

**MINUTES**  
**MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING**  
**MAY 24, 2018**  
**MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.**

**ATTENDANCE**

Members

Michele Bair  
Jason Cunningham  
Dan Dunmire  
Tom Lake  
Dave Pennebaker  
Kay Semler  
Neal Shawver  
Jim Spendiff  
Cyle Vogt

Other

Rob Postal, Commissioner  
Alyssa Burd, The Sentinel  
Daniel Potutschnig, The Academy  
John Bilich, The Academy  
Mike McMonigal, The Academy  
Jim Estep, Mifflin County School District

Staff

Bill Gomes, Director  
James Lettiere, CD Administrator/Assistant  
Director  
Chastity Fultz, Office/Grants Manager

**Call to Order**

Kay Semler, Chair, called the meeting to order at 3:30 p.m.

**Record of Public Attendance**

Kay reminded everyone to sign the attendance sheet.

According to the Pennsylvania Municipalities Planning Code, the alternate member, Cyle Vogt, will be able to vote since all members are not present.

**Approval of Meeting Minutes**

Dan Dunmire made a motion to approve the minutes from the April meeting. The motion was seconded by Jim Spendiff. All members voted aye.

**Mifflin County School District Update**

Jim Estep, Superintendent of Mifflin County School District, provided an update to the Planning Commission. This summer, the school district plans to begin a two-phase project on facilities to complete an energy savings contract with The McClure Company. Major work will focus on Lewistown Intermediate School, Mifflin County Middle School, East Derry Elementary School and Strodes Mills Elementary School. These are the oldest buildings and the ones that have not had significant rehabbing in recent years, with the exception of East Derry. HVAC repairs/replacement will be the focus of the project and will be scheduled during the summers of 2018 and 2019. Over \$8 million has been taken out in bonds in order to pay for Phase 1. East Derry Elementary School will have every window replaced because residential grade windows were used when the building was rehabbed in 2000. A lighting project across the district will make better use of LED lighting to reduce the operating cost of lighting. Security will also be addressed. Most buildings have a secure entry vestibule, which corrals visitors through a secure area before they are released to the rest of the building from the office. Secure vestibules will be added to buildings where they do not exist. ADA playground equipment has been added to Lewistown Intermediate School and will be added to Lewistown

Elementary School. East Derry Elementary School had a complete playground upgrade. Significant facilities work will occur on mechanicals at Strodes Mills Elementary School next summer.

Mr. Estep will have a Board Curriculum Committee meeting later this evening. Extensive curriculum work has occurred over the current school year and will continue into the next school year. There will be a heavy STEM (Science, Technology, Engineering and Math) focus with integrated stem units for Kindergarten through fifth grades. There will be updated technology courses and content as well.

Mr. Estep will attempt to get the district budget passed later this evening at the school board meeting. He is not presenting a tax increase with the proposed budget, but does not think this is the best long-term budget. His long-term concern is that although savings is steadily building, it still does not meet the state Auditor General recommended level of savings for school districts. The school district should have \$10-\$12 million in savings; the district has \$8-\$9 million in overall savings. Mr. Estep also expressed disappointment with lack of attendance at three public meetings held to discuss the budget.

Senate Bill 2 (SB2) recently passed the education committee. Mr. Estep explained that this is a voucher bill referred to as the Education Savings Act (ESA). If this bill passes, \$500 million of public school funds will go to education savings accounts for parents to send their kids to private school. The school district currently budgets \$1.85 million for charter school tuition that includes approximately 165 students, even though Mifflin County has its own program. There are currently 500 students enrolled in the Mifflin County program.

Jim Spendiff wanted to know what is the effect and timing of SB2. Mr. Estep noted that the Education Committee passed this bill two days ago (mostly on party line). It is now released to the floor and could come up at any time. If it is passed in time for the 2018-2019 state budget, money could be removed from the budget for public schools. The amount of Mifflin County's share has not been determined at this time. Mr. Estep cannot plan for this and is gambling that he will receive the full amount the governor proposed in the state budget for the upcoming school district budget. He usually does not include this amount in the budget due to previous budget impasses. His preference is to have a tax increase now because you are not supposed to use savings to cover a recurring expenditure, which is what he is doing to balance the budget. It is possible he will have to use \$900,000 - \$1,000,000 from savings next year if there is not a tax increase in the budget. He also added that there have only been two tax increases in the previous 21 years. The proposed tax increase for the coming school year was 1.0316 mills, which averages to \$34 per parcel and would have raised \$747,000. Mr. Estep would have used this money for debt service on the second phase of the facilities project (approximately \$400,000) and the remainder would have been utilized for resource officers.

