

***MINUTES OF THE  
BOROUGH OF TOPTON PLANNING COMMISSION  
SPECIAL MEETING  
WEDNESDAY, JUNE 12, 2024***

1. Attendees

- Planning Commission
  - Julie Pummer
  - Bruce Meitzler
  - Maryellen Monaghan
  - Stacy Milo (Borough Manager)
  
- Public
  - Monica Sweeney, Barry Isett & Assoc.
  - James Smith, Legend Properties
  - Jason Buchta, Ott Consulting Inc.
  - Carol Cook

2. Call to Order – 7:04 PM

3. Public Input – None

4. Previous Meeting Minutes (May 1, 2024) – Reviewed by PC with no comment. Motion (Bruce), Second ( Maryellen), unanimously approved

5. Updates – None

6. New Business

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

- Note for the record: The resubmission was received late. The deadline agreed upon was June 1, 2024, at the last PC meeting of May 1, 2024; however, the resubmission was not received until June 3, 2024. The PC has decided to proceed with tonight’s meeting and will review the resubmission.
  - PC review and discussion of presented plan
  
  - PC recommends approval to Topton Borough Council for conditional approval of Lot Line adjustment and offset with clarification from Zoning Officer of the following from Barry Isett & Associates letter dated June 12, 2024:

2. §510.4.b. – Common parking areas serving two or more structures, uses, and/or units shall be located a minimum of ten feet from all structures and exterior lot lines of the development. The new lot line is crossing the existing parking lot and would require a variance or the lot line should be reoriented.

Motion (Bruce), Second (Maryellen), unanimously approved.

7. Calendar/Next Meeting: July 10, 2024 – Planning Commission Meeting

8. Adjournment – Motion (Bruce), Second (Maryellen), unanimously approved (7:43 PM)