

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
MARCH 24, 2016
MIFFLIN COUNTY COURTHOUSE, MEETING ROOM B – 3:30 P.M.

ATTENDANCE

Members

Dan Dunmire
Michelle Bair
Tyler Gum
Tom Lake
Kay Semler
Neal Shawver
Jim Spendiff
Kent Spicher

Other

Lauren Kershner, The Sentinel
Lucas Parkes, The EADS Group
Stephen Dunkle, Mifflin County Commissioner
Lisa Nancollas, Mifflin County Commissioner
Kevin Kodish, Mifflin County Commissioner
Jim Estep, Mifflin County School District
Dan Potutschnig, The Academy

Staff

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

Call to Order

Dan Dunmire, Chair, called the meeting to order at 3:31 p.m.

Record of Public Attendance

Dan reminded everyone to sign the attendance sheet.

Approval of Meeting Minutes

Jim Spendiff made a motion to approve the minutes from February's meeting. The motion was seconded by Tyler Gum. All members voted aye.

Mifflin County School District and The Academy Update

Bill Gomes, Dan Dunmire and Kay Semler recently met with Jim Estep regarding issues that arose at the Housing Summit last fall regarding education. As a follow-up, the school district and The Academy were invited to come to a Planning Commission meeting to discuss what is occurring.

Mr. Estep began by sharing that he had sent a letter from the Superintendent to parents in February sharing some of the school district's successes. A Mifflin County student was recently crowned state champ in wrestling, the first time since 1988, with four other students placing high. Over the last 5 ½ years, 42% of the kids who have graduated have gone on to four-year institutions. Three students have been National Merit Scholarship finalists, which is quite an accomplishment. Two students have been accepted to Ivy League schools and one student, Noah Stewart has been accepted to West Point. Two years ago, another student, Curtis Jerzerick, was accepted to West Point as well. Sonya Riden, a calculus teacher who is mostly unnoticed to the public, has taught for 15 years and has produced more students consistently earning 4 or 5 on the AP calculus exam. This is one of the hardest exams given of all AP classes. Approximately 80% of her students score advanced or proficient.

If a student's learning is not corrected between grades Kindergarten and Grade 3, the student will struggle from that point forward. They pour a lot of resources and energy into early childhood grades. Mr. Estep is recommending the purchase of Envision Math. The curriculum will cost \$293,000 of which \$232,000 will be provided through grant funding. This curriculum goes along with district goals to personalize and customize learning through small group learning.

Mr. Estep is recommending to the School Board to restructure the Administrative Team and reducing staff by one, yet increase capacity in curriculum. This will save \$191,000 per year in 2016-2017 and \$112,000 in 2017-2018 over the current administrative structure. Mr. Estep will personally become more involved in overseeing the elementary administrative team. They are not replacing one position and are redesigning how to fund other positions through Title 1 and KTO grant. Bill Gomes asked if Steve SchAAF's position is the position that will not be filled. Mr. Estep confirmed this. Frank Miller of Strodes Mills Elementary, Jennifer Mitchell of Lewistown and Mr. Estep will pick up pieces of Steve's responsibilities.

Graduation is scheduled for May 26th and the teacher's last day of school is May 27th. The elementary grades are transitioning to a standards based report card. K-5 Social Studies curriculum is being updated.

The Governor has allowed the budget to pass without his signature, but he has vetoed the fiscal code bill. Mr. Estep is not sure of the Mifflin County share. The pension costs will increase by \$588,000 on July 1st. The School District is refinancing the first big bond for the High School and is expecting to close March 30th. They will capture \$595,000 a year in savings through 2030, which will pay the pension increase. The School District had to take out a line of credit of \$5.2 million during the budget impasse. They had reserves to help pay expenses and only borrowed \$50,000 against the line of credit. This will have to be paid back on June 30th.

Kay Semler noted that AP classes were addressed at the Housing Summit and questioned if they would continue. She also asked if the percentage of kids going onto four-year institutions was changing. Mr. Estep said the rate of those going onto four-year institutions has been steady. He said that in 1965, only 25% of jobs are white collar and this has remained the same in 2016. In 1965, approximately 60% of the jobs were unskilled labor and 15% of the labor force was skilled labor. That number has done an exact flip since that time. Now, the greatest availability of positions is highly skilled labor and only 15% of the jobs are unskilled due to automation and other things. If 42% of the students are going onto a four-year institution, he is not sure if that is good or bad. There are a lot of kids with four-year degrees sitting in the unemployment line or they are working in jobs they are overqualified for because there are not enough white collar jobs available. He feels it is a disservice to not steer more kids toward skilled technical jobs.

The previous board placed a floor of enrolling 15 students in order to offer AP classes. In the first year or two, we did not meet the numbers. There are nine school districts in the immediate area and we offer more AP classes, other than State College.

Tom Lake asked if we are a poor school district and should we see an increase in funding because of that. Mr. Estep said we are a poor school district and we would get more funding if the funding formula is approved to distribute the money in an equitable way.

Jim Lettiere asked what the other 58% of students are doing after school if they are not going onto higher learning. Mr. Estep said a portion goes to Armed Services or two-year institutions. Only a small percentage of students are going directly to the work force.

