

MINUTES
BROOKVILLE BOROUGH PLANNING COMMISSION
Wednesday, February 28, 2024 @ 5:00 P.M.

The Brookville Borough Planning Commission met on Wednesday, February 28, 2024 at 5:00 P.M. in Council Chambers with the following in attendance:

MEMBERS

David Taylor
Aaron Haines
Arthur McKinley -
via phone
Christine Hoffman

STAFF

Manager Dana Rooney
Zoning Officer Joe Kelsch
Recorder Christine Gunning

VISITORS

Sarah Ritsema
Frank Bartley
Samuel Dudley
Nick Urbanowicz

CALL TO ORDER:

Chairman David Taylor called the meeting to order at 5:00 P.M.

REORGANIZATION:

- A. Planning Commission to Elect New Vice-Chairman** – Chairman David Taylor stated we need to elect a new vice-chairman, because our previous vice-chairman stepped off the Board. Chairman Taylor stated as chairman he can make nominations, but he cannot make motions. Chairman Taylor nominated Aaron Haines as vice-chairman, and stated he will accept any motions thereto. Member Christine Hoffman made a motion to accept the nomination of Aaron Haines as vice-chairman. Chairman Taylor asked all Commission Members in favor to signify by saying ‘aye’. Motion carried 4-0.

CORRECTIONS/APPROVAL OF MINUTES:

Member Arthur McKinley stated the minutes mentioned a work session that was canceled, and asked if it could be rescheduled. Chairman David Taylor stated everyone received a list of the powers and duties of the Planning Commission (attached). Chairman Taylor stated we are not in a position to take action on our own. Chairman Taylor stated we can only take action at the request of the governing body, which is Borough Council. Chairman Taylor stated you are welcome to come to Council and ask for a work session. After some discussion, Vice-Chairman Aaron Haines moved to approve the minutes of the August 23rd Planning Commission meeting as submitted; seconded by Member Christine Hoffman. Motion carried 4-0.

PUBLIC COMMENT:

None

NEW BUSINESS:

- A. Brookville Tractor Supply/Land Development Plans** – Chairman David Taylor stated Tractor Supply submitted land development plans, and we have representatives from Tractor Supply here and their engineers. Chairman Taylor stated we also received a letter from Gwin, Dobson and Foreman, which is the

Borough's engineer, and they set forth a number of issues, and their recommendation is, if there are no objections from the Planning Commission, to recommend conditional approval of the project to Brookville Borough Council, conditioned upon these various issues that they set forth. Sarah Ritsema, EIT Project Designer from Widmer Engineering, stated they requested a waiver for the stormwater fence around the pond in the back. After some discussion, Chairman Taylor stated we recommend waiving that recommendation. Ms. Ritsema stated they would like to put in twelve-inch pipe instead of fifteen-inch pipe. Manager Dana Rooney stated the engineer recommends we waive the fifteen-inch pipe and allow them to install the twelve-inch pipe. Chairman Taylor stated we will go with the engineer's recommendation. Sarah Ritsema asked if a grading permit was required, and Manager Rooney stated it is not. After some discussion, Mr. Haines moved for preliminary approval of the land development plans for the Brookville Tractor Supply; seconded by Member Christine Hoffman. Motion carried 4-0.

- B. Amendment to the Zoning Ordinance/Internally Lit Plastic Signs in Historic Overlay District** – Chairman David Taylor stated when we redid the Zoning Ordinance, Council made the Historic Overlay District. Chairman Taylor stated one of the things the Planning Commission sent to Council for approval was a prohibition against internally illuminated signage in the Historic Overlay District, and somehow, it did not make it into the ordinance. Chairman Taylor stated he suggests the Planning Commission consider making a recommendation to Council that the Zoning Ordinance be amended to include a prohibition of internally lit exterior signage within the Historic Overlay District. After some discussion, Member Arthur McKinley made a motion to authorize Solicitor Jim Dennison to start working on an amendment to the Zoning Ordinance to look at prohibiting internally lit signs and televisions, and allow Solicitor Dennison freedom with wording to include any other things along those same lines, only in the Historic Overlay District, and bring the proposed amendment back for the Planning Commission to look at; seconded by Vice-Chairman Aaron Haines. Motion carried 4-0.

UNFINISHED BUSINESS: None

OFFICIAL REPORTS & CORRESPONDENCE: None

ADJOURNMENT:

Member Christine Hoffman made a motion to adjourn at 5:40 P.M.; seconded by Vice-Chairman Aaron Haines. Motion carried 4-0.