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## TOWNSHIP OF FERGUSON

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**Pine Grove Mills Small Area Plan Advisory Committee  
Regular Meeting Minutes  
Thursday, September 22, 2022  
4:00 p.m.**

**Zoom Link:** <https://us02web.zoom.us/j/82033558920>

### I. CALL TO ORDER

The Pine Grove Mills Small Area Plan Advisory Committee held a regular meeting on Thursday, September 22, 2022, via Zoom. In attendance were:

**Committee:** Matt Heller, Chair; Paul Tomkiel, Vice Chair; Liz Grove, Secretary; Jordon Robb; Shannon Holliday

**Staff:** Jenna Wargo, Director of Planning and Zoning; Kristina Bassett, Community Planner; Liza Ruhf, Planning and Zoning Administrative Assistant

**Citizens:** None

Mr. Heller called the meeting to order at 4:01 p.m.

### II. CITIZEN'S INPUT

No citizens provided input.

Mr. Tomkiel spoke on behalf of Pine Grove Mills resident, Susan Polay and summarized what they had discussed. Ms. Polay owned Festively Dressed and had been concerned about the condition of the alley leading to her home; she had reported that it would get icy and treacherous in the winter and was in a deteriorating state, which made it difficult for fire fighters/emergency responders to access. Mr. Heller discussed reaching out to local Fire/EMS to understand how alleys that were not maintained were accessed. Ms. Wargo reported that a new ordinance required new private streets to have a street agreement, covering maintenance, condition of alleys, etc. The issue here was that "historic alleys" had not been covered, as the ordinance had not addressed preexisting conditions. Public Works had thought that it was a civil issue and that property owners would need to work together. Historically, it had never been addressed at the Township level, as it involves liquid fuel funds from the state government and in order to receive these funds from the state, certain standards would need to be met first, for example, widening the street.

### III. APPROVAL OF MINUTES

Mr. Tomkiel moved that the Advisory Committee approve the August 25, 2022, Regular Meeting Minutes. Ms. Holliday seconded the motion.

## **IV. UNFINISHED BUSINESS**

### **1. REVIEW OF PROPOSED VILLAGE ZONING DISTRICT EXPANSION**

Ms. Wargo and Ms. Bassett had met with Mr. Robb and Mr. Heller to review the existing Village Zoning District Boundary and potential properties to be included in the Village Zoning District. Ms. Bassett discussed and shared the current zoning map, and the proposed zoning boundary, of the Village. She pointed out that if it were to be rezoned, it could be developed for higher density uses rather than single family. Ms. Bassett also shared the process for potential rezoning and amendment to a zoning district boundary; first it would be presented to the Planning Commission for review, then they would make a recommendation, which would be presented to the Board of Supervisors, and they would decide what action to take. Once the Township would receive authorization from the Board, they would advertise and post the properties to be rezoned.

Mr. Robb discussed informing residents as to the potential uses of their property and a possible online presence for people to access in order to understand more clearly. The focus should be connecting with the community and being supportive to those that would be affected by potential rezoning. Ms. Grove suggested showing them what was current and what was being proposed. Mr. Heller discussed the next steps, possibly working with a focus group with input from the Committee. Ms. Wargo pointed out that the Committee needed to address rezoning versus introducing an overlay district. Mr. Heller proposed reconvening the subcommittee before bringing it back to the Advisory Committee and then giving a recommendation to Planning Commission.

### **2. WINTER DÉCOR IDEAS**

Ms. Wargo discussed the streetlight décor, separate from the seasonal banners, although the chosen décor could alternate with the banners. They would be ordering arms for every post. Ms. Bassett shared some examples. Ms. Wargo reminded them that the Township would be covering the costs and Public Works would be completing the work, therefore the Committee would need to choose no more than three (3) options to be installed throughout the year. Ms. Grove suggested a traditional décor around the holidays, with "gentle" lights and wreaths.

### **3. TIPS AND TRICKS FOR DEVELOPMENT DISCUSSION**

Ms. Bassett shared the Township's Land Development/Subdivision process via a flow chart, without the detail of permits for water and sewer. It was a six (6) to eight (8) month process, as it would be reviewed by staff and sometimes others, then given to county and local authorities, then Planning Commission, and then to the Board of Supervisors for approval/denial. Once approved, the Developer would need to submit the final plan, which would undergo review before going to the Board for final approval. Mr. Robb pointed out that there were only a few properties in the Village where this would apply. Ms. Bassett added that if it were a smaller plan, it could be a Minor Alteration plan.

### **4. PINE GROVE MILLS SMALL AREA PLAN IMPLEMENTATION UPDATE**

*The Committee divided up the Action Steps described in the Small Area Plan based on general categories. As a reminder, the responsibility of each "champion" is to oversee their respective categories and ensure the Action Steps are prioritized and implemented in accordance with the goals described in the plan document and work program. The following are the categories for each Committee member:*

**Land Use/Regulatory/Recreation**

- Mr. Robb had no additional input.

**Community Engagement/Events**

- Ms. Grove enquired if anyone had received an invite to the open house at Kish Bank; the reception would be on Tuesday, from 5:30 to 7:30 p.m. She had emailed them about the Committee and Kish had invited them to come. Mr. Tomkiel, Mr. Heller, and Ms. Grove volunteered to attend.

**History and Heritage**

- Ms. Holliday had had to leave the meeting. Mr. Tomkiel reported that Ms. Holliday had reached out to Ms. Zeigler and had not heard back from her. Mr. Tomkiel discussed the need for a museum for artifacts and documents regarding Pine Grove Mills. Mr. Heller reported that he had reached out to the College of Music regarding the historical instruments that Ms. Grove had been given and he was waiting to hear back.

**Public Infrastructure/Multimodal Transportation**

- Mr. Tomkiel reported that he had seen crews painting the road on the mountain; Ms. Bassett stated that they paint the road for traction.

**Economic Development**

- Mr. Heller had no additional input.

*Follow the link below to access the web tracker.*

[Pine Grove Mills Small Area Plan Action Steps Tracker](#)

**V. STAFF UPDATE**

Ms. Wargo reported that the new Ordinance Enforcement Officer would be starting October 5<sup>th</sup> and that she and Mr. Ressler would be acting OEOs in the interim!

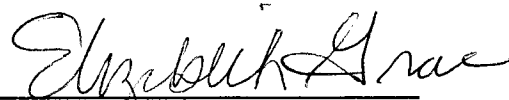
**VI. OPEN DISCUSSION**

Mr. Tomkiel discussed ways to direct people if they had complaints about the alleys. Ms. Wargo stated that they could be directed to her and she could provide them with a template of the private street agreement. Mr. Tomkiel shared that the Pine Grove Mills Farmers Market Harvest Fest would be held in one week.

**VII. ADJOURNMENT**

Ms. Grove moved that the Pine Grove Mills Small Area Plan Advisory Committee Regular Meeting be adjourned. Mr. Tomkiel seconded the motion. The meeting was adjourned at 6:02 p.m.

RESPECTFULLY SUBMITTED,



Liz Grove, Secretary

Pine Grove Mills Small Area Plan Advisory Committee