

**LYCOMING COUNTY PLANNING COMMISSION MEETING**

**Executive Plaza Building**

**April 15, 2021**

**6:00pm**

**MEMBERS PRESENT:** Joe Reighard, Jason Bogle, Brett Taylor, Larry Allison, Jr., Linda Sosniak,

Chase Kelch

**MEMBERS PRESENT VIA CONFERENCE CALL:**  Jim Crawford

**MEMBERS ABSENT:**  Carl Nolan, Howard Fry, III

OTHERS PRESENT VIA CONFERENCE CALL:

**OTHERS PRESENT:** Shannon Rossman, PCD, John Lavelle, PCD, Tiffany Krajewski, PCD,

Heather George, PCD, J. Michael Wiley, Solicitor, Mike Ruther, Sun-Gazette,

Chris Keiser, Larson Design Group

1. **CALL TO ORDER**

Joe Reighard, Chairman, called the meeting to order at 6:01pm.

1. **MINUTES OF REGULAR MEETING**

Joe Reighard asked for motion to accept the March 18 meeting minutes.

Linda Sosniak motion to approve, Larry Allison, Jr., second to approve. Motion carried.

1. **PUBLIC COMMENT ON AGENDA ITEMS ONLY –** *None*
2. **OLD & FUTURE BUSINESS**

Shannon gave an update to members on the open positions within the PCD department. An offer have gone out to fill the position of Community & Economic Development Planner and interviews are being set up for the Hazard Reduction Planner position. PCD is awaiting responses. Mark Haas has filled the position that Joshua Billings vacated, he previously worked at Sullivan County. Mark’s start date is Monday, April 19.

1. **SUBDIVISION & LAND DEVELOPMENT PLANS**
2. Multi-Lot Presentations - *None*

1. Land Development
2. Whitetail Contact Station

Government/Recreational Land Development

Watson Township

Tiffany presented a proposed land development plan from Commonwealth of Pennsylvania /Department of Conservation and Natural Resources. The plan proposes to redevelop the Whitetail Contact Station by demolishing the existing 1,965 sq. ft. garage/office building. A portion of the parking lot will be reconstructed along with adding a new 170 sq. ft. restroom facility, 218 sq. ft. contact information pavilion, 1400 sq. ft. storage building and stormwater facilities. The land contains 9.11 acres.

The development is located along State Route 44 north of Furnace Run Road (T-631). Watson Township administers its own Zoning Ordinance. Residential (R) Zoning District by the regulations of the Watson Township Zoning Ordinance, the institutional use is permitted by right with a zoning permit issued from the Zoning Officer of the township. The applicant will need DEP approval for a Component 2 Sewage Planning Module. The Stormwater Management Plan has been reviewed by the LCPC consulting engineer, Nittany Engineering. Revised plans have been sent to the LCPC engineer for review. The applicant has received NPDES approval.

Watson Township Supervisors have reviewed the land development plan and responded with several comments from their Township Engineer, Norman Engineered Designs. The applicant is coordinating with the Township Engineer to address township comments.

Approval conditions:

1. Upon Staff’s and LCPC Consulting Engineer concurrence of a Cost Estimate to complete the required Land Development improvements, An Improvement Guarantee Agreement with Financial Guarantee must be established within 60 days of final land development approval. Extension of the 60 days is at Staff’s discretion (to be provided prior to signing and recording of the final land development plan)
2. Any required revisions to the plan identified in the email dated December 2, 2020 must be addressed to the satisfaction of LCPC staff on the final land development and stormwater management plan prior to signing of the final land development and stormwater management plan.
3. The applicant must obtain approval of their Sewage Planning Module and provide our office with a copy of the Sewage Planning module Approval Letter prior to signing of the final land development and stormwater management plan.
4. The applicant must receive Stormwater Management Plan approval. Any revisions required for Stormwater Management Plan approval must be shown on the Final Land Development plan prior to signing of the final land development and stormwater management plan.
5. The applicant must provide the LCPC with a completed original Stormwater Operation & Maintenance Agreement to be recorded with the plans prior to signing of the final land development and stormwater management plan.
6. Once all stormwater improvements have been completed, it is the applicant’s responsibility to contact the LCPC to coordinate final inspection of stormwater improvements prior to occupying the land development.
7. After the Planning Commission approval, the approved land development plans, the applicant signed approval letter, must be recorded within 90 days of the date when all conditions are met. Applicant has 6 months from the conditioned approval date to satisfy all conditions. Extension of the 6 months is at Staff’s discretion.

