



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

COLUMBIA BOROUGH - PLANNING COMMISSION

Paul W. Myers Council Chambers

September 17, 2024 – 7:00 PM

AGENDA

NOTE: This meeting will be livestreamed on the [Borough's YouTube Channel](#).

- 1) Call to Order and Roll Call
- 2) Invocation/Moment of Silence
- 3) Pledge to the Flag
- 4) Additions, deletions, and reorganization of agenda
 - a) Consider approval of Agenda
- 5) Minutes for Approval
 - a) Consider approval of the Planning Commission Minutes for August 20, 2024 and Planning Commission Workshop Minutes for August 20, 2024
- 6) Zoning Hearing(s) - none
- 7) Engineer's Review(s) of SALDO Applications - none
- 8) Demolition Application(s) - none
- 9) Public Comments and Questions:

Civility and Decorum: Borough officials and members of the public are expected to conduct themselves with civility and to accord each other a measure of dignity and respect. Shouting, foul language, personal insults, threats, attacks, or any conduct that disrupts the flow of business is out of order.

- 10) Action Items – Sub-Division Plan for McGinness
- 11) Discussion Items
- 12) Old Business
- 13) New Business – STR Ordinance
- 14) Announcement of Next Meeting – October 15, 2024
- 15) Adjournment

If you are a person with a disability wishing to attend this meeting and require accommodation to participate in the meeting, please contact the Columbia Borough Office at (717) 684-2467 at least 24 hours prior to the meeting.



COLUMBIA BOROUGH - PLANNING COMMISSION

Paul W. Myers Council Chambers

August 20, 2024 – 7:00 PM

MINUTES

1. Chairperson Mary Wickenheiser called the meeting to order at 7:00 PM

Members present: Wickenheiser, B. Lynn, Evans, T. Lynn, Kress-Hartman, Roach

Members absent:

Staff Present: Code Compliance Manager Diffenderfer, Zoning Officer Jessica Fieldhouse, CS Davidson, Engineer Rinaldo

2. A moment of silence was observed.
3. Chairperson Wickenheiser led the Pledge to the Flag
4. Approval of Minutes
 - a. Motion to reconsider approval of Planning Commission Meeting Minutes for July 16, 2024.

Motion by:	Second by:	Voice Vote:
T. Lynn	J. Evans	All Favored – Motion Carried

5. Zoning Hearing(s)

- a. Chairperson Wickenheiser noted that the Zoning Board Hearing for 336 Poplar St. continuation was cancelled. The issue was resolved by attorneys. The project will move forward.
6. Engineer’s Review(s) of SALDO Applications - None
 7. Demolition Application(s) - None
 8. Public Comments and Questions - None
 9. Action Items

Note: Nathan Roach recused himself from voting on the plan for River Town Summit due to his employment by Habitat for Humanity.

- a. Preliminary/Final Subdivision Plan for River Town Summit - Steve Parker, Parker Engineering & Surveying, P.C. and Habitat for Humanity

The project is on four tenths of an acre lot at the corner of 4th St. and Linden Ave. It is a steeply sloped lot to the north against Linden Ave. The applicants are proposing five lots with townhouses. The lot was rezoned to the Downtown Commercial District

 - i. The plan is a five-block subdivision plan with a shared driveway from 4th St. The driveway is a limited movement driveway due to the site distance looking South on 4th St. All units have garages plus two parking spaces.
 - ii. Proposing sidewalk on 4th St. and crosswalk to the sidewalk across the street on the north side of Linden but are not proposing sidewalk on their side of the Linden St. because there is no sidewalk to connect to. Constructing a sidewalk on their side would involve retaining walls and would not provide any benefit.
 - iii. Stormwater management will be a stone bed under the upper gravel driveway area but due to the high risk of sinkholes it is not the typical infiltration facilities. The discharge will go down to the storm sewer system. There will be public sewer and water service.
 - iv. At the periphery of the site, the applicant is proposing street trees along Linden St.
- b. Motion to approve the applicant’s request to be exempt from Section 190-18 and accept the submission of the preliminary/Final Subdivision & Land Development Plan.

Motion by:	Second by:	Voice Vote:
T. Lynn	J. Evans	Motion favored 5:1 with one abstaining (Nathan Roach). Motion carried.

- c. Motion to approve the applicant’s request to be exempt from Section 190-36 and provide a fee-in-lieu as an alternative to dedicate land for park and open space uses, due to unfavorable site conditions.

Motion by:	Second by:	Voice Vote:
T. Lynn	B. Lynn	Motion favored 5:1 with one abstaining (Nathan Roach) Motion carried.

- d. Motion to approve the applicant’s request to be exempt from Section 190-39.G(7) to use a shared driveway for five dwelling units due to exceeding minimum lane widths and satisfying the design criteria of individual driveways.

Motion by:	Second by:	Voice Vote:
J. Evans	T. Lynn	Motion favored 5:1 with one abstaining (Nathan Roach) Motion carried.

- e. Motion to approve applicant’s request to be exempt from Section 190-40.A(3)(b) to install sidewalk along Linden Street due to the steep site topography.

Motion by:	Second by:	Voice Vote:
T. Lynn	J. Evans	Motion favored 5:1 with one abstaining (Nathan Roach) Motion carried.

- f. Motion to approve the applicant’s request to be exempt from Stormwater Management Ordinance Section 184-14 at the recommendation of a qualified site geologist against the use of infiltration due to the presence of underlying karst geology. Approval of this modification is contingent upon use of the Managed Release Concept (MRC).

Motion by:	Second by:	Voice Vote:
J. Evans	T. Lynn	Motion favored 5:1 with one abstaining (Nathan Roach) Motion carried.

- g. Chairperson Wickenheiser stated that the Planning Commission has what is required for the applicant to move forward with the River Town Summit Project.
h. Motion to approve the final plan contingent upon compliance with comments by Lancaster County Planning Commission.

