

MEMBERS:  
Joe Reighard, Chairman  
Brett Taylor, Vice-Chairman  
Jason Bogle, Secretary  
Larry Allison, Jr.  
James Crawford  
Howard Fry, III  
Chase Kelch  
Denise Reis  
Vacant



Shannon L. Rossman, AICP, Executive Director  
McCormick Law Firm,  
J. Michael Wiley, Solicitor  
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**LYCOMING COUNTY PLANNING COMMISSION MEETING**  
**Zoom Meeting**  
**December 15, 2022**

**MEMBERS PRESENT VIA ZOOM:** Joe Reighard, Brett Taylor, Jason Bogle, Chase Kelch, James Crawford, Larry Allison

**MEMBERS ABSENT:** Denise Reis

**MEMBERS PRESENT VIA CONFERENCE CALL:** Howard Fry III

**OTHERS PRESENT VIA CONFERENCE CALL:** Frank Posella, Twp Supervisor for McHenry Township

**OTHERS PRESENT:** J. Michael Wiley; Mark Haas, PCD; Chris Hodges, PCD; Sherrie Hook, PCD; Shannon Rossman, PCD; John Lavelle, PCD; Carmi Zeafra, co-executor of the Thomas Russell multi-lot subdivision.

**I. CALL TO ORDER**

Joe Reighard called the meeting to order at 6:04pm.

**II. MINUTES OF REGULAR MEETING**

Joe Reighard asked for the motion to accept the November 17, 2022 meeting minutes with correction of two typos. Brett Taylor motion to approve, Jason Bogle second the motion to approve.

**III. PUBLIC COMMENT ON AGENDA ITEMS ONLY - None**

**IV. OLD & FUTURE BUSINESS - None**

## **V. SUBDIVISION & LAND DEVELOPMENT PLANS**

**A. Minor Plans Report** – Chris pointed out a typo on the Minor Report in the packet. He stated that the approval date for Glunk/Shoemaker should be 11/10/2022, not 11/17/2022.

Joe Reighard asked for a motion to ratify. Chase Kelch made motion to approve. Brett Taylor second the motion to approve. Motion carried.

### **B. Thomas Russell Multi-Lot Subdivision**

Chris Hodges discussed the Thomas Russell multi-lot subdivision in Jackson Township, Tax Parcel #18-147-106, owned by the Russell Estate (Co-Executors of the Estate Carmi Zeafla and William Frey II). The subdivision of three lots for residential use with residual is in the Agricultural Zoning (AG) and Resource Protection (RP) Zoning Districts – 1-acre minimum lot size. The property is located off Brion Road (T-653) and Ten Point Road (T-647). The plan proposes the subdivision of a 50.42 acre parcel into three single lots (Lots #2-4) and residual. Lots #2, Lot #3 and Lot #4 are vacant. The residual contains an existing house, garage, barn, driveway, well and septic system. The residual also has a soils tested reserve septic area signed off by the township sewage enforcement officer. DEP has approved the sewage planning for Lot #2, #3 and Lot #4. The proposed lots will need a well installed to access water. A stormwater management plan and Erosion & Sediment Control Plan are not required for this subdivision due to no land development being proposed at this time. Jackson Township does not issue driveway permits. Lot#2 will be accessed via Ten Point Road (T-647), Lot #3 and Lot #4 will be accessed using either Brion Road (T-653) or Ten Point Road (T-647). The residual will be accessed via Brion Road.

Lot#2 – 25.21 Acres  
Lot#3 – 12.00 Acres  
Lot#4 – 12 Acres  
Residual (Lot#1) 1.21 Acres  
Total 50.42 Acres

Jackson Township had no comments.

#### **DISCUSSION:**

Joe Reighard asked about the minimum lot size. Chris Hodges stated the minimum lot size is one acre.

Brett Taylor asked if we require a back-up septic system. Chris Hodges stated that there is a back-up on the residual lot. Carmi Zeafla stated that each lot was perked, Lot#2, Lot#3 and Lot#4 have back-up septic.

APPROVAL CONDITIONS:

1. The co-executors of the estate need to identify the number of dwelling unit(s) attached to each lot. There are four dwelling units. One existing dwelling is on the residual. One dwelling unit will go on Lot#2, one on Lot#3 and one on Lot#4.
2. After the Planning Commission approval, the approved subdivision plan and 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 the Staff's discretion.

STAFF RECOMMENDATION:

Grant final approval with conditions to multi-lot subdivision for land owned by Carmi Zeafla and William Frey.

Joe Reighard asked for motion. Chase Kelch made motion to approve, Brett Taylor second motion.

Before motion carried. James Crawford questioned the owner as stated in the Staff Recommendation. Mike Wiley confirmed that the owner is the estate. Staff needs to document ownership as the Estate. The co-executors sign and date as equitable owners, per Shannon Rossman and Mike Wiley. Joe Reighard asked for final motion, Motion carried.

**VI. ACTION ITEMS - None**

**VII. COMMITTEE REPORTS/DISCUSSION**

- A. Development Committee – Joe Reighard stated we had our first Development Committee meeting to begin the Zoning and Sub-division Land Development update for the Ordinances.
- B. Nominating Committee – Joe Reighard will be sending the nominating committee members the one and only new application received for their review. Howard Fry has shown interest in continuing as a member on the board. Current members may stay as a member until they are reappointed (if possible) or replaced. James Crawford has requested to step-aside and not continue as a member until replaced.

**VIII. MONTHLY REPORTING - No questions**

- A. PCD Staff Meeting Report
- B. Land Use Staff Meeting Report
- C. UPI Report
- D. Major Plan Report
- E. Incomplete Submission Update

Shannon Rossman added that at the Commissioner meeting today part of the reorganization the Planning Department was passed to increase retention and support new salaries for Planners. Hopefully, the second part will be passed in January giving a full staff reorganization with more marketable salaries.

Joe Reighard inquired the status of Mark Murawski. Shannon discussed his duties as a part-time (up to 1000 hours per year) staff employee. Shannon stated Mark is a vice-chair of committees that are appointed by Penn-DOT or the Governor, these committees are not planning commission appointments. Mark works on WATS or PennDOT related items. Larry questioned if Mark is mentoring anyone. John Lavelle stated that Mark does mentor Scott Williams, Austin Daily and Sal Vitko in the MPO with their meetings and PennDOT. Brett Taylor asked if Mark Murawski is paid to attend these state meetings. Shannon stated we do pay for Mark to attend them since it does benefit the county being transportation or airport related. John stated that costs are reimbursed from the MPO and PennDOT grant agreement. About 66%-70% of our transportation staff time is reimbursed through the PennDOT agreement.

**IX. DISCUSSION ITEMS**

- A. Short Term Rental Zoning Amendment Update – Mark Haas is sending a list of questions for the municipalities and citizens for their input. All municipalities in our partnership will be included, not just zoning but also our SALDO.

- X. PUBLIC COMMENTS -** Carmi Zeafla asked for an update of the Lycoming Mall development. Shannon gave a description of the project as stated at the Commissioners meeting on December 15, 2022.

**ADJOURNMENT**

Joe Reighard asked for a motion to adjourn, Larry Allison first to motion, Jason Bogle second to motion to adjourn, Motion carried.  
Meeting adjourned at 6:39pm.

Joe Reighard thanked James Crawford for his time and service.

Respectfully submitted,

\_\_\_\_\_  
Shannon Rossman, Director  
DATE: \_\_\_\_\_

\_\_\_\_\_  
Jason Bogle, Secretary  
DATE: \_\_\_\_\_