



Borough of Brookville

April 8

2013

Planning
Commission
AGENDA

MEMBERS

William Kutz – Chairman
Dr. Ed Richards - Vice Chairman
Wayne Smith
Bob Radaker
Rick Park

STAFF

Charles R. Gable – Borough Manager
Matt Hasselback – Code Enforcement Officer
Christine Gunning – Administrative Asst./Recorder
James Dennison, Esq. - Solicitor

Borough of Brookville
Planning Commission Meeting Agenda
Monday, April 8, 2013 @ 6:00 PM

MEMBERS

William Kutz – Chairman
Dr. Ed Richards - Vice Chairman
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Charles R. Gable – Borough Manager
Matt Hasselback – Code Enforcement Officer
Christine Gunning – Administrative Asst./Recorder
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I. CALL TO ORDER

II. ROLL CALL

III. CORRECTIONS/APPROVAL OF MINUTES

- a. 27 February 2013
- b. 11 March 2013

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IV. CHAIR REPORT

V. PUBLIC COMMENT (5 minutes per speaker)

The purpose of this part of the meeting is for the public to 'comment' on issues germane to the business of the Planning Commission regarding items not on the current agenda. It is not a question and answer period. Commissioners may or may not choose to respond to your comments. Personal attacks and/or comments that the commission deems to be personal attacks against any individual or organization, whether related to the Borough or not, or the use of vulgarities, obscenities, or similar acts will not be tolerated. Although each speaker is generally given 5 minutes to comment, the Commission reserves the right to further limit or expand the time allotted to each speaker, or to defer the time for comments to the next regular or special meeting of the Planning Commission should they determine that there is insufficient time for comments at this meeting.

VI. DEVELOPMENT PLANS

a. Brookville Equipment Company rezoning request

- Continuing Action Item - Tabled

b. Courthouse Alley Pedestrian Walkway

- Historic Brookville (HBI) visited Borough Council at its regular meeting on 2 April 2013. Due to circumstances beyond HBI's control, alternate funding methods of the Town Square Project (adjacent to Courthouse Alley) need to be secured. This process ultimately led to an application for a grant. As part of that grant application, it was deemed to be advantageous to have Courthouse Alley closed, thus Council, after significant deliberation, granted HBI's request to close Courthouse Alley to vehicular traffic. Action needed to happen with haste as the grant application deadline is 15 April 2013. This action by Council

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removes this item from the Commission's deliberations.

VII. COMMUNITY PLANNING

a. Bureau of Recreation and Conservation Call for Grant Proposals

The Commission is asked to evaluate community projects that could be earmarked for writing a grant proposal. The grant information is included in your agenda packet. This is time-sensitive and a decision should be made with some haste. A recommendation should be forwarded to council.

- Continuing Action Item – Tabled (Deadline for application expires on 10 April 2013). Additionally, HBI in consultation with Council deemed it more advantageous to apply for the grant to be dedicated to the Town Square Project. Competing grant proposals from the same community are not favorable for awarding the grant.

b. Capital Improvement Program (CIP)

- Continuing Action Item (Sample CIP)

Attachment A

c. 2013 Work Plan

- Continuing Action Item (Update SALDO??)

VIII. NEIGHBORHOOD PLANNING

a. Crestwood Mobile Home Park

The Crestwood Mobile Home Park expansion project is permitted under current zoning. The commission is being asked to evaluate and make a recommendation to council regarding Brush Street, which borders part of the property of Crestwood Mobile Home Park. Specifically, there are safety concerns regarding two-way traffic on Brush Street and cars exiting Brush Street onto Main Street. Other issues may be on the table for discussion.

