

Parking Lot & Public Access Areas Lighting Standards

Section: _____ Lighting Standards

Intent: To limit the potential negative effect of parking lot illumination and signage on adjoining properties and the public right-of-way; to provide adequate light levels to create a safe, secure environment; to minimize light pollution and energy consumption; and to incorporate lighting fixtures that are consistent in style to the overall development.

1. All onsite public parking areas, aisles and access ways for any non-residential use shall be provided with a minimum of one half { $.5$ } foot candles of light at any point on the ground. Carry over illumination off-site shall not be greater than one { 1 } foot candle of light measured at a distance of ten { 10 } feet from any property line.
2. All Land Development applications shall provide a lighting & illumination plan reflecting compliance with the standard of this section.
3. Light standards {poles} within a parking area shall not be located more than 200 feet apart and are limited in height to no greater than 25 feet in height. Lighting standards less than 25 feet in height should be considered for site adjoining residential zoned properties.
4. All exterior lighting shall be installed in such a manner so as to not create direct glare onto adjoining properties.
5. All lighting shall be arranged so as to protect streets or highways from direct glare or create a hazard or interference of any kind within the right-of-way.
6. All light fixtures must have recessed bulbs and/or be equipped with a glare shielding device so that the point of light {bulb} is not visible from any location off the site. In addition, all lighting fixtures must be completely enclosed and the light source must be white lighting only.
7. Lighting permitted in connection with signage shall be equipped with shielding devices and/or hoods to concentrate the illumination upon the area of the sign and to prevent glare or illumination onto a street, highway or adjoining properties.
8. Signage that no longer represents a business in operation from the site must be removed. Free standing signage shall have the panels replaced with blank panels and must not be illuminated. This is the responsibility of the property owner and/or tenant and must be completed within 60 days of the closure of the business.
9. Non-Residential Developments greater than two { 2 } acres in total lot area shall have their parking lot lighting installed in a minimum of three circuits so that two-thirds { $2/3$ } of the lighting can be turned off within one half { $1/2$ } hour of closing. The lighting fixtures on these circuits will be divided evenly throughout the development.

10. Non-Residential Developments less than two {2} acres in total lot area shall have their parking lot lighting installed in a minimum of two circuits so that a minimum of one/half {1/2} of the lighting can be turned off within one half {1/2} hour of closing. The lighting fixtures on these circuits will be divided evenly throughout the development.

11. Exterior lighting installed for the purpose of security or safety must not have a light source {bulb} that is visible from any off-site location.

Draft 3: Revised 3/22/2025

Condensed and Updated EVCS Standards

*Note: EV Definitions moved to definitions chapter of SALDO, as discussed in addition to a EV-Capable Definition as per the EAC recommendation:

- EV- Capable. A dedicated parking space which is provided with electric panel capacity and space to support a minimum 40-amp, 208/240 volt branch circuit for each EV parking space, and the installation of raceways, both underground and install mounted to support the EVSE.

*It is currently located within the section below, but may be helpful to include its own section heading, such as 420. Electric vehicle charging stations.

§95-419. Parking and Related Internal Driveways.

Parking and related internal driveways shall be served by the following regulations.

H. Electric vehicle charging stations (EVCS)

A. Intent. The intention of the ordinance provisions herein are to:

1. Ensure the safe, efficient installation of EVCS;
2. Provide reasonable standards for the installation, maintenance, and management of EVCS;
3. Ensure equitable access to EVCS and avoid adverse impacts to any community or neighborhood;
4. Reduce greenhouse gas emissions from the transportation sector.

B. Applicability. The regulations of this section shall apply to all EV charging stations, whether located off-street on private or public property.