Bill reinforced the importance of getting students to understand how local government works and wanted to know if we can re-engage this issue. Mr. Estep suggesting coordinating with the guidance department and the secondary principal to provide shadowing, coming to the school, incorporating local government into civics classes are options. Mr. Estep is disappointed at the number of adults who do not understand how government works as well.

Dan Potutschnig, Administrative Director of The Academy, provided an update as well. In July 2014, the school name was changed to The Academy. They started to review what they were doing as they had a vision going forward and collected data. They had a gentleman come in and he prepared the Perceptions Report in April 2015. Surveys were sent to the Academy teachers as well as to area businesses and the industries asking them to rank the skills most critical for new employees. The school's number one goal was to make sure they could perform the task. The business community is looking if the person can interview, know about the company, show up to work every day, dress appropriately and do what is needed. They will then reinforce the skills learned from The Academy.

They realized they had to make some changes. In 2015-2016, a new position was added to teach a Futures class, which teaches soft skills such as career and work standards, job acquisition and resume writing. The other part of the time is spent as a full-time cooperative education instructor.

In the 2014-2015 school year, 88% of the students earned proficient or advanced on the end of program assessments while 101 certifications were earned. Some students can earn more than one certification while others cannot earn any.

The Academy has implemented usage of social media with LinkedIn and Facebook accounts. Adult classes have been added including an auto emissions course and a nurse aid program. The latter just ended their first class of four students, but they have 15-18 applicants for the next class.

Mr. Potutschnig noticed in the Housing study that the school district needs to be better marketed. The Academy has talked to a consultant to focus on adult programs.

Next year, a new mechatronics program will be available for industrial maintenance. Individuals from GE, First Quality and Standard Steel contacted Mr. Potutschnig to see what steps would be needed to implement the program. Occupational Advisory Committees aid in this process. Mechatronics is an instructional program that prepares individuals to apply basic engineering principles and technical skills in both the mechanical and electrical fields.

The study the Academy conducted opened doors to the business community that weren't necessarily there before. Mr. Potutschnig looked at the Housing study and thinks there is still room for improvement, but they are making headway when it comes to the perception of how our schools can help individuals who want to move to the county.

Dan Dunmire asked how many Academy graduates go directly onto employment. Mr. Potutschnig said the theme for last year's graduation was "Out students are workers." Prior to that graduation, 36% of the students had part-time jobs related to their area of study while another 36% have jobs in other areas. After graduation, 27% planned to get a job related to their area of study, 40% planned to go on to additional training such as Penn College, Thaddeus Stevens and Triangle Tech, and 33% were undecided.

Kay asked how early the Academy works with students in the education process to let them know their options. Mr. Potutschnig said they start with fifth grade tours followed by eighth grade tours in Mifflin County and ninth grade tours in Juniata County. The School District is in the early process of writing a Career Guidance Plan for K-12 to address this. The students will know about the Academy and/or careers at a sequential basis throughout the curriculum.

Bill asked if the School District is still meeting with Penn State and noted there is a group meeting on April 1st. Mr. Estep said he and Mr. Potutschnig are actively engaged with Penn State.

Mr. Estep shared that on the School District's website under the Administration and the Superintendent section, Mr. Estep's Goal Areas are listed. He encouraged everyone to take a look.

Commissioner Dunkle has toured the Academy twice over the past year and had high praises for the school. He feels we need to promote and give more exposure to the Academy. Mr. Potutschnig offered tours to the group or as individuals.

Subdivision and Land Development Review Committee Report

Eight plans were presented to the committee for review. They were all under municipal ordinance (Jarden Plastic Solutions, Armagh Township; Ronald E. and Carol M. Miller, Decatur Township; Hartley's Potato Chip Company, Decatur Township; Clara E. Laub, Derry Township; Fred C. Myers, Granville Township; Richard A. Williams, Granville Township; Harvey L. and Nancy Yoder, Menno Township; and Steve and Sally Prendergast, Union Township). Two plans were reviewed in fuller detail, Jarden Plastic Solutions in Armagh Township and Hartley's Potato Chip Company in Decatur Township.

The first plan reviewed was Jarden Plastic Solutions in Armagh Township. Jim Lettiere received a response to the comments and an update to the plan earlier today. It seems to address everything, but Jim would like to review the revised plans next week. He read the list of comments. Neal Shawver questioned how to get to the back of the property and what is this area being used for. Jim Spendiff says they are replacing the dock area and are accommodating trucks and storage. Neal questioned if box trucks were coming in and feels that if a building is put in this area, there is no turn around for a large truck. Lucas Parkes of The EADS Group thinks the trucks will have access off of the Dairy Queen side. Bill said a turnaround spot did not come up in the review meeting. Jim Lettiere did address circulation in the comments and will look at the new plans to make sure it was addressed.

The second plan reviewed was the Hartley's Potato Chip Company in Decatur Township. Jim Lettiere received revised plans earlier today and would like to review the new plans next week. Bill anticipates more comments when the further review is done. Jim read the list of comments. They are proposing an addition to unload potatoes to get to the processing part of the plant.

Bill noted that one of the projects in Granville Township, the Williams property, had a lot of comments. Michelle Bair said Granville Township tabled the plan as it involves both Granville and Union Townships. Many items were missing from the plan.

