

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
THURSDAY, MARCH 25, 2010
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

Jim Spendiff, Chairman
Dan Dunmire, Vice Chair
Susan Heimbach
Brent Miller
Neal Shawver
Christian Aumiller
Kay Hamilton

Other

David McNitt, Quillas Creek
Eric Casanave, PennTerra Engineering, Inc.

Staff

Bill Gomes, Director
Mark Colussy, Associate Planner

Call to Order

Jim Spendiff, Chairman, called the meeting to order at 3:30 p.m.

Record of Public Attendance

Jim reminded everyone to sign the attendance sheet.

Subdivision and Land Development Review Committee Report

Dan reported there were 8 subdivision plans all under municipal ordinances. The Subdivision Review Committee recommended approval of the comments and recommendations for the following plans: Korbich/Sweitzer/Peck in Brown Township, Quillas Creek in Brown Township, Standard Steel Employees Federal Credit Union in Burnham Borough, Locust Campground RV Park Extension in Granville Township, Shelter Services, Inc. in Lewistown Borough, Fountain Square Redevelopment Plan in Lewistown Borough, and Marvin C. Henry and Shirley A. Knable in Oliver Township.

Two representatives were in attendance to discuss the Quillas Creek Subdivision so Dan said they would address it first. Eric Casanave from PennTerra Engineering introduced himself and spoke on behalf of CENPA Development. The master plan that came through last summer had a total of 557 units. Phase I of the plan has a total of 131 units (103 single family and 28 townhouses). He said he would address the comments of concern from the Subdivision Review Committee and asked Mark if he had a preference. Mark said he would like to point out the ones he would like to have addressed. The comment under Topographic information about the steep slopes needed to be clarified. Mr. Casanave said the Mifflin County Comprehensive Plan discourages development on steep slopes. He said they intend to minimize the grading for the roads. He said he believes they can meet the guidelines for Erosion and Sediment Control and for an NPDES permit.

Mark said Quillas Creek is submitting this plan under the Traditional Neighborhood Development section of the Brown Township Zoning Ordinance which allows specific things to occur such as reduced lot sizes and reduced cartway widths for roadways for properties and this plan takes advantage of that by basically having smaller homes and roadway systems that calm the traffic instead of high-speed traffic. He said the TND ordinance allows for one-way lanes to be 8 feet which is less than the roadway ordinance requirements and his question is since the entire development has 8 foot lanes, why some of the roads like the main entrance ways were not increased. Mr. Casanave said one of the reasons for the narrow roads is it slows cars down, allows more green space, and leaves more area for sidewalks for increased pedestrian traffic where people wouldn't be using their cars except for going off site and come back. He said the widths in the plan have been accepted by other traditional neighborhood developments. He said they made provisions where cars would be able to pass. To accommodate this concern, the developer is using a mountable curb which is high enough to capture the stormwater but can handle a tire coming up and down so that there is room to pull off should an emergency vehicle or another vehicle need to pass. The development further provides some alleys that are primarily for the houses but will also provide a secondary means of access. Off-street parking is also provided for as many places throughout the development.

Mr. McNitt, the developer, said about 60% of the homes is age directed, and houses range from 900 to 3,000 sq. ft. The lots range from 4,000 to 7,000 sq. ft with a small number as large as 10,000 sq. ft. Neil Shawver asked if

school buses going through would run over the curbs. Mr. Casanave said it would depend on the size of the buses and whether they would need to travel on every road in the development. Neil asked if they did a preliminary study on such vehicles as fuel, garbage and delivery trucks. Mr. Casanave said preliminary studies are being done and he is checking with other developments to see how they work out these issues.

Mark said another point is that Brown Township will require a traffic impact study to be submitted and he would like the opportunity for the Planning Commission to review this study. Mr. Casanave mentioned there is an approved study on the books that was done for Edgewood Estates that has to be accounted for. The developer was agreeable to providing a copy of the traffic study when it is complete.

Mark continued with the next subdivision for discussion. Downtown Lewistown, Inc. acquired properties at the "Five Points" planning to develop a plaza called Fountain Square. The Borough felt this should be submitted as a land development plan with concerns that stormwater should be looked at. They had SEDA COG submit these plans as a land development. They are doing a lot consolidation as there are two deeds. Mark said most of the comments are administrative or clarification issues. There is an issue with the power meter box that will be installed on the property, which will necessitate a utility easement. This needs to be coordinated with Penelec. Some concerns were discussed as to whether the design would be complimentary to Monument Square. Bill Gomes said they have inquired about light standards and also the brick used for the Monument Square Project. They are limited in funding so there is only so much they can do until more money becomes available.

The Locust Campground submitted a plan for expansion. Mark said there are a lot of comments because the plan does not show the needed information. This campground went to a zoning hearing board in Granville Township at the beginning of last year and the developer asked for approval to expand the campground area. It was stated that for emergency services there should be an updated evacuation plan. There is only one entrance/exit which would create a problem in the case of an emergency. The development currently serves 200 camp sites and this addition would add another 100 sites.

