

SALEM TOWNSHIP PLANNING COMISSION
MEETING MINUTES
MUNICIPAL BUILDING -244 CONGRUITY RD GREENSBURG
6:00 P.M.
June 3, 2026

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

John Wright PC member
Paul Holleran, PC Vice-chair
Connie Mattei, PC Chair
Ryan Thomas, Township Solicitor
Doug Regola, Township Engineer (ABSENT)
Kelly Otto, Township and PC Secretary
Melissa DeHaven, Asst. Township Secretary

4. ADMINISTRATIVE

- A. Motion made by Paul Holleran and seconded by John Wright to approve the Minutes of the previous Planning Commission meeting of May 6, 2026 (Schlemmer Side Lot Addition, Clean Express Auto Wash LD, Robert & Alice Brinker Plan No. 4)**

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

- B. Motion made by John Wright and seconded by Connie Mattei to approve the Minutes of the planning commission special meeting of May 27, 2026 (Brinker & Mangery non-building waiver complete and sign & workshop). Paul Holleran abstained since he was absent for this meeting.**

Vote on the motion: John Wright and Connie Mattei voted for the motion. Motion passed by majority vote.

5. NEW BUSINESS

A. Crum - Prascus Lot Line Revsion

Present: Britton Crum, property owner.

- 1. Motion made by Paul Holleran and seconded by John Wright to review and **accept** the Crum - Prascus Lot Line Revision Plan application as complete.**

John Wright noted that the exceptions should be on the application. They are undersized to the current SALDO. Connie stated that once additional information is put on the plan you can see things more clearly. An application isn't considered incomplete if they don't ask for an exception at the beginning because during the review additional modifications may be necessary to be sure they are in compliance.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

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2. Motion made by Paul Holleran and seconded by John Wright to discuss and recommend **conditional approval** of the Crum-Prascus Lot Line Revision plan to adjust the boundary line common to lot 21 and lot 22 in the Totteridge unit number 3 plan as recorded in instrument no. 200608290042465. The Tax Map #'s are 57-23-02-0-009 and 57-23-02-0-010. **The conditions for approval are as follows:**

Connie questioned the other PC members if they should require the width of all private driveways as part of their review. The ordinance requires the location and width of all private driveways to be shown on the plan. Connie is fine just so the location is shown. John feels that is a description and it doesn't hurt to have an approximate value but the idea that we have to define a gravel driveway to an exact dimension would be hard because they vary in width. Connie feels that the ordinance pertains mainly to new construction. John said that it is in the ordinance, so we need an approximate width. Paul doesn't see a need for it because it is on private property. Connie noted that we should consider removing this language with the SALDO revisions.

Connie stated that since the side lot is such a small amount, DEP does not require a non-building waiver. This was confirmed by the DEP the first time this plan was reviewed.

1. The width of all private driveways should be shown on the Plan (Section 501.H.12).
2. Please label the signature nomenclatures separately for the "Salem Township Certification" and the "Westmoreland County Planning Commission Certification" to provide clarity on the Plan (Section 501.22).
3. The following signature nomenclature must be shown on the plan for the Planning Commission review (Section 501.H.5.b):

Salem Township Planning Commission Certification

Reviewed by the Salem Township Planning Commission this _____ day of _____, 20__.

Chairwoman

Secretary

4. As per the SEO and DEP, a Non-Building Waiver form is not required for Parcel 21-A.
5. A Revision Number and Date must be shown on the Plan.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

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B. Tylavsky Subdivision

Present: David & William Tylavsky, property owners.

Resident Eric Hageder said for the record that our experts do make mistakes. The soil analysis form from Fred Brant had Washington County listed instead of Westmoreland County. Connie brought it up to Doug. Doug contacted Fred Brant and corrected forms were sent to the Township. The PC wouldn't sign until it was corrected.

1. Motion made by Paul Holleran and seconded by John Wright to review and **accept** the Tylavsky Subdivision Plan application as complete.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

2. Motion made by Paul Holleran and seconded by John Wright to discuss and recommend **tabling** of the Tylavsky Subdivision plan to subdivide tax map parcel number 57-09-00-0-049 into two parcels, named Lot 1 (containing 60.266 acres) and Lot 2 (containing 33.013 acres). **The Board voted to table the plan to provide time to record the easement agreement and the following informal comments were made to the applicant:**

1. As per the Township Engineer, Lot 1 is labeled as the "Residual". Since on-site testing has been performed, it would not be considered the residual. Please remove the "residual" reference and label the parcel "Lot 1" (Section 501.H.14).
2. A separate Easement Agreement for the access road on Lot 1 should be recorded and a copy provided to the Township. The Instrument Number for the Easement Agreement should then be reflected on the Plan (Section 307.D.7);
3. The Township Certification should be amended to include Kerry Jobe as Chairman (Section 502.H.26).
4. The Westmoreland County Planning Certification should be amended as follows:

Westmoreland County Planning Certification:

This subdivision was reviewed by the Westmoreland County Planning Department this ____ day of _____, 20____.