Bill then shared that the Prendergast plan in Union Township involved extinguishing a property line. Bill discovered that you cannot extinguish a line without a surveyor stamping it according to the surveyor law. The property owner had to go back and have a surveyor stamp the plan.

Neal Shawver motioned to accept the comments of the eight plans under municipal ordinance pending rereview of the revised plans of Jarden Plastic Solutions and Hartley's Potato Chip Company. Tyler Gum seconded the motion. All members voted aye.

Subdivision and Land Development Municipal Reports

Armagh Township (Municipal Ordinance)

Name of Plan: Jarden Plastic Solutions Land Development
File Number: 2016-03-008
Tax Map #: 12,06-0100F
Municipality: Armagh Township

Applicant Name: Howe, Shawn
Land Owner Name: Jarden Plastic Solutions
Plan Preparer: Axtman Engineering, LLC

Plan Summary:

The purpose of this project is to construct a +/- 27,000 sq. ft. building addition and stabilized driveway on an existing developed industrial lot located on West Colonial Drive in Armagh Township, Mifflin County. The Axtman Engineering representative provided revised plans and a written letter both dated March 23, 2016 in response to the County's preliminary comments.

Basic Plan Information

The abutter directly east of tax parcel 12, 06-0216 is not identified on the plan in accordance with the Armagh Township Subdivision and Land Development Ordinance (Article 6 Section 6.202 a.16. and 6.302 2.16.).

*The revised plans show the correct abutter.

Basic Plan Information

The tax parcel numbers on the application is incorrect and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

*The revised plan shows the correct tax parcel numbers.

Although a project description is contained in the post construction stormwater management plan, a plan narrative should be placed on the plan and there should be a brief description stating the purpose of the project. What is also important is that two activities are occurring, one is a land development for a building addition and there is also a lot consolidation and the narrative should address both. At this time only the lot consolidation has some type of narrative.

*A project narrative have been added to the cover sheet of the Land Development Plan.

Subdivision Information

The lot consolidation subdivision shows three (3) tracts which are to be combined as one parcel consisting of 15.81 acres. The deed for this parcel shows four (4) separate tracts that are not consistent with the acreage listed on the subdivision plan sheet 1 of 1. The cumulative acreage from the 4 tracts in the deed do not match the total acreage after consolidation.

*The revised lot consolidation plan addresses this comment.

Soils

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

Cartway Widths

The cartway width of West Colonial Drive does not meet the road provisions of the Armagh Township Subdivision and Land Development Ordinance (Article 3 Table 1).

PennDOT HOP / Municipal Driveway Permit

As noted on Sheet # SP-2, a PennDOT Highway Occupancy Permit (HOP) is required as prescribed in the Municipalities Planning Code (Section 508 (6)) A copy of the permit should be provided to the Armagh Township Board of Supervisors.

*The response letter states the PennDOT Highway Occupancy Permit is pending.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with (Article 6 Section 6.202 a.13. and Section 6.302.b.7.) of the Armagh Township Subdivision and Land Development Ordinance.

*The response letter states there are no deed restrictions or easements on 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.

*The response letter indicates the Township Engineer is checking with the Sewer Authority regarding this matter.

Sewage Service

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

*The response letter indicates a letter will be provided accordingly.

Water Service

Is the force main line delineated on Sheet # SP-1 the water supply location? If not, the water supply location should be noted on the plan as prescribed in the Armagh Township Subdivision and Land Development Ordinance (Article 6 Section 6.202 a.10.).

*The water service location had been added to the revised land development plan.

A letter from the municipal water authority acknowledging availability of public water should be submitted to the Armagh Township Planning Commission.

*The response letter indicates a letter from the Water Authority will be provided to the Township.

Land Development

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

*The response letter indicates the building addition will utilize a sprinkler system, therefore, an additional hydrant will not be proposed. The Engineer will inquire with the Township Engineer further.

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

*The response letter and the plans indicate the driveways have been labelled whether they are for employee or truck access. Parking provisions should be indicated on the plan.

*The revised plans show the existing parking on site.

What is the travel lane width for this site?

E & S / Stormwater

Since this project proposes earth disturbance of just under one(1) acre, an Erosion and Sedimentation Control Plan is required. Has the Conservation District reviewed the E and S plan?

*The response letter indicates the NPDES permit and the ES and C plan has been submitted to the MCCD for review.

If earth disturbance is one (1) acre or greater and NPDES is required.

Other Comments:

1. Will parking provisions be adequate for the building addition? There are no parking spaces depicted including the size of the spaces on the plan and there should be.

*The size of the parking spaces have not been provided in the March 23, 2016 revised plans.

2. What are the AM & PM peak trip generation rates for the existing and new building addition? How will this land development plan impact surrounding traffic?

*The response letter states no additional employees are proposed there is no anticipated increase in traffic flows as a result of this project. Based on the ITE manual for 175 employees the average vehicle trip ends on a weekday is 552 vehicles or 276 vehicles entering and 276 vehicles exiting over 4 shifts. Also the weekday PM peak hour is 57 vehicle trips for the same number of employees for shift change.

3. What is the status of the PA HOP Permit?

*The response letter states the HOP permit is pending approval.

4. Will there be any additional landscaping as part of the addition, if so it should be shown.

*There will be no additional landscaping as part of this project.

