

**JACKSON TOWNSHIP PLANNING COMMISSION  
MEETING MINUTES  
MARCH 21, 2023**

**CALL TO ORDER:**

Colby Snyder, Chairperson called the March meeting of the Jackson Township Planning Commission held on March 21, 2023, at 6:00 PM to order. Commission members present were Robert Callahan, Brad Dunham, Zachary Steckler and Diane King. Staff members present were Zoning Officer Ray Dietrich, Township Engineer Jeff Shue, and Township Manager Florence Ford. There were seven people in the audience with business to come before the Commission.

**PUBLIC COMMENT:** There was none.

**APPROVAL OF MINUTES:**

The minutes of the February 21, 2023 meeting was approved on a motion of King/Callahan motion carries 5-0.

**ZONING HEARING APPLICATION:**

1. Special Exception for a Change of Use from a Retail to an Event Venue – Applicant: William and Linda England with property owner Victoria Senft for the Trolley House located at 5234 Lincoln Highway in Thomasville.
2. Variance from the Parking Requirements for the Trolley House located at 5234 Lincoln Highway, Thomasville – Applicant: William and Linda English with property owner Victoria Senft.

John Runge presented a site plan exhibit for the Commission to review. The England's wish to change the use for the property from a Retail to an Event Venue Use. The England's explained how the parking would be addressed on the lot. The Applicant would provide some limited parking onsite (including a handicapped parking spot). The parking onsite would be limited to a bride/groom vehicle, parents/grandparents of bride/groom and a parking space for the caterer. Other deliveries such as flowers, cakes, liquor, would take place long before the clients would use the facility. The English's are working on Agreements with other businesses for offsite parking. The English's would shuttle the guests to the event from the offsite parking site. The Planning Commission members asked who would control the parking situation. The English's stated that they would be onsite for all events and enforce the parking arrangements. There was much discussion over the circulation of traffic within the site. There was discussion about the required PENNDOT HOP and whether or not the property has an existing HOP. The Commission and staff are concerned about the applicant's ability to get an HOP from PENNDOT. John Runge and the Applicants are hoping to get a waiver from the Land Development requirements from the Board of Supervisors if they can get the parking to work in the existing spaces already on site. If they receive the approval, then the HOP may not get triggered. Staff cautioned the Planning Commission that the Board has been reluctant to grant a waiver from Land Development. There was much discussion too, that any recommendations they make goes with the property and not the Applicants. Should the applicants no longer run the business, the Township would be saddled with a bad situation there. The Planning Commission took a vote on the following:

Steckler/Callahan made a motion to recommend approval of the Change of Use for the Trolley House contingent on certain conditions be made to address Parking/HOP/and Circulation of traffic on the site to the Zoning Hearing Board. Motion carries 3/2 with King and Dunham voting no.

**ZONING HEARING APPLICATION (continued):**

A motion to recommend denial of the variance from the Parking requirements to the Zoning Hearing Board was made on a motion of Dunham/King. Motion carries 5-0.

The Planning Commission asked staff to write a letter to the Zoning Hearing Board addressing their concerns and conditions for recommending approval on the Change of Use for the Trolley House.

3. Variance from the Parking Requirement of 1space/400 sf of floor space for “Other Commercial” – Applicant: Bailey Storage located at 1885 Route 116

The Applicant’s Attorney, Erica Towns from Barley Snyder presented the Planning Commission the Variance request from the Parking Requirements. The Applicant proposes to provide parking for a Conditioned Mini Storage Building. The Applicant hired a traffic engineer to prepare a report indicating the number of parking spaces needed for this particular use. Our Zoning Ordinance does not have a provision for a conditioned mini storage building. The applicant’s traffic engineer used data from other sites that have conditioned storage facilities. The anticipated need for parking spaces was 13 total spaces for the building.

A motion made by Dunham/Steckler to recommend approval of the Variance from the Parking Requirements to the Zoning Hearing Board was made on the condition that the applicant provide a minimum of 13 parking spaces for the conditioned storage building. Motion carries 5-0.

**SUBDIVISION AND LAND DEVELOPMENT PLAN REVIEW:**

1. 3-Lot Subdivision Plan – Applicant: Trinity Excavation, Tony Hinson for the property located at 1101 Hanover Road

Waivers Requested: A deferment from the required sidewalk and curbing be made until Land Development

- Section 113-56A – Sidewalks; and
- Section 113-62A - Curbing

John Runge presented the Subdivision plan to the Planning Commission. He is looking for approval from the Planning Commission on the Subdivision Plan and the deferment on the Sidewalks and Curbing until each Lot comes before them in Land Development.

A motion to defer Sections 113-56A and 113-62A for the Sidewalk and Curbing (respectfully) was made by Callahan/Dunham. Motion carried 5-0

A Dunham/Steckler motion was made recommending approval to the Board of Supervisors for the 3-Lot Subdivision for Trinity Excavation. Motion carried 5-0.



**OTHER BUSINESS:**

1. Policy/Procedural Changes were introduced by Staff. AT the end of each Planning Commission Meeting, the Staff will review upcoming Plans with the Planning Commission. The goal is to keep Planning Commission members apprised of future Plans that they will be reviewing and recommending. It gives the members a chance to ask any questions, or raise any concerns. Additionally, Staff will be working with Applicants to discourage them coming to the Planning Commission when their plans are not ready for a decision.

**ADJOURNMENT:**

With no further business, the meeting was adjourned at 8:30 PM. on a motion of King/Dunham. Motion carries 5-0.

Respectfully Submitted,  
Florence Ford, Township Manager/Assistant Township Secretary