

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

Tuesday January 7, 2014

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

**Attendance:** Jim Hartman, Steve Ricker, Gretchen Van Scyoc, and Joe Templin. Borough Manager Roger Powl was also present. Mark Smith was absent.

**Reorganization of the Planning Commission:**

A Motion was made by Steve Ricker, seconded by Gretchen Van Scyoc, to retain all officers that were in place during 2013:

- Chairman: Jim Hartman
- Vice-Chairman: Gretchen Van Scyoc
- Secretary: Mark Smith

**Motion carried.**

**Approval of Minutes:**

A Motion was made by Steve Ricker, seconded by Gretchen Van Scyoc, to approve the meeting minutes with the following additions:

- Add reference to incorporating the Lebanon County Planning Department comments in their letter dated October 23, 2013.
- Add a clarification that the Planning Commission requested Harry Roth to go through each page of the October draft of the Zoning Ordinance and verify that the numbering and section references are 100% accurate.

**Motion Carried.**

**Public Comment:**

1. Mr. Ricker said he was told that CVS Pharmacy is having difficulty obtaining its permits and inquired as to why? Mr. Powl explained that permits cannot be issued by Light-Heigel until the plan is recorded and the plan cannot be recorded until all of the items required as part of the plan approval are complete. Mr. Powl said that CVS is still waiting for an approved Highway Occupancy Permit from PennDot for the stormwater system that will cross US 422 to the Klick-Lewis property and terminating at the injection well in the vacated portion of S. Prince St.

**Action & Discussion Items:**

1. Initial View - Lennard C. & Pamela J. Sheriff Final Subdivision Plan:

The Planning Commission reviewed the subdivision plan proposing to subdivide the current two unit building on a single deed located at 523 West Cherry Street into two separately deeded properties. Mr. Powl explained that he had difficulty getting a complete submission package on this plan from Matthew & Hockley Associates but, by mid-late November the plan submission was complete. The 90-day review clock therefore starts with the December 4, 2013 Planning Commission meeting. Mr. Hartman explained that the plan is missing contours, other plan features, and is not geospatially referenced according to the requirements of the Palmyra SALDO. He also explained that the existing garage at the rear of the property will not meet the minimum side-yard setbacks and may require a zoning variance,

which needs to be obtained before the plan can be reviewed and approved. Ms. Van Scyoc asked if the property has two separate water meters, one for each unit, and Mr. Powl said he could research that through the Borough's billing system. Mr. Hartman also explained that it appears the sewer laterals for each unit are either shared or wye'd together at a point prior to being connected to the main sewer line, and questioned if two separate sewer laterals should be required as part of this plan? Mr. Ricker questioned if adding the new property line dividing the building creates any building code or fire code issues, and Mr. Templin added that all utilities should also be separated as a result of the plan. Mr. Powl explained that he will get the plan to the Borough Engineer, Solicitor, and Zoning Officer for their review in time for the February meeting.

2. Palmyra Draft Zoning Ordinance:

Mr. Powl informed the Planning Commission that due to the preparation of the 2014 Budget, the sinkhole events on E, Cherry & S. Grant St, and the new municipal building project, he has not been able to forward information to Harry Roth and RETTEW to move the Zoning Ordinance and SALDO amendment ordinance any further along.

**Communications:** None

**Other Business:** None

**Adjournment:**

A Motion was made by Jim Hartman, seconded by Gretchen Van Scyoc, to adjourn the meeting at 8:13 p.m.  
**Motion Carried.**

Respectfully Submitted,

Roger E. Powl  
Borough Manager