

MINUTES
DILLSBURG BOROUGH PLANNING COMMISSION MEETING
DECEMBER 18, 2013

The December meeting of the Dillsburg Borough Planning Commission was called to order on the above date at 7:32 PM. Planning Commission Members in attendance were Chairman Allen Reeves, Vice Chairman Brian Radcliffe, Paul Eurich and Leon Zeiders. Also present were Borough Engineer Mike Begis, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. PC Member Joe Robinson and Borough Solicitor Mark Allshouse weren't present.

The following visitors were present: Brent Detter from ELA Group, Anthony Colestock from CRA Architects and Jason Young from NYCSD.

The first item on the agenda was the approval of the November 20, 2013 meeting minutes. PC Member Paul Eurich stated on page three, fourth paragraph, the word "maintain" should be "maintained". Chairman Allen Reeves stated on page three, second paragraph, the word "discuss" should be "discussed". PC Member Leon Zeiders moved to approve the Planning Commission meeting minutes of November 20, 2013 as amended. Motion was seconded by PC Member Paul Eurich. - Motion carried.

The second item on the agenda was the discussion of the Dillsburg Elementary School – Final Land Development Plan. Engineer Begis indicated KPI had received and reviewed a revised plan; which mainly pertained to stormwater changes. Brent Detter with ELA Group stated last month the PC reviewed the sketch plans; since then the plans have been submitted to the Borough, KPI, York County Conservation District (YCCD) and York County Planning Commission (YCPC). Mr. Detter stated they had received comments from KPI and YCPC. He indicated the plans were also submitted to DAA and have been in communication with Sheldon Williams regarding questions on the project. Mr. Detter stated at the time the Land Development plan was originally submitted the GEO technical engineer didn't have the chance to do a test pit on the site to determine whether to infiltrate stormwater or detain it on site. The report was since received and indicated the site is underlain by carbonate geology; which has the probability of sinkholes. Mr. Detter stated they have changed the infiltration system to a detention system; it will still meet all the stormwater ordinance requirements. Mr. Detter indicated the actual location of the building hasn't changed; only the stormwater portion has changed. The stormwater area will be located in the same general location; it has gotten smaller because of digging a pit and filling it with stone, they are using an R-tank system. Vice Chairman Radcliffe asked if the system was underground. Mr. Detter stated yes, it will be seeded and lawn when it is done and there also will be an easement around it.

Mr. Detter indicated the building, the sidewalk, and the location of the modular classrooms haven't changed. The notes were added to the plan indicating the modular classrooms would be removed at the completion of the project. At the end of the project, any of the damaged play areas would be restored.

He indicated they did receive the review comments from YCPC and KPI; and they don't have any issues with any of the comments. Mr. Detter stated they are requesting for consideration three (3) modifications. 1. Waiving the preliminary plan process and allowing the plan to be processed as a Final Land Development application. 2. Waiving the financial surety requirement. 3. The stormwater management ordinance requires a 15" minimum pipe diameter requesting to be allowed using a 10" (This will be maintained by the school district and will not be dedicated to the Borough). Chairman Reeves asked why the ordinance requires a 15" storm drain pipe. Engineer Begis indicated it was basically for pipe inlets; a conveyance issue. Engineer Begis stated they have no issues with this request because it is mainly roof and yard drainage. PC Member Zeiders asked where the present roofs drain to. Mr. Detter indicated currently the modular classrooms have a gutter and drain spout system. The current building is all internal and piped around the building into a conveyance system and discharges down the slope. PC Member Eurich asked if the discharge went down into the wetland area. Mr. Detter stated yes. PC Member Eurich asked if the discharge affected any neighbor's property. Mr. Detter stated no. Vice Chairman Radcliffe asked when the retention system fills up where and how does it discharge. Mr. Detter stated it will discharge out and at a rate equal to or less than the predevelopment rate in the area and down the slope. PC Member Eurich asked if the nature path which was dedicated to a teacher will be disturbed. Mr. Detter stated the water would discharge past that, the area would be disturbed during construction, but it would be restored back to the original condition.

PC Member Zeiders asked why the two lots didn't become one lot. Mr. Detter indicated when they first reviewed this issue they met with the Borough; they were proposing to do a lot add-on plan to combine the two lots. But, in reviewing this there was some discrepancy over ownership of the two lots.

Engineer Begis reviewed KPI's comment letter dated December 17, 2013:

All zoning requirements have been addressed.

1. YCPC comments

1a. Statement of ownership must be signed, dated and notarized.

