

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting
January 10, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, January 10, 2022 at 7:07PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Ron Reagan, and Jason Rogers. Secretary, Cindy Parrish and Zoning Officer Ed Reid were also in attendance. A sign-in sheet was available for all others in attendance and is attached.

Officers

Cheeks motioned to appoint Carling as chairwoman and Miller as vice chairwoman for the 2022 year. Reagan seconded the motion. Motion carried with Carling and Miller abstaining.

Cheeks motioned to add a discussion about errors in the Zoning Ordinance update to the agenda. Miller seconded the motion, and the motion carried unanimously.

IR Federal Credit Union sketch plan:

Jeff Nason from CEC presented a sketch plan for the IRFCU to be located at 15 McDuffee Street (the old Flowers by Julius location and adjacent lot)

Nason explained that this will be a 9000+ sq. ft. building with 5 teller drive through lanes and 2 access drives (one from McDuffee St. and one on Elmira Street that will be a right turn only exit). A site plan and architectural renderings were shown to the members. Concerns about the new zoning ordinance and how it will affect this project were addressed. Ralph Blowers mentioned that the move from Athens Borough would get them out of the flood plain. Visibility and a current lack of space also factored into the decision to relocate. Discussion was held about drive-through traffic and the exit only egress was held. Reagan mentioned that the applicant would need both a Land Development and a Subdivision (part and parcel) plan to be submitted. Nason stated that they plan to submit those for the March meeting. He also said that storm water will be contained on site, most likely through infiltration. Lighting and parking requirements were discussed. Nason asked for guidance as to how sidewalks should be addressed as our requirement to build 1' in from the right of way would force the sidewalk into the road because there isn't enough space. Discussion was held, and Nason was told that a waiver from that requirement could be requested from the Board of Supervisors. They are hoping to be in the building by the end of this year if all goes well.

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Meeting dates:

Motion to set the 2022 meeting dates as January 10, February 7, March 7, April 4, May 2, June 6, July 11, August 1, September 12, October 3, November 7, and December 5 was made by Miller and seconded by Cheeks. Motion carried unanimously.

Approval of Minutes:

Motion was made by Reagan and seconded by Rogers to approve the minutes from September 13, 2021 as written. Motion carried unanimously.

Correspondence:

All correspondence was reviewed individually by the members.

Chairwoman Carling adjourned the meeting at 8:02PM as there was no further business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting
February 7, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, February 7, 2022 at 7:03PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, and Jason Rogers. Secretary, Cindy Parrish, Zoning Officer Ed Reid, and William "Skip" Schneider from BOW Renewables were also in attendance. A sign-in sheet was available for all others in attendance and is attached.

Sayre Assisted Living Facility (Sayre Healthcare, LLC) Final Land Development plan:

Chris Oleniacz from JHA Companies presented a Final Land Development plan for the Sayre Assisted Living Facility located at 201 Keefer Lane (behind the Sayre Healthcare Nursing Home).

Oleniacz explained that he's submitted the previously approved preliminary plan set with the added as-builts so that Sayre Healthcare can obtain their Certificate of Occupancy for the newly constructed building. Schneider stated that the plan are in general conformance. Although no walkthrough of the site was completed by the Zoning Office and Schneider, he did drive through the property and said that water is flowing in accordance with the plans and utilities are placed as noted. Schneider went through his comment letter (attached). He noted that a verification of the previous sewer will-serve letter may be needed as capacity was in question at the time of preliminary approval. Questions about different owner blocks/addresses were discussed. Schneider said the dumpster doesn't have gates; plantings are in place but not mature. Miller noted that the adjacent property to the north just sold this weekend. No need to change that ownership on the plan set was found. Discussion was held about recording the plans and what sheets are typically recorded was held. Reid suggested recording the cover sheet through sheet C-104 and C-900 and C-900.01. Oleniacz asked if he can put the engineering statement on the as-built rather than the cover sheet, and Schneider said that it wouldn't matter.

