

**MINUTES TO THE MEETING OF  
TRAPPE BOROUGH PLANNING COMMISSION**

September 15, 2009

**WORK SESSION**

The Work Session meeting of the Trappe Borough Planning Commission was called to order at 6:30 p.m. by Chairman Shawn Skelly.

**Trappe Borough Code Codification:** Mr. Ryan provided an overview of the Borough Code codification project. Mr. Ryan noted the newly-revised Code must be adopted by ordinance, and the Members will be asked for a recommendation as to the enacting ordinance at this evening's Monthly Meeting.

**proposed ordinance: Knox Box:** Mr. Ryan presented an ordinance to require the developers of non-residential and certain residential properties to install Knox Box key systems at same properties. The system facilitates first responder access to structures, offices and other restricted areas during emergencies.

Mr. Ryan noted the Fire Marshal and Trappe Volunteer Fire Department had requested the Borough consider the ordinance. Mr. Ryan noted system keys would be maintained by the Fire Marshal and fire department only.

**LD 2009.1 – Providence Property Holdings (115 West Main Street):** Mr. Ryan provided an overview of a preliminary plan submission to construct an approximate 5,900 square foot medical and professional office use at 115 West Main Street. Mr. Ryan noted the applicant had received conditional use approval to demolish the existing structure, and to establish the professional office use.

Tom Keenan, attorney for the Applicant, noted a variance had been granted to provide a five foot building setback to a property line. Mr. Keenan noted Dr. Weber, owner of neighboring 123 West Main Street, supports this project. Mr. Keenan confirmed the Applicant is now the Owner of this property.

Mr. Keenan stated the Applicant had provided for an easement for a shared driveway to serve the subject property and the neighboring property to the east.

Mr. Keenan requested the Planning Commission consider a recommendation of preliminary/final plan approval at this evening's Monthly Meeting.

Glen Kelczewski, engineer for the Applicant, inquired as to Borough Solicitor review of the shared driveway access easement. Mr. Ryan confirmed this agreement, between the Borough and the Applicant, will be reviewed by the Borough Solicitor.

Mr. Kelczewski presented the following waiver requests:

1. §303.D.B, requiring 1-1/2" wearing, 2" binder, and 8" base course for driveway and parking space paving. Mr. Kelczewski stated he believes the specifications excessive for a private driveway and parking area. Borough Engineer John Sartor concurs, and does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.
2. §305.D.1, requiring a 20' stopping area behind right-of-way line, not to exceed 4% grade. Mr. Kelczewski noted a 5% grade was proposed, and this would match the maximum slope of the balance of driveway. Engineer Sartor confirmed this would not impact stormwater run-off. Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.
3. §305.D.5, requiring a 24' minimum paving width and 15' minimum curb radius for two-way commercial drives. Mr. Kelczewski stated he believes the specification excessive for such a narrow lot, and for the anticipate volume of traffic. Borough Engineer John Sartor concurred this driveway width frequently presents problems for narrow lots. Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.
4. §305.D.10, requiring driveways along Main Street to conform to Alternative No.1. Mr. Kelczewski noted this likewise relates to above-noted item (3). Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.
5. §305.E.11, requiring 25' minimum parking lot aisle width. Mr. Kelczewski noted the Applicant is providing a 24' wide parking lot aisle width, and believes same is sufficient for this site and use. Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.
6. §309.B, requiring top or bottom edge of slopes to be minimum 3' from property or right-of-way lines. Mr. Kelczewski noted that, due to the proximity of the parking areas and proposed landscape buffers relative to the property line, a 3' setback is not practical. Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.
7. §319.1.B, requiring tree protection to be minimum 1' outside the drip line of trees to remain. Engineer Sartor noted this is an issue at many smaller properties; he stated the Planning Commission may want to consider additional landscaping at other site locations.
8. §320.E.2.d(1), requiring a Landscape Plan, signed and sealed by a registered landscape architect. Engineer Sartor noted a registered landscape architect at Gilmore &

Associates had reviewed the landscape plan. Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.

9. §402.C.1 & 402.E.1, requiring existing and proposed features within 400' of the property. Mr. Kelczewski noted the Applicant is willing to provide an aerial in lieu of surveying these features, and including same on the preliminary plan. Engineer Sartor does not oppose this waiver request. Mr. Ryan does not oppose this waiver request.

Engineer Sartor confirmed less storm water will exit the site post-construction as compared to that presently exiting the site. Mr. Kelczewski spoke to the benefits of the proposed rain garden.

Engineer Sartor stated he will check the approximate depth to the aquifer at this location.

Mr. Kelczewski stated that, absent the above-noted waiver requests, the Applicant will comply with the balance of items noted in the Gilmore & Associates September 8, 2009 review letter.

The Members discuss possible architectural treatments to the building's front façade, including a faux door. The Applicant stated that he does not want to provide a faux door, but is considering other treatments to this façade.

Mr. Ryan confirmed the Borough would accept additional right-of-way at the property's frontage to West Main Street.

