Township of Upper St. Clair

THERE WILL BE A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR AT 7:30 P.M. ON MONDAY, AUGUST 3, 2026 AT THE TOWNSHIP OF UPPER ST. CLAIR MUNICIPAL BUILDING, BOARD OF COMMISSIONERS' MEETING ROOM, 1820 MCLAUGHLIN RUN ROAD, UPPER ST. CLAIR, PA 15241.

AGENDA

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

4. Review of the Board of Commissioners' Regular Meeting Minutes of July 6, 2026. (Minutes enclosed)

5. Comments from Citizens and Taxpayers on Matters Not Included on the Agenda.

OLD BUSINESS

6. Continued Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential Conditional Use Approval. (Memorandum and Bill No. 4-26 enclosed)

7. Continued Public Hearing Re. PLC26-1301 – Zoning Text Amendment to Chapter 130 of the Township Code Entitled "Zoning" to Add a Definition of Tobacco/Vape Shop to Section 130.3, Definitions and Add Tobacco/Vape Shop as a Conditional Use in the C3, Regional Shopping Center District. (Memorandum and Bill No. 5-26 enclosed)

NEW BUSINESS

8. Recommendation Re. Approval of Contracts. (Memorandums enclosed)

9. Recommendation Re. 2027-2031 Capital Improvement Program. (Memorandum and Resolution No. 1802 enclosed)

10. Recommendation Re. Approval for a Grant Application through the Redevelopment Authority of Allegheny County Gaming Economic Development Tourism Fund for the Parking Lot Relocation and Expansion at the Miracle Field/Casey's Clubhouse Project. (Memorandum and Resolution No. 1803 enclosed)

11. Other Business.

12. Adjournment.

BOARD OF COMMISSIONERS MEETING MINUTES

July 6, 2026

The regular meeting and public hearings of the Board of Commissioners of the Township of Upper St. Clair, duly advertised and posted in accordance with law, was called to order at 7:30 PM on Monday, July 6, 2026, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA. The Pledge of Allegiance was recited by all present.

PRESENT:	Commissioner Burlingame	President
	Commissioner Graves	Vice President
	Commissioner Herrod	
	Commissioner Madden	
	Commissioner Pardini	
	Commissioner Plutko	
	Commissioner Thomas	
	Mark S. Mansfield	Assistant Township Manager
	Kristen L. Burch	Director of Finance
	Adam A. Benigni	Director of Community Development
	Chris Cahillane	Township Attorney
	Michael J. Galet, P.E.	Township Engineer
	Tess Roberts	Network Deposition Services
	Autumn Gibson	Recording Secretary
EXCUSED:	Matthew R. Serakowski	Township Manager

PUBLIC: Approximately 60 people attended.

RECOGNITIONS

Commissioner Burlingame presented a Certificate of Achievement to the Upper St. Clair High School Boys Baseball team for their win at the Western Pennsylvania Interscholastic Athletic League (WPIAL) Championship.

Coach Donati expressed his thankfulness to the Township for all the work they did to keep the boys on the fields at Boyce Mayview and allowing them the opportunity to capture the WPIAL win.

Commissioner Graves presented Certificates of Achievement and a Proclamation Recognizing the Upper St. Clair High School Track and Field Team members, Holden Schwamberger, Sadie Tomczyk, Melice Rubino, Sydney Tomczyk, and Jameson Tisdale for their wins at the Western Pennsylvania Interscholastic Athletic League (WPIAL) Championship and the Pennsylvania Interscholastic Athletic Association (PIAA) Championship.

Commissioner Herrod presented a Proclamation Recognizing the Upper St. Clair Robotics Team, TeraBridges, for their win at the First Tech Challenge Western Edge Premier Event Championship.

Felix Chen, a student on the robotics team, expressed how proud they are of the growth of the program over the course of a year along with their accomplishments leading to winning the Championship.

REVIEW OF THE BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF June 1, 2026

Commissioner Plutko moved to approve the Regular Meeting Minutes of June 1, 2026. This was seconded by Commissioner Herrod and carried with a 7-0 voice vote.

PUBLIC COMMENTS

Mr. Matt Amick, 192 Devonwood Drive, expressed his gratitude to the Township and Mr. Benigni for their efforts and for providing residents with the forum to listen to the neighborhoods concerns. He asked for an update on the timing of the next meeting to review the traffic calming plan and survey that will be sent out.

Mr. Benigni stated right now the traffic engineer is working on the different options that may be available for Devonwood Drive. Following, there will be letters sent out from the Township. It will be about two or three weeks before there is a plan in hand.

Commissioner Burlingame asked if there were any additional questions or comments and there were none.

OLD BUSINESS

None.

NEW BUSINESS

PUBLIC HEARING RE. PLC26-0001 – ST. CLAIR COUNTRY CLUB PADDLE HUT – NONRESIDENTIAL – CONDITIONAL USE APPROVAL

Commissioner Burlingame introduced Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential – Conditional Use Approval.

Commissioner Thomas and Commissioner Madden recused themselves from discussion on this item since they are members of St. Clair Country Club.

