

September 30, 2015
Planning Commission Minutes
Borough of Gettysburg

Chair Rad Schultz called to order the Wednesday, September 30, 2015 meeting of the Gettysburg Borough Planning Commission at 7:03 PM at the Borough Building, 59 East High Street. Those in attendance were: Commission Members Martin Jolin, Mike Shestok, Dominic Picarelli, and Borough Engineer Chad Clabaugh; Planning Director Scott Dellett; and Borough Management Assistant Karen Mesher. Others in attendance were: Peter Martin of PJ Martin Engineering, representing Gettysburg Foursquare Gospel Church, 328 West Middle Street. Commission Member Sara Kipp resigned from the Commission.

Agenda and Minutes

The meeting agenda was accepted as published. Mr. Picarelli moved to approve the August 17, 2015 minutes as presented. Mr. Jolin seconded, and the **motion** was approved 2-to-0 with 1 abstentions. (A quorum from the last meeting was present)

Public Comment for Items Not on the Agenda

There was no public comment.

New Application

ZHB-15-03 International Church of the Foursquare Gospel, 328 West Middle Street, Request for Special Exception under Section 27-1304, Location of Parking.

Peter Martin, representing the applicant, requests the combined preliminary and final approvals to demolish, rebuild and expand the front part of the existing church building and approval of a lot consolidation to combine three lots into one parcel. The property is located in the R-2 Moderate Density Residential and Streetscape Enhancement districts.

Mr. Martin responded to questions from the Commission. Mr. Clabaugh commented that the Commission is aware of what the church is planning to do: tear down two existing old houses, expand new part of the church, make associated parking arrangements, stormwater management, landscaping requirements, and create a new parking lot entrance off of Reynolds Avenue.

Mr. Schultz asked about the parking space requirements. Mr. Dellett addressed the Parking Space Requirements in his memo dated September 30, 2015:

ZONING ORDINANCE §27-1302 Parking Space Requirements. The parking requirement for theater or auditorium is one space for each five permanent seats. This parking standard will apply to the seating area of the church. The applicant claims the capacity will be 470 seats. The applicant will meet the 94-space parking requirement by providing 83 on-site parking spaces and 11 parking spaces adjacent to the church,

pursuant to Section 27-1307 On Street Parking. The applicant should provide a floor plan to show the capacity of the seating area.

The plan notes a 20-year parking agreement with Adams County Rescue Mission, as part of approval by the Borough Zoning Hearing Board to allow the Mission to use spaces at the applicant's site for a building on Chambersburg Street. The applicant should provide the Planning Department a copy of the parking agreement to verify the restriction of parking for Sunday church services.

At a hearing held on August 26, 2015, the Borough Zoning Hearing Board granted a special exception to permit the applicant to use off-site parking on the property of the Adams County Office for Aging subject to the following conditions:

- A. A lease agreement such as or similar to the one presented with the application shall be signed and acknowledged by the applicant and the appropriate officers of the Adams County Office of Aging and a copy provided to the Borough;***
- B. The lease agreement shall be secured for a period of no less than 20 years, either by payment of 20 years of consideration or some other term or condition which keeps it in effect for 20 years; and***
- C. That it be expressly recognized that the Board has made no determination as to either the number of spaces that will be required for any expansion that occurs nor are that any statement or decision with regard to the number of seats in the entire building that may or may not be used based on the parking that is available.***

The applicant should provide a floor plan for the building depicting the seating capacity for the entire building.

Mr. Clabaugh commented on the Land Development Plan Review, Engineer's Project No. 2383.3.06.08, and it was reviewed before the Commission (see attached). The Subdivision and Land Development Ordinance, Stormwater Management and the western boundary line of the parcel were discussed. Mr. Martin said that the gas lines were disconnected, and an estimate of Public Improvement Security was sent to C.S. Davidson. Mr. Clabaugh will forward to Mr. Martin a copy of the Operation and Maintenance (O&M Agreement) which clarifies that the property is privately owned and maintained. Mr. Martin stated that he had applied for the General Permit 4 seven weeks ago, and that it is pending approval by the Department of Environmental Protection (DEP). Mr. Clabaugh said that the western boundary line of the parcel had several issues and needs to be addressed. Noted that the Borough Solicitor suggested a property agreement that was approved by Council. Mr. Dellett said that the attorneys are working out the language. Mr. Clabaugh said that he was confident that this boundary could be added to the plan.

