

**MINUTES**  
**MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING**  
**THURSDAY, AUGUST 23, 2012**  
**MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.**

**ATTENDANCE**

**Members**

Dan Dunmire, Vice Chair  
Neal Shawver  
Brent Miller  
Jim Spendiff  
Kent Spicher  
Tom Lake  
Michele Bair

**Other**

Lucas Parkes, The EADS Group

**Staff**

Doug Marks, CDBG Housing Rehab Specialist  
Bill Gomes, Director  
Mark Colussy, Associate Planner  
Kristen Price, Office Manager/Grants Manager

**Call to Order**

Dan Dunmire, Vice Chair called the meeting to order at 3:31 p.m.

**Record of Public Attendance**

Dan reminded everyone to sign the attendance sheet.

**Approval of Meeting Minutes: June 28, 2012 and July 26, 2012**

Dan asked for a motion to approve the minutes for June 28, 2012. Neal Shawver made a motion to accept the June minutes as written. The motion was seconded by Michele Bair and all voted aye. Also, Dan asked for a motion to approve the minutes for July 26, 2012. Neal Shawver made a motion to accept the July minutes as written. The motion was seconded by Kent Spicher and all voted aye.

**Approval of July 2012 Subdivision Review Committee Comments/Recommendations**

Dan asked for a motion to approve the comments/recommendations of the July 2012 Subdivision Review Committee. Neal Shawver made a motion to accept the July comments/recommendations. The motion was seconded by Jim Spendiff and all voted aye.

**Community Development Block Grant (CDBG) Update**

Doug Marks, CDBG Housing Rehabilitation Specialist gave an update on CDBG funded projects and provided a CDBG/Home Program Status Report to the Planning Commission. Doug reported CDBG will be completing two projects with the Housing Rehabilitation Program in Granville Township. After these two projects are completed, a change over from CDBG to Granville Township will take place. Granville Township will then be responsible for their bookkeeping.

**Subdivision and Land Development Review Committee Report**

Dan Dunmire reported that the Subdivision and Land Development Review Committee reviewed five plans. Dan also mentioned there was one additional plan submitted later which Mark Colussy reviewed. All six plans were under municipal ordinances for which the Planning Commission provides recommendations to the municipalities: Atha J. Worker, Armagh Township, Larry L. Goss, Decatur Township, Patrick J. Naylor, Jr., and Tab J. & Jeannie M. Hunter, Granville Township, Dwight D. Yoder, Union Township, and Marlin T. Hartzler, Menno Township.

Mark discussed the Marlin T. Hartzler, Menno Township plan. The plan is proposing a lot addition slightly over two acres. This plan came in the day of the Subdivision and Land Development Review Committee Meeting and was not available for discussion during the monthly meeting, which is why it is being reviewed today. There was some discussion about the cartway width on Schoolhouse Road. The

cartway width is substandard (20 feet). The Commissioners made a recommendation to Menno Township to revisit their minimum requirement of 28 feet.

Patrick J. Naylor, Jr. located in Granville Township was the next plan discussed. Mark mentioned the zoning discrepancies on this plan. The location was zoned limited commercial in 1997. However, an updated 2007 zoning ordinance indicated this area is considered to be residential/ agricultural. There was some discussion regarding how and why the existing storage units were allowed to be built on this lot under the old or updated zoning ordinance.

Dan Dunmire asked for a motion to approve the comments/recommendations of the Subdivision Review Committee on the six municipal plans. Jim Spendiff made a motion to accept the comments/recommendations. The motion was seconded by Brent Miller and all voted aye.

Mifflin County Subdivision and Land Development  
Review Comments for Dates Between 7/27/2012 to 8/6/2012

## **Armagh Township (Municipal Ordinance)**

Name of Plan: Workinger, Atha J., ET AL  
File Number: 2012-08-002  
Tax Map #: 12-01-104E  
Municipality: Armagh Township (Municipal Ordinance)  
Applicant Name: Workinger, Atha J., ET AL  
Land Owner Name: Workinger, Atha J., ET AL  
Plan Preparer: Roth Surveying Services

Action Taken:  
The County provides comments only.