Motion by:	Second by:	Voice Vote:
T. Lynn	J. Evans	Motion favored 5:1 with one abstention (Nathan Roach) Motion carried.

10. Final Submission Plan for McGinness Airport – Engineer Rinaldo

Note: Due to Chairperson Wickenheiser’s family relation to a property included in the realignment, she recused herself and abstained from voting on motions related to the Final Submission Plan for the McGinness project. She did, however, participate in the discussion.

- a. Project Highlights
- i. 11 properties were involved in the subdivision plan.
 - ii. The goal of plan was to establish the exterior boundary which locks in the development area. To establish the boundary the following was completed:

1. Cleaned up existing tracts and parcels, holes and overlaps. The conservation area at the southern portion of the property, there could be a Borough Park area with a nature trail or something similar in the future. Currently there are no plans due to funding. The split off will be retained in Borough ownership.
 2. Negotiated a land swap with the fire department to allow them more room on the rear side of the facility. The Department gave the Borough a piece of the former McGinness homestead.
 3. Negotiated a land swap at 12th and Franklin Streets. The paper street extending into the McGinness property was vacated and a property owner will get half of that street, and the other half will be taken by the Borough.
 4. The Borough conveyed the entire alley of Avenue X to the property owners in exchange for a stormwater easement for Borough access.
 5. Property owner's deeds and property descriptions were rewritten. The deeds will be signed and recorded by the Borough.
- iii. Following receipt of comments from the Lancaster County Planning Commission, Engineer Rinaldo will communicate them at the Planning Commission Meeting for action in September.
11. Old Business - None
 12. New Business - None
 13. The next Planning Commission meeting will be held at 7:00 PM on September 17, 2024.
 14. Motion to adjourn at 7:50 PM.

Motion by:	Second by:	Voice Vote:
T. Lynn	N. Roach	All Favored – Motion Carried

Respectfully Submitted:

Brad Lynn, Secretary

COLUMBIA BOROUGH – PLANNING COMMISSION WORKSHOP

Paul W. Myers Council Chamber

August 20, 2024 – 6:00PM

MINUTES

1. Chairperson Mary Wickenheiser called the meeting to order at 7:00 PM

Members present: Wickenheiser, B. Lynn, Evans, T. Lynn, Kress-Hartman, Roach

Members absent:

Staff Present: Code Compliance Manager Diffenderfer, Zoning Officer Jessica Fieldhouse, CS Davidson

2. Approval of Minutes

- a. Motion to correct the agenda to reflect approval of minutes from June 18, 2024, Planning Commission Workshop.

Motion by:	Second by:	Voice Vote:
T. Lynn	M. Hartman	All Favored – Motion Carried

3. Short Term Rental Ordinance Discussion

- a. Jessica Fieldhouse began a discussion about the “Person in Charge” definition. She addressed a question from Solicitor Gabel asking if the PIC in the short-term rental ordinance is the same as the PIC in the Long-Term Rental Ordinance. Jessica clarified that the definitions are not the same.

- I) The Long-Term Rental Ordinance defines the PIC as the lessor of the rental unit.
- II) The STR Ordinance defines the PIC as the person in charge of administering and leasing the rental unit. Jessica will provide an update of the definitions after she and Solicitor Gabel discuss the Ordinance.
- III) Jessica suggests changing the PIC definition in the Long-Term Rental Ordinance to match the STR Ordinance.
- IV) The distance of the PIC for a STR must be 15 miles. The draft ordinance states “approximately 15 miles,” however “approximately” will be deleted.

- a. Fee Schedule

- I) The Planning Commission agreed upon the \$500 fee for the initial issuance of a new STR License and \$250 for annual renewal.
- II) The justification for the license amounts is the cost of administration, monitoring, code enforcement, special software, and legal costs. Fee amounts will be reviewed and adjusted on an annual basis in accordance with the Borough’s Fee Schedule.

- b. Liability Insurance Requirements

- I) Most lessors maintain \$1,000,000 in insurance coverage.
- II) Fieldhouse will discuss insurance requirements with Solicitor Gabel.

- c. Noise/Nuisance Ordinances

- I) Jessica Fieldhouse is currently reworking the Nuisance Ordinance, which will later be referenced in the STR Ordinance. The goal was to reference sections of the nuisance ordinance, but that will be put on hold until the rework is completed and then added as an amendment.
- II) For the time being, the current Noise Ordinance will apply to STRs as quiet hours from 10:00 PM – 8:00 AM.

d. Fire Pits

- I) Per the Borough’s ordinance, STRs will need a fire pit permit if that feature is present at the STR.
- II) This requirement will be included in the STR Ordinance.

- 2. There was a brief discussion about the Zoning Map.
- 3. The next Planning Commission meeting will be held on Tuesday, September 17, 2024, at 6:00 PM.
- 4. Motion to adjourn at 6:47 PM.

Motion by:	Second by:	Voice Vote:
T. Lynn	J. Evans	All Favored – Motion Carried

Respectfully Submitted:

Brad Lynn, Secretary

PUBLIC UTILITY FILING - ACT 50 OF 2017

UGI UTILITIES, INC.
1301 AIP DRIVE
MIDDLETOWN, PA. 17057
CONTACT: STEPHEN BATEMAN
EMAIL: sbateman@ugi.com
PHONE: 610-807-3174

CITY OF LANCASTER
150 PITNEY ROAD
LANCASTER, PA. 17601
CONTACT: BENJAMIN PERWIEN
EMAIL: BPERWIEN@CITYOFLANCASTERPA.GOV
PHONE: 717-735-0341

REVIEW OF FINAL SUBDIVISION PLAN
BY THE PLANNING COMMISSION OF
COLUMBIA BOROUGH, LANCASTER COUNTY,
PENNSYLVANIA
REVIEWED _____ 2024
_____ CHAIRMAN