Mr. Dellett gave the background information as stated in his memo dated September 30, 2015:

Description: The applicant requests combined preliminary and final subdivision and land development plan approval for demolition of part of the existing church, reconstruct of the front of the church, including ±7,882 square feet of additional space and a lot consolidation subdivision of three lots into one parcel.

Submission Date: The application was submitted to the Planning Department on May 19, 2015.

Adams County Office of Planning and Development Review: The application was submitted to the Adams County Department of Planning and Development on May 20, 2015. A review memorandum dated June 22, 2015 was received by the Borough Planning Department on June 25, 2015.

MPC Deadline: November 17, 2015 (Borough Planning Department received a letter dated August 13, 2015 requesting a time extension).

Mr. Clabaugh said that the scale in the drafting requirements makes sense, does not oppose the change, and he also had no issues to the waiver to the time requirement. Mr. Dellett said the applicant requested November 10, 2015, which is the day after the Borough Council meeting.

Mr. Picarelli made the **motion** to recommended approval for the modification waiver of SALDO Subdivision and Land Development Ordinance Section 22-603.3.B.8 Drafting Requirements by the Gettysburg Foursquare Gospel Church at 330 West. Mr. Shestok seconded, and the motion passed 4-to-0.

Mr. Dellett reviewed the Zoning Ordinance Compliance. Mr. Dellett reviewed the requirements for the green area and noted a discrepancy between the two figures:

ZONING ORDINANCE §27-504.6 Maximum Lot Coverage/ ZONING ORDINANCE §27-504.7 Minimum Green Area. The applicant proposes to add 1,702.65 square feet to the property as part of the subdivision application. This area will be required for the applicant to meet the maximum lot coverage of 80 percent and the minimum green area of 20 percent. The applicant must verify acquisition of the property.

In the site data section of the cover page, the applicant notes that the proposed lot coverage is 51,986.43 square feet and the proposed green area is 13,490.90 square feet with a total lot area of 65,477.24 square feet. According to the site data, the resulting lot is listed at 64,764.53 square feet. The applicant should clarify.

Mr. Shestok asked if there was a dated for completion. Mr. Dellett said that the applicant needs to clarify by the next meeting of the Planning Commission in October.

Mr. Dellett said that the applicant should also provide scaled building elevations to verify building height. Mr. Dellett said that the applicant was granted a special exception for the Parking Space Requirements by the Zoning Hearing Board on August 26, 2015:

ZONING ORDINANCE §27-1302 Parking Space Requirements. The parking requirement for theater or auditorium is one space for each five permanent seats. This parking standard will apply to the seating area of the church. The applicant claims the capacity will be 470 seats. The applicant will meet the 94-space parking requirement by providing 83 on-site parking spaces and 11 parking spaces adjacent to the church, pursuant to Section 27-1307 On Street Parking. The applicant should provide a floor plan to show the capacity of the seating area.

The plan notes a 20-year parking agreement with Adams County Rescue Mission, as part of approval by the Borough Zoning Hearing Board to allow the Mission to use spaces at the applicant's site for a building on Chambersburg Street. The applicant should provide the Planning Department a copy of the parking agreement to verify the restriction of parking for Sunday church services.

At a hearing held on August 26, 2015, the Borough Zoning Hearing Board granted a special exception to permit the applicant to use off-site parking on the property of the Adams County Office for Aging subject to the following conditions:

- A. A lease agreement such as or similar to the one presented with the application shall be signed and acknowledged by the applicant and the appropriate officers of the Adams County Office of Aging and a copy provided to the Borough;***
- B. The lease agreement shall be secured for a period of no less than 20 years, either by payment of 20 years of consideration or some other term or condition which keeps it in effect for 20 years; and***
- C. That it be expressly recognized that the Board has made no determination as to either the number of spaces that will be required for any expansion that occurs nor are that any statement or decision with regard to the number of seats in the entire building that may or may not be used based on the parking that is available.***

The applicant should provide a floor plan for the building depicting the seating capacity for the entire building.

Mr. Schultz said if the Borough Solicitor had reviewed the parking agreement between the Four Square Gospel Church and the Office of the Aging in case either would ever move. Mr. Dellett said that the Solicitor would approve successor clauses. Mr. Martin commented that he was only seeking the replacement of five seats that were lost to PennDOT for line-of-sit requirements. Mr. Clabaugh said that regarding the location of the church in the Borough, the church is only allowed to take credit for parking in front of the parcel.