C. Permitting.

1. Permit required. Any person seeking a permit for the installation, operation, and/or maintenance of an EVCS shall file a written application with the Building Inspector on a form provided for such purpose.
 - a. This section is applicable to any applicant whose activity will require approval of an electrical and/or building permit.
 - b. If the applicant is not the owner of the subject property, written authorization of the property owner shall be required as part of the application.
 - c. The following shall be provided in order for an application to be deemed complete:
 1. An electrical utility plan shall be provided.
 2. A site plan may be provided, if requested.
 3. Photographs of the site may be provided, if requested.
 4. An operation and maintenance plan shall be provided, with the exception of single and two-family residencies.
 5. The application shall be accompanied by the permit fee, which shall be established in the Fee Schedule, as adopted and amended by the Township Board of Commissions from time to time.
2. Proof of insurance required.

Commented [MP1]: Mark has expressed concern with the Intent language, but let's discuss at the meeting. Intent sections are not required by the MPC but are widely used to provide context, and often examined during litigation to see if there's a connection between regulation and intent.

Commented [MP2]: Updated to reduce stress on private residencies.

- a. A permittee shall maintain an insurance policy that covers any risk for any injury or damage resulting from the installation, operation, and/or maintenance of the EV charger, and the property owner shall agree to indemnify and hold the municipality harmless from any claims arising from the installation, operation, and/or maintenance of the EVCS to the extent permitted by law. The insurance policy shall be submitted to the Township Solicitor for review before the application is approved, a copy of which shall be filed with the Township.
3. Concurrent review. The applicant may concurrently file for the required building and/or electrical permit.

D. Installation standards.

1. Installation of EVSE shall meet the standards and requirements of the National Electrical Code Article 625, "Electrical Vehicle Charging and Supply Equipment Systems."
2. Equipment shall be certified to UL Standard 2202 by a nationally recognized testing laboratory (e.g., UL or ETL) and listed and approved for EV use.
3. Connectors shall comply with a charging standard accepted by the Society of Automotive Engineers International, such as the J1772 or JS3400 Charging Standard. The applicant may be permitted to utilize an alternative charging standard, such as CCS or CHAdeMO, when approved by the Township Engineer, provided that the standard is useable by a wide range of EV.
4. An EVCS shall be installed by a qualified electrician that has completed a State registered electrician apprenticeship program and is in compliance with all applicable State or municipality codes, regulations and ordinances regarding electricians.

E. Siting and design standards.

1. EVCS may be installed in standard parking spaces or accessible parking spaces.
 - a. Standard parking spaces served by an EVCS shall meet the size and surfacing requirements for a standard parking space, pursuant to the Township Zoning Code, Chapter 114.
 - b. Accessible parking spaces served by an EVCS shall meet the size and surfacing requirements of the Americans with Disabilities Act (ADA) Standards for Accessible Design (2010).
2. EVCS shall be mounted on pedestals, lighting posts, bollards, walls of buildings/structures, or kiosks.
3. EVCS shall either be installed a minimum of 24 inches from the face of the curb or shall be protected by wheel stops, bollards, or the like.
4. EVCS outlets and connector devices shall be no less than 24 inches and no higher than 48 inches from the surface where mounted.
5. EVSE and EVCS shall be designed and located as to not impede a pedestrian clear pathway.
6. EVCS cords shall be retractable or shall be provided a place to be coiled and neatly stored.
7. No portion of an EVCS, including but not limited to cords, shall cross a driveway, sidewalk, pathway, or passenger unloading area.
8. Only EVSE and EVCS that are designed to be floodproof shall be permissible within a Special Flood Hazard Area. The applicant shall provide floodproofing specifications at the time of application submittal.

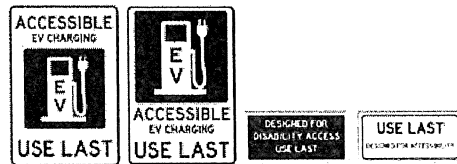
F. Universal design.

1. Applicability.

- a. Single-family and two-family dwellings are not subject to the requirements of this section.
- b. When only one EVCS is provided, it shall be accessible for people with disabilities in accordance with the standards of this section.
- c. When more than one EVCS is provided, at least one and no less than 5% of the EVCS provided shall be accessible to those with disabilities.

