

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
THURSDAY, SEPTEMBER 26, 2013
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

Dan Dunmire, Chair
J. Neal Shawver, Vice Chair
Brent Miller, Secretary
Mario Andrie
Michele Bair
Kent Spicher
Thomas Lake
David Pennebaker
Jim Spendiff

Other

Lucas Parkes, The EADS Group, Inc.

Staff

Bill Gomes, Director
Jim Lettiere, CD Administrator/Assistant Director
Stephanie Neff, Office/Grants Manager

Call to Order

Dan Dunmire, Chair, called the meeting to order at 3:30.

Record of Public Attendance

Dan reminded everyone to sign the attendance sheet.

Approval of Meeting Minutes

Dan asked for a motion to approve the minutes for August 22, 2013. A motion was made by Neal Shawver to accept the August minutes as written. The motion was seconded by Michele Bair and all members voted aye.

Subdivision and Land Development Review Committee Report

There were 15 subdivision with 13 plans under municipal ordinance for which the Planning Commission provides comments: William J. & Susan K. McNitt in Armagh Township, William J., Jr. & Vicki D. Rupp in Brown Township, Frank Pannizzo in Burnham Borough, Scott L. & Laura J. Girard in Decatur Township, Matthew A. & Dana J. Renninger and Joseph G. & Mary Ann McDonald in Decatur Township, Gloria Jean Ciccolini & Joy Louise Stine in Decatur Township, Robert E. Snook & Theresa Fike in Decatur Township, Lewistown Assembly of God Church in Derry Township, Mifflin County Junior High School in Derry Township, DAL Property, Inc. in Lewistown Borough, Leonard E. & Alda J. Barger in Oliver Township, Richard L. & Helen E. Harshbarger in Oliver Township and Samuel R. & Daniel R. Peachey in Union Township. There were 2 plans under county ordinance: Theodore Sunderland Estate in Wayne Township and Russell L. Kline also in Wayne Township.

Jim reviewed the Robert E. Snook plan in Decatur Township and he advised the Decatur Township Planning Commission took action on the plan prior to the County Planning Commission reviewing it. Jim advised that they got clarification from the solicitor that the MPC outlines that if the supervisors signed the plan before the county comments were received, or the 30 day time frame allows it would have been a violation of the MPC. Since the local Planning Commission looked at the plan before they received the county comments, there was no violation. Bill added that if the municipal planning commission does not get our comments, then they are reviewing things without other information we have to benefit their review. Bill also stated the issue with this plan is the 1554 ft. long driveway. The dimensions of the driveway could trigger an NPDES permit so we have asked for the cartway width.

Jim then reviewed the Mifflin County School District plan in Derry Township and he explained the Derry Township zoning ordinance states that passenger drop off and pick up areas shall be provided so students do not have to cross traffic lanes on or adjacent to the site. In this case students will have to cross Loop Rd to access the building. The matter was brought up at the Derry Planning Commission meeting and they came to

the conclusion the school will have to get a variance. Bill added that no official action had been taken on the plan by the Derry Planning Commission.

Before Jim went over the Lewistown Assembly of God Church plan in Derry Township he let the Planning Commission know that he was a member of the church and he and wanted to disclose this information to avoid any appearance of impropriety or conflict of interest as far as his opinion. He explained the main concern of this plan was the church only had a verbal agreement with the Sentinel and the School District to allow for overflow parking. Bill stated that a response letter from the church was being submitted to clearly state the parking agreement.

Jim discussed the Frank Pannizzo plan in the Borough of Burnham and that the proposed subdivision could affect the off-street parking of J. P. Edwards Restaurant which would cause a zoning issue. Bill explained the Burnham Borough was in agreement with the Planning Department that a plan should provide information on the number of spaces each business would have after the lot addition to see if there was a zoning problem.

Dan then read a brief description for each of the 9 remaining plans under municipal ordinance. He asked for a motion to approve the comments/recommendations of the Subdivision Review Committee for the 13 plans under municipal ordinance. Jim Spendiff made a motion to approve, Neal Shawver seconded the motion and all members voted aye.

Dan briefly went over the 2 plans under county ordinance. Bill explained the Theodore Sunderland Estate plan in Wayne Township had an error in the narrative that would need to be corrected to avoid confusion on the plan. A five lot addition was seen on this plan back in December of 2012 and this plan was to be for a single lot addition. The Planning and Development Department will work with Bill Wright to get the narrative corrected.

Dan asked for a motion to conditionally approve the 2 plans under county ordinance. Michele Bair made a motion which was seconded by Mario Andrie and all members voted aye.

The Subdivision Review Committee Report:

Name of Plan: Lewistown Assembly of God Church Parking Expansion
File Number: 2013-09-007
Tax Map #: 16,16-0272-000 and 16, 04-011A-000
Municipality: Derry Township
Applicant Name: Lewistown Assembly of God Church Parking Expansion
Land Owner Name: Lewistown Assembly of God Church Parking Expansion
Plan Preparer: Mid-Penn Engineering Corp./Bud Schenck

Action Taken:

The County provides comments only.

Plan Summary:

No narrative provided.

Review Comments (List from Review Committee):

Land Development

Can the dumpster be screened with an opaque fence material so the dumpster is not readily visible from Sixth Street?

