

January 17, 2017 Meeting Minutes  
**Clinton County Planning Commission**

**PRESENT:** Terry Murty( by phone ), Dave Calhoun,  
Reza Lotfi, Thomas Campbell, John Dotterer, Roger Hoy, Richard C. Bowman III,  
Melvin Coakley

**ABSENT:** Larry Sheats

PLANNING COMM. STAFF:                   Tim Holladay, Director  
                                                          Katherine deSilva, Grants Administrator  
                                                          Greg Smith, Community Planner

**GUESTS:**

Commissioner Paul Conklin, Steve Gibson, Jim Runkle

**CALL TO ORDER**

Terry M. called the meeting to order at 7:00 P.M.

**APPROVAL OF MINUTES**

Tom C. made a motion, seconded by Melvin C. to approve the November 15, 2016 meeting minutes, the motion carried unanimously.

**ELECTION OF OFFICERS, MEETING SCHEDULE**

Tim H. opened the floor to nominations for Chairman. John D. made the motion, seconded by Tom C. to retain the same Chair, Vice-chair and Secretary, the motion carried unanimously. The slate of officers for 2017 is: Chairman-Terry Murty;

Vice-chair-Dave Calhoun; Secretary-Larry Sheats. Om C. made a motion, seconded by Melvin C. to hold the CCPC meetings on the third Tuesday of the month at 7:00 in Garden Building the third floor meeting room, with no meeting scheduled for December. The motion carried unanimously.

**STAFF REPORT DISCUSSION**

Tim reported on the Clinton County Sewer Authority's need to replace a 50 hp.

Pump motor and the small water and sewer system grant for the pump station upgrade and the public transit committee he is chairing for the commissioners.

Katie reported on various grant funded projects including the Renovo Borough

CDBG project. She also reported on the recent award of the ground water baseline testing grant we just received notice that we were successful in obtaining, and on the expiration of several board members terms. Greg reported on several park and trail projects he is working on. Commissioner Conklin asked about funds budgeted for Chestnut Park.

### **PUBLIC COMMENTS**

There were no public comments.

### **OLD BUSINESS**

#### **Dollar General, Porter Township**

The board ratified the review comment letter sent to Porter Township for the proposed Dollar General. We discussed the road naming issue. John D. made a motion, seconded by Melvin C. to ratify the review letter and instructed staff to contact Porter Township to further discuss naming the access road. The motion passed unanimously.

#### **County Zoning Ordinance Amendment**

Katie discussed the email chain and discussion with the County Solicitor concerning the Zoning Amendment. After discussion and explanations the board in a motion by Dave C. seconded by Tom C. voted unanimously to forward the proposed Amendment to the Clinton County Commissioners requesting their consideration and recommending their adoption.

### **NEW BUSINESS**

#### **Goodwill Hose Ambulance land development, Flemington Borough**

Steve Gibson, McTish Kunkle, hand delivered land development plans for the construction of a new ambulance garage and building located at the Red Eye center in Flemington on 12-14-16. The submission includes drawings of the lot, proposed building, a storm water management plan, and an erosion and sedimentation control plan and a parking plan. I spoke with a council member about the Boroughs parking requirements with respect to this project.

The property is Zoned Commercial and the ambulance facility is allowed per a letter from Borough solicitor Don Faulkner. The area included in the limits of disturbance for the .47 acres. The facility is 7,319 square feet containing six garage bays and an area for staff and equipment storage. Five parking spaces are provided on site including two handicapped. Two additional spaces are shown in the building occupying two of the six bays.

The Flemington Zoning Ordinance requires one parking space for every two hundred square feet of floor area plus one for each employee or 38 spaces. This seems excessive for an ambulance company with a maximum of two employees on duty at any one time. Seven onsite spaces are provided including the two in the building. 32 additional spaces are being provided by agreement with the Goodwill Hose Company on an adjacent lot.

Dave C. made a motion, seconded by Melvin C. to provide the following review comments: the storm water management plan should be reviewed by the Borough engineer; emergency vehicle signs should be placed on Canal Street, and High Street; and review and acceptance of the parking space agreement by the Borough solicitor and council members. The motion was approved unanimously.

