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ADMINISTRATIVE AGENCY  
FOR THE  
BRADFORD COUNTY PLANNING COMMISSION

DEPARTMENT OF COMMUNITY PLANNING AND MAPPING SERVICES

North Towanda Annex No. 1  
29 VanKuren Dr., Suite 1  
Towanda, PA 18848

Minutes  
BRADFORD COUNTY PLANNING COMMISSION

Progress Authority Building

1 Elizabeth Street, Towanda, Pa 18848

In-person attendance will be limited to 25 people including Planning Commission and Staff Members on a first come first serve basis. All others may attend via Zoom or Conference Call.

July 21, 2020

6:00 P.M.

MEETING INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/86139875220>

Meeting ID: 861 3987 5220

1-877-853-5247 Toll-free

1-888-788-0099 US Toll-free

- 1) **Roll Call:** Board members present were: Glenn Aikens, Raul Azpiazu, Warren Knapp, Mary Neiley, Robert Storch, and Don Murray. Staff members present were: Matthew Williams, Megan Wanck, Megan Johnson, and John Thompson (solicitor).
- 2) **Minutes:** Raul Azpiazu made the motion to accept the June 16, 2020 Minutes. Seconded by Don Murray. The motion carried unanimously.
- 3) **Subdivision/Land Development Administration**
  - A.) **Monthly Report:** Don Murray made the motion to accept the Monthly Report. Seconded by Raul Azpiazu. The motion carried unanimously.
  - B.) **New Application Acceptance** (\*Indicates Modification Request) Warren Knapp made the motion to accept the following new applications. Seconded by Glenn Aikens. The motion carried unanimously.

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PLANNING COMMISSION MEMBERS

• Glenn Aikens • Raul Azpiazu • Andrew Bishop • Warren Knapp • Don Murray • Mary Neiley • Robert Storch • Scott Williams • Theodore Pinkard

2020-039	Mary L. Clarence R. Fenton	Terry Township
2020-041	Raymond A. Scrivens	Sheshequin Township
2020-042	Ruth W. Parsons	Wilmot Township
2020-043	Timothy & Lynda Wells	Wilmot Township
2020-044	Edward & Sandra Teel	Terry Township (2Homes1Lot)
2020-045	Bresee Trust	Sheshequin Township*
2020-046	Lawrence P. & Jane R. Schichtel	South Waverly Borough

**C.) Visitors to be Heard:** James Lowenstein (Rocket Courier), Bob Gage (Stevensville DG), Coy Gobble (The Daily Review) (via zoom), Mike Lusaitis (Stevensville DG) (via zoom), Randy Smith (Ulster Church Sketch Plan) (via zoom), William Frandsen (Frandsen LD), Tim Gourley (Frandsen LD), Kevin Orchard (Solar Sketch Plan) (via zoom).

**D.) Subdivision Plan Reviews:**

- **2020-045 Bresee Trust / Sheshequin Township-** The subdivision of lands of the Bresee Trust is a one-lot subdivision of a 349-acre parcel described in Bradford County Inst. 201016966. Proposed Lot 2 (19.42 acres) will be continued to be used for agricultural purposes. Lot 1 is the remaining land. It is occupied by a house with on-site septic and water supply systems. The surrounding parcels in this area are generally used for agricultural and residential purposes. There is no sewage collection system in the vicinity of this subdivision.

**Action Taken:** Raul Azpiazu moved to grant a Modification Request from **Section 504.2 “On-Lot Septic”** for lot #2. Seconded by Warren Knapp. The motion carried unanimously.

**E.) Land Development Reviews**

- **2020 – 026 Frandsen Real Estate, LLC / South Waverly Borough-** The project proposes to develop multi-family dwelling units along Loder Street in South Waverly Borough. The project will develop approximately six (6) acres of the 11.55 acre parcel into four (4) apartment buildings with supporting infrastructure. Erosion and Sediment controls will be installed and maintained during construction. A stormwater management systems will control post-construction site runoff. The proposed entrance will be from Loder Street and connect to Mystic Drive. The street system and infrastructure will be dedicated to the borough (or applicable utility) upon project completion. A traffic impact assessment will be completed once the COVID- 19 restrictions are lifted.
- **Action Taken:** Warren Knapp moved to grant **Conditional/Preliminary Approval** contingent upon: Zoning Compliance, Water/ Sewer/Electric/Gas will serve letters, Municipal Driveway Permit, Bradford County Conservation District Approval, Satisfaction of Engineer Review Comments and Fees. Seconded by Robert Storch. The motion carried unanimously.