2. Use last principle.

- a. An accessible EVCS, being reserved for use by an EV, shall not count towards the meeting the minimum number of accessible spaces as required by the Americans with Disabilities Act (ADA) Standards for Accessible Design (2010).
- b. An accessible EVCS shall be preferred for those with a handicap placard; however, an accessible EVCS may be used when all other EVCS are occupied. This “use last” principle shall be indicated by signage stating, “USE LAST – DESIGNED FOR ACCESSIBILITY.” Alternative language may be utilized, provided that it adequately describes this usage limitation.



c.

3. Compliance required.

- a. An accessible parking space served by an EVCS shall comply with the minimum requirements of the ADA Standards for Accessible Design (2010), the Architectural Barriers Act (ABA) Accessibility Guidelines (2005), and the Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (2023).

4. Location.

- a. When accessible EVCS are provided, they shall be located on the shortest accessible route to the accessible entrance of the principal building served.

5. Physical design.

- a. An accessible parking space served by an EVCS shall include the provision of a 5 foot wide access aisle on three (3) sides of the parking space, which shall provide an accessible route to the EVCS.
- b. EVCS shall provide a 30 inch by 48 inch minimum clear floor or ground space at the interactive side(s) of an EVCS that connects to an accessible route.
- c. For on-street EVCS, interactive side(s) of the EVCS shall face the sidewalk and shall not face the curb, to allow unobstructed access.

6. Operable/interactive parts.

- a. Operable/interactive parts shall be designed for use by one hand with no tight grasping, pinching, or twisting of the wrist, and no more than 5 pounds of force to operate.
- b. Operable/interactive parts shall be tactically discernable.

G. Safety.

1. The installation shall comply with construction codes, safety standards, and any federal, state, or local rule or regulation concerning EVSE and EVCS.
2. In order to promote the safety of emergency responders and promote efficient emergency response, the Township shall notify local emergency response agencies of the location and specifications of EVCS following installation thereof. Furthermore, an emergency disconnect shall be provided that allows emergency responders to terminate electrical power supply to the EVCS(s). The emergency disconnect shall be located a minimum of 25 feet from the EVCS(s) being controlled, and shall have signage stating, "Fire Department Use Only – Emergency Shutoff." The municipal **[Fire Code Official]** shall be provided an opportunity to review the specifications of the disconnect system.
3. Adequate site lighting shall be provided in the EVCS location, unless facility is limited to daytime use. Such lighting shall comply with **[Citation to Lighting Code]**.
4. EVCS pedestals shall be designed to minimize their potential damage by accidents and vandalism and to be safe for use in inclement weather.

Commented [MP3]: Fire Marshal, or someone else?

Commented [MP4]: Add citation once we decide location.

H. Parking structure/garage.

1. Any required EVCS or EV-ready parking space shall primarily be located on the ground floor of the parking structure/garage to provide a convenient location for users and to allow for more efficient emergency response.
2. When an EVCS is proposed within a parking structure/garage, an automatic fire sprinkler system deemed acceptable by the Township Fire Marshal shall be provided for. Furthermore, when a parking structure/garage is underground, an automatic smoke evacuation system shall be provided that automatically activates when smoke is detected. A control panel shall be accessible by the Fire Department, and the design requirements shall be approved by the Township Fire Marshal.

I. Signage and display screens.

1. An EVCS shall be identified with signage in conformance with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), 11th Edition (2023).
2. The following information shall be provided at every EVCS:
 - a. Contact information, such as the phone number/TTY or text message support number, for the appropriate party to be notified if the EVCS is inoperable, inaccessible, or unsafe that is available 24/7.
 - b. The address of the EVCS for emergency response purposes.
 - c. Installation date, model number, and the voltage and amperage levels of the EVCS.
 - d. The hours of operation and/or time limit restrictions.
 - e. Parking and charging payment methods/options and fees/rates.
 - f. A statement indicating that the space is only for EV parking and/or charging purposes.
 - g. Enforcement warnings (e.g., monetary fine, towing provisions).
 - h. A statement reading "In case of an emergency, dial 911."
3. Display Screens. When display screens are used to relay information or purchase, the following standards shall apply:

- a. EVCS may have electronic informational screens displaying the operational information up to 64 square inches in area. Screens larger than 64 square inches shall be considered a sign and must comply with all applicable sign regulations of **[Citation to Sign Ordinance]**.
- b. Display screens shall be visible from a point located 40 inches above the clear floor or ground space at an EVCS.
- c. Display screens shall not flash more than 3 times per second.
- d. The user shall be provided with a text size option, which in no case shall permit a minimum character height less than 3/16 inch.
- e. There shall be an option for display screens to provide speech output that is capable of full and independent use by individuals with vision impairments.
 - 1) Braille instructions for initiating text-to-speech output shall be provided.
 - 2) Speech output must be coordinated with information displayed on the display screen.
 - 3) Speech output shall offer volume control by the user, which shall have a maximum decibel limit in compliance with **[Citation to Noise Ordinance]**.
 - 4) If a timed response is required, audible cues warning of such time limit and the ability to request additional time shall be provided.

J. Fees.

1. A nonresidential or multifamily property owner is not restricted from collecting a reasonable service fee for the use of an EVCS made available to residents, tenants, employees, customers, and/or visitors to the private property on which it is located. Such fees shall be established in an amount to cover costs of installation, supervision, operation, maintenance, inspection, control, and use of electric charging stations and the electric energy supplied.
2. Payment Methods.
 - a. All EVCS payment systems shall provide for contactless payment methods.
 - b. All EVCS payment systems shall provide a tactically discernable location for contactless payment, such as a raised card reader or by a location indicated by braille or another tactile method.
 - c. Visual and audible feedback shall be provided at all EVCS payment systems.

K. Violations and enforcement. Any violation of this Chapter shall be subject to **§95-804, Enforcement.**



The Township of Springfield

MONTGOMERY COUNTY, PENNSYLVANIA

Township Bldg., 1510 Paper Mill Rd., Wyndmoor, PA 19038

website: www.SpringfieldMontco.org

Phone: 215-836-7600

Fax: 215-836-7180

COMMISSIONERS

James M. Lee
President

Susanna O. Ratsavong
Vice President

Peter D. Wilson
Jonathan C. Cobb
Brendan May
Elizabeth McNamara
Edward H. Morris, III

Michael Taylor
Township Manager
Springfield Township

March 19, 2025

Re: Planning Commission Review of Chapter 65 of the Springfield Township Code Book.

OFFICERS

A. Michael Taylor
Secretary-Manager

James J. Garrity
Solicitor

Joelle Kleinman
Treasurer / Tax Collector

Timothy P. Woodrow, PE
Engineer

Dear Mr. Taylor,

On Tuesday, March 18, 2025, the Springfield Township Planning Commission reviewed Chapter 65 "Planning Commission" of the Springfield Township Code Book. The Planning Commission respectfully request that the Springfield Township Board of Commissioners consider the following revisions:

Section 65-2.C: Change the term "Chairman" to "Chairperson"

Section 65-4: All Members of the Planning Commission shall be residents or property owners of the Township. The Planning Commission requests that "property owners" be added to the sentence.

Section 65.5 A: Change the term "Chairman" to "Chairperson" and the term Vice "Chairman" to "Vice Chairperson".

If there are any questions that you may have, please feel free to contact me at 215-233-5000.

