General Meeting Information

College Township offers both in-person and virtual meeting attendance for all public meetings. To attend in-person, meetings will be held at 1481 E. College Avenue, State College PA, 16801, 2nd floor meeting room. To attend virtually, please see the information below.

To Attend the LIVE Meeting Via Zoom on Computer or Smart Phone:
- Click here to REGISTER for the meeting via Zoom. Once registered, you will receive a confirmation email containing information about joining the meeting.

To Attend the LIVE Meeting Via Phone:
- Dial: 1 (646) 558-8656  ● Meeting ID: 869 0772 1878  ● Passcode: 970948

*Click Here for detailed instructions on how to participate via zoom.

VIRTUAL PUBLIC COMMENTS: Please use the raised hand feature to participate. The moderator will recognize those with their hands raised (either by name or phone number).

WRITTEN PUBLIC COMMENTS: For specific Planning Commission agenda items and for items not on the agenda, written public comments may be submitted in advance by emailing smeyers@collegetownship.org by noon the day of the meeting.

CALL TO ORDER:

ZOOM MEETING PROTOCOL:

OPEN DISCUSSION (items NOT on the agenda):

CONSENT AGENDA:  CA-1 January 2, 2024 Meeting Minutes (Approval)

PLANS:  P-1 320 Struble Road Building Addition Land Development Plan (Discuss/Recommend)

OLD BUSINESS:  OB-1 Workforce Housing (Discussion Continued)
- OB-2 2023 Annual Report (Approval)

NEW BUSINESS: None

REPORTS:  R-1 DPZ CoDesign Update

STAFF INFORMATIVES:  SI-1 Planning Commission Reappointments
- SI-2 EZP Update

OTHER MATTERS:

ANNOUNCEMENTS: Next regular meeting will be Tuesday, February 6, 2024 at 7:00pm

ADJOURNMENT:
COLLEGE TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING MINUTES
In Person and Via Zoom

January 2, 2024 7:00 p.m.
1481 East College Avenue, State College, PA 16801
www.collegetownship.org

PRESENT:
Matt Fenton, Vice Chair
Peggy Ekdahl, Secretary
Ed Darrah
Robert Hoffman
Noreen Khoury
Ash Toumayants

EXCUSED:
Ray Forziat, Chair

STAFF PRESENT:
Adam Brumbaugh, Township Manager
Don Franson, P.E., P.L.S., Township Engineer
Lindsay Schoch, AICP, Principal Planner
Mark Gabrovsek, Zoning Officer
Sharon Meyers, Senior Support Specialist – Engineering/Planning

GUESTS:
Missy Schoonover, Executive Director – Centre County Housing and Land Trust
Stephanie Fost, Executive Director – Habitat for Humanity of Greater Centre County
Robin Homan, Realtor and Property Management Supervisor – Heritage Realty Group, Inc.

CALL TO ORDER: Mr. Franson, Township Engineer, served as Temporary Chair and called the meeting to order at 7:00 p.m.

ZOOM MEETING PROTOCOL: Mr. Franson verified there were no participants present via Zoom.

REORGANIZATION:

Mr. Franson called for nominations for the position of Planning Commission Chair for 2024.

Mr. Fenton moved to nominate Mr. Forziat as Planning Commission Chair for the year 2024.
Mr. Darrah seconded.

Mr. Franson moved to close nominations and elect Mr. Ray Forziat as Planning Commission Chair for the year 2024.
Motion carried unanimously.
Mr. Franson called for nominations for the position of Planning Commission Vice Chair for 2024.

Mr. Hoffman moved to nominate Mr. Fenton as Planning Commission Vice Chair for the year 2024.
Ms. Khoury seconded.
Mr. Franson moved to close nominations and elect Mr. Matt Fenton as Planning Commission Vice Chair for the year 2024.
Motion carried unanimously.

The gavel was turned over to Mr. Fenton for the remainder of the meeting.

Mr. Fenton called for nominations for the position of Planning Commission Secretary for 2024.

Mr. Darrah moved to nominate Ms. Ekdahl as Planning Commission Secretary for the year 2024.
Ms. Khoury seconded.
Mr. Fenton moved to close the nominations and elect Ms. Peggy Ekdahl as Planning Commission Secretary for the year 2024.
Motion carried unanimously.

Mr. Fenton called for nominations for the position of College Township Planning Commission Representative to Centre Region Planning Commission (CRPC) for 2024.

Ms. Khoury moved to nominate Mr. Forziat as College Township Planning Commission Representative to CRPC for the year 2024.
Mr. Hoffman seconded.
Mr. Fenton moved to close the nominations and elect Mr. Ray Forziat as College Township Planning Commission Representative to CRPC for the year 2024.
Motion carried unanimously.

Mr. Fenton called for nominations for the position of College Township Planning Commission Alternate Representative to Centre Region Planning Commission (CRPC) for 2024.

Ms. Khoury moved to nominate Mr. Toumayants as College Township Planning Commission Alternate Representative to CRPC for the year 2024.
Mr. Darrah seconded.
Mr. Fenton moved to close the nominations and elect Mr. Ash Toumayants as College Township Planning Commission Alternate Representative to CRPC for the year 2024.
Motion carried unanimously.

Mr. Fenton called for nominations for the position of Planning Commission Liaison to Council for 2024.

Mr. Fenton moved to nominate himself as Planning Commission Liaison to Council for the year 2024.
Mr. Darrah seconded.
Mr. Fenton moved to close the nominations and elect Mr. Matt Fenton as Planning Commission Liaison to Council for the year 2024.
Motion carried unanimously.

Mr. Fenton called for nominations for the position of Planning Commission Alternate Liaison to Council for 2024.

Mr. Toumayants moved to nominate Mr. Darrah as Planning Commission Alternate Liaison to Council for the year 2024.
Mr. Darrah seconded.
Mr. Fenton moved to close the nominations and elect Mr. Ed Darrah as Planning Commission Alternate Liaison to Council for the year 2024.
Motion carried unanimously.
ROLL CALL: Mr. Fenton verified that Mr. Forziat was excused.

OPEN DISCUSSION: None presented.

CONSENT AGENDA:
CA-1 December 19, 2023 PC Meeting Minutes
Mr. Darrah moved to approve the December 19, 2023 meeting minutes as written.
Ms. Koury seconded. Motion carried unanimously.

PLANS: None presented.

OLD BUSINESS:
OB-1 Chalk Talk – Workforce Housing – A. Brumbaugh
Mr. Brumbaugh started the chalk talk with explaining to the Planning Commission how this topic came to be and that after a discussion with Chair Forziat it was determined the Planning Commission could benefit from Mr. Brumbaugh presenting to and having a conversation with the Planning Commission about Workforce Housing. Mr. Brumbaugh began by introducing the subject matter experts in the room, Lindsay Schoch the Principal Planner of College Township, Missy Schoonover the Executive Director of Centre County Housing and Land Trust, Stephanie Fost the Executive Director of Habitat for Humanity of Greater Centre County, and Robin Homan the Property Management Supervisor and Realtor for Heritage Realty Group Inc. He continued that a good working relationship between the Township and all of these experts is important in helping understand and develop affordable and workforce housing.

Mr. Brumbaugh stated the Workforce Housing Ordinance of College Township is inclusionary, which was a policy decision determined by Council in 2013. This means that once the ordinance is triggered, Workforce Housing is required to be built. Mr. Brumbaugh continued with a brief history of how the Workforce Housing Ordinance came to be in College Township, and added that the incentives found within the ordinance have not been changed since first ordinance adopted in 2009. He also noted the ordinance is triggered by density.

Mr. Brumbaugh continued by defining “Affordable Housing” and “Workforce Housing”, which are universally applied at the federal, state, and county levels. He continued to explain the housing continuum and how College Township’s Workforce Housing Ordinance intends to serve the “missing middle” populations. The reason the township is targeting to serve the people in the range of 60% to 120% AMI is because there are very few assistance programs available to this range of individuals.

Mr. Brumbaugh asked for questions. Mr. Darrah asked for clarification of the requirements of the first time home buyers program. Ms. Schoonover explained with some data added by Ms. Fost. Mr. Toumayants appreciated the explanation of inclusionary and asked for an explanation of “equitable” within the ordinance. Mr. Brumbaugh used the incentive of sidewalks within the current workforce housing ordinance. Street and sidewalk regulations should be consistent throughout the Township and by allowing neighborhoods and developments which include workforce housing units to stray from township standards would not be equitable.

The Planning Commission discussed Area Median Income (AMI) with Mr. Brumbaugh and the experts present. They also discussed that there is no age requirement to be eligible to receive workforce housing services. Mr. Brumbaugh added that it is important to remember that the Township does not dictate the development. The developer is responsible to determine the design and bedroom count for the workforce housing units, the Township simply requires the building of said units when triggered. After some discussion it was decided that the market will determine the type of unit to be developed.

Also discussed, what happens if a person were to exceed the maximum AMI allowed?

College Township has a three-legged program, workforce housing units will be built, they will be affordable for thirty years, and income will be verified, which is simple and beneficial compared to neighboring communities with similar ordinances. The program is administered through agreements
between the developer, Township, and Land Trust. There is a developer agreement between the developer and Township which is executed and recorded with and Recorder of Deeds and also reflected with notes on the plan. This agreement would stipulate the number of units to be provided, the period of affordability, and any other conditions associated. There is also an agreement between the Township and Land Trust where the Centre County Land Trust is contracted to provide services to College Township, like income verification. In the case of Aspen Heights, for example, the land trust acts as the administrator between the Township and the management company. In this case, the Township and the management company share the Land Trust fees 50/50.

  Mr. Brumbaugh suggested the Planning Commission focus on the following moving forward:
  · Create a dual track – owner occupied and rentals; incentives for each could be the same but may need to be different
  · Incentive modification – many current incentives are not equitable
  · Area Median Income (AMI) range – currently the township’s ordinance covers 65% to 100%, staff and subject matter experts suggest expanding this range to 120% AMI

**NEW BUSINESS:** None presented.

**OTHER MATTERS:** None presented.

**ANNOUNCEMENTS:**
  Mr. Fenton announced the next meeting will be held on Tuesday, January 16, 2024 at 7:00 p.m.

**ADJOURNMENT:** Ms. Khoury moved to adjourn. Mr. Darrah seconded. Motion carried.

Meeting adjourned at 9:02 p.m.

**Draft**

Sharon E. Meyers
Senior Support Specialist – Engineering/Planning
LAND DEVELOPMENT PLAN NARRATIVE

320 Struble Road
Land Development Plan

December 18, 2023
Revised January 8, 2024

C. Wayne Company LP is proposing a building addition to their existing property located at 320 Struble Road, which was originally Lot 2A of the Rutgers Organics Subdivision. The property is of Tax Parcel 19-04-24E and is currently zoned, I-1, General Industrial. The site, which contains an existing 8,114 square foot warehouse building utilized by Peirce-Phelps, Inc. for storage and distribution of HVAC equipment.

