

MEMBERS:  
Brett Taylor, Chairman  
Jason Bogle, Vice-Chairman  
Chase Kelch, Secretary  
Brett Bowes  
Beth Miller  
Joe Reighard  
Denise Reis  
Brian Shearer  
Jeffrey J. Stroehmann



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**LYCOMING COUNTY PLANNING COMMISSION MEETING**  
**Third Street Plaza**  
**July 18, 2024**

**MEMBERS PRESENT:** Brett Taylor, Jason Bogle, Chase Kelch, Brian Shearer, Jeffrey J. Stroehmann, Denise Reis

**MEMBERS ABSENT:** Joe Reighard, Brett Bowes, Beth Miller

**MEMBERS PRESENT VIA CONFERENCE CALL/ZOOM:** *None*

**OTHERS PRESENT VIA CONFERENCE CALL/ZOOM:** Pat Crossley, Sun-Gazette

**OTHERS PRESENT:** J. Michael Wiley; Shannon L. Rossman, PCD; John Lavelle, PCD; Mark Haas, PCD; Chris Hodges, PCD; Sherrie Hook, PCD; Andy Keister, Livic Civil; Keith Peterka, applicant; Dan Vassallo, Vassallo Engineering

**I. CALL TO ORDER**

Brett Taylor called the meeting to order at 6:00 pm.

**II. MINUTES OF REGULAR MEETING**

Brett Taylor asked for the motion to accept the June 20, 2024 meeting minutes. Jason Bogle motion to approve, Brian Shearer second the motion to approve. Motion carried.

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

**IV. OLD AND FUTURE BUSINESS – *None***

**V. SUBDIVISION & LAND DEVELOPMENT PLANS**

**A. Minor Plans Report – *no questions***

Brett Taylor asked for a motion to ratify. Chase Kelch made motion to approve. Denise Reis second motion to approve. Motion carried.

B. Glunk Multi-Lot Subdivision – Chris Hodges presented the Robert & Lisa Glunk multi-lot subdivision/lot-addition. The property is in Moreland Township, tax parcel #36-415-116 in the Agricultural (AG) Zoning District, there is a one-acre minimum lot size for zoning, located off Ridge Rd & Exchange Rd and the parcel contains 147.2168 acres. The plan proposes the subdivision into four single lots and residual. Lots #1-4 are vacant. The residual contains an existing house, trailers, barns, driveway, spring house and septic system. DEP has approved the sewage planning for Lots #1-4. The proposed lots will need a well installed. The residual has a spring house and septic system. Vassallo Engineering will need to provide Century Engineering with revisions to the stormwater management plan and narrative for review. A NPDES permit will be required since the disturbance is over one acre. Moreland Township comments are as follows: 1) The existing private driveway off Exchange Rd must be filled in and shaped to stop the stormwater runoff on to the township road. (Exchange Road is scheduled this spring for a road project we would like this issue take care of before then 2) The existing driveway off of Ridge Rd also needs to be addressed, filled and shaped. 3) The two proposed driveways off of Ridge Road should be staked out before Supervisor-Roadmaster can inspect, determine what is needed and issue driveway permits. 4) Moreland Township is zoned 100% Agriculture and the surrounding properties off of Ridge Rd are in the Agricultural Security Area. 5) Ridge Rd is a dirt road and there are no plans for paving.

Approval Conditions:

1. Provide revisions to the plan as required by the SD/LD Administrator, the LCPC consulting engineer, and the County Conservation District
2. Provide an acceptance letter from Century Engineering stating that the revisions made to the stormwater management plan and the stormwater management narrative are acceptable prior to signing and recording the final subdivision plan.
3. Provide a copy of the NPDES permit prior to signing and recording the final subdivision plan.
4. Robert & Lisa Glunk have identified the number of dwelling unit(s) attached to each lot. Lot#1 will be allocated one dwelling unit, Lot #2 will be allocated one dwelling unit, Lot #3 will be allocated one dwelling unit and Lot #4 will be allocated one dwelling unit. The residual will be allocated one dwelling unit.
5. It will need to be verified by the Moreland Township Supervisors and the Lycoming County Planning & Community Development Department that the municipal comments have been adequately addressed prior to signing and recording the final subdivision plan.