The next plan mentioned was the Percy Yoder property. Mark said this subdivision is to subdivide a property off of a private drive or several private drives. They plan to create new lots as recreational lots with homes with on-lot septic and individual wells. A review comment included a concern over the private right of way that serves two lots not meeting the township road standards and that the proposed lots don't have direct access to a public or private road system. Another concern was the steep topography and the number of lots being created.

A motion was made by Dan to approve the comments of the Subdivision Review Committee, seconded by Chris Aumiller and all said aye. Neal Shawver abstained from the vote on Quillas Creek.

The Subdivision Review Committee Report:

Name of Plan: Korbich/Sweitzer/Peck

Tax Map #: 14-11-106

Applicant Name: Korbich, Steve

Plan Preparer: Roth Surveying Service

Action Taken: *The County provides comments only.*

Plan Summary: *A total area of 16.68 acres is being subdivided into two (2) lots. Lot 1, the residual parcel, contains 10.00 acres, a single family residence and shed. This residence is currently served by a spring fed water system and an on-lot sewage system. Lot 2, a proposed 6.68 acre parcel, will be a lot addition to the lands of Kennan T. Korbich and may not be developed nor conveyed independently. This site is not located within a 100-year flood hazard, or a designated wetland area.*

Review Comments (List from Review Committee):

Basic Plan Information - A site location map should be on the plan. (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.2) The registered surveyor's appropriate registered professional's seal should be on the plan. It appears some of the property owners have changed for the abutting properties. The most up-to-date information should be supplied on the plan at the time of submission. A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project. (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.1)

Clean & Green / Agriculture - The parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

Topographic information - Topographical contours at vertical intervals should be displayed on the plan (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.6).

Soils - Soil information is not on the plan. Since the plan involves a lot addition/merger, the applicant should request a waiver from the subdivision ordinance. According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (AoC) According to the County GIS files, some portion of this property appears to have prime farmland soils. (MuB)

Right-of-Way Widths - Considering there is an existing 20' Right-of-Way and Utility Easement already in place, the applicant should consider granting additional Right-of-way at this time to meet the township requirements. Based upon the Brown Township Subdivision and Land Development Ordinance, the right-of-way width for T-459, Barville Mountain Road, is substandard (Section 4.204.F).

Cartway Widths - The cartway width should be shown on the plan for the existing private Right-of-Way, Bailey Gap Road (Brown Township Subdivision and Land Development Ordinance, Section 7.202.A.11). Based upon the Brown Township Subdivision and Land Development Ordinance, the cartway width for T-459, Barville Mountain Road, is substandard (Section 4.204 F).

Private Street / Shared Driveway - All private drives that are used by more than one party shall have a shared driveway agreement in place. An agreement for the private right-of-way should be noted on the plan. The agreement should include the following: "The owners of lots __, which have a common driveway, agree and understand this is a shared driveway, and as such are responsible for maintenance, care, improvements, and snow removal at their own diligence and expense. The maintenance and use of said shared driveways shall be included in the deeds as said lots are sold." (See Brown Township Subdivision and Land Development Ordinance, Section 4.205.G.4.c) The Deed Book and Page Number establishing the existing 20' Private Right-of-Way should be referenced on the plan.

Street Names - According to County GIS information, the existing private drive traversing the property is named Bailey Gap Road. This should be labeled on the plan.

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 7.302.A.6 and 7.302.B.7 of the Brown Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module - A copy of the DEP "Request for Planning Waiver and Non-Building Declaration" form needs to be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Water Service - The water supply location should be noted on the plan for Lot 1 and Lot 2 as prescribed in the Brown Township Subdivision and Land Development Ordinance (Section 7.302. A20). If the water source is off site, there should be evidence of an easement and right-of-way agreement on record and so noted on the plan. This information is particularly important if the water supply serves more than one household. The surveyor will note both are off site and make reference to easement/right-of-way agreements on record.

Signature Blocks on Plan - The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin County Planning and Development Department.

Lot Addition - The proposed combined acreage of Lot 2-A and Lot 2 should be shown on the plan. (See section 7.202.a.5 of the Brown Township Subdivision and Land Development Ordinance) Property boundary information should be shown for the grantee property of the lot addition, T.M. 14-7-106B. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Brown Township Subdivision and Land Development Ordinance, Sections 7.302.A.5, A.7 and A.9) A lot addition statement should be noted on the plan stating the following on the plan: "Lot # __ consisting of __ acres is to be added onto land owned by _____. Lot # ____ is a lot addition and shall become an integral part of the property owned by _____. Lot # ____ is not a building lot and cannot be maintained or developed as a separate individual lot." (See Brown Township Subdivision Ordinance Section 7.302.A.22)

Other Comments:

- 1. The plan has three owners statements of intent. Should the owners statements of intent not be signed by Vicki Sweitzer and Donath Korbich? Who is Kendra H Peck? Is she a third owner of T.M. 14-7-106?*
- 2. The application has been signed by the surveyor and not the owner of the property. The application should be signed by the owner of the property.*
- 3. Note 4 on the plan appears to be incorrect. Should it be Lot 2A?*

Name of Plan: Quillas Creek Final Phase I Plan

Tax Map #: 14-08-115

Applicant Name: CENPA Development, LLC

Plan Preparer: PennTerra Engineering, Inc.