A 7,064 S.F. addition is proposed at the existing building for additional storage space. The addition will extend from eastern face of the existing building towards Struble Road. All utility service connections will be made internally in the building. The additional building area will be used fully for storage. There will be no increase in the number of employees.

The existing 1.731-acre site has 58 parking spaces including two ADA spaces. With the building addition and area for large semi-truck trailer, to access and unload, 23 spaces were eliminated and 35 parking spaces are now proposed. With the proposed addition, a total of 12 parking spaces are required.

A new loading dock and building entrance will be located at the side of the building facing Struble Road. The other existing remaining entrances are at the rear and north side of the building where on-grade access currently exists.

For the proposed development, adjustments to the front parking area will be made to accommodate the new truck movements. Existing pavement will be removed in the front and rear parking areas thus eliminating an increase in the impervious coverage for the development. New curbing and parking islands are proposed.

As part of the previous subdivision and land development plans, a sidewalk has been installed along the front of the property at Struble Road and an existing pedestrian connection from the existing building to that sidewalk. A new striped crosswalk will be proposed across the driveway to connect the new addition to the existing sidewalk along the driveway.

Overall, there is a net decrease of impervious coverage for the proposed project. The existing stormwater management conveyance systems will remain in place and no new stormwater management measures are proposed.

New canopy trees are proposed for the proposed parking island in the front and rear parking areas and shrubs in the new loading dock island. All other existing will remain.

The lighting at the existing loading dock facing Struble Road will be removed with the building addition and new LED lighting proposed at the new loading dock area.
January 8, 2024

Lindsay Schoch, AICP, Principal Planner
College Township
1481 East College Avenue
State College, PA 16801

RE: 320 Struble Road – Building Addition Final Land Development Plan

Dear Lindsay-

In regards to comments received on the above reference project, we offer the following responses:

TOWNSHIP STAFF COMMENTS:

1. The parking areas are shown to be within the 50' front yard setback and in the 50' rear setback, please show parking setback line and ensure parking is adequately placed.
   *The parking setback line has been added to the record plan.*

2. Narrative indicates 36 parking spaces will remain. Please ensure an accurate parking count.
   *The narrative has been revised to say 35 spaces to match the plan.*

3. Will the fence remain around the property?
   Yes.

4. A key map showing the location of the proposed development, driveways, roads and all major developments within 2,500 feet therefrom at a scale of one-inch equals 400 feet.
   *Key map has been updated.*

5. Sheet 7 — Consider adding to planting details, "no mulch within 3" from trunk flare"
   *Planting details have been updated.*

   *Lighting notes have been revised.*

7. See College Township Guidelines for Exterior Lighting and the Exterior Lighting Compliance Checklist, complete and submit. (Please see attached)
   *Exterior Lighting compliance checklist is attached.*
8. Luminaire Schedule: Shows a "removed" lamp. Please update table and remove the reference if lamp is not being included on the Plan.
  Noted.

9. Is it necessary to include PSU and Bellefonte Borough in the Act 287 information?
   Yes. If the agency shows up on the one-call results that agency must be listed.

10. Consider the addition of a Note 15 to the plan set: Resurfacing of parking lots is exempt from NPDES earthmoving calculations. The balance of the site disturbance is less than 1 acre and therefore an NPDES permit is not required for this project.
    Note added.

11. Consider the addition of a Note 16 to the plan set: Traditional MS4 requirements for DSAMEs and PCSMs are exempt from this project where the Reutgers — Nease Record of Decision dictates stormwater management from contributing parcels of the original site.
    Note added.

12. Consider the addition of a Note 17 to the plan set: Any fill excavated from this site shall be handled in a manner consistent with the Reutgers — Nease Record of Decision including, but not limited to, landfill disposal. No fill shall be exported from this site and characterized as Clean Fill without written authorization from PA DEP.
    Note added.

13. Consider the addition of a Note 18 to the plan set: This plan proposes expansion of the current use (warehousing) and this use is consistent with Deed Restrictions imposed on the property by the Reutgers — Nease Record of Decision.
    Note added.

14. Consider the addition of a Note 19 to the plan set (*Per Jere Northridge 1.4.2023 Email): Stormwater discharge from this site is managed through the property by the Reutgers — Nease and does not ultimately enter an MS4 System.
    Note added.

15. Consider the addition of a Note 20 to the plan set: Detailed Calculations for Water Quality and Rate of Discharge and any related requirements are waived pursuant to 175-11.A(4) where the site demonstrates a decrease in impervious surfaces with no significant alteration to existing grade or surface cover.
    Note added.

REFUSE & RECYCLING ADMIN COMMENTS:

1. I have reviewed the above referenced land development plan and note that this plan does not designate an area for refuse or recycling storage or collection.
   College Township's Solid Waste Management ordinance requires the following:
   172-6 Storage on commercial, industrial and institutional properties.
   A. Containers. Storage of municipal solid waste on commercial, industrial and institutional properties shall be done in a dumpster for collection by a hauler. If the amount of waste
generated per week is less than a two-yard dumpster, the same type of containers as required for residential properties as defined in section 172-5 shall be allowed if agreed upon by both the customer and the hauler.

B. Location of containers. Dumpsters for the storage and collection of municipal solid waste at commercial, industrial or institutional properties shall be placed, whenever possible, at ground level and at a point on the property being serviced by the hauler which will enable clear and easy access to the dumpster by the hauler's vehicle.

172-26 Recycling program established.
The municipality hereby establishes a program for the mandatory separation of recyclables from municipal solid waste by residential dwellings and commercial, industrial and institutional establishments.

*There is an existing dumpster enclosure, located at the rear of the existing building, serving the site and that information has been added to the plan.*

Enclosed please find the following:
Six Full-size Plan Sets
Nine Half-size Plan Sets
One Revised Narrative
One Exterior Lighting Checklist

If you need anything further, please contact me at 814-231-8285.

Sincerely,

Mark Torretti
Project Manager

Enclosures
Cc: 11082.10
MEMORANDUM

To: College Township Planning Commission

From: Lindsay K. Schoch, AICP | Principal Planner

Re: Workforce Housing – Continued Discussion

Date: January 12, 2024

In November of 2023, the Planning Commission prepared a list of questions for Council regarding the Workforce Housing Ordinance Remand. These questions, answered by Council and placed into a document for the Planning Commission's review will be discussed in detail at the January 16, 2024 Planning Commission Meeting.

Along with the Questions and Answers from Council, the Planning Commission is receiving a list of Terms specific to the Workforce Housing Ordinance. In early February, subject matter experts will be attending the meeting to discuss these terms in detail. Please review the list of Terms in preparation for the February 6 Planning Commission meeting. If you have specific questions regarding the terms, staff will be happy to note those questions at the January 16 meeting and prepare to discuss the answers in February.

In order to keep the Workforce Housing Ordinance discussion on track, the Council questions and answers, along with the original Remand, Ordinance, and Terms attached with this memo act as reminders of where the Planning Commission is in the process, and aims to ensure we move forward in an organized and logical manner.

End of Memo.
MEMORANDUM

To: College Township Planning Commission
From: College Township Council
Re: Response to questions on Workforce Housing Ordinance Remand Letter
Date: December 28, 2023

At our meeting on December 21st, Council took time to review and craft the following responses to Planning Commission’s questions on the attached Workforce Housing Ordinance Remand Letter.

Planning Commission should consider these responses as an addendum to the Remand Letter and utilize them during the development of your recommendations on the Workforce Housing Ordinance during the first quarter of 2024.

For additional context on the responses below, it is also advised that Planning Commission watch the CNET recording of Council’s meeting. Council’s discussion on this topic begins at 1:04.38 mark of the video.

1. How does the Township plan to offer realistic incentives to developers and bankers to construct single-family workforce housing?

As stated in the remand letter, ensuring that our workforce has access to affordable housing is a key policy of this Council and it will be implemented through the Workforce Housing Ordinance. While Council understands the economic realities associated with development, crafting an ordinance and its incentives to accommodate the needs of developers or bankers would be somewhat inappropriate. Instead, the first focus during ordinance development should always be on how these regulations aid in meeting the needs of the community.

As such, Council had previously decided to make this an inclusionary ordinance. This means that any development proposals meeting the density thresholds identified within the ordinance are required to provide a certain percentage of workforce housing units or, if authorized by Council, provide a fee-in-lieu, land donation or build affordable units at an offsite location.

In this case, two more appropriate question that will need answered during PC review of the ordinance are:

1) What are appropriate incentives that the Township could offer within the ordinance to ensure the development of more workforce housing units?

2) What revisions are needed within the ordinance to ensure that provision of workforce housing can take the form of either owner occupied units or rental units?
In terms of incentives, the first incentive offered in the current ordinance (§ 200-38.4.B) is that of increased development density. This incentive, which should remain in place, comes with the requirements (and cost) for provision of workforce housing units.

Beyond the density incentive, the ordinance currently provides a number of incentives that reduce site design and infrastructure requirements. These incentives pre-date the conversion of the ordinance to inclusionary in nature and were initially offered to encourage development of workforce units. Council believes these to be outdated incentives that, if utilized, result in development of properties with inequitable basic amenities.

Council is interested in any recommendations that Planning Commission may have related to potential incentives that support development of additional workforce housing units without sacrificing basic infrastructure amenities, such as sidewalks or parkland.

The second question dealing with the option of owner-occupied or rental units, is quite possibility more important than incentives. During its initial development, the workforce housing ordinance only briefly touched on rental unit development, because at the time, affordable rental units were not considered a primary need area. However, in today’s market, affordable rental units may be equally, or even more, important and successful than owner-occupied units. Proof of this concept are the 28 rental units within the Aspen Heights complex. At the time of writing, 24 of those units have already been occupied by renters meeting the workforce definition.

2. Regarding Owner-Occupied Units, how do we maintain the 60-120% Area Median Income (AMI) in resale?

Affordability is safeguarded for a 30-year period of affordability though deed restrictions on owner-occupied properties, and through developer agreements for rental properties.

College Township ensures that land development plans include a note addressing any required workforce housing units or other provisions for workforce housing.

The Township also maintains a Memorandum of Understanding with the Centre County Housing and Land Trust (CCHLT) for the management of all required workforce housing units. On behalf of the Township, the CCHLT conducts income verification on units and monitors the period of affordability.

3. Clarify Bullet #1 to recognize social-economic diversity of neighborhoods. What does this mean in more detail?

To clarify Bullet #1 under the Intent Statement, Council is seeking development of communities that are comprised of individuals with varying socioeconomic statuses. Some factors contributing to socioeconomic status include income and education levels and occupation. The goal is to ensure that new development in College Township is not narrowly focusing on any one socioeconomic class, but is instead fostering inclusive neighborhoods. Inclusive neighborhoods provide equitable opportunities for individuals to have affordable housing that is proximate to their respective places of work.

For Planning Commission’s purposes, it is important to note that this Intent Statement is the reflection of a policy ideal that Council would like to see the ordinance achieve. There is no need to attempt to craft regulations specific to elements of socioeconomic status. Instead, Planning Commission should try to ensure that the ordinance allows for the provision of diverse housing types that have a variety of price points.
4. How do we prepare for changes in the AMI?

