

SALEM TOWNSHIP PLANNING COMISSION
MEETING AGENDA
MUNICIPAL BUILDING
6:00 P.M.
June 4, 2025

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

John Durco PC member
Paul Holleran, PC Vice-chair
Connie Mattei, PC Chair
Gary Falatovich, Township Solicitor
Kelly Otto, Township and PC Secretary

4. ADMINISRATIVE

A. Motion made by _____ and seconded by _____ to approve the Minutes of the previous Planning Commission meeting of May 7, 2025 (Koontz, Dunaway, Penn Home & Farm, Zundel, ITEAM Forward, Tuttle, Cherry Hills LP)

Vote on the motion: DURCO_____HOLLERAN_____MATTEI_____

5. NEW BUSINESS

6. OLD BUSINESS

A. Athena Drive Consolidation

1. To Consolidate Tax Map Parcel #57-04-00-0-088 and #57-04-00-0-089 into one lot.

This Plan was tabled by the Planning Commission at the May 7, 2025 meeting making the following informal comments:

1. A revised Plan must be submitted showing accurate locations of at least 2 functioning test pits on the property.
2. The location of Test Pit 1A should be adjusted on the Plan to show its accurate location;
3. Test Pit 2A located on the abutting property identified as Tax Map Parcel #57-04-00-0-087 should be removed from the Plan;
4. The location of the proposed ‘absorption area’ should be accurately located on the Plan;
5. A Planning Module must be signed by the Owner and submitted to the Township for SEO and Township approval;

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6. As per Sections 307(A)(2) and 307(C)(1, 2, and 3), a Location Map must be shown on the Plan;
7. As per Section 502(H)(6), each parcel should be identified separately by tract boundaries showing the bearings and distances;
8. As per Section 307(A)(6) and 502(H)(21), the current Owners Name, Tax Map Parcel No. and Pre-Subdivision acreage should be located within the boundary area of each existing parcel;
9. As per Solicitor, the reference to Parcel “A” should be removed from the Plan, leaving the combined Post-Subdivision acreage for the consolidated parcels shown on the Plan (Section 502(H)(21));
10. As per Section 307(D)(5), the location of the existing private water well and septic should be shown on the Plan for Tax Map Parcel #57-04-00-0-088 and #57-04-00-0-089;
11. If the properties are serviced by public water, a confirmation letter from MAWC needs submitted verifying the taps, and the location of the water line extending to the residence(s) need to be shown on the Plan;
12. As per Section 502(H)(11), the building set back lines must be shown on the Plan for the consolidated parcel as follows:
 - a. A thirty (30) foot front building setback line (Section 412(A));
 - b. Ten (10) foot side and rear yard setback lines (Section 412(D));
13. As per Section 502(H)(12), the location of the existing driveways for Tax Map Parcel No. 57-04-00-0-088 and 57-04-00-0-089 should be shown on the Plan;
14. As per Section 502(H)(15), the right-of-way width for Athena Drive should be shown on the Plan;
15. As per Section 502(H)(22), the Township’s Certification should be amended as follows:

“Having satisfied the requirements of the Salem Township Subdivision and Land Development Ordinance, final plan approval is granted by the Township of Salem, Westmoreland County, PA, this _____day of _____, 202____. Approval of this plan by Salem Township Board of Supervisors is for recording purposes only and does not constitute acceptance of any dedicated roads in to the Township road system.”

ATTEST:

Secretary

Chairman

16. The Owner’s Certification must include the Name of the Managing Member for ITEAM + Forward LLC as per Section 502.H.22;

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17. A Revision Number and Date must be shown on the Plan.

Discussion/Conditions follow: June 4, 2025

- 1.
- 2.
- 3.

Motion made by _____ and seconded by _____ to recommend (Preliminary approval/Final approval/denial/Table) subject to the conditions mentioned above.

Vote on the motion: DURCO _____ HOLLERAN _____ MATTEI _____

B. Tuttle-Duncan Side-Lot addition

This plan was reviewed by the Planning Commission on May 7, 2025. Recommendation was given to approve. At the May 21, 2025 Supervisor meeting, Supervisors voted to return to the Planning Commission for further review of condition number 9.

