

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



January 3, 2023 7:00 p.m.
1481 East College Avenue, State College, PA 16801
www.collegetownship.org

PRESENT: Ray Forziat, Chair
Ed Darrah, Vice Chair
Peggy Ekdahl, Secretary
Matthew Fenton
Noreen Khoury
Bill Sharp

EXCUSED: Robert Hoffman

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

CALL TO ORDER: Mr. Forziat called the meeting to order at 7:02 p.m.

ZOOM MEETING PROTOCOL: Mr. Forziat verified there were no people present via Zoom.

ROLL CALL: Mr. Forziat verified Mr. Hoffman was excused.

REORGANIZATION: Mr. Forziat turned the meeting over to be chaired by Mr. Franson for the reorganizational portion of the meeting.

Mr. Franson asked for nominations for the Chair.

Mr. Sharp moved to nominate Mr. Forziat for chair. Mr. Darrah seconded.

With no other nominations, Mr. Sharp moved to elect Mr. Forziat to the position of Chair of the College Township Planning Commission. Mr. Darrah seconded. Motion carried unanimously.

Mr. Franson turned the meeting back over to Mr. Forziat.

Mr. Forziat asked for nominations for the Vice Chair.

Ms. Ekdahl moved to nominate Mr. Sharp for vice chair. Mr. Darrah seconded.

Mr. Sharp moved to nominate Mr. Darrah for vice chair. Mr. Fenton seconded.

With no other nominations, Ms. Ekdahl moved to elect Mr. Sharp to the position of Vice Chair of the College Township Planning Commission. Mr. Darrah seconded. Motion did not carry with a vote of three to three.

Mr. Sharp moved to elect Mr. Darrah to the position of Vice Chair of the College Township Planning Commission. Mr. Fenton seconded. Motion did not carry with a vote of three to three.

Mr. Forziat recommended a revote for the position.

Ms. Ekdahl moved to elect Mr. Sharp to the position of Vice Chair of the College Township Planning Commission. Mr. Darrah seconded. Motion did not carry with a vote of two to four.

Mr. Sharp moved to elect Mr. Darrah to the position of Vice Chair of the College Township Planning Commission. Mr. Fenton seconded. Motion carried with a vote of four to two.

Mr. Forziat asked for nominations for the Secretary.

Mr. Darrah moved to nominate Ms. Ekdahl for secretary. Ms. Khoury seconded.

With no other nominations, Mr. Darrah moved to elect Ms. Ekdahl to the position of Secretary of the College Township Planning Commission. Ms. Khoury seconded. Motion carried unanimously.

Mr. Forziat asked for nominations for the Centre Regional Planning Commission (CRPC) representative.

Mr. Darrah moved to nominate Mr. Forziat for the CRPC representative. Mr. Sharp seconded.

With no other nominations, Mr. Darrah moved to elect Mr. Forziat to be the Centre Region Planning Commission representative of the College Township Planning Commission. Mr. Sharp seconded. Motion carried unanimously.

Mr. Forziat asked for nominations for the CRPC representative alternate.

Mr. Darrah moved to nominate Mr. Fenton for the CRPC representative alternate. Ms. Khoury seconded.

With no other nominations, Mr. Darrah moved to elect Mr. Fenton to be the Centre Region Planning Commission representative alternate. Ms. Khoury seconded. Motion carried unanimously.

Mr. Forziat asked for nominations for the College Township Council representative.

Mr. Forziat moved to nominate Mr. Hoffman to be the Council representative. Mr. Darrah seconded.

With no other nominations, Mr. Forziat moved to elect Mr. Hoffman to be the College Township Planning Commission representative to the College Township Council. Mr. Darrah seconded. Motion carried unanimously.

Mr. Forziat asked for nominations for the College Township Council representative alternate.

Mr. Sharp moved to nominate Ms. Khoury to be the Council representative alternate. Mr. Darrah seconded.

With no other nominations, Mr. Sharp moved to elect Ms. Khoury to be the College Township Planning Commission representative alternate to the College Township Council. Mr. Darrah seconded. Motion carried unanimously.

