

SALEM TOWNSHIP PLANNING COMISSION
MEETING MINUTES
MUNICIPAL BUILDING -244 CONGRUITY RD GREENSBURG
6:00 P.M.
August 5, 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

Matt Markulin, Township Solicitor
Doug Regola, Township Engineer
Kelly Otto, Township and PC Secretary (ABSENT)
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 July 1, 2026 (Ridella Subdivision, Tylavsky Subdivision, Operating Engineers, Clean Express Auto Wash LD)**

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

- B. Motion made by Paul Holleran and seconded by Connie Mattei to approve the Minutes of the special planning commission meeting of July 8, 2026 (Clean Express Auto Wash LD)**

Vote on the motion: Paul Holleran and Connie Mattei voted for the motion; John Wright abstained from voting. Motion passed with a majority vote.

5. NEW BUSINESS

A. Scopa Lot Line Revision

Present: Art Kromel, surveyor

- 1. Motion made by Paul Holleran and seconded by John Wright to review and accept the Scopa Lot Addition 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 **approval with conditions** for the Scopa Lot Line Revision plan to create a side lot addition from tax map parcel no. 57-23-00-0-084 and add it to tax map parcel no. 57-23-00-0-014**

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Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously. **Conditions are as follows:**

1. Revise the punctuation in the Purpose of the Plan to remove the (!) after PURPOSE and replace with a colon (:); remove the period (.) at the end of the statement and place it after “as shown on the Plan.” (Section 307.A.8).
2. Add the names and addresses of David and Nicole Mutnansky to the Plan Data (Section 307.A.4)
3. Revise the references to building setbacks on the Plan to reflect the appropriate dimensions for Lot 26, Lot 1 and Side-Lot 1A.
 - Lot 26 setbacks:
 - 40’ front building line
 - 40’ back building line
 - 12.5’ side setbacks
 - Lot 1A setbacks:
 - 10’ side and rear
 - Lot 1 setbacks:
 - 30’ front building line
 - 10’ side and rear yard setback
4. The setback lines shown on the Plan are not consistent with the Township’s setback requirements but are consistent with the setbacks imposed for the Totteridge Development in that area. The lot at issue is Lot 26. To clarify this on the proposed Plan, the following Note must be added:

“The setback lines depicted on the plan reflect those mandated by the Totteridge Unit Number 3 Subdivision, as recorded with the Recorder of Deeds of Westmoreland County at Instrument No. 200608290042465. These setback requirements exceed the minimum setbacks established under the Township’s Subdivision and Land Development Ordinance.”
5. The location and width of all private driveways must be shown on the Plan (Section 501.H.12).
6. Must identify all existing watercourses, floodways, regulatory flood hazard areas and other significant natural features. If none exist, a statement to that effect must be shown on or contained in the Plan (Section 307.D.4).
7. All sewers and water mains which affect the subdivision must be shown on the Plan (Section 307.D.5).
8. The Road Identification Number for Hannastown Road must be shown on the Plan (Section 307.D.6).
9. All Easements including the width and right-of-way must be shown on the Plan (Section 307.D.7).

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10. 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

11. Each owner should have their own separate verification and notary (Section 501.H.22)
12. Engineer's Certification needs to be revised to indicate that Arthur J. Kromel is a "Registered Professional Land Surveyor."
13. The language for #1 under "Additional Requirements for Minor Subdivisions" of the Drafting Requirements Checklist must be added to the Plan.
14. Remove the references to "Zoned: Residential Use" from the top left of page 1 and from the bottom right of page 2.
15. A Non-Building Waiver form has been submitted to the Township and signed by the SEO. Planning Commission and Township signatures are required prior to submitting to the DEP for approval.
16. A Revision Number and Date must be shown on the Plan.
3. Motion made by Paul Holleran and seconded by John Wright to complete and sign the Non-Building Declaration Section D for Parcel 1A of the Scopa Subdivision - side lot addition plan.

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

B. Wayne Homes – Model Center Land Development

Present: Tom Hewitt, engineer

Eric Hageder made a statement about model homes in the past turning into a big fiasco. Connie explained to him that this is a totally different situation than Havanian Homes because there are no utilities in these model homes, they are shells, and the setbacks are not conducive to being subdivided and turning them into residences.

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1. Motion made by Paul Holleran and seconded by John Wright to review and accept the Wayne Homes – Model Center Land Development 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 make recommendation **to table** the Wayne Homes – Model Center Land Development Plan to demolish and re-construct a model home located at Wayne Homes Pittsburgh Model Center bearing tax map parcel no. 57-13-00-0-013.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously. **Informal comments are as follows:**