Plan Summary:  
This project is a subdivision of 18.339 acres to be used for the construction of a single-family residence and two lot additions with no residences planned. Lots 2 and 3 are lot additions with no residences planned. Lots 2 and 3 are lot additions and cannot be developed or conveyed independently.

Review Comments (List from Review Committee):

### **Basic Plan Information**

The narrative should reference Lot 1 as being the residual lot proposed for the single-family residence.

### **Floodplain / Wetlands**

As shown on the plan and according to County GIS information, a portion of the property lies within the 100-year floodplain. Future development in this area is discouraged.

### **Soils**

According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (Soil: AnB, AoB)

According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soil: BuB)

### **Setback Lines**

The setback lines shown on Lots 2 and 3 should be shown in combination with setbacks on the grantee properties of the lot additions (Calhoun - T.M. 12-1-104C and Workinger - T.M. 12-1-104A).

### **Right-of Way Widths**

Is there a right-of-way associated with Lingle Valley Road? If so, it should be listed on the plan. (Armagh Township Subdivision and Land Development Ordinance, Section 6.302.a.6).

**Cartway Widths**

The cartway width of Lingle Valley Road should be shown on the plan (Armagh Township Subdivision and Land Development Ordinance, Section 6.202.a.11).

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.a.6 and 6.302.b.7 of the Armagh Township Subdivision and Land Development Ordinance.

**DEP Sewage Planning Module**

A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to the Mifflin County Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

**Water and Sewage Service**

Water and Sewage service information for the grantee property of Lot 3 (Workinger - T.M. 12-1-104A) should be shown on the plan.

**Signature Blocks on Plan**

The Mifflin County Review Certificate should be on the plan and not the approval block. If a copy of the certificate is needed, one can be obtained from the Mifflin County Planning and Development Department.

**Lot Addition**

A lot addition is considered a consolidation and therefore, results in the creation of two new lot configurations. Lot consolidation meets the definition of a subdivision according to the Municipalities Planning Code. Under these circumstances new deeds must be developed as part of the property transfer process and adequate information must be available in order to develop an accurate property description. The parent and recipient lots will still meet the Subdivision and Land Development Ordinance requirements. Property boundary information should be shown for the entire property. Currently, no boundary information is provided for grantee property of Lot 3 (Workinger - T.M. 12-1-104A). Currently, the Workinger (T.M. 12-1-104A) is not even shown in it's entirety on the plan and should be shown considering a new deed will be written for this property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Armagh Township Subdivision and Land Development Ordinance Sections 6.302.a.5, 7, 9, and 12) A lot addition statement should be noted on the plan stating the following on the plan: "Lot # \_\_\_ consisting of \_\_\_ acres is to be added onto land owned by \_\_\_\_\_. Lot # \_\_\_ is a lot addition and shall become an integral part of the property owned by \_\_\_\_\_. Lot # \_\_\_ is not a building lot and cannot be maintained or developed as a separate individual lot." A lot addition plan should include an inset map. An inset map is a general location map of sufficient size and detail for the Commission to readily determine geographically where the subdivision, or lot addition, is proposed.

**Features**

Based on aerial photography, there is a building on the Workinger property (T.M. 12-1-104A). All significant man-made features, including buildings, water and sewer lines, petroleum lines, electric poles, telephone lines, fence lines, historic features, culverts, etc. should be shown on the plan. (Armagh Township Subdivision and Land Development Ordinance, Section 6.202.a.10) Based on County GIS information, there is a stream on the Workinger property (T.M. 12-1-104A). All significant natural features, including swales, ditches, trees, water courses, sinkholes, etc. should be shown on the plan. (Armagh Township Subdivision and Land Development Ordinance, Section 6.202.a.9)

**Other Comments:**

1. It appears the "Soil Delineation Line" on the plan is the same line weight as the proposed property lines, which makes it hard to distinguish the difference in some places. A different symbology should be considered for the soil delineation line.
2. The acreage information doesn't seem to add up correctly. The Plan notes state that the Total Acreage is 18.339, Lot 1 is 3.67 acres, Lot 2 is 6.40 acres, and Lot 3 is 8.33 acres. However, if you add the three

lot acreages up, it comes to 18.40 acres, and not 18.339. Where is this discrepancy coming from?  
Acreages should be consistent on the plan.

