

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 23, 2013
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

Dan Dunmire, Vice Chair
J. Neal Shawver, Secretary
Michele Bair
Brent Miller
Mario Andrie
Jim Spendiff

Other

Dain Davis, The EADS Group, Inc.

Staff

Bill Gomes, Director
Jim Lettiere, CD Administrator/Assistant Director
Stephanie Neff, Office/Grants Manager

Call to Order

Dan Dunmire, Vice Chair, called the meeting to order at 3:35 p.m.

Record of Public Attendance

Dan reminded everyone to sign the attendance sheet. Tom Lake and Susan Heimbach had previously notified the Planning and Development Office to say they would not be able to attend.

Approval of Meeting Minutes

Dan asked for motion to approve the minutes. Jim Spendiff made a motion to accept the April 25th meeting minutes as written. Neal Shawver seconded the motion and all members voted aye.

Subdivision and Land Development Review Committee Report

Dan reported that there were 8 subdivision plans and 1 plan had been submitted late. All 9 plans were under municipal ordinance for which the Planning Commission provides comments: Robert E. & Lisa K. Peachey in Brown Township, Cedar Hill Manor Phase III in Brown Township, Michael S. Lisee in Decatur Township, Mark S. Elsesser in Derry Township, Harvey Buckley in Granville Township, James D. Kanagy in Menno Township, Bradley O. Yoder in Menno Township, Jeffrey S. Spickler in Oliver Township and Frank J. & Edith K. Hartzler in Menno Township.

Jim Lettiere wanted the Planning Commission to be aware of the additional comment that will be added to the plan that was received late for Frank J. & Edith K. Hartzler in Menno Township. It is required that the plan be 24” by 36” because even though the recorders office would accept a smaller plan, the assessment office would not.

Jim stated that the Cedar Hill Manor Plan in Brown Township has an eagle’s nest within the proximity of the subdivision, which triggered the comments about the federal statues. Mario questioned the Bald Eagle buffer zones on the plan and Jim replied that there are 2 different buffer zones regarding the regulation. He then read a letter from the PA Game Commission on the protection of the nest and it explained the difference in the buffer zones. There was also discussion on access for lots 24 and 25 and whether a traffic impact study was done for the overall project.

Jim reviewed the Bradley O. Yoder Plan in Menno Township and there was a discussion on the property description. Brent Miller explained that the property was being sold in stages to Mr. Hilderbrandt. Part of the property is owned by St. Paul Evangelical Lutheran Church, but there is uncertainty about what the church owns. Bill then questioned if the tax parcel was correct. Jim added that the county had not received any feedback from our comments from the engineer. Brent was asked by a member if they were proposing any new structures on the property because there was land disturbance on what he thought was Lot 2. Jim added that they were not proposing any new structures, but will ask the question about land disturbance involving Lot 2 in the final comments.

Michele Bair stated that when the Planning Commission motioned to approve the minutes she would not be voting on the Harvey Buckley Plan in Granville Township.

Neal Shawver made a motion to approve the comments/recommendations for the Subdivision Review Committee on the 9 municipal plans as presented. Mario Andrie seconded the motion and all voted aye.

The Subdivision Review Committee Report:

Brown Township (Municipal Ordinance)

Name of Plan: Peachey, Robert E. & Lisa K.
Municipality: Brown Township (Municipal Ordinance)
File Number: 2013-05-002
Tax Map #: 14-08-125
Applicant Name: Peachey, Robert E. & Lisa K.
Land Owner Name: Peachey, Robert E. & Lisa K.
Plan Preparer: Wright Land Surveying

Action Taken:
The County provides comments only.

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 two existing residences with no new development proposed.

Review Comments (List from Review Committee):

Subdivision Information

Water and sewer provisions for lot 1 should be shown on the plan, Brown Township Subdivision and Land Development Ordinance Article 7 Section 7.302 A. 23.
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. Brown Township Subdivision and Land Development Ordinance (Section 7.302 A. 5., 7., and 9.).
The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Clean & Green / Agriculture

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

Floodplain / Wetlands

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (See Article 7 Section 7.302 A. 29. of the Brown Township Subdivision and Land Development Ordinance).

Soils

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

PennDOT HOP / Municipal Driveway Permit

A PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6) and provided in note 5 of the plan. A copy of the permit should be provided to the Brown Township Planning Commission.

Deed Restrictions and Easements

According to the surveyor, there are no known deed restrictions or easements associated with the property.

