

**MINUTES**  
**MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING**  
**THURSDAY, DECEMBER 16, 2010**  
**MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.**

**ATTENDANCE**

**Members**

Jim Spendiff, Chairman  
Dan Dunmire, Vice Chairman  
John Pannizzo, Secretary  
Neal Shawver  
Brent Miller

**Staff**

Jim Lettiere, Community Development Administrator  
Mark Colussy, Associate Planner  
Millie Sunderland, Office Manager/Grants Manager

**Call to Order**

Jim Spendiff, Chairman, called the meeting to order at 3:33 p.m.

**Record of Public Attendance**

Jim reminded everyone to sign the attendance sheet.

**Approval of Meeting Minutes**

Jim asked if anyone had any changes or corrections to the meeting minutes of November 18, 2010. With no changes or corrections, Jim stated that the minutes would stand approved as written.

**Community Development Block Grant (CDBG) Update**

Jim Lettiere provided an update report to the Planning Commission. Jim briefly reviewed the projects under each fiscal year of CDBG funding. He reported that a 2011 HOME grant application has been submitted on behalf of Mifflin County, which is currently under review. Jim also mentioned the first public hearing for the FFY 2011 CDBG proposals will be held at the Planning Commission's meeting on January 27, 2011. The CDBG Advisory Committee meeting to review proposals is scheduled for February 24, 2011.

**Subdivision and Land Development Review Committee Report**

Dan Dunmire reported that the Subdivision and Land Development Review Committee reviewed four plans all of which are under municipal ordinances for which the Planning Commission provides recommendations only. The Subdivision Review Committee recommended approval of the comments and recommendations for the following plans: Myrna C. Lewis plan in Armagh Township, Kevin W. Snyder plan in Derry Township, Kathleen Stout plan in Granville Township and Douglas W. Miller in Union Township.

Mark Colussy reviewed the comments and recommendations for the Douglas W. Miller plan in Union Township. Mark discussed the acreage shown on the plan in relation to a previous subdivision in 2005 on which there was an error in the acreage. He pointed out that the previous error has carried over to this plan. Mark also mentioned that the plan was reviewed by the Union Township Planning Commission prior to the plan being submitted to the County.

Dan briefly overviewed the remaining plans that were reviewed.

Neal Shawver asked about the floodplain comment for the Myrna C. Lewis plan in Armagh Township. After some discussion, since the plan does not match the FEMA flood maps, which are also on the County GIS system, the Planning Commission thought the comment should be modified to indicate this information.

Dan Dunmire made a motion to approve the comments and recommendations with the modification as discussed for the plans under municipal ordinances. John Pannizzo seconded the motion. All members voted aye.

Subdivision Review Committee Report:

**Name of Plan: Lewis, Myrna C.**

**Municipality: Armagh Township (Municipal Ordinance)**

**File Number: 2010-12-004**

**Tax Map #: 12-28-536A**

**Applicant Name: Lewis, Myrna C.**

**Land Owner Name: Lewis, Myrna C.**

**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 0.264 acres, for single-family residential use. Lot 1, the 2.591 acre remainder, contains an existing single-family residence. Both lots are served with public water and sewer.

Review Comments (List from Review Committee):

Floodplain / Wetlands - The floodplain shown on the plan does not match the FEMA Floodplain data. As shown on the plan and according to County GIS information, a portion of the property lies within the 100-year floodplain. Development in this area should be discouraged.

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

PennDOT HOP / Municipal Driveway Permit - A proposed driveway appears to be on the plan, as well as an example of a typical clear sight triangle with distances. However, the plan does not indicate what the actual sight distances are. This information should be added to the plan. \*According to the surveyor, the landowner is going to submit for the HOP themselves but he knows that there is more than enough sight distance. As noted on the plan, a PennDOT Highway Occupancy Permit (HOP) is required for any new driveway onto a State Route as prescribed in the Municipalities Planning Code (Section 508 (6)). A copy of the permit should be provided to the Armagh Township Supervisors.

Deed Restrictions and Easements - Easements associated with the property, if any, should be provided in accordance with Section 6.302.a.6 of the Armagh Township Subdivision and Land Development Ordinance.

\*According to the surveyor, there are none known. As noted on the plan, there are no known deed restrictions associated with the property.

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 to Armagh Township. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Sewage Service - A letter from the municipal sewer authority acknowledging availability of public sewer should be submitted to the Armagh Township Supervisors.

