

# **PENN TOWNSHIP PLANNING COMMISSION**

## **MINUTES OF NOVEMBER 20, 2023**

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The Penn Township Planning Commission (PTPC) met on November 20, 2023 at 6:30 p.m. in the Municipal Building. PTPC members present were Forrest Woodward, Art Dalla Piazza, Robin Bahrenburg, Meranda Harwood, and Marcia Cavanagh. Others present were Helen Klinepeter (Secretary) and Ted Brilhart (Engineer).

### **WORKSHOP**

The Workshop started at 6:30 p.m. for the amendment Subdivision/Land Development Ordinance. The Planning Commission made the following changes.

AMENDING ARTICLE, I, GENERAL PROVISIONS; ARTICLE II, DEFINITIONS; ARTICLE III GENERAL PROCEDURES AND PLAN REQUIREMENTS; ARTICLE III GENERAL PROCEDURES AND PLAN REQUIREMENTS;

### **Under Definitions**

Landscape Architect: Professional landscape architect licensed and registered by the Commonwealth of Pennsylvania to practice Landscape Architecture.

### **B. Section 304 - Minor Subdivision Plans**

#### **Replace with the following:**

Any residential subdivision or land development which contains no more than five (5) lots, dwellings, or dwelling units may be reviewed and acted upon as a Final Plan without the necessity of prior Preliminary Plan approval. The Penn Township Planning Commission will review the plan and either recommend approval, conditional approval, or disapproval of the plan as a Preliminary Plan or Final Plan. Such a Minor Plan shall follow the procedures as required under Section 308 Final Plan and shall meet the following:

- B, 4. Generalized lot layouts with intended considerations for existing and proposed buildings, sewage systems, water facilities, roadway, and storm drainage control.
- B, 5. Topographic features such as tree masses, swales, watercourses, rock outcropping, rights-of-way, easements, steep slopes, wetlands, vegetation, and floodplain areas.

### **D. Section 306 - Preliminary Plan Procedure**

#### **Replace with the following:**

- 2. The Preliminary Plan shall be by a Registered Professional Engineer, Registered Professional Land Surveyor or Registered Professional Landscape Architect in accordance with their licenses. It shall be the responsibility of the Applicant to ensure that the Preliminary Plan meets all of the requirements of this Ordinance and that any coordination with public or private utilities or service agencies is accomplished.
- 4. Twelve (12) copies or less as deemed appropriate by the Township, of the stormwater management report.
- 5. A non-refundable filing fee as set by the Penn Township Supervisors by fee schedule.

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B, 1. One (1) copy of the Application, two (2) copies of the Preliminary Plan and one (1) optical disc containing a digital PDF format file not exceeding ten (10) megabytes of the Preliminary Plan to be forwarded to the Perry County Planning Commission for its review and comments. (In accordance with Section 104, comments from Perry County must be received before action on the Preliminary Plan). To assist expeditious review by the county, it is recommended that the applicant concurrently forward these directly to the county and notify the Penn Township Secretary of the submittal.

C. The Perry County Planning Commission and the Perry County Conservation District, as required, shall review the Preliminary Plan, and assist the Penn Township Planning Commission in its formal action. The plan may also be reviewed by Township Codes enforcement staff, roads maintenance staff and local fire company. The Planning Commission may also consider.

Upon a Woodward/Bahrenburg motion, the PTPC voted unanimously to close the workshop. Chairman Dalla Piazza opened the meeting at 7:00 p.m.

### **VISITORS**

**Michael Potteiger** – Mr. Potteiger came to ask about the use of the Morrison property in the Cove. Mr. Potteiger would like to lease the barn and would like to have a pipe fusing business. There were discussions on the use and the right-of-way access. Mr. Potteiger stated he has access off of SR 11/15. The PTPC suggested that Mr. Potteiger talk to Lenny Sizer regarding the use. Mr. Sizer would advise him.

### **SUBDIVISION AND LAND DEVELOPMENT**

**Michael and Debra Frisch Subdivision** – It was explained that this is a subdivision at 51 Cove Road. There will be public sewer on this lot. The PTPC reviewed the revised comments. Discussion on the site distance and who will maintain the State Game Lands.

