CALL TO ORDER: Mr. Forziat called the meeting to order at 7:00 p.m.

ZOOM MEETING PROTOCOL: Mr. Forziat verified there were no members of the public present via Zoom and protocol did not need to be reviewed.

ROLL CALL: Mr. Forziat verified Ms. Ekdahl was excused from the meeting.

OPEN DISCUSSION:  
Mr. Forziat stated that he would like to start 2024 off on the right foot and would like to remind everyone that we are all on the same team. The Planning Commission needs to rely on staff as valuable resources and expertise, and he continues to encourage diversity of thought while staying on task. Ms. Schoch stated that staff hears the Planning Commissions concerns and we are trying to keep the big projects separate. Mr. Gabrovsek noted that the Township is governed by the four corners of the code book we cannot approve/deny or require/prohibit specific things if they are not spelled out in the Code book. He added that anything the Planning Commission recommends must fall within the parameters of the Township Code.

CONSENT AGENDA:

CA-1 January 2, 2024 PC Meeting Minutes

Mr. Darrah moved to approve the January 2, 2024 meeting minutes as written. Mr. Fenton seconded. Motion carried unanimously.
PLANS:

P-1  320 Struble Road Building Addition Land Development Plan

Ms. Schoch gave a brief introduction of the plan while projecting a plan sheet. She stated that the impervious area on the lot will be decreasing with the building addition and added that this lot is considered a Superfund Site and has deed restrictions which this plan complies. Ms. Schoch then introduced Mr. Torretti from Penn Terra Engineering, Inc. for further explanation.

Mr. Torretti described the parking area, its lay out for ease of semi-truck circulation, and that there will ultimately be a surface coat overlaid to fix some patches and make the area a little more aesthetic. He also discussed the existing sidewalks both on the property and along Struble Road.

Mr. Forziat thanked Mr. Torretti for the well written narrative and opened the floor for discussion and questions. Ms. Khoury asked if there are any outstanding comments from staff. Staff confirmed there are none. Mr. Forziat asked if this is a retail/sales store. Mr. Torretti stated this is a distribution center and there are no sales at this location or contractor picking products up either. Mr. Hoffman asked where the front door is located. Mr. Torretti pointed it out on the projected image and explained it is located near the ADA parking stalls.

Mr. Darrah moved to recommend that Council approve the 320 Struble Road Building Addition Final Land Development Plan dated December 18, 2023 and last revised January 8, 2024 subject to the following conditions:

1. Within ninety (90) days from the date of approval by Council, all conditions must be satisfied, final signatures must be obtained and the plan must be recorded with the Centre County Recorder of Deeds Office. Failure to meet the ninety (90) day recordation time requirement will render the plan null and void.
2. Pay all outstanding review fees.
3. Address, to the satisfaction of the Township Engineer, any outstanding plan review comments from staff.
4. Fully comply with College Township Code Section 180-12.
5. Post surety as approved by the Township Engineer prior to recordation.
6. All conditions must be accepted in writing within seven (7) days from the date of the conditional approval letter from the Township Engineer.

Mr. Fenton seconded. Motion carried unanimously.

OLD BUSINESS:

OB-1  Workforce Housing

Mr. Forziat introduced the topic and gave a brief summary of Mr. Brumbaugh’s chalk talk from the prior Planning Commission meeting. Ms. Schoch stated in November 2023 the Planning Commission had discussed the remand from Council and compiled five questions to be presented to Council. The Planning Commission has received the answers to those questions and will review them this evening.

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

The Planning Commission agreed with the response from Council and had no further questions.

Question 2 – Regarding owner-occupied units, how do we maintain the 60-120% Area Median Income (AMI) in resale?

This is addressed through deed restrictions and developer agreements, notes on plan, and a memorandum of understanding with Centre County Housing and Land Trust. Staff stressed that affordability is safeguarded for a thirty year period.

Question 3 – Clarify bullet #1 to recognize social-economic diversity of neighborhoods. What does this mean in more detail?
The Township is focused on new development and fostering inclusive neighborhoods, not revitalizing existing neighborhoods. Some commissioner’s opined that the Township should provide a variety of units from efficiency units to multiple bedroom units. Other commissioner’s said the types of units developed should be decided between the developer and Centre County Housing and Land Trust. Ms. Schoch stated that we need to keep in mind the possibility of unintended consequences. Mr. Forziat offered that College Township has a fairly liberal ordinance and restriction within the ordinance like predetermining the number of bedrooms per workforce housing units could ultimately be a disincentive to developers.

Question 4 – How do we prepare for changes in the AMI?
Planning Commission agreed that continued monitoring through the Township’s agreement with Centre County Housing and Land Trust is needed.

Question 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?
The Planning Commission agrees to not set a numerical goal. However, as development occurs the ordinance should continue to be reviewed, tested, and updated as needed.

Ms. Schoch reviewed the remand and determined that the Planning Commission has completed the first suggested task to be completed prior to ordinance evaluation. The Planning Commission will move forward to the second suggested task of reviewing terms and definitions within the current ordinance and consider new definitions that should be incorporated. A glossary of terms was provided to the Planning Commission to review before the February 6th meeting at which time staff and the Planning Commission will examine and discuss the terms with subject matter experts. The Commissioner’s requested a version of the terms be provided that indicates which terms are currently defined in the zoning ordinance and which are not. Staff agreed to make the change to the glossary and email it to the Commissioner’s later in the week.

OB-2 2023 Annual Report
Mr. Forziat introduced the topic and asked if there were any changes the Planning Commission would like to see or if there were any questions. Ms. Meyers added that changes were made to one member’s bio and dates of recording were added to the plan inventory section, as requested at the prior Planning Commission meeting.

Mr. Darrah moved to approve the 2023 Planning Commission Annual Report as written, to be presented to the College Township Council at their regular scheduled meeting on Thursday, February 15, 2024.

Mr. Fenton seconded
Motion carried unanimously.

Ms. Schoch added that Ms. Snyder will be in contact with the Chair and possibly Vice-Chair to finalize arrangements for the presentation.

NEW BUSINESS: None presented.

REPORTS:
R-1 DPZ CoDesign Update
Ms. Schoch gave a brief update with no questions or comments from the Planning Commission.

STAFF INFORMATIVES:
SI-1 Planning Commission Reappointments
No further discussion.
SI-2  EZP Update
Mr. Darrah mentioned that the development at Millbrook Marsh is coming along.

OTHER MATTERS: None presented.

ANNOUNCEMENTS:
Mr. Forziat thanked the Planning Commission their presence and input the past year and expressed his appreciation for staff as well. He added that moving forward in 2024 we all need to remember that we are a team and are working together to get to the same goal.

Mr. Forziat announced the next Planning Commission meeting will be held on Tuesday, February 6, 2024 at 7:00 p.m. He added that there is a joint meeting with Council on Wednesday, January 24, 2024 at 6:00 p.m.

ADJOURNMENT:
Mr. Fenton moved to adjourn.
Mr. Darrah seconded.
Motion carried.

Meeting adjourned at 8:02 p.m.

Sharon E. Meyers

Sharon E. Meyers
Senior Support Specialist – Engineering/Planning