Action Taken: The County provides comments only.

Plan Summary: This proposal represents Phase 1 of a 557-unit Traditional Neighborhood Development Master Plan, with mixed use elements, for Tax Parcel No. 14-08-115, which is a 97 acre tract located along Shelly Drive and State Route 655 in Brown Township, Mifflin County. The plan has been prepared in accordance with the provisions of Brown Township Ordinance No. 2008-1, Article X, "Traditional Neighborhood Development Overlay Zone," subparagraphs 1003 and 1019. A combination of Single-Family Residential, Multi-Family Residential, and Commercial Mixed Uses is proposed, and a combination of fee simple and condominium ownership of the properties depicted on these plans is being proposed.

Review Comments (List from Review Committee):

File Number: 2010-03-007

Municipality: Brown Township (Municipal Ordinance)

Land Owner Name: Coffee Run Equity Associates LP

*Basic Plan Information - A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project. (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.1) It appears Project Note 2 on the plan could be a project narrative. There isn't an Engineer's seal on Sheet 2. It appears there is what could be a storm sewer line following the zoning boundary between the R-3 and C Zones as shown on Sheet 3. Is this correct? *According to the project Engineer, this is not correct and is just an errant line. It does not appear that the proposed sanitary sewer easement symbology is shown on the legend on Sheet 3. Though a general easement is shown in the legend, it would be easier to distinguish if the easements had a simple label on the plan.*

*Floodplain / Wetlands - According to County GIS information, the property lies within the 100-year floodplain. Future development in this area should be discouraged. *According to the Project Engineer, the floodplain area will be restricted from development and used as open space.*

Topographic information - Suitability considerations should be made for this plan. It appears, according to County GIS information, that there are steep slopes (grades over 15%) on this site and development in these should be discouraged. Also, when the master plan was previously submitted and reviewed, a slope differential diagram was submitted. This would be helpful with this submission to show where the development is going to occur in steep slopes. What measures are being taken to account for development in these areas? Slope information could be shown on a general layout plan, which is not included with the plan.

Soils - According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (AoB, At, Ma) According to the County GIS files, some portion of this property appears to have prime farmland soils. (HaB) The soil symbols are shown on the E&S plans; however, a list of the soils, as well as what is a prime farmland and a hydric soil, should be on the plan.

*Setback Lines It appears that not all the setbacks shown on the plan meet the requirements of the Brown Township Zoning Ordinance, Traditional Neighborhood Development Overlay Zone. *According to the project Engineer, the reason this is the case is because where there is an easement, the setback is back from the easement and not the property line in some cases. Additionally, where a lot would front on a green, the front setbacks apply to the property sides on the green.*

*Cartway Widths - Though the TND overlay zone allows for 8' travel lanes, it is concerning that the road profiles (sheet 21) do not allow for a wider cartway for the main entrance into the development. Considering the amount of traffic this development could generate, this seems very narrow. Also considering emergency vehicles can be upwards of 8 feet in width, this could be problematic. *According to the surveyor, a low profile curbing will be installed along all streets that will allow for traffic to pull off the road in an emergency. Also, the Engineer would hope that with all the off-street parking and one way alleys that have been provided, there would be areas for vehicles to pull off in the event of an emergency. Also, the way the development was designed, with shallow sloped roadways, there is no real way to have vegetative swales along the sides of the roads for vehicles to pull into. A conscience decision was made to have roads that were less steep than to have vegetative swales.*

*PennDOT HOP / Municipal Driveway Permit - A Clear Sight Triangle and Sight Distances should be shown on the plan. PennDOT may require a Highway Occupancy Permit in place to be modified with as much development that is proposed. The applicant should contact PennDOT for more information. *According to the Project Engineer, the main entrance to this phase will be strictly off of Shelley Drive, a township road; a HOP will not be required at this time. Any future development off of SR 655 will require coordination with PennDOT.*

*Street Names - Are the street names being proposed named A, B, C, D, E, F and G? If not, the true names should be labeled on the plan, which will need to be coordinated with the County GIS Department. There is a fee associated with street naming. *According to the applicant, the roads names listed on the plan are general, and not intended to be the final road names. Future road names are pending.*

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 7.302.A.6 and 7.302.B.7 of the Brown Township Subdivision and Land Development Ordinance. This information should include all existing and proposed utility easements, stormwater easements, covenants, and deed restrictions. Since a homeowners association is to be created, additional information should be provided to the responsibilities and covenants and easements it will be responsible.

*DEP Sewage Planning Module - A DEP Sewage Planning Module needs to be provided for any new development. *According to the project Engineer, a narrative and general layout will be sufficient to be submitted to DEP in order to show that not all approved EDU's will be utilized by this phase of the development.*

Sewage Service - When this plan was submitted as a master plan, the project Engineer stated that the project has already been approved for 219 EDU's. This approval should be submitted with the plan.

Water Service - A letter from the municipal water authority acknowledging availability of public water should be submitted to the Brown Township Planning Commission.

Signature Blocks on Plan - The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin County Planning and Development Department.

Lot Addition/Consolidation - A lot consolidation statement should be included on the plan stating language that this plan will supersede any past subdivision plan on record and that separate tracts cannot be shown or conveyed separately than what is shown on the plan.

