

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
THURSDAY, JULY 26, 2012
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

Susan Heimbach
John Pannizzo
Michele Bair
Neal Shawver

Other

Robert Postal, MCIDC
Dain Davis, The EADS Group
Lucas Parkes, The EADS Group

Staff

Bill Gomes, Director
Mark Colussy, Associate Planner
Kristen Price, Office Manager/Grants Manager

Call to Order

Susan Heimbach, Chair, called the meeting to order at 3:43 p.m.

Record of Attendance

Susan reminded everyone to sign the attendance sheet.

Approval of Meeting Minutes:

Susan announced there were not enough members in attendance to approve the minutes from the June 28, 2012 meeting. Therefore, the minutes will need to be approved during the next meeting in August.

Economic Development Update:

Robert Postal of the Mifflin County Industrial Development Corporation (MCIDC) attended the meeting to give an Economic Development update to the Planning Commission. Postal first mentioned and gave updates on the following ongoing projects in Mifflin County: 1) MCIDC Plaza improvements; 2) Industrial Park improvements; and the Mann Edge II property in Lewistown Borough. The MCIDC Plaza improvements include \$610,000 in renovations to the current Kardex Building, \$110,000 in capital improvements and ongoing demolition to make the Plaza more functional for future tenants. The Industrial Park improvements include \$600,000 in infrastructure improvements. As for the Mann Edge property, the tract next to the Mann Edge Terrace could become a phase II of the current project.

Postal also discussed the new Department of Economic and Development's Keystone Community Program. The program is performance based and merges existing programs to hopefully make them more effective. A goal is for Mifflin County to receive Keystone Community designation. As part of this new arrangement Downtown Lewistown, Inc. would change its name and become a countywide organization. Postal also reported MCIDC and Downtown Lewistown, Inc. will submit an application at the end of August to become a Keystone Community and discussed how this collaboration will benefit Mifflin County.

Subdivision and Land Development Review Committee Report

Mark Colussy reported that the Subdivision and Land Development Review Committee reviewed three plans. Three plans were under municipal ordinances for which the Planning Commission provides recommendations to the municipalities: Chris Stroup in Armagh Township, Michael Y. Hostetler in Granville Township, and Nathan P. Peachey in Union Township.

**Mifflin County Subdivision and Land Development
Review Comments for Dates Between: 7/9/2012 and 7/9/2012**

Armagh Township (Municipal Ordinance)

File Number	Name of Plan	Applicant Name	Plan Preparer:
2012-07-	Stroup, Chris	Stroup, Chris	Taptich Engineering and

Plan Summary:

The project involves the creation of three (3) lots from the Christopher L. and Rachel D. Stroup property. Lot #1 is a 10.1356 acre parcel which includes the existing single family residence and agricultural outbuildings. The existing house on Lot #1 is served by water from an on-site well and on-site sewage disposal. A "back-up" sewage disposal site has been identified on Lot #1. No changes are proposed to the access to this site.

Lot #2 (113.6341 Acres) is proposed as a non-building lot addition to the adjacent lands of Chester Zook (TM).

This lot is intended for agricultural use at this time. No sewage facilities testing has been performed hereon. No improvements are proposed.

Lot #3 (12.5100 Acres) is proposed as a non-building lot to be used for recreational / silvacultural purposes. No sewage facilities testing has been performed hereon. No improvements are proposed. Access to this lot will be via a proposed 50' Private Ingress, Egress & Regress Easement crossing Lot #2. A driveway permit is required prior to developing the

No Sewage Facilities Planning or testing has been performed on the residue lands (north of Treaster Valley Road). No improvements are proposed on the Residue.

Administrative

An Armagh Township representative's signature needs to be on the subdivision application form.

Subdivision Information

Why is the actual acreage of the residue not provided (only a estimated amount) if all boundary lines are shown and dimensioned on the plan?

Clean & Green / Agriculture

The parcels (T.M. 12-9-11 and 12-10-105) are enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

Topographic information

Topographical contours at vertical intervals should be displayed on the plan (Armagh Township Subdivision and Land Development Ordinance, Section 6.202.a.7).

Soils

Note 5 on the plan appears to be incorrect. Soils information does not appear to be shown on the plan and soils information should be shown on the plan. (Armagh Township Subdivision Ordinance, Section 6.202.a.6)

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. (Soil: BrA, No)

According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soil: HcB, MuB, No)

Setback Lines

The setback lines should be listed on the plan as prescribed in the Armagh Township Subdivision and Land Development Ordinance (Section 6.302.a.10).