Windy Ridge Breeder Farm Land Development, Pine Creek Township  
Team AG submitted land development plans for a 66 feet by 604 feet poultry barn to be placed adjacent to an existing poultry barn. The property is Zoned Agricultural and a permitted use. The area included in the limits of disturbance 6.38 acres. The NPDES permit area is 16.63 acres. Storm water management facilities are designed and planned to infiltrate a significant portion of the runoff generated. The farm has a CAFO (concentrated animal feeding operation) permit for the existing operation. The CAFO permit modification will be needed to include the new barn.

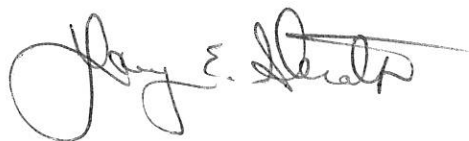
Dave C. made a motion, seconded by Melvin C. to forward the following review comments: storm water review by the Township engineer; have the developer obtain the CAFO approval prior to issuing a construction permit. The motion was approved unanimously.

### **OTHER BUSINESS**

There was no other business discussed.

### **ADJOURNMENT**

Melvin C. made a motion, seconded by Tom C. to adjourn at 8:00. The motion was approved unanimously.



February 21, 2017 Meeting Minutes  
Clinton County Planning Commission

**PRESENT:** Terry Murty, Dave Calhoun, Larry Sheats  
Reza Lotfi, Thomas Campbell, John Dotterer, Roger Hoy, Richard C. Bowman III,  
Melvin Coakley

**ABSENT:**

PLANNING COMM. STAFF: Tim Holladay, Director  
Katherine deSilva, Grants Administrator  
Greg Smith, Community Planner

**GUESTS:**

Commissioner Paul Conklin, Victor Marquardt, Sandra Krape, Jeffery Krape, Gary  
Rouse, Robert Storie, Britt Bassett,

**CALL TO ORDER**

Terry M. called the meeting to order at 7:00 P.M.

**APPROVAL OF MINUTES**

Dave C. made a motion, seconded by Melvin C. to approve the January 17, 2017  
meeting minutes, the motion carried unanimously.

**STAFF REPORT DISCUSSION**

Katie reported on various grant funded projects including the Renovo Borough  
CDBG project. She also reported on the ground water baseline testing grant kick  
off activities are planned for March. Katie reported that she is taking several  
classes to prepare for her promotion. Greg reported on several park and trail  
projects he is working on.

**OLD BUSINESS**

Windy Ridge Breeder Farm, Pine Creek Township

Jeff Krape, owner of the farm addressed the Board on our review letter. Due to a  
number of reasons he needs to start construction of the barn prior to final approval  
of the CAFO permit modification. In a motion by Dave C., seconded by Larry S. to  
forward the following to Pine Creek Township: based on the new information



provided by Mr. Krape, the CCPC no longer recommends that the developer obtain the CAFO approval prior to issuing a construction permit as stated in our January 23, 2017 comment letter. The motion was approved unanimously.

#### County Zoning Ordinance Amendment

Tim updated the board that the Commissioners had scheduled the public hearing and potential adoption date for February 23.

#### NEW BUSINESS

##### Renovo Borough, new Zoning Ordinance review

Katie informed the board that she had forwarded her comments earlier to Britt Bassett and Renovo Borough. Since that time Mr. Bassett has attempted to incorporate the changes into the current version. Additionally, Katie and Tim traveled to Renovo to assist in drawing the Zoning map. Mr. Bassett and Renovo Borough Zoning officer Victor Marquardt discussed the Ordinance with board members. In addition to the informal staff comments sent to you by email of February 10, the Planning Commission stated:

1. To furnish official review comments, they will need to see a finalized draft, together with finalized maps. This will have been reviewed by your solicitor and approved by resolution of the Council as the final version to be put forward for public review (prior to adoption).
2. Please refer to Sections 608 and 610 of the current Municipalities Planning Code (MPC 2015), which govern advertising, publication and adoption requirements.
3. Please note the MPC 608 stipulation that adoption must take place no later than 90 days after the Borough's final public hearing.
4. We recommend your Solicitor review the ordinance, prepare the adoption hearing timeline, and draft the required public notice.

##### Burger King Land Development Plan Review, Flemington Borough

Plans were received February 15, 2017 for County review from GBC Design, Inc. of Akron, OH on behalf of Carrolls Corporation of Syracuse, NY. Gary Rouse and Robert Storie. The project is a tear-down and rebuild of Burger King 1683 at 562 High Street in Flemington. The site is subject to Flemington SALDO and Zoning ordinances. It lies on parcels 11-5633 A and B and is zoned General Commercial.