Mr. Dellett said that the landscape plan should be signed and sealed by a licensed landscape architect. The church also needs to clarify the number of planting units for non-residential development and for the parking lot perimeter. He said that staff recommends that the applicant request a modification to the landscape requirement based on the future impact of the Innerloop bike trail on the church project. Mr. Martin requested a waiver for a modification of the landscape requirements as stated in SALDO Section 22-1103.3 and SALDO Section 22-1103.4 that accepts landscape plans as presented by the applicant.

Mr. Jolin made the **motion** to recommended approval for the modification waiver of SALDO Section 22-1103.3 Landscaping, Non-Residential Development and SALDO Section 22-1103.4 Landscaping, Parking Lot by the Gettysburg Foursquare Gospel Church at 330 West. Mr. Shestok seconded. A discussion followed.

Mr. Picarelli asked how many planting units shy was the church. Mr. Dellett said 11.5 planting units. He noted that landscaping already exists, and that the ordinance allows flexibility if the applicant meets intent. Mr. Clabaugh said that this is a modification being requested to do landscaping to the maximum extent possible, and that the Innerloop funding has been secured for improvements for the bike path. Mr. Dellett said that the landscaping will change in the future. He noted that the bike trail landscaping plans may be finalized in late 2016-early 2017. He noted that the applicant has been very cooperative concerning the impact of the bike trail. Mr. Picarelli suggested that the applicant pay a fee to the Tree Commission in lieu of adjusting planting units pending the completion of the bike path. Mr. Clabaugh said that landscaping for the church would not occur until late 2016, and that P.J. Engineering has been approved for \$8,000 bond for landscaping. Mr. Dellett said that staff acknowledges that there will be additional planting units needed in the future as the bike path develops, and should note the cooperation of the church. Mr. Clabaugh said that the involvement of the Gettysburg Innerloop does not change the planting units.

Mr. Schultz called for a vote on the landscaping modification, and the motion passed 4-to-0.

Mr. Picarelli made the **motion** that the Planning Commission table the combined preliminary subdivision and final land development applications to provide the applicant, the Gettysburg Four Square Gospel Church, the opportunity to address all outstanding issues. Mr. Shestok seconded. The motion passed 4-to-0.

Mr. Dellett said that the Planning Commission will hold their next meeting on October 26, 2015.

Revisions to Section 13 of the Zoning Ordinance (Parking, Loading and Unloading)

Mr. Dellett said that the Commission would continue to discuss the revisions to Section 13 of the Zoning Ordinance 27-1302 discussing existing parking requirements, and to review the handout. He said that there is language that needs clarification regarding new or changed uses. Mr. Dellett developed a table with the current requirements. He is seeking Commission input on draft recommendations. He asked if the Borough should keep the requirement of one parking space per dwelling unit. He said that the parking requirements apply mostly to new construction. Mr. Schultz asked where the space requirements come from, and do they come from engineering studies. Mr. Dellett said that engineers do studies and make recommendations regarding retail industries. He said that the Borough faces the challenge of having a limited amount of land, and still provide for adequate parking. He said that this table highlights all kinds of classifications, and questioned if all are necessary. He said that he used statistics that closely resembled Gettysburg. The Commission could streamline this process by citing an industry standard and then create a catch-all of 1 to 400.

Mr. Clabaugh said that there is a hybrid in Gettysburg, and that the Commission should consider comparing recommendations from a studied standard. Mr. Dellett said that the Parking requirements need to be revisited, and delete the uses not considered in Gettysburg, keeping in mind the tourist traffic and how it drives development. He said that a base ordinance was written to address parking, and did not address specifics in terminology. He said that the Commission needs to recommend which categories to delete, and discuss recommendations for what remains. He noted that the Borough is dealing with a number of dynamics and historic properties. Mr. Clabaugh suggested formulating requirements and explain reasoning. Mr. Dellett recommended eliminating the seating requirement and use space instead when addressing parking, and noted that Adams County does not have a land development ordinance. Mr. Clabaugh said that if a municipality does not have a requirement, it cannot default to the County. Mr. Schultz asked how pedestrian traffic should be considered. Mr. Dellett said that the ratio of seats per parking spaces could be adjusted. He noted that the challenge is to explain what is being proposed in view of development. Mr. Dellett said that a requirement is badly needed. Mr. Clabaugh said that it would nice to see the requirement then compare it to the proposed recommendation. Mr. Schultz said that a functional ordinance would prevent the need of an applicant appearing before the Zoning Hearing Board, which can get expensive. Mr. Dellett asked the Commission to review the table. He will try to refine it and give suggested resources.