After discussion and upon a Woodward/Bahrenburg motion, the PTPC voted unanimously to recommend approval of the Michael S. and Deborah S. Frisch Final Subdivision/Land Development Plan contingent upon following items being completed.

1. The Surveyor's seal and signature must be provided, and the surveyor's certification signed.
2. The Engineer's seal and signature must be provided, and the engineer's certification signed.
3. The Landowner's certification of ownership statements must be signed prior to plan approval.
4. A letter from the Municipal Authority to be received concerning capacity.
5. Sewage Facilities Planning approval must be obtained from PA DEP prior to Plan approval.
6. Easement produced for the clearing of the brush/trees on the game commission land for the site distance to be maintained.

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7. Move the discharge pipe on the plan to conform throughout the plan.
8. Put a hidden driveway sign for safety if needed.

### **Michael Worthy, Thomas May, and Betty Kleinfelter Final Subdivision Plan,**

After discussion and upon a Woodward/Harwood motion, the PTPC voted unanimously to recommend approval of Michael Worthy, Thomas May, and Betty Kleinfelter Final Subdivision. Plan, contingent upon following items being completed.

1. The Surveyor' seal and signature must be provided, and the surveyor's certification signed.
2. The Engineer's seal and signature must be provided, and the engineer's certification signed.
3. The Landowner's certification of ownership statements must be signed prior to plan approval.
4. Sewage Facilities Planning non-building Declarations be approved.
5. Monuments are required to be set before plan approval.
6. Draft copies of new deeds for the May property and the consolidation of Lot 3, Lot 3A and Lot 4 shall be provided prior to final plan approval.
7. Note placed on the plan stating access will be from Pee Wee Lane.

The DEP Non-Building Declaration was approved on a Woodward/Harwood motion.

**Anthony Martin Conditional Use** - Mr. Martin offered that he would like to convert a single-story house into a duplex. He has already talked to the Municipal Authority and will be using a duplex grinder pump.

Mr. Dalla Piazza stated that the request does not meet a Conditional Use as is does not comply with Section 1601.

Discussion on the lot size would have to be 30 square feet. The lot size is .55 acres, which the Planning Commission stated was non-conforming.

Fire Escape. The units must have an interior wall or exterior fire escape. Mr. Martin stated that the dormers would be the exit of the second floor with a rolling ladder. One of the units would have the stairs on the outside wall and one unit would have the stairs on an interior wall.

There is not to be any exterior evidence of change to the building. Mr. Martin offered that the dormers are to be used as a safety issue.

Mr. Dalla Piazza offered that he is making a recommendation to the Supervisors that the application be denied as the use does not meet zoning requirements of Section 1601. Ms. Bahrenburg seconded the motion.

Secretary is to contact the Zoning Officer to confirm that the property should be in conditional use or zoning hearing and proceed from there.

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**Minutes** – The minutes of August 21, 2023, September 18, 2023, and October 16, 2023. Upon a Woodward/Cavanaugh motion, the August 21, 2023 minutes were approved with corrections. Upon a Woodward/Cavanaugh motion, the September 18, 2023 minutes were approved. Upon on Bahrenburg/Dalla Piazza motion, the October 16, 2023 minutes were approved.

**Correspondence** – Secretary presented the invitation to the Holiday Dinner.

**NEW BUSINESS**

**The Nature Conservancy** – Secretary informed the PTPC that the variances for steep slopes were granted.

**Appointment** – Secretary offered that Forrest Woodward is up for re-appointment. Upon a Dalla Piazza/Cavanaugh motion, to recommend the reappointment Forrest Woodward to the Planning Commission.

Mr. Dalla Piazza offered that he saw in the Municipal Planning Code that planning commission can have up to the three alternates.

**Amend the Agenda** – Upon on Woodward/Bahrenburg motion to amend the agenda to add Reappointment

**Adjournment** – Upon a Woodward/Harwood motion, the PTPC closed the meeting at 8:50 p.m.

Respectively Submitted;

Helen Klinepeter  
Recording Secretary