

## MINUTES

### SUSQUEHANNA TOWNSHIP PLANNING COMMISSION

JUNE 26, 2023  
TIME: 6:00 P.M.

Frank Chlebnikow, Chair called to order the Meeting of the Susquehanna Township Planning Commission on Monday, June 26, 2023, at approximately 6:00 P.M.

#### ROLL CALL:

#### COMMISSION MEMBERS:

Frank Chlebnikow, Chair – Present  
Kerry Wilson, Vice Chair – Present  
Mitchell Kemp – Present  
Brian Moore – Excused  
William Thomas – Excused  
Jonathan Bowser - Excused  
Delonne Wilbourne - Present

#### TOWNSHIP PERSONNEL:

Betsy Logan, Assistant Township  
Manager  
Mack Breech, Community Planner/  
Zoning Administrator  
Morgan Madden, Solicitor  
Gary Rothrock, Commissioner  
Alex Greenly, P.E.

#### OTHERS IN ATTENDANCE:

Ben Kirk, Herb Moore, Joe Gurney, Carl Kanaskie, Austin Kieffer, Ben Warner, and Diane Kripas

PUBLIC COMMENT: No public comment was received at this meeting.

#### APPROVAL OF MINUTES:

Planning Commissioner Kemp moved that the Planning Commissioners approve the June 5, 2023, meeting minutes. The motion was seconded by Vice Chair Wilson, and then unanimously approved.

#### SUBDIVISION AND LAND DEVELOPMENT PLANS:

Chair Chlebnikow announced that items three through 7 on the agenda for tonight's meeting have been tabled.

**1. 399 NORTH 39<sup>th</sup> STREET** – A Preliminary/Final Minor Subdivision Plan for the purpose of creating two new residential building lots from existing lot 2. Proposed lot 2 would be .33 acres in size and have frontage along Elmerton Avenue. Proposed lot 3 and 4 both would be over an acre in size and front along North 39<sup>th</sup> Street. This project is located in the R-2, Medium Density Residential Zoning District. (Ward 4) Current Deadline 9/24/2023

Ben Kirk and Herb Moore were in attendance to give a review of this proposed plan . Mr. Kirk stated that the total size of the lots is 3.145 acres.

Mack Breech, Planner informed the Planning Commissioners that he had received an updated copy of this plan submission but had not have ample time to perform a review. He noted that his Zoning comments were mainly administrative, and his subdivision and land development comments were regarding sidewalks and street trees.

Alex Greenly, Engineer stated that his concerns were mentioned in his staff comments.

Herb Moore, property owner, respectfully asked that sidewalk installation and tree placement be deferred until properties are sold, but before occupancy occurs. He noted that he is prepared to provide an irrevocable letter of credit to guarantee the installation of the sidewalks and street trees.

Chair Chlebnikow expressed his concerns with the two larger lots being subdivided again in the future. He suggested that a deed restriction be placed on the plan to prevent this from happening.

Planning Commissioner Kemp moved that the Planning Commission recommend approval of the waivers by the Board of Commissioners for §22-404, Preliminary Plan Procedure, §22-403, Drawing Scale, and §22-1102, Monuments. The motion was seconded by Vice Chair Wilson and then unanimously approved.

The Conditions of Approval as recommended by Township Staff are as follows:

1. The applicant shall provide all signatures and seals.
2. Proposed property markers and/or monuments shall be installed and inspected by the Township Engineer prior to recording of the plan.
3. Provide financial security for the timely, proper, and complete construction of all applicable improvements.
4. The applicant shall pay all required fees.
5. The applicant shall provide the date of approval for all waiver requests on the coversheet of the plans.

Vice Chair Wilson moved that the Planning Commission recommend the conditional approval of this plan to the Board of Commissioners. The motion was seconded by Planning Commissioner Kemp and then unanimously approved.

**2. PENNSYLVANIA GAME COMMISSION** – a Preliminary/Final Minor Subdivision Plan for the purpose of expanding the Game Commissions current facility, located at 2001 Elmerton Avenue. This plan also calls for the expansion of the on-site parking facilities, a walking path and stormwater management improvements. This project is located in the C-Conservation Zoning District. (Ward 7) Current Deadline 9/24/23



Joe Gurney, Engineer introduced and gave an overview of this office, parking, and stormwater expansion plan. The building expansion proposes an additional 14,000 square feet of space. They are also proposing to add 27 parking spaces to accommodate the additional employees that will be hired.

Mack Breech, Planner, provided the Planning Commissioners with the Zoning comments. These comments included that with the passing of Ordinance 22-05, all governmental buildings will no longer be permitted by right in the Conservation District. The use of this building and the proposed additions will require a special exception from the Zoning Hearing Board due to this being a non-conforming use.

Mr. Breech also noted that variances will need to be requested from the Zoning Hearing Board due to the addition exceeding the 30 feet height requirements, the maximum impervious coverage for stormwater being exceeded, and the ratio of parking spaces to planting islands is not adequate.

He then addressed the Subdivision and Land Development concerns. These concerns included the square footage of the addition not being provided on the plan, the lack of a lighting plan and lack of street trees.

Alex Greenly, Township Engineer stated that his comments concern Stormwater Management, Erosion and Sedimentation Controls, the lack of lighting plan, and sidewalks.

Ben Warner, TCRPC, asked that a signature block for the Dauphin County Planning Commission be added to the plan. He also requested a confirmation on the owner/owners of the property located to the south of this property.

The parking lot addition, use of public transportation, and concerns with the number of vehicles using the parking facilities for meetings and special events were also discussed.

Planning Commissioner Kemp moved that the Planning Commission table the Pennsylvania Game Commission Plan. The motion was seconded by Vice Chair Wilson and then unanimously approved.

### **COMMUNICATIONS:**

**1. Tri-County Regional Planning Commission:** Ben Warner stated that the Transportation Plan is moving forward, and cameras have been set up along the priority routes.

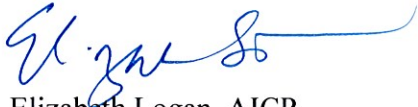
**2. Planning Commission Member's Comments:** No additional comments were received from the Planning Commission Members.

**3. Staff Updates:** Betsy Logan, Assistant Township Manager noted that the updated Zoning Ordinance is still under review, and she is expecting comments from the Solicitor by week's end.

**ADJOURNMENT:**

Planning Commissioner Kemp moved that the Planning Commission meeting be adjourned at 6:55 P.M. The motion was seconded by Vice Chairman Wilson and unanimously approved.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Elizabeth Logan', with a long horizontal flourish extending to the right.

Elizabeth Logan, AICP

Assistant Township Manager & Director of Community and Economic Development