3. This property was previously subdivided in 1999. The current tax records are not correct, as they do not reflect the previous subdivision (MB: 19 PG: 168).

## **Decatur Township (Municipal Ordinance)**

Name of Plan: Goss, Larry L.

File Number: 2012-08-005

Tax Map #: 15-02-100

Municipality: Decatur Township (Municipal Ordinance)

Applicant Name: Goss, Larry

Land Owner Name: Goss, Larry

Plan Preparer: Tuscarora Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes a second residence to the property of Larry L. Goss. Appropriate sewage testing has been accomplished.

Review Comments (List from Review Committee):

### **Clean & Green / Agriculture**

The parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

### **Soils**

The Soils and Contours Plan does not appear to have soils information. This inset plan should be considered to be re-labeled.

According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soil: MrB)

### **Setback Lines**

The setback lines should be shown on the plan as prescribed in the Decatur Township Subdivision and Land Development Ordinance (Section 603.2.A.10).

### **Right-of Way Widths**

Based upon the Decatur Township Subdivision and Land Development Ordinance, the right-of-way width of Ridens Road is substandard (Table 1).

### **Cartway Widths**

Based upon the Decatur Township Subdivision and Land Development Ordinance, the cartway width is substandard (Table 1).

### **PennDOT HOP / Municipal Driveway Permit**

The plan shows a driveway accessing the proposed mobile home. However, based on aerial photography, this driveway does not exist. A municipal driveway permit is required in Decatur Township for any new driveways.

### **Street Names**

Old Stage Road should be accompanied with it's S.R. number.

### **Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 603.2.A.6 and 603.2.B.7 of the Decatur Township Subdivision and Land Development Ordinance.

\*Per the surveyor, there are none known.

### **DEP Sewage Planning Module**

A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to Decatur Township. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

### **Water Service**

The plan should indicate the well isolation distance from the proposed septic system.

\*Per the surveyor, the well as not been tested for capacity.

Has the existing well been tested to verify it is adequate for an additional equivalent dwelling unit (EDU).

### **Other Comments:**

1. There doesn't appear to be any monuments at any of the property corners. Were any found or placed?

\*Per the surveyor, the property was not actually surveyed for this plan. The boundary information is based off the deed description.

2. Vista Acres Lane, which appears to provide access to the existing lot, is not labeled on the plan. If so, this lane should be labeled.

## **Granville Township (Municipal Ordinance)**

Name of Plan: Naylor, Jr., Patrick J.

File Number: 2012-08-003

Tax Map #: 17-14-123C

Municipality: Granville Township (Municipal Ordinance)

Applicant Name: Naylor, Jr., Patrick J.

Land Owner Name: Naylor, Jr., Patrick J.

Plan Preparer: Roth Surveying Services

Action Taken:

The County provides comments only.

Plan Summary:

This project is to divide Tax Map 17-14 Parcel 104-C from a total of 2.65 acres into 2 lots. Lot 3 will be 1.06 acres, having a single family dwelling, a private well, and public sewer. Lot 2 is a residue lot containing 1.67 acres, having 3 storage buildings and access to public sewer.

Review Comments (List from Review Committee):

### **Topographic information**

Topographical contours at vertical intervals should be displayed on the plan (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.7).

### **Soils**

Soils information should be shown on the plan. (Granville Township Subdivision Ordinance, Section 6.202.a.8)

### **Private Street / Shared Driveway**

A note should be added to the plan stating the State, County, and Township are not responsible for the maintenance of Schmidt Lane.

### **Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.a.6 and 6.302.b.7 of the Granville Township Subdivision and Land Development Ordinance. The plan shows a 20' Private Sewer Line Easement across Lot 2. Why is this a private easement? If this section of the sewer line is a separate private easement, the deed book and page number should be listed on the plan. Additionally, considering the plan narrative states that Lot 2 has access to public sewer, where is the sewer tap for Lot 2?

