

**Swatara Township Planning Commission
February 4, 2025, at 7:00 PM**

Planning Commission

Chad Martin, Chairperson
Charles Bowser, Vice-Chairperson
Mark Caruso
Karen Bear

Township Officials

Zach Gulden, Director of Planning & Zoning
Jon Cherry, Dawood Engineering
Karen Dixon, Tri-County Planning Commission

CALL TO ORDER

Chairperson Martin called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Chairperson Martin led the Pledge of Allegiance.

ROLL CALL

Chairperson Martin took roll call, and Katie Ibberson was noted as absent.

ANNUAL REORGANIZATION

Chairperson Martin noted that the Commission missed reorganizing at its January meeting.

Ms. Bear made a **MOTION** to appoint Chad Martin as the 2025 Chairperson. The **MOTION** was **SECONDED** by Mr. Caruso. The motioned carried unanimously (4-0).

Ms. Bear made a **MOTION** to appoint Charles Bowser as the 2025 Vice-Chairperson. The **MOTION** was **SECONDED** by Mr. Caruso. The motioned carried unanimously (4-0).

APPROVAL OF MINUTES

Mr. Caruso made a **MOTION** to approve the January 7, 2025, meeting minutes. The **MOTION** was **SECONDED** by Vice-Chair Bowser. The motioned carried unanimously (4-0).

PUBLIC COMMENT

None

OLD BUSINESS

**A. Roth/Ortega
Lot Add-On Plan
File No. 2024-08R**

**Last PC: 02/04/2025
Last BOC: 02/12/2025
End Date: 02/15/2025**

Diane Ortega presented the plan to the Commission.

The Commission gave unanimous consent to recommend approval of the following deferrals and waivers:

1. Waive the requirements of §253-10A(1)(b)[5] to provide a separate drawing of the proposed lots at a scale of one-inch equals 100 feet.
2. Waive the requirement of §253-11 to submit a separate preliminary plan.
3. Waive the requirement of §253-12 to have the plan meet the preliminary plan specifications.
4. Waive the requirement of §253-24.B(1)(b) to provide a fee in-lieu of dedication of open space.
5. Defer the requirement of §253-31 to install curbs.
6. Defer the requirement of §253-32 to install sidewalks, pedestrian walkways, and bicycle paths.

Vice-Chairperson Bowser made a **MOTION** to recommend approval of the Minor Subdivision Plan for Roth / Ortega with the following conditions:

1. The plan is being process as a minor subdivision (lot add-on) application; therefore, the plan's name shall be changed to "Minor Subdivision Plan for Roth / Ortega"
2. Address comments located in the attached Dawood's engineering review memo dated 01/31/2025.
3. Address comments located in the attached Tri-County Regional Planning Commission's review memo dated 10/10/2024.
4. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted. All deferred improvements shall be shown on final plans as future improvements. A note shall be placed on the plan indicating that all deferrals are granted ".....until such time as the Board of Commissioners deems the improvement necessary."
5. The Applicant shall demonstrate compliance with all applicable zoning, subdivision, land development, sanitary sewer, storm sewer ordinances and regulations that are in effect at the time of the subdivision submission.
6. The Applicant shall pay such fees as are charged from time to time by Swatara Township for other further reviews or permits as may be required concerning the proposed subdivision.
7. Upon the approval of a final plan, the applicant shall within 90 days of such final approval or 90 days after the date of delivery of an approved plan signed by the governing body, following completion of conditions imposed for such approval, whichever is later, record such plan in the office of the recorder of deeds in Dauphin County. A copy of the recording receipt and plan shall be provided to the Township.
8. Since the plan is approved with outstanding conditions, the signature block for the Swatara Township Board of Commissioners shall state the date on which the conditional approval is granted. A second line shall be added to state, "The conditions of approval were satisfied this ____ day of _____, 20__."

9. Provide five (5) paper copies of the revised plan containing original signatures and engineer seals, one properly signed mylar copy, and PDF copies of all plans and reports.

The **MOTION** was **SECONDED** by Mr. Caruso. The motioned carried unanimously (4-0).

B. Fleming	Last PC: 02/04/2025
Prelim/Final SD Plan	Last BOC: 02/12/2025
File No. 2024-09R	End Date: 02/15/2025

Chairperson Martin stated the applicant submitted an additional deferral request, which must be reviewed by the Commission.

The Commission gave unanimous consent to recommend approval of the following deferral:

1. Defer the requirement of §253-24.B(1)(b) to provide a fee in-lieu of dedication of open space until time of land development / zoning permit application.

C. Maxie Wiley III	Last PC: 02/04/2025
Prelim/Final SD Plan	Last BOC: 02/12/2025
File No. 2024-11R	End Date: 02/12/2025

Mark Romeo presented the plan on behalf of the applicant.