Staff Report

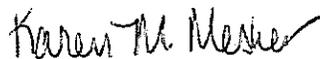
Mr. Dellett said that the next meeting of the Central Adams County Joint Comprehensive Plan Steering Committee met on September 8th, and their next meeting will be on October 6th at the Agriculture Center.

Other Business

Mr. Shestok inquired about the replacement process for Ms. Kipp, who had resigned at the end of September. Mr. Dellett said that her replacement was being reviewed by Council.

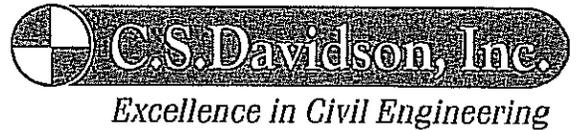
Mr. Shestok made the **motion** to adjourn, and it was seconded by Mr. Jolin. The motion was approved 4-to-0. The meeting adjourned at 9:30 PM.

Respectfully submitted,



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Borough Management Assistant

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September 30, 2015

Scott Dellett, Planning Director
Gettysburg Borough
59 East High Street
Gettysburg, PA 17325

Re: Gettysburg Foursquare Gospel Church Expansion
Land Development Plan Review
Engineer's Project No. 2383.3.06.08

Dear Scott:

C.S. Davidson, Inc. has received the above-referenced plan as prepared by PJ Martin Engineering last revised 9/14/15. We have reviewed the plans and offer the following comments:

Subdivision and Land Development Ordinance

1. Gas disconnections and reconnections as applicable need to be shown on demolition plan and site layout plan. (§22-603.3.H.3)
2. A development schedule with the approximate dates of the beginning and end of construction should be included. (§22-603.3.K.4)
3. We acknowledge receipt of an estimate for Public Improvements Security. We will review the estimate and provide recommendation to the Borough Council. If the plan gets approved by the P.C. it needs to be done so pending approval from the Council.

Stormwater Management

4. Prior to final approval of the SWM Site Plan, the property owner shall sign and record an O&M Agreement binding the property owner to conduct all maintenance and inspection activities identified in the approved O&M Plan for proposed Stormwater BMPs. (§503)
5. We acknowledge that the developer has applied for a General Permit 4. A copy of the permit needs to be provided once approved.
6. The developer's engineer has determined that a class 4 geotextile liner is warranted between 2A stone and 2B stone below the pervious pavement. This liner should be shown on the plan.

Memo

To: Borough Planning Commission

From: Scott Dellet, AICP, Borough Planning Director

CC: Peter J. Martin, PLS, P.J. Martin Engineering
Chad M. Clabaugh, P.E., Borough Engineer
Harold A. Eastman, Jr., Esquire, Borough Solicitor

Date: September 30, 2015

Re: SLD-15-01 Gettysburg Foursquare Gospel Church Expansion
330 West Middle Street
Combined Preliminary and Final Lot Consolidation and Land Development
Plan Application

The following is a review of the above-referenced combined preliminary and final land development and lot consolidation plan application for compliance under the Borough Subdivision and Land Development Ordinance (Chapter 22 of the Borough Code of Ordinances, the "SALDO") and the Borough Zoning Ordinance (Chapter 27 of the Borough Code of Ordinances, the "Zoning Ordinance").

A. BACKGROUND

- 1. Description:** The applicant requests combined preliminary and final subdivision and land development plan approval for demolition of part of the existing church, reconstruct of the front of the church, including $\pm 7,882$ square feet of additional space and a lot consolidation subdivision of three lots into one parcel.
- 2. Submission Date:** The application was submitted to the Planning Department on May 19, 2015.
- 3. Adams County Office of Planning and Development Review:** The application was submitted to the Adams County Department of Planning and Development on May 20, 2015. A review memorandum dated June 22, 2015 was received by the Borough Planning Department on June 25, 2015.

4. **MPC Deadline:** November 17, 2015 (Borough Planning Department received a letter dated August 13, 2015 requesting a time extension).

B. BOROUGH ENGINEER'S REVIEW

Please refer to the Borough Engineer's review letter dated June 15, 2015 and September 30, 2015 on the submitted plan.

C. ADAMS COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW

A review memo dated June 22, 2015 has been distributed to Planning Commission members.

D. OTHER REVIEW AGENCIES

Copies of the plan were distributed to the Gettysburg Municipal Authority and Gettysburg Fire Department. As of the date of this memorandum, the Borough Planning Department has not received comments.

