

**UPPER ALLEN TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
JANUARY 31, 2022 at 7:00 P.M.**

PC MEMBERS

R. Wayne Willey, Chairperson
Robert Siodlowski, Vice-Chairperson
Barry Natwick, Secretary
Amanda Parrish
Scott Steffan
Barbara Roddin (Absent)
Tim Kortze

TOWNSHIP OFFICIALS - PRESENT

Jennifer Boyer, Comm. Dev. Director
Scott Finkenbiner, Planning Technician
Jason Reichard, P.E. – Twp. Engineer

BOARD OF COMMISSIONERS

Ginnie M. Anderson, Commissioner
Jeffrey Walter, Commissioner

CUMBERLAND COUNTY PLANNING

Stephanie Williams

CALL TO ORDER

Chair Willey called the Planning Commission Meeting to order at 7:01 p.m. and the Pledge of Allegiance was recited by all. Roll Call was taken by Ms. Boyer. Ms. Roddin was absent.

ANNUAL REORGANIZATION

Barry Natwick made a **MOTION** to nominate R. Wayne Willey as chairperson, Robert Siodlowski as vice-Chairperson, and himself as Secretary. The **MOTION** was **SECONDED** by Robert Siodlowski. The motion carried unanimously (6-0).

APPROVAL OF DECEMBER 27, 2021 MINUTES

Chair Willey called for the approval of the Minutes of the December 27, 2021 Planning Commission Meeting. Amanda Parrish made a **MOTION** to approve the Minutes of the December 27, 2021 meeting. The **MOTION** was **SECONDED** by Vice-Chair Siodlowski. The motion carried unanimously (6-0).

REVIEW OF BOARD OF COMMISSIONERS MINUTES

Chair Willey noted the copies of the Board of Commissioners Minutes from the November 17, December 1, December 15, 2021 meetings. Chair Willey accepted these minutes.

NEW BUSINESS

A. Modwash, P/F LD Plan File# 21-11-29

Mark Zimmerman from Morris Knowles & Associates, and Alejandro Quintana from Hutton Mechanicsburg Pa LLC, represented the plan as the applicants for Modwash. Mr. Zimmerman stated the carwash is a cashless system. There is an employee on site to help patrons through the pay process. There is also a VIP (monthly access) lane on the outer loop. The carwash will be open from 8:00 a.m. to 8:00 p.m. each day. There will also be a manager on-site to take care of any maintenance needs and assist with the kiosks.

Barry Natwick asked what precautions were being taken to prevent water from being carried from the car wash onto Kim Acres Drive potentially creating a hazard (e.g. ice). Mr. Quintana responded that they take extra precautions to avoid water and ice on roadways in northern states. This car wash has an improved drying system that removes almost all water prior to leaving the wash area, including three dryer rows (12 dryers total). The concrete at the corner, located along the egress of the wash bay, will be heated.

Scott Steffan questioned what led to the decision to build another car wash in this area. Mr. Quintana stated that their team did research into the area and made the decision based upon their results. Scott Steffan then wanted to know what sets Modwash apart from the other car washes in the area. Mr. Quintana expressed that their culture and technology, having attendees to assist patrons and utilizing touch pads, sets them apart and provides a better service.

No public comment.

Scott Steffan made a **MOTION** to recommend approval of the deferral of Section 220-5.3.A to install curbing along South Market Street. The **MOTION** was **SECONDED** by Secretary Natwick. The motion carried unanimously (6-0).

Vice-Chair Siodlowski made a **MOTION** to recommend approval of the waiver of Section 220-5.3.B to install sidewalks along South Market Street. The **MOTION** was **SECONDED** by Scott Steffan. The motion carried unanimously (6-0).

Amanda Parrish made a **MOTION** to recommend approval of the plan with conditions. The **MOTION** was **SECONDED** by Scott Steffan. The motion carried unanimously (6-0). The conditions are:

SUBDIVISION, LAND DEVELOPMENT & ZONING

1. All streets within 200 feet of any point on the property shall be shown on the plan, in accordance with Section 220-3.5.C(2)(u) of the Codified Ordinances of Upper Allen Township. The streets shall include the name, width of the cartway, and width of the right-of-way. *Note: Bumble Bee Hollow Road at the intersection with South Market Street and Kim Acres Drive is not shown. Aspen Drive at the intersection of Kim Acres Drive is not shown. Both roadways are within 200 feet of the property.*