ENGERY TRANSFER
1300 MAIN STREET
HOUSTON, TX. 77002
CONTACT: KEVIN OSHEA
EMAIL: KEVIN.OSHEA@ENERGYTRANSFER.COM
PHONE: 713-989-7987

COLUMBIA WATER COMPANY
220 LOCUST STREET
PO BOX 350
COLUMBIA, PA. 17512
CONTACT: DAVID LEWIS
EMAIL: DLEWIS@COLUMBIAWATER.NET
PHONE: 717-684-2188

APPROVAL OF FINAL SUBDIVISION PLAN
BY THE COLUMBIA BOROUGH COUNCIL
OF SUPERVISORS, LANCASTER COUNTY, PENNSYLVANIA
APPROVED _____ 2024
_____ CHAIRMAN

PPL ELECTRIC UTILITIES CORPORATION
437 BLUE CHURCH ROAD
PAXINOS, PA. 17860
CONTACT: DOUG HAUPT
EMAIL: dhaupt@pplweb.com
PHONE: 570-490-5684

WEST HEMPFIELD TOWNSHIP
3476 MARIETTA AVENUE
LANCASTER, PA. 17601
CONTACT: OFFICE PERSONNEL
PHONE: 717-285-5554

FIRSTENERGY CORPORATION
21 SOUTH MAIN STREET
AKRON, OH 44308
CONTACT MELLYSSA ADAMS
EMAIL: madams@firstenergycorp.com
PHONE: 330-604-4073

LANCASTER AREA SEWER AUTHORITY
130 CENTERVILLE ROAD
LANCASTER, PA. 17603
CONTACT: OFFICE PERSONNEL
PHONE: 717-299-4843

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 2024,
BEFORE ME,
A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, THE
UNDERSIGNED OFFICER, PERSONALLY APPEARED _____

KNOWN TO ME (OR SATISFACTORILY PROVEN) TO BE THE PERSON
WHOSE NAME IS SUBSCRIBED TO THE WITHIN PLAN OF LOTS, AND
ACKNOWLEDGES THAT HE EXECUTED THE SAME SO THAT IT MAY
BE RECORDED AS SUCH.

IN WITNESS WHEREOF, I HERETO SET MY HAND AND OFFICIAL
SEAL.
_____ SEAL

OWNER

COLUMBIA BOROUGH
308 LOCUST ST.
COLUMBIA, PA 17512

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN,
AND OFFER OF DEDICATION

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 20____,
BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED _____
BEING _____ OF
COLUMBIA BOROUGH, WHO BEING DULY SWORN ACCORDING TO LAW,
DEPOSES AND SAYS THAT THE BOROUGH IS THE OWNER OF THE
PROPERTY SHOWN ON THIS PLAN, THAT HE IS AUTHORIZED TO
EXECUTE SAID PLAN ON BEHALF OF THE BOROUGH, THAT THE PLAN
IS THE ACT AND DEED OF THE BOROUGH, FURTHER ACKNOWLEDGES,
THAT ALL STREETS AND OTHER PROPERTY IDENTIFIED AS PROPOSED
PUBLIC PROPERTY (EXCEPTING THOSE AREAS LABELED "NOT FOR
DEDICATION") ARE HEREBY DEDICATED TO THE PUBLIC USE.

SIGNATURE OF THE INDIVIDUAL _____

SIGNATURE AND SEAL OF NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

OWNER

DEBORAH N. HERSHEY
1230 FRANKLIN STREET
COLUMBIA, PA 17512

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN,
AND OFFER OF DEDICATION

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 20____,
BEFORE ME PERSONALLY APPEARED _____,
DEBORAH N. HERSHEY, WHO BEING DULY
SWORN ACCORDING TO THE LAW, DEPOSE AND SAYS THAT THEY
ARE THE OWNERS OF THE PROPERTY SHOWN ON THIS PLAN, THAT
THE PLAN THEREOF WAS MADE AT THEIR DIRECTION, THAT THEY
ACKNOWLEDGE THE SAME TO BE THEIR ACT AND PLAN, THAT
THEY DESIRE THE SAME TO BE RECORDED, AND THAT ALL
STREETS AND OTHER PROPERTY IDENTIFIED AS PROPOSED PUBLIC
PROPERTY (EXCEPTING THOSE AREAS LABELED "NOT FOR
DEDICATION") ARE HEREBY DEDICATED TO THE PUBLIC USE.

