

**MINUTES**  
**MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING**  
**THURSDAY, OCTOBER 30, 2014**  
**MIFFLIN COUNTY COURTHOUSE, MEETING ROOM A – 3:30 P.M.**

**ATTENDANCE**

**Members**

Dan Dunmire  
Thomas Lake  
Dave Pennebaker  
Neal Shawver  
Michele Bair  
Kent Spicher

**Staff**

Bill Gomes, Director  
Jim Lettiere, CD Administrator / Assistant Director  
Nicole Singer

**Others**

Marie Mulvihill  
Allison Fisher

**Call to Order**

Dan Dunmire, Chair, called the meeting to order at 3:32.

**Record of Public Attendance**

Dan reminded everyone to sign the attendance sheet.

**Approval of Meeting Minutes**

Neal Shawver made a motion to accept the minutes from September's meeting. The motion was seconded by Dave Pennebaker. All members voted aye.

**Mifflin Juniata Housing Coalition**

Allison Fisher and Marie Mulvihill from the Mifflin Juniata Housing Coalition were present to speak to the Planning Commission about what the Housing Coalition has been working on and how it corresponds with the implementation of the Comprehensive Plan. Allison stated the Housing Coalition has reviewed the proposed implementation tasks from the Comprehensive Plan that included: a model zoning ordinance; to update the County Subdivision Ordinance; a trail feasibility study; an economic development assessment; a housing condition report and map; and a demand for elderly housing study. A trail feasibility and senior housing study were the two considered priorities by the Planning Commission. The Housing Coalition also sees the need for elderly housing study but their first priority they feel is an updated housing condition map. The map would help look at a broad spectrum of housing and not just one area. The county doesn't have a current housing condition map. The closest example to the map is substandard housing information that was collected back in 1998 from information collected from the Assessment Office. Allison had spoken to the GIS Department to see what they can produce for the coalition to help with the construction of this map. There are about 12 items that Allison would like to see on the map. Ideally the map will be color coded like an example map she is looking at from Baltimore. This map will not only help developers, but also human services. The biggest obstacle is having properties reassessed to collect accurate data on housing conditions. The last County assessment took place in 1998. This presentation was followed by questions from the Planning Commission. She ended by again expressing support for the senior housing study, but saying the housing condition map is still needed.

Bill presented an additional aspect of the senior housing study to enhance its usefulness that Allison supports, which is a housing summit. A housing summit could be programmed to bring together planners, housing advocates for seniors and housing developers to review facts about the housing market, identify gaps, and prioritize actions and research to improve the housing market for present and future residents.

**Subdivision and Land Development Review Committee Report**

Jim Lettiere stated the Subdivision and Land Development Review Committee reviewed five (5) applications on October 23, 2014. All five of the applications were under municipal ordinance. Municipal ordinance

included Curvin Groff (*Decatur Township*), Jerry Allen and Susan Rager (*Decatur Township*), Ronald MacKnair (*Derry Township*), Allan Platzer (*Derry Township*), and PA Department of General Services (*Brown Township*). Jim reviewed two plan with the Planning Commission.

The first plan that was reviewed was from PA Department of General Services in Brown Township for the new PennDOT facility. The purpose of this plan is to subdivide the existing 19.9 acre lot into two lots (lot 1 and lot 2 and a future right-of-way). A separate Land Development Plan will be submitted to develop a PennDOT maintenance facility on lot 1. No development is currently proposed on lot 2. The main concerns are as follows: there were no cartway widths listed for Industrial and Sheetz Drives; will lot 2 be accessed by Kerstetter Drive or Sheetz Drive; neither Kerstetter Drive or Sheetz Drive are open to access the lots since both are paper streets at this time; and the plan is not clear that the 200 feet of lot width and frontage requirements under the Township Zoning Ordinance can be meet.

The second plan reviewed was Ronald MacKnair in Derry Township. This plan proposes the subdivision of two lots (lot 2 & 3) from the lands of Ronald W. MacKnair. All three lots are entirely wooded and contain no dwellings, on-lot sewage disposal systems, or individual wells. There are no plans for development of any of the 3 lots. The main concern with this plan is the access to the lots. There is no public access to the property and the property is owned by several different parties. Signatures of all parties involved were also not provided for on the application to authorize the subdivision.

