

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

ATTENDANCE

Members

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

Other

Lucas Parkes, The EADS Group

Staff

Bill Gomes, Director
Mark Colussy, Associate Planner
Millie Sunderland, Office Manager/Grants Manager

Call to Order

Susan Heimbach, Chair, called the meeting to order at 3:30 p.m.

Record of Public Attendance

Susan reminded everyone to sign the attendance sheet.

Approval of Meeting Minutes

Jim Spendiff made a motion to approve the minutes of the June 23, 2011 meeting. Dan Dunmire seconded the motion. All members voted aye.

Subdivision and Land Development Review Committee Report

Dan Dunmire reported that the Subdivision and Land Development Review Committee reviewed 13 plans. There were 2 plans under the Mifflin County Subdivision and Land Development Ordinance for which the Planning Commission is responsible for the approvals: Living Springs School land development plan in Bratton Township and Kish Bank land development plan in McVeytown Borough.

There were 11 plans under municipal ordinances for which the Planning Commission provides recommendations to the municipalities: Lydia E. Hostetler plan in Armagh Township, Stabler Development Company plan in Armagh Township, John D. Zook plan in Armagh Township, Earl R. Wray plan in Decatur Township, Church of the Holy Communion plan in Derry Township, Paulette D. Kuhns plan in Derry Township, Lewistown Hospital plan in Derry Township, Michael A. Buffington plan in Granville Township, John R. Beatty plan in Oliver Township, Jim Treaster plan in Union Township and Jonas Jay Zook plan in Union Township.

The first plan discussed was Living Springs School in Bratton Township. Mark Colussy gave an overview of the plan and reviewed some of the comments. There was some discussion about the parking lot configuration and stormwater management plan. Lucas Parkes of The EADS Group was present to discuss his engineering review of stormwater management plan. After some discussion, the Planning Commission members decided to table any action on this plan until the items are addressed.

Mark then discussed the Michael A. Buffington plan in Granville Township. After some discussion, it was decided there was insufficient information available, as well as sheets of the plan missing, to make a decision on appropriate comments and recommendations to provide.

Mark gave an overview of the Jim Treaster plan in Union Township and discussed some of the comments and recommendations. There was some discussion about a zoning with respect to this plan as well.

Mark overviewed the Lewistown Hospital plan in Derry Township and briefly reviewed some of the comments and recommendations. There was some discussion about lighting for the proposed parking lot.

Mark also reviewed the Kish Bank plan in McVeytown Borough. He discussed the conditions for approval and indicated that most of them had been addressed. There was some discussion about a developers agreement for this project.

Mark finished by reviewing the Paulette D. Kuhns plan in Derry Township. He went over some of the comments and recommendations from the report and indicated most of the comments had been addressed.

Dan Dunmire made a motion to conditionally approve the Kish Bank land development in McVeytown Borough and table a decision on the Living Springs School land development in Bratton Township until items are addressed. Jim Spendiff seconded the motion. John Pannizzo abstained from the vote. All other members voted aye.

Dan Dunmire made a motion to approve the comments and recommendations of the review committee for the 11 plans under municipal ordinances. The motion was seconded by Christian Aumiller, and all members voted aye.

The Subdivision Review Committee Report:

Name of Plan: Stabler Development Company **File Number: 2011-07-005**
Tax Map #: 12-05-113 **Municipality: Armagh Township (Municipal Ordinance)**
Applicant Name: Stabler Development Co. **Land Owner Name: Stabler Development Co.**
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, on-lot sewage system and private water supply. Lot 1, the residual tract, is vacant land with no development proposed.

Review Comments (List from Review Committee):

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 (Armagh Township Subdivision and Land Development Ordinance Sections 6.302.a.5, 7, 9 and 12).

Clean & Green / Agriculture - As noted on the plan, the parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

Soils - According to the County GIS files, some portion of this property appears to have hydric soils and prime farmland. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (No)

Right-of Way Widths - Based upon the Armagh Township Subdivision and Land Development Ordinance, the right-of-way width of Peaceful Lane is substandard (Table 1). Considering the substandard right-of-way also serves the Hostetler property, the right of way should be considered to be expanded to 50' in width at this time.

Cartway Widths - The cartway width of Peaceful Lane should be shown on the plan (Armagh Township Subdivision and Land Development Ordinance, Section 6.202.a.11). It is assumed that the cartway with is also substandard. Can this road handle two-way and emergency vehicle traffic? If not, it may need to be expanded. This would especially be true if future development is every to be proposed.

