

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
THURSDAY, MARCH 26, 2015
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

Dan Dunmire
Tyler Gum
Tom Lake
Kent Spicher
Neal Shawver
Jim Spendiff
Dave Pennbaker
Michele Bair

Staff

Bill Gomes, Director
Jim Lettiere, CD Administrator / Assistant Director

Others

Lucas Parkes, The EADS Group

Call to Order

Dan Dunmire, Chair, called the meeting to order at 3:32.

Record of Public Attendance

Dan reminded everyone to sign the attendance sheet.

Approval of Meeting Minutes

Jim Spendiff made a motion to accept the minutes from February's meeting. The motion was seconded by Tyler Gum. All members voted aye.

Subdivision and Land Development Review Committee Report

Jim Lettiere stated the Subdivision and Land Development Review Committee reviewed four (4) applications on March 19, 2015. All applications were under municipal ordinance which included Shalamar Gardens Land Development (*Armagh*), Josie B. and Malinda Zook, et.al (*Armagh*), Blossom Hill Lot 79 (*Derry*), and James S. White, Jr. (*Granville*). Jim reviewed two plans with the Planning Commission.

Jim reviewed the Blossom Hill Planned Residential Development Plan in Derry Township and the Shalamar Gardens Land Development Plan in Armagh Township, both under municipal ordinance.

He stated the Blossom Hill project was primarily to subdivide Lot 79 from the lands of DGB Properties, LP and modify the overall master plans. The revisions to the Blossom Hill Planned Residential Development were first reviewed by the Planning Commission on December 18, 2014. Additionally, he added the Township issued the Decision Granting Tentative Approval Subject to Specified Conditions and the applicant has since provided revised plans dated March 9, 2015 in response to the document.

The main concerns were that the plan did not meet provision 11 of the Decision Granting Tentative Approval Subject to Specified Conditions, which had to do with the buffer yard for Lot 79. It wasn't clear that the buffer area was to be part of the lots adjoining lot 79 or a separate buffer strip owned by the homeowner's association. One other concern was that the plan did not clearly define the area for Phase I.

The Shalamar Gardens Land Development Plan proposes the construction of 137 duplex units with associated infrastructure. The plan was a preliminary final plan for the entire project and a final plan for Phase I only. The main concerns that Jim discussed were primarily with the impact the project will have on the existing traffic pattern, access to the lots from Hill Street, ownership of the units, landscaping, signage, on site lighting, and ownership of the new streets. Jim also discussed the need to have the Township Engineer review the plan and provide written comments.

Dan entertained a motion to accept the review comments for the four plans under municipal ordinance with the additional comments added. A motion was made by Thomas Lake and seconded by Kent Spicher and unanimously passed.

Subdivision and Land Development Municipal Reports

Armagh Township

Name of Plan: Shalamar Gardnes Land Development Plan

File Number: 2015-03-001

Tax Map #: 12-05-0103

Municipality: Armagh Township (Municipal Ordinance)

Applicant Name: Shalamar Investments, LP- Asif Khatri

Land Owner Name: Shalamar Investments, LP- Asif Khatri

Plan Preparer: Uni-Tec Consulting Engineer, Inc.

Plan Summary:

Shalamar Investments, LP - A Uni-Tec Consulting Engineers, I The Shalamar Gardens Land Development Plan is located in Armagh Township, Mifflin County, Pennsylvania. Access to the site is off Hill Street in Milroy. The intended development will occur on a 19.24 acre parcel. The estimated area of disturbance for the Shalamar Gardens project is 17.00 acres of the total 19.24 acre parcel. Boundary lines for the lot are shown on the construction plans. Construction is anticipated to start in Summer of 2015. The project construction length will be approximately twelve months.

The project proposes the construction of 137 duplex units with associated driveways, utilities, and stormwater management facilities. A location map is provided in Appendix A and details of the layout are included in the construction plans.

Administrative

The landowner and applicant signatures are not legible. Are those signatures representatives of Shalamar Investments, LP?

Basic Plan Information

A plan narrative should be placed on the plan other than in the post construction stormwater management plan and should include a brief description stating the purpose of the project It is not clear whether these units will be rented, owned (through fee-simple ownership), which would necessitate a subdivision, or through a condominium association. This should be clearly described as part of the narrative which should be on one of the plan sheets.