*Land Development - The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission. *According to the project Engineer, the local Fire Marshal will be contacted and fire hydrants will be coordinated at that time. Since all roads shown on the plan are intended to be dedicated to the township, the*

plan should be reviewed by the Brown Township Engineer for road adequacy to see if they meet township standards. This plan proposal should require a traffic study to be conducted. The study should be submitted to the Mifflin County and Brown Township Planning Commission for further review and comment opportunity. (See Brown Township Subdivision and Land Development Ordinance, Section 4.216)

E & S / Stormwater - Stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by the Brown Township Engineer. This proposal may require Erosion and Sedimentation (E & S) provisions to be reviewed by the Mifflin County Conservation District.

Other Comments:

1. Sheet 2 of the plan shows a lot consolidation plan. Should this plan be submitted separately? *According to the project Engineer, the applicant plans on recording the lot consolidation plan with the rest of the subdivision plan. Plan note 4 should be modified to be a narrative for this portion of the plan.
2. Are lots 83-97 to be accessed via a Green? These lots also have access to a 16' alley, but how are these properties to be accessed by visitors and emergency vehicles? *According to the project Engineer, these properties are to be accessed via the one way alleys. Also, when alleys are intended to be one way, it should be indicated as such on the plan.
3. Sheet 32 shows sinkhole repair information. Is there intent to fill in sinkholes with this development? *According to the project Engineer, there is no intent on actively filling any sinkholes, this is included as a plan detail in the circumstance that the future building contractor would come upon a sinkhole. Prior to filling in the sinkhole, any future contractor should contact PennTerra for more information.
4. Considering a large amount of site grading will take place, it is not clear how the site will be stabilized. Clarification should be given specifically how this will be done for the proposed stormwater basin and how it will support the load of water in the basin. *According to the project Engineer, all grading that will be done will be compacted on-site materials to the latest standards, which will minimize subsidence. The applicant should also consider a fence, handrail or vegetative screen around all stormwater basins to prevent accidental submersion in the basins.
5. Road signage should be clearly shown on the plan. Also, if one way traffic is to be proposed, a site circulation plan should be submitted.

Name of Plan: Standard Steel Employees Federal Credit Union **File Number:** 2010-03-002
Tax Map #: 8-13-105/8-13-106 **Municipality:** Burnham Borough (Municipal Ordinance)
Applicant Name: Standard Steel Employees Fed. Credit Union **Plan Preparer:** Nittany Engineering & Assoc., LLC
Land Owner Name: Standard Steel Employees Fed. Credit Union

Action Taken: The County provides comments only.

Plan Summary: No Narrative Provided. General Notes #1. The purpose of this plan is to provide additional parking on the Standard Steel Employees Credit Union Property to better facilitate the existing function of the building use and to reduce on-street parking by Credit Union users and staff.

Review Comments (List from Review Committee):

Administrative - The landowner's signature needs to be on the subdivision application form.

Basic Plan Information - A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project. It appears that Plan Note 1 could become a plan narrative.

Soils - According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (At)

*Setback Lines - The setback lines should be shown on the plan as prescribed in the Burnham Borough Subdivision and Land Development Ordinance (Section 402.3.N.3). It appears that Plan Note 8 may seem inadequate for this proposal. *A list of the setback requirements should be shown on the plan.*

Right-of-Way Widths - The right-of-way widths of N Walnut Street and 1st Avenue do not meet the road provisions of the Burnham Borough Subdivision and Land Development Ordinance (501.3). Since the parcel has the potential for future development, road improvements should be considered prior to further development. At a minimum additional right of way should be provided by the applicant as a condition if there is future development along this road.

PennDOT HOP / Municipal Driveway Permit - A municipal driveway permit may be required, and a copy should be provided to the Burnham Borough Planning Commission. A Clear Sight Triangle and Sight Distances should be shown on the plan.

*Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 403.1.D and 403.2.2 of the Burnham Borough Subdivision and Land Development Ordinance. *According to the project Engineer, there are no known deed restrictions.*

Signature Blocks on Plan - The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin County Planning and Development Department.

Land Development - A traffic circulation diagram should be included with this plan submission to verify adequate site circulation. A list of the previous parking spaces provided and proposed spaces should be included on the plan, including the number of handicapped spaces. Provisions for Street Lighting may be required and should be included with the plan submission. The applicant should contact Burnham Borough for more information.

E & S / Stormwater - Stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by the Burnham Borough Engineer.

Other Comments:

1. A plan was reviewed by the Mifflin County Planning Commission on 8/28/08 that consolidated two parcels, T.M. 8-13-105 and 8-13-106, to create lot 12R. However, there is no record that this plan has been recorded. Did this occur? Prior to this plan being recorded, the properties should be properly consolidated.
2. Does the public alley have a name? Does the 15' width represent the right-of-way or cartway, or both? Both the right-of-way and cartway widths should be indicated on the plan. (See section 402.3.M of the Burnham Borough Subdivision and Land Development Ordinance) *According to the project Engineer, the alley is not named. Also, since the width listed represents cartway and right-of-way, this should be noted on the plan.