Private Street / Shared Driveway - Is a private drive maintenance agreement in place for Peaceful Lane? If so, will it include newly created Lot 2? If one is not in place, it should be required and be noted on the plan. The agreement should include the following language and be noted on the plan: "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 Armagh Township Subdivision and Land Development Ordinance. *According to the Surveyor, there are none other than possibly mineral rights. He said he will look into this issue.

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: Zook, John D. **File Number: 2011-07-008**
Tax Map #: 12-09-109 **Municipality: Armagh Township (Municipal Ordinance)**
Applicant Name: Zook, John D. **Land Owner Name: Zook, John D.**
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. The residual tract, Lot 1, has an existing farmhouse with no other development proposed.

Review Comments (List from Review Committee):

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 603.2.A.5, 7, 9 and 12)

Clean & Green / Agriculture - As noted on the plan, the parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

Floodplain / Wetlands - According to County GIS information, a small portion of the Residual property lies within the 100-year floodplain, and future development in this area is discouraged.

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

Cartway Widths - Based upon the Armagh Township Subdivision and Land Development Ordinance, the cartway width of Back Mountain Road is substandard (Table 1).

PennDOT HOP / Municipal Driveway Permit - A municipal driveway permit may be required, and a copy should be provided to the Armagh Township Supervisors. *According to the Surveyor, the site has already been approved by the Roadmaster.

DEP Sewage Planning Module - A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to the Armagh Township Supervisors. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form. *According to the Surveyor, the stream study has already been completed.

Name of Plan: Living Springs School

File Number: 2011-07-002

Tax Map #: 13-05-128B/128C

Municipality: Bratton Township (County Ordinance)

Applicant Name: Peachey, Mahlon Land Owner Name: Church of God in Christ Mennonite Living Springs

Plan Preparer: Red Barn Consulting

Action Taken: The Planning Commission, at their monthly meeting on 7/28/11, has tabled this plan until August's meeting. The Planning Commission would like to see some of the outstanding issues to be resolved prior to a consideration for conditional approval.

Plan Summary: Mahlon Peachey of the Church of God in Christ Mennonite Living Springs Congregation is proposing to construct a small school house on the Church property in Bratton Township. The proposed improvements will consist of a roughly 8,750 square foot school house, a loop drive, rain garden and two baseball fields. The school house will be serviced by existing on-site sewer and water service.

Review Comments (List from Review Committee):

Start Notes - The original plan dated 6/9/11 was given a preliminary review, which the original comments were based. A revised plan dated 7/22/11 was received on 7/28/11, which these comments are revised based on the updated plan.

Administrative - The landowner's signature needs to be on the subdivision application form. It appears only the consultant signed the plan application. The subdivision application form should be signed by the municipality to acknowledge their receipt of the plan.

Basic Plan Information - A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project. The narrative could be similar to the description provided in the Stormwater Report. (Mifflin County Subdivision and Land Development Ordinance, Section 7.302.A.1) *A narrative was added to the revised plan. According to Tax Assessment Records, the Parcel is 13-15-128CB; it is not 13-15-128B, as it is listed on the plan. Please confirm. *This has been updated on the revised plan.

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. (Soils: BrB, Nu) *Hydric soils information was added to the revised plan.

Setback Lines - The setback requirements should be listed on the plan, as prescribed in the Mifflin County Subdivision and Land Development Ordinance (Section 7.302.A.10). *This has been added to the revised plan.

Right-of Way & Cartway Widths - Based upon the Mifflin County Subdivision and Land Development Ordinance, the right-of-way width and cartway width of Ridge Road is substandard (Section 4.204.F).

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 Mifflin County Subdivision and Land Development Ordinance. *According to the project engineer, there are none known.

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.

Sewage Service - Acknowledgement by the local SEO that the existing septic system will have enough capacity for the proposed school building should be provided. A letter stating enough capacity on the existing system exists shall be submitted to the Mifflin County Planning Commission. *According to the surveyor, a flow meter has been installed on site months ago to determine what the existing flows are for the site. Once all the data is compiled, it will be able to be determined if the existing system, which was over-built for the church, will be adequate for the additional development. A formal acknowledgement that existing capacity exists should be submitted. *The planning commission would like to see further information regarding the sewer system prior to any action consideration on this plan.

Water Service - What assurance is there that the existing well will have enough capacity for the proposed development? *According to the project engineer, there is no formal cafeteria in the school and the applicant is

testing water capacity to determine if additional capacity will be needed. Formal acknowledgement that the water for the development is adequate should be submitted.