### **Signature Blocks on Plan**

This plan was signed by the Granville Township Planning Commission prior to the Mifflin County Planning Commission receiving the plan. This could potentially be an issue if the plan gets revised, and the wrong version is signed by the Planning Commission.

**Zoning**

The plan lists the property as Limited Commercial, but that is the old zoning district from the previous 1997 ordinance. Based on the "new" 2007 Granville Township Zoning Ordinance, the property is Zoned Agricultural Residential and should be revised on the plan.

Currently, there are three storage buildings on the property, which based on assessment building permit records, were constructed in 2005, 2006, and 2010. The old Zoning Ordinance (1997) did not allow storage units by right in this district. Storage Buildings are not a permitted use within the current district (Section 4.401.a) as well. In addition, there are currently two primary land uses on the property (storage buildings and Single Family Home). As proposed, the storage buildings would be the primary land use on Lot 2, which is not consistent with the current ordinance. If any additional development is to occur, a Zoning Variance may be required to allow development to occur. The applicant should contact the Granville Township Zoning Officer for more information. Lot 2 is proposed as having only 54.72 feet in width. The Zoning Ordinance requires there to be a minimum of 80' in width provided (Ordinance 4.402.a). This property may either need to be widened to meet the 80' requirement, or a Zoning Variance may be required. The applicant should contact the Zoning Officer for more information.

**Land Development**

Are the storage buildings on proposed Lot 2 rented to multiple people? If so, is street lighting and public parking provided for Lot 2? If any additional development is to occur, there is a possibility that a Land Development Plan will be required. The applicant should contact the Township for more information.

**Other Comments:**

1. The plan narrative and notes state that the property is 2.65 acres, with Lot 2 being 1.67 acres and Lot 3 being 1.06 acres. This totals 2.73 acres, not 2.65. The acreage should be consistent.
2. The tax map in this area is in question. The parcel T.M. 17-14-123AF was added as a lot addition to T.M. 17- 14-123C (lot consolidation - MB: 21 PG: 158) in 2003. However, this was never updated in the tax records because the original property was listed as owned by Patrick J. Naylor, Jr. and Michelle R. Wilson, whereas the deed for Lot 2 was recorded with only Patrick J Naylor as the owner. It seems as if the deed was recorded incorrectly, and should have included Michelle's name too, so that the lot addition and subsequent assessment records would be processed and updated. Compounding the ownership issues, there is confusion as to if Patrick's middle initial is "J" or "L". This all will need to be consistent not only to do the lot consolidation, but the current subdivision. Adding to the issue, the current area indicated as Lot 3 on the plan (T.M. 17-14-123C) is listed as being owned by Patrick L Jr and Marry A Naylor. Michelle R. Wilson has been dropped from the ownership and Mary A Naylor has been added. Ownership consistency on the deeds will need to be resolved in order to allow this subdivision to proceed as presented.

Name of Plan: Hunter, Tab J. & Jeannie M.

File Number: 2012-08-004

Tax Map #: 17-007-108H

Municipality: Granville Township (Municipal Ordinance)

Applicant Name: Hunter, Tab J. & Jeannie M.

Land Owner Name: Hunter, Tab J. & Jeannie M.

Plan Preparer: Tuscarora Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes a two (2) lot subdivision from the lands of Tab J. & Jeannie M. Hunter. Lot 1 - Residue contains an existing dwelling, individual well and on-lot sewage disposal system. Appropriate sewage testing has been done for Lot 2.

Review Comments (List from Review Committee):

**Start Notes**

The original plan, dated 6/8/12, was reviewed by the Mifflin County Planning Commission on 7/26/12 for the subdivision of 5 lots. Since that time, the original plan was rescinded and a new plan, dated 7/30/12, was submitted for the subdivision of two lots.

**Basic Plan Information**

A graphic scale bar should be on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.302.a.2)

**Clean & Green / Agriculture**

The parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

**Soils**

According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (Soil: Pu)

According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soil: MoA)

**Right-of Way Widths**

Based upon the Granville Township Subdivision and Land Development Ordinance, the right-of-way width of Searer Lane and Limousine Lane should be shown on the plan. (Section 6.302.a.6).

