

MEETING MINUTES

DATE: June 21, 2010

SUBJECT: East Cocalico Township Transportation Impact Fee Advisory Committee

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

ATTENDEES:

NAME	COMPANY	PHONE	E-MAIL
Louis Hurst	TIF Advisory Committee		
Mark Janke	TIF Advisory Committee		
Paul Keller	TIF Advisory Committee		
Sean Killen	TIF Advisory Committee		
David Lutz	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		
Dan Santoro	Delta Development Group, Inc.		
Matt Radinovic	Herbert, Rowland & Grubic, Inc.		
Christopher May	Herbert, Rowland & Grubic, Inc.		

The purpose of the meeting was to review the residential and non-residential projections and determine the anticipated development projections expected over a 25 year projection window. The following is a summary of significant comments made at this meeting:

1. Meeting minutes for the Advisory Committee Meeting of May 17, 2010 were approved by unanimous vote with motion by May Roth and second by Shad Sahn.
2. The committee reviewed a historical trend of reservation of water EDUs, and a projection based on the historical trend of when the required 800 EDUs would be reached such that the Township Authority could move forward under the current plan to upgrade water capacity. Using the historical trend data a logarithmic and a moving average trend were utilized to give a range of between December 2010 and September 2013 that the 800 EDU reserved threshold would be met.

3. A map of the projected water system service area and sanitary sewer service area were reviewed. It was determined that the Township Urban Growth Boundary is currently serviced, and that land development plans that are currently under review are within the service areas or close proximity, with minor exceptions for plans that are providing on-lot water and septic.
4. A question was raised if sanitary sewer service could experience capacity issues that may slow land development in the future. It is the current understanding that sewer capacity is not an issue for future development growth.
5. The committee reviewed a status matrix displaying all land developments, both residential and non-residential, that have review status or preliminary approval prior to the Traffic Impact Fee Resolution being enacted. The status matrix evaluated the current status of approval, dates of last actions on plans under review and if infrastructure has already been constructed to support the development plans. This was done to determine if there were any plans currently submitted that could be assumed not to be developed in the current form. After review of these matrices, the committee decided that all plans having current review status will be assumed to move forward in their current configuration.
6. The historical residential permit trend was reviewed from the past 20 years which yields an average of 61 residential units/year anticipated growth. This is comparable to the comprehensive plan which assumes a growth of 70 residential units/year. Due to the current economic climate and development of the water system, it was assumed that over the next 25 years the first 5 years would experience 20 units/year which is comparable to current year estimates and the remaining 20 years would average 61 units/year. This then projects a total of 1,320 residential units over the next 25 years. As there are currently 959 residential units that have review status prior to the TIF resolution, this results in a residential projection of 361 additional units that impact fees could be collected from.
7. Dan reviewed the gravity model for projection of retail development. Using the gravity model, East Cocalico Township can anticipate capturing approximately 585,000 square feet of retail development over the next 25 years. Currently Cocalico Commons has received approval prior to the TIF resolution for 455,000 square feet leaving approximately 130,000 square feet of retail growth that impact fees can be collected for. The committee agreed that 130,000 square feet of additional retail growth over the next 25 years is reasonable and that the committee anticipates the upper limit of retail commercial development being 150,000 square feet over the next 25 years.
8. The committee reviewed the historical permit trends for office space over the last 20 years. Based on the historical trend is anticipated that future growth would be in the 3,500-4,500 square feet of office space per year. The committee felt that a 3,500 square feet projection trend over the next 25 years, equaling 87,500 square feet of office space growth, seemed reasonable. Currently there exists 3,600 square feet of office space that is currently under plan review, leaving a future projection of 83,900 square feet of office space that impact fees can be collected on.
9. The committee reviewed the historical permit trends for industrial development over the past 20 years which averages approximately 164,200 of industrial square feet per year. Projecting this average over a 25 year equals 4,105,000 square feet of future industrial space. As there exists approximately 199,000 square feet of industrial space currently under plan review, this leaves a remaining 3,906,000 square feet of industrial space that impact fees can be collected on.

10. Projections of school expansions, churches, specific fast food restaurants, hotels, etc. do not generally have a trend that can be applied. As such projections of these types of developments generally are based on judgment of the committee.
11. Items that will be discussed at next months meeting are as follows:
 - A. HRG and Becker Engineering will take the future land use projections identified by the group above and plot this growth on the Township map. Plotting of future growth will generally be consistent with current zoning and knowledge of developer owned lands. A map of the plotted parcels for future growth will be discussed with the committee for their consideration and acceptance or revisions as deemed necessary.

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