Signature Blocks on Plan - A Mifflin County Planning Commission Approval Signature Block should be on the plan, and not a recommendation for approval. *This has been updated on the revised plan.

Land Development - Provisions for Street Lighting should be included with the plan submission. (See section 4.203.I of the Mifflin County Subdivision and Land Development Ordinance) *This information has been added to the revised plan. Specific parking provisions should be indicated on the plan. A waiver request has been submitted for the number of spaces required. Non-delineated spaces do not appear sufficient: Parking should be clear on the plan to ensure the parking arrangements meet the size requirements of the Mifflin County Subdivision and Land Development Ordinance (Section 2.259). Though the waiver request states the square footage of the existing church, this should all be explained in further detail on the plan. Also, it does not appear that Handicapped spaces have been specifically addressed. This information should be provided. Lastly, has a space been designated for a delivery/unloading dock? *A delivery zone has not been established since no regular deliveries will be made. Based on the added circulation plan on Sheet 103 of the revised plan, the County Engineer is concerned that 18' is insufficient for a parking aisle. The aisle should be at least 20' in width. Also, the plan label the parking lot as an asphalt surface. However, according to the project engineer, the parking lot is crushed stone. This should be revised. Lastly, the Planning Commission suggested that concrete parking blocks could be installed on the site if it is to remain gravel if it can't be painted and the spaces should be delineated. The Planning Commission is concerned that adequate site circulation is going to exist in a real world environment where people park wherever they want. The concrete parking blocks may help delineate spaces and travel lanes. Additional thought and detail should be considered regarding this issue. A traffic circulation diagram including traffic lane widths and the driveway width should be included with this plan submission to verify adequate site circulation. Will the school utilize bus traffic?

E & S / Stormwater - This proposal will require Erosion and Sedimentation (E & S) provisions included with the plan submission to be reviewed by the Mifflin County Conservation District. Plan approval shall be contingent upon receiving receipt of approval. *According to the project engineer, the E&S plans have already been approved and the approval letter is pending. The stormwater controls should be renewed by the Mifflin County Engineer. Plan approval should be contingent upon receipt of approval. *The County Engineer provided a review letter of the stormwater plan dated 7/27/11. These comments should be addressed.

Other Comments:

1. More specific information about the development should be provided. How many students and employees will utilize the new school? Is a play area proposed, and if so, what is the size? Will there be playground equipment on the site? If so, these should be shown on the plan. *According to the project engineer, there are to be two baseball fields installed on the site. There will be no formal cafeteria, as students will "brown bag it." The teachers of the school are to be patrons of the church. There are to be no busses used on the site. There will be no large truck deliveries. It is unknown how many grades will be served, so this should be supplied when known. All the aforementioned information should be either noted or described in the narrative on the plan. **The comment response letter from the project engineer states that the school will serve 40 students and have 4 teachers. The school will also have three classrooms, 2 bathrooms, and an assembly/lunch room.

Name of Plan: Wray, Earl R.

Tax Map #: 15-14-120

Applicant Name: Wray, Earl R.

Plan Preparer: Wright Land Surveying

Action Taken: The County provides comments only.

Plan Summary: This plan proposes to create Lot 2 for a proposed cabin to be served by on-lot sewage disposal and private well. Lot 1, the residual tract, is vacant woodland that was previously physically separated from Lot 2, but was never actually subdivided. Lot 1 is totally on the east side of Wagner Road, proposes no development and has not been surveyed as part of this project.

Review Comments (List from Review Committee):

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 603.2.A.5, 7, 9 and 12)

Clean & Green / Agriculture - As noted on the plan, the parcel is enrolled in the Clean and Green program. The applicant or landowners should be aware rollback taxes can be applied in some subdivision situations, and if they have any questions, they should contact the Mifflin County Assessment Office for more information.

Soils - As noted on the plan and according to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. (AoB)

Right-of Way Widths - Based upon the Decatur Township Subdivision and Land Development Ordinance, the right-of-way width of Wagner Road should be shown on the plan. (Section 603.2.A.6).

Cartway Widths - The cartway width of Wagner Road (14') does not meet the road provisions of the Decatur Township Subdivision and Land Development Ordinance, Table 1. This narrow cartway is inadequate for two-way and emergency vehicle access. 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.