* The Engineering representative responded that a fence enclosure has been added on three (3) sides of the dumpster pad. The dumpster will not be visible from Sixth Street.

PennDOT HOP / Municipal Driveway Permit

A municipal driveway permit is required, and a copy should be provided to the Derry Township Planning Commission, only if a new driveway is being constructed.

* The Engineer responded that the drives to the parking lot are existing and no new drives are proposed.

Signature Blocks on Plan

There should be a signature block area for the Recorder of Deeds of Mifflin County.

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. The County signature block on sheet 1 of 4 is not correctly worded.

* The correct signature block language was e-mailed to the Engineer on 9/26/2013 and the Engineer will add the correct language to the plan.

Land Development

The location map on Sheet 1 of 4 reads Lewisburg Quad. Please change this to read Lewistown Quad.

*The Engineer stated the location map name has been changed as noted.

E & S / Stormwater

Has the Township Engineer reviewed the stormwater management plan and the comments from the Mifflin County Conservation District? If so, is the stormwater management plan acceptable to the Township and in accordance with (Part 5 Section 506. Stormwater Drainage) of Derry Township's Subdivision and Land Development Ordinance?

*The Engineer responded that the Township Engineer has reviewed the SWM plan along with the comments from the County Conservation District. Midd Penn Engineering has reviewed the project with the engineer and has prepared a revised stormwater management plan to be acceptable to the Township engineer.

Other Comments:

1. Can the bus parking area be striped and delineated on the grading and stormwater management plan? This needs to be better delineated.

*Striping has been added to the Grading and Stormwater Plan.

2. Can the bus parking isle be extended east behind the concrete dumpster pad? This may eliminate the need for the bus drivers to ask parishioners or church staff, to relocate their vehicles when the bus returns from Wednesday evening services?

*The bus parking isle is located where approved by the owner.

3. Section 312 Off-Street Parking Requirement Part 312.3 of the Derry Township Subdivision and Land Development Ordinance, requires that adequate lighting be provided in the form of low pressure, sodium outdoor fixtures. Does the church intend to install parking lot lighting?

*The Pastor indicated that a separate lighting plan is being prepared and will be part of the parking lot expansion project. This will be provided to the County as it becomes available.

4. Section 312.3.2.H. of the Derry Township Zoning Ordinance, requires one parking space for each 200 square feet of building area, but not fewer than one space per each three seats. Based on the seating capacity of 325 seats, the required off-street parking spaces would be 108. The proposed number is 85. If there is a parking arrangement with the School District and the Sentinel to allow for overflow parking, is there any written agreement in place? If there are shared parking arrangements off-site for the church, this should be delineated on the plan.

*A variance is not required as no modifications are being proposed to the existing building. The number of existing off-street parking spaces is not complaint with the zoning ordinance. The proposed parking expansion will increase the number of spaces, but will still not bring the parking into compliance with the ordinance. The Pastor clarified the seating capacity is 285 not 325 as previously mentioned. Staff indicated that given the new seating number the required parking spaces on site is 95 which is ten spaces less than provided. The Engineer stated the church has an informal arrangement (not in writing) with the school district and the Sentinel for overflow parking as needed.

5. Section 414.2.4. Churches and Related uses of the Derry Township Zoning Code, requires that all off street parking areas shall be set back at least twenty-five (25) feet from the street right-of-way line. It appears the parking spaces along Summit Drive and Sixth Street do not meet these provisions for the new parking spaces.

*The existing church parking areas do not meet the twenty-five (25) foot setback. The proposed parking is an extension to these areas. The current setback is being maintained and not being lessened

Name of Plan: Ciccolini, Gloria Jean & Joy Louise Stine

File Number: 2013-09-011

Tax Map #: 15-02-0108

Municipality: Decatur Township (Municipal Ordinance)

Applicant Name: Ciccolini, Gloria Jean & Joy Louise Stine

Land Owner Name: Ciccolini, Gloria Jean & Joy Louise Stine

Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to create Lot 2 with an existing single-family residence served by on-lot sewage disposal and private well. No development is proposed on the residual tract, Lot 1. Access is along the existing Elsesser Lane. No new development is proposed.

Review Comments (List from Review Committee):

Administrative

Is Joy Louise Stine authorized to sign on behalf of Gloria Jean Ciccolini?

*The Wright surveying representative stated that both parties are joint owners.

Clean & Green / Agriculture

As noted in note 4.,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.

Topographic information

Suitability considerations should be made for this plan. It appears, according to County GIS information, that there are steep slopes (grades over 15%) on this site which appear to be only on the residual and development in these should be discouraged.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils.

Right-of Way Widths

Based upon the Decatur Township Subdivision and Land Development Ordinance, the right-of-way width of Elsesser Lane is substandard (Part 3 Table 1).

Cartway Widths

Based upon the Decatur Township Subdivision and Land Development Ordinance, the cartway width of Elsesser Lane is substandard (Part 3 Table 1).

DEP Sewage Planning Module

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

Sewage Service

Please label the on-lot sewage disposal system for lot 2. Is there an on-lot system for lot#1, assuming a house is on the site?

