

**MINUTES**  
**MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING**  
**November 30, 2023**  
**MIFFLIN COUNTY COURTHOUSE**

**ATTENDANCE**

Members

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

Other

Lucas Parkes, EADS Group  
Sierra Bolger, Lewistown Sentinel (via zoom)

Staff

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 aye.

**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.