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 603.2.A.6 and 603.2.B.7 of the Decatur Township Subdivision and Land Development Ordinance. *According to the surveyor, none are known.
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.
Features - All significant man-made features, including buildings, driveways, etc. should be shown on the plan. (Decatur Township Subdivision and Land Development Ordinance, Section 602.2.A.10)

Name of Plan: Church of the Holy Communion of Yeagertown **File Number: 2011-07-003**
Tax Map #: 16-24-500 **Municipality: Derry Township (Municipal Ordinance)**
Applicant Name: Church of the Holy Communion of Yeagertown
Land Owner Name: Church of the Holy Communion of Yeagertown
Plan Preparer: Sarge Engineering and Surveying

Action Taken: The County provides comments only.

Plan Summary: The purpose of this plan is to create Lot 2, of 0.511 acres, for single-family residential use from the land of the Church of the Holy Communion of Yeagertown. Lot 1, the 0.434 acre remainder, shall remain in tennis court use.

Review Comments (List from Review Committee):

Right-of Way Widths - Based upon the Derry Township Subdivision and Land Development Ordinance, the right-of-way widths of N. Mann Avenue Extended and North Boiling Springs Avenue are substandard (Section 504.2).
Cartway Widths - Based upon the Derry Township Subdivision and Land Development Ordinance, the cartway widths of N. Mann Avenue Extended and North Boiling Springs Avenue are substandard (Section 504.2).
PennDOT HOP / Municipal Driveway Permit - A municipal driveway permit is required, and a copy should be provided to the Derry Township Planning Commission.
DEP Sewage Planning Module - A DEP Component 3, or Exemption from Sewage Planning (Mailer), has been provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.
Land Development - The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission. *According to the surveyor, there is an existing fire hydrant on N Main Ave.

Name of Plan: Kuhns, Paulette D. **File Number: 2011-07-009**
Tax Map #: 16-13-104 **Municipality: Derry Township (Municipal Ordinance)**
Applicant Name: Kuhns, Paulette D. **Land Owner Name: Kuhns, Paulette D.**
Plan Preparer: AXIS Professional Surveying, LLC

Action Taken: The County provides comments only.

Plan Summary: The purpose of this plan is to subdivide Tax Parcel # 16-13-104, thereby creating Proposed Lot "A". Proposed Lot "A" is to be used for single family dwelling use.

Review Comments (List from Review Committee):

Start Notes - The original plan dated 7/11/11 was given a preliminary review. A revised plan dated 7/26/11 was subsequently submitted, which the following review comments are based.
Soils - According to the County GIS files, some portion of this property appears to have prime farmland soils. (Soil: BuB)
PennDOT HOP / Municipal Driveway Permit - As noted on the plan, a PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)). A copy of the permit should be provided to the Derry Township Planning Commission. A Clear Sight Triangle and Sight Distances should be shown on the plan for any new access onto a State Route.
Deed Restrictions and Easements - Easements associated with the property, if any, should be provided in accordance with Sections 403.2.L of the Derry Township Subdivision and Land Development Ordinance. A sewer easement is referenced in Note 1 on the plan. Is this the only known easement? *According to the surveyor, the only easement is the sewer easement.
DEP Sewage Planning Module - If the project is to utilize public sewer, a DEP Component 3, or Exemption from Sewage Planning (Mailer), should be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.
Sewage Service - A letter from the municipality acknowledging availability of public sewer should be submitted to the Derry Township Planning Commission. *A blank letter was provided on 7/28/11. This letter should be filled out.
Water Service - A letter from the municipal water authority acknowledging availability of public water should be submitted to the Derry Township Planning Commission. *A copy of the letter was received on 7/28/11.
Zoning - Additional zoning information, such as minimum lot size and maximum lot coverage, should be stated on the plan.

Other Comments:

1. If the proposed house and driveway locations are known for Lot A, they should be shown on the plan. (See section 403.2.K of the Derry Township Subdivision and Land Development Ordinance) *According to the surveyor, the location is not known.

Name of Plan: Lewistown Hospital **File Number: 2011-07-013**
Tax Map #: 16-21-256/345/345A/202/207/209/211/212
Municipality: Derry Township (Municipal Ordinance) **Applicant Name: Gagliardo, Joe**

Land Owner Name: Gagliardo, Joe

Plan Preparer: Taptich Engineering and Surveying

Action Taken: The County provides comments only.

Plan Summary: No Narrative provided.

Review Comments (List from Review Committee):

Administrative - The cover sheet indicates there are four sheets, yet five are provided. This should be revised.