Area Median Income is a statistical measure used to assess the relative income levels and economic conditions within a specific geographic area. The Department of Housing and Urban Development (HUD) establishes AMI on an annual basis and uses it as a benchmark to determine income limits for various housing assistance programs.

AMI has not historically been a dynamic, rapidly changing measure. Nevertheless, College Township, through its relationship with CCHLT, will need to continuously monitor for any changes to the AMI by HUD and adjust the AMI thresholds within the ordinance, as needed, to accommodate any relevant annual increases or decreases.

5. Does College Township have any percentage in mind for amount of workforce housing in the Township? What is your goal in the next few years?

While the intent of the ordinance is to facilitate the provision of affordable and attainable rental and owner-occupied workforce housing options within College Township, Council does not have any preconceived percentages or a specific target for number of workforce housing units to be developed over time.

However, Council has stated its intention to conduct periodic “after action” reviews of the effectiveness of the ordinance in aiding the creation of new affordable housing units. These reviews are intended to help both Council and Planning Commission in setting general benchmarks for the percentage or number of units created through implementation of the ordinance during future land development approval processes.

Council will entertain any additional recommendations that Planning Commission wishes to provide on this topic.

Next Steps:

Township Manager Adam Brumbaugh will be providing a presentation at the Planning Commission’s next meeting on January 2, 2024. This presentation is intended to provide Planning Commission with the following:

- A broad understanding of the current ordinance and its implementation;
- Identification of some of the issues or items lacking within the current ordinance; and,
- A course of action to aid in development of Planning Commission’s recommendations.

End of memo.
MEMORANDUM

To: College Township Planning Commission  
From: Dustin Best, Council Chair  
Re: Council Remand: Workforce Housing Ordinance  
Date: November 16, 2023

OBJECTIVES:
As a practice, Township Staff provides Council with periodic reviews of both the interpretation and application of pertinent ordinances. This exercise is done to ensure these ordinances meet their desired intent and continue to be appropriate for current community development needs. The most recent ordinance to undergo such a review is Chapter 200 Zoning, Section 38.4, Workforce Housing Ordinance.

Ensuring that our workforce has access to affordable housing is a key policy of this Council. This ordinance’s application is intended to do so in a way that provides a meaningful impact on the community and economic development needs of both College Township and the Centre Region.

Council is appreciative of Planning Commission’s experience and expertise. As such, we are remanding the Workforce Housing Ordinance with the intent that Planning Commission will take their time and offer careful consideration on both the “why” and “how” behind the ordinance’s eventual application. Council is providing the following Objectives that are to be addressed during the development of any recommendations pertaining to the ordinance:

<table>
<thead>
<tr>
<th>Objectives:</th>
<th></th>
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<tbody>
<tr>
<td>1) Ensure that current ordinance and any recommended revisions thereof are both consistent and upholding of the new Purpose and Intent Statements.</td>
<td></td>
</tr>
<tr>
<td>2) The current ordinance addresses development of both rental and owner-occupied workforce housing, but does not provide a clear distinction in terms of ordinance implementation between those two specific housing types.</td>
<td>Evaluate and, where appropriate, provide recommendations on how to better provide for separate, but parallel, paths for development of rental and owner-occupied workforce housing units under the ordinance.</td>
</tr>
<tr>
<td>3) The Area Median Income (AMI) in the region has increased over the past two years, which has a direct impact on the development of units for the targeted demographic and overall implementation of the ordinance.</td>
<td>Review the current AMI data and application of ranges within the Workforce Housing Ordinance to ensure that it is appropriately allowing for development of units for the targeted demographic in both the rental and owner-occupied paths.</td>
</tr>
<tr>
<td>4) When originally adopted, the ordinance was crafted to offer incentives in terms of reductions in open space requirements and necessary infrastructure to encourage development of workforce housing units. However, when the ordinance was amended to become inclusionary, the incentives remained without any revisions.</td>
<td>Review the incentives outlined in the current ordinance and offer recommendations on whether those incentives should be altered given the ordinance’s inclusionary nature and goal to ensure that neighborhoods remain equitable in terms of basic amenities.</td>
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</tbody>
</table>
The balance of this remand letter will serve to provide Planning Commission additional context on the newly developed Purpose and Intent Statements and provide a recommended process to aid in completion of the Objectives.

**PURPOSE & INTENT STATEMENTS:**
While the intent was implied during the original passage of the Workforce Housing Ordinance in 2009 and its subsequent amendment, it is nevertheless notable that the current ordinance is lacking both a Purpose and Intent Statement.

As with the revisions to the Residential Rental Ordinance, College Township Council recently established the new Purpose and Intent Statements below for the Workforce Housing Ordinance:

<table>
<thead>
<tr>
<th>Purpose Statement:</th>
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<tbody>
<tr>
<td>Consistent with College Township’s adopted Vision, Mission, and Goals Statements, the purpose of the Workforce Housing (Section 200.38.4) of the Zoning Ordinance is to establish and maintain housing affordability within College Township.</td>
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</table>

<table>
<thead>
<tr>
<th>Intent Statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Intent of the Workforce Housing segment (Section 200.38.4) of the Zoning Ordinance is to:</td>
</tr>
</tbody>
</table>

1) Recognize the importance of socioeconomic diversity in nurturing more inclusive and dynamic neighborhoods.

2) Facilitate the provision of affordable and attainable rental and owner-occupied workforce housing options within College Township.

3) Place a strong emphasis on crafting sustainable, enduring solutions to housing challenges, including the implementation of long-term affordability requirements.

4) Foster collaborative efforts with neighboring municipalities to establish regional consistency in workforce housing ordinances.

5) Promote private sector investments in affordable housing through partnerships between local government and private developers aimed at constructing affordable housing units.

6) Implement incentives to promote the creation and maintenance of workforce housing.

7) Safeguard rental and owner-occupied workforce housing options within the community, enabling individuals and families with moderate to middle incomes* to reside proximate to their workplaces. * Specific targeted ranges to be determined for both rental and owner-occupied options, but will likely fall somewhere between 65-120% AMI.

8) Continuously monitor the Housing and Urban Development (HUD) Area Median Income (AMI), adjusting the AMI thresholds in the ordinance to accommodate annual increases or decreases.

**RECOMMENDED PROCESS:**
Recognizing the complexity of both the topic of this ordinance and the work being requested through this remand letter, Council suggests the following review tasks be undertaken prior to commencing work on the Objectives:

<table>
<thead>
<tr>
<th>Suggested tasks to be completed prior to ordinance evaluation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Review the Purpose and Intent Statements as developed by Council and seek clarification from Council as needed.</td>
</tr>
</tbody>
</table>

2) Review the specific terms and definitions applicable within the current ordinance and consider new definitions that should be incorporated.

3) Conduct a detailed review the “continuum of affordable housing” to fully understand the distinctions between attainable, affordable and workforce housing.

4) Review the various applications of Area Median Income (AMI) as it pertains to the respective segments of the continuum of housing. Please note that Council is targeting this ordinance toward development of units for the workforce or “missing middle” demographic.

5) Review the definition of “inclusionary” and how it applies to College Township’s Workforce Housing Ordinance.
SCHEDULE:
Upon completion of the recommended review tasks outlined above, Council requests that Planning Commission and staff begin working on the Objectives as outlined on Page 1 of this letter with the goal to provide recommendations on the Workforce Housing Ordinance prior to end of the first quarter of 2024.
§ 200-38.4 Workforce housing.


Zoning requirements for applicable residential developments may be reduced, as follows, upon the provision of workforce housing within a development:

A. Applicability. The regulations contained herein shall apply upon the designation of dwelling units as workforce housing and shall be applicable as follows:

(1) General. A developer(s) of residential dwelling units shall receive regulatory relief from zoning and/or subdivision of land regulations as an incentive for providing workforce housing dwelling units. Such relief shall be based upon the type and amount of dwelling units designated as workforce housing in accordance with the regulations contained in this section.

(2) Mandatory requirement.

(a) For those developments where the residential density is five or more dwelling units per acre, the provision of workforce housing is required. A development which exceeds this density threshold shall designate a percentage of its total dwelling units as workforce housing units in accordance with the minimum levels listed in the table below:

<table>
<thead>
<tr>
<th>Density of Proposed Development (dwellings per acre)</th>
<th>Percentage of Required Workforce Housing Units*</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 to 5.99</td>
<td>5%</td>
</tr>
<tr>
<td>6 to 6.99</td>
<td>6%</td>
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<td>10 or more</td>
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* Reflects a percentage of the total number of dwelling units within a development that are to be designated as workforce housing. In case of a fraction, the required number of units shall be rounded to the next highest whole unit.

(b) Developers can exceed the minimum levels of mandatory workforce housing listed above and shall receive any additional incentives in accordance with the regulations below.
(c) Any residential development which proposes 10 or less dwelling units shall be exempt from this mandatory requirement.

(3) Calculation of density. To determine residential density, the following shall apply:

(a) Density of a development containing residential dwelling units shall be equal to the number of the proposed dwelling units divided by the gross site area inclusive of proposed rights-of-way or any other portion of the site to be dedicated to the Township or homeowners’ association.

(b) For the purposes of this section, only those residences which meet the definition of applicable residential dwellings in Subsection B below shall be used to calculate the total number of dwelling units within a development.

(c) The residential density within a planned residential development shall not include areas devoted to nonresidential uses as noted in § 145-17B.

B. Incentives. The incentives provided to a residential developer are on a per-dwelling-unit basis unless otherwise noted within the regulations. The incentives offered below will differ depending on the type of dwelling that is being designated as workforce housing.

(1) Single-family house and duplex. All single-family houses, duplexes and/or any other structure containing two or less dwelling units in which at least one is designated as workforce housing shall be permitted to the following regulatory reductions:

(a) Minimum lot size and density: 5,000 square feet per dwelling unit or that permitted under existing zoning, whichever is less with one exception: In the Single-Family Residential Zoning District (R-1), only those lots two acres or greater in size can be developed with multiple duplexes not to exceed a density of seven dwelling units per acre. This calculation shall be inclusive of all land proposed for development including all proposed rights-of-way, parkland/open space areas, stormwater management facilities, and the like. [Amended 9-15-2016 by Ord. No. O-16-05]

(b) Minimum lot width: 40 feet per unit.

(c) Maximum impervious coverage: 55%.

(d) Side setback. The side yard setback for a lot containing workforce housing dwelling unit(s) may be reduced to seven feet. Side yard setbacks may also be reduced to seven feet for market-rate housing units for those side yards that directly abut lots containing workforce housing dwelling units.

(e) Parkland and open space requirements. The parkland and open space requirements of § 180-26B may be waived for dwelling units designated as workforce housing. Those subdivisions or land developments which thereby reduce the parkland and open space requirements by more than 50% shall only be permitted to do so under the following conditions:

[1] All workforce housing units within the residential development will have safe, reasonable access via sidewalks, paths or bike paths to parkland or open space located within or near the subject residential development.