Attest: _____

Director, Westmoreland Planning Department

5. The labeled circle for the Salem Township Planning Commission should be removed. The standard language regarding the signature line for the Commission should be added to the Plan:

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Salem Township Planning Commission Certification

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Chairwoman

Secretary

6. A Planning Module has been submitted to the Township and signed by the SEO and Planning Commission. Township and DEP approvals are required.
7. A Revision Number and Date must be added to the Plan.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

3. Motion made by Paul Holleran and seconded by John Wright to complete and sign the Sewage Facilities Planning Module Component 1 Section J for the Tylavsky Subdivision plan.

John Wright questioned tabling this motion along with the motion for the entire plan. Solicitor Thomas said it is a part of the plan but it is not the “blueprints” of the plan. This is more procedural. There wouldn’t be a problem signing tonight and then it is done.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

C. Operating Engineers Storage Building Land Development

Present: Tyler Turchek, Young & Associates. Joshua James is out of town.

1. Motion made by Paul Holleran and seconded by John Wright to review and **accept** the Operating Engineers Storage Building Land Development Plan application as complete. **The Planning Commission members voted to accept the Application as administratively complete, making the following comments: Connie mentioned that this was not enough to hold up the plan.**
1. The Name of the authorized Agent for the Western PA Operating Engineers Joint Apprenticeship and Training Fund should be updated on the Application.
2. The Utility Information should be completed with the water and sewage availability for parcel 57-16-00-0-047 regardless if the utilities are to be utilized.

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Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

2. Motion made by Paul Holleran and seconded by John Wright to discuss and recommend **tabling** of the Operating Engineers Storage Building Land Development Plan to construct a 12,500 square foot building for the purpose of providing additional storage space for training operations. The Tax Map # is 57-16-00-0-047. **The Planning Commission members voted to table the Plan providing the following informal comments to the Applicant's engineer:**

Tyler noted that this is the storage for the training area. The purpose should be worded to reflect storage. Connie explained that the purpose should state the storage for materials and not the storage of employees who need to use the restroom or office space. Tyler will clarify that.

John Wright noted that *some* parking would still be required. People would be coming up with their vehicle and getting equipment. There is potential the number of spaces called out in our ordinance wouldn't be required. If fewer spaces are needed than is called out in the ordinance, justification will be needed on how you came up with that number.

John Wright said there is no approved on-lot system and there is no public sewage. He questioned if this falls under a non-building waiver because they completed a site plan. Connie said they are not subdividing. Solicitor Thomas was certain of the answer to that question. He will follow up with Doug. John said the non-building waiver would protect the township. If the non-building language is not on the plan, there is nothing saying that 5 years from now they won't put a restroom in the building.

John Wright said the set-back shown along Christopher Rd is 30 ft. It continues to be 30ft on the acreage to the northern part of the property. To remain consistency with other properties, this should transition to 15 ft.

1. The Cover Sheet C.00.1 should be revised as follows:
 - a. The certification for stormwater approval should be removed from the Plan.
 - b. The Purpose of the Plan should be amended to clarify the use of the building as storage only (Section 307.A.8).
 - c. The Engineer's Certification should be amended as per Article IX, Section 902.

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- d. The Owner's Certification should be amended as per SALDO Article IX, Section 901.
- e. The following signature nomenclature must be shown on the plan for Planning Commission's Review (Section 501.H.5.b):

Reviewed by the Salem Township Planning Commission this ____ day of ____, 20__.

Chairwoman

Secretary

- 2. A revised Site Plan C.02.1 should be submitted showing the following:
 - a. The exterior tract boundaries must be shown on the Plan (Section 307.D.1);
 - b. The minimum setback along parcel 57-16-00-0-001 can be reduced from a thirty (30) foot front building setback to a fifteen (15) foot side yard setback for a non-residential use (Section 412.D).
 - c. The distance between the setback and the building must be included on the Plan (Section 307.E.8).
 - d. The height of the building is needed (Section 601.B.3.b).
 - e. The location and width of all private driveways must be shown on the Plan (Sections 307.E.2).
 - f. The basic information showing all existing buildings, sewers, water mains, gas lines etc., should be shown on the plan (Section 307.D.5);
 - g. The right-of-way width for Christopher Road must be shown on the Plan. (Section 307.D.6);
 - h. Add a statement of whether any improvement indicated on the plan is to be dedicated for public purposes or whether such improvements are private in nature (Section 307.D.9).
- 3. Request a modification from Section 602 and 605 or comply with the "Off-Street Parking" and "Loading" requirements, specifically:
 - a. Number and size of spaces provided for the facility must be identified.

