

***BOROUGH OF CARLISLE
PLANNING COMMISSION***

Meeting Minutes – March 22, 2018

Members in Attendance: Timothy Tilton, Morgan Dux, Renee Rhan. John Shugars arriving at 6 p.m.

Borough Officials in Attendance: Michael Skelly, Planning/Zoning/Codes Manager , Mark Malarich, Public Works Director.

The meeting was called to order at 5:30 p.m. Due to a lack of a quorum, the Planning Commission called a recess until such time as a fourth member arrived. John Shugars arrived at approximately 6 p.m. and the meeting was called to order.

Items Reviewed by the Planning Commission:

1. The Planning Commission unanimously recommended approval of the minutes of the February 22, 2018 meeting.
2. The Planning Commission considered a final land development plan for a property located at 398 E. High Street. The plan proposes the reuse of an existing 2,720 ft² office building for a restaurant. The plan also includes the elimination of existing access closest to the intersection to E. High Street, modification of off-street parking and internal traffic circulation and provide minor stormwater management improvements.

Conclusion: The Planning Commission, upon motion by Renee Rhan and second by John Shugars, unanimously recommended approval of the requested waiver for filing a preliminary plan and approval of the final land development plan, subject to staff conditions.

3. The Planning Commission reviewed a plan submitted by Amish Country Bakehouse for the property located at 457 E. North Street. The plan includes a 2,255 ft² addition to the rear of the existing building, revisions to the truck loading area and minor landscaping enhancements.

Hubert Gilroy, representing the applicant, explained that on February 1, 2018, the Zoning Hearing Board granted a special exception to allow the proposed use (manufacture of food products), as well as other minor design relief related to loading area buffering/setbacks.

Dick Murphy of Cumberland Design, further stated that the plan included the addition that would be constructed over existing pavement. The existing structure

over the loading docks would be demolished. An 80 square foot cooler would be located to the rear of the building and an existing 20' x 20' concrete pad would be used to place a tank for the storage of nitrogen, which is used in the pretzel making process. Several areas of existing pavement will be removed and planted with grass/vegetation. Trees will be planted as a buffer between the loading docks and E. North Street and between the residential houses located along Garrison Lane. Improvements to the access points to the property will be made. Two parking spaces to the front of the existing building will be removed to provide for a better traffic flow. Two access points will be located on E. North Street and one access point will be located on Garrison Lane.

Mr. Gilroy stated that the new use would have less traffic than the previous use (The Sentinel). Currently there will be 14 employees, with the potential of up to 30-40 future employees. Mr. Gilroy stated that the Amish Country Bakehouse would be filing the appropriate final land development application, fees and plans with staff in the very near future. His hope is that the Planning Commission will be comfortable trusting the applicant and staff to work out the final details and submittals in order for everything to be provided to Borough Council for their review and approval of the final plan at Council's April meeting.

Mike Skelly stated that this plan is on a very tight deadline as the applicant is seeking financial assistance funding for his project. He feels comfortable that the applicant and staff can work together to be able to provide a final land development plan to Borough Council for possible consideration at their April meeting. Mark Malarich explained that staff has been diligently working with the applicant regarding traffic, public safety, installation of buffering, and impact on the Borough's water and sewer treatment systems. Staff supports the applicant's request to move forward with this final plan. Renee Rhan asked the applicant if they plan to provide retail space at this location in the future?

Mr. Sarago (partner in Amish Country Bakehouse) stated that during the Zoning Hearing Board meeting, members of the board and the public inquired about the same thing and actually encouraged them to consider having a retail space. Mr. Sarago said they are considering this option. Mr. Gilroy stated that the applicant would be permitted 5% of the building space to be used as retail. After a brief discussion, Mr. Gilroy and Mr. Sarago said they would include the retail space in their final land development plan submission.

Conclusion: The Planning Commission, upon motion by Renee Rhan and second by Morgan Dux, unanimously agreed to endorse the proposed final land development plan as discussed, with the condition that Borough staff is satisfied that the plan meets all requirements and conditions as proposed/discussed prior to forwarding it to Borough Council.

4. Comprehensive Plan/Zoning Items:

Mike Skelly said that he continues to receive comments to the Comp Plan from Commission members and suggests that one last review of the plan be made prior to next month's meeting with the hope of having a final plan to Council for their May meeting. Tim Tilton asked that Mike provide the Commission with a final draft of the Comp Plan prior to the next Planning Commission meeting.

There being no further items on the agenda, the Planning Commission adjourned at approximately 6:30 p.m.

Respectfully submitted,

Mike Skelly
Planning/Zoning/Codes Manager