

**SALEM TOWNSHIP PLANNING COMMISSION
ANNUAL ORGANIZATIONAL MEETING MINUTES
MUNICIPAL BUILDING - 6:00 P.M.
JANUARY 7, 2026**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: John Wright, Paul Holleran, Connie Mattei. Sol. Ryan Thomas, Doug Regola, Township SEO and Secy. Otto

Connie Mattei acknowledged the Supervisors accepting the resignation of previous planning member John Durco and thanked him for servicing the PC Board for the past four years.

4. REORGANIZATION OF THE BOARD

- A. Motion made by Paul Holleran and seconded by John Wright to nominate Connie Mattei as Planning Commission Chair of the Board.**

Connie said that she appreciated being able to serve and would certainly serve again.

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

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

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

- C. Motion made by John Wright and seconded by Paul Holleran to nominate Kelly Otto as Secretary of the Planning Commission.**

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

5. ADMINISRATIVE

- A. Motion made by Paul Holleran and seconded by Connie Mattei to approve the Minutes of the previous Planning Commission meeting of December 3, 2025 (Eichinger, Tresco Lot Consolidation)**

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

6. NEW BUSINESS

A. Dunlap & Dunlap Lot Line Revision

Present: Donna Dunlap, property owner and her brother Tim Jobe

1. Motion made by John Wright and seconded by Paul Holleran to **review** the Dunlap & Dunlap Lot Line Revision application.

Donna Dunlap wanted to pull the application. Solicitor Thomas said if you want it pulled, you can pull it but the “non-buildable” language is more of procedural language that has to be on there because it is part of our Standard Operating Procedures. It doesn’t change the profile of the lot. Connie explained that if we accept the application, you can be kept in the queue. If it is withdrawn, the applicant would need to reapply and pay the fees again if it is to be put back on. Connie explained that we are a recommending board and nothing is binding. Doug Regola explained that she is creating a side-lot addition. You either have to show that it is suitable for on-lot sewage or you need the non-buildable language. If you test it for on-lot sewage, it would be a buildable lot.

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 **accept** the Dunlap & Dunlap Lot Line Revision application as complete.

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 amend the motion from **discuss to table** the Dunlap Lot Line Revision plan to revise lot lines of tax map parcel numbers 57-19-00-0-022 and 57-19-00-0-096. Parcel A will be removed from Tax Parcel number 57-19-00-0-022 and added to tax parcel number 57-19-00-0-096.

Ms. Dunlap questioned the meaning of the DEP Non-Buildable Lot Waiver included on the Plan. Solicitor Ryan Thomas and Township Engineer Doug Regola offered explanations of the DEP’s requirement to include the waiver language. Ms. Dunlap remained uncertain about how the plan would affect her property and chose not to proceed with the review during the meeting.

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

4. Motion made by _____ and seconded by _____ to **recommend** _____ of the Dunlap & Dunlap Lot Line Revision plan.

This motion is not relevant due to the application being tabled.

Vote on the motion: **WRIGHT**_____**HOLLERAN**_____**MATTEI**_____

B. Penn Home & Farm Plan of Lots and Patricia Kilpatrick

Present: Tom Spears, property owner

**John & Patricia Kilpatrick, adjoining property owner
Mrs. Wineman, adjoining property owner**

1. Motion made by Paul Holleran and seconded by John Wright to **review** the Penn Home & Farm Plan of Lots and Patricia Kilpatrick application.

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 **accept** the Penn Home & Farm Plan of Lots and Patricia Kilpatrick application as complete.

Connie said on page two of the application, the tax map parcel number is missing along with the total lots created, post development total acreage. We need to come up with a way to get that information.

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 **discuss** the Penn Home and Farm Plan of Lots and Patricia Kiplpatrick plan to add Lot 1 to Tax Parcel 57-12-08-0-006 and add Lot 2 to Tax Parcel 57-12-00-0-021.

Discussion and PC Recommendations:

Submit a written modification request of the setback to the supervisors for approval at their January 21 meeting so it will be addressed by the February PC meeting. The setback is at 25ft now and the SALDO requires 30ft. Solicitor Thomas said that it isn't possible to grandfather the setback. If granted, a note will need to be placed on the plan. Solicitor Thomas suggested this condition be approved separate from the other conditions in case the Supervisors don't approve the request.