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NOTE: Industrial buildings require 1 per each 1000 sf plus 1 per each 350 sf of office space equating to 12 spaces. (Section 602.H on page 44).

b. Parking spaces shall be at least nine (9) feet in width and twenty (20) feet in length with rows not less than twenty-four (24) feet (Section 602.F.1);

c. Label the proposed loading docks and size of each loading space (Section 603);

Note: 1 loading space is required (Section 605 on page 46).

d. Comply with isolation distances (Section 601.B.3.a):

e. Internal traffic circulation patterns must be shown on the plan (Section 602.B);

4. A driveway permit for entrance onto Christopher Road must be approved by the Township.

5. Sewage Facilities Planning: A Note must be added to the Plan to address future utilities:

6. PCSM approval by the Township Engineer is required to include verification that the previous improvement of a gravel parking lot complied with the Township's Stormwater Management Ordinance.

7. Erosion and Sedimentation Control Plan approval by WCCD is required;

8. DEP approval of an NPDES permit is required;

9. A Revision number and Date must be added to the Plan.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

6. OLD BUSINESS

A. Schlemmer Side Lot Addition

Present: Jason Beranek, Cenkner Engineering

This plan was tabled at the May 6, 2026 Planning Commission meeting.

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1. Motion made by Paul Holleran and seconded by John Wright to discuss and **recommend approval with conditions** for the Schlemmer Side Lot Addition plan to add Parcel A containing 0.3737 acres from Lot 2 containing 8.9981 acres to Lot 1 containing 40.3739 acres in order to build the proposed parking lot in the Schlemmer Land Development and contain the parking lot on one parcel. The tax map parcels are 57-15-00-0-202 and 57-15-00-0-067. **The conditions for approval are as follows:**
 1. Please add the Plan Name and Municipality to the section labeled Title Sheet on sheet SUB-1 for clarity (Section 307.A.1);
 2. The side/rear setback line on Tax Map Parcel No. 57-15-00-0-067 can be reduced to 10' (Section 307.E.5);
 3. Record a separate Easement Agreement for the sewage facilities on Lot 2 (Tax Map Parcel No. 57-15-00-0-067) that serve Lot 1 (Tax Map Parcel No. 57-15-00-0-202), provide a copy to the Township, and list the easement agreement Instrument Number on the Plan (Section 307.D.7);

This has been satisfied with the June 4, 2026 plan submission.

4. References to Lots 1 and 2 should be consistent on the Plan. Amend Note 2 which refers to Lots 101 and 102 (Section 307.E.4); ***Partially satisfied.***

This has been satisfied with the June 4, 2026 plan submission.

5. A Revision Number and Date must be added to the Plan.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

B. Clean Express Auto Wash #625

Present Jeff Holzer, Kimley-Horn

This plan was tabled at the May 6, 2026, Planning Commission meeting.

1. Motion made by Paul Holleran and seconded by John Wright to discuss and **recommend that modifications be requested and make informal comment to the applicant** for the Clean Express Auto Wash #625 plan for a proposed redevelopment project to retrofit an existing building on the site into an automated car wash with associated parking and stacking lanes. The tax map parcel is 57-12-00-0-096.

The Supervisors granted exceptions at their May 20, 2026 meeting for the minimum parking space size, the minimum lot size for non-residential development and for Section 307 of the Stormwater Management Ordinance.

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Upon review of the revised plan dated May 27, 2026, the existing parking spaces are shown to be within the minimum setbacks. The Members voted to recommend the following additional modifications:

1. Exception to SALDO Section 601.B.3(a) for the required loading space isolation distance of not less than ten (10) feet from any property boundary except road boundaries.
2. Exception to SALDO Section 602.D for the existing 15 parking spaces along Route 22 within the minimum forty (40) foot building setback and the existing 11 parking spaces along Hollywood Boulevard within the minimum thirty (30) foot building setback allowing those spaces to be located within those prescribed setbacks.
3. Exception to SALDO Section 604.A, the requirement for the minimum loading space setback of fifteen (15) feet.

The modification requests must be submitted to the Board of Supervisors no later than **Noon on June 10th** for consideration on their June agenda.