Other Comments:

1. This should be considered a shared driveway rather than a private road based on the cartway width of twelve (12) feet. The plan should state no further development will occur along Elsesser Lane until the road is upgraded to accommodate two-way traffic.

*The Wright surveying representative stated he will make a note on the plan that this is a shared driveway.

2. Are there provisions for water on lot 1 if there is a house on site?

*The Wright surveying representative stated there is a well house on the site which is labeled on the plan.

3. Property boundary information should be shown for the entire property, including lot 1. If survey data is not available, this information could be supplied via a deed description and could be shown on the insert map (Decatur Township Subdivision and Land Development Ordinance, (Sections 603. 2., 5., 7., 9., and 12.).

*The Wright surveying representative stated he will be requesting a waiver to this provision and will add that there are no deeds restrictions associated with the subject lands.

Name of Plan: DAL Property, INC. (William "Bill" S. Lake)

File Number: 2013-09-003

Tax Map #: 06-05-200/201/204/206/208/220/226

Municipality: Lewistown Borough (Municipal Ordinance)

Applicant Name: DAL Property, Inc.

Land Owner Name: DAL Property, Inc.

Plan Preparer: PennTerra Engineering, Inc.

Action Taken:

The County provides comments only.

Plan Summary:

The purpose of this plan is to create two 'Consolidation' Subdivisions; five lots (Tax Parcels 06-05-200,

06-05-201, 06-05-204, 06-05-206, &06-05-208) and two lots (Tax Parcels 06-05-229 & 06-05-226), respectively into two separate Tax Parcels; Tax Parcel 06-05-200-R & Tax Parcel 06-05-226-R, for property located at/between 335 and 435 South Main Street, Lewistown, Pennsylvania 17044.

Review Comments (List from Review Committee):

Basic Plan Information

The tax parcel numbers on the application and on sheet No. 1 lists the tax parcels incorrectly. Please adjust all tax parcel numbers to follow the following format e.g., 06,-05-0220,000.

After lot addition subdivisions are recorded and new deeds are created, the County Tax Assessors Office assigns new tax parcel numbers. Applicants are precluded from choosing new tax parcel numbers.

Floodplain / Wetlands

According to County GIS information, a small portion of tax parcel 06,-05-0200-000 lies within the 100-year floodplain, and the flood plain should be delineated on the plan (Section 7.302 A. 29.) of the Borough of Lewistown Subdivision and Land Development Ordinance. Future development in this area should be discouraged.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with (Sections 7.202 A.13 and 7.303 B.7) of the Lewistown Borough 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. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Lot Addition

For a lot addition subdivision, a "Lot Combination Symbol" shall be provided on the plan clearly indicating the conveyance of land from the grantor to the grantee. The symbol used shall represent a "Z", (Section 7.302 A. 24.) of the Borough of Lewistown Subdivision and Land Development Ordinance.

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." (Part 7 Section 7.302 A. 25) of the Lewistown Borough Subdivision and Land Development Ordinance.

*The Penn Terra Engineering representative stated he would make reference to the table on the plan versus adding the numerous lot addition statements.

Zoning

The subdivision plan note #1.d. does not include the labeling of the R-1 Residential District which is part of tax parcel number 06, 05-0220-000.

Other Comments:

1. The plan narrative lists lots being combined by tax parcel number, yet those parcel numbers are not listed on the property plan. The current plan only lists A-E and F and G in a table. That is not clear on the plan. This needs to be corrected.

Name of Plan: Harshbarger, Richard L. & Helen E.

File Number: 2013-09-008

Tax Map #: 19-09-0102

Municipality: Oliver Township (Municipal Ordinance)

Applicant Name: Harshbarger, Richard L. & Helen E.

Land Owner Name: Harshbarger, Richard L. & Helen E.

Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to create Lot 7 and Lot 8. Both of these lots have existing permitted on-lot sewage systems that were approved as part of a Subdivision approved by Oliver Township on July 10, 2001 and recorded in Plan Book 20, page 207. Lot 7 currently has only a camper but is proposing a singlefamily residence and well. Lot 8 has an existing single-family residence and well. Both lots are accessed by Tattoo Drive with no new earth disturbance proposed. The residual tract, Lot 1, is proposing no new development.

Review Comments (List from Review Committee):

Subdivision Information

Property boundary information should be shown for the entire property, including the residual property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Oliver Township Subdivision and Land Development Ordinance Sections 6.302.a5, a7, a9 and a12).

*The Wright surveying representative indicated he will be requesting a waiver to this provision.

Clean & Green / Agriculture

As noted in Note #4, 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.

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.

Soils information should be shown on the plan. (Oliver Township Subdivision Ordinance, Section 6.202.a8)

Right-of Way Widths

Based upon the Oliver Township Subdivision and Land Development Ordinance, the right-of-way width for South River Road is substandard (Section/Table 1).

Cartway Widths

Tattoo Drive is only 16' wide which is substandard for two-way traffic. No further development should be allowed along this road unless the cartway width is widened. This should be noted on the plan.

Based upon the Oliver Township Subdivision and Land Development Ordinance, the cartway width for South River Road and Tattoo Drive are substandard (Section/Table 1).