The plans appear to be of a standard template for Burger King restaurants.

- The existing structure lies 52 feet from the eastern parcel boundary. The new structure will be moved east to within 31.57 feet of the boundary, and north about three feet closer to High Street. The new setbacks satisfy zoning for the C district. Water, sewer, and gas service laterals will be rerouted to serve the new location.
- This move eliminates 10 existing parking spaces on the east side and the dumpster enclosure in the southeast corner. The new layout provides 38 parking spaces (tow accessible) on the West side of the building. This meets zoning for the Commercial district.
- The rebuild includes a small increase in the building dimensions. The new footprint is still well within the lot coverage requirements. Entrance and exit driveways, drive-through lane, ordering kiosk, sidewalks, customer and staff entrance doors are repositioned. Changes appear to be pedestrian safety, accessibility, and traffic flow improvements.
  - Landscaping, plantings and lighting have been redesigned.
- A new brick dumpster/storage enclosure will be built off the Southwest rear corner of the building, replacing an existing storage shed.
  - The parking lot will be milled and paved and all signage and directional arrows will be replaced.
- Stormwater flow has been redesigned with new inlets proposed and existing inlets repositioned.
  - The disturbed area during construction will be .82 acres or 35,719 square feet. E&S controls are described in the plans.
- The developer has worked closely with the Borough Engineer in preparing this submittal.

Dave C. made a motion, seconded by Melvin C. to forward the following comments:

1. While the submitted plans appear to show an improvement in total impervious area/runoff, stormwater design should be reviewed by the Borough Engineer for conformance to Flemington's stormwater ordinance.
2. The submitter appears to have made every appropriate effort toward consistency with Borough zoning requirements.
3. The plan is consistent with the Clinton County Comprehensive Plan.
4. Sheet 1 incorrectly refers to a right-of-way onto "Tilghman Street".

Possible comment: Sheet 1 incorrectly refers to a right-of-way onto Tilghman Street. The motion carried unanimously.

Stoltzfus Butcher Shop, Lamar Township

Dennis Norman hand delivered land development plans for a new butcher shop on Mark Stoltzfus' farm to replace the existing shop. The property is Zoned Agriculture and butcher shops are permitted as farm related business. The parcel contains 156 acres. The shop is 7,000 square feet, with a total disturbance area including driveway and parking of 17,424 square feet, located on the south side of East End Mountain Road and Beagle Road.

A vegetative buffer for water quality is required as part of the storm water management plan. This area is located on the North side of East End Mountain Road. Two holding tanks are proposed a 10,000 gallon tank for process waste and a 2,500 gallon tank for sewage.

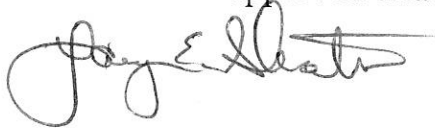
Dave C. made a motion, seconded by Melvin C. to provide positive review comments recommending that the developer work closely with the Township engineer to satisfy the Township's requirements. The motion carried unanimously.

**OTHER BUSINESS**

There was no other business discussed.

**ADJOURNMENT**

Melvin C. made a motion, seconded by Tom C. to adjourn at 8:00. The motion was approved unanimously.



MARCH MEETING WAS CANCELLED  
DUE TO LACK OF AGENDA

April 21, 2017 Meeting Minutes  
Clinton County Planning Commission

**PRESENT:** Terry Murty, Dave Calhoun,  
Reza Lotfi, Thomas Campbell, Richard C. Bowman III, Melvin Coakley

**ABSENT:** Larry Sheats, John Dotterer, Roger Hoy

PLANNING COMM. STAFF:                      Tim Holladay, Director  
                                                                 Katherine deSilva, Grants Administrator  
                                                                 Greg Smith, Community Planner

**GUESTS:**  
Commissioner Paul Conklin

**CALL TO ORDER**  
Terry M. called the meeting to order at 7:00 P.M.

**APPROVAL OF MINUTES**  
Reza L.. made a motion, seconded by Tom C. to approve the February 17, 2017 meeting minutes, the motion carried unanimously.

**STAFF REPORT DISCUSSION**  
Tim reported on the SEDA-COG Natural Gas Co-op meeting, and the Draketown Road project scoping and funding meeting. Katie reported on various grant funded projects including the Renovo Borough CDBG project. She also reported on the ground water baseline testing grant mailing and response and the Fair Housing video. Tom C. asked about the need for additional coordination between the County, Renovo Borough, The Susquehanna Greenway Partnership and Renovo Energy on the boat launch project and the Renovo Energy water withdraw project. Greg reported on several park and trail projects he is working on and on a site visit to Gallagher Township for a potential new park.