Basic Plan Information - A plan narrative should be placed on the plan and should be a brief description stating the purpose of the project. All abutters should be shown on the plan, including tax map numbers. (T.M. 16-21-346) Derry Township Subdivision and Land Development Ordinance, Section 403.2.R) Based on County GIS information, some of the Tax Map numbers (T.M. 16-21-356) provided are incorrect. Please confirm and correct.

Subdivision Information - Dimensional 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. (Derry Township Subdivision and Land Development Ordinance Sections 403.2.F, H, J and N) The property acreage being developed should be shown on the plan. (Derry Township Subdivision and Land Development Ordinance, Section 402.2.N)

Topographic information - Are the contours to change with the proposed layout? Proposed contours should be shown on the plan. (See section 402.2.G of the Derry Township Subdivision and Land Development Ordinance)

Cartway Widths - The cartway width for all shown roadways should be shown on the plan (Derry Township Subdivision and Land Development Ordinance, Section 403.2.G).

Easements - Easements associated with the property, if any, should be provided in accordance with Section 403.2.H of the Derry Township Subdivision and Land Development Ordinance.

Lot Addition - Is a lot consolidation being considered? If so, this would be a good opportunity to do so.

Zoning - Zoning information should be stated on the plan. (See section 402.2.N of the Derry Township Subdivision and Land Development Ordinance)

Land Development - Provisions for new Street Lighting may be required and should be included with the plan submission. The applicant should contact Derry Township for more information. Parking provisions should be indicated on the plan. Specifically, how many spaces are being created and what are the parking stall sizes?

E & S / Stormwater - Stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by the Derry Township Engineer. This proposal may require Erosion and Sedimentation (E & S) provisions included with the plan submission. The applicant should contact the Mifflin County Conservation District.

Other Comments:

1. Plan Note 5 references one instrument number for the plan. However, there appears to be multiple properties. There is no record of a lot consolidation plan. Please verify. Why is only one instrument number provided? Should there be multiple instrument numbers or Deed Book and Page Number references?

2. The plan states it has been copyrighted before it was submitted for review and approved.

3. Section 208.6 of the Derry Township Zoning Ordinance states that there must be a 10 foot side setback for off-street parking. The plan proposal does not appear to meet this provision. A Zoning Variance may be needed, which would need to be approved prior to the land development plan being considered for approval. However, if a lot consolidation is proposed, a variance may not be needed. The applicant should consider a lot consolidation at this time.

Name of Plan: Buffington, Michael A.

File Number: 2011-07-012

Tax Map #: 17-32-404

Municipality: Granville Township (Municipal Ordinance)

Applicant Name: Buffington, Michael A.

Land Owner Name: Buffington, Michael A.

Plan Preparer: Taptich Engineering and Surveying

Action Taken: The County provides comments only.

Plan Summary: This project involves the development of one (1) lot of the lands of Buffington Property Management, LLC. The site will be developed as a multiple retail store establishment. The site will be served with public water as well as public sewer. Access to the site will be via S.R. 0522.

Review Comments (List from Review Committee):

Administrative - The cover sheet indicates that eight sheets are included in the plan, yet only three were provided. Stormwater controls, E&S provisions, and plan details have not been included with the plan submission. This is considered an incomplete plan submission and a full review cannot be conducted. A full plan packet should be submitted and given opportunity for review in August.

Basic Plan Information - All abutters should be shown on the plan, including tax map numbers. (Granville Township Subdivision and Land Development Ordinance, Section 6.302.a.16) The project narrative states that access to the site will be via S.R. 522. However, it appears there will also be access from Cliffside Drive. The narrative should be revised.

Topographic information - Existing site topography is shown on the plan, but it appears site work will be done. Therefore, proposed topographical contours at vertical intervals should be displayed on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.7).

Soils - General Note 11 provides soils information, yet the soil areas are not on the plan. Soils should be shown on the plan. (Granville Township Subdivision Ordinance, Section 6.202.a.8)

PennDOT HOP / Municipal Driveway Permit - This plan proposes access to S.R. 3002. A PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)). A copy of the permit should be provided to the Granville Township Planning Commission. This plan proposal may require a traffic study or traffic analysis to be conducted. The applicant should contact PennDOT for additional information. This should be determined in the HOP process. A Clear Sight Triangle and Sight Distances should be shown on the

plan for any new access onto a State Route. This plan proposes access to T - 863, Cliffside Drive. A municipal driveway permit is required, and a copy be provided to the Granville Township Planning Commission.
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 - If the project is to utilize public sewer, a DEP Component 3, or Exemption from Sewage Planning (Mailer), should be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Sewage Service - A letter from the municipality acknowledging availability of public sewer should be submitted to the Granville Township Planning Commission.