**Cartway Widths**

The actual cartway location and cartway width of Searer Lane and Limousine Lane should be shown on the plan (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.11).

**Private Street / Shared Driveway**

If a private street is proposed, the following note shall be included on the plan: "The owners of lots \_\_\_\_\_ agree and understand that " \_\_\_\_\_ Road" is a private road and as such are responsible for the maintenance, care, improvements, and snow removal at their own diligence and expense. Further, if at any time in the future, the property owners adjacent to this road desire to dedicate said road to Municipal ownership, then such owners shall be required at their own expense to improve said road to meet the public road and street specifications of the Municipality in case at such time. The maintenance and use of said private road shall be in accordance with the private road maintenance and use agreement recorded in Deed Book \_\_\_\_ Page \_\_\_\_ of the Mifflin County Recorder of Deeds Office."

**DEP Sewage Planning Module**

A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to the Mifflin County Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form. However, if more than 10 lots in total have been subdivided from the parent parcel is considered a major subdivision. A DEP Component 2 Form should be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

**Other Comments:**

1. Lot 1 appears to not have any road frontage and, thereby doesn't meet the lot width requirement. How is this being addressed?

**Union Township (Municipal Ordinance)**

Name of Plan: Yoder, Dwight D.

File Number: 2012-08-001

Tax Map #: 20-05-102  
Municipality: Union Township (Municipal Ordinance)  
Applicant Name: Yoder, Dwight D.  
Land Owner Name: Yoder, Dwight D.  
Plan Preparer: Taptich Engineering and Surveying

Action Taken:  
The County provides comments only.

**Plan Summary:**

This project involves the subdivision of three (3) lots from the lands of Dwight D. and Nancy L. Yoder. Lot #1 presently houses a single-family dwelling as well as miscellaneous outbuildings. Lot #1 is served with an on-lot sewage disposal system and an off-site water source. Access to Lot #1 will be via the existing driveways off of S.R. 4006. Lots 2 and 3 are presently vacant. Sewage Facilities Planning is being performed to create Lot #3 as a building lot intended to house a single family residential dwelling. This lot will be served with on-site sewage disposal and domestic water from a private on-site well to be developed by others. Lot #2 and Lot #3 will be via a Proposed 50' Private Ingress, Egress, Regress and Utility Easement from East Back Mountain Road. An HOP for this access will be required from the Pennsylvania DOT.

**Review Comments (List from Review Committee):**

**Clean & Green / Agriculture**

The parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

**Soils**

According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soil: BuB, HaB, MuB, No)

**Setback Lines**

The setback lines should be shown on the plan as prescribed in the Union Township Subdivision and Land Development Ordinance (Section 402.2.g).

**PennDOT HOP / Municipal Driveway Permit**

A PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)). A copy of the permit should be provided to Union Township.

The narrative mentions the need of an HOP. This should be expanded to include the following: Any access via a State Highway to lots shown on this subdivision plan will require the issuance of a PennDOT Highway Occupancy Permit (HOP). PennDOT regulations provide that a Highway Occupancy Permit is required prior to constructing, altering or exceeding the permitted capacity for any access connected onto a State Highway. A Highway Occupancy Permit is also required prior to altering the existing pattern or flow of surface drainage or directing additional surface drainage onto or into the highway right-of-way or highway facilities. Approval of this plan neither implies nor guarantees permit approval by PennDOT. A Clear Sight Triangle and Sight Distances should be shown on the plan for any new access onto a State Route.

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 401.1 and 402.2.b of the Union Township Subdivision and Land Development Ordinance.

**DEP Sewage Planning Module**

A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to the Union Township Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

**Water Service**



The water supply location should be noted on the plan for Lot 1, as prescribed in the Union Township Subdivision and Land Development Ordinance (Section 402.2.c). If the water source is off site, there should be evidence of an easement and right-of-way agreement on record and so noted on the plan. This information is particularly important if the water supply serves more than one household. The surveyor will note both are off site and make reference to easement/right-of-way agreements on record.