Jim Lettiere questioned whether school resource officers were included in the budget and how important are they in light of the recent school shootings. Mr. Estep explained there is currently one full-time resource officer from Mifflin County Regional Police Department, Mr. Haines. He is not able to service the three buildings in Lewistown Borough. Mr. Estep has proposed two more part-time resource officers for the schools in the Borough. The school district receives approximately \$3 million per year from Title funds from the federal government. This year, the government increased Title IV funds, which can be used for additional counselors or mental health funds. If Title IV funds become available to the district, the funds can provide for licensed clinical social workers. Mr. Estep noted that one full-time resource officer costs \$85,000 per year and a part-time resource officer cost \$40,000 per year.

Bill Gomes noted that Kevin O'Donnell serves on the Parks and Recreation Committee. This committee has had a long standing concern for playground programs. Mr. Gomes asked if any playgrounds will be open during the summer for others to use. Mr. Estep is open to anything, but he has to look at incurred liabilities and maintenance. Mr. Gomes added that there used to be 13 programs, but only 5-6 programs remain. Mr. Estep will sit down with Mr. O'Donnell at a June 20<sup>th</sup> administrative meeting and discuss this issue.

Cyle Vogt asked if the school district has looked at a rebate program to implement energy savings and whether they have talked with utilities to offset some of the funding to implement some of the HVAC changes. He added that there are programs with utilities that some companies will undertake and deduct the savings from their costs. Mr. Estep noted the previous Business Director reviewed shared purchasing for electricity. Mr. Vogt added that as a large energy purchaser, you can go out and negotiate with electric providers. Penn State Facilities Engineering Institute can help with this process. Mr. Estep will check with Joe Gagliardo since he oversees the district Maintenance Department. He also stated the junior high worked with a company to achieve energy savings and those savings exceeded expectations. The district also went to 4-day work weeks during the summer and saw \$40,000 annual savings in the first two years.

Mr. Estep noted that good things are happening in the school district and highlighted various student achievements including statewide chorus and band, a back to back year state champion wrestler, students entering West Point and Annapolis, and Neal Shawver's son graduating second in the class. Mr. Shawver thanked Mr. Estep for the school district's efforts towards students and reminded everyone that this is an investment in our kids and our future. Mr. Estep recently compared Mifflin County School districts to 10 other districts of equivalent size and poverty level and discovered Mifflin County spends \$3,000 less per child in district expenditures compared to these other districts. Jim Spendiff would like to hear more about what the students are doing when Mr. Estep asked what the Commission would like to hear at the next update.

### **The Academy Update**

Daniel Potutschnig, Administrative Director, Mifflin County Academy of Science and Technology (The Academy) provided an update. He noted recent student achievements, including 83% of the senior class receiving advanced or competent on their NOCTI/NIMS testing scores. All students are assessed through the NOCTI/NIMS testing. An emphasis has been placed on providing more student certifications, resulting in the number increasing from 103 two years ago to 288 certifications for the 85 students graduating this year. Student attendance this past year was 93.23% with a goal of 94% for next school year.

Adult education has continued to be a focus through the hiring of Mike McMonigal in October. The Nurse Aid program increased to a full-time program last summer and The Academy recently became a regional testing facility. Other testing facilities were located in Selinsgrove and Altoona. The CDL (Commercial Driver's License) program is up and running. The second class is currently taking place. They have a Learning Resource Network, which includes 45 certificates comprised of 144 courses. Mr. Potutschnig is looking to bring adults into the facility and train in various ways. Currently, students can come back to earn cosmetology hours. They are also offering a cosmetology teacher preparation program.

The Academy recently entered into an agreement with Delta Development to develop a strategic long-term business plan for the next five years. They are hoping to wrap this up around December. The Academy has developed the Academy Foundation with a tax id and articles of incorporation are in the process of obtaining a 501c3 for the Academy Foundation. This foundation is an alternate path of revenue.

