#### **MINUTES**

# MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING November 30, 2023 MIFFLIN COUNTY COURTHOUSE

## **ATTENDANCE**

<u>Members</u>

Kent Spicher, Chairman Dan Dunmire, Vice Chair David Pennepacker Joshua Yetter Clark

**Kay Semler** 

<u>Other</u>

Lucas Parkes, EADS Group

Sierra Bolger, Lewistown Sentinel (via zoom)

# <u>Staff</u>

James Lettiere, Planning Director Candace Rager, Planning Secretary

## **Call to Order**

Chair Spicher called the meeting to order at 3:31 p.m.

# **Record of Public Attendance**

Spicher confirmed all present signed the record of attendance.

## **Approval of Meeting Minutes**

Spicher requested a motion to approve the minutes from the October meeting. Mr. Dunmire ask for a correction to be made and then made a motion to approve the corrected minutes. The motion was seconded by Mr. Clark. All members voted ave.

#### **Public Comment**

No public comment was given.

## **Subdivision and Land Development Review Committee Report**

There was a total of twelve (12) plans submitted for October.

- Seven (7) Wright Land Surveying, one (1) HRG, Inc, one (1) PennTerra Engineering, one (1) Sarge Engineering & Surveying, one (1) AXIS Professional Surveying, one (1) EADS Group, Inc.
- Nine (9) plans are under Municipal Ordinance and four (4) under County Ordinance.
- Two (2) Minor Subdivisions, three (3) Lot Additions, one (1) Minor Subdivision/Lot Addition, six (6) Non- Residential Land Development, one (1) Lot Line Adjustment/Lot Addition.

The plans are for Michel Bigelow (Derry Township), Mifflin County Municipal Authority (Armagh Township), Hilton Hotel (Brown Township), Thelma Flory (Granville Township), Eli & Nancy Yoder (Armagh Township), Airydale Retreat, LLC (Menno Township), John & Allyson Zook (Union

Township), Rumford Manufacturing/Sylvanus & Ida Peachey (Union Township), Joy Carter (Wayne Township), Janet Swope (Wayne Township), Curtis Hoover Truck Garage (Wayne Township), AQ Masonry (Union Township), Rexall Secrest (Wayne Township).

## **Municipal Subdivision Plans**

The committee members previously reviewed a portion of the plans. Director Lettiere reviewed the narrative for the AQ Masonry plan. Mr. Parkes stated the NPDES permit has been received and a major modification was approved earlier this year. He anticipates getting Union Township approval in December for the plan. The Curtis Hoover Truck Garage plan was reviewed and a few of the minor comments were stated. The property had been previously surveyed by Wright Land Surveying. A new driveway will be connected to the state route and this will require an HOP. There are some signature blocks and a site circulation diagram needing to be added to the plan. Mr. Parkes stated the HOP has been electronically submitted to PennDOT and he would forward a copy to the Planning Office. Dunmire inquired about a mechanism for catching fluids. Parkes indicated to meet building codes there will be an oil/gas separator for so many cubic feet of work space. Parkes indicated all of the necessary plan revisions, comment responses, signatures, and zoning requirements will be taken care of in order to get approval for the plan in December. Lettiere reviewed the narrative for the Rexall Secrest stating the review certificate is incorrect and the engineer (AXIS) will have to satisfy the comments in the review letter.

Spicher entertained a motion to conditionally approve the nine plans under municipal ordinance and the four under county ordinance. Mr. Clark stated he would abstain from voting on the municipal authority plan due to being an employee of HRG. Dunmire questioned if the NPDES permit for the Hilton Hotel project had been acquired. Semler ask if the number of rooms had been discovered in regards to parking lot requirements comment. Lettiere stated he would need to follow up on those. A comment in the Michel Bigelow plan regarding the DEP sewage planning module needs to be removed as a non-building declaration form has been provided.

A motion was made to approve the municipal plans and corrected comments by Mr. Dunmire and seconded by Mr. Pennebaker. All members voted aye. Dunmire made a motion for conditional approval of the four county plans and Clark seconded the motion. All voted aye.

#### **County Notification Letters**

There were no county notification letters.

#### **Project Updates**

There are 3 vacancies occurring in the Planning & Development office (CDBG), other alternatives are being looked at in regards to the CDBG program. Updates will be given as things progress.

The JVRT Phase 2 project is progressing. There was an issue with some of the public traversing onto the second part of the trail that is incomplete. The trail has been blocked off to keep the public out. The completion of the project should take place in early spring of 2024.

The Planning Department is in the process of entering into several different agreements with SEDA-COG for the administration of the CDBG program. The agreements will be presented to the commissioners on December 7<sup>th</sup>. A new position is being created titled Grants Liaison. This position will interface with SEDA-COG on administering the program and is anticipated to be posted in December. The next CDBG application cycle for grants will be in Summer of 2024.

The Comprehensive Plan is in process. Lettiere sent out letters to all municipalities to acquire representatives from each one to serve on the Planning Advisory Committee. Representatives were invited to participate from the MC school district, MCIDC, Geisinger Medical, Emergency management director, GIS mapping director, MC Conservation District, PENNDOT, municipalities, and the MC Municipal Authority. There have been several responses for the advisory committee. A request for proposal for a consultant to help with the plan's preparation will be sent out soon.

## **Other Business**

Next meeting will be December 21, 2023.

# <u>Adjournment</u>

Spicher announced the meeting adjourned at 4:06 pm.

 Date	_
	 Date