5. What is the height of the addition?

*The Axtman Engineering representative stated twenty-four (24) feet.

6. Has the Township Engineer reviewed this plan and if so are there any written comments that can be shared?

*The response letter states the Township Engineer's review is pending.

7. Has the Stormwater Management Plan been prepared in accordance with the Armagh Township Stormwater Management Ordinance?

*The response letter indicates the stormwater plan was submitted to the Township Engineer for review and was completed in accordance with the Armagh Township SWM Ordinance.

8. Has the Township required financial security or a development agreement for this project?

*The response letter states this will be discussed with the Township Engineer.

9. All man made features should be on the plan in accordance with the Armagh Township Subdivision and Land Development Ordinance. (Article 6 Section 6.202 a. 10.)

*The existing signs and some additional existing trees were added accordingly.

10. The Land Development Plan does not show all the buildings on the site.

*The existing conditions plan has been revised to show the entire site and existing building accordingly.

11. Although there are no specifications for commercial setbacks, the applicant should at a minimum meet the setback standards for single family residential with public sewer and public water.

*The revised land development plans indicate the setbacks, however they are not indicated on the lot consolidation plans.

12. A member of the Mifflin County Planning Commission questioned access to and from the site.

*The revised March 23, 2016 land development plans shows the existing and proposed access driveways.

Decatur Township (Municipal Ordinance)

Name of Plan: Miller, Ronald E & Carol M.

File Number: 2016-03-002

Tax Map #: 15-03-0111BA/111B

Municipality: Decatur Township

Applicant Name: Miller, Ronald E & Carol M.

Land Owner Name: Miller, Ronald E & Carol M.

Plan Preparer: Colony, Charles Maynard, PLS, PE

Plan Summary:

This project involves a lot-line adjustment between the Brett J. Hebert property and the Ronald E. Miller property. The Brett J. Hebert property currently contains 1.3590 acres. This project adds 2.1872 acres (Parcel A) of the Ronald E. Miller property. The combined 3.56462 acres may not be sold separately or subdivided in any way without the approval of Decatur Township. The Residue (Parcel B) Ronald E. Miller will contain 16.7 acres.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils. According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan.

Right-of Way Widths

Based upon the Decatur Township Subdivision and Land Development Ordinance, (Part 6 SS 22-602.2.A. (11)), the right-of-way width of Alfarata Road should be shown on the plan.

Based upon the Decatur Township Subdivision and Land Development Ordinance, Table 1, the right-of-way width of Shawver Road is substandard.

Cartway Widths

The cartway width of Alfarata Road should be shown on the plan in accordance with the Decatur Township Subdivision and Land Development Ordinance, Part 6 SS 22-602.2.A. (11)).

Based upon the Decatur Township Subdivision and Land Development Ordinance, Table 1, the cartway width of Shawver Road is substandard.

Private Street / Shared Driveway

The plan does not depict clear access to the residual lands. This should be depicted on the plan.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with the Decatur Township Subdivision and Land Development Ordinance, (Part 6 SS 602.2.A (13) and 603.2B.7.)

Sewage Service

The location of the septic system for the residual should be shown on the plan in accordance with the Decatur Township Subdivision and Land Development Ordinance (Part 6 SS 22-602.2.A. (10)).

Water Service

The well location for the residual should be clearly labeled in accordance with the Decatur Township Subdivision and Land Development Ordinance (Part 6 SS 22-602. 2.A. (10)).

Lot Addition

A lot addition statement should be noted on the plan stating the following on the plan:

"Lot # ___ consisting of ___ acres is to be added onto land owned by _____. Lot # ___ is a lot addition and shall become an integral part of the property owned by _____. Lot # ___ is not a building lot and cannot be maintained or developed as a separate individual lot."

Features

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 Decatur Township Subdivision and Land Development Ordinance, (Part 6 Section 202.2 A.10.)

Based on the GIS Aerial Map there appears to be an additional structure south of the house depicted on the residual lands. Also the structure nearest Shawver Road on the residual parcel is not shown on the GIS Aerial. Please confirm if it is existing or has it been demolished?

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 Decatur Township Subdivision and Land Development Ordinance, (Part 6 SS 22-602.2.A. (9))

Derry Township (Municipal Ordinance)

Name of Plan: Hartley's Potato Chip Company

File Number: 2016-03-001

Tax Map #: 16-35-0211

Municipality: Derry Township

Applicant Name: Hartley's Potato Chip Company

Land Owner Name: Hartley's Potato Chip Company

Plan Preparer: Thomas H. Metz Engineering, Inc.

Plan Summary:

The project will involve the addition of a 2,475 square foot building connecting to an existing facility along with the construction of gravel. Access loading dock of 725 square foot onto the existing gravel area of approximately 1,450 square foot as indicated. The project will also consist of the extension of underground utilities to the building as indicated on the plan.

Revised plans dated March 24, 2016 and a letter dated March 21, 2016 which addressed the preliminary comments have been received by the Planning and Development Department Office.

Basic Plan Information

The tax parcel numbers on the application and the labels on the plan notes are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

*The March 24, 2016 revised plans show the correct tax parcel numbers, but the tract map aerial shows property west of the Donald and Sandra Bender parcel as the subject parcel and it is not.