Mr. Potutschnig is trying to remove the stigma behind certain jobs and occupations and decided to take a key initiative to market to elementary students to show students and parents what is available. By partnering with First Quality, The Academy is trying to have every program engage at the elementary level. Most recently, The Academy hosted a carnival targeting Pre-K through 5<sup>th</sup> grade through a grant for the early childhood program.

Mr. Potutschnig shared his goals for the 2018-2019 school year, which included increasing the percentage of students who score advanced or competent on the NOCTI/NIMS testing, having a minimum of one credential per graduate and increasing the attendance rate.

Mike McMonigal presented the Adult Education program and is focusing on workforce training for Adult Education. Mr. McMonigal is working on an EMT program to be available by January. Earlier this year, The

Academy hosted The Department of Labor and Industry's Apprenticeship office. There is currently a lot of money available for apprenticeships across the state. Since then, Mr. McMonigal is working with several employers and is looking at registered apprenticeships. The Academy would be the sponsor and report to the state. This could help businesses retain more loyal employees while training a newer, younger workforce. He would also like to offer a pre-apprenticeship for adults in order to provide basic skills to help the adult become more employable. Mr. McMonigal is continuing to focus on customized industry training to meet employer needs, like the Mechatronics Program. In the future, he would like to become a third party CDL testing site.

Organizational goals include developing the strategic business plan with Delta Development. The Academy will be celebrating the upcoming 50<sup>th</sup> anniversary. An event will be held in the fall. The Academy wants to link the Alumni Association with the Academy Foundation.

Mr. Vogt asked if The Academy has reached out to other manufacturers in the area in order to fit certifications and training into their workforce. Mr. Potutschnig has worked with First Quality through the Mechatronics program. If a person goes through the Mechatronics program at The Academy, you do not start at level 1 at First Quality. A student is working with Nittany Paper currently and is hoping to obtain a full-time job upon graduation. Mr. Potutschnig has been in conversations with Phillips, Standard Steel, Jarden and GE. For other programs, there are two Occupational Advisory Committee meetings held twice a year to help advise on curriculum and equipment. The committee is composed of members from local industries.

Kay Semler asked if the mechatronics program, which was originally designed for adults, has integrated or separate classes and questioned how many adults have registered. Mr. Potutschnig responded that three individuals from Career Link entered into mechatronics. There are zero intergenerational mechatronics students at this time and added that finding qualified individuals is difficult. Finding individuals to attend the classes has been difficult. Although the mechatronics program has received a lot of interest from several companies, they are too busy to let their people attend training for a significant amount of time. Ms. Semler asked what is being done to bring the unemployed or underemployed into the programs. Mr. Potutschnig works with Career Link, but the issue is finding someone who wants to take training and added that The Academy has to do a better job at this.

#### **Subdivision and Land Development Review Committee Report**

Five plans were submitted to the committee for review, four under Municipal Ordinance and one under County Ordinance. The plans under Municipal Ordinance included Anthony J. & Susan K. Godfrey (*Armagh Township*); Birch Hill Community Center (*Derry Township*); Debra D. Wileman & Ryan E. Snook (*Oliver Township*); and Benjamin K. & Mary L. Yoder (*Union Township*). The plan under County Ordinance was Levi Mark & Sara Anna Peachey (*Bratton Township*).

Jim Lettiere reviewed the Birch Hill Community Center plan in further detail. The project will involve the demolition of a portion of the existing building (840 s.f.) along with the demolition of an existing drive-thru canopy (400 s.f.). The project will also involve the construction of a 2,400 s.f. +/- community hall addition onto the existing 2,400 s.f. +/- building along with the construction of a 1,340 s.f. deck addition. Jim reviewed the comments on the plan, as well as the responses from Thomas Metz Engineering. Mr. Metz responded to one comment regarding the requirement of a land surveyor's seal and stated the seal is not necessary. Mr. Lettiere and Mr. Gomes disagree and this will be noted on the comments. Mr. Metz did not indicate whether the Fire Marshall was contacted and there was no response on the question of land disturbance. The zoning of the center needs to be determined by the Township's Zoning Officer. Mr. Metz stated he believes they currently meet the provisions of conditional use for a commercial recreation facility. This still has to be determined by the township. It was also noted that the directional arrow was incorrect on the plans on Pine Street. This will be added as a new comment.