SIGNATURE OF DEBORAH N. HERSHEY _____

SIGNATURE AND SEAL OF NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

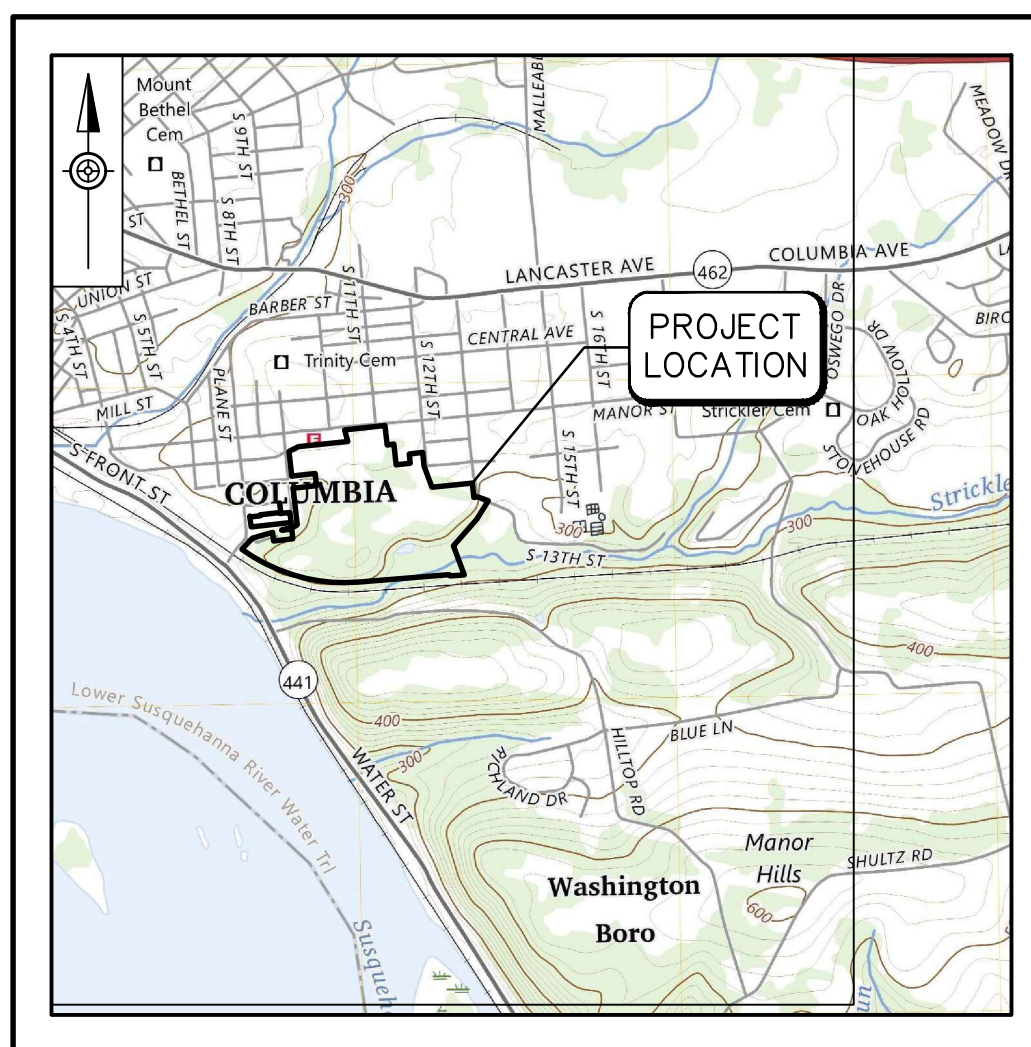
LANCASTER COUNTY COURT HOUSE
RECORDED IN PLAN BOOK _____
PAGE _____ DATE _____

NOTE:
Information concerning underground
utilities is not guaranteed to be
complete or accurate. Contractor
is responsible to contact all utility
owners, and to determine the location
of all underground utilities, prior to
excavation by use of power-operated
equipment.

NO.	DATE	REVISION	BY
1	09-10-2024	LCPD's Comments	CS



PENNSYLVANIA ONE CALL SYSTEM, INC.
DESIGN STAGE NOTIFICATION
5-22-23
SERIAL NO. 20231423568
& 20231423569



LOCATION MAP
Scale: 1"=2000'
Copyright ADC The Map People
Permitted Use No. 20897491

ENGINEER'S PROJECT NO. 3981.3.13.05

JULY 10, 2024

OWNER

BOROUGH OF COLUMBIA
308 LOCUST STREET
COLUMBIA, PA 17512

THOMAS D. & DEBRA A. STEINER
650 PENN STREET.
COLUMBIA, PA 17512

SUSQUEHANNA FIRE & RESCUE
COMPANY No. 4
714 MANOR STREET
COLUMBIA, PA 17512

SUSAN M. WICKENHEISER
1208 FRANKLIN STREET
COLUMBIA, PA 17512

OWNER

CHARLES W. & GEORGINA M STETTER Jr.
1210 FRANKLIN STREET
COLUMBIA, PA 17512

COLETTE SHAW & RODERICK HERRING
1220 FRANKLIN STREET
COLUMBIA, PA 17512

DEBORAH N. HERSHEY
1230 FRANKLIN STREET
COLUMBIA, PA 17512

BLUE ROCK VENTURES II, LLC
17 WABANK ROAD
MILLERSVILLE PA, 17551

OWNER

SUSAN M. WICKENHEISER
1208 FRANKLIN STREET
COLUMBIA, PA 17512

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN,
AND OFFER OF DEDICATION

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 20____,
BEFORE ME PERSONALLY APPEARED _____,
SUSAN M. WICKENHEISER, WHO BEING DULY
SWORN ACCORDING TO THE LAW, DEPOSE AND SAYS THAT
THEY ARE THE OWNERS OF THE PROPERTY SHOWN ON THIS
PLAN, THAT THE PLAN THEREOF WAS MADE AT THEIR
DIRECTION, THAT THEY ACKNOWLEDGE THE SAME TO BE THEIR
ACT AND PLAN, THAT THEY DESIRE THE SAME TO BE
RECORDED, AND THAT ALL STREETS AND OTHER PROPERTY
IDENTIFIED AS PROPOSED PUBLIC PROPERTY (EXCEPTING
THOSE AREAS LABELED "NOT FOR DEDICATION") ARE HEREBY
DEDICATED TO THE PUBLIC USE.

SIGNATURE OF SUSAN M. WICKENHEISER _____

SIGNATURE AND SEAL OF NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

OWNER

THOMAS D. STEINER
DEBRA A. STEINER
650 PENN STREET
COLUMBIA, PA 17512

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN,
AND OFFER OF DEDICATION

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 20____,
BEFORE ME PERSONALLY APPEARED _____,
THOMAS D. STEINER AND DEBRA A. STEINER, WHO BEING
DULY SWORN ACCORDING TO THE LAW, DEPOSE AND SAYS
THAT THEY ARE THE OWNERS OF THE PROPERTY SHOWN ON
THIS PLAN, THAT THE PLAN THEREOF WAS MADE AT THEIR
DIRECTION, THAT THEY ACKNOWLEDGE THE SAME TO BE THEIR
ACT AND PLAN, THAT THEY DESIRE THE SAME TO BE
RECORDED, AND THAT ALL STREETS AND OTHER PROPERTY
IDENTIFIED AS PROPOSED PUBLIC PROPERTY (EXCEPTING
THOSE AREAS LABELED "NOT FOR DEDICATION") ARE HEREBY
DEDICATED TO THE PUBLIC USE.

