

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

Wednesday July 5, 2017

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, Carissa Mellinger, Steve Ricker, Joe Templin, and Gretchen Van Scyoc were present. Borough Manager Roger Powl, and Frank Chlebnikow of Rettew were also present.

**Public Comment:** None

**Approval of Minutes:**

A **Motion** was made by Gretchen Van Scyoc, seconded by Steve Ricker, to approve the June 7, 2017 meeting minutes as written. **Motion Carried.**

**Action & Discussion Items:**

1. Palmyra Area School District - Middle School Addition Land Development Plan:

Kevin McGarvey of Evans Engineering was present to represent the plan. Mr. McGarvey explained that the School District is proposing a new 19,000sq' addition to the Palmyra Middle School that will become the new 6<sup>th</sup> Grade wing of the school. This will enable 47 additional students to attend and 7 new staff members to instruct at the Middle School. The Plan would require 152 parking spaces when complete and over 200 parking spaces are available. Mr. McGarvey explained that they have requested an exemption from preparing a sewer planning module due to less than 270-gallons (i.e. 1-EDU) of additional sewage expected to be generated as part of this project. He explained that all of the stormwater to the south of the building will be conveyed to an existing stormwater injection well located near the parking lot entrance along S. Locust Street that was installed as part of the 1957 Middle School addition project. The additional 20,000sq' of impervious coverage will increase stormwater run-off by approximately 5% and should not impact the functionality of the injection well. Mr. Hartman asked what could be done to quantify that assumption and Mr. Chlebnikow responded that this was also Rettew's review comment #11 on their June 30<sup>th</sup> review letter. Mr. Chlebnikow explained that some form of physical testing or historical analyses should be presented to Rettew's stormwater engineer to confirm that the existing injection well can handle the additional run-off. Mr. McGarvey explained that the School District is considering constructing a new synthetic turf multi-purpose athletic field where the softball field is currently located, as well as, removing the grass and installing synthetic turf at Buck Swank Stadium, therefore, something new will need to be done on-site to handle all of this additional impervious surface area, which will also relieve some of the burden off of the existing injection well. Mr. McGarvey explained that they have submitted the Erosion & Sedimentation Plan to the Lebanon County Conservation District and have already addressed the review comments received from the Lebanon County Planning Department. Mr. McGarvey explained that construction start is scheduled for this November, and asked whether the Borough would consider an alternative to the required developer's Letter of Credit in the amount of \$72,200 that is necessary to guarantee that the site improvements are constructed properly due to the additional administrative costs that the School District would be required to pay to obtain the Letter of Credit. Mr. Chlebnikow mentioned that a cash escrow would be an acceptable alternative and Mr. Powl confirmed that the Borough maintains a developer's escrow account at Jonestown Bank that the money could be deposited into until the project is 100% complete and closed out, at which time, the money would be returned to the School District. Mr. McGarvey also explained that the temporary classrooms will be removed, and that an existing sinkhole in the enclosed courtyard area will most likely need to be repaired via manpower, wheelbarrows, etc., due to the courtyard not being accessible by excavating equipment, and, once the sinkhole is repaired, consideration is being given to developing a pumping system to remove the stormwater from that area to mitigate future sinkhole activity. Mr. Chlebnikow explained that Rettew's review comments are largely administrative in nature, and they are recommending approval of the waiver's being requested for the preparation of a preliminary plan, and for stormwater management (matching pipe crowns). However, Mr. Chlebnikow pointed out that stormwater management comment #4 regarding a geologic evaluation is significant, as well as, comment #6 regarding roof drain detail references and collector laterals needing to be shown on the plan. Ms. Van Scyoc asked if any pre-treatment of stormwater is being proposed and Mr. McGarvey explained that water coming from the building expansion is deemed clean by DEP so, no pre-treatment is required, and, the stand-pipe in the

injection well serves as a sediment and trash rack to allow debris to settle to the bottom of the wet well before flowing over and down into the well casing. Mr. McGarvey is developing an inspection and clean-out checklist for the injection well wet-well that should be performed at least every 6-months by School District Staff. Mr. Ricker asked if pre-treatment of roof run-off is required and Mr. McGarvey explained that it is not but, explained that the 2010-11 sinkhole repair project conveys all roof run-off directly into a new Terre-Kleen stormwater filter unit before draining into the new stormwater injection wells. Mr. Powl explained that the Borough Solicitor has not had a chance to review the plan as of yet due to a vacation but, he is expecting her review in the near future. He also explained that the Zoning Officer has also not had a chance to review the plan as of yet. Mr. Hartman asked for a clarification on the stormwater waiver being requested concerning matching pipe crowns, and Mr. McGarvey explained the reason for the waiver request is due to removing the center portion of the stormwater pipe system so that it can be re-routed around the new building construction, and due to the shallow and flat nature of the existing pipe system, they are unable to meet the minimum percentages in the ordinance, however, the waiver being requested is quite minimal and should have no effect on how the water will move through the system once it is completed.

