

***MINUTES OF THE
BOROUGH OF TOPTON PLANNING COMMISSION
SPECIAL MEETING
WEDNESDAY, MAY 1, 2024***

1. Attendees
 - Planning Commission
 - Julie Pummer
 - Bruce Meitzler
 - Maryellen Monaghan
 - Dan Schlegel
 - Ethan Polinsky (Alternate Member)
 - Stacy Milo (Borough Manager)
 - Public
 - Monica Sweeney, Barry Isett & Assoc.
 - Jeremy Hoogland, The Crossroads Group, LLC
 - Elmer Souder
 - Joshua Youpa
 - James Smith, Legend
 - Jason Buchta, Ott Consulting Inc.
2. Call to Order – 7:00 PM
3. Public Input – None
4. Previous Meeting Minutes (April 10, 2024) – Reviewed by PC with no comment. Motion (Dan), Second (Bruce), unanimously approved
5. Updates – Resignation from PC received from Leo Scott effective immediately
6. Old Business
 - A. Topton Borough Planning Commission By-Laws
 - PC discussion regarding scheduled meetings and frequency. Motion to keep as they currently are at quarterly. Motion (Bruce), Second (Dan), unanimously approved
 - B. Topton Borough Planning Commission Secretary
 - PC discussion regarding secretarial duties. Stacy Milo will remain PC Secretary, Monica Kunkel will be added as Assistant PC Secretary, handling Meeting Minutes only. Motion (Dan), Second (Bruce), unanimously approved

7. New Business

A. Review of Subdivision Plan – 14 South Haas Street

- PC review and discussion of presented plan
- PC requesting recalculation of impervious coverage percentage and change per Barry Isett & Assoc letter of April 30, 2024. Motion (Dan), Second (Bruce), unanimously approved

B. Review of Lot Line Adjustment Plan – 330 West Weis Street

- PC review and discussion of presented plan
- PC requesting updated plan including the edition of the new coffee shop and adjusted parking spaces. Revised plan due June 1, 2024. Motion (Dan), Second (Bruce), unanimously approved

8. Calendar/Next Meeting: June 12, 2024 – Special Planning Commission Meeting

9. Adjournment – Motion (Dan), Second (Maryellen), Unanimously approved (7:50 PM)

Respectfully Submitted,

Monica Kunkel
Assistant Secretary