Sincerely,

Amanda Helwig
Planning Commission Chairperson
Springfield Township

File Copy (2)

SPRINGFIELD TOWNSHIP PLANNING COMMISSION BYLAWS

1. **Purpose of the Planning Commission;** The Springfield Township Planning Commission is created to protect the health, safety, and general welfare of the Township residents by undertaking planning studies and for making recommendations to the Board of Commissioners in the areas of land use, structures, access, community services and transportation with a view to the quality of life, economic, social, cultural, environmental, and governmental needs.
2. **Legal Basis for the Township Planning Commission;** The Planning Commission, as presently constituted, was established by the Township Commissioners and exists under Ordinance 614 adopted August 9, 1972, pursuant to Article II, Section 201, of Act 247 of the Pennsylvania Municipalities Planning Code of 1968, As Amended.
3. **Members of the Planning Commission;**
 - a. **Number;** The Planning Commission shall have 9 members who serve without compensation although they may be reimbursed for necessary and reasonable expenses. The Planning Commission members must be residents of or property owners within Springfield Township.
 - b. **Term of Office;** The term of each member of the Commission shall be 4 years or until a successor is appointed and qualified.
 - c. **Appointment of New Members, Vacancies;** Members of the Planning Commission are appointed by the Board of Commissioners. The Chairperson of the Planning Commission shall promptly notify the Board concerning vacancies in the Commission, and such vacancies shall be filled for the unexpired term by the Board. For Commissioners who are up for reappointment, the Chairperson shall give a full appraisal of their performance to the Board of Commissioners and for the filling of vacancies, the Chairperson shall indicate the skills that would be helpful to the Commission. The Township Commissioner Liaison is also responsible to draw to the attention of the Board of Commissioners when a member of the agency has missed three consecutive meetings or four meetings annually. The Board of Commissioners shall determine if the commission member should be replaced.
 - d. **Advisory Staff;** In addition to the appointed members, the commission may also include a Township Commissioner Liaison, Staff Liaison and Community Planner, who shall serve in an advisory capacity with no voting privilege.

4. **Officers;** The Officers of the Planning Commission shall consist of a Chairperson, Vice Chairperson and a Secretary.

a. **Duties;**

Chairperson; The Chairperson shall serve as official representative of the Planning Commission, transmitting at the request of the Commission proposed amendments to the Comprehensive Plan and proposed amendments to ordinances to the Board of Commissioners, serve as official spokesperson for the Commission at public hearing or on other occasions when authorized by the Commission and conduct such direct contacts or correspondence as may be necessary to the work of the Commission. The Chairperson shall also preside at Commission meetings, in conjunction with the Staff Liaison, prepare meeting agendas, make assignments to individual Commissioners, inform Commissioners of correspondence, invite non-members to meetings, and carry out other necessary and proper functions.

Vice Chairperson; The Vice Chairperson shall act for the Chairperson in his or her absence.

Secretary; The Secretary shall take the minutes and arrange for their distribution. The official minutes shall be in the custody of the Township Manager.

Staff Liaison; The Staff Liaison shall annually prepare a written report by March 1st of each year of the activities for submission to the Board.

- b. **Term of Office;** Officers shall serve annual terms and may succeed themselves.

- c. **Election;** The Commission elects its own Chairperson, Vice Chairperson and Secretary. Nominations shall take place at the first meeting in January with elections by a majority of Planning Commission Members present to follow. Officers will assume their posts at the first meeting in January.

5. **Powers & Duties;** The Planning Commission shall, at the request of the Board of Commissioners, have the powers and shall be required to perform the duties outlined in Chapter 65, Section 65.6 of the Code of Springfield Township.

6. **Meetings;**

- a. **Frequency;** Regular meetings will be held on the first and third Tuesday of each month with special meetings held as necessary. Meetings will be held in the Township Building starting at 7:00 P.M.
- b. **Quorum;** A quorum shall consist of a majority of the current membership. A meeting, for the purposes of discussion, may be held with less than a quorum, but not less than three sitting members of the Planning Commission.

- c. **Agenda & Minutes;** Agenda of the upcoming meetings and minutes of the past meeting shall be disseminated to the Planning Commission members before each meeting.
- d. **Attendance by Non-Members;** The Chairperson of the Planning Commission may invite any non-member having business before the Planning Commission to attend Commission meetings.
- e. **Pubic Meetings;** All Commission meetings shall be public meetings.
- f. **Voting on the Planning Commission;** Procedure will follow normal rules of order. Only appointed members of the Commission shall have voting privileges. Any member may call for a vote on any issue. All votes will be open. Decisions will be by simple majority. Minority members may prepare minority reports on recommendations to the Board of Commissioners and such reports will be transmitted by the Chairperson along with the majority report. However, considerable effort shall be made in every instance to develop consensus.