1. The names and addresses of the Owner and Developer of the property must be shown on the Plan (Section 307.A.4).
2. The Deed Book Volume and Tax Map reference, including previous Plan Book Volume and page number, of the parcel or tract being developed must be shown on the Site Plan (Section 307.A.6).
3. The exterior tract boundaries (Section 307.D.1).
4. The pavement width of the entrance into the Model Home Center (Section 307.D.6).
5. A copy of the existing Highway Occupancy Permit is to be provided.
6. Adjacent property owner's name, property lines, tax map # (Section 307.D.2)
7. Show all existing sewers, water mains, electric, etc. (Section 307.D.5). ***Please provide any information on the holding tank that is available and show the approximate locations of both the tank and private water well.***
8. The dimensions and area of the proposed building (Section 307.E.8).
9. Minimum distances between setbacks and proposed building (Section 307.E.8).
10. The Site Plan should contain information for the "Off-Street Parking" requirements as per Section 602, specifically:
 - a. Number and size of spaces provided for the facility must be identified on the Plan and summarized in a chart.
 - 1) Calculations for the number of spaces per the criteria on Page 43 for "Office and/or research buildings or groups of buildings of similar nature which contain no

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manufacturing, assembly, warehousing, testing, storage or transfer activities or temporary buildings of any kind, one (1) per each 350 sf of net leasable area.” *The above criteria does not fit the use exactly but does refer to an Office and buildings of similar nature so is close enough for the purposes of determining sufficient parking.*

- 2) Parking spaces shall be at least nine (9) feet in width and twenty (20) feet in length (Section 602.F.1).
- 3) Distance between the rows must be identified. Rows are not to be less than twenty-four (24) feet in width.
- 4) Internal traffic circulation patterns must be shown.
- 5) Isolation distances (601.B.3).

11. The following language must be added to the Plan for the Planning Commission:

Salem Township Planning Commission

“This plan was reviewed by the Salem Township Planning Commission this _____ day of _____, 2024.”

Chairwoman

Secretary

12. The Owners Certification must include the name of the Plan and the name of the person authorized to sign the Plan for Greensburg Place, LLC (Section 901).
13. Township Engineer approval of the Stormwater Management Plan is required;
14. WCCD approval of an Erosion and Sedimentation Control Plan is required;
15. A Revision number and Date must be added to the Plan.
16. Must identify all existing watercourses, floodways, regulatory flood hazard areas and other significant natural features. If none exist, a statement to that effect must be shown on or contained in the Plan (Section 307.D.4).

6. OLD BUSINESS

A. Schlemmer Land Development
Present: Bob Schlemmer, landowner
Jason Beranek, surveyor

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This plan was tabled at the January 7, 2026 PC meeting due to the number of outstanding items to bring the plan into compliance with the Township SALDO. Time waiver submitted February 3, 2026. Revised plans were received February 23, 2026. This plan was reviewed by the PC on March 4th, 2026 and additional comments were made. Revised plans were received on March 24th, 2026. Preliminary approval with conditions was recommended on April 1, 2026

1. Motion made by Paul Holleran and seconded by John Wright to discuss and recommend final approval with conditions of the 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.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously. **Conditions are as follows:**

1. A letter requesting removal of parcel 57-15-00-0-202 from Agricultural Security has been submitted to the Township as the Gettysburg Plan of Lots had removal as a condition of approval.

Solicitor Markulin advised the PC of the status of the Ag Security designation. The following language documenting the removal of the land must be indicated on the plan:

“The 40.00-acre parcel of land bearing Westmoreland County Tax Map Parcel No. 57-15-00-0-202, known and designated as Lot 1 in the Gettysburg Land and Cattle Company, Inc. Plan of Lots, was removed from the Agricultural Security Area in accordance with the written notification dated July 20, 2026.”

2. A Side-Lot and Consolidation Plan to eliminate the parking lot encroachment was approved by the Township. ***The instrument number for the recorded subdivision plan should be included on the land development plan.***
3. Add a signature line and notary for Judith G. Schlemmer to sign off on the Plan.
4. Label the forty-foot (40') front building setback off US Route 22 from the edge of the ROW (Section 412.B).
5. Label the thirty-foot (30') front building setback off Hornock Road from the edge of the ROW (Section 412.A).
6. Show a fifteen-foot (15') side setback from the edge of the ROW on parcel 57-15-00-0-098 for clarity (Section 412.D).
7. A Driveway permit must be approved by the Township. ***A driveway permit has been submitted to the Township and approved August 5, 2026. This condition appears to be satisfied.***

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8. The dimensions and area of the proposed building as per Section 307.E.8; *Partially satisfied. Please check the dimensions and area calculation for accuracy. A parking lot that is 112' x 77' would = 8624. The plan shows 8500 sf.*
9. For consistency, the criteria used to determine the "Off-Street Parking" under the parking chart should be amended to read:

"For uses involving public assembly of groups of people for whatever reason, 1 per every 4 seats based on total capacity."

10. Township Engineer approval of the Stormwater Management Plan is required. *Approved.*
11. An *easement agreement* will need to be recorded for the stormwater facilities located on an abutting parcel. The instrument number for the recorded easement should be located on the land development plan to satisfy this condition.
12. WCCD approval of the Erosion and Sedimentation Control Plan and NPDES permit is required; *Approved.*
13. Sewage Facilities Planning Component 2 approval is required; SEO, Township and DEP approval has been received. *Approved.*
14. MAWC verification letter of the public water availability and tap is required; *Satisfied.*
15. The width of the entrance and access roadway need to be fully described by courses and distances, and located on the Site Plan respect to the multiple tax map parcels implicated by this plan.
16. The instrument number for the Private Road Maintenance and Right Of Way Declaration should appear on the Plan.
17. Sheet SP-2 is not needed.
18. A Revision number and Date must be added to the Plan.