Mr. Benigni reviewed the recommended public hearing procedures.

Those wishing to testify were sworn in by Commissioner Burlingame.

Mr. Benigni then entered Township Exhibits #1 through #11, and Applicant Exhibits #1 through #3 into the record.

Mr. Benigni stated that it is recommended that the hearing be continued to Monday, August 3, 2026 for the purpose of taking Staff testimony. This can be accomplished by a simple motion and voice vote.

Mr. Justin Hollingsworth, St. Clair Country Club, referred to a recent presentation held to build a new paddle hut on the Country Club property. Approval was received on a Monday meeting and by Thursday bids were due for the construction of the paddle hut. During the bid process it was brought to the Club's attention that some of the elevations of the building and site plan were incorrect. The building, as proposed, could not be built without significant buildings out of the hillside which would not meet the single-story structure code of the Township. The Club spent a month trying to revise the plan while continuing to finalize and resubmit it to the Township; however, due to the tight

timeline, the temporary paddle hut was slated for removal this October. Mr. Hollingsworth stated they are requesting six more months of the temporary hut to accommodate paddle season and continue to move through the process and begin construction on the permanent hut.

Commissioner Burlingame asked if there were any questions or comments from the public.

Ms. Cynthia Luck, 1533 Hastings Mill Road, stated she understands this has been discussed for a while and her main concern is noise. Ms. Luck stated she would like to understand how noise impacts including distance from homes and terrain effects were evaluated. Ms. Luck inquired about whether a professional noise assessment was done, the operating hours, and who will enforce restrictions.

Mr. Hollingsworth responded that the courts are already existing and have been in operation since October 2025. The lights that exist are on timers that go off at 10pm every night. Mr. Hollingsworth stated the Club is currently seeking to add a permanent building where there is an existing temporary one.

Ms. Luck responded that her belief is once the building is permanent it will become more active. Ms. Luck inquired, if anything does change, who should she voice her concerns too.

Commissioner Burlingame stated that the public hearing will be continued to Monday, August 3, 2026, and Mr. Benigni and the Country Club can provide a summary of the answers to questions asked this evening.

MOTION AND VOTE TO CONTINUE PUBLIC HEARING RE. PLC26-0001 – ST. CLAIR COUNTRY CLUB PADDLE HUT – NONRESIDENTIAL - CONDITIONAL USE APPROVAL

Commissioner Plutko moved to continue Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential Conditional Use Approval to the Board of Commissioners' Regular meeting on August 3, 2026. This was seconded by Commissioner Graves and carried with a 5-0-2 voice vote. Commissioners Madden and Thomas recused themselves from voting.

PUBLIC HEARING RE. PLC25-0003 – THOMAS PROPERTY – PLANNED RESIDENTIAL DEVELOPMENT – TENTATIVE APPROVAL

Commissioner Burlingame introduced Public Hearing Re. PLC25-0003 – Thomas Property – Planned Residential Development – Tentative Approval.

Mr. Benigni reviewed the recommended public hearing procedures.

Those wishing to testify were sworn in by Commissioner Burlingame.

Mr. Cahillane stated Mr. Wilhelm, Mr. Shiry's council, is not here tonight and asked Mr. Shiry and anyone else seeking party of record status identify themselves for the record.

Ms. Rachel O'Neill, stated that she works alongside Mr. Wilhelm at the law firm of Reed Smith, and they are seeking party of record status.

Mr. Steven Victor, Victor Associates, reviewed a public hearing a presentation regarding the Thomas property. The property is 42.2 acres, located mostly in Upper St. Clair (33.2 acres) and partly in Bridgeville (8.8 acres). It is divided into different zoning districts, including RM, R4, and

RLI zones. The Bridgeville area is designated as conservation. The site features significant elevation changes, with the lowest area near McLaughlin Run Road. The presentation also highlighted a floodplain area marked on the zoning map.

Mr. Victor stated the original plan was for 115 townhomes divided into two phases, with a clubhouse, pool, and sports courts. The layout included private streets but needed modifications. The Planning Commission recommended denying the project because of these changes. In response, efforts were made to reduce the number of waivers to nine. One modification involved eliminating the road speed waiver and ensuring all met the standard of 25 mph. Another modification requested a 70-foot radius instead of the usual 80-foot radius for one cul-de-sac. Sidewalks were also redesigned to be three feet off the curb, and the cul-de-sac length exceeded the Township code limit of 800 feet.

Mr. Victor stated the plan changed the street width from 33-feet for private streets to 50-feet for public streets. Townhomes can be a maximum of 150-feet long, and the minimum lot size is set at one acre. The rear yard waiver has decreased from 20 lots to one, and a waiver is required to cross McLaughlin Run Road at a right angle. The development will now consist of six lots instead of 20, with townhomes reduced from 115 to 98, allowing up to 330 units, including a clubhouse, sports court, and pool. The sidewalks will be on both sides.

