

**MINUTES**  
**MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING**  
**THURSDAY, JULY 25, 2013**  
**MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.**

**ATTENDANCE**

**Members**

Susan Heimbach, Chair  
Dan Dunmire, Vice Chair  
Brent Miller  
Kent Spicher  
Michele Bair

**Other**

Robert Postal, MCIDC  
Lucas Parkes, The EADS Group, Inc.  
Wayne E. Engle, Kanapka Surveying, Inc.  
Ronald Mattern

**Staff**

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

**Call to Order**

Susan Heimbach called the meeting to order at 3:40.

**Record of Public Attendance**

Susan reminded everyone to sign the attendance sheet. Neal Shawver, Jim Spendiff, Mario Andrie and Thomas Lake notified the Planning and Development Office that they would not be able to attend the meeting.

**Approval of Meeting Minutes**

Dan Dunmire made a motion to approve the minutes of June 27, 2013 meeting. Brent Miller seconded the motion. All members voted aye.

**Annual Economic Update**

Robert Postal, President at MCIDC attended and presented information on the status of ongoing projects and the software used by site consultants when searching for available properties. Mr. Postal said that the projects in motion include: the renovations of the former Kardex building and the access road in the Industrial park. The road services the new GE expansion and the available KOZ land. The renovations, supported by EDA and also with a loan from the Mifflin County RLF, will allow Fidelity Paper and United Chemical, as well as future companies, to expand. The project is about 80% complete.

Postal then connected to [www.focuscentralpa.org](http://www.focuscentralpa.org). He explained that this is a marketing consortium started by MCIDC, Union, Snyder, Northumberland, Montour, and soon Columbia, to compile information for site consultants and companies searching for site information. Known as Zoom Prospector, it presents 2013 building and community information. He demonstrated the tabs: demographics, business, spending wages, and other community data which can be generated within a radius of the site. The State of Pa and other agencies use this method. The information is available without charge. Some counties have decided not to join the consortium because it costs \$3500/yr; MCIDC believes that developers consider the larger geographic area, not just the county, when considering a location.

He then showed the recent employment trends. The County closely tracks the State although with more severe cycles. He assumes that this is because of the manufacturing base which tends to reflect the larger business cycles and is more variable than, say, government or services.

Mr. Postal thanked the Commission for its support, particularly for the Mann Edge Terrace project. He said that plans are progressing for Phase 2, probably to be constructed in 2015.

**Subdivision and Land Development Review Committee Report**

Susan asked everyone on the Planning Commission to review the letter from Lucas Parkes regarding the Mattern Subdivision plan in Wayne Township. This plan was discussed at the June 2013 Planning

Commission meeting and the application was tabled because of concerns regarding the cartway width of Bice Lane. The letter Lucas prepared explained his discussions with all parties involved and the options that were given to take care of the concerns of Bice Lane. The conditions for the improvements to Bice Lane are: the property owner shall remove the nine (9) trees that were marked during his site meeting with Dwight Aurand, the road master. Additionally, six (6") inches of PennDOT 2RC shall be placed wherever needed to widen the narrow portions of the roadway out to sixteen (16') feet. The existing roadway cross-slope shall be maintained with the new road widening and the roadside swales shall be graded to promote uninterrupted storm water flow. Bill advised that the improvements to the road would need to be corrected before the plan could be recorded. Jim then explained that the Planning Commission needed to approve all the waivers except for the one on Bice Lane. If everyone was in agreement on the conditions discussed by Lucas Parks, we could take action on the waivers.

Dan made a motion to approve the waivers on Ferguson Valley Road and Loop Road and Michele Bair seconded the motion. All members voted aye.

Dan made a motion to approve the waiver on Bice Lane with the conditions outlined in Lucas Parkes letter listed as option 2 and Michele Bair seconded the motion. All members voted aye.

Dan made a motion to conditionally approve the Mattern Subdivision plan based upon the dedication of additional right-of-ways, keeping the specifications in the staff comments, and the accepting of the covenants. Kent Spicher seconded the motion and all members voted aye.

Dan reported there were 3 subdivision plans with 2 under municipal ordinance for which the Planning Commission only provides comments: William J. III & Susan McNitt in Armagh Township and David J. & Kathy L. Byler in Union Township. The third plan is under county ordinance: Robert R. & Gloria Sechrist in Wayne Township.

Dan advised that there was nothing controversial on the plans so he made a motion to approve the comments/recommendations of the Subdivision Review Committee for the 2 municipal plans. Kent Spicher seconded the motion and all members voted aye.

Dan then made a motion to conditionally approve the Sechrist plan under the county ordinance and Michele Bair seconded the motion. All members voted aye.

#### **The Subdivision Review Committee Report:**

Name of Plan: Byler, David J. & Kathy L.  
File Number: 2013-07-001  
Tax Map #: 20-02-0129  
Municipality: Union Township (Municipal Ordinance)  
Applicant Name: Byler, David J. and Kathy L.  
Land Owner Name: Byler, David J. and Kathy L.  
Plan Preparer: Colony, Charles Maynard, PLS, PE

Action Taken:

Plan Summary:

This project involves the subdivision of the David J. & Kathy L. Byler property. The property has five existing tracts. Parcel A (3.4678 Acres of Tract No. 4) and Parcel B (3.5322 Acres of Tract No. 1) are to be a side-lot addition to the adjoining Warren E. Groff property of 74 +/- Acres. Also, Parcel C Residue of Tract No. 4 of the David J. and Kathy L. Byler property is to be a side-lot addition to the adjoining Parcel D Residue of Tract No 1. The combined Parcel C (1.5899 Acres) and Parcel D (8.9407 Acres) will contain 10.5306 Acres. David J. Byler Tracts 2, 3 and 5 are not affected by this subdivision.