- **2020-035 Stevensville DPP, LLC / Stevens Township-** The project proposes to subdivide a 1.6 +/- acre lot to construct a new 9,100 SF retail store. An access drive is proposed for access from S.R. 706. A parking lot, utilities and associated stormwater management facilities are proposed. The lot is proposed to be serviced by a private on-lot sewer and on-lot water well. 37 parking spaces are proposed, 2 ADA. 30,000 SF of impervious surface is proposed, there is no existing impervious. The lot is currently a vacant field used for agriculture.
  
- **Action Taken:** Warren Knapp moved to grant **Conditional/Preliminary Approval** contingent upon: Municipal Comment form, PennDOT HOP, NPDES Approval from Bradford County Conservation District, Satisfaction of Engineer Review Comments and Fees. Seconded by Glenn Aikens. The motion carried unanimously.
  
- **2020-037 JK & JK Investments, LLC / Standing Stone Township-** JK & JK Investments, LLC proposes to develop a vacant parcel to an equipment storage yard and maintenance garage along SR 006 in Standing Stone Township. The project site is located within the Highway Commercial- Industrial Zoning District. The project will develop approximately 20 acres of the 29 acre parcel. The facility will be utilized by B & K Equipment, LLC to store and service equipment. Erosion and Sediment controls will be installed and maintained during construction. A proposed low volume driveway will provide access to SR 006. The site design is proposing 32 parking spaces, 2 ADA. 465,000 SF of impervious surface is proposed, there is no existing impervious.
  
- **Action Taken:** Warren Knapp made the motion to move some parking spaces to the backside of the building where no modification request from Section 508.1.O. "A minimum of eight percent (8%) of the interior of any parking lot having twenty-five (25) or more parking spaces shall be maintained with landscaping, including trees and shrubs in plots of at least sixty (60) SF in area will be needed. Seconded by Raul Azpiazu. The motion carried unanimously.
  
- **Action Taken:** Robert Storch made the motion to grant **Conditional/Preliminary Approval** contingent upon: Municipal Comment form, Zoning Compliance, PennDOT HOP, Bradford County Conservation District Approval, Satisfaction of Engineer Review Comment and Fees. Seconded by Glenn Aikens. Warren Knapp opposed. The motion carried unanimously.
  
- **2020-044 Edward & Sandra Teel / Terry Township-** This project involves the planning for the construction of a second home to a previously approved subdivision lot of 14.03 acres (Subdivision File No. 2006-098) on the parcel owned by Edward and Sandra Teel. The parcel has an existing single family residence with on-lot well and septic systems. Soil and Percolation testing has been performed as shown on the plans.  
  
**Action Taken:** Raul Azpiazu made the motion to grant **Preliminary/Final Approval** contingent upon: DEP Approval. Seconded by Don Murray. The motion carried unanimously.

F.) **Municipal Planning Commission Review:**

- 2020-008-Nancy Preston / Wyalusing Township—The Planning Commission reviewed the 2 lot Subdivision for Nancy Preston in Wyalusing Township. There were no adverse comments.
- 2020-009-Robert L. & Margaret J. Myers / Litchfield Township—The Planning Commission reviewed the 2 lot Subdivision for Robert L. & Margaret J. Myers in Litchfield Township. There were no adverse comments.
- 2020-010-Robert D. Campbell / Litchfield Township— The Planning Commission reviewed the 2 lot Subdivision for Robert D. Campbell in Litchfield Township. There were no adverse comments.

G.) **Possible Violations**

- Ark Covenant Church – Monroe Township—Robert Storch made the motion to issue a Notice of Violation for Ark Covenant Church in Monroe Township. Seconded by Raul Azpiazu. The motion carried unanimously.