SIGNATURE OF THOMAS D. STEINER _____

SIGNATURE OF DEBRA A. STEINER _____

SIGNATURE AND SEAL OF NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

REVIEW OF FINAL SUBDIVISION PLAN
BY THE ENGINEER FOR COLUMBIA BOROUGH
LANCASTER COUNTY, PENNSYLVANIA

REVIEWED _____ 2024

_____ (TWP./BORO. ENGINEER)

OWNER

SUSQUEHANNA FIRE & RESCUE
COMPANY NO.4
714 MANOR STREET
COLUMBIA, PA 17512

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN,
AND OFFER OF DEDICATION

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 20____,
BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED _____
BEING _____ OF
SUSQUEHANNA FIRE & RESCUE COMPANY NO.4, WHO BEING DULY
SWORN ACCORDING TO LAW, DEPOSES AND SAYS THAT THE
BOROUGH IS THE OWNER OF THE PROPERTY SHOWN ON THIS PLAN,
THAT HE IS AUTHORIZED TO EXECUTE SAID PLAN ON BEHALF OF
THE BOROUGH, THAT THE PLAN IS THE ACT AND DEED OF THE
BOROUGH, FURTHER ACKNOWLEDGES, THAT ALL STREETS AND
OTHER PROPERTY IDENTIFIED AS PROPOSED PUBLIC PROPERTY
(EXCEPTING THOSE AREAS LABELED "NOT FOR DEDICATION") ARE
HEREBY DEDICATED TO THE PUBLIC USE.

SIGNATURE OF THE INDIVIDUAL _____

SIGNATURE AND SEAL OF NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

OWNER

RODERICK HERRING
COLETTE SHAW
1220 FRANKLIN STREET
COLUMBIA, PA 17512

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN,
AND OFFER OF DEDICATION

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LANCASTER

ON THIS THE _____ DAY OF _____, 20____,
BEFORE ME PERSONALLY APPEARED _____,
RODERICK HERRING AND COLETTE SHAW, WHO BEING
DULY SWORN ACCORDING TO THE LAW, DEPOSE AND SAYS
THAT THEY ARE THE OWNERS OF THE PROPERTY SHOWN ON
THIS PLAN, THAT THE PLAN THEREOF WAS MADE AT THEIR
DIRECTION, THAT THEY ACKNOWLEDGE THE SAME TO BE THEIR
ACT AND PLAN, THAT THEY DESIRE THE SAME TO BE
RECORDED, AND THAT ALL STREETS AND OTHER PROPERTY
IDENTIFIED AS PROPOSED PUBLIC PROPERTY (EXCEPTING
THOSE AREAS LABELED "NOT FOR DEDICATION") ARE HEREBY
DEDICATED TO THE PUBLIC USE.

SIGNATURE OF RODERICK HERRING _____

SIGNATURE OF COLETTE SHAW _____

SIGNATURE AND SEAL OF NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

LANCASTER COUNTY PLANNING COMMISSION'S REVIEW CERTIFICATE

THIS PLAN, BEARING LCPC FILE No. _____, WAS REVIEWED
BY STAFF OF THE LANCASTER COUNTY PLANNING DEPARTMENT
ON _____, AS REQUIRED BY THE PENNSYLVANIA
MUNICIPALITIES PLANNING CODE, ACT247, OF 1968, AS AMENDED.
THIS CERTIFICATE DOES NOT REPRESENT NOR GUARANTEE THAT
THIS PLAN COMPLIES WITH THE VARIOUS ORDINANCES, RULES,
REGULATIONS, OR LAWS OF THE LOCAL MUNICIPALITY, THE
COMMONWEALTH, OR THE FEDERAL GOVERNMENT.

SIGNATURE OF THE CHAIRPERSON OR THEIR DESIGNEE. _____

SHEET INDEX

SHEET NO.	DESCRIPTION
1.	COVER SHEET
2.	NOTES
3.	EXISTING CONDITIONS
4.	PROPOSED LOTS

CERTIFICATE OF SURVEY ACCURACY

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE PLAN
SHOWN AND DESCRIBED HEREON IS TRUE AND CORRECT TO THE
ACCURACY REQUIRED BY THE COLUMBIA BOROUGH SUBDIVISION AND LAND
DEVELOPMENT ORDINANCE.

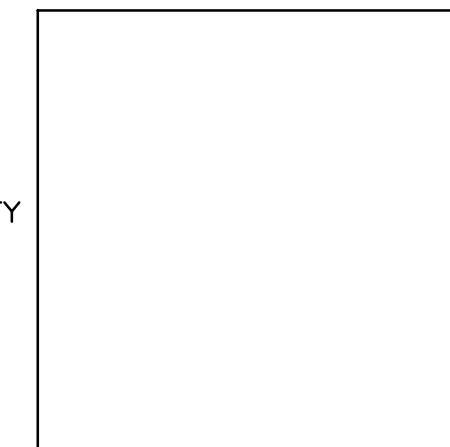
C. S. DAVIDSON, INC.
BY ERIC B. GLADHILL (AGENT)

#SU-054523-E

C.S. DAVIDSON, INC.
ENGINEERING A BETTER COMMUNITY
38 NORTH DUKE STREET, YORK, PA • PHONE (717) 846-4805
50 WEST MIDDLE STREET, GETTYSBURG, PA • PHONE (717) 337-3021
315 W. JAMES STREET, SUITE 102, LANCASTER, PA • PHONE (717) 481-2991
WWW.CSDAVIDSON.COM

