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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.

June 15, 2021

6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/85254597229>

Meeting ID: 852 5459 7229

Call In Information

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 852 5459 7229

- 1) **Roll Call:** Board members present were: Don Murray, Warren Knapp, Raul Azpiazu, Andrew Bishop, Jim Souto, Glenn Aikens (via zoom) and Robert Storch (via zoom). Staff members present were: Megan Wanck, Matthew Williams, John Thompson (solicitor) and Patricia Tuttle.
- 2) **Minutes:** Andrew Bishop made the motion to accept the May 18, 2021 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 Andrew Bishop. 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 Jim Souto. The motion carried unanimously.

-2021-054	Marjorie E. Weaver Estate	Wysox Township
-2021-055	Betsy May	Canton Township
-2021-056	Dale Beardslee	Armenia Township
-2021-057	Derek & Erin Middendorf	Standing Stone Township
-2021-058	V. & N. French, J. Allis & V. Wagner	Windham Township
-2021-059	Kelly Hoyt & Jacob Woodell	Albany Township
-2021-060	Merna Colwell	Wilmot Township
-2021-061	Thomson Business Ventures, LP	Standing Stone Township
-2021-062	John Amato	Sayre Borough*
-2021-063	Bradford County Fireman's Association	North Towanda Township

C.) Visitors to be Heard: James Lowenstein from the Rocket Courier and Matt Hicks from the Daily Review.

D.) Subdivision Plan Reviews:

-2021-062 John Amato / Sayre Borough- The subdivision of lands of John Amato is a two-lot subdivision of a 0.24 acre parcel described in Bradford County Inst. 202004104. Proposed lot #1 (0.16 acre) is occupied by a house with public water and sewage collection systems. Proposed Lot #2 (0.08 acre) is vacant and is to be for a commercial parking lot. The surrounding parcels in this area are generally used for commercial and residential purposes. The Athens Township Authority administers the sewage collection system in the vicinity of this subdivision.

Action Taken: Andrew Bishop made the motion to table until the July 20, 2021 BCPC meeting. Seconded by Jim Souto. The motion carried unanimously. The applicant was seeking conditional approval contingent upon a Zoning Variance Approval for minimum lot size compliance based on the Sayre Borough Zoning Ordinance Section 173-52 A.1.

E.) Land Development Reviews

2021-059 Kelly Hoyt & Jacob Woodell / Albany Township- The Minor Land Development of lands of Hoyt is a Two Homes on One Lot residential development of a 36-acre parcel described in Bradford County Inst. 202000443. Percolation testing has been conducted as shown for a second residential system of one EDU (400 g/day). 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 **Preliminary/ Final Approval** contingent upon: DEP Approval and municipal comment. Seconded by Jim Souto. The motion carried unanimously

2021-060 Merna Colwell / Wilmot Township- The Minor Land Development of lands of Merna Colwell is a Two Homes on One Lot residential development of a 28.069-acre parcel described in Bradford County Inst.200211692. Percolation testing has been performed as shown for an additional mobile home, the parcel is currently occupied by 2 existing mobile homes. Lot #12A (1.00acre) is to be part and parceled to the adjacent lot (lot #1), owned by Outen Kipp, forming a single lot of 2.25 acres.

Action Taken: Andrew Bishop made the motion to grant **Preliminary / Final Approval** contingent upon: DEP Approval and Municipal Comment. Seconded by Don Murray. The motion carried unanimously. Andrew Bishop made the motion to amend that preliminary/final approval would be contingent upon future subdivision lot lines be shown on the plat. Seconded by Warren Knapp. The motion carried unanimously.

2021-063 Bradford County Fireman's Association / North Towanda Township- The Major Land Development project proposing the construction of a new 25,000 SF concrete pad with a Lone Star Tactical Training structure to provide a space for local volunteer firefighters to train and hold demonstrations. Site improvements to be completed as part of the project will include: 2 gravel access drives, concrete pad, stormwater management, fencing, landscaping and other associated improvements. The project will consist of approximately 2.80 acres of earth disturbance with an overall net increase in impervious surface area of 0.95 acres. 41, 200 SF of impervious surface is proposed on an existing 4,000 SF. No occupied buildings are being constructed during this project and any vehicles that are brought onto the newly constructed concrete pad will be used for training purposes. The site will utilize two proposed driveway accesses coming off the existing south Parking area that is accessed by the privately owned Career Center Road.