Floodplain / Wetlands

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (See Article 6 Section 6.202 a.9. and 12.) Armagh Subdivision and Land Development Ordinance.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils.

Right-of Way Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, (Article 6 Section 6.202.a.11.), the right-of-way widths of Burdock Lane, Mediterranean Place, Atlantic, Wasa and Pacific Avenues should be shown on the plan.

Cartway Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, (Article 6 Section 6.202.a.11.), the cartway widths of Hill Street, Burdock Lane, Mediterranean Place, Atlantic, Wasa and Pacific Avenues, should be shown on the plan.

PennDOT HOP / Municipal Driveway Permit

A municipal driveway permit is required, and a copy should be provided to the Armagh Township Board of Supervisors.

DEP Sewage Planning Module

If the project is to utilize public sewer, a DEP Component 3, or Exemption from Sewage Planning (Mailer), should be provided to the Armagh Township Board of Supervisors.

Sewage Service

A letter from the municipal authority acknowledging availability of public sewer should be submitted to the Armagh Township Board of Supervisors.

Water Service

A letter from the municipal water authority acknowledging availability of public water should be submitted to the Armagh Township Board of Supervisors.

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.

A traffic circulation diagram should be included with this plan submission to verify adequate site circulation. Since private streets are proposed, the plan should be reviewed by the Armagh Township Engineer. This plan proposal may require

E & S / Stormwater

Since the project will disturb over an acre of land, an Erosion and Sedimentation (E and S) Plan is required. Additionally an NPDES permit will also be required. Please contact the Mifflin County Conservation District for further consultation.

Other Comments:

1. Has a traffic analysis been completed for this project? What are the AM and PM peak generation rates and how will Phase I and the overall project, impact existing traffic flow onto Hill Street, and the surrounding area?
2. Will there be on site lighting?
3. Will there be any provisions for dumpsters, or will each unit be individually responsible for trash disposal?
4. It's not clear if each unit will have a garage.
5. Has any consideration been made for allowing on street parking on site?
6. What arrangements has been made with the Township regarding a development agreement (Article 7 Section 7.400) of the Armagh Township Subdivision and Land Development Ordinance.
7. Are the new street names going to be proposed to the Township for dedication, or are they to remain under maintenance by a Homeowner's Association or the developer / land owner?
8. Are the rear portions of each unit outdoor decks or screened in porches? This is not clear.
9. Will there be two-way vehicular traffic on each proposed avenue?
10. Has the Township Engineer reviewed the plan and provided written comments? If so, can the comments be provided to the County Planning and Development Department for our records?
11. Has any consideration been made to develop ingress and egress off Burdock Lane, since this would relieve three access points onto and from Hill Street?
12. Are there provisions for landscaping other than the three or four cherry and ash trees depicted on the plan?
13. Is there any signage proposed for this project? If so, what are the types, size and location.
14. What is the ten (10) foot easement for that is above the sewer line on sheet T3? Is it to allow the road to be constructed over the sewer line?
15. Are there elevations drawings for the units, (if so, can a copy be provided to the Mifflin County Planning and Development Department for our records)?
16. What is the radius of the temporary cul-de-sac for Phase I? This distance should be at least forty two (42) feet to adequately accommodate snow removal and emergency vehicles.
17. Based on past experience in this County duplexes are often sold off as individual units. Considering the number of units (137) and the potential for resale, the setback information should be shown as if these were individual lots to insure that a future subdivision of these properties is possible. There should also be a statement on the plan that if duplexes are sold individually, they will have to come back for subdivision approval. Armagh Township Subdivision and Land Development Ordinance (Article 6 Section 6.302.a.10.).

In reviewing Uni Tech's March 19, 2015 response letter to the preliminary comments, the following items need to be addressed:

1. Item 5. and 6. the right-of-way and cartway widths for streets in the subdivision should be shown as stated in Section 6.202 a. 11. since the Ordinance does not distinguish between private versus public streets. Also Burdock Lane information should be listed as a man-made feature, as provided for in Section 6.202 a.10 of the Armagh Township Subdivision and Land Development Ordinance.
2. Item 12, there should be inclusion that the plan meets the Township Stormwater Ordinance and that it has been reviewed by the Township Engineer.