REVIEWED BY THE LANCASTER COUNTY
PLANNING COMMISSION

DATE _____





Subdivision/Land Development Plan Review

Plan Name

McGinness Airport

S/LD #

06-141-1

Project Description

To join-in-common 14 existing lots to create 9 lots

Gross Acreage

58.86

Date of Completed Application Receipt

08/07/2024

Date of Review

09/04/2024

Municipality/Municipalities

Columbia Borough

Project Address(es)

1020 Manor Street, Columbia; 650 Penn Street, Columbia; 714 Manor Street, Columbia; 1200 Franklin Street, Columbia; 1210 Franklin Street, Columbia; 1220 Franklin Street, Columbia; 1230 Franklin Street, Columbia; 1280 Franklin Street, Columbia

Project Location/Direction and Distance

South of Manor Street, Fairview Avenue, and Franklin Street; southeast of Plane Street; and southwest of S. 13th Street

Parcel Account Number(s)

1101862900000; 1104495200000;
1109392100000; 1108260200000;
1109370300000; 1102847300000;
1104392300000; 1101947700000;
1108312900000; 1100556800000;
1104806300000; 1106347100000;
1106887600000; 1107479300000

Existing Zoning District(s)

Columbia Borough: Conservation; Columbia Borough: Light Business; Columbia Borough: Medium Density Residential

Existing Land Use(s)

Commercial; Community Services; Residential; Other

Designated Growth Area

Central Lancaster County

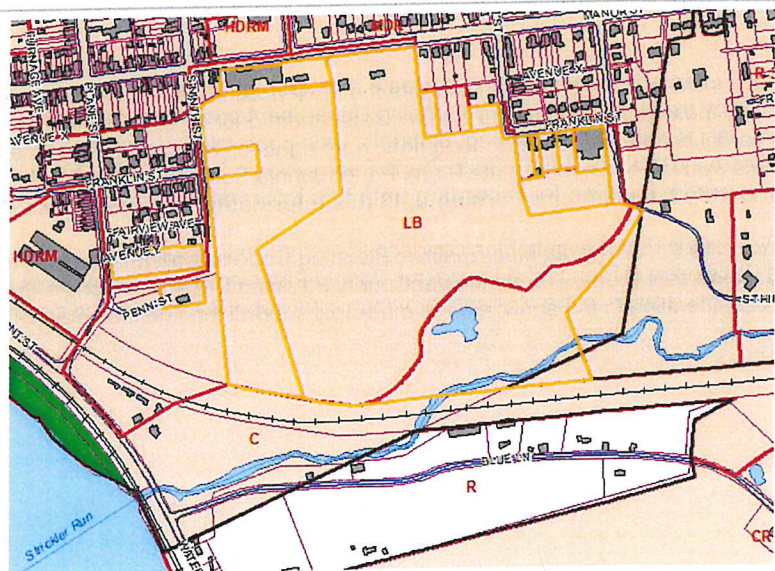
places2040 Character Zone

Owner Name

Columbia Borough, Susquehanna Fire & Rescue No. 4, Blue Rock Ventures II LLC, Thomas D. & Debra A. Steiner, Susan M. Wickenheiser, Charles W. Jr. & Georgina Stetter, Colette Shaw, Roderick Herring, and Deborah Hershey

Applicant Name

Columbia Borough





Consulting Firm

C.S. Davidson, Inc.

LCPD's Regional Liaison

Christine J. Le

Comments Regarding Site Design

1. The LCPC signature block should be revised to state the following: This Plan, bearing LCPC File No. _____, was reviewed by staff of the Lancaster County Planning Department on _____, as required by the Pennsylvania Municipalities Planning Code, Act 247, of 1968, as amended. This certificate does not represent nor guarantee that this plan complies with the various ordinances, rules, regulations, or laws of the local municipality, the commonwealth, or the federal government.

*

* _____
Signature of the Chairperson or their designee

2. Revised deeds for the resultant lots should be recorded as part of this plan approval.
3. The Lot Number referenced in Plan Note #10 should be identified.
4. An Access Easement Agreement should be provided and recorded as part of the plan approval. This agreement should note the ownership, rights, and maintenance responsibilities associated with the access easement with Lots 2 and 3.

Because Lancaster County strives to create the most accurate public records possible, electronic AutoCAD files (.dwg or .dxf) are required by the Lancaster County Planning Department prior to, or at the time of, recording of any plan. Data features requested in the file are parcel boundaries, building footprints, road rights-of-way, and edges of pavement. It's preferred that the file be in the projected coordinate system: NAD 1983 State Plane Pennsylvania South FIPS 3702 (US Feet). **Please note that the Planning Department will not certify the plan for recording until this information is provided via links to online file download or by e-mail.**

Article V of the Pennsylvania Municipalities Planning Code establishes standards and procedures for the review of Subdivision and Land Development Plans. The Lancaster County Planning Department offers these recommendations and advisory comments which are for consideration in the application of municipal subdivision and land development regulations to this project.

Additions or changes to Chapter 220 Zoning, Section 220-19. Definitions and Chapter 166 Rental Property, Section 166-2. Definitions.

- **Person In Charge**
A person or agent with actual authority to represent the owner for purposes of contact and communication regarding the owner’s Short-Term Rental. A Person in Charge must reside or have an office within approximately fifteen (15) miles of the Short-Term Rental Property and be able to act as legal agent for the owner. The Borough must be notified, in writing, within fourteen (14) days if there is a change in the identity of the Person in Charge
- **Bedroom**
A room or space designed to be used for sleeping purposes with two means of egress (one of which may be a window acceptable under the building code) and near a bathroom. Space used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms, and similar uses are not considered Bedrooms. Space used or intended for general and informal everyday use such as a living room, den, sitting room, or similar is not to be considered a Bedroom.
- **SHORT-TERM RENTAL (STR)**
Any dwelling unit utilized as a single-family residence rented for the purpose of overnight lodging for a period of thirty (30) days or less, and which meets the definition of “Hotel” for the purpose of imposing an excise tax by the County of Lancaster as defined in the County of Lancaster Ordinance No. 46, enacted September 15, 1999.
- **Short Term Rental Permit**
Permission granted by the Borough to utilize a Dwelling Unit for Short Term Rental Use.
- **Short Term Permit Fee**
The fee established by the Columbia Borough Council for issuance of a short-term rental permit, see Resolution XX-2024 Columbia Borough Fee Schedule.

