

**MINUTES**  
**DILLSBURG BOROUGH PLANNING COMMISSION MEETING**  
**November 18, 2015**

The November meeting of the Dillsburg Borough Planning Commission was called to order on the above date at 7:30 PM. Planning Commission Members in attendance were Allen Reeves, Paul Eurich, Joe Robinson and Leon Zeiders. Also present were Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Planning Commission Member Brian Radcliffe wasn't present.

The following visitors were present: Chris Hoover from Hoover Engineering, Bill Eichelberger from ECI, Tim Colgan from Colgan & Associates and Council President John Richardson.

The first item on the agenda was the approval of the June 24, 2015 meeting minutes. Planning Commission meeting minutes of June 24, 2015 were approved as presented. - Motion carried.

The second item on the agenda was the discussion of the Preliminary/Final Land Development Plan for Colgan. Chris Hoover indicated since the last meeting they have worked to obtain their outside agency approvals. One of those outside agency approvals was the permit from Penn DOT for the access onto Route 15; they have obtained the permit and have been granted right in and right out access onto Route 15. Mr. Hoover stated they have received their NPDES permit which deals with discharge of storm water and erosion control. Mr. Hoover indicated the other comments have been addressed from KPI's memorandum dated October 19, 2015. Engineer Knoebel asked if the Land Development Plan that was revised on April 6, 2015 was the current plan. Mr. Hoover stated yes. Engineer Knoebel asked if the access details that are on the Land Development Plan dated April 6, 2015 reflect what is on the approved HOP. Mr. Hoover stated yes.

Engineer Knoebel stated all the comments have been addressed except for the administrative items such as the financial security, bonding, signatures and seals.

Engineer Knoebel stated condition #10 on the HOP, which has to do with allowing other access onto the property, states "no other access on this property will be allowed to connect to the low volume driveway unless a traffic impact study or traffic impact assessment is reviewed and approved by the department". He asked if this impacts the shared/joint use access. Mr. Hoover stated yes and that as part of Penn DOT's review, there were questions raised relative to what NYCHAPS was going to do as well as the

impact of what they were going to do with the driveway and the traffic flow. Mr. Hoover indicated they have received correspondence from NYCHAPS indicating that due to their financial situation, they aren't proposing anything at this time. This information was provided to Penn DOT and as a result of their review they came up with this condition #10. When NYCHAPS decides what they intend to do they may have to do a traffic impact study and revisit with Penn DOT to see if it is adequate for their plans. Engineer Knoebel stated the Borough would have to make sure before approval of anything happening on the NYCHAPS property NYCHAPS would be referred to Penn DOT to make sure they comply with Penn DOT's requirements. Manager Deibler asked if a note could be put on the plan. Council President Richardson asked if it could be recorded with the plan. Mr. Hoover stated the permit itself will be recorded and will become a public document. Engineer Knoebel stated yes, the note could be added. Chairman Reeves asked if this would limit NYCHAPS to doing nothing. Engineer Knoebel stated no, but before NYCHAPS can do anything, they will have to either conduct a traffic study or assessment which will be reviewed and approved by Penn DOT. Member Zeiders stated the access is already onto Route 15 and would leave it wide open for anyone to finish the road. Mr. Hoover indicated it would require a land development plan for any improvements. Engineer Knoebel stated the Borough wouldn't permit NYCHAPS to do this until they satisfied the conditions of the permit. Member Zeiders stated the Borough and KPI would be responsible for what might happen there. Engineer Knoebel indicated they would be responsible for what the Borough would be normally responsible for; when someone applies for a permit the Borough and KPI would review the plan and make sure they meet all the requirements.

Member Zeiders asked if there would be an acceleration lane. Engineer Knoebel stated the only thing would be the shoulder width that is currently there. Engineer Knoebel stated this property is a very low traffic generator. Mr. Colgan indicated on any given day there would be 3-9 people an average of 5 working in the office. Engineer Knoebel indicated this is why Penn DOT is doing this; they want to review things as they come in and not knowing what NYCHAPS may do, they don't want to impose conditions for improvement when they may not be warranted. Engineer Knoebel asked if the joint access agreement would go away. Mr. Hoover stated no, they still have to enter into the joint access agreement since they will be sharing the driveway split between the property lines, so Mr. Colgan will still enter into an ownership and operation maintenance agreement. Engineer Knoebel asked if this condition be incorporated into the agreement and bind NYCHAPS to comply. Mr. Hoover stated yes.

Engineer Knoebel indicated he was satisfied with addressing all the comments subject to the financial security and administrative types of things they have to do. He indicated they also have their Penn DOT permit for water and sewer hookups.

Member Zeiders asked if NYCHAPS switched the deed so that they own the right-of-way on the correct side. Council President stated the easement has been done. Mr. Hoover stated the easement was switched at the time of the subdivision.

Member Zeiders asked if the trash hauler was able to get in and out of the dumpster area. Mr. Hoover indicated they ran a turning template and were successful.

Member Eurich indicated he spoke with Mr. Robson and he was very pleased that someone from Mr. Hoover's office contacted him about the screening. Mr. Hoover stated the screening was revised based on their discussion.

Member Robinson moved to recommend the plan to Borough Council for approval subject to the engineer's comments of October 19, 2015 and subject to a waiver naming the plan preliminary/final. Motion was seconded by Member Zeiders. – Motion carried.

**Old Business:**

There was none.

**New Business:**

There was none.

**Adjournment:** As there was no further business, Member Joe Robinson moved to adjourn at 8:50 PM. – Motion carried.



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