Private Street / Shared Driveway

Since lots 7 and 8 will be used as a private street, the following note should 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." (See Mifflin County Subdivision and Land Development Ordinance, Section 4.204.B.1.c)

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.a6 and 6.302.b7 of the Oliver 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. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Other Comments:

1. The plan was last reviewed in June 2001 involving five lots plus a residue. Floodplain concerns were mentioned at that time as well as the need for a stream crossing permit and a shared driveway agreement. There was also a question about a stream not being clearly identified on the plan. Have these items been addressed?

*The Wright surveying representative stated the stream is labeled on the plan.

2. Is this being deeded in one or two colander years? If two years, this should be noted on the plan.

Name of Plan: Mifflin County Junior High Improvements

File Number: 2013-09-013

Tax Map #: 16-04-0111,000

Municipality: Derry Township (Municipal Ordinance)

Applicant Name: Mifflin County School District

Land Owner Name: Mifflin County School District

Plan Preparer: Larson Design Group

Action Taken:

The County provides comments only.

Plan Summary:

This project proposes the modifications to multiple egress points, proposed pedestrian walkways, and reconfiguration of the parent drop-off drive and parking. The proposed site improvements include additional parking, access drives, walkways, landscaping, stormwater management facilities and site lighting.

Review Comments (List from Review Committee):

Basic Plan Information

Is the landowner signature a representative from one Mifflin County School District?

* The Larson Design Group representative stated yes, Dallas Stallman is the School District's Facilities Director.

Soils

According to the County GIS Files, the subject parcel does not have HhC soils as noted in the Legend on Sheet C 1.

* The Larson Design Group indicated the HhC soils shown in the legend has been revised.

Right-Of-Way Widths

The right-of-way width of Cedar Street should be shown on the plan (Derry Township Subdivision and Land Development Ordinance, Section Part 4 Section 403. 2. G.).

*The Larson Design Group representative stated all proposed work for this project falls within the limits of the property owned by Mifflin County School District. Cedar Street within the property is private access and has no right-of-way. Cedar Street off of the District property maintains a 50' right-of-way.

*10/30/2013: After further review it was determined this was required. Part 4, Section 403. Final Plan 2. G. of the Derry Township Subdivision and Land Development Ordinance requires that the plan be accompanied with labeling all existing street and driveways on or adjacent to the tract, including the name right-of-way and cartway widths. There appears to be no exemption to this requirement for the School District.

Private Street / Shared Driveway

Does the School District allow the public's use of Cedar Street for purposes other than the School?

*The Larson Design Group representative stated Cedar Street within the boundaries of the School District is a private street with restricted public access.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Part 4 Section 403.2. G. of the Derry Township Subdivision and Land Development Ordinance.

*The Larson Design Group representative stated all deed and easements have been added to the plan.

*10/30/2013 Deed restrictions and easements have been added to the plan.

DEP Sewage Planning Module

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

*The Larson Design Group representative stated there will be no increase in water demand or sewage flows as result of this project. The projects also does not involve division of land of any kind; therefore, no coordination with DEP shall be required.

Signature Blocks on Plan

The Mifflin County Review Certificate should be on the plan.

There should be a signature block area for the Recorder of Deeds of Mifflin County.

There should be an Owners Statement of Intent or Certificate of Ownership on the plan, which should be notarized.

*10/30/2013 The Mifflin County Review Certificate has been added to the plan.

*10/30/2013 A signature block for the Recorder of Deeds Office has been added to the plan.

*10/30/2013 The owner's certification has been added to the plan.

E & S / Stormwater

Has the Mifflin County Conservation District reviewed this plan regarding erosion and sedimentation control and stormwater plan?

*10/30/2013 The Conservation District is currently reviewing the E and S plan.

Stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by the Derry Township Engineer, since the project will increase impervious area.

*Based on Alan Wrye's September 24, 2013 letter to the Derry Township Planning Commission #4. states "The Kish Storm Water ordinance also requires a "Developers Agreement" and a "Stormwater Management Agreement" which we do not think are required for this project. The Planning Commission should make a final determination on these administrative items".

*10/30/2013 The Kish Creek Watershed Stormwater Management Ordinance does not reference a "Developers Agreement" or a "Stormwater Management Agreement" but references in Appendix C, a Standard Stormwater Facilities Maintenance and Monitoring Agreement which are optional but recommended to be retained.

Other Comments:

1. Which is the parent drop off land on Sheet C 3?

*The Larson Design Group representative indicated the revised loop lane is strictly a parent drop off area.

2. Will school buses wait for pick up of students and if so which loop will be utilized?

*The Larson Design Group representative stated buses will be loaded in the upper parking lot and no buses are anticipated within the drop-off loops.

3. Section 444.6. public and private schools of the Derry Township Zoning Ordinance states "Passenger" drop-off" and "pick-up" areas shall be provided and arranged so that students do not have to cross traffic lanes on or adjacent to the site; and it appears students will have to cross the loop roads traffic lanes to access the building.

*The Township Solicitor opined that the School District will need a variance to this provision of this section of the zoning code. The Larson design group representative indicated a zoning variance application has been submitted to the Township for review.

4. Does the school have adequate parking in accordance with the adequate number of parking spaces? (Section 312.3. 2.H of the Derry Township Zoning Ordinance).