Mr. Victor mentioned that they are asking for tentative modifications to the PRD. One modification related to the Public Private Improvement Code (PPIC) and two from the zoning ordinance. The PPIC requires a 35-foot buffer from the stream bank for development. The zoning ordinance necessitates a minimum lot size. He stated changes have been made to the townhouse plan, meeting the one-acre requirement, but some units are closer together. No changes are needed for the 800-foot code maximum. Phase one has a 580-foot-cul-de-sac, while phase two has a 760-foot street.

Commissioner Burlingame stated that he wanted to clarify his stance before hearing from citizens. He mentioned that a submission to the Planning Commission was denied. The purpose of the meeting is to continue the public hearing to next month to either uphold or reverse that denial, not to create a new land plan. The Planning Commission and Mr. Benigni have not reviewed the submission, which arrived early that morning. He emphasized that this is a new start and requires a fresh process for approval.

Commissioner Burlingame asked if there were any comments or questions from public.

Mr. Cahillane stated he mentioned before that Mr. Shiry and his attorney Mrs. O'Neill as parties of record status. He stated the technical term is objector status and wanted to make sure that was on the record.

Commissioner Burlingame asked if there were any questions or comments from the public regarding the presentation.

Mr. Tom Soroka, 1441 Deep Wood Drive, stated the U.S. Army Corps of Engineers has shared a plan that is publicly available. Mr. Soroka stated that they already spent a significant amount to assess flooding along Chartiers Creek to Bridgeville. Upper St. Clair Township is involved due to a recent flood-related death nearby. He believes the community should wait for the engineers' findings before making any decisions or spending money.

Commissioner Burlingame stated the Board is not making a decision tonight just hearing a presentation; however, these comments will be part of their consideration.

Ms. Rachel O'Neill, Reed Smith, stated they are ready to present a new plan at the next meeting. To respect everyone's time, the applicant proposed going back to the Planning Commission for review instead of having the hearing in August. Ms. O'Neill, stated she has experience as a city solicitor for Pittsburgh and suggested that the group has the option to adjust the procedure to send the matter back to the Planning Commission to avoid an unnecessary hearing.

Commissioner Burlingame asked if there were any additional questions or comments from the public or the Board.

Commissioner Thomas noted an inconsistency with the townhome numbers in the slides. In response Mr. Victor confirmed there was a typo and the plan has changed from 115 to 98 townhouses.

Discussion ensued between the Commissioners and Mr. Cahillane regarding the process to send this item back to Planning Commission.

Discussion ensued between Mr. Victor and Mr. Cahillane to clarify the applicant's process of sending this back to the Planning Commission.

Commissioner Burlingame stated he will entertain a motion of either Option A, which is to extend the public hearing, or Option B, which is to send this back to Planning Commission.

MOTION AND VOTE TO REMAND RE. PLC25-0003 – THOMAS PROPERTY – PLANNED RESIDENTIAL DEVELOPMENT – TENTATIVE APPROVAL

Commissioner Thomas moved to remand effective tonight and no extension of Public Hearing Re. PLC25-0003 Thomas Property – Planned Residential Development – Tentative Approval. This was seconded by Commissioner Graves and carried with a 7-0 voice vote.

Mr. Victor stated for the sake of the audience, this application will be returning to Planning Commission at the August 20, 2026 meeting.

PUBLIC HEARING RE. PLC26-0002 – DAWSON PROPERTY – UNIFIED CONDITIONAL USE / PRELIMINARY LAND DEVELOPMENT APPROVAL

Commissioner Burlingame introduced Public Hearing Re. PLC25-0002 – Dawson Property – Unified Conditional Use/ Preliminary Land Development Approval.

Those wishing to testify were sworn in by Commissioner Burlingame.

Mr. Benigni reviewed the recommended public hearing procedures.

In response to Mr. Cahillane's inquiry, Ms. O'Neill, on behalf of Mr. Shiry, stated they are seeking objector status.

Mr. Benigni then entered Township Exhibits #1 through #14, and Applicant Exhibits #1 through #13 into the record.

Mr. Victor stated they are seeking the same action as the Thomas property, to send this back to Planning Commission as well.

Commissioner Burlingame asked if there were any questions or comments from the public or from the Board and there were none.

MOTION AND VOTE TO REMAND RE. PLC26-0002 – DAWSON PROPERTY– UNIFIED CONDITIONAL USE/ PRELIMINARY LAND DEVELOPMENT APPROVAL

Commissioner Herrod moved to remand effective tonight and no extension of Public Hearing Re. PLC26-0002 - Dawson Property – Unified Conditional Use/ Preliminary Land Development Approval. This was seconded by Commissioner Thomas and carried with a 7-0 voice vote.