E. SALDO WAIVER/MODIFICATION REQUEST

The applicant has requested waivers and modifications of the following requirements pursuant to Section 22-107 of the SALDO:

SALDO §22-603.3.B.8 Drafting Requirements. Required profiles shown at a scale of 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical or other scale pre-approved by the Borough Engineer or Borough staff.

F. ZONING ORDINANCE COMPLIANCE

1. **ZONING ORDINANCE §27-504.6 Maximum Lot Coverage/ ZONING ORDINANCE §27-504.7 Minimum Green Area.** The applicant proposes to add 1,702.65 square feet to the property as part of the subdivision application. This area will be required for the applicant to meet the maximum lot coverage of 80 percent and the minimum green area of 20 percent. The applicant must verify acquisition of the property.

In the site data section of the cover page, the applicant notes that the proposed lot coverage is 51,986.43 square feet and the proposed green area is 13,490.90 square feet with a total lot area of 65,477.24 square feet. According to the site data, the resulting lot is listed at 64,764.53 square feet. The applicant should clarify.

2. **ZONING ORDINANCE §§27-505 Building Height.** The maximum building height is 45 feet in the R-2 Zoning District. Building Height is defined in Part 2 as "The vertical distance measured from the average elevation of the ground level at the front corners of the building to the highest point of the roof, excluding

chimneys, spires and other similar projections". The applicant should provide scaled building elevations that demonstrate compliance and add the information in the site data part of the land development plan.

As noted above, the applicant should provide a scaled building elevation and note in the site data the height of the proposed building.

- 3. ZONING ORDINANCE §27-1302 Parking Space Requirements.** The parking requirement for theater or auditorium is one space for each five permanent seats. This parking standard will apply to the seating area of the church. The applicant claims the capacity will be 470 seats. The applicant will meet the 94-space parking requirement by providing 83 on-site parking spaces and 11 parking spaces adjacent to the church, pursuant to Section 27-1307 On Street Parking. The applicant should provide a floor plan to show the capacity of the seating area.

The plan notes a 20-year parking agreement with Adams County Rescue Mission, as part of approval by the Borough Zoning Hearing Board to allow the Mission to use spaces at the applicant's site for a building on Chambersburg Street. The applicant should provide the Planning Department a copy of the parking agreement to verify the restriction of parking for Sunday church services.

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The applicant should provide a floor plan for the building depicting the seating capacity for the entire building.

G. SALDO COMPLIANCE

1. **SALDO §22-1102.4 Landscape Plans, Professional Plan Preparation.** According to this section, any non-residential project proposed that requires five or more planting units, the required landscaping plan shall be prepared by a licensed landscape architect.

The landscaping plan should be signed and sealed by a licensed landscape architect.

2. **SALDO §22-1103.3 Landscaping, Non-Residential Development.** According to Section 22-1103.3.A(1), a minimum of one planting unit shall be provided for each 20 linear feet of centerline along adjacent streets and interior streets. Under Section 22-1103.3.A(2), a minimum of two planting units shall be provided for every 1,000 square feet or fraction thereof of building coverage. The church fronts on 350 linear feet of West Middle Street; 18 planting units are required. The applicant proposes to construct 7,882 square feet of additional building coverage; 16 planting units are required. The total requirement is 34 planting units.

The applicant proposes 22 planting units and is requesting 12 planting units for existing vegetation. According to Section 27-1103.3(B), credit for up to 50 percent of the minimum landscaping quantity requirements may be given for retaining existing major deciduous trees on the site; provided that such trees are in good health, are located within 25 feet of the non-residential use and the developer agrees to replace any such trees which die within two years of final approval with, at a minimum, replacement of major deciduous trees in equal number. The applicant should identify the existing trees on the landscape plan to verify compliance with the requirement.

The applicant proposes 34 planting units. It appears the proposed planting units include the requirements for non-residential development and parking lots. The applicant should clarify.

3. **SALDO §22-1103.4 Landscaping, Parking Lot.** According to Section 22-1103.4.B(3), the perimeter landscaping areas shall be planted with one planting unit for each 25 feet of linear distance.

The requirement for parking lot perimeter landscape area is 10 planting units, based on 250 feet of parking lot perimeter. The applicant proposes 11.5 planting units. The applicant should verify that the landscape planting for the parking area are in addition to the requirement in SALDO Section 22-1103.3.A.

H. STAFF RECOMMENDATION/SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION

Staff recommends the Planning Commission table the combined preliminary subdivision and final land development applications to provide the applicant the opportunity to address all outstanding issues.