1b. Cartway and right-of way width of all existing streets adjacent to the site.

Chairman Reeves asked if there was a street adjacent to the site. Mr. Detter stated the only ones he could find was the alley behind the school and the state road in front of the school, which have been labeled.

1c. The two lots. KPI has no issues; this is between the school district and the Borough.

1d. Proposed location of stormwater facilities for the proposed parking lot addition. Engineer Begis stated there are none specific to the parking lot addition; it is calculated into their system; not an issue.

1e. Erosion and sediment control plan should be approved by YCCD. Mr. Detter stated it was sent to them.

1f. Certification with signature, seal and date by the registered professional.

1g. Certification that the Planning module for Land Development and/or any required waivers have been approved by PA DEP. Engineer Begis stated there are

no planning modules and no additional EDU's. Mr. Detter stated they are still in the review process with DAA. DAA had requested additional information on whether the building was going to have sprinklers and whether there would be restrooms facilities in the addition, etc.

1h. Note #E.2 on sheet 2 of 13 states that a Highway Occupancy Permit is not required. Engineer Begis indicated the HOP will be required for the boring for the gas line.

2. Waivers:

a) Preliminary Plan submission - Approved

b) Requirements of improvements guarantee (financial surety) – Engineer Begis indicated their office treats this like any other development and likes to see a financial surety in place. Mr. Detter stated the school district is funding the project with guaranteed obligation bonds, they are a taxing entity and there is no incentive for the school district to not finish the project. Manager Deibler asked if the school should write a letter to Borough Council. Vice Chairman Radcliffe stated there should be a solid pledge of guarantee from the school stating no matter what happens they will cover this. Engineer Begis stated they trust in the local school district that the improvements will be completed, but KPI is used to working with developers and required financial surety; Borough Council will have the final decision. PC Member Eurich asked if there is a precedent in the past that the financial surety is required. Manager Deibler stated the school hadn't done any improvements since she has been working for the Borough Office.

c) Minimum storm drain pipe – Engineer Begis stated the ordinance requires a 15 inch minimum pipe. KPI doesn't have any issues with the request because of the nature of the drainage; basically roof and yard drains. He indicated the maintenance requirements will be upon the school district.

3. The owner's acknowledgement and professional certification should be executed by all parties – Engineer Begis stated this will be executed upon completion and the plan is ready to be signed.

4. Plans should be marked "not for development" until all requirements have been addressed and plans have been approved – Engineer Begis stated this is a requirement of the ordinance. Mr. Detter stated that was fine.

5. Financial security (for related improvements) and a developer agreement are required. An estimate of improvement costs should be provided for review and the solicitor should be consulted with regard to the agreement – Engineer Begis stated this is a requirement of the ordinance and they are asking for a waiver from this request.

6. An approved Erosion and Sedimentation Control Plan is required – Engineer Begis stated this also has to be sent to YCCD for review.

7. A highway occupancy permit is required for the gas line installation on Chestnut Street. In addition an easement for the gas line outside the right-of-way,

trench restoration details and/or a note requiring the use of Borough standards will be required, also the limits of the boring should be shown on the plan – Engineer Begis asked Mr. Detter if he understood that Chestnut Hollow Drive was not a public street. Mr. Detter stated yes. He indicated he has been in contact with the utility provider and they will be pulling their own utility HOP for this work and wasn't sure how it was going to impact the land development plan. Engineer Begis stated there is a gas line in Chestnut Hollow which they are connecting to. PC Member Eurich asked if the building was going to be heated by gas. Mr. Anthony Colestock stated having the whole building heated by gas was part of the plan. PC Member Zeiders asked how far down Chestnut Hollow they have to go in order to be connected. Mr. Detter indicated it's between the sidewalk and the curb and down to the first house. Engineer Begis asked if the street was going to be cut. Mr. Detter stated the gas company will be installing the line and is evaluating the issue to see if they need to cut it or bore it. Engineer Begis asked if the utility company was getting the permit from the Borough. Mr. Detter stated yes. PC Member Eurich asked if the gas line issue was public knowledge. Mr. Colestock indicated this was brought up in public hearings and board meetings.

8. The plan should note that a preconstruction meeting will be required with the borough representatives, owner and site contractor prior to starting site work. Mr. Detter indicated this will not be a problem.

Engineer Begis briefly reviewed the stormwater management ordinance comments:

9. An operation and maintenance agreement for the stormwater system including water quality device; this is recorded with the plan - Mr. Detter asked if there is a typical one the Borough uses. Engineer Begis stated he will send what they have and there is also one on the Borough's website.