DEP Sewage Planning Module

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

Brown Township (Municipal Ordinance)

Name of Plan: Cedar Hill Manor Phase III Final Plan
Municipality: Brown Township (Municipal Ordinance)
File Number: 2013-05-007
Tax Map #: 14-08-119
Applicant Name: W. Schmidt/S. Hostetler Partnership
Land Owner Name: W. Schmidt/S. Hostetler Partnership
Plan Preparer: PennTerra Engineering, Inc.

Action Taken:
The County provides comments only.

Plan Summary:
The purpose of this plan is to subdivide Lot 10 and a portion of the tract residue into 11 residential lots and provide access to these lots.

Review Comments (List from Review Committee):

Administrative

The subdivision application form should be signed by the municipality.

Basic Plan Information

The tax parcel numbers on the application and some of the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software. 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. Brown Township Subdivision and Land Development Ordinance, Article 7 7.302 A. 4.

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, Article 7 Section 7.302 a.1.)

Note #4 on the plan is not correct or adequate.

Subdivision Information

The plan notes state that Lot 10 is to be subdivided and a portion of the tract residue into 11 residential lots. Sheet Number 3 shows 13 subdivided lots. Please clarify.

Soils

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

Right-of Way Widths

Please label the location of the right-of-way width for Annod Lane.

Cartway Widths

The cartway width of Cedar Hill Drive, East Hooley Lane and Annod Lane should be shown on the plan (Brown Township Subdivision and Land Development Ordinance, Article 7 7.302 6. 7.8).

PennDOT HOP / Municipal Driveway Permit

A PennDOT Highway Occupancy Permit (HOP) is required for lots having access onto SR 0655 as prescribed in the Municipalities Planning Code (Section 508 (6)). A copy of the permit should be provided to the Brown Township Planning Commission.

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.

Private Street / Shared Driveway

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."

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. The cul-de-sac named Schmidt Court will need to be approved by the County GIS (Mapping) Department.

Deed Restrictions and Easements

The application states there are no easements or deed restrictions, while the subdivision plan labels several storm water and drainage easements.

DEP Sewage Planning Module

A subdivision proposing more than 10 lots from the parent parcel is considered a major subdivision. A DEP Component 2 Form should be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Water Service

A letter from the municipal water authority acknowledging availability of public water should be submitted to the Brown Township Planning Commission. What is the location of proposed water lines?

Signature Blocks on Plan

The Mifflin County Review Certificate is incorrectly labeled as Mifflin County Planning Commission. Please label it Mifflin County Review Certificate. The Review Certificate should also list the following:

Plan Tracking Number Chairman or Designated Representative

Other Comments:

1. Is there a home owners association for the subdivision? If so, please provide copies of the agreement to the Brown Township Planning Commission. Brown Township Subdivision and Land Development Ordinance Article 7 7.302 B. 7.
2. Is there a Development Agreement and Financial Security available as required in the Brown Township Subdivision and Land Development Ordinance Article 7 7.302 B. 9.?
3. Will the proposed roads be dedicated to Brown Township for acceptance?
4. Has the plan been reviewed by the Township Engineer for compliance with Township Ordinances? In particular, proposed storm water provisions and road profiles.
5. Is this plan compliant with the Bald and Golden Eagle Protection Act, the Migrating Bird Treaty Act (MISTA) and the Bald Eagle Management Plan for Pennsylvania?
6. Will lots 24 and 25 be accessed from State Route 0655?
7. Was a Traffic Impact Study done and approved by the Township for the subdivision and was it inclusive of Phases I, II and III?
8. Note 1F states lots to be served by off-site water instead of public water. The way this reads, it could be a spring.
9. There is a question whether proposed lots 26, 27, 28, 29, 32, 33 and 34 meet the lot frontage and lot width requirements of the Brown Township Subdivision and Land Development Ordinance.
10. What is the front setback since Note 1F lists 3 different setback requirements based on the type of road. This should be confirmed.

Decatur Township (Municipal Ordinance)

Name of Plan: Lisee, Michael S.
Municipality: Decatur Township (Municipal Ordinance)
File Number: 2013-05-008
Tax Map #: 15-11-109/15-11-109A
Applicant Name: McCurdy, T. Wray
Land Owner Name: Lisee, Michael S.
Plan Preparer: Roth Surveying Services

Action Taken:
The County provides comments only.

