

**MEETING MINUTES**  
**PLANNING COMMISSION**  
**BOROUGH OF PARKESBURG, PA**  
**JANUARY 29, 2026**

***PC MEMBERS PRESENT –***

Todd Brade  
Matthew Marran  
Casey Wyatt  
Josh Eastep  
Dave Bashore

***BOROUGH OFFICIALS –***

Ray Sheller, Borough Manager  
Ed Van Arsdale, III, P.E., ARRO Consulting, Borough Engineer

***OTHERS –***

Dave Porter, P.E., Herbert MacCombie, Jr., Consulting Engineers & Surveyors, Parkesburg Point consulting engineer  
Joe Zimmerman, representing Parkesburg Point

**Call to Order.** Mr. Bashore called the meeting to order in the Caucus room at Borough Hall at 7:00 p.m.

**Quorum.** A quorum of members was present.

**Election of Chair and Vice Chair.** Mr. Brade moved to reelect Dave Bashore as PC Chair for 2026. Seconded by Mr. Marran, Mr. Bashore was elected by a vote of 5-0. Mr. Bashore then moved to reelect Todd Brade as Vice Chair for 2026. Seconded by Mr. Eastep, Mr. Brade was elected by a vote of 5-0.

**Announcements.** Mr. Bashore announced that Messrs. Brade and Marran were reappointed by Borough Council to another 4-year term on the PC that expires on December 31, 2030. Mr. Bashore is the only PC member whose current term ends on 12/31/2026.

**Approval of Minutes.** Ms. Wyatt moved to approve the minutes of the Commission's December 15, 2025, meeting. Seconded by Mr. Eastep, the motion passed 5-0.

**Minor Final Subdivision and Lot Consolidation Plan of Parkesburg Point Youth Center re:**

*Proposed subdivision and consolidation of existing tract into two parcels: one located on 86,980 sq. ft. on Upper Valley Road in West Sadsbury Township containing the existing daycare facility, which will be retained by the current owner; and one located on 197,244 sq. ft. at 356 Main Street in the Borough containing the Parkesburg Point Youth Center; which will purchase said latter parcel; including two requested waivers.*

\* Mr. Porter briefed the PC on the Point's requested lot consolidation plan, which includes an access easement within the Borough. He advised that the Point has no current plans to further develop its expanded lot; it prefers to use the additional space for youth recreation.

\* Mr. Porter said the plan has been reviewed by the West Sadsbury Township Planning Commission, which recommended that its Board of Supervisors approve the plan.

\* Mr. Van Arsdale advised that the applicant has complied with or agreed to his review comments and recommended that Borough Council approve their two requested waivers.

\* Mr. Brade moved to recommend that Borough Council approve the Minor Final Subdivision and Lot Consolidation Plan, including approval of the applicant's two requested waivers: (1) from Section 306-D Appendix C (41): locating all the trees with a DBH greater of 4" (because no new development or improvements are proposed); and (2) from Section 306-D Appendix D: drafting standards to permit the drawing to be at scale 1" = 60' (for ease of plan review) – all subject to the applicant's compliance with the Borough Engineer's written comments dated November 17, 2025, as may be supplemented. Seconded by Ms. Wyatt, the motion passed 5-0.

### **Old Business.**

#### **Update on Comprehensive Plan Implementation project.**

\* Ms. Wyatt advised that Mr. Marran and she met on two occasions to draft a priority list for implementation of the top ten action items contained in the Borough's 2020 Comprehensive Plan.

\* Mr. Brade moved that PC members review the draft list of priorities, as well as the list of all 31 action items assigned to the PC in the Comp Plan, and send Ms. Wyatt and Mr. Marran their list of recommended priorities. Ms. Wyatt and Mr. Marran will then compile a new priority list and report back to the PC with any further observations and advice before a final list of recommended priorities is referred to Council. Seconded by Ms. Wyatt, the motion passed 5-0.

### **New Business.**

#### **Composition of ad hoc Design Review Committee.**

\* Mr. Brade advised that Borough Council in December requested that the PC oversee the creation, composition and operations of an ad hoc Design Review Committee (DRC) to assist Council and the PC in the review of the design aspects of VistaBlock's proposed Parkesburg Preserve conditional use/land development plan at 70 E. Second Avenue.

\* After further discussion, Mr. Brade moved (a) that the following people be invited to join the DRC: the Borough Manager (Ray Sheller), the Borough's Police Chief (Ryan Murtagh), the Keystone Valley Fire Dept. Fire Chief (Joe Marks), the Borough's Public Works Manager (Craig Sheckley), and the Borough Engineer (Ed Van Arsdale, P.E., of Arro Consulting) and (b) to authorize Mr. Bashore to send a letter of invitation to said individuals. Seconded by Mr. Eastep, the motion passed 5-0.

#### **Discussion of Estimated Revenues to be Derived by Meadowview, Parke Mansion and Proposed VistaBlock Developments.**

\* Ms. Wyatt asked about the table of estimated revenues that had been distributed to PC members. Mr. Bashore advised that he prepared the table as a private citizen, primarily to serve as a guide for Borough Council, the Manager and other staff in future budget planning and preparation. The updated table is attached and incorporated as part of these minutes.

**Adjourn.** There being no further business, Mr. Brade moved to adjourn the meeting. The motion was seconded by Mr. Marran and passed 5-0. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

/s/

Dave Bashore, Chair

(NOTE: *These minutes were approved 4-0 by the Planning Commission on 2/26/2026.*)