

(Municipality) Planning and Zoning Commission Annual Report Reporting Year 20XX

Provided is the 20XX (Municipality) Planning and Zoning Commission Annual Report. This report is being prepared in order to be in compliance with Article II (Planning Agencies) of the PA Municipalities Planning Code, which states:

***Section 207 - Conduct of Business:** The commission shall keep a full record of its business and shall annually make a written report by March 1 of each year of its activities to the governing body. Interim reports may be made as often as may be necessary, or as requested by the governing body.*

(Note also any change in membership of the Commission during the year (Note also any change in membership of the Commission during the year – Example language below.)

The Planning Commission was active in 20XX and conducted public meetings throughout the year. The meetings were held in _____. Other meetings (i.e. Workshop meeting and public hearings) were held _____. The meetings were held in _____. The (date) meeting served as the Organizational meeting where the following officers were elected for 20XX: _____ as the Chairman, _____ as the Vice Chairman and _____ as the Secretary.

(Give a summary of the major tasks undertaken – Example of a general statement that may be used):

During 20XX, the majority of the Planning Commission’s work consisted of reviewing and considering development applications, subdivision application, rezoning applications, and revisions to zoning code. The Commission undertook several special applications or requested considerations.

LAND DEVELOPMENT APPLICATIONS

(Provide a brief description of plans – examples below)

Willow Heights Plan of Lots, Major Subdivision application (Application # 18-01) proposed to subdivide an approximately 9.3 acre lot located off Willow Heights and Ranger Drives. The proposal was for 25 lots of single family dwelling units. The Commission recommended approval of the application at the January x, 20XX meeting.

E&F Storage Facilities, Minor Land Development application (Application #18-66) proposed the construction of a 3,000 sq ft storage facility located at 5450 Technology Boulevard. The Commission recommended approval of the application at the March x, 20XX meeting.

Calvary Methodist Church, Major Land Development application (#18-26) proposed additions to the existing church located at 44 Timberland Road. The applicant proposed a one story 6,200 sqft Community Square addition and a two story 7,730 sqft Classroom addition. The Commission recommended approval of the application at the June X, 20XX meeting.

Manufacturing World, Conditional Use application (#18-75) proposed the demolition of a portion of the existing buildings and construction of a 7,618 sqft addition to be located at 2490 Summit Road. The use is currently an existing non-conforming use and the expansion is a Conditional Use. The Commission recommended approval of the application at the September X, 20XX meeting.

REZONING APPLICATIONS

(Provided a brief description of plans – example below)

ABC Communities Properties, Rezoning application (#16-308) requested to rezone approximately .93 acres owned by ABC Communities Properties located adjacent to Papa Johns and on School House Road. The proposal was for the Office-Commercial (C-4) District to be rezoned to a Neighborhood Commercial (C-1) District. The Commission recommended denial of the rezoning application at the July X, 20XX meeting.

ZONING CODE AMENDMENTS

(Provided a brief description of plans – example below)

The Commission considered an amendment to the Zoning Code regarding amending provisions for modification to the residential parking requirements. The amendment would restrict parking in the front yard that is not located on a parking pad or driveway. The amendment would grant exemptions for residents that meet those requirements. Work continues on a draft amendment.

The Commission considered an amendment to the Zoning Code regarding amending the regulations to permit Medical Marijuana facilities. The ordinance identifies grower/processors and transport vehicle garages as conditional uses permitted in Manufacturing Districts. Academic Research Centers and Dispensaries are identified as permitted uses in Commercial Districts. At the November X, 20XX meeting the Commission voted in favor of recommending adoption of the amendment.

SPECIAL STUDIES:

(Additional sections may be added listing any comprehensive or special planning studies completed and possible implementation as identified in any planning studies. Also any grant application reviews, street vacations, sewage module reviews, etc. can be listed here.)

Walnut Alley Street Vacation – Thomas A. Jones and Mark B. Smith petitioned to have the 20 foot alley between their properties vacated in order to provide additional land to their perspective lots. At the October X , 20XX meeting, the Planning Commission voted to recommend the approval of their application.

Apple Grove Park CDBG Grant Application – The Planning Commission at their September X, 20XX meeting found the project to be in compliance with the Comprehensive Plan and authorized a letter of support be written in support of funding the project.

Respectfully Submitted

Approved

Secretary

Chairman

Date: _____