Water Service - A letter from the municipal water authority acknowledging availability of public water should be submitted to the Granville Township Planning Commission.

Features - According to aerial photography and visual evidence from the site, it appears there are structures on the property. Any buildings on the property should be shown on the existing conditions plan. Also, since it seems as if they are to be removed, a demolition plan should be included with the plan. All other significant man-made features, including water and sewer lines, electric poles, telephone lines, fire hydrants, fence lines, culverts, etc. should be shown on the plan. (Granville Township Subdivision and Land Development Ordinance, Section 6.202.a.10)

Land Development - Provisions for Street Lighting may be required and should be included with the plan submission. The applicant should contact Granville Township for more information. The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission. The parking stall dimensions should be indicated on the plan. The width of the internal travel lanes and driveway opening should be dimensioned on the plan to insure adequate site circulation.

E & S / Stormwater - Stormwater drainage provisions should be included with the plan submission. The stormwater plan should be reviewed by a substitute Township Engineer. This proposal may require Erosion and Sedimentation (E & S) provisions included with the plan submission. The applicant should contact the Mifflin County Conservation District.

Other Comments:

1. The plan states it has been copyrighted before it was submitted for review and approved.
2. The plan narrative states access will be via S.R. 0522, yet the plan view describes the road as S.R. 3002. This should be consistent.

Name of Plan: Kish Bank Land Development

File Number: 2011-07-001

Tax Map #: 10,00-0600/1601/0712

Municipality: McVeytown Borough (County Ordinance)

Applicant Name: Kish Bank

Land Owner Name: Kish Bank

Plan Preparer: Herbert, Rowland & Grubic, Inc.

Action Taken: The County approved the plan conditionally based on meeting the following conditions within the next 90 days. If these requirements are not completed within 90 days, the approval is void. If necessary, extensions can be requested by the applicant before the end of the 90 days.

Plan Summary: The Kish Bank project is located at the intersection of John Street and Water Street in the Borough of McVeytown, Mifflin County, PA. The property currently consists of an existing mixed use building that houses Kish Bank on the first floor and residential apartment units on the second floor. The proposed project involves the demolition of the existing building and the construction of a new Kish Bank building, as well as related parking and utility infrastructure. This property lies within the Juniata River watershed, which is designated in Chapter 93 of the PA Code as a Warm Water Fishery (WWF). The total area of disturbance is 0.46 acres; therefore, an NPDES permit is not required.

Review Comments (List from Review Committee):

Start Notes - The original plan, dated June 13, 2011 was given a preliminary review on 6/23/2011. The comments were then updated based on a revised plan dated 7/6/2011. Next, a second revised plan dated 7/18/11 was reviewed at the review committee meeting on 7/21/11. Finally, a revised plan sheet dated 7/18 was submitted on 7/28/11 and the following comments are based on the most recent revised plan.

PennDOT HOP / Municipal Driveway Permit - A PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)) and in the Mifflin County Subdivision and Land Development Ordinance (Section 4.208 C). A copy of the permit should be provided to the Mifflin County Planning Commission.

DEP Sewage Planning Module - If the project is to utilize public sewer, a DEP Component 3, or Exemption from Sewage Planning (Mailer), should be provided. Plan approval will be contingent upon receiving an approval from DEP following the filing of this form. *An approval letter dated 7/22/11 was received on 7/28/11.

Land Development - Provisions for Street Lighting should be included with the plan submission. (See section 4.203.I of the Mifflin County Subdivision and Land Development Ordinance) *Lighting information has been added to sheet 7. According to the project manager, the site will utilize low level pedestrian lighting in the form of lighted bollards along the northern side of the property, along with building mounted fixtures for site security and safety. Additionally, one street pole mounted light will be installed. The building mounted light type should be noted on the Lighting Plan. The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission. *According to the project manager, no new hydrants will be required. A developers agreement should be prepared for the stormwater facilities and reviewed by the McVeytown Borough Solicitor prior to approval. *A sample of a developers agreement was submitted to the project engineer on 7/25/11.

