



TOWNSHIP OF FERGUSON

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FERGUSON TOWNSHIP PLANNING COMMISSION REGULAR MEETING AGENDA Monday, December 3, 2019 6:00 PM

I. CALL TO ORDER

II. CITIZEN INPUT

III. WHITEHALL ROAD REGIONAL PARK RESUBMISSION

Stahl Sheaffer Engineering submitted the Whitehall Road Regional Park – Phase One Final Land Development Plan on behalf of their client. The proposed development plan calls for the development of approximately 55 acres of the 100 acres park property. The property will include: two lighted grass fields (alternate to synthetic turf), two unlighted grass fields, two grass practice/open space areas, accessible walking trail, All-Ability and Universally-Accessible Playground, All-Season Pavilion with attached concession stand and restrooms, and a three- bay park operations storage building. The required park infrastructure includes a paved entrance road, paved parking lots (just under 500 spaces), accessible connector sidewalks and trails, public water and sanitary sewer service, and natural gas service. There will be green stormwater management facilities such as bioswales, stormwater infiltration basins, and rain gardens, all of which connect to the storm water sewer system.

Click the link below to download the plans.

https://www.twp.ferguson.pa.us/sites/fergusonpa/files/uploads/111519_whitehall_rd_regional_park_twp_submission_3_plan_set.pdf

Staff Recommendation: The Planning Commission and make a recommendation to the Board of Supervisors to approve the plan, pending outstanding comments.

IV. REVIEW OF PLANNING COMMISSION BY-LAWS

V. REVIEW AND APPROVAL OF THE 2020 PLANNING COMMISSION CALENDAR

VI. REVIEW AND APPROVAL OF THE 2020 PLANNING COMMISSION WORK PROGRAM

VII. OFFICIAL REPORTS AND CORRESPONDENCES

A. BOARD OF SUPERVISORS REPORT

B. CRPC REPORT

C. LAND DEVELOPMENT PLANS

i. WATKINS SUBDIVISION- COMMENTS RETURNED TO APPLICANT

ii. **W. CHERRY LANE – 3RD REVIEW COMMENTS RETURNED TO APPLICANT, EXPECTED TO BE ON THE NEXT PC AGENDA**

iii. **WHITEHALL REGIONAL PARK – COMMENTS RETURNED TO APPLICANT**

iv. **THE WHITEHALL RD SHEETZ LDP - COMMENTS RETURNED TO APPLICANT**

v. **HARNER FARM REPLOT AND ORCHARD VIEW SUBDIVISION -COMMENTS WERE RETURNED TO APPLICANT**

vi. **ORCHARD VIEW SUBDIVISION – COMMENTS WITH APPLICANT, APPLICANT WORKING OUT TIS ITEMS**

D. STAFF UPDATES

VIII. APPROVAL OF REGULAR MEETING MINUTES NOVEMBER 11, 2019

IX. ADJOURNMENT

BYLAWS AND RULES OF PROCEDURE OF THE FERGUSON TOWNSHIP PLANNING COMMISSION

Article I. Name

The name of this commission shall be the Ferguson Township Planning Commission.

Article II. Enabling Authority

The Ferguson Township Planning Commission is established by the Home Rule Charter, Article VI, Section 6.02, Ferguson Township Municipal Code, Chapter 1, Part 4.A, Section 1-402, Part 4.B. and the Municipalities Planning Code of the Commonwealth of Pennsylvania, Article II, Section 201.

Article III. Purpose

As defined in Article II, Section 209.1 of the Municipalities Planning Code of the Commonwealth of Pennsylvania, the duties and responsibilities of the Ferguson Township Planning Commission shall be as follows:

1. The Planning Commission shall at the request of the governing body have the power and shall be required to:
 - a. Prepare the comprehensive plan for the development of the municipality and present it for the consideration of the governing body.
 - b. Maintain and keep on file records of its action. All records and files of the planning agency shall be in the possession of the governing body.
2. The Planning Commission at the request of the governing body may:
 - a. Make recommendations to the governing body concerning the adoption or amendment of an official map.
 - b. Prepare and present to the governing body of the municipality a zoning ordinance and make recommendations to the governing body on proposed amendments.
 - c. Prepare, recommend and administer subdivision and land development and planned residential development regulations.
 - d. Promote public interest in, and understanding of, the comprehensive plan and planning.
 - e. Make recommendation to governmental, civic and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.
 - f. Hold public hearings and meetings.
 - g. Present oral or written comments before any board.
 - h. Require from other departments and agencies of the municipality such available information as relates to the work of the planning agency.
 - i. Review the zoning ordinance, subdivision and land development ordinance, official map, provision for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.