Motion to review the plan was made by Miller and seconded by Rogers. Motion carried.

The plan was reviewed and the following deficiencies/comment were found:

1. Verify the 2018 sewer will-serve letter is still valid
2. Verify correct owner address(es) in signature blocks

3. Provide Zoning classification for parcels on the plans (as-builts)
4. Add engineer statement to plans (as-builts) that all PCSM was built in accordance with the approved stormwater design
5. Provide NOT approval for the NPDES permit when available

Comments:

1. Recommend only recording the plan set up to and including sheet C-104 and sheets C-900 and C-900.01
2. Recommend screening the dumpster with a gate

Motion to recommend approval with the noted deficiencies and comments was made by Cheeks, seconded by Miller. The motion carried.

Approval of Minutes:

Motion was made by Cheeks and seconded by Rogers to approve the minutes from January 10, 2022 as written. Motion carried.

Correspondence:

All correspondence was reviewed individually by the members.

Chairwoman Carling adjourned the meeting at 7:50PM as there was no further business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting

March 7, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, March 7, 2022 at 7:02PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, and Jason Rogers. Secretary, Cindy Parrish, Zoning Officer Ed Reid, and William "Skip" Schneider from BOW Renewables were also in attendance. A sign-in sheet was available for all others in attendance and is attached.

IR Federal Credit Union Preliminary Land Development plan:

Jeff Nason from Civil and Environmental Consultants, Inc. (CEC) presented a Preliminary Land Development plan for the IR Federal Credit Union (IRFCU) to be located at 15 McDuffee Street (the old Flowers by Julius property and the adjacent vacant lot).

Nason explained that plan design, storm water mitigation, and showed the architectural design as well. Carling turned the discussion over the Schneider to review his comment letter (attached). He stated that a variance would be needed to have the storm water facilities in the front yard setback. All other comments pertained to SALDO requirements, and those comments were discussed. It was noted that Schneider's letter addressed McDuffee Street as a township road when it is a PennDOT road. Reid stated that his notes and comments were on the checklist.

Nason mentioned that they'd like to get started as quickly as possible but will be held up slightly as he submitted the plans to the township first for review before submitting to PennDOT and the Conservation District. Schneider noted that, currently, the project is located on two separate parcels and no plans to make them part and parcel have been submitted. Tom Mitchell from IRFCU stated that they can't combine the properties until they close on the sale. Carling said that we will need them to be made part and parcel. Discussion was held about the overlap of Reid and Schneider's comments. The list of comments that will need to be addressed are as follows:

1. Need bearings and distances and adjacent zoning on plans
2. Need location and material of all permanent monuments and markers
3. Need acknowledgement statement with signature of surveyor, certifying that monuments and markers shown have been set, including the date they were set
4. Need lighting plan

5. Need to address all comments from Schneider's letter—noting that comments about McDuffee Street as a township road should be reworded to reflect that it is a state roadway.

Carling stated that the list is long, and she would like to see most of the comments addressed before doing a formal review of the plan. **No formal review was done.** Corrected plans will need to be submitted to the township and electronically to Schneider by March 28, 2022 to be on the April 4, 2022 agenda. Nason said he will submit them by then.

Approval of Minutes:

Motion was made by miller and seconded by Cheeks to approve the minutes from February 7, 2022 as written. Motion carried.

Proposed zoning fee schedule changes:

Discussion was held about the proposed changes to the Zoning fee schedule and whether or not to look at them again to address concerns of the Supervisors, particularly the residential fees and temporary permit fees. Carling will have Parrish request that this issue be put on the agenda for the next Supervisors meeting for discussion.

Correspondence:

All correspondence was reviewed individually by the members.

Chairwoman Carling adjourned the meeting at 7:58PM as there was no further business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting

April 4, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, April 4, 2022 at 7:13PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Ron Reagan and Jason Rogers. Secretary, Cindy Parrish, Zoning Officer Ed Reid, Jeff Nason from Civil and Environmental Consultants, Inc. (CEC) were also in attendance. A sign-in sheet was available for all others in attendance and is attached.