The Planning Commission members reviewed the revised Plan and voted **to table** making the following informal comments to the Applicant's Engineer:

1. The Cover Sheet should contain the following items:
 - a. Names and addresses of the Owner and the Developer of the property separately (Section 307.A.4 and 5): *Appears to be satisfied. Note: Solicitor Thomas has received the additional documentation regarding ownership of the Realty PA Properties Trust.*
 - b. The certification and license number of the Professional Engineer who prepared the Plan (Item #8, Section 307.A.7); *Appears to be satisfied.*
 - c. Owner's Certification requires a Name of the Owner; *Appears to be satisfied.*
 - d. The following signature nomenclature must be shown on the plan for Planning Commission's Review (Section 501.H.5.b): *Appears to be satisfied.*

NOTE: Please remove the names of the planning commission members and supervisors on the bottom right of the plan.

Reviewed by the Salem Township Planning Commission this ____ day of ____, 20__.

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2. A revised Site Plan should be submitted showing the following:

- a. The exterior tract boundaries, with bearings and distances shown, as prepared by a Professional Land Surveyor or Landscape Architect (Section 307.D.1); *Appears to be satisfied.*
- b. A forty-foot (40') front building setback off US Route 22 (Sections 307.E.5 and Section 412.B); *Partially satisfied.*

NOTE: The edge of the ROW on Route 22 should be labeled on the Plan.

- c. A thirty-foot (30') front building setback off Hollywood Boulevard and Vine Street Road (Sections 307.E.5 and 412.A); *Appears to be satisfied.*
- d. A 15' side and rear set back (Section 307.E.5 and 412.D). *Appears to be satisfied.*
- e. All existing buildings, sewers, water mains, etc. (Section 307.D.5); *Appears to be satisfied.*
- f. All existing property lines and easements, including the width and purpose of any existing easements and/or rights of way (Section 307.D.7); *Appears to be satisfied.*
- g. The dimensions and area of the existing building (Section 307.E.8); *Appears to be satisfied.*
- h. Minimum distances between setbacks and proposed building (Section 307.E.8); *Appears to be satisfied.*
- i. Provide a chart showing the number, size and purpose of the proposed parking spaces (Section 602.B); *Appears to be satisfied.*
- j. One loading space not less than 12' in width or 35' in length or have a vertical clearance of less than 10' must be provided (Section 604.C.1 and Section 605); *Appears to be satisfied.*
- k. Show the internal traffic circulation patterns on the Plan (Section 602.B); *Partially satisfied.*

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NOTE: The internal traffic patterns need shown on the plan for the entire parking lot. The ingress and egress points at the entry off vine and into the parking lot of the adjoining property and Route 22 need shown on the Plan.

1. Show on the Plan the location of the proposed sign with the distance from the edge of the ROW on Route 22, and provide construction details as to the size of the sign and lighting (Section 601.B.3.c and Section 601.B.6). ***Appears to be satisfied.***

NOTE: There was some discussion on the possibility of the sign location changing. Section 601.B.6 requires any change of signs after preliminary approval to be approved by the Board of Supervisors.

3. Township Engineer approval of a Stormwater Management Plan is required;
In progress.
4. WCCD approval of an Erosion and Sedimentation Control Plan is required;
In progress.
5. DEP approval of a Component 3 is required; ***In progress.***
6. FTMSA and Township approval of tap allocations are required; ***In progress.***
7. MAWC verification letter; ***In progress***
8. And A Revision number and Date must be added to the Plan.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

7. SEWAGE

8. NEW APPLICATION PROCEDURE

- A. Motion made by Paul Holleran and seconded by John Wright to discuss the procedure for acceptance of new subdivision and land development applications.

Connie updated the procedure from John and Connie's discussion at the special meeting on May 27th. The concept that Connie pitched was modeled from Murrysville. When a plan is submitted, the township Engineer, Solicitor, and chair of the planning commission sit down and do a preliminary review. John suggested that they all submit preliminary comments independently to the PC secretary and she would circle on the checklist what is missing. It would be scanned and e-mailed back to them. Connie questioned the legality of doing it this way.

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Solicitor Thomas said it shouldn't be an issue because you aren't deliberating. You are just making verifying that the drafting checklist is accurately completed before the plan comes to the PC meeting.

There was also a discussion regarding the change to the timeline.

Eric mentioned that they are taking on more work on their own time to make it easier. John said it is work that is already being done. Currently, these things are not caught until the meeting which is causing a lag time.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

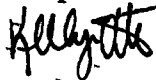
8. ADJOURNMENT

Motion made by Paul Holleran and seconded by John Wright to adjourn this meeting with the next regular meeting to be held on July 1, 2026, at 6:00pm if there is an agenda.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously.

Meeting adjourned 8:17P.M.

Respectfully submitted,



Kelly Otto