Bill then reviewed comments from the Derry Planning Commission on this plan. He explained that the surveyor stated he did not want to draw the access roads because it would go into the note section on the plan and that there were several places the property owners would be able to access Riden Road and didn't want to narrow down options. The Derry Planning Commission asked that a note be added to the plan explaining access to Riden Road. Neal Shawver recommended that more detail be added to the plan to show the access. Bill then clarified with Neal that he would like to see more explanation of access added to the plan and Neal responded, "Yes."

Dan asked for a motion to accept the plans with the added and amended comments. A motion was made by Thomas Lake and seconded by Kent Spicher. All members voted aye.

## **Subdivision and Land Development Municipal Reports**

### ***Decatur Township***

Name of Plan: Groff, Curvin

File Number: 2014-10-002

Tax Map #: 15, 13-0126

Municipality: Decatur Township (Municipal Ordinance)

Plan Preparer: Curfman & Zullinger Surveying Inc.

Land Owner Name: Groff, Curvin

Applicant Name: Groff, Curvin

Review Comments (List from Review

#### Plan Summary:

Curvin R. and Martha J. Groff are proposing to construct a second poultry operation on their property in Decatur Township, Mifflin County, Pennsylvania. The proposed poultry operation will consist of a 380' x 42' poultry barn with a 20' x 42' work room, a 20' x 12' composter shed, gravel driveways and turnaround areas, and stormwater management controls.

Committee):

#### **Administrative**

The subdivision application form should be signed by the municipality.

#### **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.

#### **Floodplain / Wetlands**

The plan should note whether or not the site lies within a 100 year floodplain or designated wetland Decatur Township Subdivision and Land Development Ordinance (Part 6 ss 22-602 A. (9).

#### **Right-of Way Widths**

Based upon the Decatur Township Subdivision and Land Development Ordinance (Part 6 ss22-602 2. A. (11), the right-of-way widths of Carol and Gerry Lanes should be shown on the plan.

#### **Cartway Widths**

Based upon the Decatur Township Subdivision and Land Development Ordinance (Table 1), the cartway width of Gerry Lane is substandard.

#### **Private Street / Shared Driveway**

If Carol and Gerry Lanes are used by more than one party there should be 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."

#### **DEP Sewage Planning Module**

Will a DEP Sewage Module be required for this proposal?

#### **Signature Blocks on Plan**

The Mifflin County Review Certificate does not have the correct title language. It should state Mifflin County Planning Commission's Review Certificate and there should be lines stating plan tracking number and Chairman or Designated Representative.

#### **Land Development**

It is not clear where the turn around locations are. Will vehicles be able to traverse between the existing and proposed poultry barns?

Are there parking provisions for the building? Is there a dumpster for the facility? Does the building have attached lighting? A traffic circulation diagram should be included with this plan submission to verify adequate site circulation.

The applicant should consult the local Fire Marshall to see if new fire hydrants will be required and included with the plan submission.

#### **E & S / Stormwater**

What is the status of the Erosion and Sedimentation Control Plan and the NPDES permit with the Mifflin County Conservation District?

\* The Mifflin County Conservation District representative indicated the NPDES permit was renewed and an updated nutrient management and erosion and sedimentation control plan needs to be provided and approved.

\*The property owner indicated his Surveyor will make revisions to the plan in response to the County's preliminary comments.

### ***Derry Township***

Name of Plan: MacKnair, Ronald W.

File Number: 2014-10-003

Tax Map #: 16-06-0104

Municipality: Derry Township (Municipal Ordinance)

Plan Preparer: JMW Services-J. Michael Wagner

Land Owner Name: Macknair, Ronald W.

Applicant Name: Macknair, Ronald W.

#### **Plan Summary:**

This plan proposes the subdivision of two lots (LOT 2 & 3) from the lands of Ronald W. MacKnair, et.al. (T.M. 16-06-0104). All 3 lots are entirely wooded and contain no dwellings, on-lot sewage disposal systems, or individual wells. There are no plans for development of any of the 3 lots.