**OLD BUSINESS**  
Firestone Campground Update

Tim reported that the status of Trust that owns the property is changing this summer and the Attorney for the trust wants to correct all outstanding issues.

### **NEW BUSINESS**

#### **Wayne Township Zoning Map Amendment**

The proposal put forward is to re-zone an R-1 residential district to OR, open space/recreation. Potential review comments:

1. If the rezoning is granted, it will create “islands” of residential use in the midst of the O/R district. Lots 2-1-39-2 and 2-1-39-7 will be sandwiched between the Highway Interchange district and the newly created O/R district. Lots 2-1-39-2, 2-1-39-14, 2-1-39-15, and 2-1-39-16 will become isolated residential uses. It would make sense to exclude the area fronting on Reservoir Road between these parcel groups from the re-zoning, to preserve its existing residential use.
2. The parcel intended for rezoning abuts two parcels owned by Wayne Township that currently are used as a nature park. It would make sense to include the nature park parcels in the rezoning from R to O/R, since O/R is their current use. This would create one continuous O/R district.
3. The 45-acre parcel intended for rezoning was apparently the residue from many phases of subdivision. If the rezoning is granted, it should be separately surveyed and placed on a separate deed to clearly distinguish it from the many other parcels included in the existing deed for 2-1-39.

After discussion Tom C. made a motion, Seconded by Melvin C. to recommend to Wayne Township that they do not change the current zoning for the following reasons: The Clinton County Comprehensive Plan, adopted in April 2014 identifies this area in the “Central Core Growth Area”. An area with available public utilities and easy access to major roads; ideal for residential development, it’s current use

If the rezoning is granted, it will create “islands” of residential use in the midst of the O/R district. Lots 2-1-39-2 and 2-1-39-7 will be sandwiched between the Highway Interchange district and the newly created O/R district. Lots 2-1-39-2, 2-1-39-14, 2-1-39-15, and 2-1-39-16 will become isolated residential uses.

The property was rezoned from O/R to R-1 in the past to develop residential lots. With at least one lot created and one house constructed.


Based on the discussion around the above information, the CCPC voted to recommend that the Zoning not be changed to O/R and remain R-1. The vote was unanimous, with Dave Calhoun abstaining from the discussion and the vote.

**OTHER BUSINESS**

Because of a conflict with local elections on May 16<sup>th</sup>, the Commission changed the meeting location to the Piper Building.

**ADJOURNMENT**

Melvin C. made a motion, seconded by Tom C. to adjourn at 7:45. The motion was approved unanimously.

A handwritten signature in cursive script, appearing to read "Joyce E. Heath".



May 16,  
~~April 21~~, 2017 Meeting Minutes  
**Clinton County Planning Commission**

**PRESENT:** Terry Murty, Dave Calhoun, Larry Sheats  
Reza Lotfi, Roger Hoy, Richard C. Bowman III, Melvin Coakley

**ABSENT:** Thomas Campbell, John Dotterer

PLANNING COMM. STAFF:                      Tim Holladay, Director  
                                                                 Katherine deSilva, Grants Administrator  
                                                                 Greg Smith, Community Planner

**GUESTS:**

Commissioner Paul Conklin, Patrick McDonough, FQT, Bill Garbrick, FQT, Dan Harger, Mathew Maguire, Jim Maguire, Mike Flanagan, Brad Aurand, Larson Design

**CALL TO ORDER**

Terry M. called the meeting to order at 7:00 P.M.

**APPROVAL OF MINUTES**

Melvin C. made a motion, seconded by Larry S. to approve the April 21, 2017 meeting minutes, the motion carried unanimously.

**STAFF REPORT DISCUSSION**

Tim reported on the interview process to hire a grants administrator. Katie reported on the ground water baseline testing grant which is underway, CDBG projects in Renovo, The award of \$30,000 to the CCSA for pump station improvements, and her additional training. Greg reported on several park and trail projects his site visit to Gallagher Township for a potential new park. He is also will be attending a DCNR gypsy moth workshop that will identify infested areas, and give the program guidelines and costs to participate.

