

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 28, 2011
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

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

Other

Jim Zubler, Downtown Lewistown, Inc.

Staff

Bill Gomes, Director
Jim Lettiere, Community Development Administrator
Mark Colussy, Associate Planner
Millie Sunderland, Office Manager/Grants Manager

Call to Order

Susan Heimbach, Chair, called the meeting to order at 3:33 p.m.

Record of Public Attendance

Susan reminded everyone to sign the attendance sheet.

Approval of Meeting Minutes

Neal Shawver made a motion to approve the minutes of the meetings of February 24, 2011 and March 24, 2011. Jim Spendiff seconded the motion. All members voted aye.

Embassy Theatre Rehabilitation Project

Jim Zubler of Downtown Lewistown, Inc. attended the meeting to discuss the Embassy Theatre Rehabilitation Project and the funding being sought through USDA Rural Development's Community Facilities Program. This funding would be added to three other secured reimbursement grants through Lewistown Borough's CDBG program, the Keystone Historic Preservation program and Save America's Treasures funding. Improvements will be made to the exterior of the theatre, which includes brick work, roof repairs and marble/granite work. Construction is projected for this summer.

After some questions and discussion about the secured funding, Davis-Bacon wage rates, future phases of the project and historic preservation, Christian Aumiller made a motion for the Planning Commission to review the request for support of the project and submit a letter to the Friends of the Embassy Theatre. Jim Spendiff seconded the motion. All members voted aye.

CDBG Update

Jim Lettiere gave an update on CDBG projects and provided a report to the Planning Commission. Jim reported that the Lempkelde Well project involving the construction and installation of a treatment building to bring an existing test well online to provide additional water to local residents. The project is complete with the exception of a few minor punch list items with a current funding balance of \$7,425.00. Jim discussed the Newton-Wayne Joint Municipal Authority project involving the installation of public sewer lines that tie into the new public sewage treatment facility. The project is almost complete with a balance of \$19,935. He also reported on the Ferguson Valley water main project that was completed, and the balance of funds in the amount of \$16,889.97 will be transferred through the revision process to the SEDA-COG Senior Housing property acquisition project.

Jim briefly discussed the 2011 proposed projects and indicated the funding was cut by 16.2%. Amounts for the project will be revised accordingly.

Jim also mentioned that DCED recently completed the monitoring of previous years' administration. Jim reported that it was a good monitoring with only two comments and no findings by DCED. A letter indicating the results of the monitoring will be forthcoming.

Subdivision and Land Development Review Committee Report

Dan Dunmire reported that the Subdivision and Land Development Review Committee reviewed four plans, all of which are under municipal ordinances for which the Planning Commission provides recommendations only: Mifflin County Airport – 10 Unit T-Hanger plan in Brown Township, Borough of Lewistown Wastewater Treatment Facility plan in Lewistown Borough, Daniel K. Peachey plan in Menno Township and Stephen P. Kanagy plan in Oliver Township.

Mark Colussy discussed the Mifflin County Airport – 10 Unit T-Hanger plan. Mark indicated the plan had been revised, but he has not seen it yet. He went over some of the comments and recommendations in the review report. There was some discussion about stormwater management, and the E&S plan was submitted to the Conservation District.

Dan briefly went over the other three plans and made a motion to approve the comments and recommendations on the four plans under municipal ordinances. Christian Aumiller seconded the motion. All members voted aye.

The Subdivision Review Committee Report:

Name of Plan: Mifflin County Airport-10 Unit T-Hangar File Number: 2011-04-001

Tax Map #: 14-03-0099

Municipality: Brown Township (Municipal Ordinance)

Applicant Name: Mifflin County Airport Authority Land Owner Name: Mifflin County Airport Authority

Plan Preparer: Lee - Simpson Associates, Inc. -Nicholas J. Barg

Action Taken: The County provides comments only.

Plan Summary: The project consists of the construction of a 10-unit T-Hangar building (232' - 1" x 52' - 1" = 12,088 SF.) and adjacent aprons. Work will consist of excavation, grading, foundations, building erection. Electrical and apron placement.

