

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

Wednesday July 2, 2014

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

Approval of Minutes:

A Motion was made by Steve Ricker, seconded by Joe Templin, to approve the April 2, 2014 & May 7, 2014 meeting minutes as written. **Motion Carried.**

Public Comment:

Action & Discussion Items:

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

Mr. Powl explained that he contacted plan engineer Brent McFeaters of Matthew & Hockley Associates to get an update on the status of this plan since there has been no communication and no Zoning Hearing Board application filed for the zoning variances needed for the plan, and, the time to review the plan was set to expire at the end of May. He explained that Mr. McFeaters provided a time extension letter dated 5/26/14 granting an extension of time to review the plan from 5/30/14 to 8/29/14. Mr. Knarr suggested that the Solicitor verify a deemed approval did not result from the Planning Commission not approving the extension officially at a public meeting prior to the expiration of the original time extension letter.

A Motion was made by Steve Ricker, seconded by Jim Hartman, to make a recommendation to Borough Council to grant a 91-day extension from May 30, 2014 to August 29, 2014 for the review of the Sheriff Final Subdivision Plan.

2. Palmyra Draft Zoning Ordinance - Palmyra SALDO Amendment:

Mr. Knarr delivered the revised copy of the SALDO amendment to the Planning Commission and reiterated that the goal of this amendment was to make the SALDO and the proposed Draft Zoning Ordinance more comparable and to shift some items around between the ordinances in order for developers to be able to ask the Planning Commission for waivers from the provisions of the SALDO versus variance applications before the Zoning Hearing Board, which are much more difficult to obtain. Mr. Knarr then highlighted and explained the following changes made to the SALDO amendment:

Revision #1 - Definitions: Definitions for clear trunk, closed depressions, established ordinary high water mark, historic site, outcrops of bedrock, oversized parking space, sinkholes, watercourse (perennial), and waters of the Commonwealth were added to Section 318.7. He also indicated that the definition of "paved" was included in the Draft Zoning Ordinance and therefore was retained in the SALDO amendment.

Revision #2 - Section 318-15.C - Existing Conditions required to be shown on a Preliminary Plan: Historic and natural features were moved to this section. The Planning Commission should also consider if a "fracture trace" would be an important existing condition to require a developer to show on a preliminary plan.

Revision #3- Section 318-25.B - Design Standards - Preservation of Natural & Cultural Features: Mr. Knarr explained that an engineering standard for a wetland buffer does not exist with the U.S. Army

Corps of Engineers. RETTEW wetland specialists are recommending that a ten (10) foot easement be required from the “ordinary high water mark.”

Revision #4 - Section 318-27.B - Parking Space Dimensions: The table included in the Draft Zoning Ordinance has been imported into the SALDO.

Revision #5 - Section 318-27.D - Parking Aisles: “Parking compound” was changed to “parking lot (or structure).”

Revision #12 - New Section 318.27.N - Off-Street Loading: Off-street loading design standards make sense to be included in the SALDO versus in the zoning ordinance, which would require the granting of a variance, which is often onerous on Borough’s due to limited space availability on existing developed sites. This will make it easier for a developer to seek relief of the design standard when re-developing an existing site.

Revision #14 - Section 318-37.C - Strips & Interior Landscaping: Currently does not refer to the zoning ordinance but, Mr. Knarr will review further and provide his recommendations at the next Planning Commission meeting.

Sinkholes: Mr. Knarr will work with Borough Engineer Max Shradley, PE to develop appropriate sinkhole language that will be required to be attached to plans as a note. At a minimum, the plan should show any known sinkholes and/or carbonate geology, and require that any active sinkholes be mitigated. Mr. Knarr mentioned that Rapho Twp., Lancaster County, has a sinkhole ordinance or policy that could be used as a reference for Palmyra. Mr. Knarr explained that the original language developed by Mr. Roth only requires sinkholes to be identified but, RETTEW feels this should be taken one step further by specifying what should be done about any instances of existing sinkholes located on a plan - given Palmyra’s sinkhole history. Mr. Hartman agreed strongly that this definitely needs to be included in the SALDO but, was unsure whether it should be made as a stand-alone policy or ordinance. Mr. Knarr explained that design standards would not be created to mandate how property owners would be required to repair an existing sinkhole but, the language would prompt a developer’s engineer to submit a plan showing a proposed sinkhole repair method for the Borough Engineer and Planning Commission to review, comment on, and approve after any suggested changes to the proposed repair method are agreed to by the developer.

Mr. Knarr will insert any new edits into the SALDO amendment for review by the Planning Commission. Mr. Hartman apologized to Mr. Knarr for the Planning Commission not being prepared to have a more in-depth discussion on the SALDO amendment at this meeting, and, instructed the Planning Commission to review Mr. Knarr’s SALDO amendment and to send any questions, comments, or concerns to Mr. Powl, who will forward to Mr. Knarr in order for him to have time to generate responses and explanations at the next scheduled Planning Commission meeting.

Communications: None

Other Business:

1. Ms. Van Scyoc asked if the rumors were true that the Public Library may be moving to the Fulton Bank building at the Square that was recently purchased by Kurt Yordy. Mr. Powl confirmed that Mr. Yordy has approached the Library about the possibility of relocating into a renovated and expanded Fulton Bank building on the Square. He explained that he has been told that the Library is considering the offer and will be studying the feasibility of a move there.
2. Mr. Ricker asked if the new underground stormwater management system at the new CVS store on E. Main St has been connected to the stormwater injection well in what used to be S. Prince St on the Klick-

Other Business: (continued)

Lewis property. Mr. Powl explained that he did not believe that the pipe crossing under US422 had been made as of yet. He also explained that the contractors have had to deal with the repair of two new sinkholes around the inlet to the Injection Well #7 location due to stormwater run-off flowing into their open excavation trenches being brought to the injection well.

3. Mr. Ricker asked for an update on the Sheetz Plan. Mr. Powl explained that the attorney representing Sheetz, Ron Lucas of Stevens & Lee, is working with the Borough Solicitor, Josele Cleary, on an Operations & Maintenance Agreement, or stormwater management agreement, which addresses the maintenance responsibilities for on-site stormwater management facilities being installed as part of the plan, as required by the Palmyra Stormwater Management Ordinance. Mr. Powl also explained that since PennDot now requires municipalities to submit PennDot Highway Occupancy Permits for a private development, an agreement is also being worked out with Mr. Lucas for Sheetz to agree to the maintenance responsibility for any drainage facilities being installed in any PennDot right-of-way as well. Mr. Knarr explained that he has had no other communication with Sheetz engineers to add to Mr. Powl's report.

Adjournment:

A Motion was made by Steve Ricker, seconded by Gretchen Van Scyoc, to adjourn the meeting at 8:12 p.m.

Motion Carried.

Respectfully Submitted,

Roger E. Powl
Borough Manager