PUBLIC HEARING RE. PLC26-1301 – ZONING TEXT AMENDMENT TO CHAPTER 130 OF THE TOWNSHIP CODE ENTITLED "ZONING" TO ADD A DEFINITION OF TOBACCO/VAPE SHOP TO SECTION 130.3, DEFINITIONS AND ADD TOBACCO/VAPE SHOP AS A CONDITIONAL USE IN THE C3, REGIONAL SHOPPING CENTER DISTRICT

Commissioner Burlingame introduced Public Hearing Re. PLC26-1301 – Zoning Text Amendment to Chapter 130 of the Township Code entitled "Zoning" to Add a Definition of Tobacco/Vape Shop to Section 130.3, Definitions and Add Tobacco/Vape Shop as a Conditional Use in the C3, Regional Shopping Center District.

Those wishing to testify were sworn in by Commissioner Burlingame.

Mr. Benigni then entered Township Exhibits #1 through #10, and Allegheny County Exhibit #1 into the record.

Mr. Benigni stated the Township is proposing a zoning text amendment to Chapter 130 of the Township Code to address the classification and regulation of Tobacco/Vape Shops. The amendment would establish a formal definition for "Tobacco/Vape Shop" within Section 130.3 (Definitions) and permit this use within the C3 Regional Shopping Center District as a conditional use.

The purpose of this amendment is to provide clarity in the Township Code regarding these types of businesses and to ensure they are appropriately regulated and located in areas consistent with the Township's planning objectives. By designating tobacco and vape shops as a conditional use within the C3 Regional Shopping Center District, the Township maintains oversight through the conditional use process while allowing for their consideration in areas intended for regional -scale commercial activity.

Commissioner Burlingame asked if there were any questions or comments from public or the Board.

Commissioner Thomas inquired if this would mean that a vape shop could only be within South Hills Village Mall and not permit a free-standing building on the property.

Mr. Benigni stated the C3 District is essentially the entire mall property. He stated it is possible there could be a free-standing building erected somewhere on that property, but they would have to come

through the Planning Commission and then the Board of Commissioners for approval. They would review it just like the Thomas property or any other application.

In response to Commissioner Plutko's inquiry, Mr. Bengini stated if an applicant desired to build an auto body shop on the property, they would need to proceed through the process of approval provided they have met the conditions of the code.

Commissioner Burlingame thanked Mr. Bengini on behalf of the Board, stating that many Townships currently deal with this issue. Commissioner Burlingame expressed appreciation for the Township's proactive stance to take this on.

Mr. Benigni noted that as the Township's code stands, these would be considered general retail uses and could be allowed in every commercial district; however, this amendment will still allow the use while limiting the locations where they are permitted.

MOTION AND VOTE TO CONTINUE PUBLIC HEARING RE. PLC26-1301 – ZONING TEXT AMENDMENT TO CHAPTER 130 OF THE TOWNSHIP CODE ENTITLED "ZONING" TO ADD A DEFINITION OF TOBACCO/VAPE SHOP TO SECTION 130.3, DEFINITIONS AND ADD TOBACCO/VAPE SHOP AS A CONDITIONAL USE IN THE C3, REGIONAL SHOPPING DISTRICT

Commissioner Thomas moved to continue Public Hearing Re. PLC26-1301 – Zoning Text Amendment to Chapter 130 of the Township Code Entitled "Zoning" to Add a Definition of Tobacco/Vape Shop as a Conditional Use in the C3, Regional Shopping District to the Board of Commissioners' Regular meeting on August 3, 2026. This was seconded by Commissioner Madden and carried with a 6-1 voice vote with Commissioner Pardini casting the negative vote.

RECOMMENDATION RE. APPROVAL OF CONTRACTS

Mr. Mansfield stated that Staff recommends the following contracts for the Board's approval in accordance with Township Code.

MK Electric, LLC Aliquippa, PA	Community & Recreation Center Indoor Pool Lighting Demo and Installation	$62,500.00
Huckestein Mechanical, LLC Pittsburgh, PA	Community & Recreation Center Aquatics Ductwork Replacement	$207,700.00

A simple motion and voice vote will authorize these contracts.

Commissioner Burlingame asked if there were any questions from the public or the Board and there were none.

MOTION AND VOTE TO APPROVE CONTRACTS

Commissioner Herrod moved to approve the above contracts. This was seconded by Commissioner Graves and carried with a 7-0 voice vote.

RECOMMENDATION RE. APPROVAL FOR A GRANT APPLICATION THROUGH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE UPPER ST. CLAIR FIRE STATION EMERGENCY PREEMPTION PROJECT

Mr. Benigni stated the Township desires to apply for funding through the Department of Community and Economic Development (DCED) Multimodal Transportation Fund for the Upper St. Clair Fire Station Emergency Preemption Project in the amount of $205,000.00. This project aims to obtain funding for the emergency preemption system at the Upper St. Clair Fire Department located at 2001 Washington Road. The system upgrade includes poles, mast arms, signals, and signage to ensure safe and reliable emergency response operations.

It is recommended that the Board of Commissioners approve Resolution No. 1801 which authorizes Mark S. Mansfield, Assistant Township Manager, to file all applications documents, and forms between the Township of Upper St. Clair and the DCED.

Commissioner Burlingame asked if there were any questions from the public or the Board.