IR Federal Credit Union Preliminary Land Development plan:

Jeff Nason addressed the comments from the last meeting regarding the preliminary land development for a banking facility to be located at 15 McDuffee Street. He stated that the storm water trenches have been relocated outside of the front and side yard setbacks and that a dumpster area and extended landscaping were added. The lighting plan is still forthcoming and should be received before the end of the month.

Motion to review the plan was made by Cheeks and seconded by Miller. Motion carried unanimously, the plan was formally reviewed, and the following deficiencies were noted:

1. Need signatures of the surveyor and property owner
2. Need surveyor's signature on the acknowledgement statement
3. Need all will-serve letters
4. Need NPDES permit
5. Need HOPs
6. Need lighting plan

Motion was made by Reagan to recommend approval with the noted deficiencies, second by Cheeks. Motion carried unanimously.

Motion was made by Miller, seconded by Rogers, to add a discussion of the proposed Zoning Fee schedule to the agenda. Motion carried unanimously. Discussion about the fee schedule was held. The consensus of the discussion was that the fees should be increased as previously proposed so that taxpayers are not burdened by the cost of other properties' improvements.

Approval of Minutes:

Motion was made by Rogers, seconded by Miller to approve the minutes from March 7, 2022. Motion carried with Reagan abstaining due to his absence from that meeting.

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Correspondence:

All correspondence was reviewed.

Chairwoman Carling adjourned the meeting at 8:12PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting

June 6, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, June 6, 2022 at 7:03PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Ron Reagan and Jason Rogers. Secretary, Cindy Parrish, Zoning Officer Ed Reid. A sign-in sheet was available for all others in attendance and is attached.

Cameron Group, LLC Sketch plan:

Kevin Langan from Cameron Group, LLC was in attendance to present a sketch plan for a medical office to be located on Elmira Street. They are proposing a 3500 sq. ft., 1-level medical office. No variance requests are anticipated. They expect to submit the full application and drawings for the August meeting. Parrish mentioned that changes were made to the Zoning Ordinance in January and the updated ordinance is now available online.

Camp Little Seed/Morgan, Rita 3-lot Subdivision

Scott Williams of Butler Land Surveying and Rita Morgan were in attendance to discuss a 3-lot subdivision on Murray Creek Road. Access to both new lots will be via a 50' easement. Discussion was held. Morgan stated that Camp Little Seed is a non-profit for land and wildlife conservation. She is selling off land to provide funding for fencing and other matters for the non-profit. Only one lot would be sold at this time. The residual parcel will remain the location of Camp Little Seed.

Reid noted that, since 3 lots are shown on the plans, it is a 3-lot subdivision so the submitted fee was \$25 short. Morgan submitted a check for \$25 to cover the fee deficit.

Motion to review the plan was made by Miller and seconded by Rogers. Motion carried unanimously, the plan was formally reviewed, and the following deficiency was noted:

1. Need driveway permit

Motion was made by Reagan to recommend approval with the noted deficiency of obtaining a driveway permit, second by Miller. Motion carried unanimously.

Hunsinger, John/Theresa 2-lot subdivision

Bruce Benish presented a plan for a 2-lot subdivision on Chamberlain Road. They will be taking 2 acres off of a much larger parcel. Discussion was held.

Motion to review the plan was made by Reagan and seconded by Cheeks. Motion carried unanimously, the plan was formally reviewed, and no deficiencies were noted.

Motion was made by Miller to recommend approval with no noted deficiencies, second by Rogers. Motion carried unanimously.

Hadlock, Harry/Susan Comment on Special Exception application

Harry Hadlock told the commission his plans to demolish his current house and replace it with a doublewide over a basement. Discussion was held. The Planning Commission has no adverse comment.