1. The names and address of the Kilpatricks must appear on the Plan: John and Patricia Kilpatrick, 38 Mark Drive, Delmont, PA 15626 (Item #5, per Sections 307.A.4 and 501.H.4);
2. The address of the Owner needs amended. The Delmont Zip Code is 15626;
3. There appears to be a typo in the calculation of the "after subdivision" acreage for parcel 57-12-00-0-021. It should be 10.3 and not 10.03.
4. A driveway permit will be needed for access onto Mark Drive;
5. The Owner Certification needs amended according to Drafting Requirements - Item #27;
6. The reference to the "50' street unimproved" next to the Wineman property should be removed from the plan and replaced with "Remaining 25' Portion of the Vacated Roadway";

Mrs. Wineman would like to claim the 25' as a separate deed.

7. The following Note should appear on the plan to specifically reference the Township's vacating of the prior 50' road area:

"Lot 2 and the area labeled "Remaining 25' Portion of Vacated Roadway" were part of an unopened and unimproved 50' wide proposed roadway laid out in the Garden Courts Plan of Lots. Such roadway was vacated by the Supervisors of Salem Township subject to the terms of Ordinance 02-2025, ordained and enacted July 16, 2025 and recorded with the Recorder of Deeds of Westmoreland County at Instrument No. 202510160028759.";

8. Non-buildable Waiver forms must be signed by the Owners and Township; and

A non-buildable waiver was received. The SEO isn't required to sign because there is public sewage available. The SEO only signs for on-lot sewage. Doug said to mark "not applicable" where the SEO would sign.

9. A revision number and date must be added to the Plan.

4. Motion made by Paul Holleran and seconded by John Wright to **recommend a modification be requested to maintain the 25' setback as outlined in the Garden Court Plan of Lots.**

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

C. Schlemmer Land Development Project

**Present: John Cenkner & Jason Beranek, Cenkner Engineering
Bob Schlemmer, property owner**

1. Motion made by John Wright and seconded by Paul Holleran to **review** the Schlemmer Land Development Project application.

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 **accept** the Schlemmer Land Development application as complete.

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

3. Motion made by John Wright and seconded by Paul Holleran to **discuss** Schlemmer Land Development Project to construct a wedding venue facility to be located off Hornock Drive bearing tax map numbers 57-15-00-0-202, 57-15-00-0-203, 57-15-00-0-067, and 57-15-00-0-098.

Discussion and PC Recommendations:

Doug Regola expressed concerns with the plans stating PCSM Land Development instead of a separate Land Development plans. Jason Beranek said it is only four letters in front of Land Development. All the same Land Development plan requirements are on the plans.

Connie stated that our ordinance requires a certification. We work off of a revision based on stamped drawings. John Cenkner isn't comfortable signing and sealing drawings and having plans floating around that aren't approved. Connie said your signature is good on this day at this revision. The owner's certification won't be signed until it is final.

Bob Schlemmer doesn't understand why there is a need for a lot consolidation. Connie said it is required because the parking lot spans over the property line by 15 feet. Connie said you can also do a lot line revision instead of consolidate and meet the setbacks. No part of the parking lot is allowed into the 15ft setback. Bob said the facility will hold 250 people. John Cenkner figured 2 people per parking space plus employees which equates to 133 spaces. There will be four ADA spaces. Connie said the supervisors approve the parking. Anything that deviates from a 9x20 space will require a modification request to the supervisors.

Connie said we can recommend conditional approval on a preliminary plan. The 90 days is for the Supervisors to take some sort of official action. Tabling is not an official action. Tabling does not pause the clock. Solicitor Thomas suggests signing a time extension and it is possible to extend again. Connie said we have a canned time waiver that we can use. You don't have to wait the entire 90 days. A request would need to be made when the plan is ready to be placed back on the agenda.

Doug Regola said Ag security doesn't restrict building. When you are paid for development rights, that is when you can't do anything to it.

Doug said normally on a Land Development plan, there is a site plan, with existing and proposed conditions on it.

John Cenkner said all the details are in the grading plans. He can show bearings, distances and setbacks but it will be in a smaller scale.