Commissioner Herrod stated that this is to correct an unsafe situation when the fire department is responding to calls.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1801

Commissioner Pardini moved to adopt Resolution No. 1801 Re. Grant Application through the Department of Community and Economic Development for the Upper St. Clair Fire Station Emergency Preemption Project. This was seconded by Commissioner Graves and carried with a 7-0 voice vote.

OTHER BUSINESS

Commissioner Burlingame stated the newly renovated Morton Fields Complex was a great place to watch the fireworks and expressed appreciation to the Fire Department and Police Department for their presence within the community.

ADJOURNMENT

Following a motion for adjournment by Commissioner Pardini and a second by Commissioner Graves which carried with a 7-0 voice vote, the meeting was adjourned at approximately 9:01PM

Autumn Gibson
Recording Secretary
July 6, 2026

MEMORANDUM

To: **Matthew R. Serakowski, Township Manager**

From: **Adam A. Benigni, AICP, Director of Planning and Community Development**

Date: **July 31, 2026**

Subject: **CONTINUED PUBLIC HEARING RE. PLC26-0001 – ST. CLAIR COUNTRY CLUB PADDLE HUT – NONRESIDENTIAL CONDITIONAL USE APPROVAL**

GENERAL INFORMATION

Applicant/Landowner:	St. Clair Country Club
Action Requested:	Nonresidential Conditional Use
Purpose:	To grant an extension of the time limit for their temporary trailer from October 2026 to March 31st , 2027.
Zoning:	R-LI, Low Intensity Residential District
Location:	2300 Old Washington Road
Lot/Block No.:	478-K-301, 478-N-207
Size:	238.8 acres
Existing Land Use:	Country Club and Golf Course
Surrounding Land Use & Zoning:	North: R1, Single Family Residential District West: R1, Single Family Residential District East: R1, Single Family Residential District South: R1, Single Family Residential District
Procedural History:	05/07/26: Application filed 05/21/26: Planning Commission Recommendation 07/06/26: Public Hearing opened 08/03/26: Continued Public Hearing

TOWNSHIP EXHIBIT NO. 12

Township of USC FOUNDED 1788 *Upper St. Clair*

Public Hearing

A public hearing was continued by the Board of Commissioners from July 6, 2026, to August 3, 2026, for the purpose of taking staff testimony.

Public Notice

The hearing has been duly advertised and notice properly given in accordance with the Municipalities Planning Code and the Code of the Township. (Twp. Ex. Nos. 5-9)

Recommended Continued Public Hearing Procedure

1. Swearing in of additional testifiers, if any;
2. Presentation of exhibits by the Director of Planning & Community Development;
3. Staff testimony by the Director of Planning & Community Development;
4. Questions by the Board of Commissioners;
5. Additional testimony from the applicant or the public;
6. Provided no further testimony is needed, the hearing may be closed and action taken.

Exhibits

The following Exhibits will be entered into the record at the public hearing on August 3, 2026:

Township

12. Memo dated July 31, 2026, to Matthew R. Serakowski from Adam A. Benigni (this memo)

Planning Commission Recommendation

The Planning Commission reviewed this application on May 21, 2026, at which time they recommended approval subject to certain conditions.

Modification Requests

The applicant is requesting no modifications.

Comment

The St. Clair Country Club has submitted a Conditional Use Approval application seeking approval of a time limit extension for the temporary paddle hut. Ordinance No. 2271 granted the Club a twelve-month period for the temporary trailer to be on the property. The Certificate of Occupancy for the paddle hut was granted on October 13, 2025, so the deadline to remove it is

October 13, 2026. The Club has now requested an extension to keep the temporary paddle hut onsite until March 31, 2027 due to construction costs exceeding their original budget.

Staff Recommendation

Provided no additional testimony is needed, staff recommends that the public hearing be closed and that the Board of Commissioners grant approval subject to the conditions outlined in Bill No. 4-26 (Attachment 1). This may be accomplished by roll call vote.

Attachment

1. Bill No. 4-26

BILL NUMBER 4-26

DATE ADOPTED _____

ORDINANCE NO. _____

TOWNSHIP OF UPPER ST. CLAIR

AN ORDINANCE OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY OF THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, GRANTING CONDITIONAL USE APPROVAL TO ST. CLAIR COUNTRY CLUB LOCATED AT 2300 OLD WASHINGTON ROAD, LOT/BLOCK 478-G-110, SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, on June 2, 2025, the Board of Commissioners enacted Ordinance No. 2271 granting Unified Conditional Use/Preliminary and Final Land Development Approval to St. Clair Country Club for paddle tennis courts; and

WHEREAS, Section 6 of Ordinance No. 2271 permitted a temporary paddle tennis hut to be placed near the paddle tennis courts for a period not to exceed twelve (12) months from the date of occupancy; and

WHEREAS, St. Clair Country Club filed an application requesting Conditional Use Approval to grant an extension of time for the temporary paddle tennis hut to remain on the property until March 31, 2027; and

WHEREAS, the Board of Commissioners held a duly advertised public hearing, which was opened on July 6, 2026, and subsequently continued to August 3, 2026; and

WHEREAS, the Board of Commissioners has determined that granting the requested time extension is appropriate, subject to the conditions set forth herein.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR, and it is hereby ordained and enacted by the authority of the same:

SECTION 1. St. Clair Country Club is hereby granted approval to allow the temporary paddle tennis hut authorized under Ordinance No. 2271 to remain on the property located at 2300 Old Washington Road until March 31, 2027. On or before March 31, 2027, the temporary paddle tennis hut must be removed or made permanent.

