

## MEETING MINUTES

**DATE:** April 23, 2015

**SUBJECT:** Howe Twp. Zoning Ordinance Stakeholder Meeting #4

**LOCATION:** Howe Township Municipal Building

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Earl Solomon	Howe Township BOS		<a href="mailto:lilboots@live.com">lilboots@live.com</a>
Dale W. Beaver	Howe Township BOS		<a href="mailto:dabeav@embarqmail.com">dabeav@embarqmail.com</a>
Gary Kanaskie	Howe Township BOS		<a href="mailto:donnaandgary@embarqmail.com">donnaandgary@embarqmail.com</a>
Kathy Donahey	Howe Township PC		<a href="mailto:kathydonahey@yahoo.com">kathydonahey@yahoo.com</a>
Terry Heller	Howe Township PC		<a href="mailto:hhh@pa.net">hhh@pa.net</a>
Bob Hart	Howe Township Zoning		<a href="mailto:wattszoning@yahoo.com">wattszoning@yahoo.com</a>
Jamie Keener	HRG	717-836-9923	<a href="mailto:jkeener@hrg-inc.com">jkeener@hrg-inc.com</a>
Cody Lytle	HRG		<a href="mailto:clytle@hrg-inc.com">clytle@hrg-inc.com</a>

- A. Attendees – See Attached Sign-in Sheet
- B. Watson Visit – Jamie Keener discussed his visit with the Watsons. They would like to maintain flexibility in their ability to develop their parcel similar to what they currently have. They would like to be able to develop it as an industrial use, but would be open for other uses to consider. JK mentioned an Assisted Living facility which garnered some interest by the Watsons. Roger likes the idea of a new intersection between Tractor Supply and PPL. JK showed them the sketch plan that has been developed to show a Village Center concept. Future development of their parcel should be consistent with and not contrary to a Village Center type development.
- The Watson's seemed to be in agreement with the sketch plan, but will reserve final judgement at public meeting when draft zoning is presented.
- C. Mixed Use Overlay vs. Village Center District – After discussion with the Planning Team, it was decided that the “overlay” would be difficult to manage and decided on establishing a Village Center District (see attached Draft Zoning Map)
- D. Table of Contents – JK will update the TC based on the Use changes this month, and will incorporate some of the miscellaneous regulations into the General Regulations section as discussed.
- E. Manufactured/Mobile Home vs. Sectional or Modular Home – The definitions were discussed and it was determined that the definition of a Sectional or Modular Home would be

added to the Definitions Section of the ordinance for clarification. No future action or regulation is required for a sectional or modular home, as it is just a type of construction and not a regulated use.

- F. Agritainment – Dale Beaver presented information from PSU Agricultural Extension office relative to agritainment. The planning team discussed the issue and decided that a definition of Agritainment will be added to the ordinance and regulations will be developed to appropriately regulate the use. Issues to consider include: lighting, sewer, noise, time of operation, parking, setback from residential/other uses, etc. The use will be a Conditional Use in districts yet to be determined.
- G. Parking Requirements – JK presented a table of “Minimum Parking Spaces” for consideration. Bob Hart will review and provided recommendations to the planning team at the next meeting. The Parking Regulations were briefly discussed. Handicap parking requirements are to be reviewed for consistency with the ADA.
- H. JK handed out drafts of the Supplemental Use Regulations and the General Regulations for review by the planning team prior to the next meeting.
- I. JK to confirm “unlicensed vehicles” and “dumping” are adequately addressed.
- J. Next steps
  - 1. Confirm Parking Regulations
  - 2. Review Supplemental Use Regulations
  - 3. Review General Regulations

Stakeholder Meeting #5 – May 28, 2015 at 6:30 PM at the Howe Township Municipal Building.