Discussion: Suggested Fees:

Issuance of new Short Term Rental License = \$500
Renewal of existing Short Term Rental License = \$250

To be added to Chapter 220 Zoning, Section 220-25 Table of Permitted Uses

Zoning Districts where STRs are to be a permitted by right:

- Commercial Recreation
- Downtown Commercial
- Highway Commercial

Commented [EMG1]: Is this the same as the rental ordinance?

- Institutional Residential
- Recreation Commercial
- Medium Density Residential Business
- Neighborhood Commercial

The following to replace Chapter 220 Zoning S.220-31. D. (13) and will create Article II Short Term Rentals in Chapter 166 Rental Property.

(13) Short-Term Rentals (STR)

(a) Permit Required

No owner of any property in the Borough shall operate a Short-Term Rental in the Borough without first obtaining a Short-Term Rental Permit from the Zoning Officer. Operation of a Short-Term Rental without such a Short-Term Rental Permit is a violation of this Chapter. Permits may be transferable to any new owner of the property within ninety (90) days of its issuance.

(b) Permit Requirements

Short Term Rental Permit applications shall contain all the following information:

1. The name, address, telephone number, and email address of the owner. If the owner does not have a managing agency, agent, or local contact person then the owner shall provide a 24-hour telephone number. If the owner uses a managing agency, agent, or local contact person then that managing agency, agent or local contact person shall have written authorization to accept service for the owner. If the owner resides at a location over approximately fifteen (15) miles from the Short-Term Rental Property, an agent or local contact person must be selected to act as the Person in Charge of the property.
2. The name, address, and 24-hour telephone number of the managing agency, agent, or local contact person.
3. The total number of bedrooms and a maximum number of overnight guests.
4. If the building is a multi-unit structure, the total number of dwelling units in the structure and the number of dwelling units being used as Short-Term Rentals.
5. A diagram or photograph showing the location and number of on-site parking spaces.

Commented [EMG2]: The use of approximately worries me - how do you decide when something is approximately 15 miles or not - a lot of discretion given to Codes which can cause problems

6. Any proposed changes in public water and sanitary sewer flows should first be reviewed and approved by the Lancaster Area Sewer Authority (LASA) and the Columbia Water Company, respectfully.
7. Copies of the current Lancaster County Hotel Room Excise Tax Certificate and current Pennsylvania Sales and Use Tax Permit.
8. Signatures of both the owner and the local managing agent or local contact person.
9. Trespass waiver signed by the owner allowing access to the property for the Code Compliance Officer for the purpose of inspection to verify compliance with this Ordinance.
10. Copy of the current recorded Deed for the Property establishing ownership.
11. Each owner shall maintain at least at least **(\$300,000, \$500,000, or \$1,000,000)** in general liability insurance on the Short-Term Rentals for the full duration of their license term and provide proof of the same to the Borough.

(c) Short-Term Rental Permit shall be issued only to the owner of the Short-Term Rental property.

1. A separate Short Term Rental Permit is required for each Dwelling Unit; for Two-Family or Multi-Family Dwellings, a separate Permit shall be required for each Dwelling Unit being rented as a Short-Term Rental.
2. A Short-Term Rental Permit is effective for a period of one (1) year, or until any of the conditions of the Short-Term Rental which are governed by this Chapter are changed, whichever shall first occur. A Short-Term Permit must be renewed annually and when any of the conditions of the Short-Term Rental which are governed by this Chapter are changed.
3. Failure to renew a short-term rental registration shall give rise to a presumption that the short-term rental use of the property has been abandoned.
4. Three violations of this Ordinance within a one-year period shall be sufficient cause to revoke the short-term rental license for the property. The property will be ineligible for license renewal for a period of one-year following the revocation of the short-term rental license.

5. The Borough will prescribe forms and procedures for the processing of Permit Applications under this Ordinance.

(d) Short-Term Rental Standards

1. Short-term rentals are to be leased as a single unit; individual room rentals are strictly prohibited.
2. Overnight occupancy of a Short-Term Rental shall be limited to no more than two (2) persons per bedroom with a maximum of ten (10) occupants.
3. There shall be no overnight guests other than members of the entity renting the facility.
4. The maximum number of day guests allowed at any one time, in addition to the overnight occupants, shall be seventy-five percent (75%) of the maximum overnight occupancy of the Short-Term Rental.
5. Short Term Rentals must adhere to the following quiet hours:
 - a. Weekdays – 10 P.M. to 8 A.M.
 - b. Weekends – 12 A.M. to 8 A.M.
6. Parking must meet the requirements for a dwelling unit per §220-41 of the Borough's Zoning Ordinance. The spaces may be in a garage immediately available to the property for vehicle storage.
7. Outdoor parking for overnight and day guests shall be limited to available parking areas on the Short-Term Rental property. In no event shall parking for Short Term Rental guests include spaces in any public street right-of-way or on any lawns or vegetated areas.
8. Overnight occupancy of recreational vehicles, camper trailers, and tents at the property where the Short-Term Rental is located shall not be allowed. Outdoor overnight sleeping of occupants or guests of the Short-Term Rental is prohibited.
9. The property shall be compliant with all federal, state, county and local laws, ordinances, and regulations. This includes the Borough's Existing Structures and Property Maintenance Code.
10. Neither Short Term Rental occupants nor guests shall engage in disorderly conduct or disturb the peace and quiet of any nearby neighborhood or person by loud, unusual or excessive noise, by tumultuous or offensive conduct, public