*The Larson Design Group representative stated yes adequate parking is available and has been summarized on the cover sheet.

*10/30/2013 Planning and Development staff spoke with Mike Zinobile the Principal for the High School who indicated the current enrollment figure is 862 students, therefore, more than adequate parking has been provided.

5. Has the Township Engineer reviewed the change in circulation plan in comparison to what was originally approved, to insure changes do not adversely impact on overall ingress and egress to the school property?

*10/31/2013 The Township Engineer does not have any problems with the site circulation plan for the project.

6. What is the purpose of having this second driveway other than link to new parking facilities?

*10/30/2013 The most recent revised plans shows the elimination of the second inner loop, however, a zoning variance has been requested and it is till not clear why this second driveway loop is needed and may cause a safety issue. After talking to the Township they have confirmed this is a drop off area for students. The parking lot is for adults and visitors to the Junior High School and Section 444.6 applies to students.

7. Note 6. states lighting is not on the plan and it should be part of this land development plan.

* The Larson Design Group representative stated a lighting plan and photometrics is included on the plan.

*10/30/2013 A lighting and photometrics plan has been added.

8. There should be an overall insert map showing the entire school property and where the proposed changes are on the parcel.

* The Larson Design Group representative indicated the insert map has been added to the plan.

*10/30/2013 An insert map has been added to the cover sheet.

Other:

1. *The Larson Design Group representative stated that a stormwater management plan will be provided to the Mifflin County Conservation District and the building addition/extension will be added to the plan. He also stated he will prepare a formal response to each review comment.

2. The Larson Design Group representative indicated that a building addition will occur on the school, but was not included with the land development plan. More information regarding the addition is necessary and may require a land development plan.

*10/30/2013 The plan depicts the building addition details. The approximate square footage of the vestibule addition is 300 square feet and the square footage of the overhand above the addition is 1,312 square feet. This information should be labeled on the plan.

Name of Plan: Pannizzo, Frank

File Number: 2013-09-015

Tax Map #: 08-09-105/08-19-104B

Municipality: Burnham Borough (Municipal Ordinance)

Applicant Name: Pannizzo, Frank

Land Owner Name: Pannizzo, Frank

Plan Preparer: Taptich Engineering and Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This project involves the subdivision of one (1) lot from the lands of Frank and Joseph Pannizzo (08-19-104B). Lot #1 is to be a non-building lot addition to the adjacent lands of Frank and Joseph Pannizzo (08-19-105). There are no improvements proposed to Lot #1.

The Residue presently houses a commercial building and associated outbuildings. There are no improvements proposed to the Residue.

Review Comments (List from Review Committee):

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Subdivision Information

Property boundary information should be shown for the entire property, including the residual property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map for tax parcel number 08,-19-0104B (Part 4 ss 402.3.G.) of the Borough of Burnham's Subdivision and Land Development Ordinance.

Floodplain / Wetlands

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (Part 4 ss 402. K.) of the Borough of Burnham's Subdivision and Land Development Ordinance.

Deed Restrictions and Easements

According to the surveyor, there are no known deed restrictions or easements associated with the property.

Lot Addition

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.”

Zoning

Zoning and setback information should be stated on the plan in accordance with the Borough of Burnham's Subdivision and Land Development Ordinance (Part 4 ss 402. 3. H.).

The County Planning and Development staff and the Borough of Burnham mutually agreed that this lot-addition subdivision, may impact the off-street parking availability (a zoning matter) for two commercial businesses. Please provide a parking lot plan delineating the number of existing spaces that each business will have after the lot-addition subdivision.

Name of Plan: Renninger, Matthew A. & Dana J.

File Number: 2013-09-010

Tax Map #: 15-11-0107E/0107C

Municipality: Decatur Township (Municipal Ordinance)

Applicant Name: McDonald, Joseph G. & Mary Ann

Land Owner Name: Renninger, Matthew A. & Dana J. Renninger

Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to create Lot Addition A with no new development proposed.

Review Comments (List from Review Committee):

Basic Plan Information

The narrative should state that lot addition A is owned by Renninger on TM 15-11-0107E and is to be conveyed to McDonald on TM 15-11-0107C.

Clean & Green / Agriculture

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

As noted in Note #4, 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.

Right-of Way Widths

Based upon the Decatur Township Subdivision and Land Development Ordinance, the right-of-way width of Lot

Road is substandard (Section/Table 1).

Cartway Widths

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

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 603.2A 6 and 603.2B 7 of the Decatur 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. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Name of Plan: Snook, Robert E.

File Number: 2013-09-014

Tax Map #: 15-13-149

Municipality: Decatur Township (Municipal Ordinance)

Applicant Name: Fike, Theresa

Land Owner Name: Snook, Robert E.

Plan Preparer: Taptich Engineering and Surveying

Action Taken:

The County provides comments only

Plan Summary:

This project involves the subdivision of one lot from the lands of Robert E. Snook (TM 15-13-149). Lot #1 is intended to be a stand alone lot which may be developed with an single family residential dwelling which would be served with an on-lot sewage disposal system as well as an on-lot water source. Access to Lot #1 will be via the proposed 50' Ingress, Egress, Regress & Utility Easement from Mailpouch Road. There are no improvements proposed to the Residue.

