



TOWNSHIP OF FERGUSON

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**Pine Grove Mills Small Area Plan Advisory Committee
Regular Meeting Agenda
Thursday, October 27, 2022
4:00 p.m.**

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

I. CALL TO ORDER

II. CITIZEN'S INPUT

III. APPROVAL OF MINUTES

1. September 22, 2022, Regular Meeting

IV. UNFINISHED BUSINESS

1. REVIEW OF PROPOSED VILLAGE ZONING DISTRICT EXPANSION

Jordan Robb, Land Use/Regulatory/Recreation

Staff amended the proposed Village Zoning District Map to differentiate between the parcels in the existing Village Zoning District and the properties in the Proposed Village Zoning District. The updated map showing which parcels will be rezoned to Village are hashed on the map and is included in the agenda.

The Committee is being asked to review current use regulations and boundaries and identify if there are any additional amendments that the Committee would like to recommend to the Planning Commission.

Recommended Motion: Move that the PineSAP recommend to the Planning Commission to amend the Village Zoning District in Pine Grove Mills, as provided in the agenda.

Staff Recommendation: That the Committee review the draft Village Zoning District boundary and come to consensus on the proposed boundary

V. NEW BUSINESS

1. REVIEW OF DRAFT LETTER TO THE BOARD OF SUPERVISORS ADVOCATING FOR THE HIRING OF AN ECONOMIC AND COMMUNITY DEVELOPMENT PLANNER

Paul Tomkiel, Public Infrastructure/Multimodal Transportation

Included in the agenda is a draft letter prepared by Paul Tomkiel.

Recommended Motion: Move that the PineSAP recommend the draft letter to the Board of Supervisors for their November 1, 2022, meeting.

Staff Recommendation: That the Committee review the draft letter and recommend to the Board of Supervisors.

2. REVIEW OF DRAFT THANK YOU LETTER TO BUSINESSES WHO PARTICIPATED IN ROUTE 45 GETAWAYS

Paul Tomkiel, Public Infrastructure/Multimodal Transportation

Included in the agenda is a draft letter prepared by Paul Tomkiel.

3. MUSEUM IN PINE GROVE MILLS

Matt Heller, Economic Development

Mr. Heller will provide information on what would need to be done to establish a museum in Pine Grove Mills.

Recommended Motion: This is a discussion item.

Staff Recommendation: That the Committee discuss and provide comment

4. TOWN HALL/NEIGHBORHOOD INFORMATIONAL GATHERING

Jordan Robb, Land Use/Regulatory/Recreation

Mr. Robb and Mr. Heller met with staff and discussed how to get the word out about the Pine Grove Mills Small Area Plan and the Advisory Committee. The intent of a Town Hall meeting is to meet residents, business owners, and stakeholders in order to inform them about the plan, its goals, the implementation steps currently in progress, and gather additional input from residents.

5. 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 – J. Robb

Community Engagement/Events – L. Grove

History and Heritage – S. Holliday

Public Infrastructure/Multimodal Transportation – P. Tomkiel

- Snow Removal on sidewalk on the bridge near gas station and Pine Grove Hall

Economic Development – M. Heller

Follow the link below to access the web tracker.

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

VI. STAFF UPDATE

VII. OPEN DISCUSSION

VIII. ADJOURNMENT



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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 5th 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.