Chris Keiser spoke on behalf of Larson Design Group. Chris told members Watson Township Engineer, Dennis Norman questioned the wetlands along 44. Chris stated they worked with Dennis on the rock and apron outlet structure, this is not going to be in those wetlands and it is out of the way of any wetlands. The other concern Dennis had was with the Sewage Component 2 from DEP. They are working with Jamie Nolan to get him on site for soil testing, then they can complete Component 2. Chris confirmed it is going to be a holding tank on site. Noting the brand name as CXT, which is a concrete vault system. With DCNR schedule this will not go to bid until late fall, they anticipate having a contractor onboard for winter, to be ready to go in 2022.

Chris Keiser defined a Contact Station as a pass thru pavilion with roof and low seat wall perimeter. An area that will be a board for information and mapping.

Jason Bogle made motion to approve with conditions, Chase Kelch second motion. Motion carried.

C. Single-Lot Ratifications

There were no questions from members on the six single-lot ratifications.

Linda Sosniak made motion to approve, Larry Allison, Jr, second motion. Motion carried.

1. **ACTION ITEMS**
2. Zoning Ordinance Amendments

Tiffany reviewed with members the text amendments being proposed to clarify and add some language. Drafts were reviewed for the Shopping Center, Event Venue and Extensions or Enlargements of Non-Conforming Uses and Structure.

**3240H Shopping Center w/definition**

**Jason Bogle made motion to approve, Jim Crawford second motion. Motion carried.**

**3240W Event Venue – Tabled until next month’s meeting to receive revised recommendations from PCD Staff.**

**Brett Taylor made to motion to approve, Larry Allison, Jr second motion. Motion carried.**

**11400 Extensions or Enlargements of Non-Conforming Uses and Structures**

**Jim Crawford made motion to approve, Brett Taylor second motion. Motion carried.**

1. **COMMITTEE REPORTS/DISCUSSION**

A By Laws

Jason Bogle updated board members on the By Laws. Revisions to the By Laws were distributed

prior to last Planning Commission meeting. The revisions were summarized as three:

1. Planning Commission appointment recommendations.
2. Planning Commission engagement.
3. Planning Department performance.

Everyone has had a month to review the revisions, they are looking to the committee for

any questions/comments to the concerns related to revisions.

Brett Taylor made motion to approve, Larry Allison, Jr, second motion. Motion carried.

All seven members present voted in favor of the By Law amendments.

1. **MONTHLY REPORTING**

Shannon communicated to members these are standard reports if they have any questions to contact the individual staff.

1. **DISCUSSION ITEMS**

A Hazard Mitigation Plan Update

John Lavelle updated members relating to Hazard Mitigation Plan. He noted this is the third update relating to the countywide mitigation plan. The update covered all natural and manmade hazards that are impacting Lycoming County or showing impact on the county. The number one hazard effecting the county is flooding while other hazards being winter storms and high winds. John told members the final discussion with PEMA and FEMA resulted in minimal comments, overall it went well.

Cogan House Township was the first to adopt the Hazard Mitigation Plan. Once a plan is sent to FEMA Region 3, the plan is then good for another 5 years. The hope is to get the rest of the municipalities to adopt the plan, over the next few months. They will begin to reach out via emails and letters encouraging all to adopt the plan. The plan does not require municipalities to do anything, it is there to inform them of hazards and to keep them eligible for post disaster funds if some become available. Being a simple resolution municipalities only have to sign and return.

Shannon noted this is the first time FEMA is requiring a municipality to adopt the Plan in order to be eligible for post disaster funds. Previously they could adopt later, or while the disaster is happening.

B Annual Report

Shannon shared with members the 2020 Annual Report. She asked members to review the report if they have questions to contact her.

Shannon noted there would be additional funds thru the American Relief Program that the County will be receiving for 21.9 million.

1. **PUBLIC COMMENTS** - *None*
2. **ADJOURNMENT**

Joe Reighard asked for a motion to adjourn, Larry Allison, Jr, motion to adjourn, Brett Taylor second motion. Motion carried.

Meeting adjourned at 7:14 pm.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shannon L. Rossman, Director Carl Nolan, Secretary

DATE: \_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_