[2] No workforce housing unit shall be more than 1/4 mile from parkland or open space in or near the subject development as measured between the two closest points of property lines of the workforce housing unit and park or open space perimeter.

[3] For the purposes of this Subsection B(1)(e) of § 200-38.4, parkland and open space shall be considered as that designated as "existing parks" or "recreation land owned by others" and available for public use. In addition, land owned by the State College Area School District may also be considered as parkland.
and open space if such land contains recreation facilities that can be used by the public.

(f) Sidewalk. The amount of sidewalks required pursuant to § 180-16.1 may be reduced in an amount equal to the total street frontage of all lots containing dwelling units defined as workforce housing units pursuant to the following:

NOTE: See also §§ 180-16, Streets, and 180-16.1, Sidewalks.

[1] The reduction may take place anywhere within the subdivision or land development containing workforce housing units.

[2] Any collector or arterial streets within the residential development should have a sidewalk on both sides of the street. All other streets (public or private) shall have a sidewalk on at least one side of the street.

[3] Sidewalks shall provide access to any parkland, open space or school within or adjacent to the development.

[4] In instances where a development of single-family houses and/or duplexes developed with multiple dwellings on a single lot in which the development contains workforce housing units, the reduction in sidewalks shall be calculated as follows:

[a] The reduction in required sidewalk may be in an equal proportion to the percentage of the total proposed dwelling units which are designated as workforce housing.

[b] Regardless of the amount of sidewalk permitted to be reduced as calculated above, a sidewalk shall be provided along an adjacent public street as noted above in § 200-38.4B(1)(f)[2] and [3].

[5] The sidewalk reduction is not guaranteed upon the provision of workforce housing. Approval of such reduction by Council will be based upon ability to meet the conditions set forth § 200-38.4B(1)(f)[2] and [3].

NOTE: See §§ 180-16, Streets, and 180-16.1, Sidewalks.

(g) Additional bonus. The reduced lot requirements noted in § 200-38.4B(1)(a) through (e) above may also be applied to market-rate housing units in addition to that of the designated workforce housing units based on the following ratios or fractions thereof rounded to the nearest whole number:

[1] For every two workforce housing units which are affordable to those households with incomes between 80% to 100% of AMI, one market-rate housing unit shall be permitted to have similar lot requirements noted above in § 200-38.4B(1)(a) through (e).

[2] For every one workforce housing unit which is affordable to those households making less than or equal to 80% of AMI, one market-rate housing unit shall be permitted to have similar requirements noted above in § 200-38.4B(1)(a) through (e).

(h) Accessory dwellings. Single-family houses designated as workforce housing may be permitted to contain accessory dwellings pursuant to § 200-11A(1). If the accessory dwelling unit is to be rented, than the anticipated income from renting the accessory dwelling unit shall be included in calculating a household's total income when certifying income of potential buyers of a workforce housing unit.

(2) Townhouse and multifamily units. All townhouse, multifamily units and/or any other structure containing three or more dwelling units in which some or all are designated as workforce housing units shall be permitted to the following regulatory reductions:

(a) Maximum impervious coverage. The maximum impervious coverage for a development containing
workforce housing units may be increased above that permitted in the zoning district by an amount equal to the total gross floor area of those units designated as workforce housing units. However, in no instance shall the impervious coverage exceed 55%, regardless of the number of workforce housing units.

(b) Parkland and open space requirement. The parkland and open space requirements of § 180-26B shall be waived for all townhouse and multifamily dwelling units designated as workforce housing. Those subdivisions or land developments which thereby could reduce the parkland and open space requirements by more than 50% shall only be permitted to do so in the same manner as that allowed for single-family houses and duplexes as noted in § 200-38.4B(1)(e).

(c) Occupancy limit. The occupancy of unrelated individuals as established in § 200-11Z may be increased from three to five individuals as follows:

[1] For each unit designated as workforce housing, one unit in the development may be permitted to have up to five unrelated individuals residing within it.

[2] The unit which is permitted to have the increased occupancy, as noted above, does not have to be designated as workforce housing and can be located anywhere within the residential development containing the workforce housing.

(d) Permitted height. The permitted height of a building may be increased by 10 feet above that permitted in the zoning district regulations, if the building contains either two dwelling units or 10% of the total dwelling units, whichever is greater, are designated as workforce housing.

(3) Planned residential developments. The workforce housing regulations herein are also applicable to planned residential developments as permitted in Chapter 145, Planned Residential Developments, with the following incentives:

(a) Maximum building coverage. The total ground floor area of all buildings and structures shall be permitted to exceed 30% of the total land area of the planned residential development in a manner equal to an increase of coverage by 1% for every 1% of total number of dwelling units which are designated as workforce housing. However, regardless of the number of dwellings designated as workforce housing, the total building coverage shall not exceed 40% of the total land area of a planned residential development.

(b) Maximum total impervious coverage. The maximum impervious surfaces shall be permitted to exceed 50% of the total area of the planned residential development in a manner equal to an increase of impervious coverage by 1% for every 1% of the total number of dwelling units which are designated as workforce housing. However, regardless of the number of dwellings designated as workforce housing, the total impervious coverage shall not exceed 60% of the total planned residential development.

(c) Open space. The minimum amount of open space required in § 145-18A may be decreased below 30% of the total area of the planned residential development in a manner equal to a decrease of 1% for every 1% of the total number of dwelling units which are designated as workforce housing. However, regardless of the number of dwellings designated as workforce housing, the total open space required may not be decreased beyond 20% of the total area of the planned residential development.

(d) Additional bonus. The maximum amount of land devoted to nonresidential uses within a planned residential development shall be permitted to exceed 20% in a manner equal to an increase in nonresidential land by 1% for every 1% of the total number of dwelling units which are designated as workforce housing for households earning less than 80% of the area median income. However, regardless of the number of dwellings designated as such, the maximum area of land devoted to nonresidential uses shall not exceed 30%.
C. Provision of workforce housing. All workforce housing units proposed in a land development and/or subdivision are required to be built on site covered by such plan unless one of the following options enumerated below is utilized. In such instances, the developer shall continue to retain the incentives applied to on-site development for the number of workforce housing units being provided for under the options listed below:

(1) Fee in lieu. An applicant may pay a fee in lieu of constructing some or all of the workforce housing units which it is receiving incentives for given the following regulations:

(a) College Township Council shall establish by resolution the amount of the fee-in-lieu payment per unit, which shall be based on actual construction costs and inclusion of land purchase costs.

(b) To determine the total fee-in-lieu payment, the per-unit amount established by the Township shall be multiplied by the number of workforce housing units otherwise required to be constructed or as desired by the developer to be eligible for the incentives.

(c) The Township shall be required to establish and administer a workforce housing fund into which all fee-in-lieu payments shall be deposited. The Township shall then be required to use such funds to further its mission of providing workforce housing as defined herein.

(2) Land donation. Land within College Township may be donated to the Township or its designee in place of workforce housing dwelling units being built within a proposed development pursuant to the following:

(a) The value of the land must be equal to or greater than the value of the fee-in-lieu payment noted above in Subsection C(1) to be calculated as follows:

[1] The value of the land will be determined by an appraisal completed by a certified appraiser. Each party (developer and the Township) shall submit an appraisal.

[2] If the lower appraised value is 90% or greater of the other appraisal, the two appraised values shall be averaged.

[3] If the lower appraisal value is less than 90% of the other appraisal, then each appraiser shall, within 15 days of notice from the Township, agree on a third appraiser, the cost of which is to be shared equally by the Township and the developer. Within 30 days of notice of his appointment, the third appraiser shall submit an appraisal. The middle of the three appraised values shall be used to determine the value of the land to be donated.

[4] If both the Township and the developer agree, the requirement for the appraisal process above in whole or in part may be waived upon mutual agreement between the Township and the developer.

(b) The land to be donated must meet all applicable zoning, land development and subdivision requirements to construct the desired type and amount of units.

(c) The land donation must occur prior to the completion of the market-rate units. The certificate of occupancy will be withheld pursuant to the requirements of Subsection D(1) below until the land donation occurs.

(3) Off-site development (new dwellings). Workforce housing units otherwise required to be constructed or as desired by the developer to be eligible for the incentives listed above may be constructed off site given the following regulations:

(a) Location. The dwelling units to be utilized to satisfy the workforce provisions shall be located within College Township.
(b) Number of. The total number of units provided off site shall be equal to those which would have been provided on site.

c) Approval. The applicant must obtain off-site development plan approval from the Township at the same time the applicant obtains plan approval for the proposed market-rate units within the covered development. The off-site development plan must include, among other land development plan requirements, documentation of site control, necessary financing in place to complete the off-site development, architectural designs and elevations, and any other documentation deemed necessary by the Township to ensure compliance with the regulations contained herein.

d) Each of the off-site dwellings designated as workforce housing shall meet all of the supplemental regulations stipulated in § 200-38.4D.

4) Existing dwellings. A developer may designate dwelling units which have already been constructed as workforce housing units to meet his obligation (whether voluntary or mandatory) to obtain the incentives listed in § 200-38.4B for a particular development. Such off-site, existing dwelling units shall meet the regulations listed above in § 200-38.4C(3) and the following additional regulations:

a) The units must be inspected and rehabilitated to meet current building codes.

b) The proposed dwellings to be designated as workforce housing units shall be considered market-rate units. Utilizing this provision shall result in the conversion of market-rate dwellings to income-restricted workforce housing dwelling units.

5) Credits for existing workforce housing. A developer of a new development may be given credit for previously built dwelling units which could be defined as workforce housing given the following regulations:

a) The existing dwelling units in which a developer is seeking credit shall not have previously been created or in any way developed utilizing the regulatory relief provided herein.

b) The developer shall only receive credit in whole or in part to relieve him of the mandatory obligation of providing workforce housing units as stipulated in § 200-38.4A(2). If the number of dwelling units being credited toward a developer's mandatory obligation is less than that required under § 200-38.4A(2), then the developer shall be required to provide workforce housing units equal to the difference of the credit and the mandatory requirement.

[1] In order for a previously built dwelling unit(s) to be credited towards a development's workforce housing obligation, each credited unit must:

[2] Have received its certificate of occupancy no more than five years prior to the date of the developer's submission of the new subdivision or land development plan; and

[2] Be designated as workforce housing upon land development and/or subdivision approval of the development seeking said credits and therefore meet all workforce housing unit regulations stipulated in § 200-38.4D.

D. Supplemental workforce housing regulations. In addition to the regulations above, all workforce housing units shall have the following requirements:

1) Amenities. Workforce housing units may differ from the market-rate units in a development with regard to interior amenities and gross floor area, provided that:

a) The differences, excluding differences related to building size differentials, are not apparent in the general exterior appearance of the development;
(b) The gross floor area of the habitable space within workforce housing dwelling units is not less than the following minimum requirements:


[2] Two bedrooms: 1,000 square feet.


[4] Four bedrooms: 1,400 square feet.

[5] Five or more bedrooms: add an additional 150 square feet per additional bedroom.

(2) Timing of construction. Workforce housing units shall be made available for occupancy at approximately the same rate as the market units, except that certificates of occupancy for the last 15% of the market-rate units shall be withheld until certificates of occupancy have been issued for all of the workforce units.