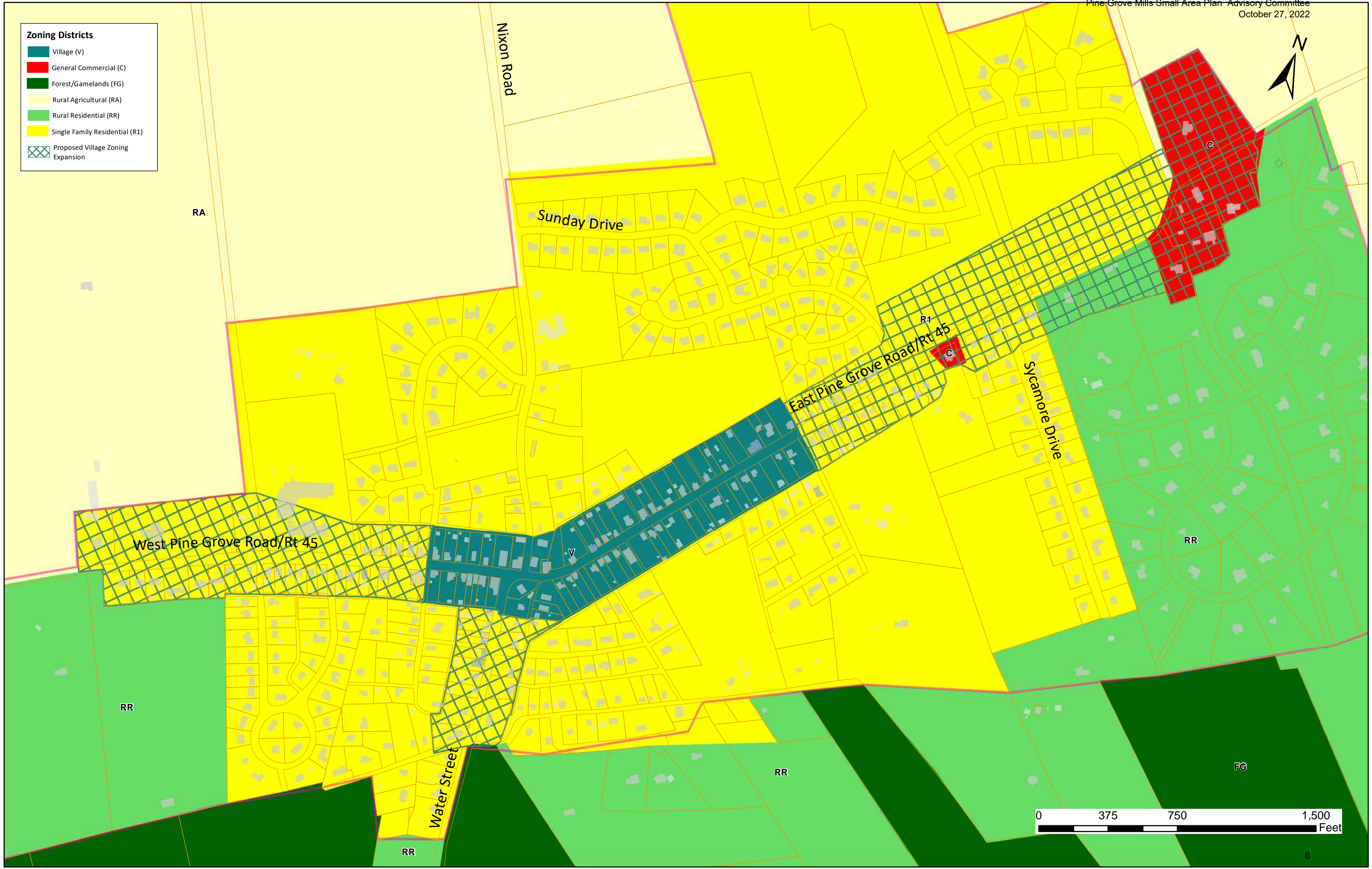
RESPECTFULLY SUBMITTED,

Liz Grove, Secretary
Pine Grove Mills Small Area Plan Advisory Committee



Zoning Districts

- Village (V)
- General Commercial (C)
- Forest/Gamelands (FG)
- Rural Agricultural (RA)
- Rural Residential (RR)
- Single Family Residential (R1)
- Proposed Village Zoning Expansion



§ 27-205.11 - District - Village (V)