3. Item 13, some type of traffic analysis should be performed for the project since it will have an impact on the public road system. Based on the other land development ordinances in the County the trigger for such an analysis is when there will be 50 or more peak hour trips or 300 trips per day. A traffic analysis may include required improvements to Hill Street.
4. Item 14, you need to confirm that this will be a dusk to dawn lighting and it should be listed in the plan notes. 5. Item 17, states you will allow on street parking but without right-of-way and cartway information how do you know there will be enough room to accommodate this? 6. Item 19, there needs to be a note on the plan stating who will be responsible for road maintenance including snow removal.
7. Item 24, a landscape plan needs to be part of the plan and not something considered later.
8. Item 25, signage should be addressed on the plan.
9. Item 28, the plan does not clearly provide dimensional information for the cul-de-sac including the radius as provided for in Section 3.206 c. of the Armagh Township Subdivision and Land Development Ordinance.
10. Aside from the list of items discussed, the plan has not clearly defined the area for Phase I. The overall plan is being brought in as a preliminary plan yet the Phase I. attachment is a final plan, so it should be as complete as possible. It does not provide much information about this phase such as the defined boundaries for the duplexes, the average square footage of the area for the duplexes, setbacks and the area for stormwater detention.
11. Has there been any thought for providing open space for the residents in light of the size and density of the project?

* The Uni-Tec Consulting Engineers representative provided written responses to each comment in a letter dated March 19, 2015. They indicated they will have revised plans in response to the comments prior to the March 26, 2015 Mifflin County Planning Commission meeting.

Armagh Township

Name of Plan: Josie B. & Malinda Y. Zook

File Number: 2015-03-002

Tax Map 12-11-0102

Municipality: Armagh Township (Municipal Ordinance)

Applicant Name: Josie B. & Malinda Y. Zook

Land Owner Name: Josie B. & Malinda Y. Zook

Plan Preparer: Wright Land Surveying

Plan Summary:

This plan proposes to create Lot 2 for a single-family residence to be served by on-lot sewage disposal and a private well. The residual tract, Lot 1, has an existing residence with no new development proposed.

Clean & Green / Agriculture

As stated in note 5., this 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.

Floodplain / Wetlands

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (Article 6. 6.202 a.9. and 12.) of the Armagh Township Subdivision and Land Development Ordinance.

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.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland 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.

Right-of Way Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, the right-of-way width of Barefoot Road is substandard (Table 1).

Cartway Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, the cartway width of Barefoot Road is substandard (Table 1).

Private Street / Shared Driveway

If a private street is proposed, the plan should be reviewed by the Armagh Township Engineer.

Street Names

If multiple parties are to use the proposed private fifty (50) right-of-way/shared driveway, 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 (Article 6 Section 6.202.a.18., 6.302 a.6. and 6.302 b.7.), of the Armagh Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module

A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to the Armagh Township Supervisors.

Other Comments:

1. The plan does not have direct frontage onto a public road, but rather an easement connecting lot 2 to Barefoot Road. Will there be an easement agreement between the owners of Lots 1 and 2 to allow for the creation of the fifty (50) proposed right-of-way/shared driveway?
2. Has the Township required a Development Agreement for the construction of the fifty (50) foot private right-ofway/ shared driveway.
3. There is a question whether the proposed access to serve lot 2 is a shared driveway or private street, since it is over 384 feet in length. What will the cartway width be for the fifty (50) foot private right-of-way/shared driveway and based on the length, what assurance does the Township have that it will be constructed, to insure a land locked parcel is not being created?
4. Where is the well for lot 1?

Derry Township

Name of Plan: Blossom Hill Lot 79 DBG
Municipality: Derry Township (Municipal Ordinance)
File Number: 2015-03-003
Tax Map #: 16-11-0100E
Applicant Name: ELA Group, Inc. C/O Matthew R. Harlow
Land Owner Name: ELA Group, Inc. C/O Matthew R. Harlow
Plan Preparer: ELA Group, Inc.

