

APPROVED

**MUNICIPALITY OF MT. LEBANON
PLANNING BOARD MINUTES**

DATE: Tuesday, June 25, 2013

TIME: 7 p.m.

PLACE: Mt. Lebanon Municipality – Commission Chambers

BOARD MEMBERS PRESENT: Rick Sabeh, Dennis Pittman, Jackie Dunn, Carolyn Byham, Bill Pope

STAFF MEMBERS PRESENT: Municipal Planner Keith McGill, Municipal Engineer Dan Deiseroth

Agenda Items

Minutes of the April 23, 2013, Planning Board meeting. Mr. Pittman moved and Ms. Dunn seconded to approve the April 23, 2013, Planning Board minutes. The motion carried unanimously.

Old Business

There was none.

New Business

- a. Request for a recommendation for Conditional Use approval for a Place of Worship – Solid Rock AOH Church of God has an agreement of sale for a property located at 698 Country Club Drive. The property is zoned R-2 Single-family Residential District. Chapter XX of the Mt. Lebanon Code, Zoning, Section 204.4.5 identifies Places of Worship as a conditional use in this district. The property was formerly occupied by Our Savior Lutheran Church.

Solid Rock Church proposes to use the existing building as a church. The church will consist of a sanctuary, class rooms, food preparation area and office space.

Mr. McGill said this is a conditional use application to use 698 Country Club as a place of worship. The applicant submitted the appropriate application and related materials. The congregation size of Solid Rock Church is 35 which is approximately half of the size of the previous owner, Our Savior Lutheran Church which was approximately 75 congregants. The proposed use of the building is for worship services, classrooms and Sunday school activities. They are hoping to grow the congregation size. The impact to traffic should be less than the Lutheran church and there is sufficient off-street parking. Mr. McGill asked that four review letters be entered into the record. He read into the record a letter dated June 17, 2013, from Trans Associates.

Mr. Deiseroth read into the record a letter dated June 17, 2013, from Gateway Engineers.

Mr. Sabeh asked if the sales agreement was contingent on this conditional use application.

Citizen Comments

There were no citizen comments.

Ms. Dunn moved and Mr. Pittman seconded to recommend conditional use approval for the Solid Rock AOH Church of God conditional use application conditioned on the engineer's review comments in a letter dated June 17, 2013, revised. The motion carried unanimously.

- b. 1105 Bower Hill Road — a request by Kelly Bareford to change the usage of the building from what was originally approved.

The former Cookie Bouquet/Cookies by Design Building and related off-street parking, located at 1105 Bower Hill Road was granted approval on November 28, 1994. This approval was conditioned on the following usage of each floor of the building:

Basement: baking equipment, coolers and related equipment
First Floor: sales area, office, employee lounge and garage
Second Floor: records and product storage

It was further stated that if the owner proposes to change the usage of any floor, the owner must apply for a revised site plan approval reflecting such change.

An amended site plan was approved in 2003 to allow an increase in the size of the office area and to accommodate an office and display area related to the sale of kitchen cabinets.

As part of that approval it was further stated that if the owner proposes to change the usage of any floor, the owner must apply for a revised site plan approval reflecting such change.

This application proposes to change the usage of the first floor by the addition of a small seating area and a second accessible toilet area in addition to retaining a retail area and relocate the office area to the second floor.

Mr. Solomon, Solomon Architects, said the building was a bakery and will continue as a bakery. The lower level will remain as a kitchen but all of the equipment was taken out when and new equipment will be put in. The first floor public area will remain as a retail area, but they would like to add a seating area, and a second toilet. The second floor will house company offices and storage. They are working towards increasing parking with a shared agreement with Walgreens.

Mr. Deiseroth read into the record a letter dated June 20, 2013, from Gateway Engineers.

Ms. Dunn asked if the contingency approval tracks with the owners changing hands.

Mr. McGill said the municipality does not track property transfers related to conditions of approval. All sellers are required to complete a sellers' disclosure per Pennsylvania rules, but this is a private party transaction;

Mr. Sabeh asked if this would show up in a deed or variance.

Mr. McGill said it depends on the time of the approval and other parties involved in the transaction. This may have been part of the recorded plan.

Mrs. Byham asked what the hours of operation are and if there is sufficient lighting.

Mr. Solomon said they would be open 7 a.m. to 4 p.m., Monday through Saturday; they will be closed on Sunday.

Mr. Sabeh asked if the second floor becomes something beyond offices and a building permit would be required, then another toilet might be needed.

Ms. Dunn asked if the proposed meeting room hours would be the same as the hours of operation for the store.

Kelly Bareford, owner, said if the meeting room were changed to a party room then this would be a change of usage and she was not sure how this would affect the hours.