#### **Basic Plan Information**

The graphic scale on the plan is 1" = 500 feet and the Derry Township Subdivision and Land Development Ordinance requires a scale of not more than 1" - 100 feet. This needs to be corrected or a waiver request. (Section 403.1 of the Derry Township Subdivision and Land Development Ordinance.

Also, the location map is not very clear.

\*The JMW Services representative stated he will request a waiver to this provision.

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 which did not address the waiver request to the plan scale provision.

#### **Administrative**

The plan has been signed by Mr. Goss and not Mr. MacKnair.

\*Since there are multiple owners involved with these lands, the JMW Service's representative agreed to have each owner sign a letter authorizing the subdivision of the land.

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 and do not show the multiple owner authorization letters discussed at the October 23, Subdivision and Land Development Review Committee meeting.

**Subdivision Information**

Total tract acreage should be shown.

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 which lists the total acreage in plan note 7.

**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.

**Setback Lines**

The setback lines should be shown on the plan as prescribed in the Derry Township Subdivision and Land Development Ordinance (Section 403.2K). The plan does list setbacks in Note #2.

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 that show the set back lines for each lot.

**Right-of Way Widths**

Based upon the Derry Township Subdivision and Land Development Ordinance, the right-of-way width for Alexander Lane should be shown on the plan. (Section 403.2L).

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 that lists the right-of- way for Alexander Lane. This right-of-way is substandard based on Derry Township's Subdivision and Land Development Ordinance (Part 5 Section 504. 2.).

**Cartway Widths**

The cartway width for Alexander Lane should be shown on the plan (Derry Township Subdivision and Land Development Ordinance, Section 402.2K).

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 that lists the cartway width for Alexander Lane. This cart-way width is substandard based on Derry Township's Subdivision and Land Development Ordinance (Part 5 Section 504. 2.).

**Private Street / Shared Driveway**

Are shared driveway agreements in place to serve lots 1 and 2? The map does not clearly show how access is provided to lots 1 and 2 and then needs to be shown to insure we are not creating land locked parcels.

\*At the October 23, 2014 Subdivision and Land Development Review Committee meeting, the Tuscarora Land Surveyor stated access to these lots will be from the adjoining properties south of each lot.

**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 Non-Building Waiver Statement should also be on the plan if no test pits were dug.

\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 which does not have a non-building declaration statement.

A copy of the DEP "Request for Planning Waiver and Non-Building Declaration" form needs to be provided.

**Other Comments:**

- 1. Does Decatur's portion of property share a separate tax parcel number, 15, 01-0115? If no, it should be noted on the plan.  
\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 that shows the land in Decatur Township has it's own tax parcel number.
- 2. Is lot 2 going to be considered a lot addition to Daniel Aitkins (T.M. 16-07-0106)? Is Lot 1 going to be a lot addition to Larry Goss (T.M. 16-06-0103)? If so, this clearly needs to be shown on the plan and an inset map showing this.  
\*At the October 23, 2014 Subdivision and Land Development Review Committee meeting, the Tuscarora Land Surveyor representative stated that the subdivision is not a lot-addition subdivision for any of the three lots proposed.  
\*\*At the Derry Township Planning Commisison meeting on October 30, it was recommended that a note be added to the plan indicating how the lots will access the public right-of-way.
- 3. Since there are no on-lot provisions for water and sewer on these proposed lots, the plan should clearly state that no development will occur until a land development plan is submitted to the township for review and approval.  
\*\*The Tuscarora Land Surveyor representative provided revised plans dated October 28, 2014 that clearly indicates in plan note 8. that no land development is part of this subdivision plan.

***Brown Towhsip***

Name of Plan: PA Dept. of General Services  
 File Number: 2014-10-001  
 Tax Map #: 14,01-0106  
 Municipality: Brown Township (Municipal Ordinance)  
 Plan Preparer: Herbert, Rowland & Grubic, Inc.  
 Land Owner Name: Unique, Inc.

Applicant Name: Pa. Dept. of General Services

**Plan Summary:**

The purpose of this plan is to subdivide the existing 19.90 acre lot into two lots (lot 1 and Lot 2) and a future right-of-way. A separate Land Development Plan will be submitted to develop a PennDOT maintenance facility on lot 1. No development is currently proposed on lot 2.