Review Comments (List from Review Committee):

**Administrative**

The signature blocks on the application for the authorized agent and the applicant appear to be the same. Did the land owner sign off on the plan or did the surveyor?

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

**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 lines should be shown on the plan as prescribed in the Union Township Subdivision and Land Development Ordinance (Article IV. Section 402 2.g.).

**Right-of Way Widths**

Based upon the Union Township Subdivision and Land Development Ordinance, the right-of-way widths of Mechanic Street and Mulberry Lane should be shown on the plan. (Article IV Section 402 2.a.)

**Private Street / Shared Driveway**

If Mulberry Lane will be a shared drive then 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.

**DEP Sewage Planning Module**

There is no non building declaration on the plan.

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.

**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 lot addition symbols should be shown on the plan and the lot additions should not be shown on insert maps but as part of the larger plan.

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:**

What will the new total acreages be?

Name of Plan: McNitt III, William J. & Susan K.

File Number: 2013-07-002

Tax Map #: 12-05-111/107B

Municipality: Armagh Township (Municipal Ordinance)

Applicant Name: McNitt, III, William J. & Susan K.

Land Owner Name: McNitt, III, William J. & Susan K.

Plan Preparer: Sarge Engineering and Surveying

Action Taken:

Plan Summary:

The purpose of this plan is to add Lot A, of 2.000 acres, from the land of William J. McNitt III, Tax Parcel 12-05-111, to the land of Howard M. and Angela R. Dill, Tax Parcel 12-05-107B.

Review Comments (List from Review Committee):

**Cartway Widths**

Based upon the Armagh Township Subdivision and Land Development Ordinance, (Article 3 Table 1) the cartway width of Siglerville Pike is substandard.

**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.

Name of Plan: Sechrist, Robert R. & Gloria J./Roy R. & Pamela H.

File Number: 2013-07-003

Tax Map #: 21-07-0121

Municipality: Wayne Township (County Ordinance)

Applicant Name: Sechrist, Robert R. & Gloria J./Roy R. & Pamela H.

Land Owner Name: Sechrist, Robert R. & Gloria J./Roy R. & Pamela H.

Plan Preparer: Wright Land Surveying

Action Taken:

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. The residual tract, Lot 1, has an existing residence with no new development proposed.

Review Comments (List from Review Committee):

**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**

Based upon the Mifflin County Subdivision and Land Development Ordinance (Article 4 Section 4.204F.1.) the right-of-way width of Sechrist Road is substandard.

**Cartway Widths**

Based upon the Mifflin County Subdivision and Land Development Ordinance, the cartway width of Sechrist Road is substandard (Section 4.204 F 1.).

The cartway width of Roxanne Road should be shown on the plan (Mifflin County Subdivision and Land Development Ordinance, Section 7.202.A.11).

**Deed Restrictions and Easements**

Deed restrictions and easements associated with Roxanne Road should be provided in accordance with Sections 7.302.A.6 and 7.302.B.7 of the Mifflin County 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 Mifflin County Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

**Other Comments:**

What is the lot frontage for lot two (2)? What is the significance of the tie line adjoining the Robert Sechrist property (tax parcel number 21-07-0121B)?

\*The Wright Surveying representative stated the tie line is for surveying purposes only.

\* The Wright Surveying representative indicated there is no lot frontage for lot 2 and he will discuss with his client the possibility of providing fifty (50) feet of road frontage for this lot.

\* At their July 25, 2013 Planning Commission meeting the plan was conditionally approved on the Wright surveying representative providing road frontage for lot 2. The Wright surveying representative provided an amended plan on 7/23/2013 which shows over fifty (50) feet of road frontage for lot 2.

Will lot two (2) be sold to another entity other than the current owner?

\* The Wright Surveying representative indicated the lots will be on separate deeds and will be sold between the brothers.

Is the lot combination symbol for tax parcel 21-07-0118A representative only for illustrative purposes, since the plan is only a two lot minor subdivision?

\*The Wright Surveying representative stated this parcel traverses the right-of-way of Sechrist Road and is one parcel.

If Roxanne Road is not eighteen (18) feet, there may be a need to consider further expansion of the cartway.

\* The Wright Surveying representative stated there will be a shared driveway agreement for Roxanne Lane and the shared driveway language will be added to the plan.

\*The Wright Surveying representative provided an amended plan on 7/23/2013 that provides the shared driveway agreement language on the plan.

Is there water and sewer information available for lot 1?

\* The Wright Surveying representative stated he will label the location of the well.

### **Comprehensive Plan Update**

Michelle Brummer prepared for the Planning & Development Department a draft copy of the Executive Summary for the Mifflin County Comprehensive Plan. Copies were handed out to members of the Planning Commission and Bill asked that everyone review the summary and to provide input on their thoughts on the draft.

### **Public Comment**

There was no public comment.

### **Other Business or Comments**

Bill announced that this would be Susan Heimbach's last meeting since she has handed in her letter of resignation from her position on the Planning Commission because she would be moving to North Carolina. Susan said it has been a true learning experience and very rewarding serving on the Planning Commission.

### **Adjournment**

The meeting adjourned at 5:10 p.m. upon a motion by Brent Miller that was seconded by Dan Dunmire.