



Halfmoon Township

100 Municipal Lane
Port Matilda, PA 16870
Phone: (814) 692-9800
www.halfmoontwp.us

REGULAR MEETING PLANNING COMMISSION

JANUARY 17, 2023

PRESENT: (in person) Chairman Andrew Meehan, George Stine, Rick Bates and Mark Hartle. Other Staff in Attendance; Mark Boeckel, CRPA and Amy Smith, Halfmoon Twp Clerk, (by video conference) Nicole Harter

ABSENT: David Pick, Mr. Zack Rice, Solicitor

VISITORS: None

CALL TO ORDER

Chairman Meehan called the meeting to order at 6:02 pm.

PLEDGE OF ALLEGIANCE

All present recited the pledge of allegiance.

PLANNING COMMISSION REORGANIZATION

- A. Nominations and Appointment of Chair of the Planning Commission
Mr. Stine nominated Mr. Meehan, it was seconded by Mr. Hartle and passed unanimously.
- B. Nominations and Appointment of Vice-Chair of Planning Commission
Mr. Stine nominated Mr. Bates, it was seconded by Mr. Meehan and passed unanimously.
- C. Nominations and Appointment of Secretary of the Planning Commission
Mr. Meehan nominated Mr. Stine, it was seconded by Mr. Hartle and passed unanimously.
- D. Nominations and Appointment of representative to the Centre Region Planning Commission
Mr. Hartle nominated Mr. Meehan for representative, it was seconded by Mr. Bates and passed unanimously.
- E. Nominations and Appointment of representative to the Township Open Space Board
Mr. Stine nominated Mr. Hartle, it was seconded by Mr. Meehan and passed unanimously.

CHAIRMAN COMMENTS

None.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. December 20, 2022, Planning Commission Meeting Minutes

Mr. Bates motioned to approve the November 16, 2021, PC meeting minutes as presented. The motion was seconded by Mr. Hartle and passed unanimously.

BUSINESS

A. REVIEW OF SALDO AND ZONING ORDINANCES

Mr. Boeckel stated that Staff has been looking at the ordinances for several months and have started the review with Article II, Plan Review Procedures and has prepared a draft of the proposed

changes. There are many minor changes and several major changes proposed and suggested that he would proceed to summarize the major changes and have a discussion on the proposed changes. Mr. Boeckel stated that the first change was to add a section for the Submission of a Sketch Plan where an applicant could come forward with his project and request comments from the Staff before they submit a formal application. The Twp could provide input to the applicant, but no formal action would be taken.

Mr. Boeckel stated that the next change is under the Minor Subdivision section to create a procedure for the submission of a preliminary/final plan application for approval when meeting the definition of a minor subdivision.

Mr. Boeckel stated that the next change is under the Preliminary Plan section where Staff has clarified what is required for submission. Also, Staff has added wording that Staff has 10 business days to review the submission to deem it complete or incomplete. If the submission is deemed incomplete, it will be returned to the applicant to put together the missing items. The review process would not start until the submission is deemed complete.

Mr. Boeckel stated that the next change is if an applicant needs conditional use approval, the applicant would be required to submit the conditional use application and the application for land development at the same time.

Mr. Hartle questioned the changes that were made to the Development Notice Sign section.

Ms. Harter stated that the sign design paragraph was deleted to clarify that the applicant did not purchase and install the sign and then the sign specs that were in the sign design paragraph were moved to the intent paragraph.

Mr. Boeckel stated that the next change is under the Review by Twp Planning Commission and requires the applicant to submit applications or revisions to Staff 10 days prior to next scheduled PC meeting in order to get on the agenda.

Mr. Meehan questioned if that would provide the applicant with enough time to make the revisions requested by the PC and then resubmit it and make the next meeting agenda.

Mr. Boeckel stated that Staff is providing the review to the applicant so that the application and plans are complete prior to the PC meeting so that the PC can make a recommendation to the BOS. If the PC does not make a recommendation and requests the applicant to make a change and states that a recommendation will be made at the next meeting, the applicant should still have enough time to resubmit and return to the next meeting.

Mr. Boeckel stated that the ordinance does not currently have any procedures for conditional approval. The change would notify the applicant of approval and the applicant would have 45 days to accept this in writing or the approval would be rescinded.

Mr. Boeckel stated that the procedures for final plan review have been revised to list the documents needed to be submitted to the Twp for final plan approval. Also, the applicant would be notified if his submission was not complete.

Mr. Boeckel stated that the Corporate and Security Bond section has been revised to state specific dollar amounts that would be required to guarantee construction of the project. The bond would provide the Twp with the funds should the developer not complete the improvements.

Mr. Boeckel stated that a paragraph was added to address conditional final approval where an applicant shall meet the conditions of conditional final approval within 90 days or final approval would be rescinded.

Mr. Boeckel stated that this is a summary of the proposed revisions to the Plan Review section, to get feedback from the PC on the revisions and then forward them to the BOS.

PROFESSIONAL DEVELOPMENT

None

STAFF REPORTS

None

OPEN SPACE PRESERVATION BOARD LIAISON REPORT

None

CRPC BOARD LIAISON REPORT

None

BOARD OF SUPERVISORS LIAISON REPORT

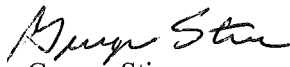
None

ADJOURNMENT

Mr. Stine made a motion to adjourn. The motion was seconded by Mr. Bates and passed unanimously. The meeting was adjourned at 6:49 pm.

The next meeting of the Halfmoon Township Planning Commission will be held on February 21, 2023. This meeting will be both virtual and in-person at the Community Center located at 100 Municipal Lane in Port Matilda, PA. For information on how to register, please visit www.halfmoontwp.us or contact the township office at 814-692-9800.

Respectfully submitted,



George Stine
Halfmoon Township Planning Commission Secy

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