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. There appears to be a project description on Sheet 3, which could be modified to serve as a project narrative. (See Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.1) Deed Book and Page Number of the tract should be provided on the plan. (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.13) All abutters should be shown on the plan, as well as deed book and page numbers and tax parcel identification numbers. Additionally, it appears that the abutters that are listed on the plan are incorrect. Please confirm. (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.17)

Subdivision Information - Property boundary information should be shown for the entire property. 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) The total amount of acreage of the property should be shown on the plan. (Brown Township Subdivision and Land Development Ordinance, Section 7.302.A.5)

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.23 and 25 of the Brown Township Subdivision and Land Development Ordinance)

Soils - Soils information should be shown on the plan. (Brown Township Subdivision Ordinance, Section 7.302.A10)

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

Setback Lines - The setback lines should be shown on the plan as prescribed in the Brown Township Subdivision and Land Development Ordinance (Section 7.302. A10).

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 & Sewage Service - Is the new hanger to be supplied with water and sewer? The plan should mention if water or sewage service is proposed.

Zoning - Zoning information should be stated on the plan.

Land Development - Parking provisions should be indicated on the plan. This should include the spaces required and already existing. Provisions for Street Lighting should be included with the plan submission. (See section 4.203.I of the Brown Township Subdivision and Land Development Ordinance) The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission.

E & S / Stormwater - The plan appears to show existing stormwater facilities, but none that are proposed. It appears that this proposal will require stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by the Brown Township Engineer.

Other Comments:

1. Sheet 3 refers to a foundation plan, which does not appear to be included with the plan submission. Also, it mentions a stone base for the proposed apron, but states that this area is to be paved, referring to Alternate 1. Where is alternate 1? Is the stone to only be the base under the paving? Is it not certain that it will be paved?

- Please clarify. Also, if something is not going to be included with the plan submission, the plan should not reference the detail on the plan.
2. Access to the public road system should be shown on the plan.
 3. Have the T-Header taxiway profiles been reviewed by the Township Engineer?
 4. The utility provider information appears to be incorrect and should be updated.

Name of Plan: Boro of Lewistown Wastewater Treatment Facility **File Number: 2011-04-002**
Tax Map #: 07-01-0106 **Municipality: Lewistown Borough (Municipal Ordinance)**
Applicant Name: Frey, David **Land Owner Name: Borough of Lewistown**

Plan Preparer: Gannett Fleming

Action Taken: The County provides comments only.

Plan Summary:

1. Upgrades to the existing Borough of Lewistown Wastewater Treatment Facilities are necessary to comply with the Department of Environmental Protection's water quality requirements.
2. The existing land use of the property is a Wastewater Treatment Facility and Solid Waste Recycle Facility. The proposed land use remains a Wastewater Treatment Facility and Solid Waste Recycle Facility.

Review Comments (List from Review Committee):

Basic Plan Information - What is the status of the subdivision plan? It is recommended that this plan be recorded prior to this plan being approved so that the Instrument Number of the recorded subdivision can be put on the plan. Currently, the plan lists blanks for deed book and page number.

Floodplain / Wetlands - As mentioned on the plan and according to County GIS information, the property lies within the 100-year floodplain. The Borough has received a Water Obstruction and Encroachment Permit for construction in the Floodplain.

Street Names - According to the County GIS Department, South Juniata Street may only be a paper street in this area. If this is so, the road should not be labeled as such if it is not officially named this way. The plan could have this area labeled as a public right-of-way.

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

Features - All significant man-made features, including fire hydrants, street lights, electric poles, telephone lines, culverts, etc. should be shown on the plan. (Borough of Lewistown Subdivision and Land Development Ordinance, Section 7.302.A.23)

Land Development - Parking provisions should be indicated on the plan, which should include the number of spaces required and the number provided.

Name of Plan: Peachey, Daniel K. **File Number: 2011-04-003**
Tax Map #: 18-04-128/18-04-141 **Municipality: Menno Township (Municipal Ordinance)**
Applicant Name: Peachey, Daniel K. **Land Owner Name: Peachey, Daniel K.**

Plan Preparer: Wright Land Surveying

Action Taken: The County provides comments only.

Plan Summary: This plan proposes to create Lot Addition A to be transferred from Daniel K. Peachey to Nancy L. Swarey. No development is proposed. These properties are accessed by the existing Eleven Springs Trail.