Plan Summary:
This is a lot addition subdivision and an existing parcel addition. Lot 2 will be addition to the Herbert M. Fisher property. Parcel Number 3 (D.B. 504 pg 1343 T.M. 15-11-109A) is to be combined with Lot 2 that is being created. All three - T.M. 15-11-109A, T.M. 15-11-109B, and Lot 2 are to be combined in deed to form a single parcel. Total acreage of the 3 combined 13.7485 acres

Review Comments (List from Review Committee):

Administrative

The landowner's signature needs to be on the subdivision application form. The plan was signed by the applicant and not the landowner which is needed to verify the subdivision should go forward.

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zero creates inaccuracies within the County's plan tracking software.

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. (Decatur Township Subdivision and Land Development Ordinance Sections 603.2A 5, 7, 9, and 12.) The plan should also list what the total acreage will be for new Fisher property when combined.

Clean & Green / Agriculture

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

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

Based upon the Decatur Township Subdivision and Land Development Ordinance, the right-of-way width is substandard (Table 1) for Rose of Sharon Lane, Loht Road and Wray's Lane.

Cartway Widths

Based upon the Decatur Township Subdivision and Land Development Ordinance, the cartway width is substandard (Table 1) for Rose of Sharon Lane, Loht Road and Wray's Lane.

Private Street / Shared Driveway

A private road agreement should be in place for Rose of Sharon Lane and should state: "The owners of lots 1 and 2 agree and understand that " Rose of Sharon Lane" 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."

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 603.2. A6 and 603. 2. B7 of the Decatur 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 plan states water is supplied for Lot 1 by a spring. Where is the spring located and if it is off site, is there an easement agreement in place. Also, what is the water source for the Fisher property?

Lot Addition

Note #4 contains a limited lot addition statement.

Other Comments:

1. GIS (Mapping) appears to show buildings on the Herbert Fisher property. Please confirm if there is a house on the property and the location of on-site water and sewage facilities.
2. GIS (Mapping) lists a Michael Peck associated with TM 15-11-109 and 15-11-109A. Can you please confirm if a second party owns this property?
3. Please list the location of the on-lot septic system for the Fisher property.

Derry Township (Municipal Ordinance)

Name of Plan: Elsesser, Mark S.
Municipality: Derry Township (Municipal Ordinance)
File Number: 2013-05-006
Tax Map #: 16-05-100H
Applicant Name: Elsesser, Mark S.
Land Owner Name: Elsesser, Mark S.
Plan Preparer: Taptich Engineering and Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This project involves the subdivision of four (4) lots from the lands of Mark S. and Debra K. Elsesser (TM 16-05-100H). Lots #1-4 intended to be non-building stand alone lots each of which are served with a public water source as well as public sewer.

Review Comments (List from Review Committee):

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

The narrative should state this subdivision is to separate duplex lots into separate individual lots.

Floodplain / Wetlands

According to County GIS information, the property lies within the 100-year floodplain, and the flood plain should be delineated on the plan. Future development in this area should be discouraged. Plan note 4 incorrectly indicates no portion of the site lies in the flood hazard area.

Setback Lines

If this subdivision will create single-family attached dwelling units having a total of four (4) units, then one of the side yards must be 15 feet. General Note 5 indicates the side yard as being (10') for each side.

The setback lines should be shown on the plan as prescribed in the Derry Township Subdivision and Land Development Ordinance Part 4 Section 403.a.K.

Right-of Way Widths

Based upon the Derry Township Subdivision and Land Development Ordinance, the right-of-way width of Ort Valley Road is substandard Part 5 Section 504.2.

Cartway Widths

Based upon the Derry Township Subdivision and Land Development Ordinance, the cartway width of Kristi Lane and Ort Valley Road is substandard Part 5 Section 504.2.

Private Street / Shared Driveway

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

According to the surveyor, there are no known deed restrictions or easements associated with the property, however, general note 1. indicates that not all improvements or encumbrances are shown. Please clarify if there are any deed restrictions or easements as part of this subdivision.

Sewage Service

A letter from the municipality acknowledging availability of public sewer should be submitted to the Derry Township Planning Commission in accordance with the Derry Township Subdivision and Land Development Ordinance Part 4 Section 403.2. W.

If the property is served by public sewer where are the sewer lines on the plan?

Water Service

A letter from the municipal water authority acknowledging availability of public water should be submitted to the Derry Township Planning Commission in accordance with the Derry Township Subdivision and Land Development Ordinance Part 4 Section 403.2. X.

If the property is served by public water where are the water lines on the plan?

