

**MEETING MINUTES**

**DATE:** May 17, 2010

**SUBJECT:** East Cocalico Township Transportation Impact Fee Advisory Committee

**LOCATION:** East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517

**ATTENDEES:**

<b>NAME</b>	<b>COMPANY</b>	<b>PHONE</b>	<b>E-MAIL</b>
Mark Janke	TIF Advisory Committee		
Paul Keller	TIF Advisory Committee		
Sean Killen	TIF Advisory Committee		
Marcia Martin	TIF Advisory Committee		
Doug Nedimyer	TIF Advisory Committee		
May Roth	TIF Advisory Committee		
Shad Sahn	TIF Advisory Committee		
Jamie Sweigart	TIF Advisory Committee		
Lynn Weaver	TIF Advisory Committee		
Brian Wise	TIF Advisory Committee		
Mark Hiester	East Cocalico Township		
Noelle Fortna	East Cocalico Township		
Josele Cleary	Solicitor		
Brent Lied	Becker Engineering		
Dan Santoro	Delta Development Group, Inc.		
Matt Radinovic	Herbert, Rowland & Grubic, Inc.		
Christopher May	Herbert, Rowland & Grubic, Inc.		
Scott Russell	Herbert, Rowland & Grubic, Inc.		

The purpose of the meeting was to review the revised Transportation Service Areas and Excluded Areas Map, review the existing intersection analysis, review residential projections and non-residential projections. The following is a summary of significant comments made at this meeting:

1. An executive session began at 7:00 PM to discuss pending litigation and attorney-client privilege ending at 8:05 PM.
2. Meeting minutes for the Advisory Committee Meeting of April 19, 2010 were approved by unanimous vote with motion by Sean Killen and second by Brian Wise.
3. Chris and Brent reviewed the Excluded Areas Map which was revised to include all existing commercial parcels within the Township and exclude transportation right-of-ways, Township and Authority owned parcels, preserved farms, existing dense residential, and approved but not yet constructed developments. The Transportation Service Areas (TSAs) remained at three (3) separate areas using N. Reading Road (SR 0272), Swartzville Road (SR 0897) and Colonel Howard Boulevard (SR 1040) as borders separating the TSAs. The included parcels for each TSA are less than the maximum 7 square mile requirement as per Act 209. As the TSAs were still under the maximum included parcel area requirement, it was decided to further refine the map to only exclude transportation right-of-ways, Township and Authority owned parcels, and existing suburban type planned residential developments.
4. The analysis of the existing intersections studied has been completed. Overall there are not a significant number of intersection movements that operate at a Level of Service (LOS) D or lower currently. A LOS D is generally considered the lowest acceptable LOS. It was noted that an analysis of future background traffic, including those developments that are approved but not yet constructed, still needs to be performed prior to the Advisory Committee recommending a minimum desirable LOS. A summary of movements that operate at a LOS D or lower was given as follows:
  - A. AM Peak Hour – 6 Intersections with a movement at LOS D or lower
    - a) Colonel Howard Boulevard and SR 0222 Southbound Ramp – LOS D on Southbound through movement
    - b) Colonel Howard Boulevard and SR 0222 Northbound Ramp – LOS D on Northbound through movement
    - c) SR 0272 and Hill Road – LOS D on Southbound left turn approach
    - d) SR 0272 and Muddy Creek Road – LOS D on Southbound left turn movement and LOS F on Northbound left turn movement
    - e) SR 0272 and SR 0897 – LOS D on Southbound through movement
    - f) SR 0272 and Pepperidge Farm Drive – LOS D on Northbound left turn movement
  - B. PM Peak Hour – 8 Intersections with a movement at LOS D or lower
    - a) Colonel Howard Boulevard and SR 0222 Northbound Ramp – LOS D on Eastbound through movement
    - b) Colonel Howard Boulevard and Pepperidge Farm Lane – LOS E on Westbound left turn movement and LOS D on overall Westbound approach
    - c) SR 0272 and Denver Road/Colonel Howard Boulevard – LOS D on Eastbound and Southbound through movements
    - d) SR 0272 and Hill Road – LOS F on Southbound left turn approach
    - e) SR 0272 and Muddy Creek Road – LOS F on Northbound left turn movement
    - f) SR 0272 and SR 0897 – LOS D on Southbound through movement
    - g) SR 0272 and Kurtz Road – LOS D on Southbound approach
    - h) SR 0272 and Pepperidge Farm Drive – LOS F on Northbound left turn movement and LOS D on Northbound approach.

5. A summary of Township historical residential trends was provided for the period from 1990-1999. The residential projections will be revised for the next AC meeting to reflect the historical trend data over the previous 20 years within the Township.
6. A summary of non-residential development trends was provided for retail, industrial, and office space using the previous 10 years of historical Township trend data, projected growth from the Lancaster County Planning Commission, and National averages. The non-residential projections will further be refined prior to the next meeting to reflect a 20 year historical trend.
7. A discussion on the future projection of development as it relates to the existing development plans under review was held. It was determined it was unreasonable to expect that only 200 additional housing units over the next 20 years above what was currently under review will be constructed. It was also determined that a percentage of development plans currently under review may not be built, and the goal was to reasonably determine how much of the proposed development plans may not see full construction. As such the following information was discussed as necessary to make a determination on which development under review may not be fully built:
  - A. Mapping of proposed utility service areas for water and sewer showing lines, manholes, and wells if available.
  - B. A list of developments that have currently made capital contributions towards future EDUs with the Township Authority.
  - C. Further detail on dates of preliminary approval, status of construction, dates of last review activity and plan submission for each proposed development under review.
8. It was also determined that in order to assess development projections, a better understanding of when the water system may be developed will be needed. A discussion with the Township Authority prior to the next AC meeting will be held as well as a projection of necessary EDUs based on the past trend of reserved EDUs will be performed.
9. Items that will be discussed at next months meeting are as follows:
  - A. Review requested information to determine the amount of currently proposed development that may not be fully constructed for both residential and non-residential development.
  - B. Final Excluded Areas Map and Transportation Service Areas.
  - C. Review revised residential and non-residential projections based on historical trend data over the previous 20 years.
  - D. Begin to plot where future residential development will occur.

East Cocalico Township Transportation Impact Fee Advisory Committee  
Meeting Minutes  
May 17, 2010  
Page 4

We believe these minutes accurately reflect the items discussed during 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.**



Christopher W. May, P.E., PTOE

MJR/CWM/aw

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c: All Attendees