

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

Wednesday June 3, 2015

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

Approval of Minutes:

A **Motion** was made by Jim Hartman, seconded by Gretchen Van Scyoc, to approve the May 6, 2015 meeting minutes with the following corrections: Add “o” to “pint” in item #3 under Other Business, and capitalize the “V” in “van Scyoc” under adjournment . **Motion Carried.**

Public Comment: None

Action & Discussion Items:

1. Londonderry Apartments Preliminary/Final Land Development Plan: (810-812 S. College Street)

Lee Engle of Yingst Engineers and Mike Blouch were present. Mr. Engle asked for confirmation that revised plans were received by Rettew, and asked if there were any questions concerning the revisions. Gretchen Van Scyoc asked if all of Rettew’s review comments had been addressed with this revision, and Mr. Hartman explained that a conditional approval would require the developer to have all the items addressed prior to Borough Council taking action to approve the plan. Mr. Engle explained that there were only four new comments in the latest review letter that were mostly administrative in nature. Mr. Hartman suggested that the waiver requested be deferred so that a point in time in the future curbs & sidewalks are deemed necessary, Borough Council can require the developer to have them installed at that time. Mr. Chlebnikow asked if a note should be attached to the plan, and Mr. Hartman concurred. Mr. Hartman also explained that he understands that the deed-in, deed-out corner survey markers are located in the middle of the street, and that a survey pin installed in the center of the street will be removed during road maintenance activities, however, he feels there is no reason that survey monuments could not be installed at the edge of the street right-of-way so, he is not in favor of the requested waiver, and Mr. Chlebnikow agreed with Mr. Hartman’s assessment on the survey marker issue. Mr. Hartman expressed that in his opinion the plan seemed ready for conditional approval. Mr. Chlebnikow agreed and explained that most of the remaining comments are administrative in nature and he outlined the following four items for further discussion: the surveyor must certify the plan; landscape plan comments can be worked out with a conversation between the developer and Rettew to ensure compliance; parking lot lighting is required by Section 310 of the Zoning Ordinance to be signed off on by the Zoning Officer prior to going to Borough Council for final approval, and; he asked if the 0.026-acres per unit that was being offered for public dedication to satisfy the open space requirements was going to be in the form of actual land dedication or via fee-in-lieu of dedicating the land. Mr. Engle explained that they would likely be paying the fee-in-lieu of and asked for the amount that this fee would be, and Mr. Powl explained that he would research the question and respond back directly to Mr. Engle. Mr. Hartman asked if the fee-in-lieu of dedicating land applies to all of the units on the complex or just the new units and Mr. Chlebnikow explained that he believed only the new units would qualify for the fee-in-lieu of dedication. Mr. Chlebnikow explained that all remaining stormwater issues are administrative in nature versus technical in nature so, Rettew is comfortable with recommending moving the plan forward to Borough Council for conditional approval at their next meeting.

A **Motion** was made by Jim Hartman, seconded by Joe Templin, to recommend to Borough Council to grant conditional approval of the Londonderry Apartments Plan. Discussion: Mr. Chlebnikow asked how the Planning Commission would like to handle the four waiver requests since some seemed favorable for approval and some for deferment. Mr. Hartman thanked Mr. Chlebnikow for the point of order and withdrew his original motion so that each waiver could be voted on separately.

A **Motion** was made by Jim Hartman, seconded by Joe Templin, to recommend to Borough Council to grant a waiver of Section 318-10.A(3) and Section 318-15.E(4) so that preparation and submission of a preliminary plan and traffic impact study are not required. **Motion carried.**

A **Motion** was made by Jim Hartman, seconded by Gretchen Van Scyoc, to recommend to Borough Council to defer the requirements of Section 318-28 & 318-29, and attach a note stating so to the plan. Discussion: Ms. Van Scyoc asked if “deferred” means the developer “must do” in the future, and Mr. Hartman explained that if Borough Council determines that at some point in the future curbs and sidewalks become necessary, the Borough can go back to the developer and require those installations to be made. **Motion carried.**