Review Comments (List from Review Committee):

Administrative

The landowner's signature needs to be on the subdivision application form. The landowners signature is important to verify Mr. Snook has authorized the subdivision.

Payment of the processing fee should be submitted prior to any review activity.

Basic Plan Information

The plan scale is not in accordance with the Decatur Township Subdivision and Land Development Ordinance (Part 6 Section 22-603. 2.A.). The plan should not be greater than 1" equals 100'.

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Subdivision Information

In accordance with the Decatur Township Subdivision and Land Development Ordinance Part 3 Section 22-302. G. (2) all lots shall front on a public street, except that such frontage may be located on a private street where such a private street is permitted as set forth in Table 1 and subsection (D). The plan calls for a fifty (50) foot easement and there is no reference to a private street.

Clean & Green / Agriculture

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

Floodplain / Wetlands

According to County GIS information, a portion of the residual property lies within the 100-year floodplain, and the flood plain should be delineated on the plan. Future development in this area should be 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.

Setback Lines

The setback lines should be shown on the plan as prescribed in the Decatur Township Subdivision and Land Development Ordinance (Part 6 Section 22-603. 2.A. (10)).

PennDOT HOP / Municipal Driveway Permit

Despite note 10., a notation about the requirement stating: 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.

Private Street / Shared Driveway

If a private street is proposed, the plan should be reviewed by the Decatur Township Engineer.

If a private street is proposed, appropriate supporting information (i.e. the length (s), curve(s), tangent(s), angle(s), right of way width, cartway width, and if applicable, a road profile) should be provided on the plan.

All private drives that are used by more than one party should have a shared driveway agreement in place. An agreement for the private right-of-way should be noted on the plan stating: "The owners of lots ____, which have a common driveway, agree and understand this is a shared driveway, and as such are responsible for maintenance, care, improvements, and snow removal at their own diligence and expense. The maintenance and use of said shared driveways shall be included in the deeds as said lots are sold."

Street Names

If multiple parties are to use a private drive, the roadway will need to be named. Street names are to be coordinated with the County GIS (Mapping) Department. There is a fee associated with the street naming.

Deed Restrictions and Easements

Has the owners of the residue land granted the proposed fifty (50') ingress, egress and utility easement?

DEP Sewage Planning Module

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

Signature Blocks on Plan

The signature block for the Township Planning Commission does not indicate if they did or did not recommend approval.

Other Comments:

1. The proposal calls for a fifty (50) foot easement along an existing gravel driveway. What does the term regress mean as it is mentioned as part of it's construction? The driveway is over 1,554 feet long and encompasses over 1.7 acres of land. The applicant needs to show what the existing gravel driveway/cartway width is and if widened, how much it will be widened. The main concern is that if the area of disturbance is over one acre it could trigger an NPDES permit.
2. The plan was submitted to the Mifflin County Planning Commission after it was reviewed by the Decatur Township Planning Commission. Although the Municipalities Planning Code (MPC) is more specific about a thirty (30) day review period for the County Planning Commission as it relates to the Township Supervisors, it would have been helpful to the Decatur Township Planning Commission to have seen the County comments prior to signing off on this plan.

Name of Plan: Barger, Leonard E. & Alda J.

File Number: 2013-09-006

Tax Map #: 19-06-0102I

Municipality: Oliver Township (Municipal Ordinance)

Applicant Name: Barger, Leonard E. & Alda J.

Land Owner Name: Barger, Leonard E. & Alda J.

Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to place a second single-family residence on the Barger property as shown. No subdivision is proposed or will be allowed until such time that a Subdivision Plan is prepared and approved by Oliver Township.

Review Comments (List from Review Committee):

Administrative

The subdivision application form should be signed by the municipality.

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.

Right-of Way Widths

Based upon the Oliver Township Subdivision and Land Development Ordinance, the right-of-way width for Kansas Road is substandard (Section/Table 1).

Cartway Widths

Based upon the Oliver Township Subdivision and Land Development Ordinance, the cartway width for Kansas Road is substandard (Section/Table 1).

Private Street / Shared Driveway

What is the cartway width of the proposed driveway?

Street Names

If multiple parties are to use a private drive, the roadway will need to be named. Street names are to be coordinated with the County GIS (Mapping) Department. There is a fee associated with the street naming.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.A6 and 6.302.b7 of the Oliver Township Subdivision and Land Development Ordinance.

*The Wright surveying representative stated he will add these items.

DEP Sewage Planning Module

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

*The Wright surveying representative stated he will be completing a Phase IV Component for the County's signature,

Other Comments:

1. If this property is to be subdivided, a maintenance agreement will need to be added and property owners will clearly need to show access to the public road system and upgrade the driveway. The proposed driveway is between 500 to 600 feet in length to the proposed house.

2. What are the buildings along the front property line that lie in the setback?

*They were formerly turkey homes.

Name of Plan: Girard, Scott L. & Laura J.

File Number: 2013-09-005

Tax Map #: 15-01-0107/15-01-0107AA

Municipality: Decatur Township (Municipal Ordinance)

Applicant Name: Girard, Scott L. & Laura J.

Land Owner Name: Girard, Scott L. & Laura J.

Plan Preparer: Sarge Engineering and Surveying

Action Taken:

The County provides comments only.