Name of Plan: *Locust Campground RV Park Expansion Project* **File Number:** *2010-03-003*
Tax Map #: *17-12-0111* **Municipality:** *Granville Township (Municipal Ordinance)*
Applicant Name: *Knox, David M.* **Land Owner Name:** *John C. Knox & Sons*

Plan Preparer: *Stiffler, McGraw & Associates*

Action Taken: *The County provides comments only.*

Plan Summary: *This project is the construction of 100 additional campsites in the Locust Campground RV Park. Required activities include the performing of grading operations necessary to construct nearly level RV pads and access roads; installation of storm sewer facilities; construction of a stormwater infiltration area (for post-construction stormwater management); installation of sewer, water and electric service; placement of coarse aggregate to stabilized access roads and camping pads; and the application of seed, mulch and erosion control material where necessary.*

Review Comments (List from Review Committee):

Basic Plan Information - A North arrow, scale and graphic scale bar, site location map, and date of the plan should be on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.14) All abutters should be shown on the plan, including tax map numbers. (Granville Township Subdivision and Land Development Ordinance, Section 6.302.a.16) Lot numbers, and any official Parcel Information Number(s) (PIN) established by the County, and Deed Book and Page Number of the tract should be provided on the plan. (Granville Township Subdivision and Land Development Ordinance, Sections 6.302.a.3 and 6.302.a.13) Property owner and/or applicant information should be provided on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.302.a.3) A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project.

Subdivision Information - Property boundary information should be shown for the entire property, including the residual property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Granville Township Subdivision and Land Development Ordinance, Sections 6.302.a.5, 7 and 9) The total acreage of the property should be shown on the plan.. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.5)

Floodplain / Wetlands - According to County GIS information, the property lies within the 100-year floodplain. Future impervious development and permanent structures in this area should be discouraged.

Soils - According to the County GIS files, some portion of this property appears to have prime farmland soils. (MoA)

Setback Lines - The setback lines should be shown on the plan as prescribed in the Granville Township Subdivision and Land Development Ordinance (Section 6.302.a.10).

Cartway Widths - Based upon the Granville Township Subdivision and Land Development Ordinance, the cartway width for all private drives are substandard and could be required to be increased (Table 1).

Private Street / Shared Driveway - If a private street is proposed, the following note should be included on the plan: "The owners of lots ___ agree and understand that " _____ Road" is a private road and as such are responsible for the maintenance, care, improvements, and snow removal at their own diligence and expense. Further, if at any time in the future, the property owners adjacent to this road desire to dedicate said road to Municipal ownership, then such owners shall be required at their own expense to improve said road to meet the public road and street specifications of the Municipality in case at such time. The maintenance and use of said private road shall be in accordance with the private road maintenance and use agreement recorded in Deed Book __ Page __ of the Mifflin County Recorder of Deeds Office." If a private street is proposed, appropriate supporting information (i.e. the length(s), curve(s), tangent(s), angle(s), right of way width, cartway width, and if applicable, a road profile) should be provided on the plan. If a private street is proposed, the plan should be reviewed by the Granville Township Engineer.

Street Names - If multiple parties are to use a private drive, the roadway will need to be named. Street names are to be coordinated with the County GIS (Mapping) Department. There is a fee associated with the street naming.

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.a.6 and 6.302.b.7 of the Granville Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module - A DEP Sewage Planning Module needs to be provided for any new development.

Sewage Service - A letter from the municipality acknowledging availability of public sewer should be submitted to the Granville Township Planning Commission.

Water Service - A letter from the municipal water authority acknowledging availability of public water should be submitted to the Granville Township Planning Commission.

Signature Blocks on Plan - A signature block should be on the plan acknowledging the approval of the municipality. A signature block should be on the plan acknowledging the review of for the municipal Planning Commission. The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin

County Planning and Development Department. There should be a signature block area for the Recorder of Deeds of Mifflin County. There should be an Owners Statement of Intent or Certificate of Ownership on the plan, which should be notarized. Features All significant man-made features, including water and sewer lines, petroleum lines, electric poles, telephone lines, fire hydrants, dumps, railroad tracks, fence lines, historic features, culverts, etc. should be shown on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.10) All significant natural features, including swales, ditches, trees, water courses, sinkholes, rock out-cropping, etc. should be shown on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.9)

Zoning - Zoning information should be stated on the plan. A Zoning hearing was held for this property in January of 2009. Any zoning variances that were granted at the hearing should be noted on the plan.

Land Development - The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission. Parking provisions should be indicated on the plan. A traffic circulation diagram should be included with this plan submission to verify adequate site circulation. The proposed streets on the plan should be reviewed by the Granville Township Engineer. This proposal may cause a major traffic impact, which should require a traffic study to be conducted. Refer to section 4.202.e of the Granville Township Zoning Ordinance, which states that any development with over 750 ADT will require a study. Referencing "Trip Generation, An Informational Report", published by the Institute of Transportation Engineers, the ADT will be 10 per acre. When First Quality was developed, they had a Traffic Impact Analysis conducted by David E Wooster an Associates, Inc. in August of 2007. The study did not appear to account for the proposed expansion of the campground as it estimated only a 1% increase in traffic every year coming from the campground. A new study should account for any additional impact that may occur with this development. Provisions for Street Lighting may be required and should be included with the plan submission. The applicant should contact Granville Township for more information.

