South Waverly Planning Commission
Regular Meeting
May 27, 2026

CALL TO ORDER
The meeting was called to order at 6:01 p.m. by Chair Erin Wayman. A quorum was established.

ATTENDANCE
Chair: Erin Wayman
Vice Chair: Tim Hickey (absent)
Secretary: Ken Bentley
Members: Mike Bronson, Ron Chamberlain, Chris McConnell, Laura Kelsall (absent)
Solicitor: Attorney Jonathan Foster
Public: None

PUBLIC COMMENTS AND QUESTIONS
None

READING AND APPROVAL OF MINUTES
Motion to **ACCEPT THE MEETING MINUTES FROM APRIL 29, 2026**.
Motion made by Ken Bentley, seconded by Mike Bronson
Vote: Unanimous approval.
Motion carried.

UNFINISHED BUSINESS
Borough eCode360 Updates – Smoke Shop Ordinance
Tim Hickey, who had previously agreed to follow up with the Borough Secretary regarding the status of ordinance submissions to General Code, was absent from the meeting and therefore no update was available. No new information was available regarding the status of the Smoke Shop Ordinance or other pending ordinance submissions to General Code. The matter will remain on the agenda for future follow-up.
No formal action was taken.

Status Update – 2026 Comprehensive Plan
The Planning Commission received an update on the Comprehensive Plan resident survey. The survey deadline was extended and several additional responses were received. The Commission noted that the additional survey responses did not materially change the previously presented survey results or overall summary. Erin Wayman discussed anticipated next steps in the Comprehensive Plan update process. Additional information and recommendations will be presented as the project continues. The Commission also reviewed demographic and household data obtained from Bradford County Planning. During discussion, members noted questions regarding the methodology and source data used to develop certain household estimates and indicated that additional clarification may be helpful. No formal action was taken.

Review of §§ 395-3 and 395-4 / Facilities and Grounds Rental Ordinances (Chapters 394 and 395)
The Planning Commission continued its review of the Borough's facilities and grounds rental ordinances contained within Chapters 394 and 395. The Commission noted that Solicitor Jonathan Foster is currently reviewing the existing ordinance language, including proposed revisions, and is expected to provide comments and recommendations prior to the next meeting. The Commission anticipates that this review will assist in simplifying and clarifying the ordinances. The Commission also discussed the underlying objectives of the rental approval process and the administrative tools available to support that process. Based on those discussions, the Commission believes a standardized application checklist may be beneficial. Such a checklist would assist applicants in providing relevant information regarding proposed activities and would aid Borough officials in evaluating requests for compliance with ordinance requirements and the intended use of Borough facilities and grounds. The Commission anticipates developing formal recommendations regarding ordinance revisions and related administrative procedures following its June meeting. Erin Wayman will provide Borough Council President Chris Wood with an update regarding the Commission's ongoing review and anticipated timeline for recommendations. No formal action was taken.

Right-of-Way Discussion for Recommendations to Borough Council
The Planning Commission revisited its prior discussion regarding the use of the street right-of-way for vehicle parking and related roadway and shoulder conditions. Following discussion, the Commission agreed to recommend that Borough Council seek input from emergency service providers regarding any safety concerns associated with parking within the right-of-way, including emergency access and operational considerations. The Commission recommends that any future regulatory changes be based upon identified public safety needs. The Commission further concluded that the issue appears to be broader in scope than the specific concerns currently being evaluated and may involve larger transportation, parking, and land use considerations. As a result, the Commission does not recommend additional ordinance changes at this time and believes the topic may be more appropriately examined as part of the ongoing Comprehensive Plan update. Erin Wayman will forward the Commission's recommendations to Borough Council President Chris Wood for further Borough Council review and discussion. No formal action was taken.

NEW BUSINESS
No new business

ANNOUNCEMENTS
No new announcements.

ADJOURNMENT
Motion to **ADJOURN THE MEETING**.
Motion made by Ron Chamberlain, seconded by Ken Bentley.
Vote: Unanimous approval.
Motion carried.

The meeting was adjourned at 7:06 p.m.

NEXT MEETING
June 24, 2026 at 6:00 p.m. at the South Waverly Borough Hall

Respectfully submitted, Ken Bentley