Dan Dunmire made a motion to accept the comments of the four plans under municipal ordinance with the changes noted to the Birch Hill Community Center plan. Dave Pennebaker seconded the motion. All members voted aye.

Dan Dunmire made a motion to conditionally approve the comments of the Levi Mark & Sara Anna Peachey plan in Bratton Township under the county ordinance. Cyle Vogt seconded the motion. All members voted aye.

### **Armagh Township (*Municipal Ordinance*)**

Name of Plan: Godfrey, Anthony J. & Susan K.  
File Number: 2018-05-004  
Tax Map #: 12-19-0107K; 12-19-0107CB  
Municipality: Armagh Township  
Applicant Name: Godfrey, Anthony J. & Susan K.  
Land Owner Name: Godfrey, Anthony J. & Susan K.  
Plan Preparer: Wright Land Surveying

#### **Plan Summary:**

This plan proposes to create Lot Addition A to be added onto Lot A and become an integral part thereof. The residual tract, Lot 1, has an existing residence with no new development proposed. No new development is being proposed by this plan.

#### **Subdivision Information**

Property boundary information should be shown for the entire property, including the residual property (Lot A). If survey data is not available, this information could be supplied via the deed description and could be shown on an inset map in accordance with the Armagh Township Subdivision and Land Development Ordinance (Article 6, Sections 6.202a.5 and 6.302a.5).

#### **Clean & Green / Agriculture**

Lot A 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 noted in Note 6 and according to the County GIS files, there are no mapped floodplains or wetlands on these lands.

There is a stream crossing on tax parcel 12,-19-0107CB and it should be noted on the plan.

#### **Soils**

As noted in Note 5, hydric soils are mapped on Lot 1 and Lot addition A and according to the County GIS files, large portions of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands.

#### **PennDOT HOP / Municipal Driveway Permit**

As noted in Note 3, any new access requires a PennDOT HOP and this project does not involve any proposed new access to State Route 1002, i.e. New Lancaster Valley Road.

#### **Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with the Armagh Township Subdivision and Land Development Ordinance. (Article 6, Section 6.202a.13.)

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

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

#### **Features**

Are all natural features shown? If not, all significant natural features, including swales, ditches, trees, water courses, sinkholes, rock out-cropping, etc. should be shown on the plan in accordance with the Armagh Township Subdivision and Land Development Ordinance, (Article 6, Section 6.202a.9.).

Are all man-made features shown? If not, 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 in accordance with the Armagh Township Subdivision and Land Development Ordinance, (Article 6, Section 6.202a.10.).

### **Bratton Township (County Ordinance)**

Name of Plan: Peachey, Levi Mark & Sara Anna  
File Number: 2018-05-002  
Tax Map #: 13-05-0128C; 13-05-0128cb  
Municipality: Bratton Township  
Applicant Name: Peachey, Levi Mark & Sara Anna  
Land Owner Name: Peachey, Levi Mark & Sara Anna  
Plan Preparer: Wright Land Surveying

#### **Plan Summary:**

This plan proposes to create Lot Addition A to be added onto Lot A and become an integral part thereof. The residual tract, Lot 1, has an existing residence with no new development proposed. No new development is being proposed by this plan.

#### **Administrative**

This parcel was reviewed by the Mifflin County Planning Commission on September 22, 2011 for a land development plan for an 8,750 square foot schoolhouse. This parcel was also reviewed for a subdivision in March 2011 and March 2002.

The subdivision application form should be signed by the municipality.

#### **Basic Plan Information**

The abutter Emery C. and Paula Jane Kirk, tax parcel 13,04-0167A, should be shown on the plan in accordance with the Mifflin County Subdivision and Land Development Ordinance (Article 7, Section 7.302.A.17).

#### **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. (Mifflin County Subdivision and Land Development Ordinance, Sections 7.302.A.5, A.7 and A.9)

#### **Clean & Green / Agriculture**

As noted in Note 5, Lot 1 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**

In accordance with the County's GIS files and as noted in Note 3, there are no mapped floodplains or wetlands on this property.

#### **Topographic information**

It appears, according to County GIS information, that there are steep slopes (grades over 15%) only on the residual of this site and development in these areas should be discouraged.