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Jamie B. Keener, AICP

JBK/pk

R005366.0431

c: All Attendees

## MEETING MINUTES

**DATE:** May 28, 2015

**SUBJECT:** Howe Twp. Zoning Ordinance Stakeholder Meeting #5

**LOCATION:** Howe Township Municipal Building

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Dale W. Beaver	Howe Township BOS		<a href="mailto:dabeav@embarqmail.com">dabeav@embarqmail.com</a>
Gary Kanaskie	Howe Township BOS		<a href="mailto:donnaandgary@embarqmail.com">donnaandgary@embarqmail.com</a>
✓ Kathy Donahey	Howe Township PC		<a href="mailto:kathydonahey@yahoo.com">kathydonahey@yahoo.com</a>
✓ Terry Heller	Howe Township PC		<a href="mailto:hjh@pa.net">hjh@pa.net</a>
Bob Hart	Howe Township Zoning		<a href="mailto:wattszoning@yahoo.com">wattszoning@yahoo.com</a>
Jamie Keener	HRG	717-836-9923	<a href="mailto:jkeener@hrg-inc.com">jkeener@hrg-inc.com</a>
Cody Lytle	HRG		<a href="mailto:clytle@hrg-inc.com">clytle@hrg-inc.com</a>
Stacey Nybeck	PCTA		<a href="mailto:snybeck@perryco.org">snybeck@perryco.org</a>
Phil Robbins	PCTA		<a href="mailto:Sealane50@yahoo.com">Sealane50@yahoo.com</a>

- A. Agritourism/Agritainment – Jamie Keener discussed the topic and provided three documents, two from Penn State Agricultural Extension and one from the Lancaster County Planning Commission. The documents were from a presentation JBK and Bob Hart observed at the Tri-County Planning Commission. Agritourism is best represented as activities that are consistent with and in support of an operating/producing farm. Agritainment is a commercial activity.
- B. Supplemental Regulations – Article 11 was reviewed. JBK will add additional criteria to several uses, eliminate conflicts and speak with Attorney Dave Jones regarding others.
- C. General Regulations – Article 12 was reviewed. JBK will review non-conforming buildings and uses, and provide specific criteria relative to unlicensed vehicles and dumping.
- D. Flood Plain Management – Article 13. JBK indicated that nothing has been changed in this article, but will be verified with latest FEMA requirements.
- E. Parking – Article 14 was discussed. Parking size in VC and C zoning districts to be 10’x20’ and 9’x18’ in all other districts. ADA compliance was confirmed.
- F. Next steps
  1. Review Supplemental Use Regulations

2. Review General Regulations
3. Review Parking
4. Review Signs

**Stakeholder Meeting #6 – June 16, 2015 at 6:30 PM at the Howe Township Municipal Building.**

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Jamie B. Keener, AICP

JBK/pk  
R005366.0431  
c: All Attendees

**MEETING MINUTES**

**DATE:** June 16, 2015

**SUBJECT:** Howe Twp. Zoning Ordinance Stakeholder Meeting #6

**LOCATION:** Howe Township Municipal Building

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Dale W. Beaver	Howe Township BOS		<a href="mailto:dabeav@embarqmail.com">dabeav@embarqmail.com</a>
Gary Kanaskie	Howe Township BOS		<a href="mailto:donnaandgary@embarqmail.com">donnaandgary@embarqmail.com</a>
Earl Solomon	Howe Township BOS		<a href="mailto:lilboots@live.com">lilboots@live.com</a>
Kathy Donahey	Howe Township PC		<a href="mailto:kathydonahey@yahoo.com">kathydonahey@yahoo.com</a>
Terry Heller	Howe Township PC		<a href="mailto:hjh@pa.net">hjh@pa.net</a>
Bob Hart	Howe Township Zoning		<a href="mailto:watts zoning@yahoo.com">watts zoning@yahoo.com</a>
Jamie Keener	HRG	717-836-9923	<a href="mailto:jkeener@hrg-inc.com">jkeener@hrg-inc.com</a>
Cody Lytle	HRG		<a href="mailto:clytle@hrg-inc.com">clytle@hrg-inc.com</a>

- A. Reviewed draft ordinance Articles 1 through 11. Discussion was had regarding bulk and area regulations in the various districts. Need to define setbacks relative to the type of development opportunities the Township wishes to attract, ie, zero front setback, 10' front setback. Other issues such as parking on the street were discussed.
- B. Supplemental Regulations – Article 11 was reviewed. JBK highlighted several sections for discussion. Adult business, Wireless Communications Facilities, Race Tracks and Shooting Ranges were discussed. JBK to discuss these and other use issues with Attorney Dave Jones.
- C. Next steps
  1. Review General Regulations
  2. Review Parking
  3. Review Signs