SALDO revisions

Discussion was held as to how we want to proceed with SALDO revisions. Due to a lack of availability of several members, the July meeting will be moved to the 18th at 6PM. Parrish will have Michelle advertise the change.

Approval of Minutes:

Motion was made by Rogers, seconded by Reagan to approve the minutes from April 4, 2022. Motion carried unanimously.

Correspondence:

All correspondence was reviewed independently.

Chairwoman Carling adjourned the meeting at 8:14PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting

July 18, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, July 18, 2022 at 7:01PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Ron Reagan and Jason Roger, Secretary, Cindy Parrish, and Zoning Officer Ed Reid. A sign-in sheet was available for all others in attendance and is attached.

Motion to amend the agenda to correct "Chamberlain Rd." to "Eaglewood Dr." was made by Miller, seconded by Cheeks. Motion carried unanimously.

Hunt, Donna 2-lot subdivision on Eaglewood Drive:

Bruce Benish from Bruce Benish Surveying was in attendance to present a 2-lot subdivision on Eaglewood Drive. There were previously 2 residential dwellings on the property, but one was recently destroyed in a fire. They are dividing the lot in half with a 33' easement to access the back lot. Discussion was held. There is existing septic on both lots. Benish stated that the sanitation module should be here before the Supervisor meeting.

Motion to review the plan was made by Cheeks and seconded by Miller. Motion carried. The plan was reviewed and two (2) deficiencies were noted:

1. Need a waiver from the Supervisors to keep the access easement at 33' rather than 50'
2. Need approved sewage module

Motion to recommend approval with the above noted deficiencies was made by Reagan and seconded by Cheeks. Motion carried unanimously.

Comment on Map Amendment GenON Holdings on Ellistown Rd.

Discussion was held. Parrish will let Michelle (Twp. Admin. Sec.) know that the commission would like her to send a courtesy letter to the Town of Barton regarding the request and hearing. Planning Commission has no adverse comment regarding the application.

SALDO updates

Discussion was held on how to proceed with updating the SALDO. The commission will meet at their regular August meeting to go through

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the book step by step. Reid and Parrish found issues in the sign section of the Zoning Ordinance that they feel should be addressed before working on SALDO.

Minutes

Motion to approve the minutes from June 6, 2022 as written was made by Rogers and seconded by Reagan. Motion carried unanimously.

Chairwoman Carling adjourned the meeting at 7:58PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting

August 1, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, July 18, 2022 at 7:10PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller. Ron Reagan and Jason Rogers were unable to attend. Secretary, Cindy Parrish, and Zoning Officer Ed Reid were also in attendance. A sign-in sheet was available for all others in attendance and is attached.

Applicants to be heard: None

Minutes: Motion to approve the minutes from July 18, 2022, was made by Cheeks and seconded by Miller. Motion carried.

Zoning/SALDO updates discussion: Discussion was held on updates to be made to the Zoning and Subdivision and Land Ordinances.

Chairwoman Carling adjourned the meeting at 8:20PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION
Regular Meeting
September 12, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, September, 2022 at 7:04PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Ron Reagan and Jason Rogers, Secretary, Cindy Parrish, and Zoning Officer Ed Reid. William “Skip” Schneider from BOW Renewables was also in attendance as the township’s review engineer. A sign-in sheet was available for all others in attendance and is attached.

Horton, Robert/Barbara: 2-lot subdivision on Glen Valley Road:

Robert Horton, Thomas Horton, and Karen Davis were in attendance as executors of the estate to present a 2-lot subdivision on Glen Valley Road. Discussion was held regarding the configuration of the lots and the easement access to the lot by the river.

Motion to review the plan was made by Rogers and seconded by Reagan. Motion carried unanimously. The plan was reviewed and one (1) deficiency was noted:

1. Need a waiver from the Supervisors for easement width or need to have continuous 50’ of easement

Motion to recommend approval with the above noted deficiency was made by Reagan and seconded by Cheeks. Motion carried unanimously.