#### **Soils**

According to the County GIS files and note #4. some portions of the recipient land and the lot addition parcel appear to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils are mapped on the plan.

According to the County GIS files, some portion of the recipient lands and the residence appear to have prime farmland soils.

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

The right-of-way widths of Ridge and Horningford Roads should be shown on the plan. (Mifflin County Subdivision and Land Development Ordinance, Article 7, Section 7.202.A11).

Ridge Road is only labeled on the insert map and should be labeled on the plan.

#### **Cartway Widths**

The cartway widths of Ridge and Horningford Roads should be shown on the plan (Mifflin County Subdivision and Land Development Ordinance, Article 7, Section 7.202.A.11).

**PennDOT HOP / Municipal Driveway Permit**

The driveway location for the school should be shown on the plan in accordance with the Mifflin County Subdivision and Land Development Ordinance (Article 7, Section 7.202A.10).

**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.

**DEP Sewage Planning Module**

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

**Features**

Are all man-made features shown? If not, 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. (Mifflin County Subdivision and Land Development Ordinance, Section 7.302.A.20.)

Buildings and on lot water and sewer facilities for lot 1 should be shown on the plan.

Are all natural features shown? If not, all significant natural features, including swales, ditches, trees, water courses, sinkholes, rock out-cropping, etc. should be shown on the plan. (Mifflin County Subdivision and Land Development Ordinance, Section 7.302.A.26.)

**Derry Township (*Municipal Ordinance*)**

Name of Plan: Birch Hill Community Center  
File Number: 2018-05-005  
Tax Map #: 16-03-0117A-000  
Municipality: Derry Township  
Applicant Name: Aumiller, Chris & Pannizzo, John  
Land Owner Name: Capital Holdings of Lewistown LLC  
Plan Preparer: Thomas H. Metz Engineering, Inc.

**Plan Summary:**

The project will involve the demolition of a portion of the existing building (840 s.f.) along with the demolition of an existing drive-thru canopy (400 s.f.). The project will also involve the construction of a 2,400 s.f. +/- community hall addition onto the existing 2,400 s.f. +/- building along with the construction of a 1,340 s.f. deck addition.

\*One asterisk represents comments from the May 17, 2018 Subdivision and Land Development Review Committee meeting, revised plans dated May 17, 2018 and a written letter dated May 11, 2018 from Thomas H. Metz Engineering, Inc.

\*\*Two asterisks represent responses from the County based on the revised plans and written letter as referenced above and the May 24, 2018 Subdivision and Land Development Review Committee meeting.

**Administrative**

The property was subdivided in November of 2017 and was recently rezoned from Heavy Industrial Zone (HI) to General Commercial (GC) and this information should be noted on the plan.

\*Sheet Si1-1, zoning and land development note #3 has been revised to indicate that the property was recently rezoned from heavy Industrial.

**Subdivision Information**

Although there is reference that boundary information is based on the subdivision plan for Standard Steel LLC, prepared by Wright Land Surveying, the Engineer, Land Surveyor and Geologist Registration Law Act of May 23, 1945 P.L. 913, No 367 (L. 63 Section 2.e states in part a professional engineer may not practice land surveying, unless licensed and registered as a professional land surveyor, as defined and set forth in this act; however, a professional engineer may perform engineering land surveys, however, tract perimeter surveys shall be the function of the "Professional Land Surveyor". Prior to recordation a professional land surveyor's seal must be affixed to the plan.

\*The surveyor certification is not necessary since THME, Inc. is referencing a recent subdivision plan that has been approved and recorded. Since there is no boundary changes, no Surveyor or certification is necessary.

\*\*The County does not believe there is a provision within the Engineer, Land Surveyor and Geologist Registration Law Act of May 23, 1945 P.L. 913, No 367 (L. 63 Section 2.e) that allows this practice.

#### **Floodplain / Wetlands**

Based on County GIS files and Zoning and Land Development Note 4 on sheet Si1-1, there are no mapped floodplains or wetlands on the parcel.

#### **Topographic information**

Suitability considerations should be made for this plan. It appears, according to County GIS information, that there are steep slopes (grades over 15%) on this site and development in these areas should be discouraged.

\*No development is proposed within the steep slopes of the site.

