

**PENN TOWNSHIP  
PLANNING COMMISSION MINUTES  
228 CLIFFORD ROAD, SELINGSGROVE  
January 9, 2023**

**Members present included:** Brian Wentzel, Marvin Weaver, Chris Fetter, Jon Payne, Dan Kuruna, Laura Fellencer and Ken Herman Jr.

**Members Excused:** Robert Grayston and Becky Herrold

**Also Present:** Chad Shaffer, Manager Julie Hartley and Solicitor Jim Bathgate

**The meeting was called to order by Chairman Brian Wentzel at 6:30 pm.**

**Nominations for Chair were requested by Temporary Chairman Brian Wentzel.**

**On motion by Jon Payne and seconded by Ken Herman Jr., and carried on a 6-0 vote, Brian Wentzel was appointed Chairman.**

**On motion by Brian Wentzel and seconded by Marvin Weaver, and carried on a 6-0 vote, Dan Kuruan was appointed Vice-Chairman.**

**On motion by Brian Wentzel and seconded by Ken Herman Jr, and carried on a 6-0 vote, Julie Hartley was appointed Secretary.**

**On motion by Marvin Weaver and seconded by Jon Payne, and carried on a 6-0 vote, the minutes of the December 12, 2022 Planning Commission meeting were approved as presented.**

**Persons to be Heard:**

Chad Shaffer – Chad discussed different sections of the Subdivision and Land Development Ordinance.

Following are the sections that he suggested to improve:

Section 203 – Update of the preliminary and final plan procedures. Suggested plan submission includes a procedure to have plans submitted to Engineer upon submittal and that an escrow be set up upon submittal to cover the Engineering review fees.

Section 302 – Preliminary Plan Requirements

Slopes – suggested to only show slopes exceeding 15% be shown on plans.

Trees to be shown – suggested that woodlots be identified but individual trees to not require mapping.

Section 401 – Procedure for Waivers or Modifications (Section 802) – suggested that waivers and modifications be approved at public Supervisor's meetings without formal hearings. Requirements could be put in place that the Developer notify all adjoining land owners when a waiver or modification request will affect the landowner.

Section 402 – Roads – suggested that updates be made to thirty-foot cartway, residences could be narrower; suggested to have standards when curbs are required; suggested documenting side slopes on roads; suggested to update road standards; suggested that cul-de-sacs be changed to the two 250 ft. standard.

Section 403 – Driveways – suggested that a waiver should be required instead of a variance for B1.

Section 407 – Sewage – suggested to revise feasibility study requirement to 10 lots which would match DEP regulations; suggested to revise 407.E.3 to say application number and not permit number; and suggested to revise 407.H.2 to say DEP non-building waiver is required.

Section 408 – Water – suggested to revise 408.G to 10 lots to match sewer requirements.

Section 411 – Stream Corridors – suggested to revise the buffers between streams which is measured from the top of the bank to 50 feet which is state standards; slopes between 8 and 15% is 50 feet; slopes above 15% are 75 feet.

Section 412 – Steep Slopes – suggested that if no development or earth disturbance is required for construction and no grading is proposed should a slopes report be required.

Section 413 – Landscape Requirements – suggested that whole section should be rewritten as it is currently very restrictive.

Section 505 – Required Improvements – suggested that street signs be installed by the Developer and Engineer's final inspection should include checking that signs have been installed.

Section 506 – As-Built Drawings – suggested that as-built drawing requirements be included as part of the securities.

Section 802 & 803 – Waivers – suggested that waivers be given at public meetings by Supervisors instead of having hearings. Developers should be required to inform adjoining landowners of times and dates that waivers are scheduled to be heard by the Board of Supervisors.

**Chad Shaffer will forward a red-lined copy of the Subdivision and Land Development Ordinance for use by the Planning Commission for review and revisions. Chad will also send recommended language changes.**

**On motion by Dan Kuruna and seconded by Jon Payne, and carried by a 6-0 vote, Chad Shaffer is to move forward with the suggested changes to the Subdivision and Land Development Ordinance and suggested specific language for some items.**

**New Business:**

Ethics Forms – Members are to fill them out and return them by April.

Welcome New Members – Chairman Brian Wentzel welcomed Laura Fellencer.

**Old Business:**

Medical Marijuana – Tabled

Home Burial – Changes to the current Home Burial Ordinance were discussed which includes the following additions and revisions:

- 1) The area of excavation shall have a minimum setback requirement of 100 feet from any private or public water wells, wetlands or other water courses.
- 2) No burials are permitted within the one-hundred-year floodplain.
- 3) All burial sites must be marked with a permanent marker made of stone, metal or other durable material so that the area is not disturbed. A map or survey showing the burial site location, or geographic coordinates of the burial site location, must be provided with the permit application.
- 4) Any deed conveying a property containing a family burial cemetery shall reflect the restriction and/or reservation for the family burial cemetery and should identify what party(s) shall be responsible for its maintenance. The deed shall include, or be accompanied by, a reasonable access easement to provide perpetual access for family members of the deceased.
- 5) Permits for burial are required prior to any interment and will be issued by the Penn Township Zoning Officer.

Subdivision and Land Development Ordinance – Tabled

**Public Comment:** None

**FYI:**

- Bright Farms – Final LD, filed 6.17.20, due 4.14.23

**Adjournment – On motion by Jon Payne, and seconded by Ken Herman Jr., and carried on a 6-0 vote, the Planning Commission meeting was adjourned at 7:56 p.m.**

Respectfully submitted,  
Julie Hartley, Township Manager