

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

Wednesday September 3, 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, and Gretchen Van Scyoc were present. Borough Manager Roger Powl and Chris Knarr of RETTEW Associates were also present. Mark Smith and Joe Templin were absent.

Approval of Minutes:

A Motion was made by Gretchen Van Scyoc, seconded by Steve Ricker, to approve the August 6, 2014 meeting minutes with the following corrections:

- Strike “is” after “is no longer” on the fourth line of ShadowStone discussion.
- Add “be” after “sinkhole would” and correct spelling of “busines” on fifth line of the first Revision #5 discussion.

Motion Carried.

Public Comment: None

Action & Discussion Items:

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

Mr. Knarr explained that he received a revised plan directly from Matthew & Hockley Associates and crafted a second review letter dated August 27, 2014. He explained that on the revised plan Matthew & Hockley has altered the location of the property line in order to comply with the Zoning Ordinance. He also questioned if the area of the driveway was included in their total impervious surface calculations. Mr. Hartman explained that Matthew & Hockley is not following proper plan submission guidelines by submitting revised plans directly to Rettew versus submitting to Mr. Powl at the Borough, who then distributes to all necessary parties. Mr. Hartman asked Mr. Powl to kindly remind Matthew & Hockley of the proper submission procedures as conversations on this plan continues. The Planning Commission also reviewed the Borough Solicitor’s second review letter dated September 3, 2014. The Planning Commission asked Mr. Powl when the next 90-day review period will expire, and Mr. Powl responded that the time extension for the review of the plan was set to expire on November 30, 2014. Mr. Knarr also pointed out that there may be clear sight distance triangle obstructions and recommended that a note be added to the plan stating that the owner agrees to remove the obstructions if they are determined to be an issue in the future by the Borough. He also noted that Matthew & Hockley does not reference the survey plan data used in drawing the plan.

A Motion was made by Gretchen Van Scyoc and seconded by Steve Ricker to table any action on the Sheriff Plan until all zoning issues are resolved, and to direct the Borough Manager to forward the Rettew review letter dated 8/27/14 and the Borough Solicitor review letter dated 9/3/14 to Matthew & Hockley Associates. **Motion carried.**

2. Palmyra Draft Zoning Ordinance - Palmyra SALDO Amendment:

Mr. Knarr delivered another revised copy of the SALDO amendment to the Planning Commission and explained the following changes made to the SALDO amendment:

Revision #5 - Section 325.B - Preservation and/or Protection of Important Historic & Natural Features: Mr. Knarr explained that the sinkhole language has been revised again so that the onus is placed on the developer to address any existing unmitigated sinkholes, which provides the opportunity for the Borough Engineer to be involved. Mr. Hartman asked if the specified schedule of three (3) days for notification of existence of a sinkhole; five (5) days to complete the sinkhole remediation, and; ten (10) days to submit a report by a qualified geotechnical engineer would place an undo hardship on the developer, and Mr. Knarr responded that the schedule outlined was recommended by the geotechnical experts on staff at Rettew.

Revision #5 - Section 325.B - Preservation and/or Protection of Important Historic & Natural Features: Mr. Hartman asked if, in paragraph (ii), the language “are adequate to address the specific sinkhole to be mitigated” should be shown as a strikethrough, and Mr. Knarr responded that it should not be a strikethrough and he will correct in the final version of the amendment.

Revision #5 - Section 325.B - Preservation and/or Protection of Important Historic & Natural Features: In paragraph (iii), at the top of page #8, strike “copy” after “signed and sealed.” Also, remove the strikethrough from “from” after “~~in length.~~”

Revision #10 - Section 328.27I - Landscaping & Screening Requirements: The table depicting required front yard landscape strip standards was revised by adding “, or closest edge of any access drive along the street frontage” after “Front yard landscape strip width measured from the street right-of-way line”. Also, add “or” after “to be located along a street right-of-way” in the second to last sentence in paragraph I(1).

The Planning Commission discussed the next steps in moving the SALDO amendment and Draft Zoning Ordinance forward.

A Motion was made by Jim Hartman, seconded by Steve Ricker, that upon completion of the minor revisions discussed at tonight’s meeting, submit the SALDO amendment to planner Harry Roth so that he may incorporate the amendment into the Draft Zoning Ordinance, and deliver the final version of the Draft Zoning Ordinance to the Borough for its final review and anticipated approval by Borough Council. **Motion carried.**

Communications: None.

Other Business:

1. Mr. Knarr explained that he is leaving RETTEW to accept a new land planner position with the law firm of McNees Wallace & Nurick, LLC in Harrisburg so, this is his last meeting with the Planning Commission. The Planning Commission expressed their appreciation for Mr. Knarr’s assistance and wished him the best of luck in his new pursuits.
2. Mr. Ricker confirmed that a garage and remaining green space has been removed to the rear of the former Jeff Risser property at 312 E. Main Street. He asked that Light-Heigel follow-up to make sure the elimination of the remaining green space was permitted.
3. Mr. Hartman recommended that the Borough advertise a Request For Proposal to other professional firms who provide Zoning & Code Enforcement services to replace Light-Heigel as the Zoning Officer & Codes Enforcement Officer. He also suggested that the Borough hold a meeting with Keith Heigel to express concerns with the level of service Light-Heigel is currently providing to the Borough.

Adjournment:

A Motion was made by Steve Ricker, seconded by Gretchen Van Scyoc, to adjourn the meeting at 8:03 p.m.
Motion Carried.

Respectfully Submitted,

Roger E. Powl
Borough Manager