**Trappe Borough Code Codification (additional comment):** Chairman Skelly requested the Borough confirm if the adopting ordinance should reference the Department of Conservation and Natural Resources. Mr. Ryan will see to this matter.

## MONTHLY MEETING

The regularly scheduled Monthly Meeting of Trappe Borough Planning Commission was called to order at 7:30 p.m. by Chairman Shawn Skelly.

**Pledge of Allegiance to the Flag:** The Pledge of Allegiance was led by Chairman Skelly.

**Roll Call by the Borough Secretary:** Those present were Chairman Shawn Skelly, Edward Milligan, Michele Monaco and Brett Yeagley. Also in attendance were Borough Council Liaison Fred Schuetz, Borough Engineer John Sartor and Borough Manager Tommy Ryan. Vice-Chairman Wayne Headman and Planning Commission Secretary Vordea Mingis were absent.

**Minutes of the Meeting of August 18, 2009:** All received a copy of the minutes for the August 18, 2009 meeting.

Chairman Skelly noted a revision to page 1, line 30, so to revise “*Wayne Headman*” to “*Ed Milligan*”.

B. Yeagley motioned to accept the August 18, 2009 minutes with the above-noted revision, second by M. Monaco, all ayes. Motion carried 4 – 0.

**Trappe Borough Code Codification:** The Planning Commission considered an ordinance to duly adopt the newly-codified Code for Trappe Borough, as discussed at this evening’s Work Session.

Mr. Ryan confirmed the ordinance had been reviewed by the Borough Solicitor.

Chairman Skelly requested the Borough confirm if the adopting ordinance should reference the Department of Conservation and Natural Resources. Mr. Ryan will see to this matter.

E. Milligan motioned to recommend Borough Council approve an ordinance to adopt the newly-codified Code for Trappe Borough, with above-noted revision as the cite for the Department of Conservation and Natural Resources, if required, second by M. Monaco, all ayes. Motion carried 4 – 0.

**proposed ordinance: Knox Box:** The Planning Commission considered an ordinance to require the developers of non-residential and certain residential properties to install Knox Box key systems at same properties, as discussed at this evening’s Work Session.

B. Yeagley motioned to recommend Borough Council approve an ordinance to require the developers of non-residential and certain residential properties to install Knox Box key systems at same properties, as presented, second by E. Milligan, all ayes. Motion carried 4 – 0.

**LD 2009.1 – Providence Property Holdings (115 West Main Street):** The Planning Commission considered a preliminary plan submission to construct an approximate 5,900 square foot medical and professional office use at 115 West Main Street, as discussed at this evening’s Work Session.

The Members discuss the impact of existing trees in the vicinity of the parking area. Concern was expressed as to the proximity of these trees to the proposed improvements, in specific whether the trees would survive. The Applicant agreed to work with the Borough Engineer to identify trees in most need of protection, and to include same in the 18-month maintenance bond for site improvements.

The Members discussed a faux door at the building’s front façade; consensus was to not recommend this feature. The Members are agreeable to the color rendering submitted to the Borough.

E. Milligan motioned to recommend Borough Council grant preliminary/final plan approval, subject to the following conditions:

1. the shared driveway access agreement be in a form acceptable to the Borough Solicitor;
2. the Borough Engineer identifying the existing trees to be included in the maintenance bond for site improvements; and,
3. the Borough acceptance of additional right-of-way at the property frontage.

And further subject to the granting of the following waivers:

1. §303.D.B, as to driveway and parking space paving, to allow that specification noted on the plan;
2. §305.D.1, as to a 4% grade at a stopping area 20’ behind right-of-way line, so to allow a 5% grade;
3. §305.D.5, as to a 24’ minimum paving width and 15’ minimum curb radius for two-way commercial drives, to permit that noted on the plan;
4. §305.D.10, as to driveway conformance with Borough-accepted Alternatives, to permit that noted on the plan;
5. §305.E.11, as to a 25’ minimum parking lot aisle width, to permit a 24’ parking lot aisle width;
6. §309.B, as to the top or bottom edge of slopes to be minimum 3’ from property or right-of-way lines, to permit that noted on the plan;
7. §319.1.B, as to require tree protection to be minimum 1’ outside the drip line of trees, to permit that noted on the plan;
8. §320.E.2.d(1), as to require a Landscape Plan signed and sealed by a registered landscape architect; and,

9. §402.C.1 & 402.E.1, as to require existing and proposed features within 400' of the property to be surveyed and noted on the plan, so to permit that noted on the plan.

Second by M. Monaco, all ayes. Motion carried 4 – 0.

### **New Business**

- Mr. Ryan noted that, as of this date, no items were included on the October 20 meeting agenda. Mr. Ryan will contact the Members in the event this meeting is cancelled.

### **Old Business**

- There was no old business.

At 7:50 p.m., there being no additional business, a motion to adjourn was made by B. Yeagley, seconded by E. Milligan, all ayes. Motion carried 4 – 0.

Respectfully submitted,

Tommy Ryan  
Borough Manager / Borough Secretary