Plan Summary:

The purpose of this plan is solely to subdivide Lot 79 from the remaining lands of DGB Properties, LP. For additional information, reference the "Revised Master Plan of Blossom Hill, A residential Community" by the board of supervisors on February 23, 2015, on file at the Township.

The proposed use for Lot 79 will be for agricultural purposes only. No improvements including utility extensions to Lot 79 are proposed by this plan. There are no deed restrictions proposed for Lot 79.

This Planned Residential Development Project Ordinance No. 2002-4 has been revised for the existing approved Master Plan for Blossom Hill, subject to specified conditions (contained within the Decision Granting Tentative Approval Subject to Specified Conditions issued by Derry Township) not included in the proposed amended/revised master plan as submitted in December 2014. After the Township's issuance of tentative approval through the Decision Granting Tentative Approval Subject to Specified Conditions, the applicant has since provided revised plans dated March 9, 2015 for the Subdivision and Plans dated November 26, 2014 for the Revised Master Plan for Blossom Hill and a letter dated March 9, 2015 to the Township Supervisors which addressed Conditions 1 through 12. (A copy of this letter and the Decision Granting Tentative Approval Subject to Specified Conditions will be provided to the Planning Commission for review and comment only). The County's comments from the December 18, 2014 review that were not addressed have been incorporated within the following review comments.

Basic Plan Information

The name of the registered surveyor and/or Engineer responsible for the plan should be on the plan, including an appropriate registered professional's seal. There is no surveyor or engineer seal. Derry Township Subdivision and Land Development Ordinance (Part 4 Section 403.2.E.)

Subdivision Information

The development data on sheet 1 of 10 indicates thirty-three (33) lots, and the project narrative indicates an overall development of ninety-nine (99) dwelling units. The lot line adjustments show a total of twenty lots. A note should be on the plan that clarifies these items.

Private Street / Shared Driveway

Have any existing rights-of-ways been dedicated and accepted by the Township? Which proposed streets are to be offered to the Township for dedication as stated on Sheet 1 of 10 under Project Narrative Statement Homeowners Association.

Other Comments

1. It appears after review of the March 23, 2015 comments provided by Alan Wrye of Buchart-Horn, Inc. that the plans submitted by the applicant have adequately addressed most of the conditions other than items 11. and 12. in the Decision Granting Tentative Approval Subject to Specified Conditions.

2. Item 11. stipulated the following "Buffer" requirements will be added to the Revised Master Plan and to any Subdivision and Land Development Plan in accord therewith: A] On the east and south sides of the Blossom Hill Development proposed in the Revised Master Plan (bordering present agricultural land and undeveloped agricultural land to be conveyed per the Revised Master Plan), screening shall be provided which meets the provisions of the Derry Township Zoning Ordinance. Screening vegetation shall be planted near the property line between the Blossom Hill Development and agricultural land. Details regarding screening vegetation shall be provided in the Subdivision and Land Development Plan, which will be subject to review and approval by the Township. It appears the revised master plan and subdivision plan for lot 79 do not meet provision 11. These provisions must be incorporated into both plans.

3. Condition 12. provided that the applicant properly exhibit the revision to the proposed walking trails proposed open space as hand-drawn by Applicant's representative on Sheet 8 of 10 of Applicant's Exhibit 1. Exhibit 1 was not provided and it is not clear what it showed. We need to verify it is consistent with the walking trails on sheet 8 of 10.

4. Sheet #1 mentions the PennDOT Highway Occupancy Permit (HOP) requirement but there is an existing HOP for the entrance and it should be noted.

5. There should be a note on the plan that clearly identifies where the previously approved phases were to take place and what will be extinguished.

6. At the December 18, 2014 Mifflin County Planning Commission meeting, there was concern expressed regarding a clear sight visibility triangle, at the intersection of Green Avenue Extension and lot number 25.

7. There should be a note on the plan that the walkway connection goes around the stormwater basin, since the walkway has moved from its original location. It is important to show there is a connection to Geisinger Lane.

8. There should be a note that the Master Plan is not being recorded at this time.

9. There should be a note that the cul-de-sac waiver has been given approval based on the Township Roadmaster.

10. There should be a note on the plan that clearly identifies the date the revised master plan was conditionally approved by the Township.