(3) Cost offsets. The Township may discount or defer municipal fees associated with the approval process of a subdivision/land development. Any developer of workforce units may submit a request for a discount or deferment of fees. The request must also contain information detailing how real costs will be reduced and how the savings will be passed on to the workforce housing units. The Township Council's decision on a discount or deferment of municipal fees will be based upon Council determining that such savings will be appropriate and directly proportionate to the reduction in unit sales or rental costs. The Township shall review the request and provide an answer to the developer within 30 days of receipt of the request.

(4) Certification of buyers. Prior to executing a purchase contract for any workforce unit, the prospective workforce unit buyer shall be certified as meeting income requirements for the specified unit by the Township or its designee. Developers and workforce housing unit buyers may execute only purchase agreements that are approved as to form by the Township or its designee. The purchase agreement shall include language attached as an addendum provided by the Township or its designee which shall require that an appropriate disclosure form be provided to and explained to the workforce housing unit buyer prior to execution of the contract. The disclosure form shall explain any deed restrictions, restrictive covenants, and/or liens that are placed on the workforce housing unit to ensure long-term affordability.

(5) Certification of renters. Prior to renting a workforce unit, the prospective renter shall be certified as meeting income requirements by the Township or its designee. The following limitations shall apply to the certification of renters:

(a) The rental unit must be used as the principal place of residence.

(b) Students enrolled in a post-secondary program, college or university are eligible only if they can meet the following two conditions:

[1] The student does not meet the Internal Revenue Service's definition of a "dependent," and

[2] The student can be classified as an "independent student" as defined by § 480(d) of the Higher Education Act.

(6) Ensuring affordability. To ensure that any unit created under this section of the Zoning Ordinance (rented or owner-occupied) remains affordable over time, the owner of said unit(s) shall be required to maintain affordability based upon a legally binding agreement with either the Township or its designee, to be recorded at the Centre County Recorder of Deeds. Said agreement shall include:
(a) The period for which the units shall remain affordable, which at a minimum should be at least 30 years from the date of initial occupancy of a workforce housing unit;

(b) The process for certifying subsequent buyers of workforce housing dwelling units for the duration of the specified period of affordability;

(c) The level of affordability, including the amount of equity able to be recouped by the homeowner or owner of a rental property containing workforce housing units upon sale of the property; and

(d) A provision allowing the Township or its designee to first be offered the right to purchase a workforce housing unit prior to selling said unit without income restrictions if such sale is to occur after the affordability period noted above in § 200-38.4D(6)(a) with the following stipulations:

[1] The resale price which the Township or its designee shall pay the owner of the workforce housing unit(s) shall be no less than that calculated in § 200-38.4D(10) below;

[2] The Township or its designee shall be given a period of 90 days to execute a purchase agreement for said unit(s).

[3] Upon reaching the end of the ninety-day resale period or upon notice by the municipality or its designee that there is no interest in the workforce housing unit, the owner will be free to sell the unit.

(7) Calculation of rental prices. Workforce housing units which are to be rented shall have a rental price which is affordable to households which earn 65% or less of the area median income, with the exception of those housing units which have a rent-to-own option pursuant to § 200-38.4D(12). Affordability shall be determined as monthly housing expenses being no greater than 30% of the household gross monthly income based upon household size assumptions noted in § 200-38.4D(11). Monthly housing expenses shall be calculated as the sum total of the monthly rent, plus the current utility allowance per the Housing Authority of Centre County.

(8) Rental price increases. Annual rent increases shall be limited to the percentage increase in the median household income within the State College metropolitan statistical area.

(9) Calculation of sales prices. Workforce housing units which are to be sold shall have a sale price which is affordable to households which earn 100% or less of the area median income. Affordability shall be determined as monthly housing expenses being no greater than 30% of the household gross monthly income based upon household size assumptions. Monthly housing expenses shall be calculated as the sum total of the principal and interest of the mortgage plus all property taxes, homeowners’ insurance, homeowners’ association fees, and any other fees approved for inclusion by the Township.

(10) Resale value of workforce housing units. The resale value of a workforce housing unit(s) during the affordability period stipulated in § 200-38.4D(6)(a) shall be limited to the lowest of:

(a) The purchase price plus an increase based on the percentage increase in the Consumer Price Index for the State College metropolitan statistical area (MSA) for all urban consumers since the date of previous purchase; or

(b) The purchase price plus an increase, based on the percentage increase in the area median income since the date of purchase; or

(c) The purchase price plus an increase, based upon the compound average growth rate of Centre Region average house sale prices since the date of purchase; or

(d) The fair market value.
(11) Household size assumption. In calculating rent or sales price of a workforce housing unit, the following maximum relationship between unit size and assumed household size to determine income affordability shall apply:

(a) Efficiency units: one-person household.

(b) All other units: one plus number of bedrooms equal number of persons per household.

(12) Rent to own. Workforce housing units which are part of a rent-to-own program may be rented to households who earn more than 65%, but less than 100%, of the AMI subject to the following:

(a) The minimum duration of the initial term of a lease for renting the workforce housing unit shall be for no less than an initial 18 months followed by the ability to be annually renewed. In addition the duration of the lease may be shortened upon the tenant entering into an option to purchase the workforce housing unit.

(b) The owner of the workforce housing unit(s) must also enter into an agreement with the tenant of the rent-to-own unit which will specify the terms of the program.

(c) The rent-to-own agreement between the owner and the renter of the workforce housing unit shall include provisions for a percentage of the rent to be set aside and utilized towards the purchase of the unit by the renter.

(d) The rent-to-own agreement shall be provided to the Township for review to determine if the rent-to-own terms will lead to an acceptable number of renters succeeding in obtaining ownership of the workforce housing unit.

E. Administration. College Township and/or its designee shall ensure compliance with all regulations contained herein and/or Chapter 180, Subdivision of Land, and Chapter 200, Zoning. The developer shall draft and submit for approval a legally binding agreement which states the responsibilities of all entities involved with the ongoing administration, and marketing of, and compliance with these regulations upon approval of a development containing workforce housing units. College Township shall reserve the right to designate another legal entity for the purpose of administrative needs of this section of who should be a party in all legally binding agreements required in this section.
Glossary of Terms – Workforce Housing

Accessory Dwelling Unit: A second unit either in, added to, or on the property of an existing single-family detached dwelling in which there is no means of access between the two dwelling units. An accessory dwelling unit shall comply with established use regulations found within the Zoning Ordinance.

Affordable Housing: In general, housing for which the occupants are paying no more than 30 percent of her income for gross housing costs, including utilities.

Area Median Income: The midpoint of a specific area’s income distribution, calculated on an annual basis by the Department of Housing and Urban Development (HUD).

Building Coverage: The percentage of the lot area that is covered by building area, which includes the total horizontal area when viewed in plan.

Certificate of Occupancy: a document issued by a local government or building department that certifies a building’s compliance with applicable building codes and regulations and declares it suitable for occupancy. This certificate is typically required before a building or part of a building can be used or inhabited.

Certification of Buyers: regarding workforce housing, prior to the executing a purchase contract for any workforce unit, the prospective buyer shall be certified as meeting income requirements for the specified unit. Process involves ensuring the understanding of any deed restrictions, restrictive covenants, and/or liens that are placed on the workforce housing unit to ensure long-term affordability.

Certification of Renters: Prior to renting a workforce housing unit, renters shall be certified as meeting income requirements. Some restrictions apply, such as the rental unit must be used as the principal place of residence, students enrolled in post-secondary program, college, or university are eligible if the student does not meeting the IRS definition of a dependent, and the student can be classified as an independent student.

Condominium: A dwelling, building or group of buildings in which the dwelling unit is owned individually and the structure, common areas and facilities are owned by all the owners or an association.

Consumer Price Index: measures the average change overtime in the prices paid by urban consumers for a basket of goods and services. The CPI provides a way to track inflation by examining the price changes of a representative set of goods and services commonly purchased by households.

Cost Off-sets: mechanisms or strategies used to balance financial burdens imposed by zoning requirements on property owners or developers. Used as zoning incentives, including increased density, reduced setbacks, height allowances, in exchange for features like affordable housing, public open space, or other community benefits.
Density: measures the number of housing units per acre.

Density Calculation: Pertaining to workforce housing, to determine residential density: Density of a development containing residential dwelling units shall be equal to the number of proposed dwelling units divided by the gross site area inclusive of proposed rights-of-way or any other portion of the site to be dedicated to the Township or homeowners association; only those residences which meet the definition of applicable residential dwellings shall be used to calculate the total number of dwelling units in a development; and the residential density within a planned residential development shall not include areas devoted to nonresidential uses noted in Chapter 145 (Planned Residential Developments).

Duplex: A building containing two dwelling units located side by side sharing a common wall with each dwelling unit having its own access. The dwelling units may be located on the same lot or separate lots.

Dwelling: A building designed for human living quarters.

Dwelling Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, cooking, sleeping, eating and sanitation. The maximum occupancy of a dwelling unit is established by § 200-11Z.

Fee-in-lieu: in the context of land use, typically refers to a financial arrangement where a developer or landowner pays a fee to a local government or relevant authority in lieu of providing certain required amenities or facilities on-site as part of a development project. Typically associated with land development regulations and zoning requirements.

Gross Floor Area: The sum of the gross areas of all floors of a building measured from the exterior face of exterior walls, or from the center line of a wall separating two buildings, but not including interior parking spaces, loading spaces for motor vehicles or any space where the floor-to-ceiling height is less than six feet.

Household: all the people who occupy a housing unit. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.

Impervious: a surface that limits the infiltration of water into the ground, including any rooftop surface or swimming pool surface, or any asphaltic pavement, concrete or compacted gravel; any of which is used for driveways, ditches, or courts.

Impervious Surface: A surface that limits the infiltration of water into the ground, including any rooftop surface or swimming pool surface, or any asphalt surface, concrete or compacted gravel; any of which is used for driveways, ditches our courts.

Incentive: something that encourages or motivates an individual to take a particular course of action or to behave in a certain way.
Inclusionary Housing: Refers to strategies that mandate or incentivize the inclusion of affordable housing units within market-rate residential developments. The goal is to create mixed-income communities and prevent the segregation of socioeconomic groups.

Mandatory: Regarding workforce housing, developments where the residential density is five or more dwelling units per acre, the provisions of workforce housing is required.

Market-rate Unit: A dwelling unit other than mobile homes as defined, which sells on the market at a price which is affordable to those households which make above 100% of the area median income.

Mean: average obtained by summing values and dividing by the number of values.

Median: Middle value in an ordered dataset or the average of the two middle values in an even dataset.

Mode: Value(s) that occur most frequently in a dataset.

Multi-family Building: A building containing more than two dwelling units where access to individual dwelling units is provided by a common entrance(s) to the building. Dwelling units may be located on top of one another.

