

**Tinicum Township
Planning Commission Meeting Agenda
&
Joint Meeting of the Board of Supervisors
February 27, 2018**

The meeting was called to order at 7:35 pm. Present were Planning Commission members D. Upmalis, J. Von Glueck, M.J. Frumin, C. Ruthard, N. Sullivan, J. Cole, T. Leister, Supervisors R. Rosamilia and J. Helms, Planner T. Tackett and Manager T. Lewis. Supervisor J. Blanchard arrived at 7:50 pm.

Approval of Minutes

- Minutes of the January 23, 2018 Meeting: Motion by Sullivan seconded by Frumin to approve the minutes as written.

Tracy Tackett of Tackett Planning provided an overview of the important advisory role of the Planning Commission to the Board of Supervisors. Discussion included an overview of the Municipalities Planning Code, the Comprehensive Plan, the Zoning Code and other ordinances that the Planning Commission is involved with. An overview of the interconnections of the Board of Supervisors, Zoning Hearing Board and the Planning Commission was also discussed. The following topics were discussed:

Role of the Planning Commission

- Municipalities Planning Code
- Tinicum Township Zoning Ordinance

Comprehensive Plan

- Overview

Application Review Process

- Conditional Use
- Variance/Special Exception
- Land Development
- Subdivision

Code Update Process

Process Moving Forward

Priorities for 2018

- Home Occupation Update
- Adult Daycare
- Zoning Code- Ordinance Integration

Ms. Tackett said that this joint meeting was intended to encourage a dialog between the Board of Supervisors and the Planning Commission, as well as a guide for the Planning Commission moving forward. The following materials were provided to assist the Planning Commission with an understanding of their role and the flow of applications and reviews.

- The Municipal Planning Code – The Planning Commission in Pennsylvania, Planning Series #2.

- Comprehensive Plan- Summary of Principles
- Flowchart- Showing the interrelationship of MPC, Boards, and Commissions

Ms. Tackett explained the MPC was the State enabling legislation that allows municipalities to create a Planning Commission and sets the guidelines for it. It was noted that the Planning Commission is an advisory body to the elected officials and is responsible for the Township Comprehensive Plan. The Commission should use the Comprehensive Plan as the basis of recommendations the Board. It was also clarified that the Board of Supervisors make final decisions on all applications except variances, special exceptions, and appeals.

Ms. Tackett provided an overview of the flow of different application types, including Zoning Permits, Variances, Special Exceptions, Conditional Use, Land Development and Subdivision. She also explained which type of application would go to which board.

Discussion

The Planning Commission repeated the request for a formal secretary. The option of the PC finding a volunteer to take minutes for them were discussed. The Board will consider options.

The Planning Commission was discouraged from giving zoning advice to residents, but rather told to direct people to the zoning officer. It was also explained that Planning Commission members should not conduct independent site visits if not coordinated through the Township with the permission of the land owner.

It was explained that for future code updates the Board would direct the Township Planner to prepare an initial draft which the Board would then send to the Planning Commission for review and recommendation.

It was noted that a major priority for the Planning Commission in 2018 is to work to integrate zoning code updates into the actual zoning code. It was also discussed that when there are no official applications, the Planning Commission Business Meeting may be canceled.

Public Comment

No public comment.

Adjournment

Motion by Frumin , seconded by Sullivan to adjourn the meeting at 9:18 pm.

*The next work session of the Planning Commission is scheduled for March 13, 2018 at 7:30pm.
The next regular meeting of the Planning Commission is scheduled for March 27, 2018 at 7:30pm.*