Subdivision Information

The total acreage, lot width and lot coverage should be on the plan instead of N/A in accordance with (Part 4 Section 402.2.N. and 403.2.H.) of the Derry Township Subdivision and Land Development Ordinance.

*The March 24, 2016 revised plans show these items in the zoning and land development notes number 3.

Floodplain / Wetlands

According to Note 4, the property is not in the 100 year floodplain.

Soils

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

Setback Lines

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

*The March 24, 2016 revised plans show the setbacks for the Light Industrial Zoning District, however, the rear yard setback is 25' and not 5' as stated on the plan.

PennDOT HOP / Municipal Driveway Permit

It is not clear if a new driveway opening is proposed and based on the legend, the existing driveway is difficult to delineate.

*The March 24, 2016 revised plans do not clearly show the existing or any proposed driveway locations. A notation should be on the plan about the requirement stating: Any access via a State Highway to lots shown on this subdivision plan will require the issuance of a PennDOT Highway Occupancy Permit (HOP). PennDOT regulations provide that a Highway Occupancy Permit is required prior to constructing, altering or exceeding the permitted capacity for any access connected onto a State Highway. A Highway Occupancy Permit is also required prior to altering the existing pattern or flow of surface drainage or directing additional surface drainage onto or into the highway right-of-way or highway facilities. Approval of this plan neither implies nor guarantees permit approval by PennDOT.

*The March 24, 2016 revised plans does not have a PennDOT HOP statement, however, the letter indicates no new driveway opening will be constructed.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with (Part 4 Sections 403.2L and 403.7) of the Derry Township Subdivision and Land Development Ordinance.

*The March 24, 2016 revised plans do not indicate whether or not there are any deed restrictions or easements, however, the March 21, 2016 letter indicated there are no deed restrictions present.

*The Metz Surveying representative stated at the March 17, 2016 Subdivision and Land Development Review Committee meeting there are no deed restrictions.

DEP Sewage Planning Module

If the new addition will produce sewage flows of 2 equivalent dwelling units, a DEP Component 3 or exemption form sewage planning (mailer) should be provided.

Water & Sewage Service

The plan does not clearly delineate the availability of water.

Signature Blocks on Plan

The Mifflin County Review Certificate is incorrect and should be corrected on the plan. There should be a line for plan tracking number and a line for Chairman or Designated Representative.

*The March 24, 2016 revised plans incorrectly shows a line for Secretary or Director.

Land Development

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

E & S / Stormwater

A stormwater plan has been submitted but has it been reviewed by the Township Engineer? Also, has the E & S Plan been submitted to the Mifflin County Conservation District?

*The March 21, 2016 letter indicates yes.

Other Comments:

1. It is also not clear if the plan meets the lighting requirements under Section 312.3.D. of the Zoning Ordinance. Note #8 on the plan lighting is not complete.

*The March 21, 2016 letter indicates lighting is to be designed by others.

2. Note #11 makes reference to signage but shows no signage on the plan. Please provide this information.

*The March 21, 2016 letter states no signage is currently being considered. The intent of the note is to provide guidance to the owner in the event they wish to do so at a later time.

Derry Township (Municipal Ordinance)

Name of Plan: Laub, Clara E. (Laub Family Irrevocable Trust)
File Number: 2016-03-007
Tax Map #: 16-09-0101
Municipality: Derry Township
Applicant Name: Laub, Clara E. (Irrevocable Trust)
Land Owner Name: Laub, Clara E. (Irrevocable Trust)
Plan Preparer: Taptich Engineering and Surveying

Plan Summary:

This project involves the subdivision of Clara E. Laub Property into four (4) lots as a means to settle and distribute the estate. Lot #1 (1.0302 Acres) contains a single family residential dwelling and is served with public water and sewer service. Lot #1 fronts on Sand Avenue. Lot #2 (33.6318 Acres) is presently vacant but will house a proposed single family residential dwelling to be served with public water and sewer service. Lot #2 fronts on Sand Avenue as well as Chris Avenue, but likewise can be accessed via a proposed 30' Access and Utility Easement (Private) crossing Lot #1 as well as a proposed 50' Access and Utility Easement (Private) crossing Lot #3 and / or a Proposed 50' Access and Utility Easement (Private) partially crossing the adjacent lands of Donald A. Laub (TM 06-09-0100). Lot #3 (67.8951 Acres) is presently vacant and used for agricultural purposes. Lot #3 fronts on Old Stage Coach Road and may likewise be accessed via a proposed 50' Access and Utility Easement (Private) crossing Lot #2 and / or a Proposed 50' Access and Utility Easement (Private) partially crossing the adjacent lands of Donald A. Laub (TM 06-09-0100) and Lot #3. No improvements are proposed on Lot #4 at this time. This plan was last reviewed by the Mifflin County Planning Commission on October 25, 2012 and October 22, 2015 as a four (4) lot subdivision but was never recorded. The differences between the October 22, 2015 plan and this plan are lot #2 will now be 33.6318 acres and not 1.4347 acres, lot #3 will now be 67.8951 acres not 32.1972 acres as previously submitted. Lot 4 was 67.9307 acres, however, lot 4 is referenced in the project narrative but not on the plan. Additionally, general notes 12. and 13. have been added to the plan. Note 12 is shared driveway agreement language and note 13. references that driveway permits may be required for the proposed lots.