H.) **Violations**

**DC Rauscher – Ulster Township**—John Thompson provided an update on this violation and is currently working through a resolution with the applicant.

**Four Friends (Fulmer) – Wysox Township**—John Thompson provided an update on this violation and no contact has been made between the applicant and John Thompson. John Thompson recommended pursuing compliance of violation. Warren Knapp made the motion to pursue compliance of violation. Seconded by Raul Azpiazu. The motion carried unanimously.

I.) **Sketch Plan Review:**

- Novera Energy Solar Projects / Rome Township, Springfield Township, Smithfield Township—The Planning Commission reviewed the Sketch Plan for Novera Energy Solar Projects in Rome Township, Springfield Township and Smithfield Township. The board is recommending more information and the applicant plans to submit plans in September.
- Encounter Church / Ulster Township—The Planning Commission reviewed the Sketch Plan for Encounter Church in Ulster Township. The board is recommending more information and for the applicant to follow up next month.

J.) **DEP Permit Review:**

K.) **Items Reviewed With Solicitor**

L.) **Other: For Informational Purposes**

- 5.) **Communications** (See below)
- 6.) **Reports**
- 7.) **Old Business** (See summary)

8.) New Business (See summary)

9.) Adjournment

(Communications Summary):

A. Incoming:

B. Outgoing:

## **Old Business Summary**

**2004 SALDO Amendments:** The Community Planning and Mapping Staff is currently in process of performing an update to the Bradford County SALDO in coordination with the County Planning Commission. A draft document was provided to the Planning Commission for comment on August 20, 2019 which contained the first two sections of the SALDO with new definitions for review. Updates will be provided periodically to the BCPC and public as the process is completed.

**NBIS Local Bridge Inspection Program:** The 2017-2021 NBIS Umbrella Agreement has been fully executed and will go into effect on January 1, 2017. This Program will ensure that all locally owned bridges are inspected at their needed interval for the next 5 year cycle. Inspections for the 2017 season have recently been completed and the final inspection reports are being reviewed by PennDOT for approval. The County currently has 22 bridges that are classified as structurally deficient. We are currently in the process of working with our engineers to weigh the options for reducing this number through a bridge bundling process.

**County Act 13 Bridge Group Project:** The County is currently undertaking an 8 Bridge Group Project wholly funded by the County's Act 13 Allocation. This project will replace 8 County Bridges simultaneously and will result in a 35% reduction in Structurally Deficient Bridges on the County roster, while also providing a significant cost savings. The project timeline is for Design to occur throughout 2018-2019 and Construction to follow in 2019-2020 when all the bridges will be fully completed. Phase 1 Construction is complete as of June 5, 2020.

Phase 2 has been bid for the remaining 3 Bridges. Bridges, 36, 44, and 51 received a total of 11 bids with the apparent low bidder being Susquehanna Valley Construction at a cost of \$ 1,377,144.43. The Commissioners awarded the contract on March 12, 2020.

**County Bridge # 38 / Wells Twp.:** This Structure is currently included on the adopted 2017-2020 Northern Tier RPO – TIP. It is slated to be replaced in 2020. This is a historic Structure which may cause some delays in the replacement process. Preliminary Engineering has completed the in-depth inspection of the structure and is now in a holding pattern waiting for approval to move forward as this bridge is attached to the Historic Metal Truss Bridge Management Plan. FHWA has reviewed the draft needs assessment and agrees the current structure does not currently meet the public need in the area. A re-scoping field view of the project is being held on November 18, 2019 to reclassify the project from rehabilitation to a replacement.