E & S / Stormwater - The stormwater plan should be reviewed by the Granville Township Engineer. The E & S plan should be reviewed by the Mifflin County Conservation District.

Other Comments:

1. The plan submission only includes an Erosion and Sedimentation Control Plan and a Stormwater Management plan. It does not appear an adequate Land Development plan has been submitted. There is a considerable amount of information that has not been submitted. In April of 2007, the Mifflin County Planning Commission reviewed another expansion of the Locust Campground. The applicant should reference MB: 24, PG: 113 to see an example of a previously submitted land development plan that was adequate.
2. When the last expansion of the campground was received, it was states that an Evacuation Plan exists. This plan should be updated and submitted to the Mifflin County Emergency Management Department.
3. It appears there is only one exit out of the campground. Is this sufficient for evacuation?

Name of Plan: Shelter Services, Inc.

Tax Map #: 04-03-246/248/249

Applicant Name: Shellenberger, John D.

Plan Preparer: AXIS Professional Surveying, LLC

Action Taken: The County provides comments only.

Plan Summary: This plan is proposed to transfer Lot Additions 1 & 2 to Lot A. Also proposed, to add second floor apartments above existing one story block building (Thrift Shop) located on Lot Addition 1 & 2.

Review Comments (List from Review Committee):

Administrative - According to the Borough of Lewistown Subdivision and Land Development Ordinance, the submitted plan should be 18" x 24" or 24" x 36" (Section 7.301.B). If this requirement can't be met, a waiver for this requirement should be submitted. However, since the scale of the plan is 1" = 30', a larger plan may not be necessary if the lot addition plan was submitted on a separate sheet from the Land Development plan. Separating this information would greatly benefit the plan since the original submission appears cluttered. In either scenario, something should be done to help display the proposal in a more informative way. *The revised plan dated March 4, 2010 has been separated into two sheets and a waiver has been requested for the size of the plan.

Basic Plan Information - The location map should indicate the site location (See section 7.302.A.2 of the Borough of Lewistown Subdivision and Land Development Ordinance). *This has been shown on the revised plan dated March 4, 2010. The scale should be shown on the plan for the location map.

Subdivision Information - The total amount of acreage being subdivided, as well as the combined acreage in the proposal should be shown on the plan. (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.5)

*This has been shown on the revised plan dated March 4, 2010.

Topographic information - Topographical contours at vertical intervals should be displayed on the plan (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.26.). *The plan shows what the First Floor Elevation of the building is going to be. According to the surveyor, the site is flat and no contours will show up in the area. The applicant has also submitted a waiver from this requirement.

Soils - Soil information is not on the plan. Since the plan involves a lot addition/merger, the applicant should request a waiver from the subdivision ordinance. *The applicant has requested a waiver for this requirement. According to the County GIS files, some portion of this property appears to have prime farmland soils. (AbB)

*Deed Restrictions and Easements - Easements associated with the property, if any, should be provided in accordance with Section 7.302.A.6 of the Borough of Lewistown Subdivision and Land Development Ordinance. *A note has been added to the revised plan stating that there are no known easements on the property.*

*DEP Sewage Planning Module - If new sewage will be required with this development, a DEP Component 3, or Exemption from Sewage Planning (Mailer), should be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form. *According to the surveyor, the property already has been approved for public sewer and this proposal is using the existing system on site.*

*Sewage Service - The true location of the sewer lines, as well as the connection to the building should be shown on the plan (See Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.23). *Sewage lines have been added to the revised plan dated 3/24/10 in all locations that were known. According to the surveyor, there is a line somewhere on the site that has not been determined. A letter from the municipality acknowledging availability of public sewer should be submitted to the Borough of Lewistown Planning Commission. *According to the surveyor, the property already has been approved for public sewer and this proposal is using the existing system on site.*

*Water Service - Existing water lines should be shown on the plan (See Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.23). *This has been shown on the revised plan dated March 4, 2010. A letter from the municipal water authority acknowledging availability of public water should be submitted to the Borough of Lewistown Planning Commission. *According to the surveyor, the property already has been approved for public water and this proposal is using the existing system on site.*

*Lot Addition - A lot addition statement should be noted on the plan stating the following on the plan: "Lot # __ consisting of __ acres is to be added onto land owned by _____. Lot # __ is a lot addition and shall become an integral part of the property owned by _____. Lot # __ is not a building lot and cannot be maintained or developed as a separate individual lot." (See Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.25) *This has been shown on the revised plan dated March 4, 2010. A lot addition plan should include an inset map. An inset map is a general location map of sufficient size and detail for the Commission to readily determine geographically where the subdivision, or lot addition, is proposed. (See Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.27) The plan should indicate lot combination symbols, represented by a "Z" to show the lot addition combinations (See Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.24). *This has been shown on the revised plan dated March 4, 2010.*

*Land Development - Provisions for Street Lighting should be included with the plan submission. (See section 4.203.I of the Borough of Lewistown Subdivision and Land Development Ordinance) *The plan shows already existing street lighting in the area The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission. *The plan shows an existing fire hydrant in close proximity to the property on Montgomery Ave.*

*Parking provisions should be indicated on the plan. *This has been shown on the revised plan dated March 4, 2010.*

*A traffic circulation diagram for traffic on the site should be included with this plan submission to verify adequate site circulation. *According to the surveyor, there will not be any through circulation on the site. The only access will be for parking via the existing parking areas shown on the plan.*

Other Comments:

1.) Are both Lot Addition A (T.M. 4-3-248) and Lot Addition B (T.M. 4-3-249) on the same deed, DB 460 PG 1171, as indicated on the plan? *According to the surveyor, this is the case.

