

WORCESTER TOWNSHIP PLANNING COMMISSION

Meeting Minutes – September 25, 2025

Call to Order

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

Attendance

Members present: Chairman Tony Sherr, Bob Andorn, and Michelle Greenawalt.

Approval of Minutes

Bob Andorn made a motion to approve the meeting minutes of July 24, 2025. Michelle Greenawalt seconded. Motion carried unanimously.

LAND DEVELOPMENT REVIEW

Meadowood Health Care Expansion – Final Plan Review

The Commission reviewed the final plan submission for Meadowood's expansion project.

- **Plan Revisions:** Commissioner Bob Andorn expressed concern over the difficulty of identifying changes between the January/February submission and the June-dated drawings. He noted that revisions were only referenced in the revision block, requiring significant effort to track individually.
- **Perceived Discrepancies:** Mr. Andorn pointed out what he perceived as discrepancies between the CKS Engineers' review letters and responses provided by Tim Woodrow, Meadowood's engineer. Examples included tree caliper requirements (minimum 3.5 inches, whereas plans showed 3 inches), fencing details, and unit counts.
- **Response by Engineer:** John Evarts of CKS responded that this revision approach is the normal process for all land development reviews in Worcester Township and other municipalities. He explained that technical corrections and conditions are tracked through the review letter process, with final compliance confirmed before plans are recorded.
- **Timing and Corrections:** Mr. Andorn noted that while responses indicated items were addressed, subsequent review letters continued to cite issues. He questioned whether corrections had been fully incorporated into the revised plans.
- **Fire Marshal Review:** Mr. Andorn also asked whether final plan approval from the Fire Marshal had been obtained. It was clarified that the Fire Marshal had no objections during preliminary review, and no changes had occurred affecting

circulation or traffic; however, a written letter of final confirmation had not yet been provided.

- **Commission Discussion:**

- Township Manager Dan DeMeno emphasized that the role of the Planning Commission is to focus on neighborhood fit, aesthetics, and resident impacts while relying on professional reviewers to confirm technical compliance.
- Mr. Andorn stressed the Commission's responsibility to verify that ordinance requirements are explicitly met and documented, cautioning that unresolved technical matters should not be overlooked.
- Michelle Greenawalt concurred with maintaining focus on factual compliance while also ensuring that the Commission's review is balanced with reliance on expert input.

Action

A motion was made and seconded to recommend final approval of the Meadowood Health Care Expansion Plan, subject to all outstanding conditions in the review letters being fully addressed prior to plan recording. Motion passed by a vote of 2-0, with Bob Andorn abstaining.

OTHER BUSINESS

Open Space Review Framework

Township Manager DeMeno presented a proposed framework of guiding questions to analyze Township-owned open space parcels. Categories included:

- Role in the Township's open space system (recreation, preservation, historical, etc.)
- Alignment with the Comprehensive Plan
- Community use and demand
- Access and parking
- Facilities and amenities, condition, and future needs
- Environmental stewardship and natural resources
- Connectivity (trail and bicycle networks)
- Programming and events potential

- Maintenance and management practices
- Constraints and deed restrictions
- Partnerships and funding opportunities
- Capital improvement prioritization
- Safety concerns
- Long-term vision (10–20 years)

Discussion

- Commissioners supported the general framework but emphasized the need for plain-language presentation, supplemented by aerial and on-site photographs, historical acquisition context, and deed restrictions.
- Suggestions included integrating drone imagery, mapping, and QR codes for public access to property boundaries.
- Members stressed the importance of cataloging factual data (acquisition date, acreage, purpose, restrictions) and avoiding premature conclusions in parcel briefs.
- Broader discussion focused on balancing resident expectations, demographic changes, and future recreational needs with fiscal and environmental constraints.
- Community outreach methods were discussed, including online surveys, newsletter links, event promotion, and leveraging permit packets to distribute information and collect feedback. Commissioners stressed the need for short, accessible surveys to maximize participation.

Next Steps

Manager DeMeno will refine the open space brief format to align more closely with the agreed categories, incorporate additional imagery and factual data, and prepare a revised draft for further Commission review.

Adjournment

There being no further business, the meeting adjourned at 8:28 p.m.