#### **Setback Lines**

The General Commercial Zone (GC) has a minimum front setback of thirty-five (35) feet from the street right-of-way line, not fifteen (15) feet as shown on sheet Si1-1.

\*Sheet Si1-1 has been revised to indicate the correct front yard setback of thirty-five feet (35) instead of the fifteen feet (15) as originally indicated.

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

Based upon the Derry Township Subdivision and Land Development Ordinance, the right-of-way width of North Pine Street is substandard (Part 5, Section 504.2).

#### **Cartway Widths**

Based upon the Derry Township Subdivision and Land Development Ordinance, the cartway width of North Pine Street is substandard (Part 5, Section 504.2).

#### **Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with the Derry Township Subdivision and Land Development Ordinance. (Part 4, Section 403.4.7)

\*No deed restrictions or easements are associated with the property.

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

Please confirm if a PA-DEP Component 2 Module Form is required for this project.

\*The Township Sewage Enforcement Officer has stated that no Component 2 module is needed, since the existing system is being abandoned and no increase in flow is occurring.

#### **Sewage Service**

It appears there is an existing septic tank and drain field. There also appears to be new perk test locations. Will a new septic system be constructed for this project or will the existing system be used?

\*A new septic system is being installed at the new perk test locations at the southern side of the property. The existing system will not be used.

#### **Water Service**

The application indicates the site is served with public water. In accordance with the Derry Township Subdivision and Land Development Ordinance (Part 4, Section 403.X), a letter from the municipal water authority acknowledging availability of public water should be submitted to the Derry Township Planning Commission.

\*The existing building already contains public water therefore no letter shall be required.

The water supply location should be noted on the plan as prescribed in the Derry Township Subdivision and Land Development Ordinance (Part 4, Section 402.2.J).

\*The water supply location is indicated on the plan sheet Si1-1.

#### **Features**

Are all natural features shown? If not, all significant natural features, including swales, ditches, trees, water courses, sinkholes, rock out-cropping, etc. should be shown on the plan in accordance with the Derry Township Subdivision and Land Development Ordinance, (Part 4, Section 402.2.I).

\*All man made features are shown on the plan sheet Si1-1.

Are all man-made features shown? If not, 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 in accordance with the Derry Township Subdivision and Land Development Ordinance, (Part 4, Section 402.2.J).



\*All natural features are shown on the plan sheet Si1-1.

### **Zoning**

The stormwater design calculations refer to this facility as "The Birch Hill Community Center." Based on the Derry Township Zoning Ordinance (Section 112 Definitions), it appears this facility may be defined as a commercial recreation facility. Within the General Commercial Zoning District, a commercial recreation facility is allowed as a conditional use. This determination should be made by the Township's Zoning Officer.

\*No response required.

\*\*The Township determined this use is allowed only by conditional use and will be required as part of this land development application. This will require action by the Township Supervisors.

### **Land Development**

A traffic circulation diagram should be included with this plan submission to verify adequate site circulation.

\*Traffic circulation has been indicated on the revised plans.

\*\*Both directional traffic flow arrows on N. Pine Street are facing the wrong direction.

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

\*Additional fire hydrant was not required for existing building therefore shall not be required for the existing building and addition. An existing fire hydrant is located at the end of Pine Street approximately 1,400 feet from the building.

\*\*The applicant did not verify whether he made contact with the Fire Marshal to determine if there is a requirement for any additional fire hydrants.

The plan does not show parking lot or perimeter lighting around the building. Will there be parking lot lighting in addition to lighting that currently is there?

\*No additional parking lot lighting is proposed at this time. Adequate lighting is already provided.

What are the anticipated trip generation rates for events at this facility? How will this new traffic impact the surrounding established residential homes?

\*The facility has been utilized as a clubhouse prior to the new owners and land development. As per the ordinance, the required number of parking spaces is 53. Therefore, the maximum anticipated trips for an event would be 53 vehicles at one time. This will not impact the surrounding established residential homes in any manner as the events will only occur a couple times a week at the most.

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

The stormwater plan should be reviewed by the Derry Township Engineer.

\*The stormwater plan has been submitted to the Derry Township Engineer for review. Additionally the County Planning Office received a letter dated May 17, 2018 from Buchart Horn indicating the Stormwater Management Report was reviewed with the related E and S Controls shown on the plans. All are in compliance with the appropriate Derry Township Ordinances and are approved as submitted.