Ms. Dunn asked if there would there be a trade-off of parking if hours for the meeting room were different from the hours of the business.

Mr. McGill said consideration is available for different uses operating at different hours. The applicant needs to demonstrate that there are no overlapping usages.

Citizen Comments

There were no citizen comments.

Mr. Pittman moved and Mrs. Byham seconded to grant preliminary approval and recommend final approval for the land development plan for 1105 Bower Hill Road conditioned on the engineer's comments in a letter dated June 20, 2013.

Mr. McGill gave clarification of the change to the recommendation.

The motion carried unanimously.

- c. Request for a recommendation for Conditional Use approval by Mt. Lebanon Municipality for a 25-car parking lot to provide parking for Brafferton Park. The Mt. Lebanon Code, Chapter XX, Zoning, Section (403.3.8) identifies *Parking Lots* of ten (10) or more spaces as a Conditional Use in the OS-A Open Space Active District.

Mr. Dennis Flynn, Gateway Engineers, gave an overview of the proposed changes to the parking spaces.

Ms. Dunn suggested altering the parking plan by 45° in order to provide for more parking in the proposed basketball court.

Citizen Comments

There were no citizen comments.

Mr. Pope moved and Mr. Pittman seconded to recommend approval of the Conditional Use application for a 25-car parking lot to provide parking for Brafferton Park conditioned on comments from the Planning Board. The motion carried unanimously.

- d. Recommendation on the proposed Mt. Lebanon Comprehensive Plan. In accordance with Section 302 (a) of the Pennsylvania Municipalities Planning Code (MPC), the planning board shall hold at least one public meeting prior to forwarding the proposed comprehensive plan or amendment thereof to the governing body.

Carolyn Yagle, EPD, answered a question raised by Ms. Dunn regarding timing. She said they could move forward with the public review process within 45 calendar days of release of the public draft.

Mr. Sabeh asked if there needed to be a 45-day public comment period, then would the Commission have another public meeting.

Ms. Yagle said there have been many public meetings already. Following the 45-day public review period the Commission would need to hold a public hearing. Following the public hearing then the Commission may consider its adoption. She is formerly requesting that the planning board recommend that the 45-day review period begin upon release of the public draft.

Mr. McGill said the document will be forwarded to the county, school district and abutting communities.

Mr. Pope asked about the regional approach to mental health and addiction issues listed on page 3 and why this is considered as part of the Comprehensive Plan.

Ms. Yagle said this item was in response to combined meetings between the Commission and the school district.

Mr. McGill said that larger social issues were being considered. A couple of items were SAFE (stop addiction for everyone) and making available prescription drop-offs near MRTSA under camera view.

Ms. Dunn said these are social outreaches, but not related to land use in a comprehensive plan.

Mr. McGill said there are discussions of this type on a number of levels. The municipality is largely built out from land a development perspective. There needs to be a more regional approach to local issues in terms of cooperation with abutting communities, and an extension of cooperative efforts on a regional basis.

Mr. Sabeh said many of the ideas are beyond “planning” issues, but are community concerns.

Ms. Yagle said there had been a discussion with the police and fire departments regarding education in the community, with other organizations and the school district.

Mr. McGill said that by having these types of issues as part of the Comprehensive Plan it could help with future grant applications;

Ms. Dunn said she thinks it is important to include back-up information such as census data, to support why these types of programs should be included in the Comprehensive Plan.

Mr. Sabeh asked how items were prioritized.

Ms. Yagle said early implementation items were first, then short-term, immediate and finally long-term items.

Mrs. Byham asked if the property at the corner of Mt. Lebanon Boulevard and Castle Shannon Boulevard would be included.

Mr. McGill said the property lies within Castle Shannon.

Mr. Sabeh asked if the Kossman site was taken into consideration.

Mr. McGill said yes, they have an existing approved land development project with approved H.O.P. The impact of this project was considered in the Castle Shannon project.

Mr. Pope asked if the Capital Improvement Program is referenced.

Ms. Yagle said some of the recreation is and other areas have been added as well.

Ms. Dunn asked for a time-frame for implementation and outreach to identified partners and organizations.

Mr. McGill said the municipal planner is responsible for implementing the Comprehensive Plan. Once the Commission adopts the Comprehensive Plan then coordination with identified parties can begin.

Citizen Comments

There were no citizen comments.

Mrs. Byham moved and Mr. Pope seconded that the Comprehensive Plan be forwarded by the Planning Board to the Mt. Lebanon Commission subject to further modifications in response to planning board and public comment. The motion carried unanimously.

Citizen Comments

There were no citizen comments.

Next Meeting — The next regularly scheduled meeting of the Mt. Lebanon Planning Board is **Tuesday, July 23, 2013**, at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:29 p.m.