E & S / Stormwater - The stormwater plan should be reviewed by the McVeytown Borough Engineer and plan approval shall be contingent upon receipt of approval. *According to the project manager, a GP-4 General Permit has been applied for via DEP to allow stormwater outfall to the Juniata River. Plan approval shall be contingent upon receiving receipt a copy of the GP-4 Permit from DEP. Additionally, according to the project manager, the stormwater plans have been submitted to the Borough Engineer (Uni-Tec) on June 29, 2011. **A stormwater review letter from John Mazich, P.E. of Uni-Tec dated 7/26/11 was received on 7/28/11. These comments should be addressed and full plan approval will be contingent upon an approval letter by the Engineer. The Erosion and Sedimentation (E & S) provisions included with the plan submission should be submitted to the Mifflin County Conservation District and plan approval shall be contingent upon receipt of approval. *According to the project engineer, the E&S plan has been approved and the letter will be forwarded to the MCPC. **The approval letter, dated 7/15/11, was received on 7/28/11.

Other Comments:

1. How will the historical aspects of the site be handled? More information should be handled. *According to the project manager, the applicant acknowledges the historical aspects of the existing structure. They will work with the Historical Society to develop an appropriate narrative to be placed on a commemorative plaque at the building site. In addition, the applicant will place historical photographs inside the new bank building to depict the previous condition of the currently existing bank building.

2. Considering there are only 6 parking spaces on the site, is there any possibility that the Bank will sell the property with the additional 3 spaces? An easement to the other property is advised to ensure that the bank will meet the parking requirements into the future. Also, are there only three employees at the bank to utilize the employee only spaces? More information should be provided. *A note has been added to the revised plan stating that the properties shall remain under the same ownership to meet the Zoning Requirements. This should be a deed restriction. Also, a sign is installed on the site stating that the 3 spaces are for bank patrons only.

Name of Plan: Beatty, John R.

Tax Map #: 19-08-108

Applicant Name: Beatty, John R.

Plan Preparer: Wright Land Surveying

Action Taken: The County provides comments only.

Plan Summary: This plan proposes to subdivide this property into three parcels. This plan was previously approved in August 2004 for three dwellings (DEP Code No. A3-44913-101-1) and recorded in Map Book 22, page 177. Lot 5 has a proposed house, well and permitted on-lot system. Lot 6 has an existing house, proposed well and existing on-lot system with soils testing designating a replacement area. Lot 4, the residual tract, has an existing house, well and permitted on-lot system.

Review Comments (List from Review Committee):

Administrative - The subdivision application form should be signed by the municipality.

Clean & Green / Agriculture - The property is in an Agricultural Security Area and should be noted on the plan. The Township should consider removing this property from the program.

Floodplain / Wetlands - Plan note 5 appears to be incorrect. Please revise. The floodplain is shown on the plan, which corresponds to County GIS information, which shows the property lies within the 100-year floodplain. Future development in this area is discouraged.

Soils - According to the County GIS files, some portion of this property appears to have hydric soils and prime farmland. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan. (Soil: No)

Right-of Way Widths - Based upon the Oliver Township Subdivision and Land Development Ordinance, the right-of-way width of Irvin Hill Road is substandard (Table 1).

Cartway Widths - Based upon the Oliver Township Subdivision and Land Development Ordinance, the cartway width of Irvin Hill Road is substandard (Table 1).

PennDOT HOP / Municipal Driveway Permit - A municipal driveway permit is required, and a copy should be provided to the Oliver Township Planning Commission.

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 Oliver Township Subdivision and Land Development Ordinance. This should include the Deed Book Page and number of the Electric Line Easement.

*According to the Surveyor, there are no known deed restrictions.

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.

Water Service - The plan should indicate the well isolation distance from the proposed septic system. (Oliver Township Subdivision and Land Development Ordinance, Section 6.302.a.11)

Name of Plan: Treaster, Jim

Tax Map #: 20-13-501

Applicant Name: Treaster, Jim

Plan Preparer: Taptich Engineering and Surveying

Action Taken: The County provides comments only.

Plan Summary: This project involves creating Lot #1 (0.2376 Acres) which contains an existing single family residential dwelling served with public water and public sewer. Access to Lot #1 will be via the existing and proposed Easements and Right-of-Way. The Residue houses leased spaces for privately owned mobile homes. Access is via existing roadway networks. The mobile homes are served with public water as well as public sewer.

File Number: 2011-07-010

Municipality: Union Township (Municipal Ordinance)

Land Owner Name: Treaster, Jim

Review Comments (List from Review Committee):

Administrative - The landowner's signature (Mr. Magnusson) needs to be on the subdivision application form authorizing the subdivision, not the applicant (Mr. Treaster). Has Mr. Treaster purchased the entire property?

Basic Plan Information - According to tax assessment records, the tax map number on the plan and plan application is incorrect (T.M. 20-13-510 vs. 20-13-501). Please revise. Why are there three Deed Book and Page Numbers listed for Parcel 1?