Commented [EMG3]: Need to make sure this conforms to what is in the noise ordinance or any new noise regulations in the Nuisance Ordinance

indecenty, threatening, traducing, quarreling, challenging to fight, or fighting, or creating a dangerous or physical offensive condition. Such activity will constitute a nuisance as defined by the Borough in [\(Reference Section\)](#)

11. The owner shall use best efforts to assure that the occupants or guests of the Short Term Rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or otherwise violate provisions of the Borough Code or any state law pertaining to noise or disorderly conduct including, but not limited to, notifying the occupants of the rules regarding Short Term Rentals and responding when notified that occupants are violating laws, ordinances or regulations regarding their occupancy.
12. The owner shall, upon notification that occupants or guests of the Short-Term Rental have created unreasonable noise or disturbances, engaged in disorderly conduct or otherwise violated provisions of the Borough Code or state law pertaining to noise or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.
13. A Short-Term Rental shall not have any outside appearance indicating a change of use from the surrounding residential uses.
14. Fireworks and floating lanterns are prohibited.
15. Subleasing all or a portion of the dwelling unit is prohibited.
16. All Short-Term Rentals shall have a clearly visible and legible notice posted within the dwelling unit on or adjacent to the front door containing the following information:
 - a. The name of the owner of the unit or the managing agency, agent, property manager, or local contact authorized in writing to accept service for the owner of the unit and a telephone number at which that party can be reached on a 24-hour basis.
 - b. The E-911 address of the property.
 - c. The maximum number of occupants permitted to stay in the dwelling unit and the maximum number of day guests permitted at any one time.
 - d. The maximum number of all vehicles allowed to be on the property and the requirement that all guest parking must be parked in the available parking areas on the property and not in or along any private, community or public

street right-of-way or on any lawn or vegetated area on the property.

- e. The trash pick-up day and notification that trash and refuse shall not be left or stored on the exterior of the property.
- f. Notification that an occupant or guest may be cited and fined for creating a disturbance or for violating other provisions of the Borough Code, including parking and occupancy limits.
- g. Notification that Short Term Rental occupants and guests are required to make the dwelling unit available for inspection by the Code Compliance Officer upon request.

(e) All Short-Term Rentals shall be equipped with the following:

1. Smoke detectors in each bedroom;
2. A smoke detector outside bedrooms in common hallways;
3. Smoke detectors on each floor;
4. Smoke detectors shall be powered using 10-year, lithium-ion batteries.
5. GFI outlets for outlets located within six (6) feet of water source;
6. Aluminum or metal exhaust from the dryer;
7. Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove;
8. Carbon monoxide detector if the garage is attached;
9. Fire extinguisher in kitchen;
10. Stairs (indoor and outdoor) in good condition;
11. A key lock box shall be installed in an approved manner and shall contain all keys to the property; and,
12. Swimming pools, hot tubs, and spas must meet the barrier requirements as indicated in uniform construction code (UCC) requirements.
13. Any other occupancy requirements which may be added by Ordinance

revision by the Borough Council.

- (f) Compliance with the requirements of this section shall be considered the conditions of a short-term rental Permit, the violation of which may result in a revocation of that permit by the Code Compliance Officer.

(g) Fees, terms and renewal

1. Short-Term Rental fees, payable to Borough upon the filing of a Short-Term Rental Permit application, shall be in such amount as may be established by resolution duly adopted by the Borough Council.
2. Any Short-Term Rental Permit is good for a period not to exceed one (1) year from the date of issuance and must be renewed annually. Short Term Rental Permit renewal fees, payable to the Borough upon the filing of a Short-Term Rental Permit renewal application, shall be in such amount as may be established by resolution duly adopted by the Borough Council.
3. Short Term Rental Permit renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this Ordinance.
4. Verification that all owed hotel and sales taxes have been paid shall be made before a Permit renewal is granted.
5. Short Term Rental Permit renewal shall require inspections outlined in (i) Required Inspections, below.

(h) Administration and Enforcement

The administration and enforcement of this article shall be by the Borough Code Compliance Officer as appointed by the Borough, which shall include any appointed Assistant Compliance Officers. The Code Compliance Officer shall have the responsibility and authority to administer and enforce all provisions of this Chapter.

(i) Required Inspections:

1. All Short-Term Rentals shall be subject to inspections by the Code Compliance Officer to verify application information, Permit, Permit renewal, and/or operating requirements.
2. The issuance of a Short-Term Rental Permit is not a warranty that the premises is lawful, safe, habitable, or in compliance with this Chapter.

3. If there is reason to believe that any provision of this Chapter is being violated, the Borough Council may or may cause, through an authorized representative of the Borough, entry onto premises for the purpose of inspection of any and all premises, properties, buildings and/or structures located within the Borough for ascertaining the existence of violations. In those matters where the nature of an alleged violation is such that an inspection of the interior of a building or structure is necessitated, prior arrangements must be made with the owner or his agent to secure access thereof.

(j) **Marketing**

The marketing of a Short-Term Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this Chapter, or which promotes any other activity which is prohibited by this Chapter, shall be a violation of this Chapter.

(k) **Notice of Violation**

If it appears to the Code Compliance Officer that a violation of this Chapter exists or has occurred, the Code Compliance Officer shall send a written Notice of Violation to the owner by personal delivery or by both United States first class and certified mail. The Enforcement Notice shall identify the premises, which is the subject of the violation, enumerate the conditions that constitute the violation, cite the specific sections of this Chapter that are violated, indicate the action required to correct the violation and provide a time frame (established by the Code Compliance Officer based upon the nature of the violation) to correct the violation.

(l) **Nuisance**

In the interest of promoting the public health, safety and welfare, and minimizing the burden on Borough and community services and impacts on residential neighborhoods posed by Short Term Rentals, a violation of any of the provisions of this Chapter is declared to be a public nuisance. (Ref?)