**PUBLIC COMMENT OLD BUSINESS**

**Wayne Township Zoning Map Amendment**

Jim Maguire asked to present additional information on the proposed Zoning Amendment. Terry M. stated that we would hear the information later in the "other business" portion of the agenda.

## NEW BUSINESS

### First Quality Boston 3, new paper machine land development plan, Castanea Township

Brad Aurand of Larson Design Group forwarded preliminary plans and a stormwater management narrative to Castanea Township and Clinton County for SALDO review. CCPC's role is to provide comments to Castanea Township. The Township Engineer is Steve Gibson.

The project consists of construction of a 710,950 sq ft manufacturing plant served by interior and exterior rail service; redesign of existing auto and truck parking and loading areas; and stormwater management features including relocation of an underground stream channel.

The 304-acre project site is zoned Industrial and a manufacturing plant is a permitted use. All improvements will be private and maintained by the Owner. Some site preparation (fill) was separately permitted and is already underway. A multi-modal access drive/rail service project must be completed before construction begins. This will commence when the fill project is completed.

#### **Potential review comments:**

The plans appear to be in conformance with the Castanea Township Zoning Ordinance, except that rationale for the number of new employee parking spaces to be provided and the intended location of additional parking should be made clear. Castanea Township Industrial zoning requires one space for each employee in the maximum shift, plus five visitor spaces. How many new employees are expected?

The submitter indicates E&S and NPDES Plans are in process with the Conservation District. The Township will need to know which other federal and state permit approvals are already in hand and which are pending, and a rough timeline for construction.

Pat McDonough explained the project in further detail, including the timing of construction, utility improvements, and plans for additional parking for the new employees. Brad Aurand explained that the relocation of the mill race will require a G.P. 7 permit.

Mike Flannagan thanked First Quality for their continued investments in Clinton County and noted the significance of this project to add another paper machine to the facility.

Roger H. made a motion seconded by Reza L. to forward the above review comments to Castanea Township, First Quality, and Larson Design. The motion passed unanimously. Castanea's Engineer will need to review the storm water design to ensure it meets Castanea's storm water ordinance

### OTHER BUSINESS

Jim Maguire stated that the map had been revised based on the CCPC April review comments and flood maps that he presented to the board. The Township Supervisors held a public hearing May 15<sup>th</sup> to discuss the proposal. Jim stated that the Wayne Township Planning Commission approved of the revisions. Tim explained that Wayne Township scheduled another public hearing for June 19<sup>th</sup> one day before our next meeting and that the timing met the requirements of the MPC to provide the CCPC with 30 prior notice. Because of this schedule, if the CCPC wants additional comments to be on record for the June hearing we need to comment either at tonight's meeting or schedule a special meeting.

After discussion Roger H. made a motion, Seconded by Melvin C. to recommend to Wayne Township that the revised map addressed our earlier comments and that we have no problem with the current proposal. The vote was unanimous, with Dave Calhoun abstaining from the discussion and the vote.

### ADJOURNMENT

Melvin C. made a motion, seconded by ~~Tom C.~~ to adjourn at 7:50. The motion was approved unanimously.

Roger H.  

**CLINTON COUNTY PLANNING COMMISSION**  
**June 20, 2017 Meeting Minutes**

**PRESENT:** Dave Calhoun, Larry Sheats, Reza Lotfi, Thomas Campbell, John Dotterer, Roger Hoy, Richard C. Bownam III, Melvin Coakley

**ABSENT:** Terry Murty

**PLANNING STAFF:** Tim Holladay, Director, Kate de Silva, Assistant Director, Greg Smith, Community Planner

**GUESTS:** Commissioner Paul Conklin, Commissioner Pete Smeltz, Anne Holladay, Allison Holladay, Jim Runkle

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**Call to Order:** Dave C. called the meeting to order at 7:00 pm.

**Approval of Minutes:** Larry S. made a motion, seconded by Melvin C. to approve the May 16, 2017 meeting minutes with correction noted that Roger H. seconded the motion to adjourn, not Tom C. The motion carried unanimously.

**Staff Reports:** Tim reported on the interview process to hire a grants administrator. Katie reported that Leah Mothersbaugh was hired, she starts July 3; the baseline ground water testing project is well underway with testing half completed; CDBG projects in Renovo are proceeding; Greg reported on several park and trail projects and his site visit to Gallagher Township for design work on a potential new park. He is also will be attending a DCNR gypsy moth workshop that will identify infested areas, and give the program guidelines and costs to participate.

