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.