2. The plan proposes to replace two existing non-compliant ADA-accessible ramps at the site access. Detailed design plans need to be provided for each ramp following the ADA Standards for Accessible Design guidelines. We recognize spot elevations are included on the site plan for the proposed ADA ramps. The Designer shall include cross slope and longitudinal slope information or typical details that depict the maximum threshold per ADA standards, including landing zones. Make provisions to address the conflict presented by the existing Type-C stormwater inlet at the south-western ramp. Clarify ADA access for the onsite ADA parking stall.
3. The plan proposes connecting a two-inch diameter water line to an existing water curb box. It is unclear whether the existing service is adequate or if it will need to be upgraded, resulting in an additional street cut on Kim Acres Drive. The Applicant must provide further clarification on whether the existing service connection will remain in place.

STORMWATER

4. Supplemental Advanced Drainage Systems, Inc. (ADS) plans, dated July 9, 2021 for the underground detention basin have been provided for review; however, the plan information needs to be incorporated into the land development plan set. The ADS details show fittings and pipe sizes that are 36-inches in diameter; however, the revised Post Construction Stormwater Management (PCSM) Report states the underground facility uses 24-inch HDPE, and the modeling supports the 36-inch pipe. We request all referenced documents be updated to reflect a consistent pipe diameter. Provide cleanouts for long-term maintenance of the underground facility.
5. Stormwater Ordinance Section 214-11.L identifies the Pennsylvania Department of Environmental Protection (DEP) Pennsylvania Stormwater Best Management Practices (BMP) Manual as a reference guide. Provide water quality improvement measures to address the potential for groundwater contamination per the BMP manual. The site presents the potential for cleaning product residuals to be collected by the onsite collection system. The water quality features should address the best management practices to prevent groundwater contamination.
6. Energy dissipaters/erosion control devices are required per Section 214-17.H. The PCSM Report models I-1 to Endwall No. 1 as a 15-inch culvert rather than a 24-inch culvert as shown on plans. Provide a riprap apron design chart to show the design outflow and supporting apron dimensions.
7. Provide a BMP operations and maintenance plan per Section 214-20 and execute the Township's standard O&M agreement.
8. Provide a statement signed by the landowner, acknowledging the stormwater management facilities and BMPs to be permanent fixtures that can be altered or

removed only after approval of a revised plan by the Municipality per Section 214-22.B.23.

SANITARY SEWER

On Sheet No. C602 – General Details, we acknowledge receipt of this plan containing standard sanitary sewer details. Standard details will be printed on the final plan set.

9. On Sheet No. C400 – Utility Plan, redirect the leader for the sanitary sewer note *“Existing 4” Sanitary Sewer Lateral to be Cut and Capped within the Aspen Dr. Rights-of-Way* to within the street rights-of-way. This work is to be performed off-site within the legal street rights-of-way; restoration of all surfaces to be completed in accordance with Township specifications.
10. On Sheet No. C601 – General Details, Remove the *“Typical Grease Trap Detail”*; this has been replaced with the standard Township detail *“Typical Grease Interceptor and Sampling Vault”*. Note that for this application a 750 gallon interceptor is acceptable.

GENERAL

11. The façade drawings shall include elevation information, per Section 220-3.5.C(2)(ff) of the Codified Ordinances of the Township.
12. A lighting plan shall demonstrate the footcandles will not exceed 1.0 f.c. at the property line. The height of the lights shall also be noted on the plan, in accordance with Sections 245-17.8 and 220-5.19 of the Codified Ordinances of Upper Allen Township.

ADMINISTRATIVE

13. The Applicant shall obtain approval of the planning module for new land development or approval of an exemption from the planning requirements from the Township and PA DEP in accordance with the requirements of Section 220-5.7.A of the Codified Ordinances of Upper Allen Township and pay all applicable application and tapping fees in accordance with the requirements of Section 200-15.D(8) of the Codified Ordinances of the Township.
14. This project is situated in the Spring Run Special Sewer District within the Township (Ordinance 741, Chapter 200, Article XI) having an additional cost per EDU, in addition to the current tapping fee per EDU. The applicant shall pay a total tapping fee amount before recording the plan.
15. The Applicant must provide evidence that the sanitary sewer system design has been reviewed and approved by the Township Engineer, in accordance with Section 220-5.7.D(3)(b) of the Codified Ordinances of the Township.

16. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the number of approved EDUs.
17. The Applicant must enter into a Sewer Extension Agreement with the Township and furnish the required \$1,000.00 escrow for plan and legal review costs, provide plats and legal descriptions for sanitary sewers to be located outside of the public rights-of-way, furnish the required escrow amount for inspection and related costs, and provide appropriate installation financial security for the sanitary sewers.
18. The Applicant must provide a copy of agreements with other utilities, highways, or railways when crossing and occupying their easements. Any restrictions / conditions shall be noted on the plan.
19. The Applicant must provide evidence that the storm drainage and stormwater management facilities has been reviewed and approved by the Township Engineer, in accordance with Sections 220-5.14 and 220-5.18, and Chapter 214 of the Codified Ordinances of Upper Allen Township.
20. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement and provide a Operations and Maintenance Plan with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of the Township.
21. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of \$1,800.00. This contribution to the Fund shall be paid at the time of approval of the subdivision or land development plan in accordance with the requirements of Section 220-5.15.D.(4) of the Codified Ordinances of the Township.
22. Provide a statement signed by the landowner, acknowledging the stormwater management facilities and BMPs to be permanent fixtures that can be altered or removed only after approval of a revised plan by the Township, per Section 214-22.B(23) of the Codified Ordinances of the Township.
23. The Applicant must sign the plan and have the signatures notarized according to Section 220-3.5.C(2)(dd) and 220-3.6.B(1)(a) of the Codified Ordinances of the Township.
24. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Section 220-3.6.B(1)(b) of the Codified Ordinances of the Township.

25. The landscape architect licensed by the commonwealth of Pennsylvania shall sign and seal the landscaping plans, as designed in accordance with Section 245-6.8.B. of the Codified Ordinances of the Township.
26. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-4.2. of the Codified Ordinances of the Township.
27. The Applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the applicant and approved by the Township Engineer to insure construction of the improvements and/or concrete monuments shown on the plan, and the applicant must enter into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-4.2. of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.
28. The Applicant must also furnish financial security to the Township in an amount equal to the required percentage of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs according to Section 220-7.3.B of the Codified Ordinances of the Township.
29. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions, and regulations as may be in effect from time to time concerning the proposed development.
30. The Applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.
31. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of written conditional approval by the Board of Commissioners or the plan will be considered disapproved. Since the final land development plan is approved with outstanding conditions, the signature block for the Upper Allen Township Board of Commissioners shall state the date in which the conditional approval is granted. A second line shall be added to state, "The conditions of approval were satisfied this ____ day of _____, 20__."
32. Upon approval of the final plan and prior to obtaining the county signature for final plan recording, the Applicant shall provide a CD to the County planning Office and the Township that includes a .dwg AutoCAD file that includes one drawing of all the lots on the plan, in accordance with Section 220-3.6.A.(14) of the Codified Ordinances of Upper Allen Township. The data shall include all tract and parcel boundaries, lot lines of all lots

on the plan, building footprints, street rights-of-way (public and private), curbs, sidewalks, storm sewer infrastructure, sanitary sewer infrastructure, edge of pavement, hydrants, all utility or other easements (public and private), and any other data as required by the township and the county. The file shall be with a spatial projection of PA State Plan projections, PA South Zone (3702), MAD83 horizontal datum, NAVD88 vertical datum. Units shall be in US survey foot. A digital copy of the final plan in PDF shall also be submitted.

B. 2850 Ford Farm Rd - P/F LD Plan, File# 21-12-03

Mike Smith from the Alpha Engineering, Inc. represented the plan as the engineer for the property owner. Mr. Smith explained the project.

Amanda Parrish asked why the applicant was not asking for a deferral for sidewalks. Ms. Boyer explained that sidewalks are not required in this district unless it meets certain criteria, which this property does not. Only a deferral for curbing is to be considered.

No public comment.

Amanda Parrish made a **MOTION** to recommend approval of the deferral of Section 220-5.3.A to install curbing until such time as the Township deems necessary. The **MOTION** was **SECONDED** by Secretary Natwick. The motion carried unanimously (6-0).

Scott Steffan made a **MOTION** to recommend approval of the plan with conditions. The **MOTION** was **SECONDED** by Secretary Natwick. The motion carried unanimously (6-0). The conditions are:

SANITARY SEWER

1. On Sheet 5 of 10 – Site Plan – 50 Scale, the following shall be addressed: The 30-foot sanitary sewer easement shown on Lots 1 and 5 represents an agreement between property owners and does not involve the Township. A note shall be added to the plan stating this is a private easement (on Lots 1 and 5) and it must be recorded at the Cumberland County Office of the Recorder of Deeds.