SECTION 2. All remaining terms, conditions, restrictions, and provisions of Ordinance No. 2271, adopted June 2, 2025, shall remain in full force and effect except as specifically modified by Section 1 of this Ordinance.

SECTION 3. THAT approval is subject to payment of all applicable fees for professional services.

SECTION 4. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED THIS 3RD DAY OF AUGUST, 2026.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By:_____
President, Board of Commissioners

_____
Township Manager/Secretary

MEMORANDUM

To: **Matthew R. Serakowski, Township Manager**

From: **Adam A. Benigni, AICP, Director of Planning and Community Development**

Date: **July 31, 2026**

Subject: **CONTINUED PUBLIC HEARING RE. PLC26-1301 – ZONING TEXT AMENDMENT TO CHAPTER 130 OF THE TOWNSHIP CODE ENTITLED "ZONING" TO ADD A DEFINITION OF TOBACCO/VAPE SHOP TO SECTION 130.3, DEFINITIONS AND ADD TOBACCO/VAPE SHOP AS A CONDITIONAL USE IN THE C3, REGIONAL SHOPPING CENTER DISTRICT**

This public hearing was continued by the Board of Commissioners from July 6, 2026, to August 3, 2026, for the purpose of taking staff testimony.

The Township is proposing a zoning text amendment to Chapter 130 of the Township Code to address the classification and regulation of Tobacco/Vape Shops. The amendment would establish a formal definition for "Tobacco/Vape Shop" within Section 130.3 (Definitions) and permit this use within the C3 Regional Shopping Center District as a conditional use.

The purpose of this amendment is to provide clarity in the Township Code regarding these types of businesses and to ensure they are appropriately regulated and located in areas consistent with the Township's planning objectives. By designating tobacco and vape shops as a conditional use within the C3 Regional Shopping Center District, the Township maintains oversight through the conditional use process while allowing for their consideration in areas intended for regional-scale commercial activity.

Procedure for Zoning Amendments

Section 130.56 of the Township Code and Sections 609 and 610 of the Pennsylvania Municipalities Planning Code set forth the following procedure for amendments:

1. Public hearing scheduled by resolution;
2. Amendment sent to Allegheny County Department of Economic Development for review and comment;
3. Public hearing pursuant to public notice;
4. If the amendment is substantially changed or revised, the amendment must be readvertised and another hearing must follow;
5. Board action following close of hearing.

TOWNSHIP EXHIBIT NO. 12

Recommended Continued Public Hearing Procedure

1. Swearing in of additional testifiers;
2. Presentation of additional exhibits by Director of Planning and Community Development;
3. Questions by the Board of Commissioners;
4. Additional public testimony;
5. If no further testimony is required, the hearing may be closed and action taken.

Exhibits

Township

12. Memo dated July 31, 2026 to Matthew R. Serakowski, Township Manager from Adam A. Benigni, AICP, Director of Planning and Community Development (this memo)

Staff Recommendation

Provided no additional testimony is needed, staff recommends that the public hearing be closed action taken to adopt Bill 5-26. This may be accomplished by roll call vote.

Attachments

1. Bill No. 5-26

BILL NUMBER 5-26

DATE ADOPTED _____

ORDINANCE NO. _____

TOWNSHIP OF UPPER ST. CLAIR

AN ORDINANCE OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY OF THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 130 OF THE TOWNSHIP CODE ("ZONING") TO DEFINE "TOBACCO/"VAPE" SHOP" AND TO ESTABLISH TOBACCO/"VAPE" SHOPS AS A CONDITIONAL USE IN THE C3, REGIONAL SHOPPING CENTER DISTRICT.

WHEREAS, The Township of Upper St. Clair (the "Township") has the power to protect the health, safety, and welfare of people and property in the Township; and

WHEREAS, The Township recognizes the rise in popularity of businesses within the Commonwealth of Pennsylvania marketing vape, tobacco, cannabinoid products, and other similar products that have been shown to have negative health effects on consumers of all ages; and

WHEREAS, The Township believes it is in the best interest of its residents and citizens to establish regulations related to the location and use of these businesses within the Township; and

WHEREAS, the Township of Upper St. Clair seeks to amend Chapter 130, entitled, "Zoning," by establishing the definition and zoning district permitting "TOBACCO/"VAPE" SHOP" as set forth herein; and

WHEREAS, the Amendment was reviewed by the Planning Commission at a public meeting held on May 21, 2026, after which the Planning Commission submitted a recommendation to the Board of Commissioners dated May 22, 2026; and