2. The cartway width should be shown on the plan for Montgomery Ave and Depot Ave, as well as the two unnamed alleys. (See section 7.202.a.11 of the Borough of Lewistown Subdivision and Land Development Ordinance) *The cartway width has been added to the revised plan dated 3/24/10 for the alleys.

3. Why are there two unnamed alleys? Are there rights-of-way associated with the alley. It is not clear that the dimension indicated on the plan is referencing the right-of-way or cartway width. Both should be provided. *A note has been added to the revised plan dated 3/24/10 referencing that no record to actual cartway and right of way width exists and measurements shown on the plan were taken from the field survey.

4. Dimensional information for the building being developed should be shown on the plan. *This has been added to the revised plan dated 3/24/10.

Name of Plan: Fountain Square Redevelopment Plan

Tax Map #: 04-02-0238-2/04-02-0242

Applicant Name: Downtown Lewistown, Inc.

Plan Preparer: Wright Land Surveying

Action Taken: The County provides comments only.

Plan Summary: No Narrative provided

Review Comments (List from Review Committee):

Basic Plan Information - A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project. (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.1)

Floodplain / Wetlands - The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (See Sections 7.302.A.26 and 28 of the Borough of Lewistown Subdivision and Land Development Ordinance)

Topographic information - Topographical contours at vertical intervals should be displayed on the plan (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.26).

Soils - Soil information is not on the plan. Since the plan involves a lot addition/merger, the applicant should request a waiver from the subdivision ordinance.

Right-of-Way Widths - The right-of-way width for Valley Street and Chestnut Street should be shown on the plan (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.6).

Cartway Widths - The cartway width should be shown on the plan for Valley Street and Chestnut Street (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.202.A.11).

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 7.302.A.6 and 7.302.B.7 of Lewistown Borough Subdivision and Land Development Ordinance.

DEP Sewage Planning Module - Unless new sewage planning is proposed, the local DEP sewage planning specialist does not feel this proposal needs DEP sewage planning approval.

Water Service - A letter from the municipal water authority acknowledging availability of public water should be submitted to the Borough of Lewistown Planning Commission.

Lot Addition - The combined acreage of Lots 1 and 2 should be shown on Sheet LA.01. (See section 7.202.A.5 of the Borough of Lewistown Subdivision and Land Development Ordinance)

Features - The plan Legend references storm/sanitary sewer lines, yet it does not appear these have been shown on the plan. Sewer lines, as well as any other significant man made feature should be shown on the plan. (See section 7.302.A.23 of the Borough of Lewistown Subdivision and Land Development Ordinance)

Zoning - Zoning information should be stated on the plan.

E & S / Stormwater - Stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by the Borough of Lewistown Engineer.

Other Comments:

- 1. The plan cover sheet shows several sheets that were not included in the plan submission, and the plan references several details that are not included with the plan. Unless the entirety of plan is submitted for review, the plan should be revised to eliminate references to details that do not exist.*
- 2. The layout plan indicates a proposed power meter box that will be installed on the property. If this is the case, a Penelec utility easement will most likely be required. This should be coordinated with Penelec and included with the plan submission.*
- 3. The consolidated lot (Lot 2) has not been surveyed and the plan only states deed description information. Will this be sufficient to generate a new deed?*
- 4. The Act 287 Utility information on the cover page lists Derry Township as the sewage provider. This appears to be an error and should be corrected. Is sewage approved for this site?*

Name of Plan: Henry, Marvin C. & Knable, Shirley A.

File Number: 2010-03-004

Tax Map #: 19-07-120A/19-07-122

Municipality: Oliver Township (Municipal Ordinance)

Applicant Name: Henry, Marvin C. & Knable, Shirley A.

Land Owner Name: Henry, Marvin C. & Knable, Shirley A.

Plan Preparer: Wright Land Surveying

Action Taken: The County provides comments only.

Plan Summary: Lot Addition A is a lot addition and shall become an integral part of the property owned by Shirley A. Knable. Lot addition A is not a building lot and cannot be maintained or developed as a separate individual lot.

Review Comments (List from Review Committee):

Basic Plan Information - A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project.

Soils - Soil information is not on the plan. Since the plan involves a lot addition/merger, the applicant should request a waiver from the subdivision ordinance.