Action Taken: Warren Knapp made the motion to table until the July 20, 2021 BCPC meeting. Seconded by Andrew Bishop. The motion carried unanimously. The applicant was seeking **Conditional / Preliminary Approval** contingent upon: Municipal Comment and Zoning Compliance, NPDES Approval from Bradford County Conservation District, Satisfaction of Engineer Comment Review and Fees.

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

-2021-010 Betty Neiley / Wyalusing Township- The planning commission reviewed the 2-lot subdivision for Betty Neiley in Wyalusing Township. There were no adverse comments.

-2021-011 Mary F. Smith / Athens Township- The planning commission reviewed the 2-lot subdivision for Mary F. Smith in Athens Township. There were no adverse comments.

-2021-012 Clifford & Betty Jane Evans / Athens Township- The planning commission reviewed the 2-lot subdivision for Clifford & Betty Jane Evans in Athens Township. The board made a comment in regards to the setbacks not meeting the zoning standards for the township. The applicant would need to receive zoning approval from the township before given Final Approval.

-2021-013 Dandy Mini Mart/ Athens Township- The planning commission reviewed the minor land developments plans for site improvements to the Dandy Mini Mart in Athens Township. There were no adverse comments.

-2021-014 Keith Jennings / Troy Township- The planning commission reviewed the 2-lot subdivision for Keith Jennings in Troy Township. There were no adverse comments.

G.) Possible Violations

H.) Violations

DC Rauscher – Ulster Township – BCPC solicitor stated that the hearing has been rescheduled.

Four Friends (Fulmer) – Wysox Township – New hearing date of September 8, 2021 at 9:45am. BCPC solicitor is amending so that it will include all parties.

Ark of the Covenant Church – Monroe Township – Meeting on June 30, at 1:30pm with Monroe Township in regards to what has become corrected on the property and what has not yet been corrected.

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 review 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 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
- 2021-019	Encounter Free Methodist Church	Ulster Township
- 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
- 2021-027	Jerry E. Lyon & Amy Daniels	Sylvania Borough
- 2021-028	Donald Huffman	Wilmot Township
- 2021-029	Diane & Harry Wuethrich	Wilmot Township
- 2021-030	Greg Roberts	Wysox Township
- 2021-031	Wilma J. Senn Estate	Windham Township
- 2021-032	Valorie Huckabee & Vanessa Emeno	Springfield Township
- 2021-033	Mary T. O'Neil Estate	Albany Township
- 2021-034	Charles W. Brown, Jr.	Monroe Township
- 2021-035	Mark & Margaret E. King	Tuscarora Township
- 2021-036	Hugh F. Beckwith	Windham Township
- 2021-037	James N. Ameigh	Wells Township
- 2021-038	Kyle E. Roberts & Courtney A. Grieve	Canton Township
- 2021-039	Kathryn R. Weaver	Rome Township
- 2021-040	James & Leona Fitzgerald	Wilmot Township
- 2021-041	John & Michele Vough	Orwell Township
- 2021-042	Mark M. Hutchinson	Warren Township
- 2021-043	Gary R. Norconk & Linda L. Kisner	Wilmot Township
- 2021-044	Evan Barnes, Century 21	Wysox Township
- 2021-045	Mark P. Cook, Trustee	Wysox & Rome Township

- 2021-046	Roger S. Clink	Sheshequin Township
- 2021-047	William Franks	Ridgebury Township
- 2021-048	Michael & Renee Wilson	Sheshequin Township
- 2021-049	Ronald & Karen Burlingame	Smithfield Township
- 2021-050	Davis S. & Katelyn M. Young	Pike Township
- 2021-051	Forest Oldroyd	South Creek Township
- 2021-052	Larry & Janet Youse	Rome Township
- 2021-053	Frandsen Real Estate, LLC	South Waverly Borough