WHEREAS, the Amendment was sent to the County of Allegheny Economic Development Department on May 15, 2026; and

WHEREAS, the Board of Commissioners have given careful consideration to all public comments and has determined that adoption of the Amendment is beneficial to the health and welfare of the residents of the Township.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR, and it is hereby

ordained and enacted by the authority of the same as follows:

SECTION 1. The Code of the Township of Upper St. Clair at Chapter 130 ("Zoning"), Section 130.3 ("Definitions") is hereby amended by adding the following definition:

[130.3.375] TOBACCO/"VAPE" SHOP – A RETAIL establishment dedicated to the display, sale, distribution, delivery, offering, marketing or use of tobacco, tobacco products, alternative nicotine products/instruments, or cannabidiol (CBD), or any combination thereof, including but not limited to cigarettes, cigars, e-cigarettes (vapes), hookahs, or electronic smoking liquid (e-liquid or vape juice). This definition does not include GASOLINE STATIONS, FOOD STORES or PHARMACIES that carry conventional tobacco or tobacco products as ancillary sales.

SECTION 2. The Code of the Township of Upper St. Clair at Chapter 130 ("Zoning"), Section 130.3 ("C3 Regional Shopping Center District") Subsection 130.16.2.2. ("CONDITIONAL USES") is hereby amended by inserting the following new subsection under Planned regional SHOPPING CENTER developments including and limited to the following USES:

130.16.2.2.1.1.9 TOBACCO/"VAPE" SHOP

SECTION 3. This Ordinance shall become effective immediately upon enactment and shall repeal all prior inconsistent ordinances to the extent of such inconsistency.

SECTION 4. If a final decision of a court of competent jurisdiction holds any provision of this Ordinance or the application of any provision of this Ordinance to any circumstance to be illegal or unconstitutional, the other provisions of this Ordinance and the application of such provisions to other circumstances shall remain in full force and effect.

ORDAINED AND ENACTED THIS 3RD DAY OF AUGUST 2026.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By:_____
President, Board of Commissioners

_____
Township Manager/Secretary

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: July 31, 2026

Subject: **RECOMMENDATION RE. APPROVAL OF CONTRACTS**

Staff recommends the following contracts for the Board's approval in accordance with Township Code:

Huckestein Mechanical, LLC Pittsburgh, PA	Main Fire Station Carbon Dioxide (CO2) Exhaust System Project	$153,750.00
J.P. Jay Associates Allentown, PA	Library Shelving Project	$138,015.14
Dom Folino Construction Bethel Park, PA	Preparatory Work for the Expansion of Parking Area at Boyce Mayview Park	$113,400.00

Municipal Building Renovations (Memo attached)

DiMarco Construction Co. Clairton, PA	Contract 1 – General Construction Work	$482,100.00
J.D. Iovito Contractors, Inc. Pittsburgh, PA	Contract 2 – Plumbing & Fire Protection Construction Work	$150,000.00
Air Systems Mechanical Construction, Inc. New Brighton, PA	Contract 3 – HVAC Construction Work	$529,000.00
Merit Electrical Group, Inc. Oakmont, PA	Contract 4 – Electrical Construction Work	$200,000.00

A simple motion and voice vote will authorize the above actions.

/avg

Attachment

i:\memos\08-26 contracts.doc

Township of
USC
FOUNDED 1788
Upper St. Clair

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: July 31, 2026

Subject: **RECOMMENDATION RE. APPROVAL OF MUNICIPAL BUILDING RENOVATIONS**

On Tuesday, July 28, 2026, fourteen (14) pre-qualified vendors submitted bids for the Township's Municipal Building Renovations that are split into four different contracts, General Construction, Plumbing & Fire protection, HVAC Construction Work, and Electrical work. This project is the last phase of the refresh/renovations to the Municipal Building focusing on the lower-level office space including that area vacated by the Department of Community Development, the Tri Community South EMS substation, Cable TV and the Department of Information Technology.

Funding sources and recommended programming for the Municipal Building Renovations are allocated in the Township's 2026 Capital Projects Fund.

Municipal Building Renovations

-General Construction Work -DiMarco Construction Co.	$482,100.00
-Plumbing & Fire Protection Work – J.D. Iovito Contractors, Inc.	$150,000.00
-HVAC Work – Air Systems Mechanical Construction, Inc.	$529,000.00
-Electrical Work – Merit Electrical Group, Inc.	$200,000.00
Grand Total	**$1,361,100.00**

Staff will recommend that the proper Township officials be authorized to enter into a contract with DiMarco Construction Co., J.D. Iovito Contractors, Inc., Air Systems Mechanical Construction, Inc., and Merit Electrical Group, Inc, for the Lower Level of the Municipal Building Renovations in an amount not to exceed $1,361,100.00 based upon the best responsible bids.

avg

i:\memos\recommendationmunicipalbuildingreno26.doc



Township of
USC
FOUNDED 1788
Upper St. Clair

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: July 30, 2026

Subject: **RECOMMENDATION RE. 2027-2031 CAPITAL IMPROVEMENT PROGRAM**

In accordance with Chapter 25-2 of the Township Code, a public hearing for the Five-Year Capital Improvement Program (CIP) for 2027-2031 will be held at the Board of Commissioners regular meeting on August 3, 2026. The Budget and Finance Committee of the Board of Commissioners reviewed this plan at its meeting held on July 9, 2026. Kristen Burch, Director of Finance, will make a presentation at the public hearing to outline the highlights of the CIP.