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

**Name of Plan: Snyder, Kevin W.**

**Municipality: Derry Township (Municipal Ordinance)**

**File Number: 2010-12-003**

**Tax Map #: 16-13-103A/16-13-103AA/16-13-125**

**Applicant Name: Snyder, Kevin W.**

**Land Owner Name: Snyder, Kevin W.**

**Plan Preparer: Wright Land Surveying**

Action Taken: The County provides comments only.

Plan Summary: This plan proposes to create two lot additions for non-building purposes to be added to existing properties as shown. No new development is proposed for the residual tract.

Review Comments (List from Review Committee):

Basic Plan Information - The plan narrative should provide additional detail on the project.

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

Right-of-Way Widths - Based upon the Derry Township Subdivision and Land Development Ordinance, the right-of-way width of Westwood St, Woodside Ave, and the Existing Private 20' and 33' Right-of-Ways, are substandard (Section 504.2).

Cartway Widths - The cartway width of Westwood St, Woodside Ave, and the Existing Private 20' and 33' Right-of-Ways, should be shown on the plan (Derry Township Subdivision and Land Development Ordinance, Section 504.2).

Private Street / Shared Driveway - Is there a maintenance agreement in place for the existing 20' and 33' Right-of-Ways? If not, one should be established and if so, it should be referenced on the plan.

Street Names - How many lots do the existing 20' and 33' Right-of-Ways serve? If it is more than one, then they might need to be named for 911 purposes. The applicant can contact the County GIS Department for more information.

Deed Restrictions and Easements - The recorded easement establishing the existing 20' and 33' Right-of-Ways should be referenced on the plan. Deed restrictions and easements associated with the property, if any, should be provided in accordance with Sections 403.2.L and 403.7 of the Derry Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module - A copy of the DEP "Request for Planning Waiver and Non-Building Declaration" form needs to be provided. Plan approval should be contingent upon receiving an approval from DEP following the filing of this form.

Water & Sewage Service - Existing water and sewage service information should be provided for the properties affected. (See section 402.2.J of the Derry Township Subdivision and Land Development Ordinance)

Lot Addition - The combined acreage of the John D. Force property and Lot Addition B as well as The Kevin

W. Snyder property and Lot

Addition A should be shown on the plan. (See section 402.2.N of the Derry Township Subdivision and Land Development Ordinance)

Features - According to aerial photography, it appears there are several structures on the property. All significant man-made features, including 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. (Derry Township Subdivision and Land Development Ordinance, Section 402.2.J)

Other Comments:

1. The plan should be clear as to how Mr. Snyder's other property (T.M. 16-13-125) has access the public road system. (See section 509.1 of the Derry Township Subdivision and Land Development Ordinance)

**Name of Plan: Stout, Kathleen**

**Municipality: Granville Township (Municipal Ordinance)**

**File Number: 2010-12-001**

**Tax Map #: 17-13-103**

**Applicant Name: Stout, Kathleen**

**Land Owner Name: Stout, Kathleen**

**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 2.000 acres, from the property of Kathleen Stout, Mifflin County Tax Parcel 17,13-0103. Lot 2 will be for single-family residential use and will be connected to the public sewer, with on-lot well water. The residual tract, Lot 1 of +/- 32 acres, is used for agricultural and single-family residential use, with on-lot sewage.

Review Comments (List from Review Committee):

Clean & Green / Agriculture - The property is in an Agricultural Security Area and should be noted on the plan. 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 - As stated on the plan and according to County GIS information, a portion of the property lies within the 100-year floodplain. Development in the floodplain should be discouraged.

Soils - As listed on the plan and according to the County GIS files, some portion of this property appears to have prime farmland soils. (AbB) As listed 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. (Pu)

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

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

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

Deed Restrictions and Easements - Easements associated with the property, if any, should be provided in accordance with Section 6.302.a.6 of the Granville Township Subdivision and Land Development Ordinance.

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

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.

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

Signature Blocks on Plan - The Mifflin County Review Certificate should be on the plan. If a copy of the certificate is required, one can be obtained from the Mifflin County Planning and Development Department.

Other Comments:

1. The proposed lot configuration is abnormal. What is the reasoning behind the lot configuration as proposed as opposed to a more rectangular configuration? \*According to the surveyor, the configuration was established by the owner wanting to: minimize the impact on farmland, create a 2 acre lot to comply with Clean & Green, space the property from the existing driveway, and provide enough setback from the Turkey Houses.

