

**YORK COUNTY PLANNING COMMISSION  
TUESDAY, March 21, 2017 - 7:00 P.M.  
MEETING SUMMARY**

Chairman Kuhl opened the meeting at 7:02 p.m.

**I. ROLL CALL**

Members Present: Eric Bortner, Mary Coble, Matthew Chronister, Walter Kuhl, Sean Kenny, Thomas W. Earp, Brian Brenneman, Cheryl Rascoe

Members Absent: Kevin Clark

Staff: Felicia Dell, Director; Joe Heffner, Assistant Director; Kurt Leitholf, Municipal Planning Chief; Sharon Boyer, Senior Planner; Kim Baker, Recording Secretary;

Solicitor: Attorney Jeffrey L. Rehmeyer, II, CGA Law Firm

Others: None

Reporters: Dave O'Connor – Central Penn Business Journal

**II. PUBLIC COMMENT**

None

**IV. APPROVAL OF MINUTES**

**Mr. Brenneman made a motion the minutes be approved with the following changes: the date of the February minutes be corrected to read February 21, 2017 and the Financial Report be corrected to read that Chairman Kuhl acknowledged receipt of the January Financials and stated they are for informational purposes only.** The motion was seconded by Mr.Kenny, voted on and carried as stated. Ms. Coble abstained from the vote due to her absence last month.

**V. COMMUNICATIONS**

- a. Project Review Correspondence  
Enclosed in packet

**b. Acknowledgements**

Mr. Kuhl acknowledged a letter from the Commonwealth of Pennsylvania, Office of the Governor, to Felicia Dell appointing her as a member of the State Transportation Advisory Committee. Congratulations were extended to Ms. Dell for this appointment.

**VI. FINANCIAL REPORT**

**a. February Financial Report for Review and Comment**

Ms. Dell noted the audit was completed for 2016 and that no adjusting entries were made. The financials presented at the January meeting were the financials used to begin the year 2017.

Ms. Dell reviewed the Financial Report for February.

Chairman Kuhl acknowledged receipt of the draft February Financials.

**VII. COMMITTEE REPORTS**

**a. ECHO Housing**

Ms. Coble stated a meeting of the ECHO Housing Committee was held on February 28<sup>th</sup> that included Cathy Bollinger from Embracing Aging. Outreach is planned for the York County Zoning and Building Permit Officers Association (YCBPOA) in May. Municipal Outreach is also planned to learn about the elderly needs the municipalities have encountered.

**b. Executive Committee met since the last Board meeting. An update of the Commission's activities was discussed, as well as proposed updates to the Employee Manual.**

**VIII. STAFF REPORTS**

Enclosed in packet.

**IX. SOLICITOR'S REPORT**

Attorney Rehmeyer stated he has reviewed the National Fish and Wildlife Federation grant contract. He recommends approval of the contract from the legal perspective.

**X. UNFINISHED BUSINESS**

None

**XI. NEW BUSINESS**

**PLEASE NOTE - Projects are not necessarily in the same order as the agenda.**

- a. YCPC PROJECT #17-007  
FRANKLIN TOWNSHIP ZONING ORDINANCE AMENDMENT  
Text: Home Occupation; No-Impact Home-Based Business; and Accessory Dwelling Unit**

The purpose of this project is to review and comment on a proposal by Franklin Township Officials to amend various sections of the township zoning ordinance. The proposed amendments are being submitted for recommendations in accordance with Section 607(e) of the Pennsylvania Municipalities Planning Code (PA MPC).

**Ms. Coble made a motion that the staff report be approved subject to the revisions discussed ro comment #2 that more clearly states that subjective provisions are not enabled in the PA MPC.** The motion was seconded by Mr. Brenneman, voted on and carried as stated.

- b. YCPC PROJECT #17-006  
SPRING GROVE BOROUGH ZONING ORDINANCE AMENDMENT  
TEXT: Medical and Dental Facilities**

This project involves a proposal by Spring Grove Borough officials to amend the Borough's Zoning Ordinance by revising regulations regarding Medical and Dental Facilities. These amendments are being submitted for recommendations in accordance with Section 609(e) of the Pennsylvania Municipalities Planning Code (PA MPC).

- c. YCPC PROJECT #17-008  
PARADISE TOWNSHIP ZONING ORDINANCE AMENDMENT  
TEXT: Enforcement Remedies**

This project involves a proposal by Paradise Township officials to amend the Township's Zoning Ordinance by revising Section 1811, Enforcement Remedies. This amendment is being submitted for recommendations in accordance with Section 609(e) of the Pennsylvania Municipalities Planning Code (PA MPC).

- d. YCPC PROJECT #17-009  
PARADISE TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT  
ORDINANCE AMENDMENT TEXT: Enforcement Remedies**

This project involves a proposal by Paradise Township officials to amend the Township's Subdivision and Land Development Ordinance by revising the Enforcement Remedies section. This amendment is being submitted for recommendations in accordance with Section 505(a) of the Pennsylvania Municipalities Planning Code (PA MPC).

CONSENT AGENDA

**Mr. Brenneman made a motion that the staff reports #17-006, #17-008, and #17-009 be approved as presented.** The motion was seconded by Mr. Earp, voted on and carried as stated.

**XII. OTHER BUSINESS**

- a. Regulatory update to the YCPC Employee Handbook  
Mr. Heffner reported that the employee handbook has been updated concerning regulatory updates that have occurred since the last update in 2008. The Executive Committee met and suggested some additional changes for the handbook.

**Ms. Coble made a motion to approve the Employee Manual with the revision of the typographical error under the purpose for the policy for Internet & Computer Use (Appendix B), conditioned upon successful confirmation that the Executive Director of the Human Resources of York County will be the person the YCPC Director would report to in the event of involvement of an aggrieved situation.** The motion was seconded by Mr. Brenneman, voted on and carried as stated.

- b. National Fish and Wildlife Foundation Grant Contract for the development of a stormwater authority – contract for review and approval.  
Ms. Dell reported on the National Fish and Wildlife Foundation federal award to the Planning Commission in the amount of \$203,419.05. The Planning Commission will provide the match with in kind services by our staff. The purpose is to develop a York County Stormwater Authority.

**Ms. Coble made a motion to approve the grant agreement between the National Fish & Wildlife Foundation grant and the YCPC.** The motion was seconded by Mr. Brenneman, voted on and carried as stated.

### **XIII. PERSONNEL**

The Chairman recessed the meeting for an Executive Session at 7:20 pm to discuss Personnel Business. The Commission came out of Executive Session at 7:35 pm and reconvened the meeting.

- a. **Ms. Coble made a motion to approve the promotion of Jason Long from Rehabilitation Specialist Level I to Level II at the recommended salary effective with the March 16<sup>th</sup> pay period.** The motion was seconded by Mr. Kenny, voted on and carried as stated.
- b. **Ms. Coble made a motion to approve the recommended salary increase for Bob Drawbaugh, Senior Rehabilitation Specialist in recognition of the additional work tasks for the City of York effective with the March 16<sup>th</sup> pay period.** The motion was seconded by Mr. Kenny, voted on and carried as stated.
- c. **Ms. Coble made a motion to approve the recommended salary increase for Michelle Trout, Senior Development Specialist in recognition of the additional work tasks for the City of York effective with the March 16<sup>th</sup> pay period.** The motion was seconded by Mr. Kenny, voted on and carried as stated.

### **XIV. ADJOURNMENT**

There being no additional business, Chairman Kuhl adjourned the meeting at 7:44 pm.

Respectfully submitted,

Kim Baker  
Administrative Assistant