Dandy Mini Mart #19: Land Development on White Wagon Road

Willy Rowe from Dandy Mini Mart and Josh Woodard from Hunt Engineering were in attendance to present plans for a new land development for Dandy Mini Mart #19 on White Wagon Road. They plan to demolish the existing store and build a new/larger one. The storm water management will remain the same. They will lose some parking spaces but still be in compliance with the ordinance. All utilities will stay the same with the exception of a larger line being installed for water. A “Dandy Jr.” shed/store will be placed on site because the pumps will still be open during construction. Discussion was held about whether the plans are Preliminary or Preliminary/Final. Schneider discussed his comment letter. More discussion was held about Preliminary/Final submittals. Rowe stated that they will submit as Preliminary only.

Motion to review the plans was made by Rogers, seconded by Cheeks. Motion carried unanimously. The plans were reviewed, and the following deficiencies were noted:

1. #5 on the review checklist needs to be added to the plans
2. #6 on the review checklist needs to be added to the plans
3. #9 on the review checklist needs to be added to the plans
4. #10 on the review checklist needs to be added to the plans
5. Need new impervious coverage calculations, and, if over the previously granted variance allotment for impervious coverage, will need a new variance or need to not increase impervious coverage at all
6. Need copy of survey map from the 2011 land development project
7. Need owner's signatures
8. ADA parking spaces need to be 10'x20'
9. Add "Land Company" after "Athens Township" on pg. L0.1
10. Address all comments from Schneider's review letter

Motion to recommend approval with the above noted deficiencies was made by Rogers, Seconded by Cheeks. Motion carried unanimously.

Cameron Group, LLC: Preliminary/Final Land Development on Elmira St.

Kevin Langan from Cameron Group, LLC offered to allow the Prados subdivision to be heard before his project, and everyone agreed.

Prados, Ronald/Diana: 2-lot subdivision on Hillcrest Drive

Bruce Benish from Benish Surveying was in attendance to present a 2-lot subdivision on Hillcrest Dr. Discussion was held.

Motion to review the plans was made by Cheeks and seconded by Rogers. Motion Carried unanimously. The plan was reviewed, and the following deficiencies were noted:

1. Need to fully label the right of way
2. Need to label all permanent monuments and markers
3. Existing shed needs to be removed from proposed setback and notated properly on the plans

Comment: Recommend that deficiency #3 be addressed prior to the granting of Supervisors' approval.

Motion to table the decision until the October meeting was made by Rogers, seconded by Reagan. Motion carried unanimously.

Cameron Group, LLC: cont'd

Kevin Langan presented the Preliminary/Final Land Development for a medical office on Elmira Street. Schneider discussed his comment letter. He noted that no NPDES permit is needed as they will be under an acre and will only need an approved E&S plan. Discussion was held about the Storm water plan.

Motion to review the plan was made by Miller and seconded by Cheeks. Motion carried unanimously, and the plan was reviewed with the following deficiencies being found:

1. Need to note right of way widths on plan
2. Driveway needs to be 30'
3. Need will serve letters for electric and gas
4. Address all of Schneider's comments except that #4 should read "approved E&S plan" rather than "NPDES permit"
5. Need to submit the number of providers/employees per max shift (for parking requirements)

Motion to recommend approval was made by Reagan and seconded by Cheeks. Motion carried unanimously.

Minutes

Motion to approve the minutes from August 1, 2022 as written was made by Miller and seconded by Cheeks. Motion carried. Rogers abstained as he was absent from that meeting.

Zoning/SALDO updates:

Due to time constraints it was decided to hold this discussion at October's meeting.

Chairwoman Carling adjourned the meeting at 9:25PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting

October 3, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, October 3, 2022 at 7:05PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Ron Reagan and Jason Roger, Secretary, Cindy Parrish, and Zoning Officer Ed Reid. A sign-in sheet was available for all others in attendance and is attached.