7. **Conflict of Interest & Disclosure;**

- a. **Disclosure;** It shall be the duty of each member of the Commission to disclose on the record of the Commission, any actual or apparent conflict of interest.
- b. **Withdrawal;** Any Commissioner experiencing a conflict on interest shall declare their interest to members of the Board; abstain from voting on the matter and keep out of the deliberations on the matter. He/She shall not discuss the matter privately with Township staff or with any other Commission member.
- c. **Policy & Procedure;** This code is adopted as a voluntary act of the part of the 9 Commissioners constituting the Board of the Springfield Township Planning Commission. It is self-enforcing and self-determining code on the part of each Planning Commissioner and collectively as a board. When a Commissioner has doubt as to the applicability of a provision of this code to a particular situation, then that Commissioner should apply to a fellow board members for an advisory opinion.

8. **Planning Commissioner & Public Statements;**

- a. **When Planning Commission is Considering an Issue;** Planning Commission members shall at all times make it expressly clear when they are not speaking as a member of the Planning Commission. In the midst of deciding any issue,

to be defined case by case by the Planning Commission, members should refrain from outside discussion until decisions are finalized.

- b. **When Planning Commission is Not Considering an Issue;** Planning Commission members should seek to clarify planning goals in frequent outside contacts, should seek to elicit ideas, facts and feelings about community planning problems from interested citizens, and should at no time impugn the views of other members of the Planning Commission with whom they disagree.

9. **Relationship with Montgomery County Planning Commission;**

- a. **Professional Assistance;** The County Planning Commission, as a professional organization may supply guidance as to the “hows” of planning, sources of information, information on what is happening at the county level or in other communities in the county that might be helpful in planning for Springfield.
- b. **Budget;** The Springfield Township Planning Commission shall each year send a report to the Board of Commissioners detailing the expected use of the resources of the Montgomery County Planning Commission and other research needs in time for inclusion in the Township Budget.
- c. **Information Exchange;** On many issues both the Township and the County Planning Commission are required to prepare recommendations. In these cases while each group must prepare its own conclusion/recommendations there should be an exchange of information so that all members are fully informed and can make intelligent decisions.

10. **Relationship to the Township Engineer;** In the performance of its powers and duties, any act or recommendation of the Planning Commission which involves engineering consideration shall be subject to review and comment of the Township Engineer, which comments shall be incorporated and separately set forth in any report, written act or recommendation to the Planning Commission.

11. **Amendments;** These bylaws shall be reviewed annually at the first meeting in January, and be amended by majority vote of the current standing membership of the Planning Commission.

**SPRINGFIELD TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES
March 18, 2025**

The Springfield Township Planning Commission met for their regularly scheduled meeting at 7:00 P.M., in the Boardroom of the Springfield Township Administration Building, located at 1510 Paper Mill Road, Wyndmoor, PA 19038. Present at the meeting were Ms. Helwig, Mr. Mascaro, Mr. Sands, Ms. Murray, Mr. Devine, Ms. Blankin, Mr. Quill, Mr. Harbison and Ms. Pottage. Also in attendance were Commissioner Peter Wilson, Marguax Petruska from Montgomery County Planning Commission and Mark Penecale, Director of Planning & Zoning.

The meeting was called to order at 7:00 p.m.

Approval of the Minutes:

The Planning Commission approved the minutes from the March 4, 2025, meeting.

Commissioner's Report:

Commissioner Wilson informed the Planning Commission that the application for the rezoning 1301 Willow Grove Avenue was withdrawn by the applicant. In addition, he informed everyone that the Board of Commissioner's issued commodiations to several members of the Springfield Township Police Department for their outstanding work. He announced that the Board of Commissioners had appointed Alison Pottage to the Planning Commission, the contract for the management of Flourtown Country Club was extended for an additional three years and the planning of the new recreation center has moved to Phase Two. He provided a brief description of that process.

