

MEETING MINUTES
PLANNING COMMISSION
BOROUGH OF PARKESBURG, PA
MAY 30, 2024

MEMBERS PRESENT –

Todd Brade
Jennifer Mayo
Matthew Marran
Casey Wyatt
Dave Bashore

OTHERS –

Joe Reali, Borough Manager
John Carnes, Jr., Esq., Borough Solicitor
Ed Van Arsdale, PE, Arro Consulting, Borough Engineer
Robin Martin, Founder & Executive Director, Oaks Ministry
P. J. Scheese, Board President, Oaks Ministry

Call to Order; Quorum. Mr. Bashore called the meeting to order at Borough Hall at 7:00 p.m. A quorum of members was present. The Commission welcomed Ms. Wyatt as a newly appointed alternate member for a 4-year term. Because of the absence of Shelby Smith, Ms. Wyatt would be considered a voting member at this meeting.

Conditional Use Application of The Oaks Ministry of Oxford, PA, re: *Proposed mixed commercial office and residential uses in the Parkesburg Arms Hotel located at 415 West First Avenue in the C-1 Neighborhood Commercial Zoning District.*

* Mr. Bashore advised that Oaks Ministry's attorney was out of the country and would not be able to attend this meeting. The Commission and Oaks Ministry representatives agreed that substantive discussion of Oaks' Conditional Use application should be deferred until at a future meeting when the attorney would be present.

* Mr. Carnes advised Oaks that their application was incomplete as submitted and would need to be revised to comply with borough policy. Major deficiencies include:

- Oaks' check accompanying their application needs to be drawn on the organization's bank account, not a personal account;
- Because no development plan was attached, the Borough is unable to determine whether proposed interior renovations would be developed in compliance with the zoning code (Mr. Van Arsdale advised that the submission of a floor plan would be helpful in that regard);
- The parking easement for the property needs further factual clarification, because some or all of the affected six parking spaces appear to not be accessible; and
- Borough Council needs to decide whether certain discretionary studies are required before a new application is submitted.
- The parties agreed that Oaks' attorney and Mr. Carnes should discuss these defects before a new application is submitted.

* Mr. Bashore advised that converting the Arms Hotel to a nonprofit status would result – assuming 75% tax-exempt, 25% taxable – would result in an *annual* loss in real estate tax revenue of \$2,468 to the Borough, \$6,979 to the School District and \$751 to Chester County, or a total of \$10,198, based on the property’s current assessed value of \$220,080 (see attached spreadsheet).

- Mr. Carnes suggested that to compensate for any loss in tax revenues, the Borough could potentially negotiate a payment in lieu of taxes agreement between the parties as part of an approval of Oaks’ Conditional Use application.

* Mr. Brade moved to recommend that Borough Council require Oaks to conduct the following discretionary analyses as part of their revised application: Traffic Analysis, Fiscal Impact Assessment and Community Facility and Services Assessment. Mr. Marran suggested recommending only the Fiscal Impact Assessment because of Oaks’ nonprofit status. The original motion – to recommend all three studies – was seconded by Ms. Mayo and passed 4-1.

* Messrs. Brade and Carnes agreed that Borough Council would discuss whether they will require these studies at their June 6 meeting, which Ms. Scheese acknowledged would be attended by Oaks reps.

* Mr. Carnes then advised the parties that after Council weighs in on which studies it would require, Oaks would then return to the Planning Commission for initial consideration of their revised Conditional Use application, along with the running of a new clock, which requires Borough Council to conduct a public hearing within 60 days of receiving a Conditional Use application.

Approval of Minutes. Mr. Brade moved to approve the Minutes of the Commission’s April 25, 2024, meeting. The motion was seconded by Ms. Mayo and passed 5-0.

Notice of Meeting to Review Draft of Proposed Amendments to the Borough Zoning and Subdivision and Land Development Codes re: *Adding “Traditional Neighborhood Development” to the list of Conditional Uses permitted in the R-2 Residential Zoning Districts and related design guidelines manual to the Borough’s subdivision and land development ordinance.*

* Mr. Bashore advised that a working group of borough officials, including borough council president Todd Brade, solicitor John Carnes, engineer Ed Van Arsdale, borough manager Joe Reali and Planning Commission chair Dave Bashore met with Kevin Myers of the Chester County Planning Commission on May 23rd to review the latest draft of amendments to the borough zoning code that contemplate the creation of Traditional Neighborhood Development provisions for the R2-Residential Zoning Districts in the borough, including a related design guidelines manual that would become part of the Borough’s subdivision and land development ordinance.

* The county is in the process of updating the draft, based on feedback at the May 23rd meeting, and expects to have a new draft available for public discussion at the Commission’s June 27 meeting.

* Ms. Wyatt requested a copy of the current draft, which Mr. Bashore agreed to send to all Commission members after this meeting.

* Mr. Reali then asked the Commission to consider the concept of converting the Christmas Tree Farm parcel to a site for multi-purpose playing fields (baseball, soccer, lacrosse, etc.) that would be available to residents and the surrounding community and for various sports tournaments and games, which could generate significant revenue for the Borough. He suggested that county, state and federal funds might be available to help the Borough purchase and redevelop the property for active recreational purposes.

Old Business. None.

New Business. Mr. Bashore wished Ms. Mayo a happy birthday.

Adjourn. There being no further business, Mr. Brade made a motion to adjourn the meeting. The motion was seconded by Ms. Mayo and passed 5-0. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

/s/

Dave Bashore, Chair

(NOTE: *These minutes were approved 4-0 by Planning Commission on 6/27/24.)*