**City of Millersville Special Planning Commission**

**Meeting Minutes**

**Tuesday, September 20, 2022 at 4:30 P.M.**

**at Millersville City Hall**

The Millersville Planning Commission held Special Planning Commission meeting at Millersville City Hall on Tuesday, September 20, 2022with the following board members present: Lincoln Atwood, Chairman; Deborah Chadwick, Vice Chairman; Larry Petty, Secretary Members: Kim Fry Johnson, Winston Templet and Deborah Wade; City Planner Charlie Pieri and Recording Secretary Amy Hutchison. Absent: Member David Gregory.

1. Call to Order.

Chairman Atwood called the meeting to order at 4:30 p.m.

1. Invocation and Pledge to the Flag.

 Chairman Atwood gave the invocation and followed by leading the Pledge to the Flag of

the United States.

3. Roll Call.

 Secretary Petty called the roll of the Planning Commission. Member David Gregory was absent. A quorum was present.

4. Public Comments – Limited to 2 minutes per person.

 a. Site plan approval for 2164 Ted Dorris Rd.

 There were no comments

 Chairman Atwood closed Public Comments.

5.2164 Ted Dorris Rd.

 a. Site Plan Approval

 Mr. Pieri gave an overview of the case summary. The developer, Mr. Jack Burns along with Mr. Bruce Rainey were also present. Mr. Burns clarified with Mr. Pieri that this site plan is only for the current building. Member Templet voiced concern of rainwater control to which Mr. Rainey explained that they have taken that seriously and that they have developed and will put in place an underground retention system for the entire five acres.

 **With no further discussion, Chairman Atwood called for a motion. Vice Chairman Chadwick made a motion to approve the site plan for 2164 Ted Dorris Road with the following conditions, completion of a zoning and engineering review and submittal of a master site plan for the remainder of the development, seconded by Member Templet. (Vote 6 yea – 0 nay.). Motion carried.**

6. Members Comments

 Member Templet voiced his concern about the Planning Commission receiving plans and drawings that are not complete.

 Vice Chairman Chadwick stated that the Planning Commission needs to have all of the pertinent information in order to make informed decisions.

 Secretary Petty addressed the confusion of all of the information regarding this project not being sent to Mr. Pieri.

 Mr. Charlie Pieri assured that from this point forward, there will be a checklist with all planning applications and all items on the checklist must be presented with the application or it will not be accepted. He stated that City Manager is advising him with the application checklist.

 City Manager, Scott Avery advised that the projects will now meet all of the City’s guidelines and the time for the application process does not start until the checklist is turned in complete along with the application. He also advised that the Master Comprehensive Plan that will be developed will help with future planning decisions.

7. Adjournment.

 **Secretary Petty made a motion to adjourn, seconded by Member Templet.**

 **(Vote 6 yea– 0 nay.). Motion carried.**

**Meeting adjourned at 4:51 P.M.**

 Respectfully submitted,

 Amy Hutchison

 Recording Secretary