

MINUTES  
ELIZABETHTOWN BOROUGH  
PLANNING COMMISSION

February 8, 2022

The Elizabethtown Borough Planning Commission held its monthly meeting on Tuesday, February 8, 2022, at 6:30 p.m. To best comply with COVID-19 safety regulations (but still conduct regular business) this Planning Commission meeting was held remotely using Zoom. The Commissioners present were Dr. Kyle Kopko, Jenni Woodworth, Everal McDonald, and Tyler Hoover. Christine R. Seitz was absent. Planning and Zoning Director Pamela Roberts and Ben Craddock with Lancaster Civil Engineering were also present.

**Public Comment:**

There was no comment from the public to be heard.

**Meeting Minutes:**

The minutes of the Planning Commission meeting held on January 11, 2022 were unanimously approved.

**AutoZone Preliminary/Final Land Development Plan:**

Carmen DiDiano with MDM Surveyors and Engineers briefly reintroduced the land development plan to the Planning Commission. Attorney Tshudy thoroughly explained the waivers requested by the applicant. Attorney Tshudy stated that a number of waivers were previously approved in 2020 but that there are a few new requests. Ben Craddock with Lancaster Civil Engineering stated that he did not have any concerns with the approval of the waivers requested by AutoZone. All of the waivers that were requested are listed below.

- a) Chapter 17, Section 302.A(1) – Volume Controls of Post Development Runoff
- b) Chapter 17, Section 307.4.B(1)(I) – Maximum Swale Side Slopes
- c) Chapter 22, Section 303.A – Submission of Preliminary Plan
- d) Chapter 22, Section 403.C(3) – Existing Features Within 200 Feet of Subject
- e) Chapter 22, Section 606.1.A – Dedication of Additional Right of Way for Market Street
- f) Chapter 22, Section 606.1.A – Dedication of Additional Right of Way and Widening of Cartway on South Mount Joy Street
- g) Chapter 22, Section 607 – Curbing and Sidewalk Along Acorn Lane

**Action:**

Moved by Woodworth, seconded by Hoover to recommend approval of the requested waivers. Motion passed unanimously. Moved by Woodworth, seconded by Hoover to recommend approval of the AutoZone Preliminary/Final Land Development Plan under the condition that all comments in Lancaster Civil Engineer's February 3, 2022 review letter be addressed. Motion passed unanimously.

**Other Business:**

The Planning Commission, Roberts and Craddock discussed what an appropriate submission deadline should be for a document to be considered at a Planning Commission meeting. Dr. Kopko explained the situation of applicants submitting waiver requests or other documents the day of or hours before the Planning Commission meeting and still expect the Commission to take action. With such a short amount of time before the meeting, it is almost impossible for a thorough review of the materials.

After discussion, it was determined that any documents or materials that the applicant would like to discuss at the meeting must be submitted to the Borough by the Friday before the Planning Commission meeting. This will allow enough time for review of the items by the Planning Commission, Borough staff, and the Borough Engineer.

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Roberts stated that she will notify applicants of the deadline and that if any materials are submitted late, the Planning Commission may decide to not take the items into consideration

**Adjournment:**

The Planning Commission unanimously approved the adjournment of the meeting at 7:00 p.m.

Respectfully Submitted,

Pamela Roberts  
Planning and Zoning Director