The Commission gave unanimous consent to recommend approval of the following deferrals and waivers:

1. Waive the requirement of §253-12 to submit a separate preliminary plan.
2. Waive the requirement of §253-22.A.1. to provide a natural feature preservation/landscape plan.
3. Defer the requirement of §253-24.B(1)(b) to provide a fee in-lieu of dedication of open space until time of development / zoning application.
4. Defer the requirement of §253-31. requiring curb installation on Second Street & the 25' wide access easement.
5. Defer the requirement of §253-32. requiring sidewalk installation on Second Street & the 25' wide access easement.

Mr. Caruso made a **MOTION** to recommend the approval of the Maxie Wiley III Preliminary / Final Subdivision Plan with the following conditions:

1. An access easement & maintenance agreement, including metes and bounds description & exhibit, shall be reviewed and approved by the Township then the applicant shall record such agreement in the office of the Recorder of Deeds in Dauphin County. A copy of the recording receipt and agreement shall be provided to the Township.
2. The following shall be corrected on Sheet No. 1 of 4:
 - a. "Action by Borough Council" shall be corrected to "Action by Board of Commissioners" for all the deferrals / waivers.
3. Address comments located in the attached Dawood's engineering review memo dated 01/24/2025.

4. Address comments located in the attached Tri-County Regional Planning Commission’s review memo dated 12/13/2024.
5. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted. All deferred improvements shall be shown on final plans as future improvements. A note shall be placed on the plan indicating that all deferrals are granted “.....until such time as the Board of Commissioners deems the improvement necessary.”
6. The Applicant shall demonstrate compliance with all applicable zoning, subdivision, land development, sanitary sewer, storm sewer ordinances and regulations that are in effect at the time of the subdivision submission.
7. The Applicant shall pay such fees as are charged from time to time by Swatara Township for other further reviews or permits as may be required concerning the proposed subdivision.
8. Upon the approval of a final plan, the applicant shall within 90 days of such final approval or 90 days after the date of delivery of an approved plan signed by the governing body, following completion of conditions imposed for such approval, whichever is later, record such plan in the office of the recorder of deeds in Dauphin County. A copy of the recording receipt and plan shall be provided to the Township.
9. Since the plan is approved with outstanding conditions, the signature block for the Swatara Township Board of Commissioners shall state the date on which the conditional approval is granted. A second line shall be added to state, “The conditions of approval were satisfied this ___ day of _____, 20__.”
10. Provide five (5) paper copies of the revised plan containing original signatures and engineer seals, one properly signed mylar copy, and PDF copies of all plans and reports.

The **MOTION** was **SECONDED** by Ms. Bear. The motioned carried unanimously (4-0).

D. Cloverleaf Motel Incorporated
Prelim/Final LD Plan
File No. 2024-12C

Last PC: 04/01/2025
Last BOC: 04/02/2025
End Date: 04/07/2025

Chairperson Martin stated the Township received correspondence from the applicant requesting the Commission table the plan until the March meeting.

NEW BUSINESS

A. 2024 Annual Report

Vice-Chairperson Bowser made a **MOTION** to accept the 2024 Annual Planning Commission Report. The **MOTION** was **SECONDED** by Mr. Caruso. The motioned carried unanimously (4-0).

OTHER BUSINESS

A. Appointment of a Secretary / Recording Secretary

Vice-Chairperson Bowser made a **MOTION** to appoint Katie Ibberson as the Planning Commission Secretary and Recording Secretary. The **MOTION** was **SECONDED** by Ms. Bear. The motion carried unanimously (4-0).

Mr. Gulden provided a brief update regarding the Planning Commission's recommended ordinance amendments for 2024. At their meeting on November 4, 2024, the Planning Commission directed Mr. Ihlein to present the draft zoning ordinance amendments (signs, data centers, short term rentals, etc.) and various amendments to the subdivision and land development ordinance to the Board of Commissioners. At the Board of Commissioners' meeting on December 11, 2024, Mr. Ihlein presented the recommended amendments, and they forwarded them to the solicitor for review. The solicitor is wrapping up his review, and we should see them in ordinance form soon.

Ms. Dixon stated that another planner from her office will be taking her place starting in May.

OTHER BUSINESS NOT BEING HEARD

Mr. Gulden noted that a timeline extension request has been received for the 10 Mars Street Apartment Preliminary / Final Land Development Plan, which will be heard by the Board of Commissioners on February 5, 2025.

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| A. Townhome Development at 425 Pear Ave | Last PC: 04/01/2025 |
| Prelim/Final LD Plan | Last BOC: 04/09/2025 |
| File No. 2024-05R | End Date: 04/09/2025 |
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| B. 10 Mars Street Apartments | Last PC: 04/01/2025 |
| Prelim/Final LD Plan | Last BOC: 04/09/2025 |
| File No. 2024-06R | End Date: 04/09/2025 |

COMMISSION MEMBER COMMENTS

Ms. Bear recommended that the Commission have an alternate member to ensure a quorum in the future. Commissioner Tom Connolly from the audience stated they will investigate that.

ADJOURNMENT

There being no further business, Chairperson Martin made a **MOTION** to adjourn. The **MOTION** was **SECONDED** by Vice-Chairperson Bowser. The motion carried unanimously (4-0). Chairperson Martin adjourned the meeting.