

MINUTES  
COLUMBIA BOROUGH PLANNING COMMISSION  
September 25, 2018  
7:00pm

**MEMBERS IN ATTENDANCE:**

Jeffrey M. Helm, Vice-Chair  
Tiffani Lynn, Secretary  
Barbara Fisher  
Annette White  
Brad Lynn  
Justin Evans

Mary Wickenheiser, Chairwoman was absent

**STAFF IN ATTENDANCE:**

Rebecca Denlinger, Borough Manager  
Marilyn Kress-Hartman, Councilwoman  
Pam Arnold, Administrative Assistant

**GUESTS IN ATTENDANCE:**

Laura Proctor, Lancaster County Planning Commission  
John Hershey, RGS Associates  
Phil Goropoulos, Catholic Health Initiative  
Joe Lintner  
Sharon Lintner  
Frank Doutrich

**CALL TO ORDER:**

Jeffrey Helm called this regular meeting of the Columbia Borough Planning Commission to order on Tuesday, September 25, 2018 at 7:00pm.

There was a moment of silence and Vice-Chairman Helm led the Pledge of Allegiance.

**MINUTES:**

Brad Lynn motioned, and Tiffani Lynn seconded to approve the August 28, 2018 Planning Commission Minutes. All favored this motion.

## **SPECIAL DISCUSSION:**

### **401 Locust Street – CHI – Sketch Plan Discussion**

Vice-Chairman Helm introduced John Hershey of RGS Associates. John Hershey presented a proposed 10,000 sq. ft. building addition to be constructed over the parking lot at 401 Locust Street. He explained that the addition would house a daycare center for 112 children and 25 staff members. He noted that a waiver will be needed regarding square footage requirements for the parking lot and that a variance is needed regarding the number of parking spaces. Mr. Hershey explained that staff will park off-site in one of the Borough lots.

Frank Doutrich asked how many employees the daycare would have. Mr. Hershey said there would be 25 employees. Frank also asked where the employees would park. Mr. Hershey said that the employees would park off-site in one of the Borough parking lots.

### **Update on Residential Density Analysis**

Laura Proctor of the Lancaster county Planning Commission discussed the Residential Density Analysis she has been working on. Ms. Proctor then answered questions that Planning Commission Members had regarding this project. Ms. Proctor asked Commission Members to think about what parameters they may like to include and noted that this will be an ongoing project so additional parameters can be added over the next few years as Committee Members wish.

## **CORRESPONDENCE:**

Vice-Chairman Jeff Helm referenced a letter from the Office of the Lancaster County Recorder of Deeds Office which was sent as notification that the Recorder of Deeds recently implemented a new system to record land development plans electronically. He noted that paper plans will still be accepted.

## **ENGINEER'S REVIEW:**

### **420-440 South Front Street – Lot Consolidation Plan**

David Fuhrman, a Professional land Surveyor for C.S. Davidson, and the Borough Engineer Derek Rinaldo discussed plans to consolidate the four parcels of land owned by the Borough from 4 parcels to 2 parcels. This will create two parcels, one being the parcel which houses the Wastewater Treatment Plant and the other being the parcel which houses the Highway Department. Mr. Rinaldo explained that this is being done to correct and clarify lot lines for these two parcels due to the possible sale or lease of the Wastewater Treatment Plant in the future.

Justin Evans motioned, and Tiffani Lynn seconded to approve a waiver of a requirement regarding sight triangle easements and safe stopping distances to be shown at all driveway intersections (190-26.3.e). This motion was passed unanimously.

Justin Evans motioned, and Tiffani Lynn seconded to approve the Lot Consolidation Plan as presented by C.S. Davidson subject to the three comments on the Borough Engineers Review dated 9/12/18 as amended (Amended to remove comment no. 3 and change comment no. 4 to comment no. 3). This motion was passed unanimously.

Frank Doutrich asked what the reason was for this lot consolidation. Borough Engineer Derek Rinaldo explained that the Borough may decide to sell or lease the Wastewater Treatment plant eventually and that this consolidation makes the parcel lines clearer.

Frank Doutrich asked if combining the Highway and Wastewater parcels would make the property more saleable. Borough Manager Rebecca Denlinger stated that at this point the Borough would like to retain the parcel which houses the Highway Department.

#### **DEMOLITION APPLICATIONS:**

There are no demolition applications this month.

#### **ACTION ITEMS:**

##### **167 South Fourth Street**

Vice-Chairman Jeff Helm noted that this property is currently condemned and vacant and meets the requirements for blighted conditions as defined by the Lancaster County Housing and Redevelopment Authority (LCHRA).

Justin Evans motioned, and Brad Lynn seconded to refer 167 South Fourth Street to the Lancaster County Housing and Redeveloping Authority's Vacant Property Reinvestment Board. This motion was passed unanimously.

Jeff Helm noted that 167 South Fourth Street will be discussed at the next Vacant Property Reinvestment Meeting which will be held on 10/18/18 at LCHRA.

##### **Blighted Properties Update**

Jeff Helm stated that the properties that are currently with the Lancaster County Housing and Redevelopment Authority are moving along. The properties are currently at several different stages in the process.

#### **DISCUSSION ITEMS:**

Planning Commission Members discussed a proposed Historic District Expansion. Jeff Helm noted that the plan was recently revised again and that the documents that Commission

Members have in their packets need to be updated. Jeff explained the newly proposed changes.

Borough Manager, Rebecca Denlinger, discussed the multi-step process that will need to be followed and noted that the first of several public hearings will take place at the 10/8/18 Borough Council Meeting.

Justin Evans motioned, and Tiffani Lynn seconded to draft a letter from the Columbia Borough Planning Commission to Borough Council in support of the adoption process for the Historic District Expansion to move forward. This Motion was passed unanimously.

**PUBLIC COMMENT:**

Comments have been inserted throughout these minutes where applicable.

**ZONING HEARINGS:**

No Zoning Hearings are scheduled for this month.

**ADDITIONAL COMMENTS:**

Vice-President Jeff Helm announced that Borough Council is in discussions regarding changing the Borough Council Meeting Schedule for 2019. Due to this change the Planning Commission will need to move their meetings to a different night. Commission members discussed possibilities for meeting dates. The Committee members who were present are looking at the third Tuesday of each month at 7pm but will consult with absent members prior to making a final decision.

**ADJOURNMENT:**

Jeff Helm motioned to end this meeting of the Columbia Borough Planning Commission at 8:42pm and Tiffani Lynn seconded. This motion passed unanimously

Respectfully submitted,

  
Tiffani Lynn  
Secretary