Review Comments (List from Review Committee):

Clean & Green / Agriculture - As stated in Note 4 on the plan, the parcel (T.M. 18-4-141) 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. The property (T.M. 18-4-128) is in an Agricultural Security Area and should be noted on the plan.

Right-of Way Widths 0 If development is proposed, a formal right of way should be established for Eleven Springs Trail prior to future development. Along with this, a maintenance agreement should be established.

Cartway Widths - Based upon the Menno Township Subdivision and Land Development Ordinance, the cartway width is substandard (Table 1).

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 Menno Township Subdivision and Land Development Ordinance. *According to the surveyor, there are none other than an electric easement. This easement's deed book and page number should be noted on the plan.

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 & Sewage Service - Is there any existing water and sewage service existing on the properties? If so, this information should be noted on the plan. *According to the surveyor, there is no existing water or sewage service, nor is any proposed. The narrative should clarify this information.

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 Menno Township Subdivision and Land Development Ordinance)

Other Comments:

1. Once Lot Addition A is transferred to Nancy Swarey, will this cut off access to the Peachey property along Eleven Springs Trail? Will there be enough room to allow access to this property? *According to the surveyor, the location of the property line is what the landowners agreed to since there will still be at least 50 feet of road frontage to the Peachey property along Eleven Springs Trail. This should be clear on the plan.

2. The connection to the public road system should be indicated on the plan.

Name of Plan: Kanagy, Stephen P.

Tax Map #: 19-13-101

Applicant Name: Kanagy, Stephen P.

Plan Preparer: Wright Land Surveying

File Number: 2011-04-004

Municipality: Oliver Township (Municipal Ordinance)

Land Owner Name: Kanagy, Stephen P.

Action Taken: The County provides comments only.

Plan Summary: This plan proposes to separate this property into two parcels. Lot 1 has an existing house and well to be served by public sewer with no new development proposed. Lot 2 has an existing garage and a proposed house to be served by public sewer.

Review Comments (List from Review Committee):

PennDOT HOP / Municipal Driveway Permit - As mentioned in Note 4 on the plan, a PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)) for any new driveway openings along a state route.

Deed Restrictions and Easements - The plan indicates that there is a 20' Sewer Easement, yet it does not indicate the Deed Book and Page Number of the easement, which should be listed on the plan. 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. *According to the surveyor, there are none known other than the sewer easement.

Sewage Service - A letter from the municipality acknowledging availability of public sewer should be submitted to the Oliver Township Planning Commission. *According to the surveyor, two sewer taps have already been provided for the property and this proposal will not require any additional sewage service.

Water Service - The plan should indicate the proposed well site location for Lot 2, or at a minimum the well isolation distance from the proposed septic system. (Oliver Township Subdivision and Land Development Ordinance, Section 6.202.a.10)

Other Comments:

1. The driveway access to Lot 2 should be clear on the plan. It appears there is a very large area that is the "driveway" onto Lot 2. Somehow this should be distinguished on the plan.

Public Comment

There was no public comment.

Other Business or Comments

- Bill Gomes mentioned PennDOT will give an update on area projects and SEDA-COG will give a presentation on the new bridge priority project at the May meeting. There will be a presentation on the Route 22 railroad crossing proposal at the June meeting.
- Bill confirmed which members were interested in taking a tour of the new high school. He will get back with everyone on the date and time.
- Bill reported that PennDOT will fund \$75,000 towards the update of the Mifflin County Comprehensive Plan. The funding will be related to the transportation and land use portions of the plan. In addition, a community survey will be conducted within the next few weeks.
- Bill gave an update on the phases of the Monument Square project. Phase 3A is anticipated to be bid next month. Phase 3B is currently under review for Transportation Enhancements funding for which a presentation will be made to SEA-COG next month. Phase 3C is pending approval for funding through USDA Rural Development's Community Facilities program.
- Bill gave an update on the municipal stormwater management ordinances and indicated a meeting would be held about enforcement of the ordinances.

Adjournment

Neal Shawver made a motion to adjourn the meeting, and Christian Aumiller seconded the motion. The meeting adjourned at 4:38 p.m.

mjs