, PA, 17078.

**Attendance:** Jim Hartman, Steve Ricker, Mark Smith, Joe Templin, and Gretchen Van Scyoc were present. Borough Manager Roger Powl and Frank Chlebnikow of Rettew Associates were also present.

**Approval of Minutes:**

A **Motion** was made by Mark Smith, seconded by Gretchen Van Scyoc, to approve the November 4, 2015 meeting minutes as written. **Motion Carried.**

**Public Comment:** None

**Action & Discussion Items:**

1. **Citizens Fire Company No. 1 – Final Land Development Plan:**

Josh Weaber from Steckbeck Engineering was present to explain the plan. Mr. Weaber explained that the Preliminary Plan the Borough prepared for the new Palmyra Municipal Complex created three new lots: one for the new municipal building, one for a possible new Public Library, and one for a new firehouse for Citizens Fire Company No. 1. He explained that the Municipal Complex plan also served as a master plan for all three lots concerning stormwater management, zoning setbacks, and establishing the maximum building footprint sizes that could be placed on each lot. Mr. Weaber explained that the new firehouse would be situated on Lot#3, immediately adjacent to the Palmyra Middle School property to the west. He explained that the apparatus bays would front along Walnut Street with two additional garage doors to the rear of the building to provide additional access but, which are not intended to serve as a drive through bay. He explained that the building will be setback from Walnut Street far enough to enable a large ramp for the fire trucks to park completely outside of the building for washing, practice, etc. A 10,000 gallon concrete water cistern will be installed adjacent to the east side of the ramp that will capture clean stormwater run-off from the roof that will be utilized to wash the apparatus and apparatus bay floors to minimize public water consumption. The cistern is designed with an overflow that will discharge into the underground stormwater management system that receives stormwater from the impervious parking areas, etc. of the Municipal Complex. The new firehouse itself is being designed by SGS Architects and will be constructed by Pyramid Construction under a design-build scenario. Mr. Weaber explained that he has received initial plan review letters from the Borough Engineer and Solicitor, and from the Lebanon County Planning Department and is revising the plans to address the review comments in the hopes of obtaining a conditional approval of the final plan at the February meeting. Mr. Hartman explained that through some of the review comments it appears that the Final Plan was designed according to the Lebanon County Subdivision & Land Development Ordinance (SALDO) and not the Borough's new SALDO since the Preliminary Municipal Complex was prepared, submitted, reviewed, and approved via the County SALDO. Mr. Hartman asked if this plan must now be prepared, reviewed, and approved under the Palmyra SALDO since that is the law in effect in the Borough currently. Mr. Powl explained that he believed the firehouse plan should be designed according to the new Palmyra SALDO because he did not believe that it would be possible to submit the plan to the County for review and approval under the County SALDO since the County would likely reject any such submission. Mr. Hartman noted one of the comments from County Planning is that the variances have expired, and Mr. Weaber explained that the variances were obtained to make the Municipal Complex Preliminary Plan compliant with the Zoning Ordinance that was in place at the time, however, he did not believe any new variances would be necessary since the new Zoning Ordinance has been enacted, which

addressed the issues that required the variances under the old ordinance. Mr. Hartman suggested, and the Planning Commission agreed, that Mr. Powl should consult with the Borough Solicitor to determine if the plan should continue to be reviewed and approved under the Palmyra SALDO, and whether the zoning variances granted as part of the Municipal Complex Preliminary Plan approval are still in effect or expired. Mr. Chlebnikow explained that most of Rettew's review comments were administrative in nature and can be easily satisfied with the next plan revision. He explained that there are a few comments related to stormwater that Steckbeck will need to resolve with Rettew stormwater engineer Jeremy Smith. He also questioned if the Borough would be requiring developer's agreements and financial security, and, if not, waivers of those requirements should be requested by Steckbeck for proper documentation purposes. Mr. Powl explained that a developer's agreement and financial securities are really not relevant with this plan since the developer, the fire company, is a public entity and the Borough & North Londonderry Twp are securing the financing for the project. Mr. Chlebnikow also cautioned that the washing of apparatus could be an issue with the Borough's MS4 stormwater permit with DEP, therefore, every effort should be made to capture any wash bay water into the sanitary sewer system to comply with the permit. Mr. Chlebnikow asked Mr. Powl about the Borough Solicitor comments relating to the lease agreement the fire department & the Borough have approved for the use of Lot #3, and if there were any maintenance issues the Borough will be responsible that Rettew should coordinate with Steckbeck. Mr. Powl will review the lease and notify Mr. Chlebnikow of any issues written in the lease that should be addressed with the Final Plan. Ms. Van Scyoc asked if the 3,000-gallon underground storage tank shown on the details of the plan sheets would be installed in addition to the 10,000-gallon tank mentioned tonight, and Mr. Weaber explained that only the 10,000-gallon tank will be installed and the revised plans will show that accordingly.

A **Motion** was made by Mark Smith, seconded by Steve Ricker, to table action on the Citizens Fire Company No. 1 Final Land Development Plan until the February 3, 2016 meeting. **Motion carried.**

2. Wireless Communications Facilities Ordinance for "Distributed Antenna Systems":

Mr. Powl explained that due to preparation of the 2016 Budget, he has not had a chance to discuss this issue with the Borough Solicitor as of yet.

**Communications:** None.

**Other Business:**

1. Ms. Van Scyoc asked Mr. Powl if he could send the plan sets to the Planning Commission members at the same time he distributes the plans to the Engineer, Solicitor, County, and Zoning officer so that the members have a longer period of time to review the plans themselves. Mr. Powl agreed and will make that the standard practice moving forward.
2. Mr. Chlebnikow mentioned that since he hasn't seen any zoning review comments on the new firehouse plan if Rettew should also be concerned with reviewing each plan for zoning issues, or, if the Borough Zoning Officer would typically do that? Mr. Powl explained that typically Light-Heigel, as the Borough's Zoning Officer, will review each plan for zoning issues, however, in this case, there was not a sufficient number of plan sets to submit a copy to the Zoning Officer, which has caused the delay in receiving the Zoning Officer comments.

**Adjournment:**

A **Motion** was made by Gretchen Van Scyoc, seconded by Joe Templin, to adjourn the meeting at 7:25 p.m.  
**Motion carried.**

Respectfully Submitted,

Roger E. Powl  
Borough Manager