

HAMILTON TOWNSHIP PLANNING COMMISSION
Regular Meeting Minutes
January 20, 2026

CALL TO ORDER: The regular meeting of the Hamilton Township Planning Commission was called to order at 7:00 p.m. by Chairman Mel Lebo.

MEMBERS PRESENT: Mel Lebo, Chairman; Ira Bitner, Vice Chairman; Ronald L. Weidner; Lela Reichart; and Christine Myers.

ALSO PRESENT: James Graham, Zoning Officer; Chad Clabaugh, Township Engineer; Andrew Merkel, Adams County Office of Planning & Development (ACOPD); and Megan Carper, Secretary/Treasurer.

ADOPTION OF THE AGENDA PER ACT 65: Motion by Ronald L. Weidner to adopt the agenda per Act 65, seconded by Ira Bitner. The motion was unanimously approved.

REORGANIZATION: Motion by Ira Bitner to keep all Planning Commission officer positions the same as the previous year, with Mel Lebo serving as Chairman and Ira Bitner serving as Vice Chairman, seconded by Christine Myers. The motion was unanimously approved.

MINUTES OF DECEMBER 16, 2025 MEETING, AND ACTION THEREON: Motion by Ronald L. Weidner to approve the minutes of the December 16, 2025 Planning Commission meeting as written, seconded by Ira Bitner. The motion was unanimously approved.

NEW BUSINESS:

LEIB POLE BUILDING – STORMWATER MANAGEMENT PLAN: The Township Engineer explained that cumulative impervious coverage on the property exceeds 10,000 square feet, requiring Planning Commission recommendation. Roof leaders are directed to an infiltration facility on the property. All engineering comments have been addressed, and the Stormwater Operation and Maintenance Agreement has been executed by the landowner. Motion by Ronald L. Weidner to recommend approval of the Leib Pole Building Stormwater Management Plan to the Board of Supervisors, seconded by Ira Bitner. The motion was unanimously approved.

OLD BUSINESS:

K-HILL – PRIOR CUL-DE-SAC PLAN: The Commission acknowledged that the previously recommended North Pheasant Way Cul-de-Sac Plan was never acted upon by the Board of Supervisors and was not recorded. The current submission differs from the prior plan and reflects a revised configuration. To eliminate potential confusion and formally close out the prior plan, the Commission considered recommending denial of the previously recommended plan. Motion by Christine Myers to recommend to the Board of Supervisors that the previously submitted North Pheasant Way Cul-de-Sac Plan be formally denied or withdrawn, seconded by Ira Bitner. Vote: Yes – Mel Lebo, Ira Bitner, Christine Myers, Lela Reichart. No – Ronald L. Weidner. Motion carried 4-1.

KAISER & SUMMERS ADD-ON LOT PLAN: The Commission reviewed the Kaiser & Summers Add-On Lot Plan and the Township Engineer’s review letter dated January 20, 2026. The plan proposes two 1.99-acre add-on lots to be conveyed to adjoining properties. The Commission agreed that conditional approval was appropriate, subject to satisfaction of all engineering comments and required signatures prior to recording. Motion by Christine Myers to recommend conditional approval of the Kaiser & Summers Add-On Lot Plan to

Approved 2/17/2026

the Board of Supervisors, subject to satisfaction of all items listed in the Township Engineer's review letter dated January 20, 2026, seconded by Ira Bitner. The motion was unanimously approved.

PENNWOOD PRODUCTS PRELIMINARY SUBDIVISION & LAND DEVELOPMENT PLAN: The Commission conducted an extensive review of the Pennwood Products preliminary subdivision and land development plan for Lot 1, including the Township Engineer's January 16, 2026 review letter and the Traffic Impact Study. Discussion focused on phased development, access at Beaver Street, long-term build-out assumptions, and the feasibility of a future PennDOT-required roundabout. It was emphasized that the roundabout layout is conceptual, not part of the approval request, and may change as PennDOT requirements evolve. Motion by Lela Reichart to recommend conditional approval of the Pennwood Products Preliminary Subdivision and Land Development Plan, subject to satisfaction of all outstanding comments from the Township Engineer and outside review agencies, as recommended by the Planning Commission at its January 20, 2026 meeting, seconded by Ronald L. Weidner. Vote: Yes – Ira Bitner, Ronald L. Weidner, Lela Reichart, Christine Myers. No – Mel Lebo. Motion carried 4-1.