New Business:

PC1: The Planning Commission reviewed a draft of parking lot lighting standards with the hope of including it within the design standards of the updated Subdivision & Land Development Ordinance. Mr. Harbison suggested a revision to language within #2 "photometric plan" be removed and Mr. Penecale added "Lighting & Illumination Plan". The height of the light standards was discussed, and it was decided that light standards as low as 18 feet could be used on the smaller sites. There was a discussion concerning #6 and the color of the light and additional protections on the light source. "In addition, all lighting fixtures must be completely enclosed, and the light source must be white lighting only" was added to the text. It was decided that the requirement to turn off signage once a business was closed would be deleted and the property owner would be required to remove the signage of a closed business within 60 days of the last day of business. These revisions will be reviewed at the next scheduled Planning Commission Meeting.

PC2: The Planning Commission discussed the installation EV Charging Stations as a required improvement of a Land Development Application. Two members of the Environmental Advisory Commission and Joseph Fay, a Planning Commission Member in Whitemarsh Township, took part in the discussion. Ms. Helwig thanked the Environmental Advisory Commission for the memo they prepared concerning EV Charging Stations. Margaux Petruska from Montgomery County Planning Commission was available to present the MCPC's Model Ordinance on EV Charging Stations. The Planning Commission discussed the need for charging stations within commercial and non-commercial developments, and the ever-changing technology for these vehicles. Mr. Fay voiced his belief that the installation of charging stations will be "market driven" and based on the type of development being proposed. The Planning Commission discussed the EAC's belief that by 2030, 50% of all vehicles on the road will be electrical charged. Montgomery County Planning Commission's estimates on the percentage of electrically charged vehicles was much lower. The Planning Commission decided that a requirement for the installation of EV Charging Stations was not warranted at this time. However, they left open the possibility of further discussion.

PC3: Ms. Petruska presented the Planning Commission with Montgomery County Planning Commission's definition of manufactured homes & mobile homes. Mr. Penecale provided the Planning Commission with the definition from the Building Code. Both definitions were very similar. After a brief conversation on the topic, the Planning Commission elected to use the definition from the Building Code. This was done to ensure consistency within the codes.

Ms. Petruska reviewed the draft she prepared on the historic resource requirements to be included within the revised SALDO. Mr. Devine had several small revisions to the text. Those revisions were discussed and the edits approved.

The Planning Commission reviewed the list of outstanding issues contained with Ms. Petruska's memo dated February 27, 2025. The outstanding issues were discussed and the edits made as approved by the Planning Commission.

PC4: The Planning Commission reviewed Chapter 65 of the Springfield Township Code Book. This Chapter outlines how the Planning Commission is formed, the length of terms and the responsibilities of the Planning Commission. The Planning Commission recommended that a letter be sent to the Township Manager outlining the recommended changes. Those changes involved changing the term "Chairman" to "Chairperson" and "Vice Chairman" to "Vice Chairperson". In addition, a change was recommended to those eligible to serve on the Planning Commission. The Planning Commission recommended adding "or property owners" to Section 65-4 of the Code Book. The Planning Commission reviewed the Bylaws, last reviewed in 2006. Again, the recommendation was made to replace the term "Chairman" with "Chairperson" and "Vice Chairman" to "Vice Chairperson". Section 4.a "Secretary was revised to include the "or as appointed by the Chairperson". The Planning Commission recommended that Section 3.a be revised to include "or property owners" for those eligible to serve on the Planning Commission. The Planning Commission also elected to revise Section 4.c to change the month for nominations and elections to January of each year.

There was a motion made to adjourn the meeting. The motion was second, and the meeting was adjourned at 8:53 P.M.

Respectfully Submitted
Mark A. Penecale
Director of Planning & Zoning