\*\*The HRG representative provided updated plans and a cover letter dated October 24, 2014 that addressed the preliminary comments other than those noted.

**Administrative**

Is Steven J. Stimely an authorized representative of Unique, Inc.? If so, this should be noted on the plan.

**Basic Plan Information**

The parcel owned by Ivan and Luella Glick has a tax parcel number of 14,01-0106E-000 not 14,01-0106 as labeled on Sheet 2 of 3.

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 Section 7.302A.4) Although on Sheet 3 of 3 there is a statement regarding the purpose of the subdivision, a plan narrative for all existing and future contemplated development should be placed on the plan and there should be a clear description stating the purpose of the project. Brown Township Subdivision and Land Development Ordinance, (Section Article 7 Section 7.302A.1).

**Floodplain / Wetlands**

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

**Soils**

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

**Right-of Way Widths**

Based upon the Brown Township Subdivision and Land Development Ordinance, the right-of-way widths of Kerstetter Drive, Industrial Drive, Sheetz Drive, Carriage House Lane and Meeting House Lane should be shown on the plan. (Article 7 Section 7.202A.11.)

**Cartway Widths**

The cartway widths of Kerstetter Drive, Industrial Drive, Sheetz Drive and Carriage House Lane should be shown on the plan (Brown Township Subdivision and Land Development Ordinance, Article 7 Section 7.202A.11).

\*\*The October 24, 2014 revised plans provided by the HRG representative do not list the cart way widths of Industrial and Sheetz Drives.

**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 requires 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 rightof- 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 shall have a shared driveway agreement in place. 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." (See Brown Township Subdivision and Land Development Ordinance, Section 4.205.G.4.c)

\*\*The October 24, 2014 revised plans provided by the HRG representative notes that there are no private drives proposed, however, since there are multiple private drives as part of this subdivision, it appears multiple parties will use these private drives and the private street/shared driveway agreement language should be noted on the plan.

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Brown Township Subdivision and Land Development Ordinance (Article 7 Section 7.302B.7)

**DEP Sewage Planning Module**

A copy of the DEP "Request for Planning Waiver and Non-Building Declaration" form needs to be provided.

**Signature Blocks on Plan**

The Mifflin County Review Certificate should have lines stating plan tracking number and Chairman or Designated Representative.

**Other Comments:**

1. Will Lot 2 be accessed by Kerstetter Drive and Sheetz Drive?

\*\*The October 24, 2014 revised plans provided by the HRG representative indicates since they are unaware of any proposed development on this lot it's difficult to know how the lot will be accessed. This is not clear since the lot should provide access from the private or public right-of-ways and it appears to be from the proposed Sheetz Drive.

2. Sheetz Drive, Kerstetter Drive and Industrial Drive should be labeled on the plan. Brown Township Subdivision and Land Development Ordinance (Article 7 Section 7.302A.14)

3. It is not clear if Lot 1 will be accessed by both Meeting House Lane and Kerstetter Drive.

4. The area labeled future right-of-way directly north of Lot 2 should note whether this will be dedicated and accepted by Brown Township or will it be an extension of the private Kerstetter Drive?

5. Neither Kerstetter Drive or Sheetz Lane is open to access these lots. What provisions are there to insure access to these lots? If Sheetz plans to develop the road, then the plan should clearly state this. However, if there is no clear assurance for road construction, a developer's agreement should be in place.

\*\*The October 24, 2014 revised plans provided by the HRG representative it partially states there are provisions in the sales agreement between PA-DGS and Unique, Inc. regarding the development of Sheetz Drive. This document should be provided to the County and the Township.

6. If a sewer line is shown on the plan, we did not see it. What provisions are there for water and sewer service to serve these two lots?

7. The plan appears to show 2 cul-de-sacs. Will either of these be constructed and how will they affect access to Lot 1?

8. Lot width and frontage are clearly defined in the Brown Township Subdivision and Land Development Ordinance. It is unclear that Lot 1 can meet the 200 feet road width frontage requirements. Kerstetter Road is only a paper road with no plan for it being constructed.