Basic Plan Information

The Jodi Crosson parcel, an abutter, has the incorrect letter after the last number. It should be B and not G. The County's Assessment and GIS files list Jeb and Cherie Miller as the owners of record for tax parcel 16,09-0201J and not Noel and Nancy Wilt, as noted on the plan.

Basic Plan Information

Other than the Michael Lash and the Stabler Development Group Company parcels, the tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Subdivision Information

Although lot #4 is referenced in the narrative, it appears that lot #4 is not labeled or identified on the plan. This should be shown in accordance with the Derry Township Subdivision and Land Development Ordinance (Part 4 Section 402.2.F. and 403 3. 2. F.)

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.

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 should be discouraged.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils. According to the County GIS files, some portion of this property appears to have hydric soils. Hydric soils can indicate the presence of wetlands. The hydric soils information should be shown on the plan.

Right-of Way Widths

Based upon the Derry Township Subdivision and Land Development Ordinance, the right-of-way widths of Sand Avenue, Old Stage Coach Road and Parkview Road are substandard (Part 5 Section 504.2.)
 There are proposed 50' access and utility easements for Lots # 2 and 3 and along the eastern most boundary of Lots 2 and 3. All appear to be paper access points. What assurance is there that these will be constructed for access? Does the eastern most 50' access & utility easement exist?

Cartway Widths

Based upon the Derry Township Subdivision and Land Development Ordinance, the cartway widths of Chris Avenue, Sand Avenue, Old Stagecoach and Parkview Roads are substandard. (Part 5 Section 504.2.)

Private Street / Shared Driveway

Although general note 12 includes Lots 1 and 2 for a shared driveway, why wouldn't Lot #3 be listed as well since it shares a proposed 50' access and utility easement?

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 for Lots 3 and 4 since they are listed as non-building lots.

Sewage Service

Since new public sewer service is proposed, a letter from the municipality acknowledging availability of public sewer should be submitted to the Derry Township Planning Commission.

Water Service

Since Lot 2 is proposed to be served by public water, a letter from the municipal water authority acknowledging availability of public water should be submitted to the Derry Township Planning Commission.
 The water supply location for lots 1, 2, and 3 should be noted on the plan as prescribed in the Derry Township Subdivision and Land Development Ordinance (Part 4 Section 402.2.J.)

Features

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 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.).

Granville Township (Municipal Ordinance)

Name of Plan: Myers, Fred C.

File Number: 2016-03-005

Tax Map #: 17-05-0104/0105A

Municipality: Granville Township

Applicant Name: Myers, Fred C., Allen F. Myers, POA

Land Owner Name: Myers, Fred C., Allen F. Myers, POA

Plan Preparer: Sarge Engineering and Surveying

Plan Summary:

The purpose of this plan is to add Lot A, of 0.240 acres, from the land of Fred C. Myers, Tax Parcel 17-05-0104, to the land of Allen F. and Beth A. Myers, Tax Parcel 17-05-0105A.

Subdivision Information

Property boundary information should be shown for the entire property, including the residual property, Lot 1. 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 Granville Township Subdivision and Land Development Ordinance (Article 6 Sections 6.302.a.5., a.7. and a.9.)

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.

Soils

According to the County GIS files, some portion of this property appears to have prime farmland soils. Soil information is not on the plan.

Right-of Way Widths

Based upon the Granville Township Subdivision and Land Development Ordinance, the right-of-way width for Austin Lane should be shown on the plan in accordance with the Granville Township Subdivision and Land Development Ordinance (Article 6 Section 6.202.a.11.).

Cartway Widths

The cartway widths for Austin Lane and Pine Tree Lane should be shown on the plan in accordance with the Granville Township Subdivision and Land Development Ordinance, (Article 6 Section 6.202. a. 11.).

Private Street / Shared Driveway

The plan lists a private right-of-way for Pine Tree Lane. Does that include provisions for joint maintenance?

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 was provided.

Water & Sewage Service

Location information for on-lot water and sewer service should be shown for Lot 1 on the plan in accordance with the Granville Township Subdivision and Land Development Ordinance (Article 6 Section 6.202 a.10.)

Features

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. (Granville Township Subdivision and Land Development Ordinance, Section 6.202. a.10.)

Zoning

Note #8 indicates that the lot size is non-conforming but with the lot addition is closer than what it was.

Granville Township (Municipal Ordinance)

Name of Plan: Williams, Richard A.

File Number: 2016-03-006

Tax Map #: 17-04-0200

Municipality: Granville Township

Applicant Name: Williams, Richard A.

Land Owner Name: Williams, Richard A.

Plan Preparer: Taptich Engineering and Surveying

Plan Summary:

This project involves the subdivision of (1) one lot from the lands of Richard A. and Miriam A. Williams (TM 17-04-200). Lot #1, containing 44.6423 acres, is presently vacant and is intended to be a stand alone lot. Access to Lot #1 will be via the existing 25' right-of-way off of Deere Run Road.

The residue is currently vacant. There are no improvements proposed to the residue at this time.

Administrative

The subdivision application form should be signed by both Granville and Union Townships since the parcel is split between the two. The Plan has only been signed by Granville.

This property was last reviewed in February of 2008 and involved a lot merger.

