# MINUTES
# DILLSBURG BOROUGH PLANNING COMMISSION MEETING
## May 25, 2016

The May 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, Brian Radcliffe, Joe Robinson and Leon Zeiders. Also present were Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel.

The following visitors were present: James Merritts and Eric Diffenbaugh from C.W. Junkins.

The first item on the agenda was the approval of the April 27, 2016 meeting minutes. Member Brian Radcliffe moved to approve the Planning Commission meeting minutes of April 27, 2016 as presented. Member Leon Zeiders seconded the motion. - Motion carried.

The second item on the agenda was the discussion of the Final Minor Subdivision Plan for James F. Merritts on North Second Street. Engineer Knoebel reviewed the plan and indicated the applicant is proposing to take multiple tracts on one deed and creating four distinct lots. Member Radcliffe asked if there needed to be four separate deeds. Engineer Knoebel stated yes. The applicant would be combining pieces of some of the tracts over to other tracts in order to straighten things out and actually correcting some of the issues with buildings being over tract boundaries. He stated it is generally an improvement in the lot configuration in that area. The area is confusing to start with and this plan makes it a little bit better in terms of the lot lines.

Engineer Knoebel indicated the applicant did address most of their comments but still have some things left. He indicated the two waiver requests were discussed last month; 1. The waiver of submission of the preliminary plan which was recommended and 2. A waiver to the requirement to show existing contours which was recommended because it wouldn't give them any additional useful information.

1. There are some non-conformities based on setbacks which are already existing and a note on the plan is needed stating subject to any of the zoning requirements should there be any construction they would be subject to the requirements of the Dillsburg Borough Zoning Ordinance.
2. Waiver requests are pretty straight forward.
3. A non-building waiver to sewage planning has been submitted for the Borough's consideration. The non-building waiver should be for all proposed lots; lot #4

needs to be added. Member Zeiders asked if the request was legit. Engineer Knoebel stated the applicant would just have to add lot 4. Member Zeiders indicated there was no date and the signature was at the wrong place. Engineer Knoebel indicated the form would have to be filled out properly and the Planning Commission would have to sign it.

4. The plan should reference the Agreement for the associated 20 foot wide drainage easement on lot 3. The applicant did show the temporary construction easement but they need to reference the agreement on the plan. Engineer Knoebel asked Manager Deibler if the easement was recorded. Manager Deibler stated yes.

5. An executed owner's signature is required prior to recording the plan.

6. Recommendation that Deeds of Consolidation be prepared, reviewed and ultimately recorded. The applicant has agreed to do this.

7. The following items were reviewed by the PC and are required:
    a. Existing features, including water and sewer services, should be shown on Lot 2.
    b. The cartway and right-of-way widths associated with the macadam drive should be dimensioned and the drive labeled as Welty Avenue.

Engineer Knoebel stated the Borough does have record of Welty Avenue being on the liquid fuels list, the Borough has maintained it and it's being used and it was paved by the Borough.

Mr. Eric Diffenbaugh indicated they looked for a reference for the 20 foot drainage easement but the courthouse can take up to 30-60 days to get into their system. Manager Deibler stated she had a reference and would provide it to him. He also stated the non-building waiver is a standard DEP form that we have to fill out and we will correct the form.

Mr. Diffenbaugh indicated Welty Avenue extended could be provided a right-of-way and given to the Borough. He stated they went along the property line on the west instead of going up against the buildings. He indicated they are open to suggestions. Engineer Knoebel stated they have to get as much as they can because if it was ever improved they are limited with having just 14 feet. Engineer Knoebel stated they would have to have at least the right-of-way follow the edge of the pavement. Mr. Diffenbaugh indicated that it would bring them close to the corner of the building. Engineer Knoebel stated the Borough would need right-of-way for what it maintains. Mr. Diffenbaugh asked Mr. Merritts if he was OK to take the right-of-way to the pavement. Mr. Merritts indicated he was. Mr. Diffenbaugh asked where the Borough pushes the snow. Mr. Merritts stated they push it up against the buildings and then he removes it. Engineer Knoebel indicated if there was some space it would give a little bit of a cushion for plowing. Engineer Knoebel stated Borough Council might want to have input on this also. Mr. Diffenbaugh asked if the right-of-way should be where the paving is. Engineer Knoebel stated yes. Mr. Diffenbaugh indicated it would be difficult to give much more

because of the buildings. Engineer Knoebel stated he needed a minimum of sixteen feet for liquid fuels. Mr. Diffenbaugh asked what was recommended to be done to move forward on this; to change it or let Borough Council look at it. Engineer Knoebel indicated he couldn't speak for this board but he was OK for the plan getting to the Borough Council. He also thought Brian Gayman, Public Works Supervisor should look at it and see what he thinks of the width of it at the spot and the radius portions. Member Radcliffe stated the PC could proceed with the applicant following the pavement lines for the right-of–way and changed on the plans. Mr. Diffenbaugh indicated he would revise the plan and address the other comments before it got to the Council. Member Radcliffe asked if the macadam area should be labeled Welty Avenue. Engineer Knoebel stated yes. Manager Deibler stated on the maps, with York County and the liquids fuels map it is known as Welty Avenue. Engineer Knoebel asked if it would be West Welty Avenue. Manager Deibler stated yes.

Member Zeiders asked if someone was going to exercise putting in a 50 foot wide street. He indicated there would be some problems running into buildings. He stated when DAA put their building in nobody was sure where Second Street went down. Member Zeiders asked if this could be done. Engineer Knoebel stated he thought the right-of-way is established but their ultimate goal was at some point North Second Street would be uniformly widened with sidewalks and curbs and storm drainage, etc. Engineer Knoebel indicated the thought was if anyone developed they would have to move it in that direction. He stated someone at some point will have to weigh lay out and construct it.

Member Radcliffe moved to recommend Borough Council approve the James Merritts Final Minor Subdivision Plan waiver to the requirement to submit a Preliminary Plan, also recommend Borough Council to approve the waiver to the requirement to show existing contours and recommend Borough Council to approve the non-building waiver note for sewer planning subject to proper completion of the DEP form for the waiver. Motion was seconded by Vice Chairman Robinson. – Motion carried.

Member Zeiders asked about general note #11 – A highway occupancy permit is required for S.R. 0214, pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428) as amended, before any improvements are initiated within a state highway or a street. Engineer Knoebel stated it is a standard note that is required by a municipality planning code that says you have to make everyone aware that no work on a state road or highway right-of-way can be done without a highway occupancy permit.

Member Radcliffe moved to recommend Borough Council approve the James Merritts Final Minor Subdivision revised plan with waivers subject to satisfying all of KPI comments on letter dated May 23rd, and to include adjusting the right-of-way line to follow the paving line as discussed, and to label it as West Welty Avenue on the plan and subject to submitting the plan to the Borough Engineer no later than June 6th for time to

review prior to the Borough Council meeting on June 7th for approval on June 14th. Motion was seconded by Vice Chairman Robinson. – Motion carried

**Old Business:**

There was none.

**New Business:**

There was none.

**Adjournment:** As there was no further business, Vice Chairman Robinson moved to adjourn at 8:08 PM. – Motion carried.

*Debbi L Beitzel*

Debbi L. Beitzel
Borough Secretary

cc:

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