1. As per Section 307(D)(8), the Statement of Purpose should be modified to read:

“The purpose of this plan is to subdivide a parcel of land from Tax Map Parcel No. 57-09-00-0-091 (Labeled Lot 2) and add it to Tax Map Parcel No. 57-09-00-0-033 to correct a shed encroachment issue.”

2. As per Section 502(H)(12), the location of the existing driveway for Tax Map Parcel No. 57-09-00-0-033 should be labelled on the Plan;
3. As per Section 502(H)(22), the Owners Certification for Darlene Duncan should be modified to read:
“Darlene Duncan, formerly Darlene Hohn”
4. As per Section 502(H)(22), the Township’s Certification should be amended as follows:

“Having satisfied the requirements of the Salem Township Subdivision and Land Development Ordinance, final plan approval is granted by the Township of Salem, Westmoreland County, PA, this _____ day of _____, 202____. Approval of this plan by Salem Township Board of Supervisors is for recording purposes only and does not constitute acceptance of any dedicated roads in to the Township road system.”

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Secretary

Chairman

5. As per Section 502(H)(7), the following Note must be added to the Plan:

“By submitting this plan the parties hereto agree that the existing 20-foot private right-of-way running through the front of the Duncan property (Tax Map Parcel #57-09-00-0-033) is being extended an additional 112 feet to reach the corner of the Tuttle property (Tax Map Parcel #57-09-00-0-091) in the area depicted on the Plan.”

6. A request for a modification from the minimum setback requirements of the SALDO must be submitted to the Township for approval (Sections 412(B) and 502(H)(11), and the following Notes must appear on the Plan:

“By approval of this Plan, the Board of Supervisors of Salem Township hereby approves a modification of the minimum front building setback requirement of the Township’s Subdivision and Land Development Ordinance for Tax Map Parcel #57-09-00-033.”

“By approval of this Plan the Board of Supervisors of Salem Township hereby acknowledges that the Garage located on Tax Map Parcel #57-09-00-033 is legally nonconforming in the location shown on the Plan.”

7. A Non-Buildable Waiver for Lot 2 must be signed by the Owner and submitted to the Township for SEO and Township approval;
8. A Revision Number and Date must be shown on the Plan.
9. The Solicitor also points out that the 30’ front yard setback appears in 2 locations on the plan and requests clarification on whether the 30’ front yard set back is being run from SR 819, the edge of the private easement or the common boundary line with the Gray property. Only one (1) front yard setback line should appear on the plan. The solicitor believes it should be run from the common boundary line with the Gray property and, depending on its location, the second note in No. 6 above may not be necessary.

Discussion/Conditions follow: June 4, 2025

1.

2.

3.

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Vote on the motion: DURCO_____HOLLERAN_____MATTEI_____

C. Penn Home & Farm

1. To add Lot 1 (0.1617 acres) to the property of John and Patricia Kilpatrick (57-12-08-0-006) and to add Lot 2 (0.09127) to the property of Penn Home and Farm (57-12-00-0-021) as side lot additions.

This Plan was tabled by the Planning Commission at the May 7, 2025 meeting making the following informal comments:

1. The Applicant will need to petition the Township to vacate the 50' right of way, as advised by Solicitor Falatovich.
2. The process above may be time consuming and the Applicant should consider submitting a time waiver.

Discussion/Conditions follow: June 4, 2025

- 1.
- 2.
- 3.

Motion made by _____ and seconded by _____ to recommend (Preliminary approval/Final approval/denial/Table) subject to the conditions mentioned above.

Vote on the motion: DURCO_____HOLLERAN_____MATTEI_____

7. SALDO DISCUSION

Motion made by _____ and seconded by _____ to discuss review procedures for the new revisions to the Subdivision and Land Development Ordinance.

Vote on the motion: DURCO_____HOLLERAN_____MATTEI_____

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Motion made by _____ and seconded by _____ to recommend a DRAFT review procedure for the new revisions to the Subdivision and Land Development Ordinance.

Vote on the motion: DURCO_____HOLLERAN_____MATTEI_____

8. Adjournment

Motion made by _____ and seconded by _____ to adjourn this meeting with the next regular meeting to be held on July 2, 2025 at 6:00pm if there is an agenda.

Vote on the motion: DURCO_____HOLLERAN_____MATTEI_____

Meeting adjourned _____