Nonresidential Use: offices; medical and dental offices and clinics, excluding animal hospitals and veterinary offices; places of assembly; libraries, museums, art galleries and reading rooms; retail establishments for the sale and service of goods; eating and drinking establishments, excluding fast-food establishments; research, engineering or testing offices and laboratories; health clubs and athletic and recreational facilities; child and adult day-care centers.

Occupancy (limit): the number of individuals that can reside in a particular unit.

Planned Residential Development: A form of development permitted in Chapter 145, Planned Residential Development. (PRD An area of land, controlled by a landowner to be developed as a single entity for a number of dwelling units, the development plan for which may not correspond, in lot size, bulk or type of dwelling, density, lot coverage and required open space, to the regulations established in any one residential district created, from time to time, under the provisions of Chapter 200, Zoning.)

Regulatory Relief: refers to the easing or relaxing of certain zoning regulations or restrictions imposed by local governments on property use and development. To address housing shortages or promote affordable housing, municipalities may grant relief from certain zoning requirements for developers building affordable housing developments.

Single Family House: A building designed for one dwelling unit and surrounded by open space or yards and not attached to any other dwelling. One additional dwelling unit either in, added to or on the property of a single-family house may be considered accessory and permitted in accordance with § 200-11.
Townhouse: A building containing three or more dwelling units where each dwelling has its own outside access.

Two-family Detached Dwelling: A building containing two dwelling units one above the other.

Two-family Semidetached Dwelling: A building containing two levels of individual dwelling units with two units on each level sharing a common wall.

US Department of Housing and Urban Development (HUD): Established in 1965, HUD’s mission is to increase homeownership, support community development, and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships – particularly with faith based and community organizations that leverage resources and improve HUD’s ability to be effective on the community level.

Workforce Housing Dwelling Unit: a dwelling unit which is affordable to those making up to 100% of the area median income (AMI).
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I. PLANNING COMMISSION

INTRODUCTION

The College Township Planning Commission is made up of seven members and two alternates. Members are College Township residents who volunteer for the position, are appointed for a four year term by College Township Council, and represent College Township as a whole. Planning Commissioners do not represent any particular person, business, or group within their municipality. The Planning Commission strives to provide input and guidance that will positively affect the entire municipality and excuse themselves from any actions where a conflict of interest could be perceived.

The Planning Commission typically meets on the first and third Tuesdays of each month at 7:00pm in the Council Room at the College Township Municipal Building. Currently these are considered “hybrid” meetings, meaning members and public are able to take part in the meeting from the comfort of their own home via Zoom.

PURPOSE/OBJECTIVES

The Planning Commission’s purpose is to protect and promote safety, health and welfare through coordinated development, managed growth and guidance in the uses of land and structures. Members promote the conservation of resources and energy through the use of appropriate planning practices and assist the municipality to minimize such problems that may presently exist, or which may be foreseen. Their mission is accomplished through a review of subdivision and land development plans and by the creation of amendments for zoning and land development regulations.

A Planning Commission is a body of citizens that serve within local government, acting as an advisory group to the College Township Council on issues and policies related to planning, land use regulation, and community development. Planning Commissioners act as citizen planners and work to develop plans and implementation policies that affect how their community manages changes in growth and development.

DUTIES

The Planning Commission plays a crucial role in shaping the future of the community. Considering the future of the community and developing plans to guide growth and development is both complex and time consuming. The Planning Commission plays a key role in College Township by reviewing and evaluating land use and development issues in both the short-term and long-term.

Municipal Planning Code empowers the Planning Commission to:

1. Make recommendations to the College Township Council concerning the adoption or amendment of an official map.
2. Prepare and present to the Council a zoning ordinance and make recommendations to the governing body on proposed amendments to the ordinance.
3. Prepare, recommend, and administer subdivision and land development and planned residential development regulations.
4. Prepare and present a building code and a housing code and make recommendations concerning proposed amendments thereto.
5. Promote public interest in, and understanding of, the comprehensive plan and planning.
6. Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and other ordinances and regulations governing the development of land. Among other things.
7. Section 207 of the Municipal Planning Code sets forth the requirement for an annual report and file record of business, which shall be made annually by March first to the governing body.

COLLEGE TOWNSHIP PLANNING COMMISSION WORK PROGRAM

Key: IP = In Progress; C = Complete; OG = On Going  
R = Required; O = Optional

<table>
<thead>
<tr>
<th>Routine Activities</th>
<th>Progress</th>
<th>Priority</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Subdivision/Land Development Plan Reviews</td>
<td>OG</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>routine items to take place on an as needed basis</td>
</tr>
<tr>
<td>2 Items Remanded by Council</td>
<td>OG</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3 Attendance &amp; Interaction with CRPC</td>
<td>OG</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Representative appointed at reorganizational meeting</td>
</tr>
<tr>
<td>4 Post PC Meeting Reports to Council</td>
<td>OG</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>To take place after each PC meeting; Representative appointed at reorganizational meeting</td>
</tr>
<tr>
<td>5 Annual Joint Meeting with Council</td>
<td>C</td>
<td>O</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Annual Report to Council</td>
<td>C</td>
<td>R</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Prior year report</td>
</tr>
</tbody>
</table>
MEMBERS

Ray Forziat, Chair

Term Ends: December 2026

Ray graduated from the Pennsylvania State University with a B.S. in Industrial Engineering. His professional career included forty-two years in Facility and District management positions in Business & Operations Management. During his employment, Ray was employed by two Fortune 500 Companies. He has since retired and currently independently assists and consults for businesses in Business Operations, Revenue Generation, as well as Employee and Staff Development. In addition to his involvement with College Township Planning Commission (since January 2006), Ray is also involved in College Township Industrial Development Authority (since March 2015), Centre Region Planning Commission, and Centre County Office of Aging Advocacy Council.

Ed Darrah, Vice-Chair

Term Ends: December 2023

Ed has a BS in Education and Master's Degree in Business from Bloomsburg University. He worked in the Banking and Financial Industry for forty-three years. Ed was a commercial lender and team leader for seventeen years, then worked as a Commercial Credit Officer both in Commercial Real Estate (Mid Atlantic & Midwest Regions) and in Corporate Finance for the last twenty years. Ed has lived in State College since 1984 and was a member of the allocation committee for the United Way as well as a member of the Chamber of Commerce. He has been a member of the College Township Planning Commission for the last three years, using his experience from lending and providing credit to real estate developers throughout the Eastern and Midwest Regions of the United States.

Peggy Ekdahl, Secretary

Term Ends: December 2025

Peggy was raised in College Township and grew up with local government in the family. Her dad was one of the three original College Township Supervisors with Elwood Williams and Roy Clouser. She graduated from State College Area High School and worked for The Pennsylvania State University and Raytheon (formerly HRB) until retirement. She was a Configuration Management Specialist which enabled her to learn the engineering components of large computer systems and to assist with world-wide site installations. She has a son who resides in Colorado and a daughter who lives locally. She has long been a fan of local sports (especially Penn State wrestling) and enjoys planting and gardening. Her environmental concern has always been, and will continue to be, our water resource and its needs for continued longevity.
Matthew (Matt) Fenton

Term Ends: December 2023

Born in Philipsburg, PA and a Philipsburg Osceola graduate. Matt is a 1981 graduate of the Philadelphia College of Pharmacy and Science, and was a pharmacist at CVS/pharmacy in the Nittany Mall for 25 years until his retirement. He is an active volunteer in the State College Little League for the last 30 years as a parent, coach, vice-president and a 20-year umpire. A youth basketball coach and proud supporter of State College School District athletics. Go State! Matt is also a member of The Centre County Office of Aging Committee.

Robert (Bob) Hoffman

Term Ends: December 2024

Bob and his wife Ann were both raised in College Township and graduated from SCAHS. They have four wonderful children and nine grandchildren. Robert has a bachelor’s of architecture degree from Penn State and a master’s degree in architecture/planning from the University of Minnesota. In April, he retired after owning his own architectural practice in Boalsburg for 50 years. Bob and Ann presently live in the house his father built in 1947 at Klinger Heights overlooking State College Borough and Penn State campus.

Noreen Khoury

Term Ends: December 2025

Noreen has lived in the Centre Region since 1967. She currently lives in Lemont where she is challenged in her quest for a “Winterthur” type landscape by the deer and the Black Walnut trees. She and her husband, George, raised their two children here. The whole family graduated from Penn State, with Noreen earning additional degrees, MS and PhD in Horticulture. Noreen spends her time walking (sometimes with her dog), quilting, and rearranging her yard.
**Bill Sharp**

Term Ends: December 2023

Bill and Priscilla Sharp moved to College Township in 2004 and have found it a great place to live. Bill spent a career as a planner and project manager with experience in government, business, higher education (college professor and academic administrator), and nonprofits (several startups). His main focus has been community and economic development, specifically strategic human resource development. He is a writer, speaker, and workshop leader. He is a United States Air Force veteran. Co-founder and Director of Transition Centre/Rural Resilient Hub (www.transitioncentre.org), a Pennsylvania Nonprofit Corporation. Formally a member of the College Township Council and the Centre Regional Council of Governments General Forum, Parks and Recreation Committee, College Township Industrial Authority and currently serves on the Spring Creek Watershed Commission and College Township Planning Commission. He finds it a delight and a privilege to serve our community and work with staff and Council. Bill has a B.Sc. in Public Management (summa cum laude), with a two-year pre-engineering program and a minor in History. M.A. in sociology with a focus on community leadership development and additional graduate work in community development and business management.

**Ash Toumayants (Alternate)**

Term Ends: December 2025

Ash graduated from Penn State in 2004 with a Bachelor's Degree in Industrial Engineering and currently lives in State College with his lovely wife, Noelle, and their five adorable children. Over the past decade, he has helped hard working people across Central Pennsylvania prepare for retirement as founder and president of a financial planning company.
II. BACKGROUND

DEMOGRAPHICS

Founded in 1875, College Township is a composite of zoned areas that allows for a mixture of agricultural, commercial, industrial, residential, residential-office, and university, which is blended into an area of approximately eighteen and one half square miles. According to the 2020 US census, College Township population was 10,780. This was a 13.2% increase from 2010. The age distribution is fairly even, with each group having different needs and preferences.

<table>
<thead>
<tr>
<th>Ages</th>
<th>&lt;18</th>
<th>18-24</th>
<th>25-44</th>
<th>45-86</th>
<th>65+</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21.1%</td>
<td>16.7%</td>
<td>26.0%</td>
<td>21.3%</td>
<td>14.9%</td>
</tr>
</tbody>
</table>

NATIONAL HISTORICAL SIGNIFICANCE

Properties wanting to be included in the National Register of Historic Sites & Places (NRHSP) complete a Historic Resource Survey Form which is reviewed and determined Eligible by the PA Bureau for Historic Preservation. Once determined Eligible the property owner can formally nominate the property for Listing in the NRHSP. Completed nomination forms are sent to the State Review Board who reviews the nomination and sends the nomination for approval by the National Park Service and are then Listed National Register Properties.