With no further reorganization needed the regular meeting of the College Township Planning Commission resumed as scheduled.

OPEN DISCUSSION: None presented.

CONSENT AGENDA:

Mr. Darrah moved to approve the December 6, 2022 meeting minutes as written. Mr. Sharp seconded. Motion carried unanimously.

PLANS: None presented

OLD BUSINESS:

OB-1 Annual Report – Final Draft

Ms. Schoch stated that staff took into consideration the comments made at the December 6, 2022 meeting and made some minor changes to the report as requested. Ms. Schoch stated once the report is approved by Planning Commission a date prior to March 2023 will be chosen to present the report to Council. She suggested the report was presented by the representative or alternate in prior years. Mr. Sharp opined there are no further changes necessary. Mr. Forziat stated he believes there are no further changes needed but would like to open the topic for discussion or comments. Mr. Darrah agreed he had no comments. With no further comments Mr. Forziat asked for a motion.

Mr. Sharp moved to accept the Planning Commission Annual Report as written for presentation to Council on a future date to be determined. Mr. Darrah seconded. Motion carried unanimously.

NEW BUSINESS: None presented.

REPORTS:

R-1 RFQ Review Committee Update

Ms. Schoch gave a brief update. Staff has prepared the scope of work for the contract, which was taken directly from the RFQ submission and added a few items. The scope has been presented to Council for comments. DPZ is also reviewing the scope to see if the initial cost estimate will change due to the modification of scope. Once Council, staff, and DPZ are in agreement, Council will be asked to approve the scope and contract at their upcoming meeting on January 19, 2023. Ms. Schoch continued that the scope has been broken down into seven sections including, overall goals, community engagement, project initiation, master plan and form-based code, adoption process, implementation, and final outcomes.

Mr. Darrah questioned the webpage discussion that took place during the Council meeting. Ms. Schoch explained that the discussion seemed to be about the interactive webpage that was presented during the interview process. She continued that the GIS Technician will help with the implementation process of the interactive webpage.

Mr. Sharp stated that the deliverables presented are impressive and opined that Council and the Township are getting a lot for what is being paid. Ms. Schoch stated that she is excited and happy with where staff is compared to where they were in the process last year at this time.

STAFF INFORMATIVES:

SI-1 Council Meeting Minutes

Mr. Darrah gave a brief update of the Council meeting that took place earlier in the day. There were minor changes to be made to the proposed by-laws for the IDA and the Watershed Commission. Changes suggested for the Watershed Commission by-laws will be presented to the other municipalities for their consent. Changes to the IDA by-laws will be sent to the IDA solicitor to make sure they are in compliance with the state. Mr. Sharp stated that Mr. Dustin Best will be the liaison for IDA and the Watershed Commission.

SI-2 Zoning Bulletin

Mr. Forziat stated that the zoning bulletins are excellent informatives provided by staff and he appreciates them being included in the packets. Mr. Forziat stated there was an article in the current bulletin about non-conforming use. Mr. Darrah stated he found that particular article to be quite interesting. Mr. Forziat stated if any Commissioners are in need of further explanation of any topics within the zoning bulletin to let him and/or staff know, and it can be added to a future agenda. Mr. Darrah brought up the Township's current lawsuit and the recent successful outcome regarding fee-in-lieu. The commissioners further discussed the importance of perusing the provided zoning bulletins.

SI-3 E ZP Report Update

No comments were made.

OTHER MATTERS: No other matter presented.

ANNOUNCEMENTS:

Mr. Forziat announced the next meeting of the College Township Planning Commission will be Tuesday, January 17, 2023 at 7:00 p.m.

ADJOURNMENT: *Mr. Darrah moved to adjourn the January 3, 2023 meeting of the College Township Planning Commission. Mr. Fenton seconded. Motion carried unanimously.*

Meeting adjourned at 7:38 p.m.

Sharon E. Meyers

Sharon E. Meyers
Senior Support Specialist – Engineering/Planning