**Stakeholder Meeting #7 – July 23, 2015 at 6:30 PM at the Howe Township Municipal Building.**

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Jamie B. Keener, AICP

JBK/pk  
R005366.0431  
c: All Attendees

## MEETING MINUTES

**DATE:** July 23, 2015

**SUBJECT:** Howe Twp. Zoning Ordinance Stakeholder Meeting #7

**LOCATION:** Howe Township Municipal Building

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Dale W. Beaver	Howe Township BOS		<a href="mailto:dabeav@embarqmail.com">dabeav@embarqmail.com</a>
Chuck Burd	Howe Township BOS		<a href="mailto:bigdaddychuck71@gmail.com">bigdaddychuck71@gmail.com</a>
Earl Solomon	Howe Township BOS		<a href="mailto:lilboots@live.com">lilboots@live.com</a>
Kathy Donahey	Howe Township PC		<a href="mailto:kathydonahey@yahoo.com">kathydonahey@yahoo.com</a>
Lavina Herr	Howe Township PC		<a href="mailto:hjh@pa.net">hjh@pa.net</a>
Bob Hart	Howe Township Zoning		<a href="mailto:wattszoning@yahoo.com">wattszoning@yahoo.com</a>
Jamie Keener	HRG	717-836-9923	<a href="mailto:jkeener@hrg-inc.com">jkeener@hrg-inc.com</a>
Cody Lytle	HRG		<a href="mailto:clytle@hrg-inc.com">clytle@hrg-inc.com</a>

A. Reviewed draft ordinance Articles 3 through 10. Discussion was had regarding bulk and area regulations in the various districts.

1. Make changes to Article 10 Yard Regulations
2. The Floodplain Ordinance was/is included by reference.
3. Jamie to revise building height in the Village District from 30' to 35'.

B. Supplemental Regulations – Article 11 was reviewed.

1. Use general approach to Adult Business with Dave Jones providing licensing criteria.
2. Set hours of operation for Agritainment and Agritourism at 8AM to 10PM.
3. Set building height of Hotel/Motel at 40 feet.
4. Review outdoor wood burners. Ensure compliance with EPA regulations.
5. Race Tracks to comply with Performance Standards section of the ZO and other specific regulations.
6. Set acreage for farms at 15 acres.
7. Shooting Ranges. The Township would like a tight ordinance regarding shooting ranges. HRG will “button up” the language the best we can.

C. General Regulations – Article 12 was reviewed.

1. Add Illumination (Lighting) Section.
2. Revisit Rubbish and Garbage section to remove “approved” containers and other strict requirements.
3. Unlicensed vehicles

- i. maximum of 3
- ii. add definition of “vehicle” in Article 2 - VEHICLE: Any car, truck, motorcycle, trailer, recreational vehicle, or other vehicle that is or should be licensed in the state of Pennsylvania.

D. Signs

1. Jamie to contact IZC regarding use of Sign Ordinance, IZC Chapter 10.

E. Next steps

1. Review remaining Article 11 and 12 issues.
2. Review Signs
3. Review Illumination Section
4. Consider adding Conditional Use guidelines to Article 11 and change title of Article 11 to “Conditional Use Regulations” vs. Supplemental Use Regulations.

**Stakeholder Meeting #8 – August 27, 2015 at 6:30 PM at the Howe Township Municipal Building.**



We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

**Herbert, Rowland & Grubic, Inc.**

Jamie B. Keener, AICP

JBK/pk

R005366.0431

c: All Attendees

**Howe Township Planning Commission Meeting – August 27, 2015****Attendance:**

**Kathy Donahey  
Lavina Herr  
Dale Beaver  
Charles Burd  
Bob Hart  
Chris Hinkie @ Burget & Associates  
Cody Lytle HRG Engineering  
Terry Heller  
Jamie Keener, HRG  
Lawrence and Patricia Brodisch  
Pam Pollock  
Kevin Prosser  
Eric Horting  
Earl Solomon**

**Call to Order:**

**Terry Heller called the meeting to order at 6:30pm**

**Old Business:**

**No old business**

**New Business:**

**Patricia Clark plan was presented. The plan is to subdivide 19.9 acres into 2 lots. No earthmoving and no ownership change**

**County comments 1-6 were addressed. Items required to accompany the final plan.**

**Comment 1: A non-building waiver was submitted; however the waiver needs to be signed by a planning board member and the SEO, Bob Kratzer.**

**Monuments are required.**

**HRG comments 1-7 were addressed. (See HRG comments)**

**They are requesting conditional approval of the plan.**

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Pam Pollock made the motion to accept the plan based on the condition that the SEO, Bob Kratzer sign the necessary document and the condition that the placement of the monuments occur.

Lavina Herr second the motion.

