

**SALEM TOWNSHIP PLANNING COMISSION
ANNUAL ORGANIZATIONAL MEETING MINUTES
MUNICIPAL BUILDING - 7:00 P.M.
JANUARY 3, 2024**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL Connie Mattei, John Durco, Kelly Otto, Solicitor Gary Falatovich (Remote)

4. REORGANIZATION OF THE BOARD

Connie Mattei mentioned that there is a vacancy, and it is not customary to reorganize with two members.

A. Motion made by John Durco and seconded by Connie Mattei to nominate Connie Mattei as Planning Commission Chair of the Board.

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimously.

B. Motion made by Connie Mattei and seconded by John Durco to nominate John Durco as Planning Commission Vice-Chair of the Board.

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimously.

C. Motion made by John Durco and seconded by Connie Mattei to nominate Kelly Otto as Secretary of the Planning Commission.

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimously.

5. ADMINISRATIVE

A. Motion made by John Durco and seconded by Connie Mattei to approve the Minutes of the previous Planning Commission meeting of December 6, 2023 (Musgrove)

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimously.

6. NEW BUSINESS

7. OLD BUSINESS

A. Review the tabled request of: Michael and Cheryl Shifko

To subdivide parcel 57-14-00-0-359 to create a side lot addition to Lot 1 (parcel 57-14-00-0-239).

Note: This request was tabled at the October 4, 2023 Planning commission meeting due to nobody being present to represent the applicant. It was tabled again at the November 1st Planning Commission meeting due to the amount of work needed to bring the plan in compliance with our SALDO. Time waiver received on November 7, 2023. Time waiver release letter received December 15, 2023 with revised prints.

Present was the owner of the parcel being subdivided, Kelly Latshaw.

The members of the Planning Commission voted to recommend approval of the above Plan with the following conditions to comply with the SALDO:

1. Amend the Purpose of the Plan to correct a typo to read:

“The purpose of this plan is to create Lot 2A and add same to Tax Map Parcel 57-14-00-0-239 as a non-buildable “Side-Lot Addition”

2. The following Note must be added to the Plan to reflect that the revised Plan removes the land hooks previously joining the two major parcels and amends previously recorded plans:

“The house and accessory building along the western side of Parcel 57-14-00-0-239 is on a separate lot that was intended to be consolidated with Parcel 57-14-00-0-239 by plans recorded at Inst Nos. 200211130073885 and 200905130017864. However, no deed was ever recorded to consolidate the lots into a single parcel. Although the Tax Assessment Office has combined these parcels for tax purposes, both parcels are still on separate lots of record. By submission of this Plan, Owner removes the land hooks joining these parcels and same shall remain as separate and distinct parcels. This Plan is intended to amend those plans recorded at Inst Nos. 200211130073885 and 200905130017864 and revoke the consolidation of those parcels contemplated therein.”

3. Label on the Plan the location of all private driveways (Section 502.H.12). The Plan currently shows ‘gravel’ driveways off Route 22 that need to be labeled “private driveway”.

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

Motion made by John Durco and seconded by Connie Mattei to recommend approval subject to the conditions mentioned above.

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimously.

B. Review the tabled request of: Daniel and Michelle Musgrove

To create 1 new residential lot from existing lot bearing tax map parcel 57-04-00-0-165 for proposed new residential dwellings.

The Planning Commission met on December 6, 2023, and voted to table the request due to the additional details that needed to be added to the Plan. A revised print was received December 20, 2023 to address the comments from that meeting.

The Planning Commission members recommend approval of the above mentioned Plan with the following conditions to comply with the SALDO:

1. The following Note will need to be added to the Plan to indicate that easements have been created for both sites identified as proposed locations for the on-lot sanitary sewage facilities to serve Lot 2R:

“Owners hereby grant permanent easements for the construction, maintenance, repair and replacement of sanitary sewer facilities on Lot 1R in the locations shown on the plan. Such easements are limited to providing sanitary sewer service for a single-family home to be constructed on Lot 2R and are not intended to be used for Lot 1R. Said easements shall inure to the benefit of the Owners of Lot 2R, their heirs, administrators, successors in interest and assigns, shall burden Lot 1R and benefit Lot 2R.”

2. Amend the Statement of Purpose on the Plan to reflect the non-buildable status of Lot 1R (Section 307.A.8):

“The purpose of the Plan is to subdivide Tax Map Parcel No. 57-04-00-0-165 into two (2) lots with Lot 2R being used for the construction of a single-family residence and Lot 1R reserved and identified as Non-Buildable. The areas identified as “Septic Area Easements” on the plan are solely for the benefit of Lot 2R.”

3. Amend the first sentence of the Non-Buildable Declaration to reflect that Lot 1R is being declared “non-buildable” as follows:

“As of the date of this Plan’s approval by the Township of Salem, no sanitary sewer facilities are planned for Lot 1R, no building or development is planned or approved on Lot 1R and Lot 1R shall remain Non-Buildable.”

4. SEO and DEP approval of a Planning Module for all on-lot sanitary sewage facilities must be obtained. A “draft” Planning Module has been submitted to the Township and has been forwarded to SEO Dave Jobe by the surveyor. Approval of the Planning Module by Resolution of the Township is required prior to being submitted to the DEP. Solicitor Falatovich will prepare a Resolution for your consideration.

5. Label Musgrove Lane on the Plan as “private”.
6. Amend the “Requirements” under the General Notes on the Plan to reflect the minimum lot size of 1 ½ acre as required by Section 414(A)(i) for on-lot sewage and on-lot water.
7. Amend the “Requirements” under the General Notes on the Plan to reflect the minimum road frontage of 200’ as required by Section 414(A)(i) for on-lot sewage and on-lot water.
8. Amend the “Existing Utilities” under the General Notes to remove references to “public water” and only reflect that the parcel will be served by a private water well. Currently the Plan indicates that public water is available.
9. A Revision Number and Date must be shown on the Plan.

Supervisor Bob Zundel requested a list of 5 proposed Road names for the “Private Lane” in order to provide an address.

Connie suggested that the name should be decided upon before the Mylar is produced and recorded.

Motion made by John Durco and seconded by Connie Mattei to recommend approval subject to the conditions mentioned above.

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimous'

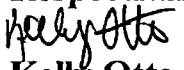
1. **SALDO DISCUSSION – Solicitor Falatovich to provide an updated revision to the SALDO reflecting the discussion with the Supervisors and the Planning Commission a couple weeks ago. He expects to have the revision available towards the end of next week. A meeting will be held thereafter to discuss the remaining two suggested modifications.**

Motion made by John Durco and seconded by Connie Mattei to adjourn this meeting with the next regular meeting to be held on February 7, 2024 at 6:00pm if there is an agenda.

Vote on the motion: John Durco and Connie Mattei voted for the motion. Motion passed unanimously.

Meeting adjourned 7:25

Respectfully submitted,


Kelly Otto