Floodplain / Wetlands - The plan should note the site does not lie within a 100 year floodplain or designated wetland.

Topographic information - Topographical contours at vertical intervals should be displayed on the plan (Union Township Subdivision and Land Development Ordinance, Section 402.1.g).

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

Setback Lines - The setback lines should be shown on the plan as prescribed in the Union Township Subdivision and Land Development Ordinance (Section 402.2.g). Considering this lot does not meet the setback requirements, has a Zoning Variance already been approved? If so, it should be referenced. If not, this should be determined prior to formal action by the Township.

Right-of Way Widths - Based upon the Union Township Subdivision and Land Development Ordinance, the right-of-way width of the proposed access drive appears to be substandard (Section 501.2). Considering the constraints of the preexisting development, a waiver should be requested for this provision. The proposed access right-of-way width should clearly be indicated on the plan. (See section 402.2.b of the Union Township Subdivision and Land Development Ordinance)

Cartway Widths - The cartway width of the proposed drive should be shown on the plan (Union Township Subdivision and Land Development Ordinance, Section). It appears that the cartway width is substandard (Union Township Subdivision and Land Development Ordinance, Section 501.2). Additional cartway width may be required.

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 - 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. Considering the plan shows sewer line easements on the plan, the specific deed book and page number for the easement should be listed 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. A non-building declaration may need to be placed on the plan if no development is proposed.

Signature Blocks on Plan - The county signature block on the plan is inappropriate. The MPC provides for review by the County Planning Commission and that requirement can only be met by a signature verification block signed by the Planning Commission. The Mifflin County Review Certificate should therefore be on the plan.

Zoning - Additional Zoning information, such as minimum lot size, maximum lot coverage, etc. should be stated on the plan. Additionally, please refer to the setback comment about a variance.

Other Comments:

1. The plan states it has been copyrighted before it was submitted for review and approved.

Name of Plan: Zook, Jonas Jay

Tax Map #: 20-06-102

Applicant Name: Zook, Jonas Jay

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 Jonas Jay Zook (TM 20-06-102). Lot #1 is intended to be a stand alone lot. The Residue is intended to be a stand alone lot. There are no improvements proposed for the residue.

Review Comments (List from Review Committee):

Basic Plan Information - All abutters for all properties involved should be shown on the plan, including the grantee property of the lot addition (T.M. 20-06-100A). (Union Township Subdivision and Land Development Ordinance, Section 403.1.d) The plan narrative doesn't reflect what the plan shows at all. Please revise. It appears this plan is a lot addition and development is proposed for the residual.

Clean & Green / Agriculture - 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. The property is in an Agricultural Security Area and should be noted on the plan.

Topographic information - Topographical contours at vertical intervals should be displayed on the plan (Union Township Subdivision and Land Development Ordinance, Section 402.1.g).

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

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

Right-of Way Widths - Based upon the Union Township Subdivision and Land Development Ordinance, the right-of-way width of Belleville Lane is substandard (Section 501.2).

Cartway Widths - Based upon the Union Township Subdivision and Land Development Ordinance, the cartway width of Belleville Lane is substandard (Section 501.2).

Deed Restrictions and Easements - Deed restrictions and easements associated with the property, if any, should be provided in accordance with Section 402.2.b of the Union 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 Union Township Planning Commission. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Signature Blocks on Plan - The county signature block on the plan is inappropriate. The MPC provides for review by the County Planning Commission and that requirement can only be met by a signature verification block signed by the Planning Commission. The Mifflin County Review Certificate should therefore be 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 the Peachey property, T.M. 20-06-100A. 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 Section 402.2.d)

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." A lot addition plan should include an inset map. An inset map is a general location map of sufficient size and detail for the Commission to readily determine geographically where the subdivision, or lot addition, is proposed. The acreage of the grantee property of the lot addition (Peachey - T.M. 20-06-100A) should be on the plan. (See section 402.2.d of the Union Township Subdivision and Land Development Ordinance)

Zoning - Zoning information, such as district, setback requirements, minimum lot size, etc. should be stated on the plan.

Other Comments:

1. The plan states it has been copyrighted before it was submitted for review and approved.

Public Comment

There was no public comment.

Other Business or Comments

Bill mentioned he has requested that Rob Postal provide an economic update at the August meeting and is waiting to hear back from him.

Adjournment

John Pannizzo made a motion to adjourn the meeting, and Jim Spendiff seconded the motion. The meeting adjourned at 4:49 p.m.

mjs