Plan Summary:

The purpose of this plan is to add Lot A. of 1.000 acres, from the land of Scott L. & Laura J. Girard, Tax Parcel 15-01-0107, to other land of Scott L. & Laura J. Girard, Tax Parcel 15-01-0107AA.

Review Comments (List from Review Committee):

Subdivision Information

Property boundary information should be shown for the entire property, including the residual property Lot 1. If survey data is not available, this information could be supplied via the deed description and could be shown on the inset map. (Decatur Township Subdivision and Land Development Ordinance Sections 603.2A (5), (7), (9) and (12).

*The Sarge surveying representative stated he will be requesting a waiver to this item.

Clean & Green / Agriculture

As noted on Note #7, 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

There is no soil data on the plan.

According to the County GIS files, some portion of this property appears to have prime farmland soils.

Cartway Widths

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

Private Street / Shared Driveway

Note #9 provides for a common driveway agreement, but does not list which properties/owners are included in this agreement.

Deed Restrictions and Easements

According to the surveyor, there are no known deed restrictions or easements associated with the property.

DEP Sewage Planning Module

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

Name of Plan: Kline, Russell L.

File Number: 2013-09-009

Tax Map #: 21-01-0102

Municipality: Wayne Township (County Ordinance)

Applicant Name: Kline, Russell L.

Land Owner Name: Kline, Russell L.

Plan Preparer: Wright Land Surveying

Action Taken:

The County approved the plan conditionally based on meeting the following conditions within the next 90 days. If these requirements are not completed within 90 days, the approval is void. If necessary, extensions can be requested by the applicant before the end of the 90 days.

Plan Summary:

This plan proposes to create Lot 2 for agricultural use only for Estate planning purposes. No new development will be allowed until this parcel meets Township, County and State regulations. Lot 1, the residual tract, has two existing houses with no development proposed.

Review Comments (List from Review Committee):

Clean & Green / Agriculture

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

As noted in Note #3, 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.

Floodplain / Wetlands

As noted in Note #4, a portion of the property lies within the 100-year floodplain, and the flood plain should be delineated on the plan. Future development in this area should be discouraged.

Topographic information

Suitability considerations should be made for this plan. It appears, according to County GIS information, that there are steep slopes (grades over 15%) on this site and development in these should be discouraged.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils.

Soils information should be shown on the plan. (Mifflin County Subdivision Ordinance, Section 7.302. A10)

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 7.302.A.6 and 7.302.B.7 of the Mifflin County 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. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Water Service

Well location for the residual tract should be shown on the plan.

Name of Plan: McNitt III, William J. & Susan K.
File Number: 2013-09-004
Tax Map #: 12-05-0111
Municipality: Armagh Township (Municipal Ordinance)
Applicant Name: McNitt, III, William J. & Susan K.
Land Owner Name: McNitt, III, William J. & Susan K.
Plan Preparer: Sarge Engineering and Surveying

Action Taken:

The County provides comments only.

Plan Summary:

The purpose of this plan is to create Lot 2, of 29.365 acres for agricultural use, from the land of William J. and Susan K. McNitt, III, Tax Parcel 12-05-0111. Lot 1 is the 58.145 acre remainder which contains an existing single-family residence. Lot 2 was added to Lot 1 in 2005, this plan is to separate them again.

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

There was no soils data on the plan.

According to the County GIS files, some portion of this property appears to have prime farmland soils.

Right-of Way Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, the right-of-way width for Salem Road is substandard (Section/Table 1).

The right-of-way width for McNitt Orchard Lane should be shown on the plan (Armagh Township Subdivision and Land Development Ordinance, Section 6.302. A6).

* The Surveyor indicated that it is labeled on the plan and will enlarge it.

Cartway Widths

Siglerville Pike does not appear to meet the Township cartway width standards.

The cartway width for Salem Road and McNitt Orchard Lane should be shown on the plan (Armagh Township Subdivision and Land Development Ordinance, Section 6.202.A11).

* The Surveyor indicated that it is labeled on the plan and will enlarge it.

Private Street / Shared Driveway

All private drives that are used by more than one party should have a shared driveway agreement in place.

Considering McNitt Orchard Lane is private, an agreement for the private right-of-way should be noted on the plan stating: "The owners of lots ____, which have a common driveway, agree and understand this is a shared driveway, and as such are responsible for maintenance, care, improvements, and snow removal at their own diligence and expense. The maintenance and use of said shared driveways shall be included in the deeds as said lots are sold."

Deed Restrictions and Easements

According to the surveyor, there are no known deed restrictions or easements associated with the property.

DEP Sewage Planning Module

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

Name of Plan: Peachey, Samuel R. & Daniel R.
File Number: 2013-09-012
Tax Map #: 20-02-0400/20-02-0119A
Municipality: Union Township (Municipal Ordinance)
Applicant Name: Peachey, Daniel R.
Land Owner Name: Peachey, Samuel R.
Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to exchange two equal size lot additions between the properties as shown. No new development is proposed.

Review Comments (List from Review Committee):

Basic Plan Information

The abutter for tax parcel number 20,10-0120-000, southwest of the subject parcel, is not labeled on the plan.

