

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
November 17, 2022
MIFFLIN COUNTY COURTHOUSE

ATTENDANCE

Members

Thomas Lake, Chairman
Dan Dunmire, Vice Chairman
Michele Bair
Dave Pennebaker
Neal Shawver
William Campbell

Other

(none)

Staff

Mark Colussy, Planning Director
Candace Rager, Planning Secretary

Call to Order

Chairman Lake called the meeting to order at 3:36 p.m.

Record of Public Attendance

Secretary Rager recorded public attendance and recognizes there is a quorum present. The meeting was held in Meeting Room B.

Approval of Meeting Minutes

Chairman Lake requested a motion to approve the minutes from the October meeting. A motion was made by Mr. Shawver to accept the minutes. The motion was seconded. All members voted aye.

2023 MCPC Calendar

Director Colussy explained the major change to the calendar is the dates for submitting plans will be due the first work day that the courthouse is open in each month. This will only effect the surveyors/engineers schedules. A correction needs made for the month of September. Mr. Pennebaker made a motion to accept the calendar as amended. The motion was seconded. All voted aye.

Fee Schedule & Application Review

Colussy distributed copies of the current fee schedule and the proposed new one. He stated one of the additions is under plan information regarding the amount of new earth disturbance. The application is basically the same other than minor changes with some of the formatting and fonts. The one major difference is the review fees. Colussy explained his reasoning for the changes in the fees. He stated the fee schedule will need to be approved by the commissioners but he is looking for any recommendations from the committee. There was discussion regarding the fees and the committee recommended more consideration of what is being put forward regarding them. Colussy agreed to show some calculations and analysis on any differences in the revenue from the current versus the new fees proposed. The application was tabled until the corrections and additional information is completed.

Comprehensive Plan Update – Phase Zero

Colussy explained he is actively gearing up to present a schedule for the development of the comprehensive plan due in 2024. He stated a traditional, healthy comprehensive plan schedule is eighteen months. The work provided by *Connect the Dots* and *CitizenLab* could potentially start imminently once the commissioners approve and a professional service agreement is signed. Colussy explained that planning in general has shifted over the past number of years from traditional comprehensive plan developments where everything that government services offers is analyzed and investigated (i.e. land use, transportation, economic development, community development, etc.). A steering committee would be formed, discussions would begin related to each one of the significant chapters, outreach and interviews with stakeholders, and additional research when it comes to all the things that fall under the purview of the comprehensive plan. Once this process is finalized there is an encyclopedia volume of information compiled into a document with details of recommendations for what is to happen in the all key areas and planning fields in the county. A major component is getting feedback from the public as to what issues they see as significant through the process of surveying the public. Surveying the public would involve sending out hard copies in the mail to fill out and return.

In more recent years there are online tools available to get exposure by doing online meetings, online polls, online surveys, and generate reports from all the information that has been gathered. They are visually appealing, there is the ability to post online, and access to push information out on social media, etc. It has also become increasingly difficult to get public participation in any meeting or committee. The challenge is to meet people where they are, get them to respond, and gather the needed information to compile a relevant comprehensive plan for the county. *Connect the Dots* would begin by doing an engagement audit (Phase Zero) to discover ways to engage the community and see different ways for improvement. They then form a citizen outreach committee that is specifically organized to do public outreach. Also looking at *CitizenLab*, their whole premise is contingent on citizens' willingness to create an online profile to use for surveys and other projects going forward. Considering the need to develop a comprehensive plan that is nimble and responsive to needs and be able to develop actionable phases that are reasonable based on public need, it should be designed so it is action oriented, implementable and reflective of what input has been gathered. The idea behind hiring one or both of these services is to have Phase 0 implemented before engaging a consultant and presenting an RFP (request for proposal). The ultimate goal is to create an implementable plan for the betterment of the county. There was further discussion from the committee and Mr. Pennebaker made a motion to present *Connect the Dots* to the commissioners for approval. It was seconded. All voted aye.

Subdivision and Land Development Review Committee Report

There were eleven (11) plans submitted to the committee for review. Nine (9) plans under Municipal Ordinance and Two (2) plans under County Ordinance. Two (2) Minor Subdivisions, Four (4) Lot Additions, One (1) Residential Land Development, One (1) Minor Subdivision/Lot Addition, Three (3) Land Development. The plans are for Todd & Glenn Underhill (Decatur Township), Mifflin County (PennDOT) Maintenance Garage (Brown Township), Justin Mast (Armagh Township), Proposed RV Campsites, Hartman Center (Armagh Township), Louise Ditmer & Terri Krause (Bratton Township), John & Rosalee Massie (Bratton Township), Shade Mountain Farms, Inc. (Derry Township), Phares & Barbara Swarey (Menno Township), William & Meripa Corson Family Trust (Decatur Township), James & Sharlene Kanagy (Menno Township), Ella Mae Blessing (Oliver Township).

Municipal Subdivision Plans

Director Colussy presented the Massie plan. This plan proposes to create Lot 2 for a single-family residence to be served by public sewer and private well. The residual tract, Lot 1, has an existing residence with no new development proposed. Due to some concerns with the cartway the committee made a decision to table this plan until a waiver request and other recommendations are made to the surveyor.

The other plan discussed was the Mifflin County Maintenance (PennDOT) plan. This project consists of a new county maintenance facility including several buildings, paved parking and storage areas and associated site development. One of the concerns presented is the lack of connection from the neighboring street (Tilberry Lane). There is no access in either direction and it is recommended that it be gated with the potential use for emergency egress from the development to the East. Another concern is for the consideration of innovative multi-modal transportation solutions such as bike racks, EV charging station and sidewalks. There is a concern with light pollution and no vegetative screening plan to block the light from flooding the nearby residential area.

Vice Chairman Dunmire made a motion to table the Massie plan under the County Ordinance. The motion was seconded. All voted aye. Dunmire then made a motion for conditional approval for the Ditmer plan under the County Ordinance. The motion was seconded. All voted aye. Dunmire made a motion to approve the additional nine plans including the modified comments discussed on the PennDOT Maintenance plan. All voted aye.

Public Comment

Chairman Lake acknowledged there was no public comment.

Project Updates

Bid packets are being put together for the River Trail extension project

CDBG continues to work on the Hawstone Project

Planning received an official award letter from FEMA for the Hazard Mitigation Plan

A rough schedule is being finalized for the Mifflin Moves project and is projected to be adapted by Spring 2023

Other Business

Next month will be an overview and discussion of upcoming topics/projects for 2023

Adjournment

Chairman Lake adjourned the meeting at 5:00 pm.

Minutes Approved

Candace Rager 1/26/2023

Secretary Signature

Date