A **Motion** was made by Jim Hartman, seconded by Gretchen Van Scyoc, to recommend to Borough Council to deny the waiver requested for Section 318-33.C for the installation of survey monuments. **Motion carried.**

A **Motion** was made by Jim Hartman, seconded by Joe Templin, to recommend to Borough Council to grant conditional approval of the Londonderry Apartments Plan, contingent upon all outstanding comments contained in the Rettew letter dated 5/29/15, and Borough Solicitor’s letter dated 5/22/15 being satisfied. **Motion carried.**

2. Lennard C. & Pamela J. Sheriff Final Subdivision Plan: (521 & 523 W. Cherry St)

John R. Poff of Matthew & Hockley Associates was present. Mr. Hartman explained that the Borough Solicitor seemed satisfied with the current status of the plan and asked Mr. Chlebnikow for input from the Engineer’s standpoint. Mr. Chlebnikow explained that only minor housekeeping type issues remain from Rettew’s last review letter dated 8/27/14. Ms. Van Scyoc asked if the property had a single sewer lateral, and Mr. Poff introduced himself and explained that the property does share a common sewer lateral and that easements have been placed over both the water service laterals and sewer laterals, and an easement agreement was prepared, which was reviewed and approved by the Borough Solicitor to be recorded with the plan. Ms. Van Scyoc asked about the variances needed for the shed in the rear yard, and Mr. Poff explained that on 2/9/15, the Palmyra Zoning Hearing Board granted the necessary variances to allow the existing shed to remain in its current location. Mr. Chlebnikow explained that a deferment for the installation of curbing and sidewalk along the adjacent alley has already been approved by Borough Council, easements and sight triangles have been added to the plan, and he confirmed that all technical comments have been addressed.

A **Motion** was made by Jim Hartman, seconded by Joe Templin, to recommend to Borough Council to grant conditional approval of the Sheriff Final Subdivision Plan. **Motion carried.**

3. ShadowStone Stormwater Management Plan:

Mr. Hartman explained that this plan was before the Planning Commission previously concerning new manufactured housing units being installed over two street stubs within the ShadowStone Community that are no longer needed for expansion to the west. Mr. Powl explained that this plan is back before the Planning Commission because the Stormwater Ordinance is not clear on who actually has approval and signature power, therefore, the Borough Solicitor recommended sending this plan back to the Planning Commission so that a recommendation can be made to Borough Council. Mr. Powl explained that the Solicitor also recommended discussing amending the Stormwater Ordinance in order to give approval

3. ShadowStone Stormwater Management Plan: (continued)

power to the Borough Engineer and signatory power on plans to be recorded to the Borough Manager after the Engineer has approved the stormwater management plan. Mr. Hartman explained that he is familiar with that arrangement in other municipalities and asked Mr. Powl to place this item on the next meeting agenda for further discussion. Mr. Chlebnikow explained that the only outstanding items on this plan are that an ownership & maintenance agreement needs to be prepared and submitted for the easements, signatures are needed where appropriate, and proper financial security needs to be obtained and submitted.

A **Motion** was made by Jim Hartman and seconded by Joe Templin, to recommend to Borough Council to approve the ShadowStone stormwater management plan, contingent upon all comments listed in the Rettew review letter dated 3/5/15 being satisfied. Discussion: Ms. Van Scyoc asked if new stormwater facilities were being installed, or just documented, and Mr. Chlebnikow explained that an existing underground stormwater pipe traverses diagonally across the street stubs, and all that is being done is that the path of the existing pipe will be re-routed out around the building envelopes of the new manufactured housing units being installed, and the easements are being re-drawn accordingly. Mr. Hartman asked that Rettew ensure that the old easement is extinguished by ShadowStone and the new easement is recorded for proper future reference. **Motion carried.**

Communications: None.

Other Business: None.

Adjournment:

A **Motion** was made by Gretchen Van Scyoc, seconded by Jim Hartman, to adjourn the meeting at 7:37 p.m. **Motion carried.**

Respectfully Submitted,

Roger E. Powl
Borough Manager