

MEETING MINUTES
PLANNING COMMISSION
BOROUGH OF PARKESBURG, PA
NOVEMBER 20, 2025

PC MEMBERS PRESENT –

Todd Brade
Casey Wyatt
Josh Eastep
Dave Bashore

BOROUGH OFFICIALS –

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

OTHERS –

None.

Call to Order. Mr. Bashore called the meeting to order in the Historical Commission’s meeting room at Borough Hall at 6:30 p.m.

Quorum. A quorum of members was present.

Announcements. Mr. Bashore announced that the Parkesburg Point Youth Center’s subdivision/lot consolidation plan would be scheduled for the December PC meeting if the Borough Solicitor and Engineer advise that the plan and escrow arrangements are in order. The PC’s 2026 meeting dates will also be on the December agenda to recommend to Borough Council.

Approval of Minutes. Mr. Brade moved to approve the minutes of the Commission’s August 28, 2025, meeting. Seconded by Ms. Wyatt, the motion passed 4-0.

Authorization to Establish Planning Commission ad hoc Committee re: *Development of recommendations to Borough Council to prioritize implementation of Action Items in 2020 Comprehensive Plan.*

Mr. Brade moved to approve the establishment of said ad hoc Implementation Committee, which will report back to the entire PC with various updates, as necessary, and a final report sometime in the new year. Seconded by Mr. Eastep, the motion passed 4-0.

Appointment of Casey Wyatt and Matthew Marran to ad hoc Comprehensive Plan Implementation Committee . Mr. Bashore announced the appointment of Casey Wyatt and Matthew Marran to the newly formed ad hoc Implementation Committee and advised that he would be available to answer any questions as they proceed.

Old Business. None.

New Business.

1. *Training for Planning Commission members.* Ms. Wyatt reported that at a recent conference she was advised by representatives from another borough that training was required for all appointed Planning Commission members across the Commonwealth. No one present was aware of any such mandate. Members agreed that Ms. Wyatt would follow up with her source to confirm their understanding and that Mr. Bashore would contact a former colleague who works with the PA Dept. of Community and Economic Development to find out more information.

2. *December Meeting Date.* Mr. Brade moved that the December PC meeting, originally scheduled to be held on Christmas Day, be held instead on Monday, December 15, at 7:00 p.m. Seconded by Ms. Wyatt, the motion passed 4-0.

Adjourn. There being no further business, Mr. Brade moved to adjourn the meeting. The motion was seconded by Ms. Wyatt and passed 4-0. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,
/s/
Dave Bashore, Chair

(NOTE: *These minutes were approved 5-0 by the Planning Commission on 12/15/2025.)*