**LYCOMING COUNTY PLANNING COMMISSION MEETING**

**Executive Plaza Building**

**October 27, 2021**

**6:00pm**

**MEMBERS PRESENT:** Brett Taylor, Jason Bogle, Linda Sosniak, Jim Crawford,

 Howard Fry III, Larry Allison Jr.

**MEMBERS ABSENT:**  Joe Reighard, Carl Nolan

**MEMBERS PRESENT VIA CONFERENCE CALL:** Chase Kelch

OTHERS PRESENT VIA CONFERENCE CALL:

**OTHERS PRESENT:** Shannon Rossman, PCD, Eve Adrian, PCD, Mark Haas, PCD,

 Heather George, PCD, Chris Hodges, PCD, J. Michael Wiley, Solicitor

1. **CALL TO ORDER**

Brett Taylor, Vice-Chairman, called the meeting to order at 6:00pm.

1. **MINUTES OF REGULAR MEETING**

Brett Taylor asked for motion to accept the July 28, 2021 meeting minutes.

Howard Fry, III motion to approve, Linda Sosniak, second the motion to approve.

Motion carried.

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

Mark told members that Duboistown contacted them to join the SALDO Partnership. They want to retain their own Zoning while wanting the county to administer the Stormwater Ordinance. Mark stated this was not feasible but would take on Subdivision Land Development. We are waiting for Duboistown to submit their resolution then we can move forward.

Question was asked if there were negotiations for the Stormwater?

Shannon noted we can do Stormwater for projects that involve the Subdivision Land Development process. We do not administer their Zoning therefore we cannot do their stormwater. We do not administer their Floodplain or stormwater.

1. Limestone Township Zoning Map Amendment

Mark informed members that the Limestone Township Zoning Map Amendment will go before the Commissioners at their public meeting scheduled on November 9. Eight of the twenty-one municipalities have responded with no comment. The letter did ask for objections or comments, to date there has been no comment.

1. Proposed draft of Subdivision steps

Mark briefed members on the proposed draft aimed at the Subdivision steps. The steps will be posted on the website, the hope is to help in the process to submit plans.

1. Incomplete Submissions

Mark noted that he and with Howard Fry, III had spoke in regards to incomplete submission of plans. Howard suggested that we provide a list of subdivisions, land developments that were received except the submittal was incomplete. This one area prolongs the process in getting plans reviewed and approved.

Mark stated when a subdivision is received we have 14 days to review the plan to determine if it is complete or incomplete. If found incomplete a letter goes out to the developer and property owner. The incomplete submission letter suspends the 90-day process review and approval of the subdivision.

Mark’s goal is to get the plan reviewed immediately, therefore getting the incomplete submission out as quickly as possible.

1. Piatt Township Zoning Ordinance

Mark informed members that Piatt Township will be assuming their own Zoning Ordinance, which was recently submitted. After review, it was found that they had separate districts written up for the floodways that do not show on the map. A letter will be sent tomorrow prior to their meeting next Wednesday to vote on it.

1. Major Land Development

Mark reviewed Scientel towers with members. Scientel is currently under an incomplete submission notice, there was quite a list of items to be addressed. In the letter there are bullets noting the Zoning requirements that were addressed thru the Zoning Hearing Board. The Zoning Hearing Board said they did not have to comply with those but they had to comply with every aspect under SLDO. They have complied with everything on the list including the Improvement Guarantee Agreement. The bonds were also received for the improvements. The lease agreement that was performed in 2020 between Scientel and the Williamsport Water Authority was only for 10,000 sq. ft. That was the size of the site that held the tower and equipment it did not address the access road coming off the DCNR trail that was 40,856 sq ft. The lawyer has been contacted and is in the process of getting an amendment to that lease agreement. It will be signed by Scientel and Mike Miller from Williamsport Water Authority, once this is received it will be complete.

Jim Crawford made motion to approve with condition on fixing the easement, Linda Sosniak second the motion to approve. Motion carried.

1. **SUBDIVISION & LAND DEVELOPMENT PLANS**
2. Minor Plans Report

Howard Fry, III made motion to approve. Larry Allison, Jr. second the motion to approve. Motion carried.

1. **ACTION ITEMS**

A. Reaffirmatin of Easton Subdivision - ROW width waiver request.

 Chris Hodges reviewed with members the waiver request for the Ella Easton

 Subdivision. Chris is seeking a motion to ratify the subdivision.

Jason Bogle made motion to approve. Jim Crawford second the motion to approve.

Motion carried.

1. **COMMITTEE REPORTS/DISCUSSION**

Brett mentioned to members that it is that time of year to bring forth a nominating committee. The committee will consist of Jason Bogle, Larry Allison, Jr, Joe Reighard and Brett Taylor. It is time to start reviewing applications for new members and executive board for next year.

Shannon noted we can ask the Commissioner’s to advertise in the newspaper

1. **MONTHLY REPORTING**

Shannon provided an update to the staffing levels within PCD. We are advertising for a Natural Resource Planner and Community & Economic Planner. The new Zoning Officer will be Heather George, this will leave her position open. Lori Weston, who took over for Deb Bennett will be moving back to Budget and Finance, leaving that position open. A current staff listing will be sent to members.

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

1. **DISCUSSION ITEMS**

A. GovPilot

 Heather gave a brief presentation on the new software for Zoning, called

 GovPilot. The contract had expired on the old program called DEVNET.

1. Discuss comments concerning our Development Division web page.

Mark spoke in response to Joe’s request from the August Planning meeting for members to review the process of a Subdivision and Land Development. This is found on the Planning Department website page. Mark informed members he came up with steps in order to simplify the steps to complete a subdivision. He is also working on a checklist for Land Developments.

Mark showed members the new mapping application he created. This will give the public information on who to contact if they need Subdivision or Land Development, Sewage Enforcement, Township telephone number and when the township meetings are held. This will help in the overall submission of plans to approval.

1. Eve Adrian spoke about the (CAP) program. Lycoming County partnered with Northumberland County, Lycoming receiving $50,000. They talked about what data was involved in developing our CAP and what was important to represent in the CAP document. The official name is the Countywide Action Plan, we are calling it the Lycoming County Clean Water Action Plan. The plan involves a lot of different project encompassing many different sectors like AG, Develop Land, and Natural Sector. The State required it to be in a form of a spreadsheet. The planning document contains all the projects, programs and initiatives. The State and Federal recommendations for CAP was a two-stage process, this part listed the recommendations to improve policy, legislation, and different permitting processes. The projects will be funded by grants.

Shannon stated we have to have a Natural Resource Planner on board due to the fact this has to be updated every two years. Having someone on board to do the plan and to keep track of what is going on from day one.

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

Brett Taylo asked for a motion to adjourn, Jim Crawford, motion to adjourn, Jason Bogle second motion. Motion carried.

Meeting adjourned at 7:25 pm.

Respectfully submitted,

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 Shannon L. Rossman, Director Carl Nolan, Secretary

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