1. Ken Berlin – Site Surveyor
2. Engineer Dan Slagle to update

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b. Geist Way Subdivision Proposal

1. Phil Hetrick – Contractor for Golden Rule Development
2. Engineer Dan Slagle to update

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IX. OFFICIAL REPORTS & CORRESPONDENCE

X. UPCOMING MEETINGS

- a. Tuesday, April 16, 2013 – Borough Council Meeting
- b. Monday, May 13, 2013 – Planning Commission

XI. ADJOURNMENT

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MINUTES
BROOKVILLE BOROUGH PLANNING COMMISSION

Wednesday, February 27, 2013 @ 6:00 P.M.

The Brookville Borough Planning Commission met on Wednesday, February 27, 2013 at 6:00 P.M. in the large meeting room with the following in attendance:

MEMBERS

William Kutz
Wayne Smith
Rick Park
Dr. Ed Richards
Bob Radaker

STAFF

Charles Gable – Borough Manager
Matt Hasselback – Code Officer
Jim Dennison - Solicitor
Christine Gunning – Recorder

VISITORS

Terry O’Neill	Missy Buck
Rick Tote	Scott Young
Dickson Tattersall	Troy Harper
Steve & Ruth Rowan	
Ron Pearsall	Brent McNeil
Michele Gotwald	Kathy Jackson
Barb Riggs	Kathleen Mohney
Wayne Jackson	Robert Mohney

CALL TO ORDER:

Member Kutz called the meeting to order at 6:00 P.M.

CHAIR REPORT/REORGANIZATION:

Manager Gable stated that the former Chairman of the Planning Commission has resigned. Dr. Ed Richards is a new member. Manager Gable said he would take nominations for Chair and Vice-Chair.

Chair Nomination - Member Radaker made a motion for Member Kutz to become Chair; seconded by Member Smith. Member Kutz accepted the nomination for Chair. Motion carried unanimously 5-0.

Vice Chair Nomination – Member Smith made a motion for Member Richards to become Vice Chair; seconded by Member Kutz. Motion carried 5-0.

APPROVAL OF MINUTES:

The minutes of the November 19, 2012 meeting were presented for approval. Member Smith made a motion to approve the minutes as presented; seconded by Member Radaker. Motion carried 5-0.

DEVELOPMENT PLANS:

- A. **Brookville Equipment Company rezoning request** – Troy Harper from Dennison, Dennison & Harper stated that Brookville Equipment Company wants to amend the zoning map. Troy Harper stated Brookville Equipment Company is making this request because it has expanded and needs more parking space for its employees. The parcel they want to rezone is adjacent to their current location – where they seek an expansion of the LI-1 zoning district. The parcel they want to rezone is currently zoned as residential.

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VISITORS:

The following people own homes or live near Brookville Equipment Company.

1. **Wayne Jackson** – Mr. Jackson recommended that Brookville Equipment Company put the parking lot in an area that is currently wooded. Troy Harper said that area would provide half the parking the other lot would. Troy Harper also stated that Brookville Equipment Company might use that area in the future to expand office space.
2. **Scott Young** – Scott Young recommended handing this issue over to the Zoning Hearing Board. Mr. Young doesn't want to lose a residential building.
3. **Bob Mohney** – Bob Mohney recommends expanding the current parking lot. He also mentioned that he has noticed some of Brookville Equipment's employees driving carelessly (driving fast, not stopping at stop signs).
4. **Steve Rowan** – Steve Rowan doesn't want the residential area on the zoning map to shrink. He said if this is approved, it will create a precedent that will tear the zoning ordinance apart. He thinks this change would constitute spot zoning. He asked the Planning Commission to deny this request because it would be detrimental to their home investments.
5. **Terry O'Neill** – Terry O'Neill said he echoes what the others have said. He has an investment there. He has lived there for 25 years. He never thought he would have a parking lot across from his home.
6. **Phil Hetrick** – Phil Hetrick said this parking lot might make it difficult to sell homes in the area.
7. **Brent McNeil of Brookville Equipment Company** – Brent McNeil stated that Brookville Equipment Company has a safety manager that has talked to employees about the importance of driving safely in the community.
8. **Kathy Jackson** – Kathy Jackson stated that she doesn't want extra traffic going by her home.
9. **Terry O'Neill** – Terry O'Neill stated that re-selling his property would be affected if a parking lot is there.