- 1. Solicitor Thomas noted that the parcel under development lies within an Agricultural Security Area. During the meeting there was discussion about whether this would restrict development. After reviewing the applicable restrictions under the Agricultural Area Security Law, 3 P.S. §§ 901–915, it was determined that the proposed project does not conflict with the requirements for development in such an area. The Agricultural Security Area designation does not implicate whether the property is subject to an agricultural conservation easement, nor does it implicate if the property is participating in or under the restrictions of a Clean and Green program. Both programs have greater restrictions on development.**
- 2. The proposed parking lot appears to extend into the adjacent parcel. Solicitor Thomas advised that the entire development must remain within a single parcel's boundaries unless an exception is obtained for the encroachment. Under the Township's SALDO, constructing a parking space beyond the required setback lines is expressly prohibited. Article VI, Section 603(D). It is recommended that the Applicant explore options such as lot consolidation, a side lot addition, or applying for the necessary exception, all of which would require submitting an additional application.**
- 3. A revised Title Sheet T-1 be submitted showing the following:**

- a. The certification and license number of the Professional Engineer who prepared the Plan (Item #8, Section 307.A.7);
 - b. Owner's Certification requires a Name of the Owner;
4. Amend the General Notes Sheet GN-1 information block with general requirements to "Salem";
5. A revised Site Plan Sheet SP-1 be submitted showing the following:
- a. The parcel(s) is not clearly identified on the Site Plan. Show the exterior tract boundaries as prepared by a Professional Land Surveyor (Item #12, as per Section 307.D.1);
 - b. A forty-foot (40') front building setback off US Route 22 (Item #13, as per Section 412.B);
 - c. A thirty-foot (30') front building setback off Hornock Road (Item #13, as per Section 412.A);
 - d. A fifteen-foot (15') side and rear set back (Item #13, as per Section 412.D);
 - e. The water line should be identified on the Plan as "public";
 - f. A Driveway permit must be approved by the Township.
 - g. Adjacent property owner's name, property lines, tax map # (Item 16, as per Section 307.D.2)

NOTE: The information could be removed from Sheet EC-1 and added to the Site Plan (Sheet SP-1);

- h. Right of Way for Route 22 and Hornock Road need shown on the Plan (Item #22, Section 307.D.6);
- i. The dimensions and area of the proposed building as per Section 307.E.8;
- j. The Site Plan contains insufficient information to determine the "Off-Street Parking" and "Loading" requirements as per Section 602, specifically:
 - i. Number and size of spaces provided for the facility must be identified.
 - ii. Parking spaces shall be at least nine (9) feet in width and twenty (20) feet in length (Section 602.F.1);
 - iii. Distance between the rows must be identified. Rows are not to be less than twenty-four (24) feet in width;

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

1. Number of loading spaces: Page 46 based on gross floor area;
2. Location: 603.D – not located in any ‘front yard’

v. Internal traffic circulation patterns must be shown;

6. Township Engineer approval of the Stormwater Management Plan is required;
7. WCCD approval of the Erosion and Sedimentation Control Plan and NPDES permit is required;
8. Sewage Facilities Planning Component 2 approval is required;
NOTE: SEO, Township and DEP approval has been received.
9. MAWC verification letter of the public water availability and tap is required;
10. A Revision number and Date must be added to the Plan.

4. Motion made by Paul Holleran and seconded by John Wright to **recommend Tabling** of the Schlemmer Land Development Project.

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

7. OLD BUSINESS

A. Tresco Lot Consolidation Plan

(tabled at the Dec 3, 2025 PC meeting making informal comment to the applicant)

Neither the Applicant nor the Agent was present to discuss the Plan and accept any conditions the Planning Commission may recommend. The Members, therefore, did not do a review but voted to table the Plan. Motion 1-3 drops off.

1. Motion made by _____ and seconded by _____ to **review** the Tresco Lot Consolidation application updates.

Vote on the motion: **WRIGHT** _____ **HOLLERAN** _____ **MATTEI** _____

2. Motion made by _____ and seconded by _____ to **accept** the Tresco Lot Consolidation application as complete.

Vote on the motion: **WRIGHT** _____ **HOLLERAN** _____ **MATTEI** _____

3. Motion made by _____ and seconded by _____ to **discuss** the Tresco Lot Consolidation Plan to consolidate tax map parcels' s 57-04-00-0-008, 57-04-00-0-180, 57-04-00-0-181, 57-04-00-0-182, 57-04-00-0-183, 57-04-00-0-184 into one property. The board is to make a recommendation to the Board of Supervisors.

4. Motion made by Paul Holleran and seconded by John Wright to **recommend tabling** of the Tresco Lot Consolidation Plan.

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

Motion made by Paul Holleran and seconded by John Wright to adjourn this meeting with the next regular meeting to be held on February 4, 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 8:02pm

Respectfully submitted,

Handwritten signature of Kelly Otto in black ink.

Kelly Otto