Article IV. Membership

1. The Planning Commission shall consist of seven members, each of whom shall be full-time residents and qualified electors of the Township. Each of the three wards of the Township shall be represented by at least one resident member so that at the time when the Board of Supervisors considers an appointment, if the currently serving members of the Planning Commission are from only two wards, then the members to be appointed must be from the unrepresented ward; provided, however, in the event that there shall not a be a person who resides in the unrepresented ward who is willing to serve, then after a period of 60 days, the Board of Supervisors may appoint a person from a ward other than the unrepresented ward.
2. Each member of the Planning Commission shall be appointed for a term of four years.
3. The term of not more than two members shall expire each year.
4. Should a vacancy occur, the Board of Supervisors shall appoint a member to fill the vacancy only for the unexpired portion the term. Such appointment shall be made within a period of 60 days after the vacancy occurs.
5. The Board of Supervisors may appoint by resolution at least one but no more than three residents of the Township to serve as alternate members of the Planning Commission. The term of office of an alternate member shall be four years. Alternates shall be governed by Article II of the Pennsylvania Municipalities Planning Code. Alternates shall not serve as a member of the Zoning Hearing Board or as a Zoning Administrator. Any alternate may participate in any proceeding or discussion of the Commission but shall not be entitled to vote as a member of the Commission nor be reimbursed pursuant to Section 202 of the Pennsylvania Municipalities Planning Code unless designated as a voting member pursuant to Section 207 of the Pennsylvania Municipalities Planning Code.

Article V. Officers

1. The reorganizational meeting of the Planning Commission shall take place on the first meeting in January of each year in the Ferguson Township Municipal Building. The Commission shall elect from its voting members a Chair, Vice-Chair, and Secretary.
2. The Planning Commission Chair shall be the person responsible for the overall conduct of the meeting. The Chair shall assure and promote the use of these bylaws and procedures. Copies of this document shall be made available by request.
3. In the absence of the Planning Commission Chair, the Vice-Chair shall assume the duties of the Chair. In the absence of the Chair and Vice-Chair the remaining members shall choose an acting Chair.

Article VI. Meetings

1. The Planning Commission shall always allow for public comment at the beginning of any meeting by announcing "if the public has any comment regarding anything that is NOT on the agenda, they may speak now by raising their hand". It will also be stated that there will be time for the public to speak with regard to specific items on the agenda, when those items come up.

2. The Chair shall always ask for the following from anyone who is speaking before the Planning Commission:
 - a. Full name
 - b. Address
 - c. Reason for speaking
3. The Planning Commission shall have the ability to limit the public from presenting redundant information that has been previously discussed. If redundant information is presented, the Chair may interject and state that the information was redundant. The Secretary shall record in the minutes that the information was redundant.
4. The Planning Commission shall have the ability to limit public presentations with regard to any subject to a total of five (5) minutes per subject, per person. The Chair shall direct the Secretary to act as a time keeper in order to establish consistency and fairness.
5. The Chair shall be responsible for calling recesses as needed.
6. The Chair shall be allowed to re-configure the meeting agenda as is deemed necessary prior to the beginning of the meeting, after consultation with Staff. The change shall be announced to all in attendance.
7. Presentation by Developers and other participants shall be limited to no longer than 45 minutes per meeting for each agenda item and all representatives of applicant shall be introduced at the start of the presentation.
8. The Planning Commission shall retain the right to ask for a continuance on any matter and to inquire as to whether a Developer is willing to request a Time Limit Date extension. The Planning Commission shall always consult with Staff regarding any Time Limit Date matters
9. The Chair shall ask Developers and other participants to refrain from approaching the table where the Planning Commission is seated. Likewise, Developers and other participants shall always ask for permission to approach the Planning Commission table for presentation of additional materials. If it is necessary for someone to approach the Planning Commission table, it is important that they be directed back to the podium prior to continuing to discuss the matter at hand. This will help promote openness for all matters and will help insure that all can hear the proceedings that occur.
10. Any Planning Commission member that has a conflict of interest with any agenda item shall notify the Chair and the Director of Planning and Zoning of the intent to abstain by email or in person, prior to the start of a meeting. Any Planning Commission member who desires to abstain, shall state such abstention prior to the beginning of any presentation for such item. Abstention due to a conflict of interest shall mean that the Planning Commission member shall not participate with regard to that particular agenda item.
11. Any Planning Commission member can choose to abstain from discussing or voting on any matter for any other reason. Such abstention does not need a stated reason, nor any previous notice given.
12. A vote of the Planning Commission shall be considered as passed after receiving a majority of the members that are voting on any matter.