<table>
<thead>
<tr>
<th>NATIONAL REGISTER LISTED PROPERTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPERTY NAME</strong></td>
</tr>
<tr>
<td>General John Thompson House</td>
</tr>
<tr>
<td>Tudek Site (36CE0238)</td>
</tr>
<tr>
<td>Felix Dale Stone House</td>
</tr>
<tr>
<td>Houserville Site (36CE0065)</td>
</tr>
</tbody>
</table>
### NATIONAL REGISTER HISTORIC DISTRICTS

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lemont Historic District</td>
<td>Off PA 26</td>
</tr>
<tr>
<td>Oak Hall Historic District</td>
<td>State Route 871</td>
</tr>
</tbody>
</table>

### NATIONAL REGISTER ELIGIBLE PROPERTIES

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shiloh Church</td>
<td>Shiloh Road &amp; Benner Pike</td>
</tr>
<tr>
<td>P. Hoy Farmstead</td>
<td>490 Shiloh Road</td>
</tr>
<tr>
<td>Gordon Farmstead</td>
<td>1301 Trout Road</td>
</tr>
<tr>
<td>Old Houserville Historic District</td>
<td>Houserville</td>
</tr>
<tr>
<td>J. Marvin Lee Tenant House</td>
<td>1657 Old Houserville Road</td>
</tr>
<tr>
<td>Starlight Drive-In Theatre</td>
<td>1100 Benner Pike</td>
</tr>
</tbody>
</table>
Since 1946, the Pennsylvania Historical and Museum Commission has administered a program of historical markers to capture the memory of people, places, and events that have affected the lives of Pennsylvanians over the centuries since William Penn founded his Commonwealth.

<table>
<thead>
<tr>
<th>MARKER</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>John I. Thompson Grain Elevator and Coal Sheds</td>
<td>137 Mt. Nittany Road, Lemont</td>
</tr>
<tr>
<td>Centre Furnace</td>
<td>Porter Road, 150 ft. North of PA 26</td>
</tr>
</tbody>
</table>
### III. PLANS INVENTORY

Below is a list of plans which were presented to the College Township Planning Commission throughout 2023.

<table>
<thead>
<tr>
<th>Date</th>
<th>Plan Name</th>
<th>PC Review/ Action</th>
<th>CTC Review/ Action</th>
<th>Waiver Requests</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/17</td>
<td>Arize Federal Credit Union LDP</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td>Sidewalk Deferral</td>
<td>RECORDED 08/17/2023</td>
</tr>
<tr>
<td>1/17</td>
<td>MNMC Sketch Plan</td>
<td>Suggested a Parking Study</td>
<td>Recommended improvement of pedestrian flow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/7</td>
<td>State College Food Bank Sketch Plan</td>
<td>Suggested relocation of ADA parking</td>
<td>Recommended public trans. access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/21</td>
<td>MNMC Bed Tower LDP</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td></td>
<td>RECORDED 09/13/2023</td>
</tr>
<tr>
<td>3/21</td>
<td>State College Food Bank LDP</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td>Fee-in-Lieu of Pedestrian Facilities</td>
<td>RECORDED 06/01/2023</td>
</tr>
<tr>
<td>4/18</td>
<td>PSU Environmental Management Facility LDP</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td></td>
<td>RECORDED 09/20/2023</td>
</tr>
<tr>
<td>5/2</td>
<td>Summit Park Sketch Plan</td>
<td>Suggested consideration of sidewalk timeline</td>
<td>Connection to Stewart Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/27</td>
<td>UAJA Biosolids Upgrade Project LDP</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/15</td>
<td>Medlar Field – Hitting Tunnels</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td></td>
<td>RECORDED 11/07/2023</td>
</tr>
<tr>
<td>8/15</td>
<td>Summit Park Subdivision</td>
<td>Recommended Approval</td>
<td>Approved</td>
<td>Sidewalk and Tree Deferral</td>
<td></td>
</tr>
<tr>
<td>9/5</td>
<td>ClearWater Subdivision Sketch Plan</td>
<td>Suggested submitting a narrative</td>
<td>Recommended Narrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/19</td>
<td>Maxwell Subdivision Sketch Plan</td>
<td>Suggested considering a CATA stop</td>
<td>Appreciated a Narrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/21</td>
<td>Umberger &amp; Rockenbeck Subdivision</td>
<td>Recommended Approval</td>
<td></td>
<td>Sidewalk Deferral &amp; Waiver, ROW Waiver</td>
<td></td>
</tr>
<tr>
<td>11/21</td>
<td>Jersey Mike’s LDP</td>
<td>Recommended Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Effective use of site plan approval allows for a detailed evaluation and mitigation of development project impacts. This review increases College Township’s ability to define the character and layout of new developments and to work with the applicant to balance local needs with project needs. Site plan review typically focuses on drainage, traffic, parking, roadway construction, signage, utilities, screening, lighting, density, and other project specific elements to arrive at the best possible design for the site.

Tiered review process allows College Township to provide different levels of review based on thresholds of scale or project impact. Specific criteria are identified and applications are reviewed based on established criteria. Projects meeting specified criteria can be expedited through the review process. A tiered review process provides predictability in the review process and staff resources are concentrated on projects with greater community impact or which do not conform to community expectations.

Delegation of minor decisions to staff allows staff to make decisions based on criteria and/or approval thresholds determined by College Township Council. Delegation of minor decisions expedites the review process and allows staff, the Planning Commission, and Council to focus on larger or more complex projects.

Uniform timelines and notifications create an efficient review process without compromising the interests of the community. Applicants are provided a “road map” for the order of approvals, expected timeframes, and points of coordination in a consistent and transparent manner. All subdivision, land development, and minor plan documents are readily available to prospective applicants on the College Township website and at the municipal offices. Reference documents for ordinances, regulations, rules and process procedures are also available.
IV. MEETING HIGHLIGHTS

January 3, 2023 – Planning Commission reorganization meeting took place. Commissioners then reviewed and approved the 2022 Annual Report for presentation to Council. They also discussed the scope and contract of DPZ CoDesign to be presented to Council in the near future.

January 17, 2023 – Arize Federal Credit Union LDP was presented and a motion was made to recommend Council approve the plan. MNMC and HRG presented a sketch plan consisting of a new bed tower, parking garage, and a central energy/utility plant. The commissioners also reviewed the Development of Regional Impact Report for the Maxwell property. The Planning Commission made a motion to recommend Council approve the request to rezone a three acre portion of the Forest District to Industrial.

February 7, 2023 – A sketch plan for the State College Area Food Bank was presented. Planning Commission recommended the developer encourage large truck traffic to turn left when exiting the property so as to not create a traffic jam. The Official Map was remanded from Council and the commissioners were give a large hard copy of the current Official Map to mark as they saw fit and discuss at the following meeting.
February 21, 2023 – The Planning Commission used this meeting as a work session for the Official Map. There were many suggestions made to add roads, shared-use paths, and greenways, and make connections throughout the Township.

March 7, 2023 – The Official Map discussion continued. An interactive application was introduced and commissioners were asked to use the application in order for the Township GIS Technician to be able to update the map more frequently during the process. A rezoning request was also presented, which included options to add uses to an existing district or to rezone the entire district all together.
March 21, 2023 – Two plans were presented, the Mount Nittany Medical Center Bed Tower Project and the State College Are Food Bank. The Planning Commission made motions to recommend Council approve both plans. The Official Map was also discussed and a motion made to table the topic until the following meeting. An update on the rezoning request was also given as the developer is working on a sketch plan with the Township consulting firm, DPZ CoDesign.

April 4, 2023 – The Official Map continued to be discussed and commissioners determined that the Pedestrian Facilities Master Plan needs to be applied to the Official Map. The rezoning request was discussed and a motion was made to table the conversation until Planning Commission consults with the Township consulting firm.

April 18, 2023 – The Pennsylvania State University Environmental Management Facility plan was presented and discussed. Planning Commission made a motion to recommend Council approve the plan. A representative of DPZ CoDesign was present via zoom to discuss the rezoning request/zoning amendment consideration. After one motion failed due to lack of a second, a motion was made to deny the recommendation by staff and wait twelve months for a Master Plan of the area. The Official Map and Ordinance was also discussed and a motion made to recommend Council review the draft and set a public hearing.
May 2, 2023 – A sketch plan of Summit Park was presented. Planning Commission discussed the impact of development on College Avenue and sidewalk installation throughout the proposed development. An announcement was made that a Charrette has been scheduled and a request to change the second meeting in June to one week after originally scheduled due to the Charrette schedule.

May 17, 2023 – Meeting cancelled.

May 30, 2023 – Joint meeting with Council was held. Topics of discussion included the reconsideration of the intent of the Residential Rental Ordinance, the Draft Official Map and corresponding Ordinance, and the Dale Summit Redevelopment Plan/Zoning Amendment Consideration.

June 6, 2023 – Residential Rental Ordinance was presented and commissioners were asked to review the new intent provided by Council and make sure the ordinance language meets the intent. A motion was made to make a minor change within a definition of the ordinance. An update and report was given for DPZ CoDesign and Pre-Charrette powerpoint presentation was provided.

June 27, 2023 – A representative from Rettew presented a plan for the University Area Joint Authority Biosolids Upgrade Project. A motion was made to recommend Council approve the plan. The revised Residential Rental Ordinance was presented to the commissioners as an informative to ensure the changes requested were accurate and could be carried forward to Council. Shiloh Road Rezoning remand from Council was reviewed. The commissioners present decided to wait to discuss the topic until all commissioners were present. There was also an update given by staff of the success of the Charrette held the prior week.

July 18, 2023 – Shiloh Road Rezoning was discussed. Commissioners questioned certain definitions and asked staff to better define some words and phrases. There was a discussion about whether changes made to the Planned Residential Development (PRD) Ordinance would be pertain to all proposed PRD’s in the Township. It was determined that it would not affect PRD’s throughout the Township, only those proposed within the Planned Research and Business Park District.
August 1, 2023 – The Shiloh Road Rezoning topic was discussed. It was determined the Planning Commission was in consensus to allow certain R-3 uses within the PRBD by right and not by conditional use. Staff was tasked with incorporating the PRD changes into the PRBD Ordinance so as to make it easier for developers, residents, and staff when proposing residential development within the PRBD, as opposed to flipping back and forth between ordinances.

August 15, 2023 – The Planning Commission reviewed two plans, one land development plan at Penn State, and the other a preliminary subdivision at Summit Park. The Commissioners recommended Council approve both plans with some conditions. Shiloh Road Rezoning was also discussed and a motion made to recommend Council amend Chapter 200, Zoning, specifically the section pertaining to PRBD to allow duplexes, townhouses, and multi-family residences as a use-by-right in the district with specific requirements.

September 5, 2023 – Umberger Rockenbeck/ClearWater Conservancy Sketch Plan was discussed, it was determined a plan narrative is very important. The Planning Commission reviewed Centre Region Planning Commissions electric vehicle readiness guide and model ordinance and discussed the future of the region and how College Township may need to start working on a similar ordinance.

September 19, 2023 – Maxwell Subdivision Sketch Plan was discussed, as well as a potential land development sketch plan for one of the lots to be subdivided. There was a brief update of the completed Oak Ridge Avenue and Shamrock Avenue speed hump construction project.
October 3, 2023 – Regular meeting canceled. Planning Commission held a special work session.