9. A variance may be required to satisfy the minimum lot width of two-hundred (200) feet in the Industrial Zoning District, since Kerstetter Drive is a paper street. The other alternative is to construct the right-of-way of Kerstetter Drive which will then meet the lot width provision.

\*\*The October 24, 2014 revised plans provided by the HRG representative indicates Lot 1 has frontage on both the right-of-way for Sheetz and Kerstetter Drives greater than 200 feet. However, it was previously noted that since these right-of-ways don't exist at this time that a variance may be required.

\*\*The October 24, 2014 revised plans provided by the HRG representative has two different lot width distances based on the availability of utilities. In the Commercial Highway Zoning District it does not differentiate between the availability or non-availability of water or sewer and the lot width standard is 200 feet. The comments relative to this provision were inaccurately provided in the County's initial preliminary comments as number 9. under other comments which has since been removed.

***Derry Township***

Name of Plan: Platzer, Allan A.

File Number: 2014-10-004

Tax Map #: 16-01-0155/0161/0150

Municipality: Derry Township (Municipal Ordinance)

Plan Preparer: Sarge Engineering and Surveying

Land Owner Name: Platzer, Allan A.

Applicant Name: Bulrholder, Sr., Patrick J.

**Plan Summary:**

The purpose of this plan is to add Lot A, of 0.302 acres, to the other lot of Allan A. Platzer, Tax Parcel 16, 01-0161 and to add Lot B of 0.129 acres, to the lot of Patrick J., Sr. and Sally J. Burkholder, Tax Parcel 16, 01-0150. There is no remainder.

**Soils**

No soil information was provided since no new septic system was proposed.

**Setback Lines**

The plan lists setback information but not the setback lines. (Section 403.2.1c of the Derry Township Subdivision and Land Development Ordinance)

**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.

***Decatur Township***

Name of Plan: Rager, Jerry Allen & Susan C.

File Number: 2014-10-005

Tax Map #: 15-13-0119

Municipality: Decatur Township (Municipal Ordinance)

Plan Preparer: Wright Land Surveying

Land Owner Name: Rager, Jerry Allen & Susan C.

Applicant Name: Rager, Jerry Allen & Susan C.

**Plan Summary:**

This plan proposes to create Lot Addition A to be added to Lot A from Lot 1. No new development is proposed.

**Soils**

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

**Right-of Way Widths**

Based upon the Decatur Township Subdivision and Land Development Ordinance, the right-of-way width for Rager Lane should be shown on the plan. (Section 603.2.A6).

\*The Wright Surveying representative indicated there is no recorded right-of-way.

**Cartway Widths**

The cartway width for Rager Lane should be shown on the plan (Decatur Township Subdivision and Land Development Ordinance, Section 602.2.All).

\*The Wright Surveying representative stated he will add the cartway width to the plan.

**Private Street / Shared Driveway**

Rager Lane appears to be used by several property owners. Is there a shared driveway agreement in place? 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."

\*The Wright Surveying representative indicated he will add this statement to the plan.

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 603.A6 and 603.2B7 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.

**Lot Addition**

An inset map is encouraged when a lot addition is involved so that the Planning Commission can readily determine geographically where the lot addition is proposed.

**Features**

There appears to be an opening or excavated area in the rear of the lot addition. All natural features on the property should be noted.

**Public Comment**

None

**Other Business**

Bill discussed the updated proposed trail letter to be sent out to residents along the old KV Railroad. Discussion was held among the Planning Commission. Kent voiced his concern that the letter says no motorized vehicle. A modification to the letter to read no motorized vehicles on the proposed trail. Dave felt the letter was much better than the first one. Item #7 on the survey was to have the words property value removed before mailing.

Dan entertained a motion for Bill to send out the letter and survey with the two corrections. A motion was made by Michelle Bair and seconded by Thomas Lake. All members voted aye.

At the November meeting, there will be a representative from DCNR to present information to the Planning Commission and all townships and boroughs are invited to attend.

Bill mentioned that we secured the boat launch grant and that there was going to be an article in the paper on Saturday.

Discussion was held on possible dates for the annual dinner.

**Adjournment**

The meeting adjourned at 4:45 p.m. upon a motion by Dave Pennebaker that was seconded by Kent Spicher.