Right-of Way Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, the right-of-way widths of Havice Treaster Cross Road, Treaster Valley Road, and Havice Valley Road are substandard (Table 1).

Cartway Widths

Based upon the Armagh Township Subdivision and Land Development Ordinance, the cartway widths of Havice Treaster Cross Road, Treaster Valley Road, and Havice Valley Road are substandard (Table 1).

PennDOT HOP / Municipal Driveway Permit

A municipal driveway permit is required for new driveways in Armagh Township. This could come into play if a new driveway is created to access Proposed Lot 3.

Private Street / Shared Driveway

Will Proposed Lot 2 have access to the proposed 50' easement to the East? Additionally, will Proposed Lot 1 have access to the 50' easement along the existing gravel lane? If either of these situations are so, a shared driveway agreement is recommended and should be noted on the plan.

As proposed, Lot 3 does not have any direct public road frontage.

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 Armagh 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.

The plan states that Lots 2 and 3 are for agricultural or silvacultural purposes, and no sewage testing has occurred. It should be made clear to the landowner that since this plan proposes these lots as non building lots, sewage cannot be installed on the properties until a revised subdivision plan is submitted and approved with associated DEP Component 1

paperwork and DEP approval.

Water Service

Is there a well on Proposed Lot 1, as indicated in the narrative? If so, the water supply location should be shown on the plan. See Armagh Township Subdivision and Land Development Ordinance (Section 6.202.a.10).

Signature Blocks on Plan

The Mifflin County Planning Commission Approval Signature Block should be removed from the plan, as the Review Certificate is only needed.

Lot Addition

A lot addition plan should include an inset map to show the grantee property of the lot addition (T.M. 12-10-105). Currently, the grantee property of the lot addition is not shown on the plan at all.

A lot addition is considered a consolidation and therefore, results in the creation of two new lot configurations. Lot consolidation meets the definition of a subdivision according to the Municipalities Planning Code. Under these circumstances new deeds must be developed as part of the property transfer process and adequate information must be available in order to develop an accurate property description. The parent and recipient lots will still meet the Subdivision and Land Development Ordinance requirements. Property boundary information should be shown for the entire property. Currently, no boundary information is provided for the grantee property of the lot addition (Zook - T.M. 12-10-105). If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Armagh Township Subdivision and Land Development Ordinance Sections 6.302.a.5, 7, 9, and 12)

Additionally, the grantee property of the lot addition (Zook - T.M. 12-10-105) is not supplied with acreage information. The acreage of this property, along with the combined acreage with Proposed Lot 2 should be shown on the 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:

- 1. The plan narrative in the paragraph that begins with "Lot #3" doesn't end in a full sentence.
- 2. The plan states it has been copyrighted before it was submitted for review and approved.

Granville Township (Municipal Ordinance)

File Number 2012-07-	Name of Plan Hostetler, Michael Y.	Applicant Name Hostetler, Michael Y.	Plan Preparer: Wright Land Surveying
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Plan Summary:

This plan proposes to create Lot 2 for a single-family residence to be served by on-lot sewage disposal. Access is along the existing Hostetler Lane. The residual tract, Lot 1, has an existing house with no other development proposed.

Subdivision Information

Property boundary information should be shown for the entire property, including the residual property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Granville Township Subdivision and Land Development Ordinance Sections 6.302.a.5, 7, 9, and 12)

Clean & Green / Agriculture

As mentioned in Note 5 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.

Right-of-Way

The plan indicates that there is both an existing 50' ROW and a proposed 50' ROW associated with Hostetler Lane. The plan should be clear as to where the existing ROW terminates and where the new proposed ROW begins.

Cartway Widths

Based upon the Granville Township Subdivision and Land Development Ordinance, the cartway width of Hostetler Lane is substandard (Table 1), and does not allow for two-way or emergency vehicle traffic. Widening the Lane should be considered at this time. At a minimum, it is recommended that the Lane be brought up to Private Road standards prior to any additional development occurring in the future.

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

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

DEP Sewage Planning Module

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

According to County GIS information, there is a high quality stream within the vicinity of the proposed septic system. If a on-lot system going to be installed, a stream study may need to be conducted. In this case, a Component 2 Form may be required by the DEP instead of a Component 1 form.