ADMINISTRATIVE

2. The Applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Section 220-3.5.C(4)(h), Section 220-5.14., and Section 214-19.C of the Codified Ordinances of Upper Allen Township.

3. The Applicant must provide evidence that the storm drainage and stormwater management facilities has been reviewed and approved by the Township Engineer, in accordance with Sections 220-5.14 and 220-5.18, and Chapter 214 of the Codified Ordinances of Upper Allen Township.
4. The Applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.
5. The Applicant must contribute to the Township Recreation Land Acquisition and Improvement Fund in the amount of \$2,300.00. This contribution to the Fund shall be paid at the time of approval of the subdivision or land development plan in accordance with the requirements of Section 220-5.15.D.(4) of the Codified Ordinances of Upper Allen Township.
6. The Applicant must sign the plan and have the signatures notarized according to Section 220-3.5.C(2)(dd) and 220-3.6.B(1)(a) of the Codified Ordinances of Upper Allen Township.
7. The Applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Section 220-3.6.B(1)(b) of the Codified Ordinances of Upper Allen Township.
8. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-4.2. of the Codified Ordinances of Upper Allen Township.
9. The Applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the applicant and approved by the Township Engineer to insure construction of the improvements and/or concrete monuments shown on the plan, and the applicant must enter into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-4.2. of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.
10. The Applicant must also furnish financial security to the Township in an amount equal to the required percentage of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs according to Section 220-7.3.B of the Codified Ordinances of Upper Allen Township.

11. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions, and regulations as may be in effect from time to time concerning the proposed development.
12. The Applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.
13. The Applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of written conditional approval by the Board of Commissioners or the plan will be considered disapproved. Since the final land development plan is approved with outstanding conditions, the signature block for the Upper Allen Township Board of Commissioners shall state the date in which the conditional approval is granted. A second line shall be added to state, "The conditions of approval were satisfied this ____ day of _____, 20__."
14. Upon approval of the final plan and prior to obtaining the county signature for final plan recording, the Applicant shall provide a CD that includes a .dwg AutoCAD file that includes one drawing of all the lots on the plan, in accordance with Section 220-3.6.A.(14) of the Codified Ordinances of Upper Allen Township. The data shall include all tract and parcel boundaries, lot lines of all lots on the plan, building footprints, street rights-of-way (public and private), curbs, sidewalks, storm sewer infrastructure, sanitary sewer infrastructure, edge of pavement, hydrants, all utility or other easements (public and private), and any other data as required by the township and the county. The file shall be with a spatial projection of PA State Plan projections, PA South Zone (3702), MAD83 horizontal datum, NAVD88 vertical datum. Units shall be in US survey foot. A digital copy of the final plan in PDF shall also be submitted.

C. Winding Hills PRD, Stage 8, Section 2, Lot L - Final LD Plan, File# 22-01-03

Mark Allen from the Alpha Engineering, Inc. represented the plan as the engineer for the developer. Mr. Allen went over some of the comments and how he has addressed them in a revised plan.

Commissioner Ginnie Anderson wanted to know about an old gravel road at the top of the development (Stage 5), and if it were going to become a main road or trail in the development. Mr. Allen explained that it was used temporarily as a construction entrance, but it no longer exists. Homes in Stage 5 were built on this site.

No public comment.

Vice-Chair Siodlowski made a **MOTION** to recommend approval of the plan with conditions. The **MOTION** was **SECONDED** by Secretary Natwick. The motion carried unanimously (6-0). The conditions are:

SUBDIVISION, LAND DEVELOPMENT & ZONING

1. A lighting plan shall be provided. Lighting shall not exceed the property boundary line in accordance with Sections 220-32 and 245-261 of the Township Ordinances.
2. For sidewalks that are four feet wide, there is a required passing zone for pedestrian traffic every 200 lineal feet. Please provide this passing zone between the intersection of Aurora Drive and the Community Center, accordingly.
3. Section 220-16.C(4) requires all dead-end parking lots to be designed to provide sufficient backup areas for all end stalls. The current layout does not provide sufficient space for vehicles to back out of the end stalls.
4. Section 220-9.C(2)(j) of the SLDO requires the plan to show the location of the water supply and sewage disposal facilities.
5. Fire hydrants shall be noted on the plan in accordance with Section 220-22 of the Township Ordinances.