11. At the December 18, 2014 Mifflin County Planning Commission meeting, there was concern expressed regarding the use of lot 79 for farm animals to graze.

*The representative on behalf of the ELA Group indicated the Township decided to allow this project to remain under the existing provisions of the PRD. He also stated the adjacent property owner, currently Mr. Glick, does not have intentions of allowing his livestock to graze on Lot 79, (after acquisition), due to the distance to and from the barn.

Granville Township

Name of Plan: James S. White, Jr.
Municipality: Granville Township (Municipal Ordinance)
File Number: 2015-03-004
Tax Map #: 17-05-0101B
Applicant Name: James S. White, Jr.
Land Owner Name: James S. White, Jr.
Plan Preparer: Taptich Engineering and Surveying

Plan Summary:

This project involves the subdivision of one (1) lot from the lands of James S. White, Jr. (TM 17-05-101B). Lot #1, containing 27.879 acres, is intended to be a non-building lot addition to the adjacent lands of Pama Jo and Samuel C. Stezler. Access to Lot #1 will be via Ferguson Valley Road. No improvements are proposed to Lot #1 at this time. The residue currently houses a single-family residential dwelling, as well as multiple agricultural buildings.

Subdivision Information

Property boundary information i.e., metes and bounds is not provided for the Stezler property i.e., the recipient tract TM 17-05-0108. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. Granville Subdivision and Land Development Ordinance (Article 6 Section 6.202 a.5.).

Clean & Green / Agriculture

The property is in an Agricultural Security Area and should be noted on the plan.

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.

Floodplain / Wetlands

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (Article 6 Section 6.202 a.9.) of the Granville Subdivision and Land Development Ordinance.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils.

Cartway Widths

The cartway width of Barnyard Boulevard does not meet the road provisions of the Granville Township Subdivision and Land Development Ordinance (Table 1). Since the parcel has the potential for future development, road improvements should be considered prior to further development. At a minimum additional cartway should be provided by the applicant as a condition if there is future development along this road.

PennDOT HOP / Municipal Driveway Permit

A notation about the requirement stating: Any access via a State Highway to lots shown on this subdivision plan will require the issuance of a PennDOT Highway Occupancy Permit (HOP). PennDOT regulations provide that a Highway Occupancy Permit is required prior to constructing, altering or exceeding the permitted capacity for any access connected onto a State Highway. A Highway Occupancy Permit is also required prior to altering the existing pattern or flow of surface drainage or directing additional surface drainage onto or into the highway right-of- way or highway facilities. Approval of this plan neither implies nor guarantees permit approval by PennDOT.

A PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)).

A copy of the permit should be provided to the Granville Township Planning Commission.

Private Street / Shared Driveway

If Barnyard Boulevard is used by more than one party a shared driveway agreement should be 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 (Article 6 Section 6.202 a.13. and 18.) of the Granville Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module

No DEP sewage planning module is required since this is a side lot addition. This is in accordance with the instructions for completing request for planning waiver and non-building declarations through the PA-DEP.

Features

Based on the aerial imagery, there appears to be a structure on the Hellen Kirk tax parcel number 17, 05-0101A and on the Stezler property tax parcel number 17, 05-0108 which are not depicted on the plan. Granville Township Subdivision and Land Development Ordinance (Article 6 Section 6.202 a.10.).

Other Comments:

Notes

1. It appears the land north of Ferguson Valley Road for tax parcel number 17, 05-0101B will be accessed from Barnyard Boulevard. The cartway width is only 10 feet which is inadequate for two-way vehicular traffic. The cartway width should be a minimum of twenty (20) feet.

Public Comment

None

Other Business

Bill handed out the State Ethics Commission forms that need to be returned by May 1, 2015.

Discussion was held on the submission of the community planning award and the planning excellence award. A candidate for the community planning award was selected, but not the planning excellence award. One municipality did submit the name of a person who had served on their local planning commission for over 40 years for the planning excellence award. Upon further review, the County Planning Commission did not feel the person should receive the planning excellence award, but should be recognized for his years of service on the township planning commission at a public meeting of the County Planning Commission or the County Commissioners.

Adjournment

The meeting adjourned at 4:45 p.m. upon a motion by Tyler Gum that was seconded by Neal Shawver.