

**MUNICIPALITY OF BETHEL PARK  
MEETING MINUTES**

**PLANNING & ZONING COMMISSION REGULAR MEETING  
NOVEMBER 13, 2024 @ 7:30 P.M.**

**COUNCIL CHAMBERS  
BETHEL PARK MUNICIPAL BUILDING**

**A. CALL TO ORDER**

Chairman Mark Viehman called to order the November 13, 2024, Regular Meeting of the Bethel Park Planning and Zoning Commission at 7:30 p.m.

**B. ROLL CALL**

Mr. Harbison conducted roll call. The following members were in attendance:

Mr. Adam Foote, Ms. Kerry Ann Fraas, Mr. Keith Hoppe, Mr. Rick Raeder, Vice Chairman, Mr. Tom Riley, Mr. Mark Viehman, Chairman, and Ms. Katelyn Walsh

Mr. Peter Grandillo and Mr. Justin Tiano were not in attendance.

Council Liaison in attendance: Mr. Jim Jenkins

Staff in attendance: Gerald J. Harbison, Municipal Planner and Michael J. Haberman, Municipal Engineering Consultant

**C. COMMUNICATIONS**

Mr. Viehman reported two correspondences that were received prior to this evening's meeting.

1. Gateway Engineering's October 23, 2024 Engineer's Report informing municipal officials and boards of various project status.
2. Gateway Engineering's November 11, 2024 review of the St. Thomas Manor parking lot expansion at 1000 Oxford Drive.

#### D. MINUTES

1. Regular P&Z Commission meeting, October 9, 2024

Mr. Raeder made a motion to approve the minutes of the October 9, 2024 workshop meeting as submitted. Mr. Reilly seconded the motion and it passed unanimously, with Ms. Walsh abstaining.

2. Planning & Zoning Commission workshop meeting, October 23, 2024

Mr. Raeder made a motion to approve the minutes of the October 23, 2024 regular meeting as submitted. Mr. Reilly seconded the motion and it passed unanimously with Mr. Foote abstaining.

E. CITIZEN'S COMMENTS (Non-Agenda) – None.

F. OLD BUSINESS

1. **St. Thomas More Housing Inc.**

**Parking Lot Expansion (1000 Oxford Drive)**

**Request for Preliminary / Final Plan Approval**

**Minor Land Development No. 2024-0447**

Kim Gales of R.J. Gales & Associates accompanied Ms. Corey Barton of St. Thomas More Housing Inc. to present the plan and answer questions to construct additional off-street parking for the 8-story apartment building for the elderly known as St. Thomas Manor located at 1000 Oxford Drive. Ms. Gales noted that the parking expansion would provide a 92 total off-street parking for the residents. She acknowledged that the ordinance requires 99 off-street parking spaces for the number of apartments; and that the existing 49 parking spaces are non-conforming in number. Staff concurred with Ms. Gales that the existing parking count is a legal non-conformity, and that the project would make the non-conformity lesser.

Ms. Gales went over the staff comments with the members.

Mr. Foote questioned if the plan shows curbing of the parking lot adjacent to the seating area to the rear of the building. Ms. Gales responded in the affirmative.

At the end of discussion, Mr. Viehman called for a motion to approve the plan. Mr. Raeder made a motion to grant Preliminary / Final approval subject to the applicant complying with the following conditions:

1. That the applicant complies with the Gateway Engineering review letter dated November 11, 2024.
2. That the enter into an agreement with the Bethel Park Sewer Authority for the encroachment into the sanitary sewer easement.
3. That the applicant execute a developer's agreement and post security in the specified amount reflected in the construction estimate approved by the municipality.

Mr. Reilly seconded the motion, and it passed unanimously.

G. NEW BUSINESS - None

H. OTHER ITEMS

1. Draft Comprehensive Zoning Ordinance Update:
  - a. Review and discuss Article V - Express Standards and Criteria for Conditional Uses and Special Exceptions
  - b. Review and discuss Article VI - Supplemental Regulations

Mr. Harbison distributed a map exhibit showing the proposed properties affected by the proposed zoning map changes overlayed on the existing zoning map. He asked the members to refer to the exhibit in reviewing the next round of memos for the continued review of Articles V and VI in the proposed draft of the Zoning Ordinance Update. He was hopeful to issue memos for the December meetings.

I. FUTURE MEETING DATES

Chairman Viehman noted the upcoming meetings being the December 4<sup>th</sup> workshop followed by the December 11<sup>th</sup> regular meeting.

J. ADJOURNMENT – Chairman Viehman adjourned the meeting at 8:08 p.m.