Manager Gable recommended that Planning Commission Members visit the site in question. The Planning Commission will meet at 5:30 p.m. before the next Planning Commission meeting on Monday, March 11th and go visit the site.

- B. Courthouse Alley Pedestrian Walkway** – Code Enforcement Officer Matt Hasselback stated that he does not have much information on this yet. Manager Gable stated this is just an informational item at tonight's meeting. Member Kutz said this topic will be discussed further at the next Planning Commission meeting on Monday, March 11, 2013.

COMMUNITY PLANNING:

- A. Bureau of Recreation and Conservation Call for Grant Proposals** – Manager Gable stated that the Commission is asked to evaluate community projects that could be earmarked for writing a grant proposal. Manager Gable stated that the grant proposals are due in mid April. Manager Gable said this topic could be

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discussed further at the next Planning Commission meeting on Monday, March 11, 2013.

- B. Act 13 Abandoned Mine, Watershed Restoration, Greenways Grant Application** – Manager Gable stated that the commission is asked to consider the same as the Recreation and Conservation Grant. The grant proposals are due in July.
- C. Capital Improvement Program (CIP)** – Manager Gable stated that the Planning Commission is a collaborative effort.
- D. 2013 Work Plan** – Manager Gable wants the Planning Commission to think about what projects they want to work on.

NEIGHBORHOOD PLANNING:

- A. Crestwood Mobile Home Park** – Solicitor Dennison reported that he talked to Dan Slagle. Solicitor Dennison thinks the Planning Commission should try to get Dan Slagle more involved in this project.

VISITORS:

- 1. Ron Pearsall** – Ron Pearsall from the Firemen’s Club stated that he is concerned about the bus stop traffic (young kids and parents) around the Firemen’s Club parking lot.
- 2. Dickson Tattersall** – Dickson Tattersall suggested the Borough do a traffic analysis of Brush Street.

No formal action was taken on this tonight.

RECESS:

Member Smith made a motion to recess at 7:28 p.m.; seconded by Member Richards. Motion unanimously carried 5-0. The Planning Commission recessed until 5:30 p.m. on Monday, March 11, 2013

RECONVENE:

The Brookville Borough Planning Commission reconvened its recessed meeting from February 27th at 5:30 p.m. in the lobby of the Borough Complex on Monday, March 11, 2013. The Commission traveled to Brookville Equipment Company for a site visit. At the site, the Commission was met by about 12 people including Terry O’Neill, Steve Rowan and John Blazosky.

The first lot we looked at was about one acre up to Brookville Equipment Company. It would provide a maximum of 86 parking spaces. Troy Harper reported they want to rezone this lot to OC (office commercial) or LI (light industrial). A site plan needs to be submitted to permit larger vehicle traffic. The current site is a commercial parking lot. Brent McNeil stated that the new parking lot would be used primarily by employees working the first shift. Troy Harper stated that ‘no trespassing’ signs could be put up so Brookville Equipment employees don’t drive on nearby residents’ yards.

Next, the Commission looked at the lot that Mr. Jackson sold to the McNeils. This lot is zoned as light industrial and would only provide one third of the parking space the other lot would.

The people present then separated into three groups and discussed issues amongst themselves.

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ADJOURNMENT:

At 6:16 P.M. Chairman Kutz moved to adjourn the February 27th Planning Commission meeting on site at Brookville Equipment Company; seconded by Member Smith. Motion carried 5-0.

The Planning Commission traveled back to the Borough Complex and convened its regularly scheduled monthly meeting for Monday, March 11th at 6:20 P.M. in Council Chambers.

Borough Manager

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MINUTES
BROOKVILLE BOROUGH PLANNING COMMISSION

Monday, March 11, 2013 @ 6:20 P.M.

