

**Planning Commission Meeting Minutes**  
**Monday, February 9, 2026 7:00 p.m.**

Chairman Pam Shellenberger called the meeting to order at 7:00 p.m., led the Pledge of Allegiance, and introduced the Board.

**Attendance**

**Members Present:** Pam Shellenberger, Dan Fisher, Keith Hoover, Joe Hrapchak, Mike Dickert, Jarred Texter

**Members Absent:** Don Dombach

**Staff Present:** Nate Taggart, Adrienne Kautz

**Visitors Present:** See attached sign-in sheet

---

**Approval of Prior Minutes**

Chairman Shellenberger entertained a motion to approve the January 12, 2026 Planning Commission meeting minutes. Keith Hoover moved, Joe Hrapchak seconded, and the motion carried unanimously.

---

**New Business**

**Briefing Item – Final Land Development and Lot Add-On Plan for Landis Financial**

The purpose of this plan is to detail the construction of a new office building and all other site improvements at 3000 & 3004 Columbia Avenue. The properties are in the General Commercial Zone.

Requested Modifications: 388-11 (Preliminary Plan), 388-42.E (Reconstruction of Existing Streets), 388-42.I.1 (Vertical Curves), 388-42.J.6 (Intersection Separation), 388-42.J.7 (Intersection Radius), 388-42.K (Curbing), 388-42.L (Sidewalks), 388-43.A.1 (Access Drive Pavement Design), 388-43.A.6 (Access Drive Location), 388-43.A.7 (Access Drive Green Area), and 388-45.E (Radius).

Brian Cooley of D.C. Gohn Associates was present, along with Eric and Jesse Landis representing Landis Financial. This project involves two properties: 3000 Columbia Avenue (which has the existing house) and 3004 Columbia Avenue (which is a vacant lot). They are proposing to combine the two properties into one to construct a new corporate office.

The building itself will be approximately 4,100 square. Currently, the ordinance requires 30 parking spaces based upon square footage; they are proposing 36 total parking spaces.

They have an existing PennDOT permit for the new entrance and a PennDOT permit to remove the existing entrance for the single-family driveway. There will be a one-way drop-off area for elderly clients. The site will be served by public sewer and water through LASA and City Water. They have also obtained an NPDES permit for stormwater construction.

There are a series of modifications relating to the two access drives. Mr. Coley has two letters from the Township Engineer dated January 29, 2026 recommending approval of all requested modifications except one. The ordinance requires parking islands to have a radius of 5 feet, while the parking lot has an island being proposed with a radius of 4 feet.

Mr. Fisher stated he had two questions relating to the radius issue. On the plan, Mr. Cooley is showing the handicap spaces as 9 feet wide, while the ordinance requires them to be 12 feet wide. Mr. Fisher asked whether Mr. Cooley planned to revise the plan to match the zoning ordinance. Ms. Kelley reported that the zoning ordinance requires a 12-foot-wide space. Mr. Fisher confirmed with Mr. Taggart that if they do not change the space to 12 feet wide, a variance would be required. Mr. Cooley stated that they will make a change to the plan to reflect this.

Chairman Shellenberger entertained a motion to move the Final Land Development and Lot Add-On Plan for Landis Financial from a briefing item to an action item. Dan Fisher motioned, Jarred Texter seconded, and the motion carried unanimously.

Chairman Shellenberger entertained a motion to recommend that the Board of Supervisors take action on the requested modifications for the Final Land Development and Lot Add-On Plan for Landis Financial as recommended in the January 29, 2026 Rettew review letter.

The following actions were recommended on the requested modifications:

- 388-11 (Preliminary Plan) – Approval
- 388-42.E (Reconstruction of Existing Streets) – Approval
- 388-42.I.1 (Vertical Curves) – Approval
- 388-42.J.6 (Intersection Separation) – Approval
- 388-42.J.7 (Intersection Radius) – Approval
- 388-42.K (Curbing) – Deferral along Columbia Avenue; approval along the access drive and parking lot
- 388-42.L (Sidewalks) – Deferral
- 388-43.A.1 (Access Drive Pavement Design) – Approval
- 388-43.A.6 (Access Drive Location) – Approval
- 388-43.A.7 (Access Drive Green Area) – Approval
- 388-45.E (Radius) – Denial

Dan Fisher motioned, Joe Hrapchak seconded, and the motion carried unanimously.

Chairman Shellenberger entertained a motion to recommend that the Board of Supervisors approve the Final Land Development and Lot Add-On Plan for Landis Financial pursuant to Rettew's January 29, 2026 review letter. Dan Fisher motioned, Keith Hoover seconded, and the motion carried unanimously.

**Briefing Item - Zoning Ordinance Review**

Chairman Shellenberger stated that all Boards and Commissions have recently met to discuss the Zoning Ordinance. The Planning Commission has been tasked with reviewing all zoning classifications and requirements to determine whether updates or changes are needed.

Chairman Shellenberger suggested that the Planning Commission review each zone individually at future meetings and that they start with reviewing the Agricultural Zone.

Yvonne Crouse, of 332 Owl Bridge Road, asked what the current minimum lot size is in the Agricultural Zone. Chairman Shellenberger stated that the minimum size for a farm is 10 acres.

---

**Public Comment**

None.

---

**Adjournment**

With no further business, Mike Dickert motioned to adjourn. The meeting adjourned at 7:45 p.m.

---

Respectfully submitted,  
Keith Hoover  
Secretary

Recording Secretary: Adrienne Kautz