AREA AND BULK CATEGORY	PRINCIPAL USES	
1	Community Gardens	P
1	Forestry	P
1	Park and Outdoor Recreational Facilities, Neighborhood, Public	P
1	Park and Outdoor Recreational Facilities, Community, Public	P
2	Single-Family Detached Dwellings	P
3	Single-Family Attached Dwellings	P
3	Single-Family Semi-Detached Dwellings	P
3	Two-Family Dwellings	P
3	Personal Care Homes, Small	P
3	Group Homes	P
4	Automobile Service Stations and Garages	P
4	Business, Professional and Financial Offices	P
4	Child/Day Care Centers	P
4	Cideries	P
4	Clinics and Medical and Dental Offices	P
4	Convenience Food Stores	C
4	Eating and Drinking Establishments, Sit-Down	P
4	Eating and Drinking Establishments, Takeout	P
4	Grocery Stores	P
4	Health and Athletic Clubs	P
4	Laundromats	P
4	Micro-Distillery/Brewery (Beverage Production Facilities)	P
4	Personal Service Establishments	P
4	Retail Establishments, General	P
4	Studios for Instruction in Music, Performing Arts and Visual Media	P
4	Wineries	P
5	Emergency Services	P
5	Essential Services – Type 1	P
5	Places of Assembly, Neighborhood	P
5	Places of Assembly, Community	P

§ 27-205.2 - District - Rural Residential (RR)

AREA AND BULK CATEGORY	PRINCIPAL USES	
1	Agriculture	P
1	Agriculture Related Production	C
1	Bird and Wildlife Sanctuaries/Fish Hatcheries	P
1	Cideries/Wineries/Tasting Facilities	P
1	Commercial Hunting Preserves	C
1	Conservation Areas	P
1	Equestrian Facility (50 acres or greater)	P
1	Forestry	P
1	Group Homes	P
1	Park and Outdoor Recreational Facilities, Regional, Public	P
1	Places of Assembly, Regional	C
1	Single-Family Detached Dwellings	P
2	Community Gardens	P
2	Emergency Services	P
2	Essential Services – Type 1	P
2	Farm Cafés	C
2	Farm Markets	C
2	Landscape and Garden Center- Retail	P
2	Landscape and Garden Center- Non Retail	C
2	Park and Outdoor Recreational Facilities, Neighborhood, Public	P
2	Park and Outdoor Recreational Facilities, Community, Public	P
2	Personal Care Homes, Large	P
2	Pet Care Services Facility	C
2	Places of Assembly, Community	P
2	Solar Energy Systems (PSES)	C
2	Veterinary Offices/Clinics	P
2	Water Production Facilities	C
3	Single-Family Detached Dwellings	P
3	Seasonal Dwellings	P
3	Personal Care Homes, Small	P
4	Communication Towers	P
4	Wind Energy Systems	C
5	Mining and Quarrying	C

§ 27-205.5 - District - Single Family Residential (R1)

AREA AND BULK CATEGORY	PRINCIPAL USES	
1	Forestry	P
1	Park and Outdoor Recreational Facilities, Regional, Public	P
2	Single-Family Detached Dwellings	P
3	Group Homes	P
3	Model Homes	C
4	Community Garden	P
4	Park and Outdoor Recreational Facilities, Neighborhood, Public	P
4	Park and Outdoor Recreational Facilities, Community, Public	P
4	Places of Assembly, Community	P
4	Schools, Public or Private	C
5	Emergency Services	P
5	Essential Services – Type 1	P

§ 27-205.11 - District - Village (V)

ACCESSORY USES					
Use	Area and Bulk Categories				
	1	2	3	4	5
Accessory Use Customarily Incidental to the Specified Principal Use	P	P	P	P	P
Bed and Breakfast (1-3 rooms)		P			
Bed and Breakfasts (10 rooms max.)		C			
Building- and Ground-Mounted Solar and/or Wind Systems	P	P	P	P	P
Community Garden	P	P	P	P	P
Family Child-Care Homes		C	C		
Food Trucks	P	P	P	P	P
General Storage to include Boat and RVs					P
Home-Based Business, No-Impact		P	P		
Home Occupation – Type 1		P	P		C
Raising of Chickens			P		

§ 27-205.2 - District - Rural Residential (RR)