A **Motion** was made by Steve Ricker, seconded by Joe Templin, to make a recommendation to Borough Council to grant the requested waivers of Section 318-8.E (Preliminary Plan Required) of the Palmyra Subdivision & Land Development Ordinance, and Section 310-16.C.5 (Matching Pipe Crown Elevations Required) of the Palmyra Stormwater Management Ordinance. **Motion carried** with Gretchen Van Scyoc abstaining.

A **Motion** was made by Steve Ricker, seconded by Carissa Mellinger, to make a recommendation to Borough Council to grant conditional approval of the Palmyra Area Middle School Additions & Renovations Preliminary/Final Land Development Plan, contingent upon Evan's Engineering satisfying all plan review comments from Borough Engineer, Borough Solicitor, Lebanon County Planning, Conservation District, and Zoning Officer. **Motion carried** with Gretchen Van Scyoc abstaining.

2. Patel Final Subdivision Plan (201-203 N. Lincoln Street):

Mr. Powl explained that he informed the plan engineer of the approval of the 70-day time extension and has heard nothing in response.

3. Lot Consolidation Plans (Section 318-17 of the Palmyra Code of Ordinances): Mr. Hartman explained that he does not feel that the Borough should require residents to prepare, submit, and obtain approval of a lot consolidation plan for simply combining two existing lots into one new lot because of the burdensome cost, lot consolidations are not defined or required by the PA Municipalities Planning Code, and many municipalities and Lebanon County does not require such plans. Ms. Van Scyoc asked how multiple lots would be combined without a plan and Mr. Hartman explained that an attorney could create a new deed with the appropriate survey references and have it recorded at the County Courthouse. Mr. Chlebnikow explained that he has seen it done both ways depending on a municipality's preference. He provided an example of what can happen when a plan is not required, explained that a deed should be recorded promptly, and suggested that language be required to be added saying that once recorded the lots cannot be separated again unless a subdivision plan is prepared. Mr. Hartman asked how much it would typically cost to amend the Palmyra Subdivision & Land Development Ordinance (SALDO) and Mr. Powl explained that there would be advertising costs and costs for the Solicitor to prepare the ordinance amendment, however, the Borough budgets for this each year, therefore, cost would not be a factor in the decision to proceed with an amendment. Ms. Mellinger asked how lot consolidations became a requirement in the Borough since Lebanon County does not require lot consolidation plans, and Mr. Powl and Mr. Hartman explained that when the decision was made by Council for the Borough to develop its own SALDO, the Borough Engineer provided a sample ordinance from Strasburg Borough that was used as a template in creating the new Palmyra SALDO. Lot consolidations were required by Strasburg and it was retained as part of the new Palmyra SALDO by the Planning Commission and Borough Council, which could have possibly just been an oversight.

A **Motion** was made by Carissa Mellinger, seconded by Steve Ricker, to make a recommendation to Borough Council to amend the Palmyra Subdivision & Land Development Ordinance to eliminate the requirement of preparing, submitting, and obtaining approval of a lot consolidation plan in cases where two or more contiguous lots are having their interior lot lines extinguished to create a single larger lot. **Motion carried.**

**Communications:** None.

**Other Business:**

1. Mr. Ricker explained that he received a Notice of Violation for his trees hanging too low over his sidewalk. He explained that he felt that the ordinance requiring 10-foot clearance over a sidewalk is too high and suggested that the ordinance requirement be lowered to 8-feet above a sidewalk.

A **Motion** was made by Joe Templin, seconded by Steve Ricker, to make a recommendation to Borough Council to amend Section 337-4 of the Palmyra Borough Code of Ordinances to lower the required 10-foot clearance over a sidewalk to 8-feet. **Motion carried.**

**Adjournment:**

A **Motion** was made by Steve Ricker seconded by Gretchen Van Scyoc, to adjourn the meeting at 8:04 p.m. **Motion carried.**

Respectfully Submitted,

Roger E. Powl  
Borough Manager