B. Operating Engineers Storage Building Land Development
Present: Josh James, engineer

A time waiver requesting a 90-day extension was filled out by Josh James and submitted during the meeting.

This plan was tabled at the June 3, 2026 PC meeting making informal comments to the applicant. This plan was tabled on July 1, 2026, because revised plans were not submitted. The supervisors

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will need to take official action at their August 19th meeting. The application was accepted as complete at the June 3 PC meeting. Applications shall be acted upon by the Township no later than 90-days following the date of a complete application. September 1, 2026, is 90 days since this application was accepted as complete.

1. Motion made by Paul Holleran and seconded by John Wright to amend the agenda to remove “for training operations” from Motion 2 for the Operating Engineers Storage Building Land Development Plan due to the purpose changing on the plan.

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 to **table** 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.

Vote on the motion: John Wright, Paul Holleran and Connie Mattei voted for the motion. Motion passed unanimously. **Informal comments are as follows:**

1. The Cover Sheet C.00.1 should be revised as follows:
 - a. The certification for stormwater approval should be removed from the Plan.
Appears to be satisfied.
 - b. The Purpose of the Plan should be amended to clarify the use of the building as storage only (Section 307.A.8). ***Appears to be satisfied.***
 - c. The Engineer’s Certification should be amended as per Article IX, Section 902.
Appears to be satisfied.
 - d. The Owner’s Certification should be amended as per SALDO Article IX, Section 901.
Partially satisfied.
 - **The Notary Seal needs to be within this certification.**
 - **Agent name, Dennis Manown, needs to be denoted on the plan within the certification language.**
 - e. The following signature nomenclature must be shown on the plan for Planning Commission’s Review (Section 501.H.5.b): ***Appears to be satisfied.***

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);

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Appears to be satisfied.

- 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). *Partially satisfied.*

- **Label all side and rear setbacks on the Site Plan**
- **Show the 30' building setback along Christopher Road from the edge of the right-of-way, not the property line—label if they are the same.**

- c. The distance between the setback and the building must be included on the Plan (Section 307.E.8). *Appears to be satisfied.*

- d. The height of the building is needed (Section 601.B.3.b).

Appears to be satisfied.

- e. The location and width of all private driveways must be shown on the Site Plan (Sections 307.E.2). *Not satisfied.*

- f. 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).

Appears to be satisfied.

3. The criteria for determining parking calculations should be shown on the Site Plan with the number and size of spaces provided (Section 602). *Partially satisfied.*

- *Criteria on page 44 of Section 602.H used for parking calculations: Industrial buildings require 1 per 1000 sf plus 1 per each 350 sf of office space equating to 12 spaces.*

- a. 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);

Appears to be satisfied.

- b. Label the proposed loading docks and size of each loading space (Section 603);
Note: 1 loading space is required (Section 605 on page 46).

Appears to be satisfied.

- c. Comply with isolation distances (Section 601.B.3.a): *Appears to be satisfied.*

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

Appears to be satisfied.

4. A driveway permit for entrance onto Christopher Road must be approved by the Township. *Satisfied.*
An application was approved by the Township August 5, 2026.

5. 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. *Not Satisfied.*

- **The PCSM Plan has been submitted to the Township Engineer.**

6. Erosion and Sedimentation Control Plan approval by WCCD is required; *Not Satisfied.*

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

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7. SEWAGE

8. NEW APPLICATION PROCEDURE

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

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

Connie asked how to recommend a new procedure to be able to do a preliminary review outside of a regular planning meeting. Jack Dunaway asked didn't Gary Falatovich do that himself. Connie advised that this was outside of SALDO guidelines.

Moving on, Connie used Clean Express Auto Wash as an example with an issue with their setbacks not being on the plan until late stages and had there been a preliminary review it could've been taken care of prior to the meeting, and they wouldn't have had to come back as many times.

Matt Markulin commented that anytime there is a quorum it must be a public meeting. There is a hybrid option where everyone gathers their own comments and sends them to Connie & Matt then he can propose revisions.

There was confusion in the audience that this discussion was about new plan review procedure, not just about a workshop to discuss the procedure. Connie said the bottom line is there must be a way to streamline the process.

Connie said the application and the drafting checklist will need work as well since there are duplicate items and items that don't apply to all plans. Contours were given as an example that are needed on some site plans but not others.

Eric Hageder asked how the hybrid approach would work. Matt explained he envisioned it being email communications. The purpose of the workshop is to discuss options. Nothing has been decided yet.

- B. Motion made by Paul Holleran and seconded by John Wright to amend motion C to advertise for a "workshop" instead of "special meeting".

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

- C. Motion made by Paul Holleran and seconded by John Wright to advertise a ~~special meeting~~ workshop to discuss the procedure for acceptance of new subdivision and land development applications.

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

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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 September 2, 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 7:58pm

Respectfully submitted,



Melissa DeHaven, for Kelly Otto