Zoning

Zoning information should be stated on the plan.

Other Comments:

1. What is the height of each building? Please note the maximum permitted height and in the Medium Density Residential Zone (MDR) is thirty-five (35) feet pursuant to the Derry Township Zoning Ordinance, Article 2 Section 305.7. 1.

Granville Township (Municipal Ordinance)

Name of Plan: Buckley, Harvey
Municipality: Granville Township (Municipal Ordinance)
File Number: 2013-05-004
Tax Map #: 17-37-314/17-37-315A
Applicant Name: Bair, Robert R.
Land Owner Name: Buckley, Harvey
Plan Preparer: Taptich Engineering and Surveying

Action Taken:
The County provides comments only.

Plan Summary:

This project involves the subdivision of one (1) lot from the lands of Harvey N. and Lois A. Buckley (TM 17-37-314). Lot #1 is intended to be a non-building lot addition to the adjacent lands of Robert R. and Michele R. Bair (TM 17-37-315A). TM 17-37-315A currently houses a single-family residential dwelling and associated outbuildings. TM 17-37-315A is presently served with and on-site water source and public sewer.

Review Comments (List from Review Committee):

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Subdivision Information

The plan should provide information on water and sewer availability for the Buckley and Bair properties. There is only a note in the narrative that the Bair property has public sewer lines and a on lot water system. The sewer lines and on lot water system are not shown on the plan, Section 6.302.a.11. of the Granville Township Subdivision and Land Development Ordinance.

Property acreage 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 Article 6 6.302 a. 5. and 7.)

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. The hydric soils information should be shown on the plan.

Setback Lines

The setback distances contained in General Note 5 are inaccurate pursuant to the Granville Township Zoning Ordinance Section 4.302 a.

The setback lines should be shown on the plan as prescribed in the Granville Township Subdivision and Land Development Ordinance Article 6. 6.302 a. 10.

Right-of Way Widths

Based upon the Granville Township Subdivision and Land Development Ordinance, the right-of-way width of Birch Drive is substandard (Appendix A Table 1).

Cartway Widths

Based upon the Granville Township Subdivision and Land Development Ordinance, the cartway width of Birch Drive and Penn Street are substandard (Appendix A Table 1).

Deed Restrictions and Easements

According to the surveyor, there are no known deed restrictions or easements associated with the property.

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.

Lot Addition

There is only a slight reference to this being a lot addition in the narrative. The lot addition sample below would make this clear.

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.”

Zoning

Zoning information should be stated on the plan.

Menno Township (Municipal Ordinance)

Name of Plan: Kanagy, James D. & Sharlene G.
Municipality: Menno Township (Municipal Ordinance)
File Number: 2013-05-001
Tax Map #: 18-08-124B
Applicant Name: Kanagy, James D. & Sharlene
Land Owner Name: Kanagy, James D. & Sharlene
Plan Preparer: Wright Land Surveying

Action Taken:

The County provides comments only.

Plan Summary:

This plan proposes to create Lot 2 with an existing single-family residence served by on-lot sewage disposal and private well. The residual tract, Lot 1, has had soils testing for a proposed future residence.

Review Comments (List from Review Committee):

Basic Plan Information

The tax parcel numbers should be labeled accurately. For example, the tax parcel number on the application is 18-08-124B while it should be 18-08-0124B. The missing zero digit creates inaccuracies within our plan tracking software. Please make these corrections on the plan set for the subject parcel and the abutters.

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.

Right-of Way Widths

The right-of-ways of West Back Mountain Road and Log Hollow Road are substandard and do not meet the road provisions of the Menno Township Subdivision and Land Development Ordinance Article 3, Table 1. 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.

Cartway Widths

The cartway widths of West Back Mountain Road and Log Hollow Road are substandard and do not meet the road provisions of the Menno Township Subdivision and Land Development Ordinance Article 3 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 municipal driveway permit is required if developed in the future, as noted on note 5. and a copy should be provided to the Menno Township Board of Supervisors.

Private Street / Shared Driveway

How will the proposed house on Lot 1 be accessed since it appears it will traverse land owned by Lee Kanagy?

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 18. and Article 6 Section 6.302 a.6. of the Menno 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 Menno Township Board of Supervisors. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Menno Township (Municipal Ordinance)

Name of Plan: Yoder, Bradley O.
Municipality: Menno Township (Municipal Ordinance)
File Number: 2013-05-005
Tax Map #: 18-11-115/18-11-226
Applicant Name: Yoder, Bradley O.
Land Owner Name: Yoder, Bradley O.
Plan Preparer: Taptich Engineering and Surveying

Action Taken:
The County provides comments only.