Staff recommends adoption of Resolution No. 1802 by the Board of Commissioners to update the Township's CIP for the years of 2027-2031. Adoption of this Resolution does not imply approval of any specific projects or programs included in the CIP. Such approval is only granted when funding is appropriated by separate ordinance as part of the annual budget process.

Action may be taken by a simple motion and roll call vote.

Attachment:
Resolution No. 1802

MRS/lll
sharedmgr/memos/2027-2031 CIP Memo REG

TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1802

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE 2026-2030 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, The Board of Commissioners adopted Resolution No. 1781 approving the 2026-2030 Capital Improvement Program on August 4, 2025, and,

WHEREAS, Section 25-2 of the Code of the Township provides that the Township Manager shall prepare and submit annually to the Board of Commissioners a five year Capital Improvement Program; and,

WHEREAS, The Board of Commissioners now desires to adopt a revised Capital Improvement Program as recommended by the Township Manager and the Budget and Finance Committee of the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Commissioners of the Township of Upper St. Clair as follows:

THAT, The 2027-2031 Capital Improvement Program which amends and modifies the 2026-2030 Capital Improvement Program is hereby adopted; and,

THAT, The adopted document is attached to this Resolution identified as Exhibit A; and,

THAT, Adoption of the 2027-2031 Capital Improvement Program in accordance with the Code of the Township does not imply that the Board of Commissioners hereby approves any specific project or program contained therein for implementation, unless or until funds for such project or program are appropriated by ordinance in accordance with the Code of the Township.

ADOPTED this 3rd DAY of AUGUST, 2026.

TOWNSHIP OF UPPER ST. CLAIR

By _____
President, Board of Commissioners

ATTEST:

_____
Township Manager/Secretary

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: July 31, 2026

Subject: **RECOMMENDATION RE. APPROVAL FOR A GRANT APPLICATION THROUGH THE REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY GAMING ECONOMIC DEVELOPMENT TOURISM FUND FOR THE PARKING LOT RELOCATION AND EXPANSION AT THE MIRACLE FIELD/CASEY'S CLUBHOUSE PROJECT**

Attached is Resolution No. 1803 which authorizes a grant application through the Redevelopment Authority of Allegheny County (RAAC) Gaming Economic Development Tourism Fund in the amount of $350,000, for the Parking Lot Relocation and Expansion at the Miracle Field/Casey's Clubhouse Project.

Staff is recommending the approval of Resolution No. 1803. This may be accomplished by a simple motion and roll call vote.

Attachment

/aw

i:\memos\recommendation re. raac grant august 2026.docx

TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1803

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, CONFIRMING THAT THE TOWNSHIP OF UPPER ST. CLAIR IS FORMALLY REQUESTING A GRANT FOR FUNDS THROUGH THE REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY GAMING ECONOMIC DEVELOPMENT TOURISM FUND FOR THE PARKING LOT RELOCATION AND EXPANSION AT THE MIRACLE FIELD/CASEY'S CLUBHOUSE PROJECT

WHEREAS, the Township of Upper St. Clair, Allegheny County, Pennsylvania, is desirous of obtaining funds from the Redevelopment Authority of Allegheny County (RAAC) Gaming Economic Development Tourism Fund in the amount of $350,000.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Township of Upper St. Clair does hereby formally request a grant from RAAC for the Parking Lot Relocation and Expansion at the Miracle Field/Casey's Clubhouse.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Township of Upper St. Clair does hereby designate Mark S. Mansfield, Assistant Township Manager, (the "Authorized Official") as the official to file all applications, documents, and forms between the Township of Upper St. Clair and RAAC.

BE IT FURTHER RESOLVED, that the Applicant is hereby authorized to enter into the Grant Contract between the applicant and RAAC (the "Grant Contract") and any and all documents relating to the Grant Contract as may be required or necessary (said Grant Contract and other documents are collectively referred to as the "Grant Documents").

BE IT FURTHER RESOLVED, that the execution and delivery of the Grant Documents as well as all other agreements, writings and documents (and all changes, modifications and additions thereto) executed and delivered in connection with the transactions contemplated thereby be and hereby are approved and ratified and that the Authorized Official be and hereby is authorized to execute and deliver such documents.

BE IT FURTHER RESOLVED, that the Township of Upper St. Clair assures, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Upper St. Clair assures that the project will be awarded or under construction within 180 days after contractual execution.

Adopted this 3rd day of August 2026.

TOWNSHIP OF UPPER ST. CLAIR

By_____
President, Board of Commissioners

ATTEST:

_____
Township Manager/Secretary