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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

Public Safety Building

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.

February 16, 2021
6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/87138099748>

Meeting ID: 871 3809 9748

877 853 5247 US Toll-free
888 788 0099 US Toll-free

Meeting ID: 871 3809 9748

- 1) **Roll Call:** Board members present were: Robert Storch, Andrew Bishop, Don Murray, Jim Souto, Warren Knapp, Mary Neiley, and Glenn Aikens (via zoom). Staff members present were: Matthew Williams, Megan Wanck, Megan Johnson, Patricia Tuttle and John Thompson (solicitor)
- 2) **Minutes:** Warren Knapp made the motion to accept the January 19, 2021 Minutes. Seconded by Andrew Bishop. The motion carried unanimously.
- 3) **Subdivision/Land Development Administration**
 - A.) **Monthly Report:** Andrew Bishop made the motion to accept the Monthly Report. Seconded by Don Murray. The motion carried unanimously.
 - B.) **New Application Acceptance** (*Indicates Modification Request) Warren Knapp made the motion to accept the following new applications. Seconded by Robert Storch. The motion carried unanimously.

PLANNING COMMISSION MEMBERS

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

-2021-012	Justin & Alicia Clouse	Wilmot Township*
-2021-013	The Roger A. Madigan Estate	Burlington Township
-2021-014	James G. Wilcox	Smithfield Township
-2021-015	Robert L. & Deborah L. Smith	Canton Township
-2021-016	Howard E. & Jessica L. Fowler	Monroe Township
-2021-017	Charles & Patricia Houseknecht	Springfield Township
-2021-018	Ron & Karen Burlingame	Smithfield Township
-2021-019	Encounter Free Methodist Church	Ulster Township

C.) **Visitors to be Heard:** Tim Gourley and Misty Austin (both via zoom).

D.) **Subdivision Plan Reviews:**

- **2021-012 Justin & Alicia Clouse / Wilmot Township-** The subdivision of lands of Justin B. Clouse and Alicia P. Clouse is a one lot subdivision of a 30-acre parcel described in Bradford County Inst. 201306888. Lot numbering is based on a 1981 subdivision plan. Proposed lot 6 (1.99 acres) is occupied by a house with on-site septic and water supply systems. Lot 3 is the remaining land. It is vacant and is for agricultural use at this time. Lots 1, 2 & 5 were previously conveyed. 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: Andrew Bishop made the motion to grant Modification request from Section 504.2 “On-Lot Septic” for lot #3. Seconded by Jim Souto. The motion carried unanimously.

E.) **Land Development Reviews**

-2021-019 Encounter Free Methodist Church / Ulster Township – The Encounter Free Methodist Church proposes to expand its facility located at 85 Freedom Lane in Ulster Township. The Existing building is being renovated to be used by the Encounter Free Methodist Church. Site improvements will expand the parking lot, construct a low volume driveway to SR 220, and install storm water management facilities. The facility will be utilized by five (5) employees during typical work hours. Meetings and rehearsals will be held at the facility during the week in the evenings and church services on Sunday. Additional meetings and services may be added to address needs of the community. The project area is zoned Residential ® by Ulster Township. The former use of the parcel was a church and the proposed use of the parcel is a church. The proposed project improvements comply with the Bradford County Subdivision and Land Development Ordinance and the Ulster Township Zoning Ordinance. Erosion and sediment controls will be installed and maintained during construction. A narrative and plan for the E&S Plan and the Post-Construction Stormwater Management Plan is included with this submission. The project area soils are detailed in the attached E&S plan. Bradford County Conservation District approval is pending. A stormwater management system will control post construction site runoff. The existing entrances are from SR 220 and SR 4014 9Milan Road). The SR220 driveway will be improved to meet PENNDOT standards for a low volume driveway. Parking requirements for proposed land use are defined by Ulster Township Zoning. One (1) parking stall is required for every four (4) seats. The proposed building improvements will result in 300 seats. Therefore, the required number of parking stalls is 75. The proposed plan exceeds the required number of parking stalls. The proposed building utilities: water service is provided by on-lot and private well, electric and communication services are provided from adjacent utility poles.

Action Taken: Warren Knapp made the motion to table the proposal for **Conditional / Preliminary approval** until next meeting. Seconded by Don Murray. Andrew Bishop opposes, contingent upon: Highway Occupancy Permit from PennDot, Sanitation Approval from Bradford County Sanitation Committee, Municipal Comment and Zoning Compliance, Satisfaction of Engineer Review Comment and Fees. Motion carried.

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

-2021-002 Lawrence C. & Mary S. Parsons / Athens Township- The Planning Commission reviewed the 2 lot subdivision for Lawrence & Mary Parsons in Athens Township. There were no adverse comments.

-2021-003 Williams Subaru of Athens / Athens Township- The Planning Commission reviewed the final land development for Williams Subaru of Athens in Athens Township. There were no adverse comments.