Private Street / Shared Driveway - Is the driveway shown on the plan shared, considering the driveway accessing the Shirley Knable property crosses the Robert Knable property? Is there a shared driveway agreement in place? All private drives that are used by more than one party should have a shared driveway agreement in place. An agreement for the private right-of-way should be noted on the plan stating: "The owners of lots ____, which have a common driveway, agree and understand this is a shared driveway, and as such are responsible for maintenance, care, improvements, and snow removal at their own diligence and expense. The maintenance and use of said shared driveways shall be included in the deeds as said lots are sold."

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 6.302.a.6 and 6.302.b.7 of the Oliver Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module - A copy of the DEP "Request for Planning Waiver and Non-Building Declaration" form needs to be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Sewage Service - Existing sewage service information for Lot A should be shown on the plan. (See section 6.302.a.11 of the Oliver Township Subdivision and Land Development Ordinance)

Lot Addition - The combined acreage of Lot Addition A and Lot A should be provided on the plan. (See section 6.202.a.5 of the Oliver Township Subdivision and Land Development Ordinance) A lot addition is considered a consolidation and therefore, results in the creation of two new lot configurations. Lot consolidation meets the definition of a subdivision according to the Municipalities Planning Code. Under these circumstances new deeds must be developed as part of the property transfer process and adequate information must be available in order to develop an accurate property description.

The parent and recipient lots will still meet the Subdivision and Land Development Ordinance requirements. Property boundary information should be shown for the entire property. Currently, no boundary information is provided for the Henry Knable property or the Shirley Knable property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Oliver Township Subdivision and Land Development Ordinance Sections 6.302.a.5, 7, 9 and 12)

Name of Plan: Yoder, Percy S. & Catherine M.

File Number: 2010-03-006

Tax Map #: 20-01-156A

Municipality: Union Township (Municipal Ordinance)

Applicant Name: Yoder, Percy S.

Land Owner Name: Yoder, Percy S.

Plan Preparer: Colony, Charles Maynard, PLS, PE

Action Taken: The County provides comments only.

Plan Summary: This plan proposes a 4 lot subdivision of lands owned by Percy S. Yoder and Catherine M. Yoder, tax parcel 20-01-156A of 7.5157 acres. Parcel A has an existing SFRD used for recreational purposes with an existing well and privy. Parcel B, C, and D are proposed as sites for SFRDs used for recreational purposes and served by on-lot sewage disposal and on-lot wells. The parent tract is accessed by existing woods roads leading to SR 0305 (Greenwood Road).

Review Comments (List from Review Committee):

Basic Plan Information - Property owner and/or applicant information should be provided on the plan.

Topographic information - Suitability considerations should be made for this plan. It appears, according to County GIS information, that there are steep slopes (grades over 25%) on this site and development in these should be discouraged. Topographical contours at vertical intervals should be displayed on the plan (Union Township Subdivision and Land Development Ordinance, Section 402.1.g).

Right-of-Way Widths - It does not appear that a clearly defined right of way exists for private roads extending to the property. A Right-of-Way should be acquired along Knarr Lane and other private drives leading to the public roadway, Greenwood Road prior to any additional development. The proposed private right-of-way width accessing Lots C & D do not meet the township road standards. (See section 501.2 of the Union Township Subdivision and Land Development Ordinance). Additional right-of-way width should be provided to allow adequate access to the proposed properties.

Cartway Widths - The cartway width should be shown on the plan for all private drives shown on the plan (See Union Township Subdivision and Land Development Ordinance, Section 402.2.a).

PennDOT HOP / Municipal Driveway Permit - Is there an existing PennDOT Highway Occupancy Permit (HOP) in place for the private drive off of S.R. 305, Greenwood Road? If not, a HOP may be required as prescribed in the Municipalities Planning Code (Section 508 (6)). A copy of the permit should be provided to the Union Township Planning Commission.

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Section 402.2 of the Union Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module - A copy of the DEP Component 1 Sewage Facilities Planning Module has been submitted to the Mifflin County Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Water Service - The plan should indicate proposed well site locations, or at a minimum the well isolation distance from the proposed septic system for the proposed parcels C and D. (See section 402.2.c of the Union Township Subdivision and Land Development Ordinance)

Signature Blocks on Plan - The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin County Planning and Development Department.

Other Comments:

1. The connection to the public road system (Greenwood Road) should be shown on the plan to show how the property is accessed. See section 504.3 of the Union Township Subdivision and Land Development Ordinance.

2. The lot configuration shown should be reconsidered. The existing 7.5151 acre parcel is proposed to include a residue tract of one acre, a proposed one acre lot and two tracts that are between 2.5 to 2.9 acres with lot ratios (depth to width) of eight to one rather than the norm of no greater than three to one. Other than the residue, none of the proposed lots have direct access to a public or private road system. As proposed the applicant appears to be creating three lots that are using a shared private driveway. Normally no more than two lots are served by a shared driveway. The proposed private right of way is only 33 feet in width extending from Knarr Lane to serve lots B and C, while Lot D is served by an offshoot drive involving a 20 foot right of way. All of these proposed rights of way do not meet the road standards of Union Township. At best the original parcel could be subdivided into two tracts considering the steep topography that impacts proposed lots C and D.

Public Comment

There was no public comment.

The meeting was adjourned at 4:47 p.m. upon a motion by Chris Aumiller that was seconded by Susan Heimbach.

dpb