

**Tulpehocken Township Planning Commission Meeting
September 4, 2025**

Present: Planning Commission Members: Scott Hetrick, Robert Sattazahn, Laverne Frey and Gary Deck. Also, Township Engineer, Matt Mack; Atty Michelle Mayfield, Township Solicitor; and Planning Commission Secretary- Lisa Care.

Absent: John Zimmerman

Members of the Audience: Susan Wolfe, Brynn Schaeffer, Jeremy Hummel

The Planning Commission meeting began at 7:40 p.m. and continued with the pledge to the American Flag.

Robert Sattazahn made a motion to approve the minutes from the August 7, 2025 Planning Commission meeting, seconded by Gary Deck and approved unanimously. (4-0)

Public Comments: None.

Active Plans:

a. Florence R. Schrack Revocable Trust Subdivision:

Time currently expires September 10, 2025. The project Engineer submitted a time extension letter to the Township for a continuance until December 10, 2025. The delay being due to allow time for DEP to review the Component 2 Sewage Module and for addresses to be provided for the proposed lots 1 and 2.

Our Township Ordinance states addresses be provided to secure final plans, however the County does not want to issue addresses until a building permit is applied for. It was suggested to have the project Engineer apply for a waiver to not have to provide the actual addresses for the proposed lots 1 and 2 at this time until at such time the building permits are applied for.

Gary Deck made a motion to recommend to the Board of Supervisors to accept the time extension until December 10, 2025, seconded by Laverne Frey and approved unanimously. (4-0)

b. Dollar General-Womelsdorf, Route 419 & Four Point Road:

Per Jeremy Hummel, PennDOT is requesting the gravel shoulder that was recently completed along the frontage, where they cleared land for site distance, to be covered with top soil and seeded making for a grass shoulder. The Township Engineer and Solicitor suggested to put a deferral on the plan that states, if in the future this area would become more developed, the applicant would have one year from the time the Township gives notice to install a sidewalk at a location determined by the Township.

Gary Deck made a motion to recommend to the Board of Supervisors that in lieu of a waiver request for the sidewalk, to grant a deferral with the condition that it be documented on the plan and in an agreement giving them one-year after the Township requests it be installed, seconded by Robert Sattazahn and approved unanimously. (4-0)

Laverne Frey made a motion to recommend to the Board of Supervisors to grant conditional plan approval based upon the most recent Township Engineer's review letter of June 2, 2025, seconded by Robert Sattazahn and approved unanimously. (4-0)

Time currently expires September 10, 2025. The project Engineer submitted a time extension letter to the Township for a continuance until October 8, 2025. The delay being due to allow additional time to address items from the Township Engineer updates from the previous month's planning commission meeting.

Laverne Frey made a motion to recommend to the Board of Supervisors to accept the time extension until October 8, 2025, seconded by Robert Sattazahn and approved unanimously. (4-0)

c. Nolt Investments, 4999 Four Point Road – Preliminary/Final:

Brynn Schaeffer was present to address this project in regards to the collector streets and parking areas. The parking is currently paved in the front only and they want to maintain the existing gravel parking lot in the back areas.

Laverne Frey made a motion to recommend to the Board of Supervisors to grant the waiver request for the collector streets and paved parking area. And if the Developer is in acceptance of a sidewalk deferral in place of the previous motion of waiving the sidewalk, to have this be documented on the plan and in the agreement giving them one-year after the Township requests for it to be installed, seconded by Gary Deck and approved unanimously. (4-0)

Gary Deck made a motion to recommend to the Board of Supervisors to grant conditional plan approval based upon the most recent Township Engineer's review letter of September 3, 2025, seconded by Robert Sattazahn and approved unanimously. (4-0)

d. Cedar Ridge Fellowship Center, 85 Hurst Drive – Final:

Time currently expires September 12, 2025. The project Engineer submitted a time extension letter to the Township for a continuance until December 1, 2025. The delay being due to allow additional to resolve outstanding Township comments and concerns, obtain the letter of credit, and prepare the standard agreements.

Robert Sattazahn made a motion to recommend to the Board of Supervisors to accept a time extension until December 11, 2025, subject to the project Engineer submitting a letter to this effect, seconded by Gary Deck and approved unanimously. (4-0)

Walk-In Discussions: A resident looking for information inquired with the board members about possibly selling or annexing lots they currently own. Also questioned possibly changing lot lines in order to access lots that may be positioned behind existing lots that have no frontage.

New Plans: None

Other Business: The Township Solicitor made the board members aware that there will not be a Solicitor available for the planning commission board meeting of October 2, 2025. The meeting date may possibly need to be moved to another date if a Solicitor is to be present, or if not needed, the meeting could be held without the presence of a Solicitor.

Robert Sattazahn made a motion to adjourn the meeting at 8:25p.m., seconded by Laverne Frey and approved unanimously. (4-0) The meeting was adjourned.

Respectfully submitted,

Lisa Care, Planning Commission Secretary