It appears, based on the land disturbance area table on sheet Si1-1, that the total land disturbance is on or around 3,015 square feet. Please confirm.

\*\*A response from the Metz Engineering representative was not provided.

### **Other Comments:**

1. Based on a site visit conducted May 8, 2018, it appears demolition of the existing canopy has occurred and portions of the existing building on the western exposure have been demolished.

\*The existing canopy and a portion of the existing building has been demolished.

2. Will there be outdoor entertainment such as live bands? If so, what measures will be taken to minimize disturbance to the surrounding residences?

\*It is unknown at this time if outdoor entertainment will occur at the facility. The presence of the live band is not a concern however due to the remoteness of the facility and the property is surrounded by large pine trees and wooded areas on all sides. The closest residence is approximately 800' +/- away and has a wooded area between the facility and the residence.

3. What are the hours of operation for this facility?

\*The hours of operation may vary dependent upon the renter of the facility. (see comment #24 response to verify that no disruption to the neighboring residents will occur).

4. What are the dimensions of the parking spaces?

\*The dimensions of the parking spaces have been indicated on the revised plan sheet Si1-1. All parking spaces are indicated as 10'x20' (see note#5 Zoning and Land Development Notes).

5. What are the aisle width dimensions of the parking lot driveway?

\*Aisle width dimensions have been indicated on the revised plan (Sheet Si1-1). All aisle widths are 24' wide.

6. If this facility is defined as a commercial recreation facility, the provisions of Section 415 of the Derry Township Zoning Ordinance are applicable. Can the applicant meet these requirements?

\*The facility meets the provisions indicated in Section 415 of the Derry Township Zoning Ordinance.

7. Is there any signage proposed? If so, it must comply with the provisions of Section 315 of the Derry Township Zoning Ordinance.

\*No signage is proposed at this time.

8. Will there be a dumpster? If so, its location must be either in the rear or side yard setback, a minimum of fifty (50) feet from any residentially zoned land in accordance with the Derry Township Zoning Ordinance Section 207.6.5.

\*A location of the dumpster (if so desired by the owner) has been indicated on the revised plan. (Sheet Si-1-1).

9. Will there be a pavilion as part of this project? If so, it should be depicted on the plan.

\*There is no pavilion with this project. The original pavilion design was abandoned and the building addition is being proposed instead.

10. We noticed on the plan images of deer and turkey and were wondering if this was a typographical error?

\*This is not a typographical error. Images were requested to be placed on the plan by the owner.

11. Note #3 states building height conforms. What is the building height?

\*The plan has been revised to indicate that the building height is approximately 22' Sheet Si1-1).

### **Oliver Township (*Municipal Ordinance*)**

Name of Plan: Wileman, Debra D. & Snook, Ryan E.

File Number: 2018-05-001

Tax Map #: 19-20-0124

Municipality: Oliver Township

Applicant Name: Wileman, Debra D. & Snook, Ryan E.

Land Owner Name: Wileman, Debra D. & Snook, Ryan E.

Plan Preparer: Wright Land Surveying

#### **Plan Summary:**

This plan proposes to add a second single-family residence to be served by public sewer and existing private well.

#### **Administrative**

The subdivision application form should be signed by the municipality.

#### **Basic Plan Information**

The abutter for t.m. 19-20-0125 is listed in GIS files as Charles Rowe (deceased) and on the plan lists Strodes Mill Baptist Church. Please confirm.

**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. (Oliver Township Subdivision and Land Development Ordinance Sections 6.302.a.5., 7., 9. And 12.). This is only a 3.355 acre tract and the distance for the rear boundary is not shown. The side distances are only partially shown.

**Soils**

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

**Setback Lines**

It appears that the existing house and shed cross either the front or side setbacks. This would be a pre-existing condition. The proposed house is on the side setback line.

**Right-of-Way Widths**

Based upon the Oliver Township Subdivision and Land Development Ordinance, the right-of-way width of US 522 South should be shown on the plan (Section 6.302.a.6). The plan says varies and should, at a minimum, place a range.

**Private Street / Shared Driveway**

The plan should indicate how the driveway connects to the proposed house.

