

## **Valencia Borough Planning Commission**

*Meeting Minutes*

5-2-19

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*Commissioners Present:* Torey Verts, Chair; Julie Himmelstein, Vice-Chair; John Mullins

*Guests:* Brian Himmelstein, Maggi Crouthamel, Dave Crouthamel

### **Call to order:**

The meeting of the Valencia Borough Planning Commission was called to order at 5:31 p.m.

### **Amend/Approve Minutes:**

No changes were made to the meeting minutes from 4-4-19.

Decision: John made the motion to accept the minutes. Julie seconded.

**Vote:** 3.0.0

### **Public Comments**

Guests Maggi and Dave Crouthamel submitted an application for subdivision. They are working with Tammy Ranalli from Survey Tech and Associates who submitted the information to the county. Maggi had some questions regarding the application. Tammy had left blank the sections for topography, subsurface drainage, and natural and artificial features as Butler County does not require them. As well, Maggi had questions regarding the fees for subdivision. Torey will follow up with Chris Rearick to get his response. The application for subdivision will be put on the June meeting's agenda for discussion and review of commentary from the zoning officer.

### **New business:**

#### **Draft Applications**

Commissioners reviewed the two draft applications for the zoning certificate and subdivision of property. Commissioners discussed adding a section on the subdivision application to include a request to submit a certain number of days prior to the Planning Commission so that there would be adequate time for review. A section on the zoning certificate will be added to clarify what that application is to be used for. Commissioners clarified that zoning certificates go straight to the zoning officer and would not necessarily need to be approved by the Planning Commission.

#### **Yearly Report**

Commissioners reviewed the yearly report that was written by Julie. Commissioners made minor changes and will submit the report to Council at their next meeting.

#### **Newsletter**

Commissioners discussed topics to put in the spring newsletter for the Planning Commission including meeting dates, contact information, and information about the new zoning ordinance. The newsletter will be published on the website.

#### **Fee Chart**

Commissioners discussed having a simplified fee chart to put on the website for residents to reference. Julie volunteered to make a chart with various examples and the fees associated with them.

### Training

Julie recently attended a training regarding the duties of a zoning hearing board which was presented by the DCED. The training included information on the municipal planning code and how to follow it. Julie will email a link to a website to the commissioners for reference. As well, she will get information from the training packet and email it to the Valencia Borough Zoning Hearing Board.

### Next meeting:

The next meeting will be Thursday, June 6, 2019 at 5:30.

### Agenda items for next meeting:

- Amend/approve minutes
- Review and discuss Crouthamel subdivision application

### This month's assignments:

Torey – Write up meeting minutes; June agenda; Council meeting; email to Chris

Julie – Council meeting; email commissioners training website link; email information to Zoning Hearing Board; create fee schedule reference chart

John – Council meeting

### Adjournment:

The meeting was adjourned at 6:49 p.m.

Decision: Julie made the motion to adjourn the meeting. John seconded.

**Vote:** 3.0.0