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**HELLAM TOWNSHIP  
PLANNING COMMISSION MEETING  
Minutes of November 9, 2023**

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The meeting was called to order at 6:00 PM by Chairman Devin Winand. The meeting was held at the Hellam Township Municipal Building. Chairman Winand led the Pledge of Allegiance. Other members present were John Kokiko, Michael Shillott, Steve Fetrow, John Eifert, and Fred Owens. Other attendees included Corina Mann, Township Manager, and Jason Test, Zoning Officer.

**Minutes Approval:**

Upon a motion by Mr. Shillott and seconded by Mr. Eifert, the minutes from the October 26, 2023 meeting were approved with corrections. Motion carried 6-0.

**New-Business:**

**Z-2023-14: Variance 1250 Shore Ln**

Steven Moore presented his variance application to the Planning Commission. During this discussion Mr. Moore had a question concerning the setback distances on the plans. It was explained to him that he could not have any setbacks closer than what are documented on his application. Mr. Moore stated that he understood. It was also noted that Mr. Moore had reduced the overall lot coverage from his previous application.

Mr. Moore asked why no dimensions were provided for the driveway and Mr. Moore answered that due to the shape it is difficult to provide line measurements. He stated that he used a CAD program which provided the area measurement for the proposed area.

Mr. Shillott made a motion to approve application Z-2023-14 for 1250 Shore Ln. Mr. Owens seconded and the motion passed 6-0.

**On-going Business:**

**Solar Ordinance Amendment:**

Mr. Shillott reviewed the updated Solar Survey. It requested that the Board of Supervisors complete the survey prior to the November 16, 2023 Board of Supervisors Meeting. Mr. Shillott is attending the meeting to discuss the survey with the Board of Supervisors.

The Planning Commission members were asked to complete the BOS survey and have their completed surveys to the Zoning Officer by November 15, 2023 and Mr. Shillott will collect the survey. It was also suggested that spouses/significant others could complete the resident survey.

Mr. Fetrow asked Supervisor Otterbein for direction on the proposed ordinance. Supervisor Otterbein stated that the current ordinance should be reviewed and potentially updated due to advancements in technology and practices concerning solar power generation. Supervisor Otterbein stated that the current

effort has not been in vain and that the survey will help determine if updating the solar ordinance is necessary.

Mr. Shillott then provided information on agrivoltaics and that this practice is relatively young in the United States and that the practices continue to evolve. Mr. Shillott stated that the Penn State Extension is currently conducting a survey concerning agrivoltaics.

#### **Typical Flow for Ordinance Crafting:**

Mr. Shillott reviewed the typical flow chart. There was a discussion on the number of steps provided in the flow chart. There was also a discussion of the order of the steps in the flow chart, specifically when a survey should be present to the public. Supervisor Otterbein stated that the survey should be generated with input from the Staff and the Planning Commission and that there is no need for Board of Supervisors approval. Mr. Shillott and Ms. Mann are going to work together to streamline the flow chart and ensure that the steps are in the correct order.

It was agreed that the public needs to be educated on a proposed ordinance, but the question remained of how much education should be provided and how that would be delivered. There was a discussion on increasing the Township's social media presence and how this could be used to disseminate information to the public.

#### **State of the Township:**

No discussion on this topic

#### **Correspondence/Reports**

Ms. Mann provided information on the Comprehensive Plan. She said that the first meeting will be scheduled sometime after January 2024. Ms. Mann stated that the meeting had not been scheduled due to the recent elections.

Information was provided concerning the recent stakeholder meeting concerning the Riverlands Park. Ms. Mann and Supervisor Otterbein attended a recent meeting and they provided information that the master plan is currently being drafted for the Riverlands Park. Supervisor Otterbein said that she provided feedback that communication needs to improve between the park and the municipality.

Supervisor Otterbein said that a public meeting for the Riverlands Park is to be scheduled in February 2024.

The next Planning Commission meeting is scheduled for December 7, 2023

Meeting adjourned at 7:39 PM

Respectfully submitted,

Jason Test, Zoning Officer