

## Planning Commission Meeting Minutes

Monday, March 14, 2022

7:00 p.m.

Chairman Jay Provanzo called the meeting to order on Monday, March 14, 2022 at 7:00 p.m. Mr. Provanzo led those in attendance in the Pledge of Allegiance to the Flag and introduced the Board.

Members Present: Jay Provanzo, Pamela Shellenberger, Keith Hoover, Mark Harman, James Henke, Don Mann

Members Absent: Martin Peak

Staff Present: Nate Taggart, Adrienne Kautz,

Visitors Present: See Attached Sign In Sheet

Appointments by the Manor Township Board of Supervisors – Martin Peak has been appointed for the term January 3, 2022 to December 31, 2025. Mark Harman has been appointed for the term January 3, 2022 to December 31, 2025.

Re-Organization – James Henke made a motion to approve Jay Provanzo as Chairman, Pam Shellenberger as Vice-Chairman and Don Mann as Secretary. Mark Harman seconded, and the motion carried unanimously.

Set Meeting Dates for 2022 – Chairman Provanzo entertained a motion to meet the second Monday of each month at 7:00 p.m. except in October, meeting will be held on Tuesday, October 11, 2022. Mr. Harman inquired about moving the start time up. Mr. Taggart stated that for this year the dates and times have already been advertised. The Township advertises before end of the year, but if the Planning Commission is interested in changing the start time the committee can look into that later in year. James Henke so motioned. Mark Harman seconded, and the motion carried unanimously.

Approve the Meeting Minutes from July 12, 2021 – Pam Shellenberger made a motion to approve the July 12, 2021 Planning Commission minutes meeting as presented. Keith Hoover seconded, the motion carried unanimously.

Public Comment - There was no public comment.

New Business

20-002 – Lot Add-On Plan for the Estate of A. Leroy Mellinger – The applicant is proposing to transfer a strip of land from 1708 Columbia Ave to 25 Albright Ave. Currently, the existing property line encroaches into the existing dwelling unit at 25 Albright Ave. The proposed property line will eliminate the encroachment and extend to the eastern property line. There is no construction, earth disturbance, or other improvement proposed as part of this plan. The properties are zoned General Commercial.

The applicant is requesting modifications to the following sections: 388.42.G (Right of Way), 388.42K (Curbing), & 388-42.L (Sidewalk).

Todd Smeigh of D.C.Gohn is here representing the Estate of A. Leroy Mellinger. The applicant is requesting to remove the existing encroachment and then document an existing storm water

management facility. D.C. Gohn completed a survey of several properties in this area owned by the applicant that included 25 Albright Avenue and 1708 Columbia Avenue.

Ms. Shellenberger commented that she didn't see any lot numbers on the plan. Ms. Kelly commented that Rettew did not require them because they have addresses listed on the plan.

Mr. Mann inquired about the property usages for each lot. Mr. Smeigh commented that currently 1708 Columbia Avenue is a Commercial Use, and there are several spaces available. Mr. Smeigh also commented that 25 Albright Avenue is an existing residential use.

Chairman Provanzo entertained a motion to move this from a Briefing Item to an Action Plan. Pam Shellenberger made a motion to approve moving the Subdivision Plan for Estate of A. Leroy Mellinger to an action item. Mark Harman seconded, and the motion carried unanimously.

Pam Shellenberger made a motion to approve the requested modifications to the following sections: 388-42.G (Dedication of Additional Right of Way), 388-42.K (Curbing), & 388.42.L (Sidewalk) for the reasons as noted in the February 18, 2022 letter from Rettew. Mark Harman seconded, and the motion carried unanimously.

Pam Shellenberger made a motion to approve the Subdivision Plan for Lot Add-On for the Estate of A. Leroy Mellinger subject to meeting all the conditions in the letter from Rettew Associates dated February 18, 2022 and Lot numbers be added to the plan. Mark Harman seconded, and the motion carried unanimously.

#### **Other Business**

Mr. Taggart commented that there are two more plans that the Planning Commission will be reviewing. Ms. Kelly commented that Bender Mill Road will probably have their first review, but she believes there will be technical items that will need to be reviewed. This is based on the size of the plan.

Mr. Taggart also commented that when we get closer to the Bender Mill Road planning meeting. Those will have to be held on a different night at a different location due to the amount of residents that may be in attendance for that plan.

#### **Adjourn**

With no further business to discuss Mr. Provanzo motioned to adjourn the meeting. The meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Don Mann  
Secretary

Recording Secretary  
Adrienne Kautz