Basic Plan Information

All abutters should be shown on the plan, including tax map numbers in accordance with the Granville and Union Township's Subdivision and Land Development Ordinances, (Article 6 Sections 6.202 a.16. and Article 4 403.1.d, respectively) Abutters not shown include T.M. 20-11-0102A and 20,-11-0105A.

The tax parcel numbers on the application and the labels on the plan are missing the zero digit before the last three numbers. Please add these digits to the tax parcel numbers. The absence of the zeros creates inaccuracies within our plan tracking software.

Abutters T.M. 20-11-0109A, T.M. 20-11-0101B, and T.M. 20-11-0110 do not accurately reflect the owner of record based on the County's GIS and Assessment records and/or list the incorrect tax parcel numbers.

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 the site does not lie within the 100-year floodplain in accordance with the Granville Township Subdivision and Land Development Ordinance, (Article 6 Section 6.202.a.14. and Union Township Subdivision and Land Development Ordinance, (Article IV Section 402.1.e.)

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 should be discouraged.

Topographical contours at vertical intervals should be displayed on the plan in accordance with the Granville and Union Township's Subdivision and Land Development Ordinances. (Article 6 Sections 6.202 a.7. and Article IV 402.1.g., respectively.)

Soils

Soils information should be shown on the plan in accordance with Granville Township Subdivision Ordinance, (Article 6 Section 6.202 a.8.) Although no on-site facilities are proposed at this time, there is potential.

Setback Lines

Setback information for Union Township is not listed on the plan and should be in accordance with the Union Township Subdivision and Land Development Ordinance, (Article IV Section 402.2.g.)

Right-of Way Widths

Based upon Granville and Union Township's Subdivision and Land Development Ordinances, the right-of-way width for the unnamed earthen road is substandard (Table 1, Section 501.2 respectively).

The plan shows an existing 25 foot right-of-way and assumes it is this dimension as it crosses the Heikes property and Williams property.

Caraway Widths

The cartway width for the unnamed earthen road should be shown on the plan in accordance with Granville and Union Township's Subdivision and Land Development Ordinances, (Article 6 Sections 602.a.11. and 402.2.a., respectively).

Private Street / Shared Driveway

All private drives that are used by more than one party should have a shared driveway agreement in place. An agreement for the private right-of-way should be noted on the plan stating: "The owners of lots ____, which have a common driveway, agree and understand this is a shared driveway, and as such are responsible for maintenance, care, improvements, and snow removal at their own diligence and expense. The maintenance and use of said shared driveways shall be included in the deeds as said lots are sold."

Street Names

If multiple parties are to use a private drive, the roadway will need to be named. Street names are to be coordinated with the County GIS (Mapping) Department. There is a fee associated with the street naming. The unnamed earthen road appears to serve more than one property.

Deed Restrictions and Easements

Deed restrictions and easements associated with the property, if any, should be provided in accordance with (Article 6 Sections 6.302.a.6. and 6.302.b.7. of the Granville Township Subdivision and Land Development Ordinance and (Article IV Section 402.1.b.) of the Union 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.

Signature Blocks on Plan

A signature block should be on the plan acknowledging the approval of the municipality for Union Township Supervisors should be shown.

A signature block should be on the plan acknowledging the review of for the Union Township Planning Commission. If the County Planning Commission Review Certificate is not on the plan, there should be Township Certification from both municipalities on the plan.

Features

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 Granville and Union Township's Subdivision and Land Development Ordinances, (Article 6 Sections 6.202.10 and Article IV 402.1.d., respectively)

Zoning

Zoning information is only labeled for Granville Township and not Union Township. The Union Zoning information Residential Limited should be included on the plan.

Other Comments:

1. Access to the property is being provided by a limited substandard private unnamed dirt road. This unnamed road already provides service to several other lots and expanded use of this road system without road improvements should be discouraged. This road provides poor access to Lot 1 and if development takes place it will exacerbate access for emergency vehicles to enter the property. The lot will also have inadequate road frontage and no access to the public road system.

2. The property is being presented as a non-building lot without benefit of on-lot sewage testing. If further development takes place, the plan should note that a land development plan will be requested.

Menno Township (Municipal Ordinance)

Name of Plan: Yoder, Harvey L. & Nancy

File Number: 2016-03-003

Tax Map #: 18-10-0102

Municipality: Menno Township

Applicant Name: Yoder, Harvey L. & Nancy

Land Owner Name: Yoder, Harvey L. & Nancy

Plan Preparer: Wright Land Surveying

Plan Summary:

This plan proposes to create Lots 2 & 3 for existing agricultural use. The residual tract, Lot 1, has an existing residence with no new development proposed.

Administrative

The subdivision application form should be signed by the municipality.

Clean & Green / Agriculture

Note #6 states the property is in the Clean and Green Program.

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 Menno Township Subdivision and Land Development Ordinance, the right-of-way width of West Back Mountain Road is substandard (Table 1).

Cartway Widths

Based upon the Menno Township Subdivision and Land Development Ordinance, the cartway width of West Back Mountain Road is substandard (Table 1).

Deed Restrictions and Easements

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

*The Wright Surveying representative said there are no deed restrictions.

DEP Sewage Planning Module

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

Sewage Service

Where is the existing on-lot sewer service for Lot 1?