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 Mifflin County Subdivision and Land Development Ordinance, Section 4.205.G.4.c)

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with the Oliver Township Subdivision and Land Development Ordinance. (Sections 6.302.a6 and 6.302b7)

**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.

**Sewage Service**

A letter from the municipality acknowledging availability of public sewer should be submitted to Oliver Township.

**Water Service**

The proposal calls for sharing the existing well, which should be confirmed through DEP that this is acceptable.

**Features**

Are all man-made features shown? If not, 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 in accordance with the Oliver Township Subdivision and Land Development Ordinance, (Section 6.202a.10).

**Land Development**

Since there are two houses on the same lot, are there adequate parking provisions?

**Other Comments:**

Once this second house goes on the lot, it will be extremely difficult to subdivide the lot and meet the township lot area and setback provisions.

**Union Township (Municipal Ordinance)**

Name of Plan: Yoder, Benjamin K. & Mary L.

File Number: 2018-05-003

Tax Map #: 20-10-0112

Municipality: Union Township

Applicant Name: Yoder, Benjamin K. & Mary L.

Land Owner Name: Yoder, Benjamin K. & Mary L.

Plan Preparer: Wright Land Surveying

**Plan Summary:**

This plan proposes to create Lot 2 for a single-family residence to be served by on-lot sewage disposal and private well. The residual tract, Lot 1, has an existing residence with no new development proposed.

**Basic Plan Information**

The property was last subdivided in May of 1996.

**Subdivision Information**

Property boundary information should be shown for the entire property (Lot 1), 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. (Union Township Subdivision and Land Development Ordinance Section 402.1.a.).

**Clean & Green / Agriculture**

As noted in Note 7, 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**

Spring Run stream runs through the front of proposed Lot 2, but Note 5 states no floodplains are mapped.

The County GIS files indicate there are no mapped floodplains on lot 2.

**Soils**

As noted in Note 2 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.

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

**Right-of-Way Widths**

Based upon the Union Township Subdivision and Land Development Ordinance, the right-of-way width of Spring Mill Road is substandard (Section 501.2).

**Cartway Widths**

Based upon the Union Township Subdivision and Land Development Ordinance, the cartway width of Spring Mill Road is substandard (Section 501.2).

**PennDOT HOP / Municipal Driveway Permit**

A municipal driveway permit is required, and a copy should be provided to the Union Township Planning Commission.

If Lot 2 is served by a separate driveway, they need to avoid crossing Spring Run stream, or a DEP stream crossing permit will be required.

**Private Street / Shared Driveway**

Will there be a shared driveway between Lots 1 and 2? 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 there is a driveway, the roadway may need to be named through the County GIS Department.

**Deed Restrictions and Easements**

Deed restrictions and easements associated with the property, if any, should be provided in accordance with the Union Township Subdivision and Land Development Ordinance. (Section 402.2.b.)

**DEP Sewage Planning Module**

A copy of the DEP Component 1 Sewage Facilities Planning Module should be submitted to the Union Township Planning Commission.

**Water and Sewage Service**

Onsite water and sewage service for Lot 1 should be shown on the plan (Section 402.1.d. of the Union Township Subdivision and Land Development Ordinance).

**Features**

Are all man-made features shown? If not, 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 in accordance with the Union Township Subdivision and Land Development Ordinance, (Section 402.1d). Are all buildings shown on the plan?

Are all natural features shown? If not, all significant natural features, including swales, ditches, trees, water courses, sinkholes, rock out-cropping, etc. should be shown on the plan in accordance with the Union Township Subdivision and Land Development Ordinance, (Section 402.1e).

**Public Comment**

None

**Other Business or Comments**

An Internet Advisory Committee meeting was recently held with attendance from a representative of the Governor's office.

The Reedsville Streetscape project was recently awarded \$834,000.

The Juniata River Trail bid was awarded to Fulkroad and sons at approximately \$450,000. The project is on track to start within a month and has been at least three years in the making.

**Next Month**

The next meeting will be held June 28<sup>th</sup> and Tom Zurat of PennDOT will provide an update.

**Adjournment**

Upon no further discussion, the meeting adjourned at 4:53 p.m. upon a motion by Jim Spendiff, which was seconded by Neal Shawver.