ACCESSORY USES				
Use	Area and Bulk Categories			
	1	2	3	4
Accessory Use Customarily Incidental to the Specified Principal Use	P	P	P	P
Agriculture/Environmental Education Program	P	P		P
Agriculture	P	P	C	P
Agritourism	P	P		P
Bed and Breakfasts (10 rooms max.)	P	P	P	
Building- and Ground-Mounted Solar and/or Wind Systems	P	P	P	P
Cemeteries	P	P		
Cideries/Wineries/Tasting Facilities	P			
Commercial Hunting Preserve	C			
Community Garden	P	P	P	P
Community-Supported Agriculture Delivery Station	P	P	P	
Composting – Small Scale	P	P		P
Day and Overnight Camping	P	P		
Dwelling Unit	P			
Essential Services – Type 2	C	C		C
Family Child-Care Homes	P	P	P	
Farm Cafés	P	P		
Farm Markets	C	C		
Farm Stands by Road <2,000 SF	P	P	C	
Farm Stands by Road >2,000 SF	P	P	P	
Farm Structures, Traditional-Scale	P	P		
Farm Structures, Non-Traditional-Scale	C	C		
Food Trucks	P	P	P	
General Storage to include Boat and RVs	P	P		
Group Child-Care Homes	P	P	P	
Home-Based Business, No-Impact (including Farm-Based Business, No Impact)	P	P	P	
Home Occupation – Type 1	P	P	P	
Home Occupation – Type 2	P	P	P	
Horse Riding Stables/Riding Academies	P			
Kennel	C			
Non-Commercial Keeping of Livestock	P	P	P	P
Retail Establishments, Agriculture-Supported	P	P		
Retail Establishments, Value-Added Agriculture	P	P		
Personal Care Homes, Small			P	
Seasonal Dwellings	P	P	P	
Short-Term Rentals	P		P	
Silos	P	P		P
Sugar Shacks for Processing Sap from Trees on Different Lot	P	P		
Sugar Shacks for Processing Sap from Trees on Lot	P	P		
Welding Shops, Small Engine Repair	P	P		

§ 27-205.5 - District - Single Family Residential (R1)

ACCESSORY USES					
Use	Area and Bulk Categories				
	1	2	3	4	5
Accessory Use Customarily Incidental to the Specified Principal Use	P	P	P	P	P
Bed and Breakfast (1-3 rooms)		P			
Building- and Ground-Mounted Solar Systems	P	P	P	P	P
Building- and Ground-Mounted Wind Systems	C	C	C	C	C
Community Garden	P	P	P	P	P
Family Child-Care Homes		P			
Farm Markets	P			P	
Group Child-Care Homes		C			
Home-Based Business, No-Impact (including Farm-Based Business, No Impact)		P			
Home Occupation – Type 1		P			
Short-Term Rentals		P			
Raising of Chickens		P			
Tutoring		P		P	

§ 27-207. Accessory and Structures Uses. [Ord. No. 1049, 11/18/2019]

1. Accessory Uses. Except where otherwise permitted by this chapter, all structures that include accessory uses shall comply with the lot, yard setback and maximum height requirements for the primary use to which it is accessory. Residential uses may be accessory to nonresidential uses only as provided for in Subsection B(1) and (2) below:
 - A. All commercial buildings permitted in the V District may include one dwelling unit.
 - B. All commercial buildings permitted in the OC and C Districts may include dwelling units as permitted, subject to the following:
 - (1) No dwelling unit shall be permitted on the lowest level on grade.
 - (2) The floor area of the dwelling units permitted pursuant to this subsection as an accessory use shall not exceed 67% of the total floor area of the structure of which the dwelling units are a part.
 - (3) Accessory uses permitted pursuant to this paragraph may not exist on a floor or level of the structure on which a primary use exists.
 - C. Industrial uses may include a retail factory outlet for the sale of those products produced on the premises, provided that the floor area of such outlet does not exceed 25% of the total floor area of the primary structure.
 - D. Uses in the IRD zoning district may include on-site warehousing materials not used on site with the following restrictions:
 - (1) The square footage of the warehouse may not exceed 25% of the square footage of the primary use on the site.
 - (2) The materials stored may not be sold on site.
 - (3) A land development plan must be filed to establish the location and limits of the warehouse space. No lighting and/or signage associated with identifying the location of the use will be permitted. In addition, the site must be designed to ensure the ability to accommodate the size and type of truck performing pickup and delivery to the warehouse space.
 - (4) No outdoor storage is permitted.
 - (5) Truck access is limited to the hours between 7:00 a.m. and 7:00 p.m.
2. Accessory Structures.
 - A. On any residential lot less than five acres within the RA or the RR District, accessory structures shall be regulated by the calculation of maximum building coverage for the zoning district in which the lot exists.
 - B. On a residential lot five acres and greater within the RA or the RR District, no

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limit to building coverage associated with accessory structures shall exist.