6. LCPC staff must be contacted for final land development and stormwater management inspection. As-built drawings must be submitted by a qualified professional for all improvements including stormwater facilities prior to occupancy and the release of financial security.
7. 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).
8. 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 Staff's discretion.

Staff Recommendation: Grant final approval with conditions to the multi-lot subdivision/lot-addition for land owned by Robert & Lisa Glunk in Moreland Township.

Discussion: Brett Taylor questioned clarification from Chris Hodges comment #4 from Moreland Township. Dan Vassallo confirmed that it was to let anyone who buys the lots that it is in an Agricultural Area. Moreland Township and PCD are using the County's consulting engineer to review and inspect the stormwater plan. Mike Wiley clarified that Moreland Townships comments must be done to Moreland Townships satisfaction before it's released.

Brett Taylor asked for the motion to approve the Glunk Multi-Lot Subdivision with the eight conditions. Jeffrey Stroehmann motion to approve, Brian Shearer second the motion to approve. Motion carried.

- C. Peterka Multi-Lot Subdivision – Chris Hodges presented a multi-lot subdivision for Keith & Barbara Peterka. The property is located off SR 44 in Gallagher Township, Clinton County and McHenry Township, Lycoming County, tax parcel #12-5954-3, Resource Protection (RP) Zoning District – one-acre minimum lot size. The plan proposes the subdivision of a 106.137 acres parcel into two single lots and residual. Lots #1 & #2 are vacant and the residual contains an existing house, garage, driveway, well and septic system. DEP has approved the sewage planning for Lots #1 & #2. The proposed lots will need a well installed to access water. McHenry Township Supervisors have no comments concerning the subdivision.

### Approval Conditions:

1. Provide revisions to the plan as required by the SD/LD Administrator, the LCPC consulting engineer, the County Conservation District, and PA DEP.
2. Provide an acceptance letter from Century Engineering stating that the stormwater management plan and the stormwater management narrative are acceptable prior to signing the recording the final subdivision plan.
3. Provide a copy of the NPDES permit prior to signing and recording the final subdivision plan.
4. Keith & Barbara Peterka have identified the number of dwelling unit(s) attached to each lot. Lot #1 will have one dwelling unit and Lot #2 will be allocated two dwelling units.
5. LCPC staff must be contacted for final land development and stormwater management inspection. As-built drawings must be submitted by a qualified professional for all improvements including stormwater facilities prior to occupancy and the release of financial security.
6. 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 the final land development plan).
7. After the Planning Commission approval, the approved subdivision plan, right-of-way use and maintenance agreement, 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 Staff's discretion.

Staff Recommendation: Grant final approval with conditions to the multi-lot subdivision for land owned by Keith & Barbara Peterka in Gallagher Township, Clinton County & McHenry Township, Lycoming County.

Discussion: Condition number two has been satisfied. Chris Hodges stated Clinton County only needs a copy of the subdivision plan and copy of approval letter that will be recorded at Clinton County. They signed off on the subdivision plan. Clinton County is not concerned about the NPDES, stormwater or E&S. Chris Hodges confirmed we will record the driveway right-of-way use agreement.

Brett Taylor asked for the motion to approve the Peterka Multi-Lot Subdivision with seven conditions. Jason Bogle motion to approve, Chase Kelch second the motion to approve. Motion carried.

**VI. ACTION ITEMS** – *None*

**VII. PRESENTATION** – Mark Haas shared an overview of the Land Development Division. Providing in depth information regarding the Land Development Staff and Zoning Staff functions.

**VIII. COMMITTEE REPORTS/DISCUSSION**

- A. Development Committee – Mark Haas provided an update during the Briefing.

**IX. MONTHLY REPORTING** – *no questions*

- A. Land Use Staff Meeting Report
- B. UPI Reports
- C. Major Plan Report
- D. Incomplete Submission Update
- E. ZHB Case Log

**X. DISCUSSION ITEMS** – Chase Kelch asks what we were waiting for Grand Campground. Chris Hodges stated they are waiting for DEP to approve the septic.

**XI. PUBLIC COMMENTS** – *None*

**XII. ADJOURNMENT**

Brett Taylor asked for a motion to adjourn, Jeffrey Stroehmann motioned. Meeting adjourned at 6:48pm.

Respectfully submitted,

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Shannon L. Rossman, Director

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Chase Kelch, Secretary

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

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