**Zoning**

Zoning information should be stated on the plan. Also, the building setbacks should be based on the Zoning Ordinance and not the SALDO, as mentioned in Note 6 on the plan. Note 6 will need to be revised.

**Other Comments:**

1. Since the proposed 50' R-O-W is 1320' in length and Lot 3 has no public road frontage, has the landowner considered a flag-lot configuration as an alternative?

**MENNO Township (Municipal Ordinance)**

Name of Plan: Hartzler, Marlin T.

File Number: 2012-08-006

Tax Map #: 18-04-112

Municipality: Menno Township (Municipal Ordinance)

Applicant Name: Hartzler, Marlin T.

Land Owner Name: Hartzler, Marlin T

Plan Preparer: Roth Surveying Services

Action Taken:

Preliminary Review Comments Only

Plan Summary:

The purpose of this plan is to subdivide Marlin Hartzler's Tax Map 18-04-112 parcel into lot 1 and lot 2. Lot 2 of 2.19 acres is to be added to the Bethel Mennonite Church School lot of 2.13 acres. Lot 2 will not have an inhabited structure and therefore no septic testing has been done, thus a non-building waiver is sought.

Review Comments (List from Review Committee):

**Clean & Green / Agriculture**

The property is in an Agricultural Security Area and should be noted on the plan.

**Soils**

According to the County GIS files, some portion of the residual property appears to have prime farmland soils. (Soil: HaB, HcB)

**Setback Lines**

The setback lines for Lot 2 should be shown in combination with the setbacks for the property Lot 2 is being added (T.M. 18-04-112A). These lots should not be shown independently, which would include inclusive building setback lines.

**Right-of Way Widths**

Based upon the Menno Township Subdivision and Land Development Ordinance, the right-of-way width of Schoolhouse Road is substandard (Table 1).

**Cartway Widths**

Based upon the Menno Township Subdivision and Land Development Ordinance, the cartway width of Schoolhouse Road is substandard (Table 1).

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.a.6 and 6.302.b.7 of the Menno Township Subdivision and Land Development Ordinance.

### **DEP Sewage Planning Module**

A copy of the DEP "Request for Planning Waiver and Non-Building Declaration" form needs to be provided to Menno Township. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

### **Signature Blocks on Plan**

The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin County Planning and Development Department.

### **Lot Addition**

A lot addition is considered a consolidation and therefore, results in the creation of two new lot configurations. Lot consolidation meets the definition of a subdivision according to the Municipalities Planning Code. Under these circumstances new deeds must be developed as part of the property transfer process and adequate information must be available in order to develop an accurate property description. The parent and recipient lots will still meet the Subdivision and Land Development Ordinance requirements. Property boundary information should be shown for the entire property. Currently, no boundary information is provided for Lot 1. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Menno Township Subdivision and Land Development Ordinance Sections 6.302.a.5, 7, 9, and 12) A lot combination symbol, "Z", should be used showing Lot 2 being combined with the grantee property (T.M. 18- 04-112A).

### **Other Comments:**

1. The plan narrative states that Lot 2 is being added to the Bethel Mennonite Church-School lot; yet, Note 3 on the plan states Lot 2 is to be a lot addition to the lands of Allensville Mennonite Cemetery. It appears that Note 3 is incorrect, as the tax assessment records indicate that the property is owned by Bethel Mennonite Church. Ownership information on the plan should be consistent.

### **Comprehensive Plan Update**

Bill gave an update on the Comprehensive Plan. He reminded everyone of next month's meeting. The regular Planning Commission meeting will be held on September 27<sup>th</sup> in Meeting Room B and will be adjourned at 4:00. The Comprehensive Plan Update Public Meeting will be held from 4:00 to 5:30 in Meeting Room A. Bill mentioned he has been reviewing four chapters and hopes these will be completed and posted during the next couple of weeks. Also, Mark Colussy has been reviewing the population projections for the area.

### **Public Comment**

There was no public comment.

### **Adjournment**

Brent Miller made a motion to adjourn the meeting. Neal Shawver seconded the motion and all voted aye. The meeting adjourned at 4:34 p.m.