Plan Summary:

This project involves the subdivision of three (3) lots from the lands of Bradley O. Yoder. Lot #1 presently houses a carwash and is intended to be a non-building lot addition to the adjacent lands of T.D. Hilderbrandt, LLC. Lot #1 is served with public water and an on-lot sewage disposal system. There are no improvements proposed to Lot #1. Lot #2 is currently vacant and is intended to be a nonbuilding lot addition to the adjacent lands of Bradley O. Yoder (TM 18-11-115). There are no improvements proposed to Lot #2. Parcel A. is presently vacant and is intended to be a non-building lot addition to the adjacent lands of T.D. Hilderbrandt, LLC. There are no improvements proposed to Parcel A. There are no changes proposed to lot access.

Review Comments (List from Review Committee):

Basic Plan Information

The building situated on tax parcel number 18-11-0227 appears to be split by this proposal. Is there a common party wall for fire protection. Also with this proposal there is no side yard setback.

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Subdivision Information

The tax parcel number 18,11-0300 owned by Saint Paul Evangelical Lutheran Church, according to our GIS Files, is on the North side of State Route 0655, while the plan depicts it on the South side of SR 0655.

The tax parcel number 18,11-0227, according to our GIS Files, is located on the Southeast corner of Zook Road and SR 0655 while the plan depicts its location East of tax parcel number 18,11-0300.

Clean & Green / Agriculture

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

Setback Lines

The setback lines should be shown on the plan as prescribed in the Menno Township Subdivision and Land Development Ordinance Article 6 Section 6.302 a. 10.

Right-of Way Widths

Based upon the Menno Township Subdivision and Land Development Ordinance, the right-of-way width of Zook Road is substandard Article 3 3.204, Table 1.

Cartway Widths

Based upon the Menno Township Subdivision and Land Development Ordinance, the cartway width of Zook Road is substandard Article 3 3.204, Table 1.

PennDOT HOP / Municipal Driveway Permit

What is the purpose of the proposed 20' right-of-way that parallels lots 1, 2 and the residue? Will the right-of-way connect into State Route 655. If so a HOP will be required.

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.

Private Street / Shared Driveway

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."

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

According to the surveyor, the application indicates there are no known deed restrictions or easements associated with the property, yet on the plan there are access and utility easements labeled. There should be a notation on the plan that there are deed restrictions and easements associated with this 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.

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."

Other Comments:

1. If Lot #1 is to be added to the lands of T. D. Hilderbrandt, what is the total square footage after the lot addition?
2. If Lot #2 is to be added to the lands identified as tax parcel number 18,-11-0115 owned by Bradley Yoder, what is the total square footage after the lot addition?
3. If properties are served by public water, water lines should be shown. Also on lot septic systems should be on the plan for the properties.
4. There is no dimensional information for the Hilderbrandt property (tax parcel number 18-11-0226, or the Yoder parcel tax parcel number 18-11-0115. These tracts represent parent and recipient lots and 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. Property boundary information should be shown for the entire property. If survey data is not available, this information could be supplied via a deed description on an insert map. (Menno Township Subdivision and Land Development Ordinance, Sections 6.302a.5.,7.,9., and 12.).
5. There appears to be land disturbance on lot number 2.

Oliver Township (Municipal Ordinance)

Name of Plan: Spickler, Jeffrey S. & Jayme
Municipality: Oliver Township (Municipal Ordinance)
File Number: 2013-05-003
Tax Map #: 19-03-108
Applicant Name: Spickler, Jeffrey S. & Jayme
Land Owner Name: Spickler, Jeffrey S. & Jayme
Plan Preparer: Wright Land Surveying

Action Taken:
The County provides comments only.

Plan Summary:
This plan proposes to create Lot 2 for a single-family residence to be served by on-lot sewage disposal and private well. There is a reserved sewage easement area on Lot 1 for the benefit of Lot 2. The residual tract, Lot 1, has an existing residence, on-lot system and well. Lot 2 will be accessed by extending the existing Twin Hollows Road.

Review Comments (List from Review Committee):

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zero creates inaccuracies within the County's plan tracking software.
All abutters should be shown on the plan, including tax map numbers. (Oliver Township Subdivision and Land Development Ordinance, Article 6 Section 6.302 a. 16., only for the parcels Northwest of Tax Map 19-08-0101 and the Tax Parcel Number 19, 03-0109.)