Water & Sewage Service

Public Sewer is in the area of this property. Will a sewer tap be required? The applicant should confirm with the township as to if hook up to the system will be required.

The plan should reference water and sewer information for the residual lot, Lot 1.

Features

Based on the narrative and aerial photography of the property, there is a building on the residual property. All significant man-made features, including buildings, water and sewer lines, petroleum lines, electric poles, telephone lines, fire hydrants, dumps, railroad tracks, fence lines, historic features, culverts, etc. should be shown on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.10)

Based on County GIS information, it appears there is a stream traversing the property. All significant natural features, including swales, ditches, trees, water courses, sinkholes, rock out-cropping, etc. should be shown on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.9)

Other Comments:

- 1. The plan should show how Hostetler Lane ties into the public road system (Granville Run Road).

Union Township (Municipal Ordinance)

File Number	Name of Plan	Applicant Name	Plan Preparer:
2012-07-	Peachey, Nathan P. &	Stauffer, Kurt	Taptich Engineering and

Plan Summary:

This project involves the subdivision of one (1) lot from the lands of Nathan P. and Linda B. Peachey (TM 20-03-108). Lot #1 is intended to be a non-building lot addition to the adjacent lands of Kurt A. Stauffer (TM 20-13-312). No changes are proposed concerning access or utilities for the existing parcels.

The Residue is currently used for agricultural purposes.

Clean & Green / Agriculture

The parcel (T.M. 20-03-113) 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

According to County GIS information, a portion of the residual 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.

Topographic information

Topographic contour information is not on the plan (See section 402.1.g of the Union Township Subdivision and Land Development Ordinance). Since the plan involves a lot addition/merger, the applicant should request a waiver from the subdivision ordinance.

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. (Soils: Ma, No)

According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soils: HaB, HcB, No)

Setback Lines

The setback lines should be listed on the plan as prescribed in the Union Township Subdivision and Land Development Ordinance (Section 402.2.g).

Right-of Way Widths

The project narrative mentions that access will not change. Based on County GIS info, it appears the residue is accessed via Luther Lane. If this is the primary access to this property, it should be shown on the plan, along with R-O-W width and cartway width.

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.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections

401.1 and 402.2.b of the Union Township Subdivision and Land Development Ordinance.

Water & Sewage Service

Water and Sewage Service information should be noted on the plan. (See section 402.1.d of the Union Township Subdivision and Land Development Ordinance)

Signatures

The plan lists the applicant as the client (Kurt Stauffer). Also, the plan application has been signed by the applicant (Stauffer), and not the landowner (Peachey). This should be signed by the landowner to ensure the owner has authorized the subdivision. Also, the landowner (Peachey) will need to be the one to sign the owner's statement of intent on the plan.

Lot Addition

A lot addition is considered a consolidation and therefore, results in the creation of two new lot configurations. Lot consolidation meets the definition of a subdivision according to the Municipalities Planning Code. Under these circumstances new deeds must be developed as part of the property transfer process and adequate information must be available in order to develop an accurate property description. The parent and recipient lots will still meet the Subdivision and Land Development Ordinance requirements. Property boundary information should be shown for the entire property. Currently, no boundary information is provided for Residue property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (Union Township Subdivision and Land Development Ordinance Sections 402.1.a and 402.2.h)

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.”

The combined acreage of the grantee of the Lot Addition and the Lot Addition should be shown on the plan. **Zoning** Zoning information should be stated on the plan. Based on the Union Township Zoning map, it appears a zoning district boundary traverses the property, splitting part into Commercial and part into Residential Agriculture.

Other Comments:

1. The overall plan has a dashed line referencing the inset map detail. However, the extent of the inset map detail does not match the dashed match lines. It is recommended that this is consistent.
2. Lot 1 appears to be an access to the public road system (S.R. 0655). This proposal appears to completely remove the Peachey property's public road frontage. The plan also proposes a 16' easement, which is assumed to be a replacement for the area removed via proposed Lot 1. Will both Stauffer and Peachey have access to this easement? If so, a driveway agreement should be put into place and noted on the plan.
3. The plan states it has been copyrighted before it was submitted for review and approved.

Public Comment

N/A

Other Business or Comments

Bill Gomes announced the Comprehensive Plan Update public meeting will be held on September 27th at 4:00 in Meeting Room A following the regular Planning Commission meeting.

John Pannizzo made a motion to adjourn the meeting. Michele Bair seconded the motion and all voted aye. The meeting adjourned at 4:53 p.m.