

SUMMIT TOWNSHIP PLANNING COMMISSION
Regular Business Meeting
Monday, October 10, 2022

The Summit Township Planning Commission regular business meeting was called to order by Vice Chairman Christopher Lynch at 6:30 p.m., followed by a salute to the flag. Present were Board members Christine Matheis, Ron McElderry and Christopher Friday. Also present were Zoning Administrator Tamara Cass, Administrative Assistant Debra Jageman, Engineer Matthew Jonas, PE, LEED AP and (4) interested members of the public. Chairman, Tim Will was absent from the meeting.

CALL TO ORDER

Motion by Matheis, seconded by Friday to approve the September 12, 2022, meeting minutes, as presented.

APPROVAL
OF MINUTES

Vote: 3/0 McElderry Abstained as he was absent from the September 12, 2022, meeting.

Kevin Farr, of David Laird and Associates, was present on behalf of the Sharp Real Estate Subdivision Plan, 2103 Hershey Road, Erie, PA Parcel ID No. 40-004-016.0-063.00, MUR (Mixed Use - Regional). Farr stated that owners are separating the .022 acres containing a Single-Family Dwelling from the Business Parcel. Farr explained that on July 26, 2022, Sharp Real Estate was granted a Variance by the Summit Township Zoning Hearing Board to reduce the minimum area per dwelling from the required 25,000 sq. ft. to 9,751 sq. ft, resulting in a variance of 15,249 sq. ft. A driveway access easement is shown on the plan. McElderry asked if the easement on the driveway was going to be recorded. Farr said the easement that was shown on the plan will be recorded.

SHARP REAL
ESTATE
SUBDIVISION
PLAN

Motion by McElderry, seconded by Matheis to recommend Sharp Real Estate Subdivision Plan, 2103 Hershey Road, Erie PA Parcel ID No. 40-004-016.0-063.00 MUR (Mixed Use- Regional) as presented.

APPROVAL
RECOMMENDED

Vote: 3/1 Friday: Nay

Jim Welka, of Henry T. Welka & Associates, was present on behalf of the Joseph A. & Roberta B. Kuzma Subdivision Plan, Old French Road, Parcel ID No. 40-015-085.0-019.00, RLD (Residential - Low Density). Welka stated that the owners are proposing to subdivide Parcel ID No. 40-015-085.0-019.00, a 16.64-acre parcel into 2 separate parcels. Welka explained that the plan shows "lot 1" will be conveyed into a 2 acres parcel and the residue parcel will be reduced to 14.64 acres in size after the subdivision.

JOSEPH A. &
ROBERTA B.
KUZMA
SUBDIVISION
PLAN

Motion by Friday, seconded by Matheis to recommend Joseph A. & Roberta B. Kuzma Subdivision Plan, Old French Road, Parcel ID No. 40-015-085.019.00, RLD (Residential-Low Density) as presented.

APPROVAL
RECOMMENDED

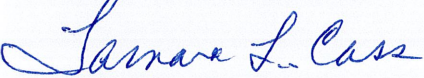
Vote: 4/0

Matt Jonas was present on behalf of the Multimodal Transportation Fund Planning Consistency Letter. Jonas explained that the Township is in the process of applying for a grant to fund construction of sidewalks along Commons Drive from the intersection of Downs Drive and Commons Drive to near the intersection of Rotunda Drive and Peach Street. Jonas stated that as part of the grant application the Township is seeking a planning consistency letter from the Planning Commission stating that the proposed project is following the Comprehensive Land Use Plan. Jonas showed a map of the existing sidewalk and areas where the Township would like to install sidewalk. The first phase is approx. \$200,000 - \$300,000.

MULTIMODAL
TRANSPORTA-
TION FUND
AUTHORIZA-
TION OF
CHAIRMAN TO
SIGN THE
CONSISTENCY
LETTER

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| Friday asked if these were the highest priority of sidewalks in the Township. Jonas stated this is the area of highest priority. Discussion ensued. | |
| Motion by Friday, seconded by McElderry to authorize the signature of the Chairman to sign the consistency letter for the Multimodal Transportation Fund Consistency Letter. Vote: 4/0 | SIGNATURE AUTHORIZED |
| Matt Jonas was present on behalf of the Summit Township Traffic Calming Policy Draft. Jonas explained that the Township is in the process of creating a policy for the implementation of traffic calming measures. Jonas explained that Summit Township receives many concerns about the speed of people travel on Oliver and Hamot Roads. Jonas reviewed a report that provided traffic calming options for these roads. Jonas indicated that he drafted a policy for their review. The purpose of the policy is to establish guidelines for the installation of traffic calming measures on Township owned roadways. Jonas stated that the measures shall be specifically designed to reduce the speed but not necessarily the volume of motor vehicles. Jonas reviewed the implementation process and evaluation process. Discussion ensued regarding establishing a Local Advisory Committee to review trouble spots in the Township and recommend traffic calming measures in lieu of the policy. | SUMMIT TOWNSHIP TRAFFIC CALMING POLICY DRAFT |
| Tamara Cass was present on behalf of the Summit Township Planning Commission Duties. Cass explained to the Planning Commission that their time, effort and expertise that they bring to the meetings is greatly appreciated by the Township officials. Cass reviewed with the Board Section 209.1 of the MPC regarding the Powers and Duties of the Planning Agency. She stated that 3 of the 5 members of the Planning Commission participated on the steering committee for the Comprehensive Plan and Zoning Ordinance. Cass explained that Planning Commission can make recommendations to the governing body regarding Zoning Ordinance amendments as well as review the Subdivision and Land Development Ordinance. Cass invited the Planning Commission to attend a webinar on “Short Term Rentals” to be held on October 12, 2022, at 6:30pm- 8:00pm at the Township Building. Cass handed out the proposed draft Subdivision and Land Development Ordinance for their review. She stated that the current Subdivision and Land Development Ordinance does not coordinate with the new Zoning Ordinance, therefore, it will need to be updated. | PLANNING COMMISSION DUTIES SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (SALDO) REVIEW |
| With no other business to come before the Board, motion was made by McElderry, seconded by Matheis, to adjourn the meeting at 8:00 PM. Vote: 4/0 | ADJOURNMENT |

Respectfully submitted,



Tamara L. Cass
Zoning Administrator

SUMMIT TOWNSHIP PLANNING COMMISSION

Regular Business Meeting
Monday, October 10, 2022
Public Study Session 6:15 P.M.
Public Meeting 6:30 P.M.

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. CORRESPONDENCE
4. SHARP REAL ESTATE – Subdivision Plan
2103 Hershey Road, Erie, PA 16509
Parcel ID No. 40-004-016.0-063.00, MUR (Mixed Use - Regional)
5. JOSEPH A. & ROBERTA B. KUZMA – Subdivision Plan
Old French Road, Erie, PA 16509
Parcel ID No. 40-015-085.0-019.00, RLD (Residential – Low Density)
6. MULTIMODAL TRANSPORTATION FUND
Planning Consistency Letter
7. SUMMIT TOWNSHIP TRAFFIC CALMING POLICY DRAFT
8. PLANNING COMMISSION DUTIES
9. SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (SALDO) REVIEW
10. COMPREHENSIVE PLAN IMPLEMENTATION UPDATE
11. ADJOURNMENT