Right-of Way Widths

Based upon the Union Township Subdivision and Land Development Ordinance, the right-of-way width of West Back Mountain Road is substandard (Article V Section 500. 2.).

Cartway Widths

Based upon the Union Township Subdivision and Land Development Ordinance, the cartway width of West Back Mountain Road is substandard (Article V Section 500. 2.).

Deed Restrictions and Easements

According to the surveyor, there are no known deed restrictions or easements associated with the property.

DEP Sewage Planning Module

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

Name of Plan: Rupp, Wm J., Jr. & Vicki D.

File Number: 2013-09-001

Tax Map #: 14-03-0416

Municipality: Brown Township (Municipal Ordinance)

Applicant Name: Rupp, William J., Jr. & Vicki D.

Land Owner Name: Rupp, William J., Jr. & Vicki D.

Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to subdivide Lot 116 into two parcels along the common boundary wall of the duplex. This property was previously approved for such use as recorded in Map Book 22, page 204.

Review Comments (List from Review Committee):

Basic Plan Information

Please confirm abutter for TM # 14-03-0417. GIS records show it as Glenn and Jean Harbst and not Rupp.

* The Wright Surveying representative indicated he will change this item to reflect the current owner.

Topographic information

Topographical contours at vertical intervals should be displayed on the plan (Brown Township Subdivision and Land Development Ordinance, Section 7.202.A6).

Deed Restrictions and Easements

Note #5 mentions deed restrictions and covenants which should be available to the Brown Township Planning Commission.

*The Wright Surveying representative indicated they have them.

Zoning

The lot width for both lots is only around 28 feet. Normally in the R-3 Zone, the lot width requirements are 70 feet. If this is correct, a variance may be required.

Name of Plan: Sunderland Estate, Theodore J.

File Number: 2013-09-002

Tax Map #: 21-06-127

Municipality: Wayne Township (County Ordinance)

Applicant Name: Sunderland Estate, Theodore J.

Land Owner Name: Sunderland Estate, Theodore J.

Plan Preparer: Wright Land Surveying

Action Taken:

The County approved the plan conditionally based on meeting the following conditions within the next 90 days. If these requirements are not completed within 90 days, the approval is void. If necessary, extensions can be requested by the applicant before the end of the 90 days.

Plan Summary:

This plan proposes to create five lot additions. All lot additions and the residual tract are vacant land with no development proposed. All recipient parcels have existing houses served by private wells and on-lot sewage disposal systems. The lot additions shall become an integral part of the property to which they are added, they are not building lots and cannot be maintained or developed as a separate individual lot. This plan was previously approved on December 28, 2012 as six lot additions. This revision has combined lot additions E & F into lot addition E, thus eliminating lot addition F.

Review Comments (List from Review Committee):

Basic Plan Information

The plan narrative is incorrect. The surveyor has indicated the application involves five (5) lot additions and there is only a lot line adjustment involving lots E and F. This needs to be clarified. Five lots are also listed on the application. The lots from the December lot addition application have been merged and was recorded on February 6, 2013.

Subdivision Information

There is only one lot addition which is supposed to be merging lot addition E and F from the December plan into one lot addition E. The property lines that are being extinguished for Lot Addition F should be referenced.

Clean & Green / Agriculture

As noted in Note #3, 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.

Right-of Way Widths

Based upon the Mifflin County Subdivision and Land Development Ordinance, the right-of-way width of Irvin Ridge

Road is substandard (Section 4.204.F).

Cartway Widths

Based upon the Mifflin County Subdivision and Land Development Ordinance, the cartway width for Irvin Ridge Road and Woodline Drive are substandard (Section 4.204 F).

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 7.302.A.6 and 7.302.B.7 of the Mifflin County 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. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Water Service

Is there a well site for the residue and lot addition E?

*The Wright surveying representative stated lot E is vacant and a non-building declaration will be added to the plan.

Lot Addition

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.” (See Mifflin County Subdivision Ordinance Section 7.302.A.22)

Other Comments:

1. The Wright surveying representative agreed to meet with Planning staff to re-write the narrative for this lot line adjustment plan.

Comprehensive Plan Update

Bill stated that at his request the September Comprehensive Plan meeting was canceled and would be rescheduled in October. He briefly discussed the rough draft of the Executive Summary and if anyone on the Planning Commission had anything they thought should be highlighted or added to the summary to let him know and they would consider it.

He also advised there has been a lot of discussion on the wind ordinance and there will be a meeting with the staff on October 23 with both Volkswind and Eon. Dan invited members of the commission who might be interested. Our consultant has come up with a new model ordinance that will be discussed. Bill also advised that since this meeting is not open to the public and because of all the interest, the wind companies may have an open house sometime in the future.

Public Comment

There was no public comment.

Other Business or Comments

Jim Lettiere advised that he would have a CDBG update at the November Planning Commission meeting and to let him know if they wanted more information.

Dan shared with the Planning Commission that the Conservation District is in the process of completing the Urban Stream Restoration and Storm Water Mitigation Project in the Burnham Borough. The project had started about 3 or 4 years ago because of severe bank erosion behind the Burnham Lions Club building.

Adjournment

The meeting adjourned at 5:15 p.m. upon a motion by Jim Spendiff that was seconded by Brent Miller.