

## **MINUTES**

### **SUSQUEHANNA TOWNSHIP** **PLANNING COMMISSION** **SPECIAL MEETING**

**JUNE 5, 2023**  
**TIME: 6:00 P.M.**

Frank Chlebnikow, Chair called to order the Special Meeting of the Susquehanna Township Planning Commission on Monday, June 5, 2023, at 6:00 P.M.

#### **ROLL CALL:**

#### **COMMISSION MEMBERS:**

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

#### **TOWNSHIP PERSONNEL:**

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

#### **OTHERS IN ATTENDANCE:**

Oz Anderson, Barry Seilhamer, Liam O'Brien, and Dick Norford

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

#### **APPROVAL OF MINUTES:**

Planning Commissioner Bowser moved that the Planning Commissioners approve the April 24, 2023, meeting minutes. The motion was seconded by Planning Commissioner Kemp and then unanimously approved.

#### **SUBDIVISION AND LAND DEVELOPMENT PLANS:**

**1. THOMAS HOLTZMAN ELEMENTARY SCHOOL** – A Waiver Request from §22-301.C.4 of the Susquehanna Township Subdivision and Land Development Ordinance, to waive the Land Development process for the installation of two modular classroom facilities. This project is located in the Business-Office-Residential Zoning District. (Ward 2)

Assistant Manager Logan reported that the Susquehanna School District is requesting to add two modular units. A land development plan is normally required when adding anything over 2,000 square feet.

Zoning Administrator Breech noted that the modular units will be 3,250 and 1,750 square feet each and there will be no new connections to utilities and stormwater is not affected.

Oz Anderson, the Business Manager of the Susquehanna Township School District, thanked all involved for their patience and guidance through this process. He noted that there is a dire need for these modular classrooms due to the growing enrollment of the school district over the last seven years. He stated that he is unsure as to how long the modular units will be used, but the long-term goal is to build another elementary school.

Assistant Manager Logan noted that the increase in enrollment is occurring due to the number of people moving into single family units. Many extended family members are living in one home, which is driving up enrollment.

Mr. Anderson noted that the Susquehanna Township School District is the most diverse school district in the state.

Solicitor Morgan voiced her concerns regarding not setting a precedent in the waiving of Subdivision and Land Development Plan requirements.

Assistant Manager Logan noted that GHD has recommended approval of the waiver of sewage facilities planning by the Susquehanna Township Authority.

Chairman Chlebnikow read into the record the conditions that would need to be met if this waiver request is recommended to the Board of Commissioners for approval:

1. Sidewalks are provided in accordance with the Susquehanna Township Subdivision and Land Development Ordinance within 12 months of the issuance of a certificate of occupancy.
2. Street trees are provided in accordance with the approved agreement and planting exhibit within 12 months of the issuance of a certificate of occupancy.
3. Financial Security is provided to ensure the timely and proper installation of on-site improvements.
4. The applicant meets with and addresses the Fire Marshal's concerns regarding fire safety and fire truck movement on site.

Vice Chairman Wilson moved that the Planning Commission recommend to the Board of Commissioners the approval of the waiver request for §22-301.C.4, Subdivision and Land Development Ordinance, to waive the Land Development process for the installation of two modular classroom facilities. This waiver is for emergency public use for the Susquehanna Township School District and is not a standard process of the Planning Commission to recommend a waiver of the land development process. The motion was seconded by Planning Commissioner Kemp and then unanimously approved.

## **COMMUNICATIONS:**

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

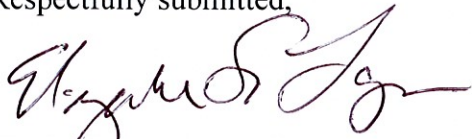
**2. Staff Updates:** Zoning Administrator Breech reported that the Draft Zoning Ordinance is almost complete, and they hope to bring it before the Planning Commission by month's end.

Dick Norford, Bicycle and Pedestrian Plan Coordinator was in attendance to ask the Planning Commissioners to consider taking the survey regarding the development of a Township-wide bicycle, pedestrian, and Greenway Plan.

## **ADJOURNMENT:**

Planning Commissioner Bowser moved that the Planning Commission meeting be adjourned at 6:24 P.M. The motion was seconded by Vice Chairman Wilson and unanimously approved.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Elizabeth Logan', with a stylized flourish at the end.

Elizabeth Logan, AICP

Assistant Township Manager & Director of Community and Economic Development