- C. For all residential lots (excluding RA- and RR-zoned lots) of two acres or less, the combined square footage of all accessory structures may not exceed 25% of the gross usable floor area of the principal building. There shall be a maximum of two accessory structures on any one lot.
 - D. On nonresidential lots or those residential lots (excluding RA- and RR-zoned lots) greater than two acres, the combined square footage of all accessory structures may not exceed 50% of the area of the principal building on the same lot. There shall be a maximum of two accessory structures in any one lot.
 - E. Swimming pools are permitted as accessory structures in any district, provided that outdoor pools, as defined by the applicable building code, shall meet the following requirements:
 - (1) No swimming pool may be located in any front or side yard setback area, but it may be located in the rear yard setback area, provided that no part of the pool, including paved areas or accessory structures, excluding fencing, shall be located within 10 feet of the rear property line.
 - (2) All outdoor swimming pools shall meet the requirements as set forth in the applicable building code.
 - F. Small accessory buildings of not more than 144 square feet in ground floor area and 10 feet in height are permitted in the rear yard setback areas, provided they are not placed closer than three feet from any lot line. All structures larger than 144 square feet or higher than 10 feet must comply with the setback requirements for primary structures.
3. Accessory Use(s) Associated With the Primary Use of a Lot as a Place of Assembly. Such uses might include, but are not limited to, child care, kindergarten/elementary/secondary or nursery school; indoor/outdoor sports or recreation facilities; camp or retreat area; banquet hall/conference center; community center; art gallery; performance space; nursing/convalescent home; retail sales; eating and drinking establishment; parking structure or any combination of such.
- A. Any structure that includes such a use shall follow the same setback criteria as the primary uses associated with the zoning district in which the structure is located.
 - B. Landscaping and parking requirements will be applicable in accordance with the primary use of the site.
 - C. Such facilities may be rented on a temporary basis for fund-raising or charitable events but may not function full time in a manner that would qualify as a business-based place of assembly.

To: Ferguson Township's Board of Supervisors

From: Members of the Pine Grove Mills Small Area Plan Advisory Committee

The Board's decision on forming our committee was premised on the goal that the committee would advise the Board on matters pertaining to the village of Pine Grove Mills. This was with the understanding that this committee would help the Board implement the stated goals of the 2019 Small Area Plan. We are all quite grateful for the opportunity that you have given each one of us and we want to elevate Pine Grove Mills to the next level.

As such, we, the undersigned members of the Pine Grove Mills Small Area Plan Advisory Committee, advise you to add the position of an Economic and Community Development Planner to the township payroll.

Many of the goals, objectives, and actions enumerated in the Small Area Plan are predicated on the grander vision of Pine Grove Mills having a flourishing small business ecosystem. While there are many things that can be done by us and the current staff, we are also mindful that the staff we currently have only have so many hours in a day. This is in addition to the fact that while encouraging economic vibrancy is part of their job, it is by no means the only one.

Our Small Area Plan laid out that quite a few goals that were to be achieved by 2025. We grant that this was written before the pandemic which has thrown a wrench into timelines. However, we want to adhere to this goal as best as we can so we can realize the vision of our neighbors as quickly as feasible.

It is our belief that bringing a new staff member, who has the clear goal of encouraging economic development, would assist you and us to see the success of many of the goals outlined in the Small Area Plan.

Thank you for your time of consideration,

Signed

To: PGM businesses who participated in Route 45 Getaways!

From: The Pine Grove Mills Small Area Plan Advisory Committee

We are writing this letter to you to convey that we are sincerely thankful for your participation in this year's Route 45 Getaways! Event. We believe that if it were not for you, this event would not have been as successful as it was.

Pine Grove Mills has always been a wonderful community, but we understand there is always room for improvement. We appreciate you adding to the vibrancy of our village and making our task of promoting the economy of the village easier.

In short: Thank you.

Finally, if there is any issue you are facing, particularly in regard to regulations, please reach out to one of us so that we can see what we can do to help.

All the best!