



**WILLISTOWN TOWNSHIP**  
Planning Commission Meeting  
Wednesday, February 4, 2026  
7:00 p.m.

Minutes

LOCATION: Willistown Township Building, 688 Sugartown Rd, Malvern, PA 19355

Members Present:

Cathy Rubenstone, Chair; George McHugh, Vice Chair; Philip Foret, Secretary; Warren Claytor; Erik Hetzel; Ted Leisenring; William Shoemaker

Township Representatives Present:

Caroline O'Connor, Director of Planning & Zoning; Heather Hastings, Zoning Clerk; Mike Conrad, Yerkes Associates; John Gaadt, Gaadt Perspectives; Melissa Rheinstadter, Esq., Lamb McErlane

**A. CALL TO ORDER**

Ms. Rubenstone called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance. She then welcomed new members, Erik Hetzel and Ted Leisenring, to the Planning Commission.

**B. APPROVAL OF MINUTES**

MOTION: To approve the minutes for the regular Planning Commission meeting held on January 21, 2026. (McHugh/Shoemaker)

COMMENTS: None

ACTION: Passed, 7-0

**C. SUBMITTED APPLICATIONS**

1. Applicant: Salveson, Z-20-25

Address: 14 Stoneybrook Ln.

Type: Variance (ZHB)

Description: variance to permit the construction of an in-ground pool which will exceed the impervious cover limit

Present: Courtney Salveson (owner), Erica Parlapiano (attorney), Michael Ciaccio (Arista Pool & Spa)

Ms. Salveson and Mr. Ciaccio discussed the modifications that were made to the application based on the Planning Commission's recommendations. The Planning Commission requested the impervious coverage be reduced to less than 16% of the gross lot area. The new plan proposed to achieve that by removing a portion of the driveway before the pool is installed. Ms. Parlapiano stated that the Applicant has a hardship as they have the smallest lot on the street and, in her opinion, the Applicants

should not have to remove a portion of the driveway. After some discussion, Ms. Salveson agreed to remove a portion of the driveway as shown on the plan.

MOTION: To make a recommendation to approve the variance application as presented on the plan dated 2/2/2026, including the removal of a portion of the driveway so that the impervious coverage of the gross lot area is less than 16%. (Shoemaker/Foret)

COMMENTS: None

ACTION: Passed, 7-0

**D. DISCUSSION ITEMS**

1. Planning Ideas, Initiative, and Suggestions

The Township Representatives and the Planning Commission discussed the task list of initiatives, ideas, and suggestions for the Planning Commission to consider in the 2026 calendar year, as discussed at the prior meeting and prioritization of the list.

**E. ANNOUNCEMENTS – None**

**F. PUBLIC COMMENT – None**

**G. ADJOURNMENT**

Seeing no further business, the meeting adjourned at 7:58 p.m.

Next Meeting: Wednesday, February 18, 2026, 7:00 p.m., at the Township Administration Building

Respectfully submitted,

Philip J. Foret