

**June 20, 2016  
Planning Commission Minutes  
Borough of Gettysburg**

Chair Rad Schultz called to order the Monday, June 20, 2016 meeting of the Gettysburg Borough Planning Commission at 7:00 PM at the Borough Building, 59 East High Street, and introduced commission and staff members. Those in attendance were: Commission Members Peter Smith, Mike Shestok, and Charles Strauss; Borough Engineer Chad Clabaugh, and Borough Management Assistant Karen Mesher. Commission Member Martin Jolin was absent. Also in attendance was Andrew Merkel, Adams County Office of Planning and Development Assistant Director/ Comprehensive Planning Manager. Mr. Clabaugh announced that Borough Planning Director Scott Dellett resigned his position on June 10, 2016, and that the Borough Engineer will manage the functions of the Planning Commission until that position is filled.

**Agenda and Minutes**

The meeting agenda was accepted as published. Mr. Strauss moved to approve the May 16, 2016 minutes as presented. Mr. Smith seconded, and the motion was approved 3-to-0 with 1 abstention.

**Public Comment for Items Not on the Agenda**

There were no comments for items not on the meeting agenda.

**Staff Report**

**Joint Comprehensive Plan Update – Steering Committee**

Mr. Merkel from the Adams County Planning Department updated the Commission on the Joint Comprehensive Plan and the recent discussions of the Steering Committee. Mr. Dellett said in his June 9, 2016 Memo to the Commission that the Central Adams County Joint Comprehensive Plan Steering Committee met on June 7, 2016 to review and discuss the proposed goals and recommendations for the Cultural Resources, Transportation and Heritage Resources sections of the Plan. The Steering Committee will hold their next meeting at 3 PM on June 21<sup>st</sup> at the Adams County Agricultural and Natural Resources Center on Old Harrisburg Road.

Mr. Merkel said that the Adams County Planning Office coordinated 5-6 regional plans in Adams County by managing grants and identifying issues in those regions such as roads, agriculture, population growth, and industrial development. He said that their Planning Office sought public feedback, discussed goals for plan elements and recommendations for plan development to address regional issues. He stated that comprehensive plans are important because they are used to develop regional zoning ordinances. He said that they focus on character areas to address these issues. He said that this Joint Comprehensive Plan is two thirds complete, and that the goal is to have all three municipalities: Gettysburg

Borough, Cumberland Township and Straban Township satisfied with the Plan to meet their individual needs. He said that the adoption process of the Comprehensive Plan by all three municipalities involves: conducting a review of the completed plan by their Planning Commissions; holding a Public Meeting for public discussion of the Plan; sending a recommendation on the Plan to Council/Supervisors; holding a Public Hearing to hear public comment on the Plan; conducting a public vote on the Plan by all three municipalities; formally adopting the Plan by all three municipalities; and implementing the plan within the three municipalities. He said that each municipality must write their own zoning and subdivision ordinances based on the Comprehensive Plan to clearly communicate to their communities what needs to be done. He recommended that a Planning Commission member consistently represent the Borough's interest at these meetings. He said that there will be an Open House in August or September to hear comments before the final adoption process and to create a final version of the Plan to take to their governing bodies. Mr. Smith suggested that the County conduct an Open House for elected officials. Mr. Merkel said that it would be advantageous to address public officials prior to the Public Meeting, and commented that the Borough is a center for this region. Mr. Clabaugh suggested having a County Planning representative address Council at an upcoming Council Work Session.

### **Planning Department Duties and Continuation Plan**

Mr. Clabaugh said that the Borough Engineer will assist the Borough with the processing of Subdivision Land Development (SLD) applications, the management of Planning Commission responsibilities, and the processing of new plans received by the Borough until the Planning Director can be hired. He said that streamlining the permitting process should be explored. The Commission discussed the importance of Planning Department and the role of the Director; and the continuation of duties until that position is filled. He explained the process for receiving new plans as outlined by the Subdivision and Land Development Ordinance. He said that the applicant will have 90 days after the date that the Planning Commission accepts the plan, or 30 days from the time that the plan was submitted if it is more than two weeks before a Planning Commission meeting to render a decision on accepting a plan; and most Commissions accept the plans at their meetings. He said that the process for receiving plans will also change. He said that the Commission will now receive their meeting packets at the Borough Receptionist Desk on the Thursday or Friday before their monthly meetings; or if there are no applicants or plans, then the agendas/minutes will be emailed to the members. He said that the process of requiring two Commission members to sign the final plans will be maintained.

### **New Business**

#### **New Application for Preliminary/Final Subdivision at 353 York Street**

Mr. Clabaugh presented to the Commission a new application for a Preliminary/Final Subdivision Plan (Lot Consolidation) at 353 York Street for York Dental, LLC. He said that the applicant submitted a plan outlining a 2-lot reverse subdivision plan that would combine the parcels to expand the current commercial parking lot.

Mr. Shestok made the **motion** to accept the preliminary plans dated June 1, 2016 for a 2-lot reverse subdivision at 353 York Street as submitted by York Dental, LLC to expand their commercial parking lot. Mr. Strauss seconded the motion. The motion was approved 4-to-0.

#### **Withdrawal of Land Development Plan at 41 Steinwehr Avenue**

Mr. Clabaugh presented the withdrawal of the land development plan for Strickland Enterprises at 41 Steinwehr Avenue so that Council can release their financial security.

Mr. Shestok made the **motion** to withdraw the land development plan by Strickland Enterprises at 41 Steinwehr Avenue. Mr. Strauss seconded the motion. The motion was approved 4-to-0.

#### **SALDO**

Mr. Clabaugh said that Borough began revising the Subdivision and Land Development Ordinance (SALDO) six years ago, and that it is approximately fifty percent complete. He stressed that this ordinance needs to be updated, and that the stormwater component needs to be addressed. He suggested reviewing the SALDO spreadsheet that was prepared by Mr. Dellett as a starting point, and to keep this item on the Commission's agenda.

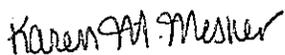
#### **Other Business**

Mr. Schultz said that this would be his last year on the Planning Commission, and suggested that the Commission consider that when focusing on who should attend future meetings. Mr. Shestok said that he believed that the building permit at 319-321-323 Baltimore Street is expired, and should be explored. Mr. Clabaugh said that he would pass that information onto Code Enforcement.

#### **Adjournment**

Mr. Shestok made the **motion** to adjourn, and it was seconded by Mr. Strauss. The motion was approved 4-to-0. The meeting adjourned at 9:07 PM.

Respectfully submitted,



Karen M. Mesher  
Borough Management Assistant