Newport Real Estate Venture is an 8 acre tract of land to be subdivided into 2 lots. No earth moving is proposed. Subdivided lot not to be affected by proposed sewer project. County comments were discussed. Concern over zoning comment #1. Calculated coverage to be 22.8% underneath the threshold of 30%. Bob Hart will be sending a letter to Burget & Associates concerning the percentage of impervious coverage, how it was calculated, and what was included to determine that specific percentage.

Plan related comments 1-7 were addressed.

Comment #6 concerning a PennDot HOP, Cody Little of HRG is recommending that a note be placed on the plan stating that Howe Township has put them on notice that it is required.

Items required to accompany the Final Plan 1-3 were addressed.

Comment #2, Bob Kratzer, the SEO, needs to sign off on the DEP revision module form.

HRG comments 1-8 were addressed.

A conditional approval on the plan is requested.

Eric Horting made a motion to accept the plan based on the following conditions.

1. Bob Hart sending letter to Burget & Associates concerning the impervious coverage percentage and how it was calculated and what it included.  
I.e: driveway, building, and parking lots  
Mr. Hinkie will include calculations on the plan
2. SEO, Bob Kratzer signature required on the DEP Protection Sewage Plan Module Form.
3. Setting of markers

Pam Pollock second the motion.

Kathy Donahy made a motion to adjourn the meeting at 7:30 pm. Pam Pollock second the motion.

**Howe Township Planning Commission Meeting****September 24, 2015****Attendance:**

**Kathy Donahy  
Earl Solomon  
Charles Burd  
Lavina Herr  
Jamie Keener  
Terry Heller  
Eric Horning  
Frank Campbell  
Corey Lytle (HRG)  
Bob Hart  
Dale Beaver**

**Call to Order:**

**Terry Heller called the meeting to order at 6:30 pm.**

**Old Business:**

**No old business**

**New Business:**

**Cody Lytle of HRG presented the final subdivision plans for the pump stations associated with the Sanitary Sewer Project.**

**The plan is for subdividing lots and creating lot lines.**

**Proposing:**

**2 pump stations. 3<sup>rd</sup> pump station will be handled separately.**

**1<sup>st</sup> pump station will be on the property of Amanda's gas station, Route 34 and Juniata Parkway  
Lot is 2 acres.**

**Landowner is in negotiations with the municipal authority. It can be taken by eminent domain.**

**Can negotiate up front.**

**Edge of property where the bank is located.**

**Improvements are out of the flood plain.**

**DEP is presently reviewing all documentation.**

**All of the notes that are needed are on the plan.**

**2<sup>nd</sup> pump station is located at East Shortcut Road and Juniata Parkway.**

**Project includes township roads, Cramer Drive, Church Road, East Shortcut.**

**HOP pending for entire project has been submitted to PennDot for review.**

Cody Lytle is requesting approval of the waivers and the plan.

Waivers include:

1. Submitting final plan instead of preliminary plan.
  2. 1" to 400 ft. scale requirement
  3. Improvement guarantee
  4. Minimum lot size does not fit zoning ordinance requirement; minimum of 5 acres.
  5. Minimum width of right of way requirement is 200 ft. This is less than 200 ft.
- Cannot set the monuments because they do not own the property yet.

6 to 9 month process for Penn Vest. Funding is key to project.

HRG doing all of the upfront work to get the process moving. All of the plans must be recorded and permits acquired.

Lavina Herr made the motion to approve the waivers. Second by Eric Horting.

Eric Horting made the motion to approve the plan. Second by Kathy Donahey.

Meeting was adjourned at 7:05 pm. Motion made by Lavina Herr. Second by Kathy Donahey.

## MEETING MINUTES

**DATE:** December 17, 2015  
**SUBJECT:** Howe Twp. Zoning Ordinance Stakeholder Meeting #11  
**LOCATION:** Howe Township Municipal Building

**ATTENDEES:**

NAME	COMPANY	PHONE	E-MAIL
Dale W. Beaver	Howe Township BOS		<a href="mailto:dabeav@embarqmail.com">dabeav@embarqmail.com</a>
Chuck Burd	Howe Township BOS		<a href="mailto:bigdaddychuck71@gmail.com">bigdaddychuck71@gmail.com</a>
Dave Jones	Stock & Leader		
Kathy Donahey	Howe Township PC		<a href="mailto:kathydonahey@yahoo.com">kathydonahey@yahoo.com</a>
Terry Heller	Howe Township PC		<a href="mailto:hhprec@hhprec.com">hhprec@hhprec.com</a>
Frank Campbell	HF Campbell & Son, Inc.		
Pam Pollock	Howe Township PC		
Bob Hart	Howe Township Zoning		<a href="mailto:wattszoning@yahoo.com">wattszoning@yahoo.com</a>
Jamie Keener	HRG	717-836-9923	<a href="mailto:jkeener@hrg-inc.com">jkeener@hrg-inc.com</a>
Cody Lytle	HRG		<a href="mailto:clytle@hrg-inc.com">clytle@hrg-inc.com</a>

