

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

Wednesday February 5, 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, Mark Smith, Gretchen Van Scyoc, and Joe Templin. Borough Manager Roger Powl and Chris Knarr of RETTEW Associates were also present. Steve Ricker was absent.

Approval of Minutes:

A Motion was made by Jim Hartman, seconded by Gretchen Van Scyoc, to approve the meeting minutes with the following correction:

- Replace “than” with “the” after “by mid-late November” on the fourth line of the Sheriff Subdivision Plan discussion.

Motion Carried.

Public Comment: None

Action & Discussion Items:

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

- Plan Engineer: Matthew & Hockley Associates

| Plan Submitted | First P. C. Meeting After Submission | 90-day Review Period Expires | Last P.C. Meeting Prior to Expiration |
|----------------|--------------------------------------|------------------------------|---------------------------------------|
| 11/13/13 | 12/4/13 | 3/4/14 | 2/5/14 |

No representatives were present from Matthew & Hockley Associates. The Planning Commission reviewed plan review letters from the Borough Engineer, Borough Solicitor, and Borough Zoning Officer regarding the Sheriff Plan. Chris Knarr explained the highlights of the RETTEW review letter and explained that many waivers of the Palmyra SALDO were necessary, however, none have been requested in writing by Matthew & Hockley. Mr. Powl explained that the plan was deemed a complete submission on 11/13/13 and that the 90-day review period was set to expire on 3/4/14, therefore, the Planning Commission and Borough Council must take action on the plan at their February meetings or the plan would receive a deemed approval. Mr. Knarr explained that Matthew & Hockley has not been in communication with him regarding the plan, or the RETTEW review letter, therefore, he prepared and explained the following motion for the Planning Commission’s consideration:

- Palmyra Borough Planning Commissions recommends to Palmyra Borough Council denial of the Sheriff Final Subdivision Plan because of:
 1. The outstanding comments from: RETTEW’s review letter dated 1/29/14; Solicitor Cleary’s review letter dated 1/14/14; and the Borough Zoning Officer’s letter dated 1/14/14; and
 2. The plan has not received the needed zoning relief from the Palmyra Borough Zoning hearing Board.

Additionally, the Palmyra Borough Planning Commission will entertain adding the Sheriff Final SDP to a future meeting agenda, if:

1. The applicant agrees to and grants a time extension until Friday, May 30, 2014 to the Borough to review and act upon the application for Sheriff Final SDP, and the Borough Council accepts the granting of a time extension, and;
2. Needed zoning relief from the Palmyra Borough Zoning Hearing Board has been obtained, and;
3. The applicant addresses the outstanding comments from RETTEW's review letter dated 1/29/14; Solicitor Cleary's review letter dated 1/14/14; and the Borough Zoning Officer's letter dated 1/14/14, and;
4. The applicant resubmits a revised plan along with the needed written requests for alterations/waivers;

A Motion was made by Mark Smith, seconded by Joe Templin, to make a recommendation to Borough Council to deny the Sheriff Plan based on the items listed in the RETTEW prepared motion, or, accept the granting of an extension of time to review the Sheriff Plan until May 30, 2014, contingent upon the satisfaction of the items listed in the RETTEW prepared motion. **Motion Carried.**

2. Zoning Hearing Board Application - 616 W. Main Street:

Mr. Powl explained that applicant Mark Kiessling has submitted an application to appear before the Zoning Hearing Board on 2/10/14 to obtain a special exception necessary to convert the Brethren in Christ Church into an assisted living facility. If the special exception is granted for the use, then several variances regarding various landscaping, lighting, and parking requirements are also being requested for consideration. Mr. Powl explained that Borough Council reviewed the application at their regular meeting held on 1/28/14 and held a favorable opinion of the application since a new use is being placed into a previously tax exempt property that will soon be abandoned when the Church moves to its new location at the former Redner's building along Campbelltown-Palmyra Road. The Planning Commission agreed with Borough Council's position and had no additional concerns for Mr. Powl to take to the Zoning Hearing Board.

3. Palmyra Draft Zoning Ordinance:

Mr. Powl informed the Planning Commission that he still has not been able to forward information to Harry Roth and RETTEW to move the Zoning Ordinance and SALDO amendment ordinance any further along but, will do so immediately so that the SALDO Amendment and Draft Zoning Ordinance can continue to be moved toward a favorable review by the Planning Commission for recommendation for official enactment by Borough Council within the next few months. Mr. Powl will attempt to have comments back in time for discussion at the March 5th meeting.

Communications: None

Other Business: None

Adjournment:

A Motion was made by Mark Smith, seconded by Jim Hartman, to adjourn the meeting at 7:58 p.m. **Motion Carried.**

Respectfully Submitted,

Roger E. Powl
Borough Manager