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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.

March 16, 2021

6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/89458456208>

Meeting ID: 894 5845 6208

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

- 1) **Roll Call:** Board members present were: Robert Storch, Andrew Bishop, Don Murray, Jim Souto, Warren Knapp, and Scott Williams. Staff members present were: Matthew Williams, Megan Wanck, Patricia Tuttle and John Thompson (solicitor)
- 2) **Minutes:** Andrew Bishop made the motion to accept the **February 16, 2021 Minutes.** Seconded by Warren Knapp. The motion carried unanimously.
- 3) **Subdivision/Land Development Administration**
 - A.) **Monthly Report:** Andrew Bishop made the motion to accept the Monthly Report. Seconded by Warren Knapp. 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

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.

-2021-020	T.Leon & Carole Powell	Windham Township*
-2021-021	John S. Brown	Armenia Township
-2021-022	Jodi Sechrist	Orwell Township*
-2021-023	The Patterson Family Trust	Towanda Township
-2021-024	Fred McNeal & Kelsey McNeal	Towanda Township
-2021-025	Melissa Drake	Ulster Township*
-2021-026	Calvin L. & Shelia L. Bacon	Pike Township

C.) **Visitors to be Heard:** Tim Gourley (via zoom).

D.) **Subdivision Plan Reviews:**

- **2021-020 T. Leon & Carole Powell / Windham Township-** The subdivision of lands of Powell is a two-lot subdivision of a 119-acre parcel described in Bradford County Seed Book 274 at Page 31. Proposed Lot #5 (10.00 acres) is occupied by a house with on-site septic and water supply systems. Lot #1 is the remaining land. It is vacant and is for agricultural use at this time. Lots 2-4 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 #1. Seconded by Jim Souto. Scott Williams abstained. Motion carried unanimously.

- **2021-022 Jodi Sechrist / Orwell Township-** The subdivision of lands of White is a two-lot subdivision of a 160-acre parcel described in Bradford County Deed Book 683 at Page 84. Proposed Lot #2 (20.74 acres) is occupied by a house with on-site septic and an off-site spring with an easement. Lot #1 is the remaining land. It is vacant and is for agricultural use at this time. 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 #1. Seconded by Don Murray. Scott Williams abstained. Motion carried unanimously.

- **2021-025 Melissa Drake / Ulster Township-** The subdivision of lands of Melissa Drake is a two-lot subdivision of a 67-acre parcel described in Bradford County Inst. 201908304. Proposed lot #3 (37.491 acres) is occupied by a house with on-site septic and water supply systems. Lot #1 is the remaining lands. It is vacant and for agricultural use at this time. Lot #2 was previously conveyed. The surrounding parcels in this area are generally used for

agricultural and residential purposes. There is not sewage collection system in the vicinity of this subdivision.

Action Taken: Robert Storch made the motion to grant Modification Request from Section 504.2 “On-Lot Septic” for lot #1. Seconded by Andrew Bishop. Scott abstained. 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 an existing private well, sewer service is provided by an existing on-lot septic system, electric and communication services is provided from adjacent utility poles.

Action Taken: Warren Knapp made the motion to grant **Preliminary Approval**. Seconded by Scott Williams. Motion carried unanimously.

-2020-082 Insite Real Estate, LLC / Wysox Township- Situated on the corner of Golden Mile Road (S.R. 0006) and Craftmaster Road (S.R. 2032) the project proposes to construct a retail building for commercial use. The project proposes to remove all existing buildings, and parking. There is 69,075 SF of proposed impervious on an existing 41,665 SF impervious. Access will be from both Golden Mile Road and Craftmaster Road. A total of 83 parking spaces are proposed, 4 ADA. The building is to be serviced by municipal sewer and water.

Action Taken: Motion was made by Scott Williams to grant a 90- Day extension. Seconded by Warren Knapp. Motion carried unanimously.

F.) Municipal Planning Commission Review:

G.) Possible Violations

H.) Violations

DC Rauscher – Ulster Township – Planning office received plans on Wednesday, March 15, 2021 at 3:15pm. The plans that were received had been the plans from 2018 not the Final Plans like asked to submit. Motion was made by Scott Williams to allow John Thompson to initiate litigation. Seconded by Warren Knapp. 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. John Thompson has had correspondence with Fulmer’s representative in regards to this matter, states they are continuing to work on it. Hearing is still scheduled for March 29, 2021 at this time.

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. John Thompson received the final 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 inspections 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.

Bridge #51 was open to traffic on August 10, 2020. Bridge #44 is under construction and will be completed shortly. Bridge #36 will follow sometime in the spring of 2021

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 6th 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 27th, 2020.

Webinar from 1:00pm-2:00pm "Using Drones in the North Dakota Oil Fields"

APPLICATIONS ACCEPTED FOR REVIEW 2021

- 2021-001	Edward J. Slocum	Towanda Township
- 2021-002	David & Barbara Moore	Windham Township
- 2021-003	Merrie Hotaling	Standing Stone Township
- 2021-004	David & Barbara Moore	Windham Township
- 2021-005	Donald L. Grace	Smithfield Township
- 2021-006	Thomas & Joy Calaman	Wysox Township
- 2021-007	Gene & Shirley Schaeffer	Towanda Borough
- 2021-008	Lois Neuber	Wilmot Township
- 2021-009	Robert E. & Josephine N. Bardo	Alba Borough
- 2021-010	Mary & Glenn Wolfe	Warren Township
- 2021-011	Kenneth Bartholomew	Franklin Township
- 2021-012	Justin & Alicia Clouse	Wilmot Township
- 2021-013	The Roger A. Madigan Estate	Burlington Township
- 2021-014	James G. Wilcox, Trustee	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 Smithfield Township
- 2021-018 Ron & Karen Burlingame Smithfield Township