**Public Comment:** None.

**Old Business:** None.

**New Business:**

- 1. Land development plans for the Avis Travel Plaza in Pine Creek Township.** Plans were received for County review May 25, 2017, from Robert Myers of Hawbaker Engineering, on behalf of Liberty Truckstop, Inc. of New Milford, PA. The project lies on Parcel 28-14555 at 3163 Woodward Avenue (PA 150). The site is subject to Pine Creek Township SALDO and Zoning ordinances. Our review occurs *after* PCT Planning Commission (May 31) and after the PCT Supervisors (June 7).

The project is to partially demolish an existing commercial building and renovate it as a travel service plaza with diesel and gasoline fueling stations, a convenience store, and a fast food restaurant. Eastbound turning lane improvements will be made at the corner of Woodward Avenue and Carl Kephart Boulevard. The existing facility entrance/exit onto Carl Kephart Boulevard will be widened to two lanes. A second entrance/exit to the property will be added on Woodward Avenue. Zoning at this site is C-1 General

Commercial. The intended use is permitted and setbacks are appropriate. Review comments were:

- Traffic impact study was submitted to and approved by PennDOT on 4-14-17. A highway occupancy permit is pending — construction should not begin until this is in hand.
- The township should request and review a truck turning plan for movement within the site. Clearances for large vehicles appear very tight (especially if trucks enter via the Carl Kephart Boulevard side).
- Lighting is intensely bright beneath the fuel pump canopies. Lighting fixtures should be fully shielded so glare will not impact driving visibility on adjacent public roads, or negatively affect neighboring parcels.
- Planned parking is 49 passenger and 13 truck spaces. Zoning calls for 59 spaces (32 for restaurant and 27 for gas station) plus one for each employee on the largest shift.
- The Township engineer should review the stormwater design for conformance to the local ordinance.

Tom C. made a motion, seconded by Melvin C., to forward the above comments and recommendations to Pine Creek Township. The motion was approved unanimously.

2. **Greene Township Zoning Map Amendment.** In a letter dated June 13, 2017, Greene Township solicitor Paul D. Welch, Jr. requested review comments for a proposed Zoning map change. The proposal is to change a 44 acre parcel that is currently zoned R-1 and Agricultural/Conservation to Industrial. The property adjoins an existing Industrial zone on the South side of Rt. 880, but also includes 37 acres North of Rt. 880. Expanding the Industrial Zone to the North side of Rt. 880 should be discussed. Members weighed the positive of industrial expansion versus the negative of reducing Agricultural activity, and the 2014 rezoning done in the same general area.

Larry D. made a motion, seconded by Reza L. to provide the following review comments to the Greene Township Supervisors:

- Though the proposal would deduct 37 acres of currently farmed land (north of 880) from the Agricultural/Conservation use, which could be viewed as a negative, there is equal value in concentrating industrial uses in this area of the township. Since your most recent rezoning did deduct some industrial uses from other areas, this achieved a good balance.
- Please refer to our previous comments on this zoning area, made by letter of February 19, 2014. We stand by our recommendation that all parcels currently in industrial use on the Nicholas Packing property, including 03-01- 0036D and 03-01-0036-L03, should be re-zoned Industrial.

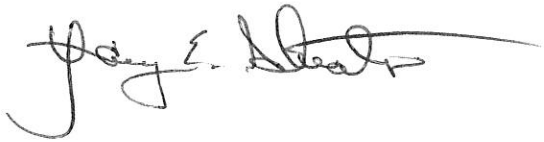
The motion passed unanimously.

#### **Other Business:**

1. The board agreed to move the August meeting to August 22, and instructed Katie to post the required public notice for the change.

2. Katie gave the board a quick update on the Firestone campground issues.
3. There was a farewell party for Tim Holladay, retiring Planning Director.

**Adjournment:** Melvin C. made a motion, seconded by Tom C. to adjourn at 7:40. The motion was approved unanimously.

A handwritten signature in black ink, appearing to read "Jay E. Hear". The signature is written in a cursive style with a long horizontal flourish extending to the right.



**CLINTON COUNTY PLANNING COMMISSION**  
**July 18, 2017 Meeting Minutes**

**PRESENT:** Dave Calhoun, Larry Sheats, Terry Murty, Thomas Campbell, John Dotterer, Richard C. Bowman III

**ABSENT:** Reza Lotfi, Melvin Coakley, Roger Hoy

**PLANNING STAFF:** Kate de Silva, Director, Leah Mothersbaugh, Grants Administrator, Greg Smith, Community Planner

**GUESTS:** Commissioner Pete Smeltz

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**Call to Order:** Terry M. called the meeting to order at 7:00 pm.