10. Spot elevations should be provided at the top of grates for each inlet - Mr. Detter stated OK.

11. A plan view schematic for the storm chamber system should be provided – Mr. Detter indicated shop drawings from the manufacturer will be forthcoming.

12. Detail drawing for the 4' x 4' box should be provided - Engineer Begis stated it was unclear what the box is being made out of. Mr. Detter indicated it was an oversight on their part; they usually do include them with the plans.

13. Design criteria for the PVC liner should be provided including installation requirements - Mr. Detter indicated there would be no problems. Engineer Begis stated a layer of sand should be under the liner so the liner doesn't get punctured.

14. The purpose of the weep holes in the inlet boxes needs to be clarified – Engineer Begis asked if they were to let ground water in. Mr. Detter stated yes.

15. Clarification of how water quality for the roof drainage is to be addressed and if it's included in the water quality calculation – Mr. Detter stated they omitted the

roof top drainage from the water quality because typically it is clean water; the roof will be low slope roof (EPDM roof).

16. Review the outfall use for the stilling basin – Engineer Begis stated this was an extra preventive measure.

17. Infiltration isn't proposed, so the storm system bottom slope should be reviewed – Engineer Begis stated it looks like it is still flat. Mr. Detter stated it is flat and the system is installed flat, but can go with a 1/2% slope

Mr. Detter stated they have addressed 85% of the comments and were planning on resubmitting revised plans by the end of the week. Engineer Begis indicated the plans aren't going to change as far as the layout; most of the issues lie with administrative and stormwater issues. Vice Chairman Radcliffe asked if the comments could be met between the Borough Engineer and Mr. Detter. Engineer Begis stated yes, all but the exception of the HOP and the YCCD's reviewed.

PC Member Eurich asked what the projected start and completion dates were. Mr. Colestock indicated the start date would be sometime in April, 2014 and it would be completed in late August or early September, 2015.

Manager Deibler stated she needed some clarification from Planning Commission if she should present the waivers to Council. Vice Chairman Radcliffe asked if they were in a position to make a recommendation to Council on the waivers and approval on the final plan. Vice Chairman Radcliffe stated the HOP with Columbia gas is an outlier because it is a different situation. Mr. Detter stated gas companies are one of the few utilities that do pull their own HOP; HOP permits for utility companies have been turned around in 7-10 days. Engineer Begis stated the plan wouldn't be signed without the HOP permit. Vice Chairman Radcliffe stated he wouldn't be adverse at this time recommending the plan for approval with conditions. Vice Chairman Radcliffe suggested there should be a letter of pledge for the construction guarantee from the school district and the school board. Mr. Young indicated he didn't have a problem with writing a letter but wants to provide a letter with the wording the PC would like to see. Manager Deibler stated she would contact the Borough Solicitor regarding the waiver of financial surety and what wording should be used.

PC Member Zeiders asked why the sampling project reports are inconsistent in the Vortex Environmental report. Mr. Detter stated he would double check into this issue.

Vice Chairman Radcliffe moved the PC recommend approval of the asked Preliminary Final Land Development Plan submission for the Dillsburg Elementary School expansion conditioned on meeting all the comments of KPI's letter dated December 17, 2013 and subject to satisfactory sign off from the Dillsburg Area Authority, also satisfactory method of addressing the HOP or gas boring installation and approval from YCCD. The PC recommends approval of the waiver pertaining to the Preliminary plan application and moving forward with a combined

Preliminary/Final Development Plan. He stated in regards to the waiver request regarding the financial guarantee; they would request the school district provide a signed letter of pledge of the funds necessary in place of the guarantee and should be specified by the Borough Solicitor and finally recommend approval of the waiver for the pipe size reduction for the storm water drain from 15” to 10”. Motion was seconded by PC Member Eurich. – Motion carried.

Old Business: Manager Deibler indicated it shouldn’t be too long before the Winfield Development plans come before the PC.

New Business: There was none.

Adjournment: As there was no further business, PC Member Zeiders moved to adjourn at 8:27 PM. – Motion Carried.

Debbi L. Beitzel

Debbi L. Beitzel
Borough Secretary

cc:	A. Reeves	T. Knoebel
	B. Radcliffe	M. Allshouse
	J. Robinson	Mayor Hollinger
	P. Eurich	K. Deibler, Borough Manager
	L. Zeiders	Council