**Bradford County Historic Metal Truss Bridge Management Plan:** The County is currently undertaking the a Historic Metal Truss Bridge Management Plan being funded through the Federal Highway Administration (FHWA) as part of a Letter of Agreement with the PennDOT, PHMC-SHPO and FHWA to establish a project need and method of progression to clear the remaining County Owned Truss Bridges as required by the National Historic Preservation Act. This study will begin the clearance process for the remaining 6 historically eligible bridges owned by the County and includes Bridges: #6 (Burlington Township), #8 (West Burlington Township), #13 (Franklin Township), #27 (South Creek Township), #38 (Wells Township) and #41 (Wyalusing Township). The end result of this plan will be an in-depth needs assessment and long range management plan to address the issues associated with these structures. Public Outreach meetings have been held on the following Dates:

Bridge #38 – Wells Twp. – 9/3/2018  
 Bridge #27 – South Creek Twp – 9/5/2018  
 Bridge #13 – Franklin Twp – 9/10/2018  
 Bridge #41 – Wyalusing Twp – 10/2/2018  
 Bridge #7 – West Burlington Twp – 10/8/2018  
 Bridge #6 – Burlington Township – Public meeting was waived, Public Meeting held to Bridge Bundle was sufficient.

Plans have been approved by SHPO, PHMC and Consulting Parties. Management and Funding Plan will be developed in cooperation with PennDOT District 3-0.

**New Business Summary**

**County Parks Master Plan and County Parks Advisory Committee:**

May 6<sup>th</sup> Meeting Canceled due to COVID-19 Pandemic.  
 Previous Meeting was held on December 4, 2019.

**Natural Gas Exploration Advisory Committee:**

The next meeting is TBD. Meetings are being held in coordination with the Penn State Extension Natural Gas Webinar Series. These webinars are no longer held at regular intervals, meetings will be announced 7 days prior once the next webinar is scheduled.

The previous meeting was held February 27<sup>th</sup>, 2020.  
 Webinar from 1:00pm-2:00pm “Using Drones in the North Dakota Oil Fields”

**APPLICATIONS ACCEPTED FOR REVIEW 2020**

2020-001	Wallace E. and Jean L. Nichols	Smithfield Township
2020-002	H. Sherman & S. Ann Barnes	Wysox Township
2020-003	Martin & Connie West	Granville Township
2020-004	Gary Kingsbauer	West Burlington Township
2020-005	Richard & Brenda Saxe	Albany Township
2020-006	Keith Kinsman	N. Towanda Township
2020-007	Dennis & MaryBeth Carter	N. Towanda Township
2020-008	Fredrick J. & Betty J. Lamont	LeRoy Township
2020-009	Frank S. & Joyce Landon	Canton Township
2020-010	Thomas & Kristine Burns	Windham Township
2020-011	JLM Real Estate Investments, LLC	Burlington Borough
2020-012	JLM Real Estate Investments, LLC	Burlington Borough
2020-013	Sayre Christian Church	Sayre Borough
2020-014	Jack L. & Jeannie M. Burbage	Springfield Township
2020-015	David & Elma Miller	Orwell Township
2020-016	Karl Kitzwater & Craig Harkness	South Creek Township
2020-017	Mountain Paradise Club, LLC	Overton Township
2020-018	Lavern & Tammy Jackson	Springfield Township

2020-019	Daniel N. Annette M. Patton	Springfield Township
2020-020	Jack Johnson & Deanna Lamphere	Towanda Township
2020-021	Ralph & Myra McNeal	Towanda Township
2020-022	James W.S. & Kathleen E.K. Moyer	Wells Township
2020-023	Clara M. Folkers Grubb Estate	Ridgebury Township
2020-024	David M. DeCristo & Randy L. Castle	LeRoy Township
2020-025	Robert E. & Ruth D. Palmer	Canton Township
2020-027	Roxanne, Dorothy, Cindy & Richard Stevens	South Waverly Borough
2020-028	D.J. Ricci Holdings, LLC	Sayre Borough
2020-029	Aaron Russell	Rome Township
2020-030	John & Mary Anne Flynn	Albany Township
2020-031	DeeAnn & Taylor Marcy	Monroe Township
2020-032	Gary F. & Wendi F. Raupers	Ulster Township
2020-033	Robert L. & Jody L. Smith	Smithfield Township
2020-034	Wayne & Barbara Wright	Pike Township
2020-035	Stevensville DPP, LLC (LD)	Stevens Township
2020-036	Stevensville DPP, LLC (SD)	Stevens Township
2020-037	JK & JK Investments, LLC	Standing Stone Township
2020-038	Melissa Drake	Ulster Township
2020-040	Clair & Patricia Thrush	Sheshequin Township