STORMWATER

6. The Designer shall include the location of roof leaders and downspouts on the plan to verify stormwater runoff from the building will be directed to the appropriate collection and conveyance system.
7. The Stormwater Management Report models stormwater pipe run I-287 to I-288 as 49.80 L.F. at 2.45%. The plan lists the pipe run at 98 L.F. at 0.5%. Update the stormwater model to reflect the proposed conditions. We also note a discrepancy with pipe run I-288A to I-288, 48 L.F. at 0.69%, instead of 35 L.F. at 0.5%.

GENERAL

8. Adjoining property information shall be provided on the plan in accordance with Section 220-8.B(4)-(5) of the Subdivision Land Development Ordinance.
9. A metes and bounds description of the entire Lot L shall be noted on the plan in accordance with Section 220-8.A(6) of the Subdivision Land Development Ordinance.
10. Survey pins and monuments shall be noted on the plan in accordance with Section 220-24 of the Subdivision Land Development Ordinance.
11. There are three spaces that are only eight feet in width. Are they going to be designated for special parking? We typically do not recommend parking spaces be less than nine feet in width given the side of most vehicles. We also recommend including

bike racks for residents who may wish to have alternate transportation method than simply walking or driving a vehicle.

- a. If they are to be designated as ADA accessible spaces, then the plan must note they are handicapped parking spaces and the spaces shall be designed in accordance with Section
12. Will the community center require a separate dumpster? If so, the location shall be noted on the plan, along with any fencing and landscaping.
 13. A portion of the parking lot is encroaching into the existing stormwater easement. Can the parking lot be shifted so that it doesn't encroach into this easement area? The Applicant should look into this design issue.

ADMINISTRATIVE

14. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township. All deferred improvements shall be shown on final plans as future improvements.
15. The Applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.
16. The Applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the applicant and approved by the Township Engineer to ensure construction of the improvements and/or concrete monuments shown on the plan, and the applicant must enter into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.
17. The Applicant must also furnish financial security to the Township in an amount equal to 10% of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.
18. The Applicant/Owner shall sign the plan and have the signatures notarized in accordance with Sections 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

19. The plan and stormwater report must be signed and sealed by all applicable professionals, in accordance with Sections 220-9.C(2)(e) and 220-10.B(1)(b) and Chapter 214 of the Codified Ordinances of Upper Allen Township.
20. The Applicant must provide evidence that the stormwater system and sanitary sewer system design has been reviewed and approved by the Township Engineer.
21. The Applicant must enter into a Sewer Extension Agreement with the Township and furnish the required \$1,000.00 escrow for plan and legal review costs, provide plats and legal descriptions for sanitary sewers to be located outside of the public rights-of-way, furnish the required escrow amount for inspection and related costs, and provide appropriate installation financial security for the sanitary sewers.
22. The Applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or, pay tapping fees for the number of approved EDUs.
23. The Applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolution, and regulations as may be in effect from time to time concerning the proposed development.
24. The Applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.
25. The Applicant shall comply with all other conditions listed in the Revised Tentative Plan approval.
26. The Applicant must provide evidence that the storm drainage and stormwater management facilities has been reviewed and approved by the Township Engineer, in accordance with Section 220-31 and Chapter 214 of the Codified Ordinances of Upper Allen Township.
27. Upon approval of the final plan and prior to obtaining the county signature for final plan recording, the Applicant shall provide a CD that includes a .dwg AutoCAD file that includes one drawing of all the lots on the plan. The data shall include all tract and parcel boundaries, lot lines of all lots on the plan, building footprints, street rights-of-way (public and private), curbs, sidewalks, storm sewer infrastructure, sanitary sewer infrastructure, edge of pavement, hydrants, all utility or other easements (public and private), and any other data as required by the township and the county. The file shall be with a spatial projection of PA State Plan projections, PA South Zone (3702), MAD83 horizontal datum, NAVD88 vertical datum. Units shall be in US survey foot. A digital copy of the final plan in PDF shall also be submitted.

OTHER BUSINESS

A. 2021 Annual Report

Scott Steffan made a **MOTION** to authorize staff to forward the 2021 Annual Report of the Planning Commission to the Board of Commissioners. The **MOTION** was **SECONDED** by Secretary Natwick. The motion carried unanimously (6-0).

BUILDING INSPECTOR'S REPORTS

Chair Willey noted the Building Inspector's Report for December 2021.

ADJOURNMENT

There being no further business Amanda Parrish made a **MOTION** to adjourn. The **MOTION** was **SECONDED** by Scott Steffan. Chair Willey adjourned the meeting at 8:07 PM.