The Brookville Borough Planning Commission met on Monday, March 11th at 6:20 P.M. in Council Chambers with the following in attendance:

MEMBERS

William Kutz
Rick Park
Wayne Smith
Bob Radaker
Dr. Ed Richards

STAFF

Charles Gable – Borough Manager
Jim Dennison - Solicitor
Christine Gunning - Recorder

VISITORS

Dickson Tattersall
Michele Gotwald
Barb Riggs
Phil Hetrick
John Blazosky
Scott Young
Randy Bartley
Ken Berlin
Brent McNeil
Troy Harper

CALL TO ORDER:

Chairman Kutz called the meeting to order at 6:20 P.M.

PUBLIC COMMENT:

None

DEVELOPMENT PLANS:

- C. Brookville Equipment Company rezoning request** – Chairman Kutz stated the Planning Commission made a site visit to the Brookville Equipment Company’s rezoning area. Chairman Kutz stated he would like to have an Executive Session later in the meeting to discuss this issue.
- D. Courthouse Alley Pedestrian Walkway** – Manager Gable stated there is nothing new to report on this issue. This issue will be placed on the agenda for the next Planning Commission meeting on Monday, April 8, 2013.

COMMUNITY PLANNING:

- E. Bureau of Recreation and Conservation Call for Grant Proposals** – Manager Gable stated that he has not received any project ideas. Phil Hynes is working on this issue. Chairman Kutz tabled this issue until the next Planning Commission meeting on Monday, April 8, 2013.
- F. Act 13 Abandoned Mine, Watershed Restoration, Greenways Grant Application** – Manager Gable stated that he hasn’t received any project ideas for this grant yet. The grant proposals are due in July.
- G. Capital Improvement Program (CIP)** – Manager Gable stated that he will work on this.

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- H. **2013 Work Plan** – Manager Gable wants the Planning Commission to think about what projects they want to work on.

NEIGHBORHOOD PLANNING:

- B. **Crestwood Mobile Home Park** – Ken Berlin distributed plans regarding the Crestwood Mobile Home Park. Solicitor Dennison stated that the Borough Engineer, Dan Slagle needs to review these plans. Ken Berlin stated that Brush Street is really an alley, not a street; it is only Member Richards suggested waiting for Engineer Slagle to review these plans before going forward.
- C. **Geist Way Subdivision Proposal** – Phil Hetrick, a Contractor for Golden Rule Development, stated that they want to put two homes in the two lots on Sandra Snyder’s liened property on Geist Way. Solicitor Dennison said this information should be sent to Engineer Dan Slagle for review. Member Radaker made a motion to change it from 3 lots to 2 pending approval by the Engineer; seconded by Member Park. Motion carried 5-0.

EXECUTIVE SESSION:

The Planning Commission entered an Executive Session at 7:00 P.M. Executive Session ended at 7:13 p.m. with no action taken.

ADJOURNMENT:

With no further business to be discussed, Member Smith made a motion to adjourn at 7:14 p.m.; seconded by Member Richards. Motion unanimously carried 5-0.

Borough Manager

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March 27, 2013

R. Edward Ferraro, Esquire
Ferraro, Kruk & Ferraro, LLP
690 Main Street
Brockway, PA 15824

RE: Crestwood Trailer Park Extension

Dear Ed:

We have forwarded your letter of March 20, 2013, to the Engineer and Planning Commission for review. We hope to have the Engineer attend the meeting scheduled for April 8, 2013.

In response to the questions you have raised, your concerns expressed in Paragraphs 1, 2 and 3, are being considered by the Engineer and the Planning Commission. As to Paragraph 4, I have spoken with Ron Pearsall from the Firemen's Club and have suggested that he contact the School District and make them aware of the problems caused by the location of the current bus stop and that possibly the School should consider having a bus stop at the intersection of Clark Street and Short Street. This is a matter that is not under the control of the Borough.