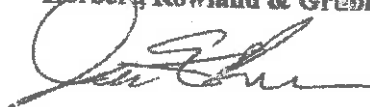
- A. Draft Ordinance review of solicitor markups
- B. Next Steps
  - 1. Review Conditional Use application
  - 2. Once BOS has acted on IZC Sign Ordinance Agreement, incorporate into ZO.

**Next Stakeholder Meeting #11 – January 21, 2016 at 6:30 PM at the Howe Township Municipal Building.**

We believe these minutes accurately reflect the items discussed at the subject meeting. If there are any revisions or corrections to these minutes, please contact the undersigned within ten (10) days of receipt of these minutes. If no revisions or corrections are requested, the minutes will stand approved as submitted.

Respectfully submitted,

Herbert, Rowland & Grebic, Inc.



Jamie B. Keener, AICP

JBK/pk

R005366.0431

c: All Attendees

**Howe Township Planning Commission****January 21, 2016****Attendance:**

**Kathy Donahey  
Janine Douglas  
Kathy Schreiber  
Earl Solomon  
Dale W. Beaver, HTBOS Rep.  
Charles Burd, HTBOS  
Bob Hart, ZO  
Terry Heller  
Laurence Brodisch  
Daryl Beatty  
Pam Pollock  
Douglas Woodcock  
Matt Campbell  
Frank Campbell**

**Call to Order:**

**Terry Heller called the meeting to order at 7:00 pm.**

**Annual reorganization meeting to appoint chairman and secretary.**

**Dale Beaver made the motion to nominate Terry Heller as chair of the planning commission.**

**Pam Pollock second the motion.**

**Dale Beaver moved that the nominations be closed.**

**Pam Pollock second the motion.**

**Dale Beaver made the motion to nominate Kathy Donahey and Lavina Herr as co-secretaries of the Howe Township Planning Commission.**

**Pam Pollock second the motion.**

Dale Beaver made the motion that the nominations be closed.

Pam Pollock second the motion.

No new business.

Dale Beaver made the motion to adjourn the meeting at 7:10 pm. Pam Pollock second the motion.



## Howe Township Planning Commission

April 28<sup>th</sup> 2016

## Attendance:

Kathy Donahey  
Dale W. Beaver  
Terry Heller  
Lavina Herr  
Thomas L. Palm  
Pam Pollock

## Call to Order:

Terry Heller called the meeting to order at 7:00 pm.

## Old Business:

No old Business

## New Business:

Landis property approximately 116 acres split into 4 lots with individual deeds. Division is based on how much timber is on the land. No intention for any buildings on properties.

Cody Lytle of HRG-see comments. Recommends waiver request be granted.

## County Comments

Mr. Palm addressed each comment. Requesting waiver for scale 1 inch=50 feet.

No easements across properties

Primary control points should be displayed. Mr. Palm added a primary control point.

Covenants should be on plans. Notes one and six on plan restrict what can be done on property.

All of recorded subdivisions within a 1000 feet are listed on plan. No dwellings.

Waiver requested for elevation contour lines because it is required to be displayed at a two foot interval.

## PennDot Highway Occupancy Permit

No driveway permit required if there are no buildings planned for properties. Will be a later issue.

DEP sewage plan revision module. Mr. Palm brought a non-building waiver form.

Mr. Palm will provide signatures on the plan and will add the waiver request for the preliminary plan procedure onto the plan. He will also put the waivers in written form.

There are three waiver requests:

1. Preliminary plan procedure
2. Minimum scale requirement
3. Contour requirement

Greenwood Township will sign off on the plan concerning small sliver of land at top of mountain.

Pam Pollock made the motion that the Howe Township Planning Commission recommend that on the condition that all three waiver requests are added to the plan that it be passed along for approval by the township supervisors. Lavina Herr second the motion.

Lavina Herr made the motion to adjourn at 7:25 pm.

Pam Pollock second the motion.