

**LANCASTER TOWNSHIP PLANNING COMMISSION**  
**1240 Maple Avenue**  
**Lancaster PA 17603**

**MEETING MINUTES – May 16, 2018**

**CALL TO ORDER**

The regular meeting of the Lancaster Township Planning Commission (LTPC) was held Wednesday, May 16, 2018 at the Lancaster Township Municipal Building. The meeting was called to order at 7:00p.m. by LTPC Chairman, Melissa Kelly, with the following LTPC members in attendance: Glenn Ebersole, Gary Jones, Tom Waters, and Richard Hendricks. Also in attendance were Tom Daniels, Lancaster Township Zoning Officer; Gretchen Smith, Planning & Zoning Assistant; Ben Webber, Lancaster Township Engineer; and other interested parties.

**Approval of Minutes – April 17, 2018**

The April 17, 2018 LTPC meeting minutes were approved.

**Public Participation or Comments:**

- None

**SUBDIVISION/LAND DEVELOPMENT PLANS:**

- None

**STORMWATER MANAGEMENT PLANS:**

- **LTPC #268 – 1140 Columbia Ave – Stormwater Management Site – Briefing Item**
  - Mr. Webber provided a summary of the proposed Stormwater Management Site Plan for 1140 Columbia Ave. Initially, a Stormwater Management Exemption Application was filed with a Building Permit Application for an addition that was to be built onto the existing home. Significantly more land disturbance occurred than what was shown on the plan due to the installation of a temporary construction access drive on the property. The access drive will be removed when the construction is completed, but because it is a land disturbance greater than 12,000 square feet, it needs to be processed as a Stormwater Management Site plan. Because no additional impervious area or stormwater management facilities will be added, the plan does not need to be recorded.
  - Mr. Hendricks made a motion to recommend approval of all four waiver requests of the Stormwater Management Ordinance (SWMO) including:
    - SWMO 229-34.5 – Plan in a Recordable Form
    - SWMO 229-36 – Major Land Disturbance
    - SWMO 229-56 – Ownership and Maintenance Program

- SWMO 229-57 – Performance Guarantee
  - Mr. Ebersole seconded the motion. The motion carried unanimously.
  - Mr. Hendricks made a motion to recommend approval of the proposed Stormwater Management Site Plan for 1140 Columbia Ave., conditioned upon Mr. Webber’s review letter, dated May 1, 2018. Mr. Ebersole seconded the motion. The motion carried unanimously.
- **LTPC #269 – Kensington Club Apartments– Stormwater Management Site – Briefing Item**
  - Mr. Webber provided a summary of the proposed Stormwater Management Site Plan for Kensington Club Apartments. The township is working with Kensington Club to reconstruct two stormwater management basins which were installed during the construction of the apartment complex, but were never maintained and have failed due to a lack of maintenance.
    - The township has received a \$200,000.00 grant to put toward the project costs including the cost of construction materials, engineering fees, and legal fees.
    - CS Davidson is reviewing the project per the Planning Commission’s request to have an independent engineer review the project at the April 17, 2018 meeting.
    - The \$200,000.00 grant will not cover all of the costs involved with this project, so Kensington Club has agreed to pay for some of the costs. Kensington Club will hire a contractor to do the construction work.
    - The location of the basins is adjacent to the Hamilton Elementary property. The School District of Lancaster has agreed to provide a temporary access road on the school’s property for access to the project area. The access road will be removed when school commences in the fall.
      - Mr. Hendricks asked if there is any risk of the work not being completed before school starts.
        - Mr. Webber stated there is a risk of that happening and at that point, it will be between Kensington Club and the school district to determine how to proceed.
    - Mr. Hendricks asked who is responsible for finding a place to dispose of the removed debris.
      - Mr. Webber stated the township is responsible for this and has found a location to dispose of the debris.
  - Mr. Webber stated we are currently waiting for the School District of Lancaster and Kensington Club to agree to the Stormwater Ownership and Maintenance Agreement. All four parties who will be involved in this project, Lancaster Township, Kensington Club, the School District of

Lancaster, and the City of Lancaster, must all agree to and sign the Ownership and Maintenance Agreement.

- The township will be responsible for the inspections that will need to occur on this project because it will help meet the township's Best Management Practices (BMPs) for stormwater management requirements.
- Mr. Webber suggested approval be conditioned upon CS Davidson's May 11, 2018 review letter.
- Mr. Ebersole made a motion to recommend approval of both waiver requests of the Stormwater Management Ordinance (SWMO) including:
  - SWMO Article V – Stormwater Management Standards
  - SWMO 229-57 – Performance Guarantee
- Mr. Waters seconded the motion. The motion carried unanimously.
- Mr. Ebersole made a motion to recommend approval of the Stormwater Management Site Plan for Kensington Club, conditioned upon CS Davidson's review letter dated May 11, 2018. Mr. Jones seconded the motion. The motion carried unanimously.

#### **Old Business:**

- **Zoning Ordinance Text Amendment – Action Item**

- Mr. Daniels provided a written summary of several items that should be addressed in this text amendment based on a review of other local ordinances regarding self-service storage facilities.
  - The proposed definitions for Self-Service Storage Facilities and Hazardous Materials were discussed and will be included in the proposed ordinance.
  - Discussion ensued on whether or not tenants should be allowed to perform construction/repair work in the units or if the units should only be used for storage. Options for the types of work that may be allowed will be provided in the draft ordinance and further conversation will be had at the next meeting.
  - Mr. Hendricks suggested the hours of operation be 24/7 because typically these facilities are gated and the tenants have key code access.
  - The need for on-site management was discussed and it was agreed upon that there should be regulations for on-site management with an office space. Management would not have to be there 24/7, but a minimum amount of time should be set for them to be there to answer questions and help tenants if needed. Supplies for the tenants could also be purchased at the office (tape, boxes, locks, etc.).
  - The size of the units was discussed. If work is to be allowed within the units then there should be larger units available. If construction/repair work is not to be allowed, then the size of the

units should be limited to prevent construction/repair work from being done within the units.

- All agreed that no occupancy/residential uses should be permitted within the units and all doors should be locked/secured when not in use.
- Mr. Daniels asked if there should be a truck rental option. All agreed that it should be considered.
- Discussion ensued on how much parking should be provided and whether or not the parking and outside storage areas should be paved or if they can be gravel/stone. Mr. Daniels will review the requirements listed in other ordinances to determine an average number of required parking spaces per the number of units. Mr. Daniels and Mr. Webber will discuss the existing Stormwater Management Ordinance regulations for gravel/paving in regards to parking areas.
- The suggestions from tonight's discussion will be applied to the draft ordinance and a revised copy of the draft ordinance will be provided at the next Planning Commission meeting.

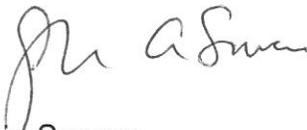
**New Business:**

- None

**Adjournment:**

The meeting was adjourned at 8:30 p.m. The next regularly scheduled LTPC meeting will be held on Tuesday, June 19, 2018 at 7:00 p.m.

Respectfully submitted,



Angie Sowers  
Secretary