

Hamiltonban Township Planning & Zoning Commission

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

June 27, 2017

Chairman Russell Ryan called the meeting to order at 7 PM. He announced that the meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Commission Members Present: Russell Ryan, Stephen Jacobs, John Iaea, and David Peters. Eugene Starbuck was excused. There was a quorum.

Staff/Consultants Present: Rob Thaeler of the Adams County Office of Planning and Development, Township Planning Consultant and Fred Heerbrandt of Wm. F. Hill & Associates, Township Engineering Consultant.

Public Present: John Messeder of the *Gettysburg Times*.

Approval of the Agenda: The Commission approved the Agenda by consent.

Approval of the Minutes: John Iaea motioned to approve the April 25, 2017 meeting minutes as written. Steve Jacobs seconded. The motion carried. The meeting scheduled for May 23, 2017 was cancelled so there were no minutes to approve for it.

Public Comment: None.

Plans:

a. Adams Electric Coop - Fairfield Substation Land Development Plan - Fairfield Station Road: No action was needed at this time since no additional information has been received from the applicant following the granting of Land Development Waiver until August 23, 2017.

b. Iron Springs Plaza: No action needed at this time.

c. 208 Whippoorwill Lane - Cooperrider - Subdivision Plan: Fred said that Gil Pickarelli has informed him that there will be necessary revisions to the plan so we should wait to review the revised plan. Chairman Ryan accepted Fred advice and said he hoped we could review the revised plan next month.

New/Old Business:

a. Quorum and Annual Report: The Planning Commission learned at a June 5th training workshop that the Municipal Planning Code requires that Planning Commissions file an annual report to the Board of Supervisors each year by the end of February. Dave read a proposal by Chairman Gordon that he would like the annual report to list the commission members along with their offices, the names of plans recommended for approval, the number of additional workshops held in addition to regular meetings, and state that minutes for all meetings are posted on the township's public web site. Rob commented that this proposal is very similar to the annual report the county Planning Commission submits to the Commissioners. Dave said he would prepare the annual report for approval at the Planning Commission's January meeting.

The Planning Commission also learned at the training workshop that the Municipal Planning Code does not define a quorum but leaves it for the municipality to define through an ordinance. The Planning Commission has been using as a quorum a majority of appointed members of the Commission and looks forward to the Board of Supervisors confirming it has been correct.

b. Zoning Revision Discussion: Rob reported that sections 1713 through 1801 O of the proposed new Zoning Ordinance were reviewed and some changes made to some of them at the joint Board of Supervisors and Planning Commission workshop on June 25, 2017.

Township Engineer's Report: Fred explained to the Planning Commission the process which the Township Solicitor has recommended for the pending Strawberry Hill subdivision consolidation plan.

Township Planner's Report: None was given.

Township Meeting Dates: All public meetings are held at the local prevailing time of 7:00 PM at 23 Carrolls Tract Road, Fairfield, PA. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door.

- Board of Supervisors Workshop - June 29,, 2017.
- Board of Supervisors - July 5, 2017.
- Parks and Recreation Commission - July 11, 2017.
- Planning Commission - July 25, 2017.
- Joint PC & Board of Supervisors Workshop - August 21, 2017

Adjournment: At 7:30 PM Steve Jacobs motioned to adjourn the meeting. Dave Peters seconded. The meeting was adjourned.

Respectfully submitted,

Dave Peters
Hamiltonban Township Planning Commission Secretary