G.) **Possible Violations**

H.) **Violations**

DC Rauscher – Ulster Township – Submission has not yet been made. Staff is recommending additional correspondence from the BPCP Solicitor to submit the application. Warren Knapp made the motion to give a 28 day deadline to submit plans or John Thompson will file with the court. Seconded by Robert Storch. Motion carried unanimously.

Four Friends (Fulmer) – Wysox Township – Applicants Council has advised the BCPC Solicitor that a full submission for compliance will be made prior to the March Magisterial Hearing on the formal violation. Hearing scheduled for March 29, 2021.

Ark of the Covenant Church – Monroe Township – Pending litigation from other aggrieved parties. BCPC Solicitor has advised to wait until these items are resolved as it is likely to remove the need to pursue a formal violation. Currently waiting on one more signature.

I.) **Sketch Plan Review:**

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 Construction is nearly complete. All bridges are open to Traffic and final paving and guiderail work will take place in the spring of 2021 to finalize the project.

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. Project has been formally revised to a replacement project. An Adaptive Reuse Study is currently underway to determine a suitable home for the current bridge. The county engineer, Dawood, is working towards final design which we hope to complete in 2021.

Bradford County Bridge #21: This structure was destroyed in the August 2018 Flood Event and has been approved for full replacement by FEMA. The County Engineer has completed design and the project is ready to be bid as soon as the final right-of-way has been acquired. Construction is expected in summer 2021.

New Business Summary

Chesapeake Bay Phase 3 Watershed Implementation Plan – Countywide Action Plan:

Bradford, Potter and Tioga Counties have formed a coalition to undertake a regional Countywide Action Plan in coordination with the County Conservation Districts and DEP Northcentral Region. The purpose of this endeavor will be to develop a Regional Action Plan with County component plans for each respective area with a goal of meeting the required load reductions for the Chesapeake Bay Program. The group has applied for and received a \$100,000 grant from DEP to facilitate this process. The group has recently retained Larson Design Group to serve as the CAP Coordinator for our group who will lead the plan development. There will be a kickoff meeting on February 11, 2021 for the administrative team members. Following the initial steps there will be key stakeholder meetings to identify local needs, goals and objectives. The Planning Commission will be included in that process. *See attachment for more information.*

County Parks Master Plan and County Parks Advisory Committee:

Meeting have been suspended until further notice due to the COVID-19 Pandemic

Natural Gas Exploration Advisory Committee:

Meeting have been suspended until further notice due to the COVID-19 Pandemic

The previous meeting was held February 27th, 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
2020-026	Frandsen Real Estate, LLC	South Waverly Borough
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
2020-039	Mary L. & Clarence R. Fenton	Terry Township
2020-040	Clair & Patricia Thrush	Sheshequin 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
2020-045	Bresee Trust	Sheshequin Township
2020-046	Lawrence P. & Jane R. Schichtel	South Waverly Borough
2020-047	Marcia Carnwright	Canton Borough
2020- 048	Sandra Schoonover	Standing Stone Township
2020-049	James Davis	Ridgebury Township
2020-050	Chauncey Family Trust	Columbia Township
2020-051	Michael & Dianne J. Maslov	Pike Township
2020- 052	Nancy E. & Kenneth R. Sharer	Pike Township
2020-053	David L. Powell	Warren Township
2020- 054	Thomas R. Horn	South Waverly Borough
2020-055	Michael & Louann Kilmer	Wyalusing Borough
2020- 056	Jon L. & Terrie A. Darrow	Springfield Township
2020- 057	Rebecca & Joseph Cantale	Albany Township
2020-058	Richard & Mary Isbell	Ulster Township
2020-059	Richard F. & Stephanie M. Manchester	Orwell Township
2020-060	Edmund R. Johnson	Wilmot Township
2020-061	Leland G. & Roberta A. Jelliff	Ridgbury Township
2020-062	Michael Stremmler	Standing Stone Township
2020-063	Susan R. Saxon	Burlington Township
2020-064	Dennis & MaryBeth Carter	N. Towanda Township
2020-065	Jerome Matalavage	Athens Borough
2020- 066	H & N, LLC	Smithfield Township
2020- 067	Shirley Dickinson	Rome Township
2020- 068	Christine, Janette, & Adrienne Lindstrom	N. Towanda Township
2020-069	Glenn & Patti Shores	Sheshequin Township
2020-070	Gary W. & Elizabeth B. Horning	Armenia Township
2020-071	Rodney K. Detrick & Janet D. Harned	Wilmot Township

2020-072	William Broschart	Overton Township
2020-073	Dale E. & Margaret M. Horning	Towanda Borough
2020- 074	Larry S. & Starlene R. Leonard	Ridgebury Township
2020-075	Trevor & Hope Moyer	Orwell Township