PENNWOOD PRODUCTS CURB / SIDEWALK MODIFICATION: The Commission discussed the applicant's request for modification of curb and sidewalk requirements. Members agreed that a modification or deferral, rather than a waiver, was appropriate to preserve Township authority while avoiding premature construction. Installation would be required upon twelve (12) months' notice by the Township and/or upon construction of a future roundabout, whichever occurs first. Motion by Christine Myers to recommend approval of approve a modification to Subdivision and Land Development Ordinance Sections 120-25 and 120-26 allowing for the installation of sidewalks and curbs to be postponed until a future time, with installation required upon twelve (12) months' notice by the Township and/or when the construction of the future roundabout is constructed, as described on note 13 of the subdivision and land development plans, and as recommended by the Planning Commission at its January 20, 2026 meeting, seconded by Ronald L. Weidner. The motion was unanimously approved.

FINAL GRADE LAND DEVELOPMENT PLAN: The Commission reviewed the Final Grade Land Development Plan, including the Township Engineer's January 16, 2026 review letter and subsequent plan revisions. Discussion focused on PennDOT HOP coordination, driveway access, grading considerations, and overall compliance with Township requirements. The Commission agreed the plan could move forward subject to satisfaction of the Engineer's remaining review comments and receipt of all required outside agency approvals. Motion made by Ronald L. Weidner to recommend conditional approval to the Board of Supervisors of the Final Grade Land Development Plan, conditioned upon satisfaction of the Township Engineer's remaining review comments and receipt of all required outside agency approvals, seconded by Ira Bitner and unanimously approved.

FINAL GRADE – SIDEWALK MODIFICATION: The Planning Commission reviewed the requested modification to sidewalk requirements associated with the Final Grade plan. Discussion occurred regarding appropriate deferral language and the trigger for installation. Motion by Christine Myers to recommend approval of a modification to Subdivision and Land Development Ordinance Sections 120-25 and 120-26 allowing for the installation of sidewalks and curbs to be postponed until a future time, with installation required upon twelve (12) months' notice by the Township, as described on note 9 of the subdivision and land development plans, whichever occurs first, seconded by Ira Bitner. The motion was unanimously approved.

HIGHWAY CLASSIFICATION MAP: The Township Engineer reported that work on the Highway Classification Map remains ongoing and is not yet ready for Planning Commission action. Motion by Ronald L. Weidner to table the Highway Classification Map discussion, seconded by Ira Bitner. The motion was unanimously approved.

LAND DEVELOPMENT DEFINITION: The Township Engineer presented an overview of existing ordinance language and areas for potential refinement. The Commission discussed the matter and agreed that additional solicitor input is needed prior to further consideration. Motion by Ronald L. Weidner to table the Land Development Definition discussion pending solicitor review, seconded by Ira Bitner. The motion was unanimously approved.

OTHER BUSINESS:

LONG TERM VISIONARY PLANNING: No updates at this time. Motion by Ira Bitner to table the Long Term Visionary Planning discussion, seconded by Ronald L. Weidner. The motion was unanimously approved.

ORDINANCE TRACKER: The Planning Commission reviewed the status of ongoing ordinance updates. No formal action was taken.

COMMENTS:

TOWNSHIP ENGINEER COMMENTS: Chad Clabaugh provided general project updates consistent with his written review letters and noted ongoing coordination with PennDOT and outside agencies.

ACOPD COMMENTS: Andrew Merkel, Adams County Office of Planning & Development, provided an informational update regarding recent Pennsylvania Supreme Court guidance affecting agenda amendments under the Sunshine Act and noted potential implications for how governing bodies amend agendas and take action at public meetings.

ZONING OFFICER COMMENTS: James Graham reported no additional comments.

TOWNSHIP SUPERVISOR COMMENTS: Ryan M Groft: Lots of good information tonight.

MEMBERS' COMMENTS: No additional comments.

PUBLIC COMMENT: No public comment.

ADJOURNMENT: Motion by Ronald L. Weidner to adjourn the meeting, seconded by Ira Bitner. The motion was unanimously approved. The meeting adjourned at 9:39 p.m.

Respectfully submitted,

Megan Carper

Megan Carper
Secretary/Treasurer