October 17, 2023 – Regular meeting canceled due to lack of agenda items.

November 8, 2023 – Regular meeting canceled. Planning Commission held a joint work session with Council. Topics discussed included the review of College Township’s Vision and Mission Statement, a review of Planning Commission’s work session held on October 3rd, as well as possible points of concern.

November 21, 2023 – Two plans were reviewed and discussed by Planning Commission. First was a Subdivision Plan for Umberger and Rockenbeck/ Clearwater Conservancy Subdivision Plan, and second was a Land Development Plan for Jersey Mike’s. The Planning Commission recommended Council approve both plans with conditions. Also presented at the meeting was a remand from Council to make recommendations on the Work Force Housing Ordinance.

November 28, 2023 – College Township hosted a special training, *Duties of a Planning Commission*, sponsored by the Pennsylvania State Association of Township Supervisors (PSATS).

December 5, 2023 – Regular meeting canceled.

December 19, 2023 – Dale Summit Area Planning was discussed as well as a plan for moving forward, to include two joint meetings with Council in the first quarter of 2024. Also discussed was the 2023 Planning Commission Draft Annual Report. There were a few minor changes to be made prior to being approved for presentation to Council.
V. DPZ CoDesign Charrette

INTRODUCTION

During the week of June 18th, the Township, in collaboration with the Planning and Design Consultant, DPZ CoDesign, held the Dale Summit Redevelopment Plan Charrette. As part of the overall Redevelopment Plan, significant zoning changes are anticipated in Dale Summit. To combat the issues set forth by Euclidian Code, College Township is investigating implementation of a hybrid type of form-based zoning. This hybrid will shift the focus from segregating land uses to shaping the physical form and character of neighborhoods.

What is a Charrette? A charrette, or design charrette, is a planning technique for consulting with stakeholders and other interested parties, harnessing their talents and energies, and involving them in the physical design and planning of the community. It is an intense collaborative effort used to create a detailed feasible design or plan for a specific issue or geographic location. While there is flexibility as to how to conduct a charrette, it is generally an involved process where the main activity takes place over several days, and the entire charrette planning process can be months in duration. A charrette might be used to develop a specific area or to reach a consensus on a design for the area. Another use could be to reach an agreement on a theme or façade for an area.

SCHEDULE OF EVENTS

Day 1 (June 19th) – Open Studio; Opening Presentation
Day 2 (June 20th) – Open Studio; Marketability; Transportation & Infrastructure; Park, Trails & Schools; Open Studio; Work-In-Progress Open House
Day 3 (June 21st) – Open Studio; Land Use & Zoning; Open Studio
Day 4 (June 22nd) – Closing Presentation
HIGHLIGHTS

Community Engagement

Potential Town Square at Intersection of College Avenue and Benner Pike
Potential along College Avenue
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Status</th>
<th>Next Steps</th>
<th>Staff/Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week ending December 15, 2023</td>
<td>Interim Zoning Changes in Dale Summit</td>
<td>Ordinance enacted. No current development proposals.</td>
<td>Work with any potential developer/property owner to understand and interpret the new section of the zoning code.</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>Plan Preparation</td>
<td>Preparing for Joint Meeting #1 with Council and the Planning Commission</td>
<td>Update the PC and Council with the Process and the Plan to move forward.</td>
<td>Staff / PC / CTC</td>
</tr>
<tr>
<td></td>
<td>Code Preparation</td>
<td>Prepare for Joint Meeting #2.</td>
<td>Consider how the Code should be reviewed at the 2nd Joint Meeting.</td>
<td>Staff / PC / CTC</td>
</tr>
<tr>
<td></td>
<td>DPZ Discussions</td>
<td>On-going / DPZ provided a listing of areas that were retrofitted via a new form based code. (Outlined below)</td>
<td>Per the request of the PC, staff has provided the listing with the weekly report dated 12/8/2023</td>
<td>Staff / PC</td>
</tr>
</tbody>
</table>
January 4, 2024

Mr. Ed Darrah
250 Bottorf Drive
State College, PA 16801

Dear Ed,

At their January 2, 2024, Reorganization Meeting, College Township Council authorized your reappointment to a four-year term on the Township’s Planning Commission with a term expiration date of December 31, 2027.

On behalf of College Township Council, please accept our appreciation for the significant time you donate as a valued member of the College Township Planning Commission.

Sincerely,

Jennifer Snyder
Jennifer Snyder, CGA
Assistant Township Secretary

cc: PC
January 4, 2024

Mr. Matthew Fenton
1247 Mayberry Lane
State College, PA 16801

Dear Matt,

At their January 2, 2024, Reorganization Meeting, College Township Council authorized your reappointment to a four-year term on the Township’s Planning Commission with a term expiration date of December 31, 2027.

On behalf of College Township Council, please accept our appreciation for the significant time you donate as a valued member of the College Township Planning Commission.

Sincerely,

Jennifer Snyder

Jennifer Snyder, CGA
Assistant Township Secretary

cc: PC
January 4, 2024

Mr. Ash Toumayants
165 Meadowsweet Drive
State College, PA 16801

Dear Ash,

At their January 2, 2024, Reorganization Meeting, College Township Council authorized your reappointment to a four-year term on the Township’s Planning Commission with a term expiration date of December 31, 2027.

On behalf of College Township Council, please accept our appreciation for the significant time you donate as a valued member of the College Township Planning Commission.

Sincerely,

Jennifer Snyder
Jennifer Snyder, CGA
Assistant Township Secretary

cc: PC
## JANUARY 2024

### LAND DEVELOPMENT PLAN COUNCIL ACTION DEADLINES

<table>
<thead>
<tr>
<th>Title</th>
<th>Submitted</th>
<th>Action Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>320 Struble Road</td>
<td>12/18/2023</td>
<td>3/17/2024</td>
</tr>
</tbody>
</table>

### LAND DEVELOPMENT PLAN ACTIVITY

<table>
<thead>
<tr>
<th>Title</th>
<th>Recording Deadline</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAJA Biosolids Upgrade</td>
<td>April 15, 2024</td>
<td>5/22 submitted, comment request sent 5/22; Comments due 6/2; revision due 6/12 (unable to make the revision deadline, extended to 6/19); revision received 6/16; to PC 6/27; to CTC 7/20; conditional approval letter sent 7/21, accepted 7/27; extension request to CTC 10/5; ext. approval sent 10/6; 12/18 sent email for extension request (due 12/26 w/ $375 fee); 1/2 ext. approved</td>
</tr>
<tr>
<td>Summit Park Subdivision</td>
<td>March 5, 2024</td>
<td>7/17 submitted, comment request sent 7/18; comments due 7/28; revision due 8/7; comments due 8/11; to PC 8/14; to CTC 9/7; Determined a preliminary does not get recorded; JRA note is good</td>
</tr>
<tr>
<td>Umberger/Rockenbeck Subd</td>
<td>March 5, 2024</td>
<td>10/23 submitted, comment request sent 10/23; comments due 11/3; 11/13 revision due; comments due 11/17; to PC 11/21; to CTC 12/6</td>
</tr>
<tr>
<td>Jersey Mike’s</td>
<td>March 5, 2024</td>
<td>10/23 submitted, comment request sent 10/24; comments due 11/3; 11/13 revision due; comments due 11/17; to PC 11/21; to CTC 12/6</td>
</tr>
<tr>
<td>Winfield Heights – Phase 2</td>
<td>April 1, 2024</td>
<td>11/17 submitted (accepted 11/20), comment request sent 11/20; comments due 12/1; revision due 12/11; comments due 12/15; to CTC 1/2</td>
</tr>
<tr>
<td>320 Struble Road</td>
<td>March 17, 2024</td>
<td>12/18 submitted; 12/19 comment request sent; comments due 12/29; revision due 1/8; comments due 1/12; to PC 1/16; to CTC 2/1</td>
</tr>
</tbody>
</table>
### MINOR PLANS

<table>
<thead>
<tr>
<th>Plan</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohashi Minor</td>
<td>Submitted</td>
<td>sent to Schnure, Kauffman, May; comments due 11/22; revision due 12/4;</td>
</tr>
<tr>
<td></td>
<td>11/13/2023</td>
<td>12/13 emailed Nevin and Roxanne to submit revision, w/ reminder of expiration date; 12/21 received extension</td>
</tr>
<tr>
<td></td>
<td>Expires</td>
<td>2/11/2024</td>
</tr>
</tbody>
</table>

### OTHER

<table>
<thead>
<tr>
<th>Plan</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Summit Area Plan</td>
<td>PC made recommendation to Council <strong>January 18, 2022</strong>; Joint Council/PC meeting held March 28; RFQ is on the website: Pre-submission meeting to be 7/14 (5 firms have signed up for pre-submission meeting); Deadline to submit proposals 8/1; to be reviewed by committee (2 Council members, 2 PC members; 1 CRPA; staff); committee established 8/4; submissions sent to committee members 8/9; member meeting 8/29 1-3pm Library; 9/7 follow up with interview candidates to request sealed quotes; interviews October 25th; DPZ is chosen firm; Contract to be reviewed by CTC 12/15; <strong>1/11/2023</strong> DPZ okayed contract and scope; to CTC 1/19 for approval; DPZ will be present 2/27-3/1, with a tour on 2/27; 5/3 Stakeholders identified, pre-charrette May 24; Charrette to take place 6/19-6/23, supplies being collected, possible dry run 6/16; Charrette successfully took place 6/19-6/22; Market analysis under staff review, sent to PC 8/3; Draft Ordinance being reviewed by staff; 9/13 DPZ review with staff; 2nd draft ordinance to come; draft plan submitted 10/23 being reviewed by staff; 12/22 Draft sent to CTC and PC</td>
</tr>
<tr>
<td>Pike Street Phase 3</td>
<td>Surveying to begin in January; letter sent to residents, surveying started 1/11; 1/18 traffic calming maps removed from Council room; before pictures are complete (may take after pictures of traffic calming phase); dedication of traffic calming 4/21; ongoing</td>
</tr>
<tr>
<td>Traffic Signal Technologies Grant (TSTG)</td>
<td>Frank is working with help of District 2 PennDOT; Application due September 30; resolution to be passed; Application submitted; 12/14 approved for $127,700; need RFP for traffic engineering services; 3/28 RFP submission deadline; 5/3 consultant chosen; PO for Adam to sign and return to Nick; meeting 8/9; Q4 status report done; to coincide with GLG</td>
</tr>
</tbody>
</table>

### ENGINEERING BOND/LOC SURETY EXPIRING SOON

<table>
<thead>
<tr>
<th>Plan</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christ Community Church</td>
<td>(renewal request sent)</td>
</tr>
</tbody>
</table>
LDP’s UNDER CONSTRUCTION

Canterbury Crossing        Rearden
Evergreen Heights          Arize FCU/ Stocker
Mount Nittany Medical Center Moerschbacher Minor
Steve Shannon              State College Area Food Bank
Winfield Heights           C3 Phases 1 & 4