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. Oliver Township Subdivision and Land Development Ordinance Section 6.302 a. 5., 7., 9., and 12.

Clean & Green / Agriculture

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

Cartway Widths

Based upon the Oliver Township Subdivision and Land Development Ordinance, the cartway width of Twin Hollows Road is substandard (Article 3 Table 1).

Does the existing deed allow for expanded use of the private road and is there a private road agreement in place to insure maintenance responsibilities? A fourteen (14') foot cartway is not adequate for two way traffic or emergency vehicles.

* The representative from Wright Surveying indicated that he will make reference in all deeds for a maintenance agreement of the private road.

Private Street / Shared Driveway

If the bridge is widened over any stream crossings or other floodway encroachments, the applicant should contact the Mifflin County Conservation District for more information.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Article 6 Section 6.302 A. of the Oliver 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 Oliver Township Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Other Comments:

This property was also reviewed in December 2011. Some of this same information was requested at that time including dimensional information for the residual, a private road agreement for Twin Hollow Road and inadequate cartway width to serve additional lots. This arrangement appears to be a slow growing development that needs to be properly addressed while property remains in the ownership of two property owners.

Menno Township (Municipal Ordinance)

Name of Plan: Hartzler, Frank J. and Edith K.

Municipality: Menno Township (Municipal Ordinance)

File Number: 2013-05-009

Tax Map #: 18-07-126

Applicant Name: Hartzler, Frank J. & Edith K.

Land Owner Name: Hartzler, Frank J. & Edith K.

Plan Preparer: Colony, Charles Maynard, PLS, PE

Action Taken:

The County provides comments only.

Plan Summary:

This project involves the subdivision of the Frank J. & Edith K. Hartzler property. Lot 1 and Lot 2 are entirely wooded and are to be conveyed to family members. Both lots border SR 4007 (Jacks Mt. Road) and are also accessed via East Flat Road. The lots will be utilized for recreational use.

Review Comments (List from Review Committee):

Basic Plan Information

The plan scale shall be no greater than 100 feet to the inch. Menno Township Subdivision and Land Development Ordinance Article 6 Section 6.302 a. The scale is drawn at 200' feet to the inch.

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

The abutter for tax parcel number 19,11-0123D-000 should be shown on the plan, including the tax map number. (Menno Township Subdivision and Land Development Ordinance, Article 6 Section 6.302 a.17.)

Floodplain / Wetlands

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland. (See Section 6.202 a.9.,10.,14. of the Menno 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.

Cartway Widths

At a minimum the cartway width of East Flat Road should be eighteen (18') feet to allow for two way traffic. Based upon the (Menno Township Subdivision and Land Development Ordinance, Article 3 Table 1.), the cartway width of East Flat Road is substandard.

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.

Private Street / Shared Driveway

Private Drives should have a private road or driveway agreement. 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."

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Section 6.202 13., 15. of the Menno 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 if any, for the cabin, should be noted on the plan as prescribed in the Menno Township Subdivision and Land Development Ordinance (Article 6 Section 6.202 a.10.) 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 have the following signatory lines:

Plan Tracking Number

Chairman or Designated Representative

Other Comments:

The plan size should be 24" by 36" in order to process the plan through the County Recorder of Deeds and Assessment Offices.

Other Business or Comments

Jim Lettiere distributed a copy of the drafted letter that he prepared for Sean Daubert regarding recommendations that we had the opportunity to make on the sale of the Union Elementary School.

Adjournment

At 3:55 p.m. Dan announced that the meeting would temporarily adjourn so that everyone could move to Meeting Room A for the 2013 CDBG First Public Hearing.

FFY 2013 CDBG Public Hearing

At 4:00 p.m. the Planning Commission reconvened in Room A to hold the CDBG Public Hearing. There were six presentations made including the following: the SEDA-COG Housing Development Corporation-Mann

Edge Terrace Phase II project, the Borough of Juniata Terrace Sanitary Sewer Slip-Lining Project; the Mifflin Juniata Dental Clinic equipment purchase request; the Mount Union Municipal Authority water distribution replacement request for Wayne Township; the Municipal Authority of the Borough of Lewistown public water expansion in Armagh Township; and the Armagh Township-Oak Street Stormwater Improvement Project.

The Planning Commission adjourned at 5:10 p.m.