Features

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 Menno Township Subdivision and Land Development Ordinance. (Article 6 Section 6.202.a.10.)

Union Township (Municipal Ordinance)

Name of Plan: Prendergast, Steve & Sally
File Number: 2016-03-004
Tax Map #: 20-16-0910/0911
Municipality: Union Township
Applicant Name: Prendergast, Steve & Sally
Land Owner Name: Prendergast, Steve & Sally
Plan Preparer: Thomas H. Metz Engineering, Inc.

Plan Summary:

The project will involve the construction of nearly 4,490 square feet of a proposed framed residence along nearly 1,950 square feet of drive and parking improvements along with the combining of separate lots into a single lot. All utilities (sewer, water and gas) are currently provided within the right-of-way of Susan Avenue. This plan was also prepared by William C. Sarge, P.L.S. dated March 10, 2016.

Basic Plan Information

One of the abutters, Sandra Spiglemyer, (Spigelmyer) (t.m. 20-16-0395) is no longer the owner. It should be Donald and Patricia Falb and should be corrected. The project narrative needs to be corrected since the statement of a 4,950 sq. ft. building should be 3,150 sq. ft. with 1,800 sq. ft. of drive and parking improvements.

Administrative

It is not clear whether the property owner's signature is on the plan since it looks like Mr. Metz's signature. Also the parcels are listed under the name of Peachey and it is not clear the ownership has changed to Prendergast. If not, both signatures need to be on the plan.

Setback Lines

The minimum rear setback information listed under Note #6 on the plan is incorrect and should be 20 feet.

PennDOT HOP / Municipal Driveway Permit

A municipal driveway permit is required, and a copy 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 (Article IV Section 402.2.b. of the Union Township Subdivision and Land Development Ordinance.

DEP Sewage Planning Module

If sewage flows will be equivalent to two (2) dwelling units or more, then 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 the Union Township Planning Commission.

Water Service

A letter from the municipal water authority acknowledging availability of public water should be submitted to the Union Township Planning Commission.

Features

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. (Article IV Section 402.1.d.)

Zoning

Zoning information should be stated on the plan and should indicate this property is in the Residential-Suburban District.

E & S / Stormwater

Since the project involves just under the 5,000 square foot threshold for an Erosion and Sedimentation Control, you may want to consult with the Mifflin County Conservation District.

Other Comments:

The application should be corrected since it lists the wrong tax parcel information. The plan parcel numbers are correct.

Public Comment

None

Other Business or Comments

Update on Internet

Bill has been working with SEDA-COG regarding internet access in Mifflin County. An approximately \$30,000 grant may be available to do a community-wide survey of internet access throughout the county. We have been trying to find out what type of internet service residents have and we have received a mixed response from municipalities with many dead spots noted throughout the county. The funding agency has asked if the county is willing to provide a match requirement, but the amount is unknown. He is not hopeful the money will become available. There is a tight timeline when the money has to be spent by June. He is now looking at another avenue SEDA-COG has.

At 4:45 p.m., Dan Dunmire had to leave and turned the meeting over to Kay Semler, Vice Chairman.

Bill reminded everyone that the financial disclosure forms are due back by May 1st.

The Commissioners have requested the Planning Department to increase subdivision and land development fees. Bill has collected and reviewed fees from various counties and we are in the middle, but the numbers are all over the place. The goal is to set the new fees in April, but go into effect in June. The fees were last updated in 2011.

Awards have been solicited for the upcoming dinner. We received two community projects nominations and one planning excellence nomination. Bill will review these with the executive committee of Dan, Kay and Tyler and hopes the Planning Excellence Joint Award will be approved at the April 7th Commissioner's meeting.

A meeting was held on Monday, March 21st regarding train service. Kay Semler attended the meeting with Lucinda Beattie and Mark Spada, both of Western Pennsylvanians for Passenger Rail, who attended last month's meeting. More questions were asked at this meeting and a snippet of information they provided was distributed to the Planning Commission members. Mifflin County has outreached to SEDA-COG and the Centre Region COG about a potential presentation on passenger train service. Centre County is interested in connecting bus and train service to Penn State. There is more activity than there has been in a long time to promote better train service. The group's goal is to go across the state to mobilize interest and promote train service.

So far, 92 have registered for the annual dinner, which is slightly higher than previous years. The cut off for registration will be Monday, March 28th. We will have a quorum at the meeting.

The Directory is ready to print, but we are having problems with our copier with finishing and trimming the booklet. We have been working with service in trying to resolve this issue.

A meeting was held with Lewistown Borough regarding CDBG. We are still in negotiations and hope to resolve issues.

An update was given on the boat launch. We are real close to getting a permit. The submerged lease agreement was submitted a month ago. There was an issue with signatures for the agreement that delayed submission of the signed agreement, which was mailed last week. Lucas says he is ready to bid in April. Bill wants to bid the first week of April. Lucas says that bidding the project will be pending the DEP permit release. We hope to start by July 1st if it is bid in April. There will be 30 days to open bids and select

contractors, then 30 days to process bonds and signatures. In July, there should be low river levels. It will take 60-90 days to construct.

Adjournment

The meeting adjourned at 5:00 p.m. upon a motion by Tyler Gum, which was seconded by Neal Shawver.