Article VII. Minutes

Planning Commission minutes shall be prepared by the Recording Secretary. Generally, minutes shall contain a brief synopsis of the discussion, include a complete restatement of any motion made and record of votes; and record of attendance. The Secretary of the Commission shall sign the minutes once approved by the Commission.

Article VIII. Open Meetings and Right to Know Provisions

1. All Planning Commission meetings shall be conducted in accordance with the applicable provisions of the Pennsylvania Sunshine Act, as may be amended.
2. All business conducted by the Planning Commission and any and all documents are subject to the provisions of the Pennsylvania Right to Know Law, as may be amended.

Article IX. Amendments

These bylaws may be amended from time to time by the Ferguson Township Planning Commission, recognizing that no such amendment shall supersede the relevant provisions of the Ferguson Township Code of Ordinances.

These Bylaws and Rules of Procedure are hereby adopted this _____ day of January, 2020.

Chair: _____

Secretary: _____

FERGUSON TOWNSHIP PLANNING COMMISSION WORK PROGRAM FOR 2020

Key: I= Initiate Planning, IP= In Progress

BOS=Refer to Board of Supervisors

R/C=Review and Comment, C=Complete

H = High, M = Medium, L = Low

Approved by Planning Commission on : _____

Approved by Board of Supervisors on : _____

ROUTINE ACTIVITIES		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
1	Plan Reviews	H	These activities vary greatly in their scope and support the Strategic Plan Goals	All routine items take place on an as needed basis.				
2	Subdivision/Lot Consolidation Reviews	H						
3	Items referred by the Board	H						
4	Capital Improvements Program	H						
5	Interaction with CRPC	H						
6	FTPC Reports to the Board	H		BOS	BOS	BOS	BOS	

ORDINANCE AMENDMENTS		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
7	Develop RFQ/RFP for professional services and process/timeline for Terraced Streetscape District (TSD) and design guidelines	H	Goal 3: Growth Management	I	→			In addition: a charrette for TSD in coordination with Borough of State College. Coordinate with an appointed neighborhood steering committee that includes PC representation, landowners, and Penn State.
8	Schedule work sessions with residents to focus on: Rock Springs, Ridge Overlay District, Harner Farm Lots, Village District in PGM, The Meadows-Whitehall Rd, and Industrial Zone	H	Goal 3: Growth Management	I	→			This would involve GIS, work sessions, presentations to the Board and Public Hearings.
9	Revisit Chapter 19-Sign & Billboard Ordinance, Affordable Housing Ordinance & MOU, Village Overlay District and Tree Preservation Ordinance	H	Goal 3: Growth Management	I	→			This will involve coordination with Centre County Housing & Land Trust and Public Works Dept.

FERGUSON TOWNSHIP PLANNING COMMISSION WORK PROGRAM FOR 2020

FERGUSON TOWNSHIP PLANNING COMMISSION WORK PROGRAM FOR 2020								
<u>PLAN IMPLEMENTATION & REVISIONS</u>		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
10	Assist with implementation activities as identified in the Pine Grove Mills Small Area Plan	M	These activities vary greatly in their scope and support the Strategic Plan Goals	As needed				Implementation of priority recommendations/items and identification of partnerships/resources needed.
11	Participate in revisions to the 2009 Recreation, Park, and Open Space Plan	M	Goal 4: Environmental Stewardship	As needed				This will involve coordination with Ferguson Township Parks Committee
<u>ADDITIONAL DUTIES</u>								
<u>ADDITIONAL DUTIES</u>		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
12	Provide input and technical assistance where necessary to the Ferguson Township Climate Action Ad Hoc Advisory Board	M		As needed				

2020 PLANNING COMMISSION MEETING CALENDAR-DRAFT

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

New Years

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

President's Day

MARCH						
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29	30	31				

APRIL						
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26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Memorial Day					

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	
Independence Day						

AUGUST						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Labor Day						

OCTOBER						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Veteran's Day/Thanksgiving						

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Winter Holiday						

Holidays

Planning Commission Regular Meeting | 6PM