

**Mt. Joy Township
Planning Commission Regular Meeting
Tuesday, March 11, 2014**

Meeting Minutes

Present: Eleanor Dehoff, Chairman; Terry Scholle, Vice-Chairman, Curtis Hawkins, Bernie Huesken, Fred Lang, Sheri Moyer, Secretary; Susan Smith, Solicitor

The Mount Joy Township Planning Commission met this date, as publicly advertised, at the Mount Joy Township Building located at 902 Hoffman Home Rd., Gettysburg, PA 17325.

Call to Order Starting Time: 7:00 pm

Chairman Comments: Ms. Dehoff acknowledged Curtis Hawkins appointment to the PC.

Approval of Minutes: Mr. Scholle moved, seconded by Mr. Heusken, to approve the February 11, 2014 Meeting Minutes as presented. Motion carried unanimously.

Preliminary/Final Plans: No plans presented

Other Business: Ms. Smith presented training on responsibilities of the Planning Commission. Ms. Smith created her training using the DECD Planning Commission Manual which all members stated having a copy of. She also referred to the Municipalities Planning Code (MPC) and MJT Code Book. There is an Ordinance in the MJT Code Book which defines the powers and duties of the commission and also defines that the PC should comprise of 5 members serving for 4 years term with 3 making a quorum.

This training was to give background information as to who the PC is, what the PC's role is in planning within the township what the duties are of the PC and any other activities the PC might be involved in and finally a footprint as to the direction of the next training session. As PC members you are now considered Public Officials that means something as to certain duties and responsibilities the commission if the "Citizen Advisory Board" to the BOS. The PC is advisory only and do not make final decisions.

Available tools:

1. Comprehensive Plan is a policy document which is basically the blueprint for land use with the twp.
2. Official Map defines the elements of the Comprehensive Plan relating to public facilities, roads, parks, utilities, etc. MJT does NOT have an Official Map.
3. Subdivision and Land Development Ordinance regulates the division or redivision of land and regulates construction or improvement on the land.
4. Zoning Ordinance regulates the use of land.
5. Capital Improvements Plan which would provide for improvements such as parks and other major improvements. MJT does NOT have a Capital Improvements Plan.

Who controls the land use?

1. The Governing Board in MJT it is the Board of Supervisors, Boroughs is the Borough Council, County it's the Board of County Commissioners.

2. Zoning Hearing Board is the relieve valve for the Zoning Ordinance ONLY. They have NO involvement with the SALDO. Relief from the Zoning Ordinance is heard before the ZHB and are entitled Variances, Special Exceptions and Appeals from the Determination of the Zoning Officer.

3. Zoning Officer is the "gatekeeper". The Zoning Officer is the first line of understanding and interpreting as to what the Zoning Ordinance states.

4. Planning Commission is the Citizen Advisory Board to the BOS. The PC reviews and provides advice and recommendation to the BOS regarding development and land use.

Sunshine Law the PC must abide by the Sunshine Law meaning they must take public comments. Ms. Moyer will make up a template agenda listing public comment following each plan.

Right to Know Law Ms. Smith explained the procedures and deadlines that the ORO must abide by and asked that if the ORO requests documents under the RTKL to provide that information as quickly as possible.

Ms. Smith suggested that the next training session be application and along with the engineer walk the PC through the plan review process.

Adjournment: With no further business to come before the Board, meeting was adjourned at 8:45pm. Next meeting will be Tues., April 8, 2014

Respectfully Submitted,

Sheri L. Moyer
Secretary