As to Paragraph 5, this would not be a factor that the Planning Commission or the Borough Council would be permitted by law to consider in granting or denying the permit. The requested use of Crestwood Trailer Park is a permitted use within that zone and the devaluation of adjoining properties could not be considered if the applicant otherwise meets the requirements of the zoning and subdivision ordinances.

As to Paragraph 6, I believe the proposal from Crestwood does meet the parking requirements, however this issue is being reviewed by the Engineer and Planning Commission.

As to obtaining a copy of the map, the current application and subdivision map is available for review at any time during normal business hours at the Borough office. If you want to obtain a copy of the map and have it copied elsewhere, we can make it available to you so you can have your own copies made.

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NICHOLS & SLAGLE ENGINEERING, INC.
PROFESSIONAL ENGINEERS

333 Zouner Road, Airport Office Park, Building 4, Suite 600, Moon Township, PA 15105 2773 - 412-269-9440 - Fax 412-269-2653

March 26, 2013

Borough of Brookville
Hetrick Subdivision
Preliminary Simple Subdivision Plan Review
Submitted: March 15, 2013
NSE No. P07-885(a)

Location

On the eastern side of Geist Way, and the southern side of Carmalt Street near the intersection.

Description

Subdivision of Hetrick property into two lots

Zoning

"LDR" Low Density Residential

Chapter 198 - Subdivision and Land Development

Article II - Application and Plan Requirements

Section 10 - Preliminary Plans and Data

Preliminary plans and data shall include, but not be limited to, the following:

- B(2e) Provide a graphic scale that accurately depicts 1"= 40'.
- B(4) Provide easement locations and dimensions on all existing utility lines outside of road right-of-way.
- B(9) Indicate any natural/artificial features that may impact this subdivision.
- B(10h) Provide letters from all applicable utilities on service availability prior to issuing a building permit. Show Authority owned sanitary sewer location.

Section 12 - Final Plan and Data Required For Approval

- E Resubmit with tract boundary lines as heavy dashed and two dotted lines. Lot boundary lines shall be medium solid lines. Easements shall be light dotted lines.

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- F(10) Seal and signature of engineer, surveyor, or other qualified person responsible for preparing plan.
- F(12) Provide protective covenants running with land, if any.
- F(13) Provide Jefferson County Planning Commission approval.

Recommendations

The Developer shall comply with the Borough Ordinances and aforementioned comments and resubmit.

Very truly yours,



Daniel B. Slagle, P.E.
Principal Engineer

DBS/RDE/ss

Enclosures

cc: Charles Gable, Manager (w/encs.)
Philip Hatrick (w/encs.)
Kenneth D. Berlin, F.L.S. (w/encs.)
James Dennison, Esq. (w/encs.)

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ZONING

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Borough of Brookville

**TABLE III-B
 BULK AND AREA REQUIREMENTS**

Zoning District	Minimum Lot Area (square feet)	Minimum Lot Width (feet)	Minimum Front Yard Setback (feet)	Minimum Rear Yard Setback (feet)	Minimum Side Yard Setback (feet)	Maximum Lot Coverage
LDR	2,500	50	10	10	10	50%
MDR	5,000	See Table III-C	See Table III-C	See Table III-C	See Table III-C	50%
SR	2,500	See Table III-C	See Table III-C	See Table III-C	See Table III-C	See Table III-C
RC	See Table III-C	See Table III-C	See Table III-C	See Table III-C	See Table III-C	See Table III-C
DC	5,000	25	0	0	**	100%
TZ	5,000	50	25	25	15	50%
OC	20,000	100	30	30	20	50%
LI-1	43,560	100	50	50	25	50%
LI-2	40,000	100	50	50	25	50%
HOD	***	***	***	***	***	***

* If in a row.

** If adjoining lot is vacant, an existing yard, or parking lot.

*** Bulk and Area requirements follow the underlying zoning district in which the property is located.

230 Attachment 2:1

14 - 15 - 2006