Prados, Ronald/Diana 2-lot subdivision on Hillcrest Drive:

Bruce Benish from Bruce Benish Surveying was in attendance to discuss changes to a 2-lot subdivision on Hillcrest Drive that was tabled at the September meeting. The proposed property line has been adjusted so that the existing pool house will meet the rear setback. The infringement on the side yard setback is a preexisting nonconformity. Discussion was held.

Motion to review the plan was made by Cheeks and seconded by Rogers. Motion carried unanimously. The plan was reviewed and one (1) deficiency was noted:

1. Need surveyor's signature after the remaining markers are set

Motion to recommend approval with the above noted deficiency was made by Miller and seconded by Reagan. Motion carried unanimously.

Minutes

Motion to accept the minutes from September 12, 2022 as written was made by Rogers and seconded by Miller. Motion carried unanimously.

Zoning/SALDO updates

Discussion was held on corrections to the recent Zoning Ordinance changes.

Chairwoman Carling adjourned the meeting at 8:02PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting
November 7, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, November 7, 2022 at 7:00PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Rebecca Miller, Jason Rogers, Secretary, Cindy Parrish, and Zoning Officer Ed Reid. A sign-in sheet was available for all others in attendance and is attached.

Shaffer, Mark P, 2-lot subdivision on Orange Hill Road:

Mark Shaffer explained that he planned to divide his property and have it become part and parcel to the neighboring property. Scott Williams from Butler Surveying was in attendance to present the plan. The noted restrictive covenant on the plans is in reference to Penelec and Claverak. Discussion was held.

Motion to review the plan was made by Cheeks and seconded by Miller. Motion carried. The plan was reviewed and no deficiencies were noted:

Motion to recommend approval with no deficiencies was made by Miller and seconded by Rogers. Motion carried.

Minutes

Motion to accept the minutes from October 3, 2022 as written was made by Cheeks and seconded by Rogers. Motion carried.

Zoning/SALDO updates

Discussion was postponed until PC members have a chance to review the recommendations of the Zoning Office.

Chairwoman Carling adjourned the meeting at 7:29PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION

Regular Meeting
December 12, 2022

The regular meeting of the Athens Township Planning Commission was called to order on Monday, December 12, 2022 at 7:01PM by Chairwoman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Jason Rogers, Secretary, Cindy Parrish, and Zoning Officer Ed Reid. William "Skip" Schneider from BOW Renewables was also present as the township's review engineer. A sign-in sheet was available for all others in attendance and is attached.

Williams Ford, Final land development on Elmira Street:

Willy Rowe, project manager for Williams was in attendance to answer questions. Reid and Schneider explained that they did a site walk-thru earlier in the day. It was noted that the BMPs are still in place along Herrick Avenue and will need to be maintained. Rowe stated that the topsoil and seeding will be done in the Spring. Reid stated that the "sidewalk lines" are not painted yet, but they were indicated on the preliminary plans. Rowe said they will be painted in the Spring if not sooner. Discussion was held.

Motion to review the plan was made by Cheeks and seconded by Rogers. Motion carried. The plan was reviewed and four deficiencies were noted:

1. Need to show painted line for sidewalk
2. Need to remove "Lincoln" sign from plans or indicate it has been removed
3. Need to add zoning classification for adjacent properties
4. Need to close out NPDES

Motion to recommend approval with the noted deficiencies was made by Cheeks and seconded by Rogers. Motion carried. Discussion was held regarding the CO.

Minutes

Motion to accept the minutes from November 7, 2022 as written was made by Rogers and seconded by Cheeks. Motion carried.

2023 Meeting dates

Motion to set the 2023 meeting dates as the 1st Monday of the month, with the exceptions of January 9 and September 11 was made by Cheeks and seconded by Rogers. Motion carried.

Zoning/SALDO updates

Discussion was postponed until more PC members were in attendance.

Chairwoman Carling adjourned the meeting at 7:33PM as there was no other business to discuss.

Respectfully submitted,

Cynthia Parrish, Secretary