**Name of Plan: Miller, Douglas W.**

**Municipality: Union Township (Municipal Ordinance)**

**File Number: 2010-12-002**

**Tax Map #: 20-05-121**

**Applicant Name: Miller, Douglas W.**

**Land Owner Name: Miller, Douglas W.**

**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 Douglas W. Miller, Lot #1 is intended to be a stand alone lot. Lot #1 will be served with an on-lot sewage disposal system as well as an on-lot water source. Access to Lot #1 will be via S.R. 4006. The Residue is currently vacant.

Review Comments (List from Review Committee):

Plan History - This property was previously subdivided in June of 2005 in Plat Book 23 Page 43. The previous plan subdivided Lot 1 (added to T.M. 20-05-121) of 96.8994 acres and Lot 2 (currently T.M. 20-05-102B) of 29.1956 acres off the residual property (T.M. 20-05-102) of 67.7038 acres, which is currently owned by Dwight Nancy Yoder. Also, according to the Tax Assessment office, T.M. 20-05-121 and 20-05-122 were combined for Clean & Green purposes in 2001.

Administrative - The subdivision application form should be signed by the landowner. This is not only to show that the landowner agrees to the subdivision plan, but allows a site visit to the property during the

reviewing process.

Basic Plan Information - A North arrow should be on the plan. (Union Township Subdivision and Land Development Ordinance, Section 402.2.i)

Subdivision Information - Since the tract labeled as DB 440 PG 2124 is part of T.M. 20-05-121, property boundary information should be shown for the entire property. If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map. (See Union Township Subdivision and Land Development Ordinance, Section 403.2.d) The residual acreage shown on the plan is confusing and all of the following should be clarified on the plan: It states that the acreage is 96.95 acres, yet it states that the tax map area is 119.38 acres. The subdivision plan from 2005 lists this area (Lot 1) as 96.8994 acres. Does "Residue Area" number from this plan correspond to the Lot 1 number from the 2005 plan? Why does it vary by 0.0506 acres? Does the 119.38 acres labeled as "Tax Map Area Residue" include the tract labeled as DB 440 PG 2124? If not, it should since it was added as a lot addition to the rest of T.M. 20-05-121 in the 2005 plan. If separate tracts are going to be shown with acreages, the acreage of the tract labeled as DB 440 PG 2124 should also be provided on the plan. (See Union Township Subdivision and Land Development Ordinance, Section 403.2.h) If the 2005 plan lists Lot 1 as 96.8994 acres, and assessment considers T.M. 20-05-121 to be 129.38 acres, does this mean that the tract labeled as DB 440 PG 2124 should be 32.4806 acres? It does not appear that the deeds listed on the plan are accurate. Please confirm if the deed references on the plan are correct. Also, considering that the plan calls out two separate deeds for the property T.M. 20-15-121 in DB 440 PG 2124 and DB 351 PG 571, have the lots ever officially been joined together as a lot addition? If so, shouldn't only one consolidated deed be listed? Also, there is some confusion on the plan from 2005. What deed was previous Lot 1 (of 96.8994 acres) added to considering that T.M. 20-05-121 at that time was not a consolidated lot but only joined for Clean and Green purposes?

Clean & Green / Agriculture - General Note 3 on the plan is misleading. 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, the property has a designated wetland near the pond, and wetland information should be delineated on the plan. Future development in this area should be discouraged.

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

Setback Lines - The setback information shown on the plan in Note 6 is from Menno Township and not Union Township.

PennDOT HOP / Municipal Driveway Permit - A Clear Sight Triangle and Sight Distances should be shown on the plan for any new access onto a State Route. As mentioned on the plan, a PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)) for any access onto a state route. The plan shows a proposed driveway. A copy of the permit should be provided to the Union Township Planning Commission.

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. Also, considering that a 50' Access and Utility Easement is shown on the plan, the record book and page number of this easement should be provided. Is there a maintenance agreement associated with this easement?

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 - A signature block should be on the plan for the review of the Union Township Planning Commission.

Zoning - Zoning information should be stated on the plan.

Other Comments:

1. The plan shows a 20' waterline easement that is to be extinguished. Will the Dwight Yoder property still have access to water? Additional information should be provided.

**Public Comment**

There was no public comment.

The meeting adjourned at 4:15 p.m. upon a motion by John Pannizzo that was seconded by Susan Heimbach.

mjs