**Approval of Minutes:** Dave C. made a motion, seconded by Tom C. to approve the June 20, 2017 meeting minutes as submitted. The motion carried unanimously.

**Staff Reports:** Katie D. reported on the progress of the trial public bus service to connect Lock Haven with Jersey Shore and Williamsport. She recounted her activities on the PA Wilds Planning Team and various other activities associated with training for her new position. Greg S. reported on the Wayne Township Community Park and rail-to-trail construction progress, the South Renovo pavilion construction, and the status of the Gypsy Moth program. Leah M. introduced herself and reported on her first two weeks as grants administrator, which included meetings with agencies and ongoing grant activities.

**Public Comment:** Tom C. inquired about a surprise “extra” invoice received on the 2014 CDBG project for the demolition work on Ontario Avenue in Renovo. Katie promised to check into it.

**Old Business:** None.

**New Business:**

**1. Mill Hall Borough Zoning Ordinance Amendment.**

A June 30, 2017 letter was received from Attorney Paul D. Welch, Jr. requesting review of a proposed amendment to the Mill Hall Borough Zoning Ordinance. The amendment would allow communications antennas, towers and equipment as a Conditional Use in C-1, C-2, and I districts. The Planning Commission’s review comments were:

- a) Minor editorial comments as shown in the markup for SECTION 4, 27-519 para. 1, subparas. (D)(1)(a) and (c), and para. 1, subpara. (E)(1).
- b) The 1:1 setback-to-height ratio given 27-519 paragraph 1, part (D)(1)(e) may make it difficult to find locations for towers in the zoning districts where they will be permitted, particularly in the case of towers mounted on existing buildings or for

180-foot (maximum height) freestanding towers. Since this is intended as a conditional use anyway, an alternative to the 1:1 height-to-setback ratio on parcels that are too small to meet setback, could be that the tower owner be asked to obtain easements from the surrounding property owners to secure the needed safety distance.

- c) In SECTION 5, the definition of PUBLIC USES has been amended to exclude communications towers, antennas, and/or equipment buildings, but these items should be separately defined in the definitions section.

## 2. Woodward Township Zoning Ordinance Amendment.

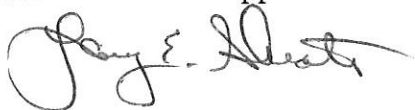
A June 14, 2017 letter was received from Attorney Robert D. O'Connor, Jr. requesting review of a proposed amendment to the Woodward Township Zoning Ordinance. The amendment would effect compliance with the Agricultural Communities and Rural Environment (ACRE) Law. Dave C. made a motion to refer the following comments to Woodward Township. The motion was seconded by Larry S. and was approved unanimously.

- a) Your changes to the Ordinance tables of uses will generate corresponding changes to the Agricultural Use section of Appendix A, Table of Uses, p. A-2. It is important to update this as well, because so many developers use the Appendix as their first reference point.
- b) You made changes to the Land Cultivation permitted use category in most zoning districts where it occurred, except for the O/R district (Section 409). Was this intentional?
- c) We have been advised that when a local zoning ordinance uses a definition, that definition must agree word for word with the MPC definition, if the MPC has defined that word. Your definition of Agricultural Operation differs slightly from the MPC (Jan. 18, 2017 edition) definition.
- d) There are minor editorial corrections included as marked.

**Other Business:** The board confirmed to move the August meeting from August 15 to August 22, and instructed Katie to post the required public notice for the change.

**Correspondence:** The board briefly discussed the Sewage Planning Violation Notice received by the Loganton Borough Council regarding the Sugar Valley Charter School. They requested that Katie contact Bill Bailey of DEP and determine whether the issue was resolved, and why the school relies on an on-lot system rather than public sewer service.

**Adjournment:** Dave C. made a motion to adjourn at 7:42, which was seconded by Tom C. The motion was approved unanimously.



**CLINTON COUNTY PLANNING COMMISSION**  
**August 22, 2017 Meeting Minutes**

**PRESENT:** Larry Sheats, Terry Murty, John Dotterer, Richard C. Bowman III, Roger Hoy, Reza Lotfi

**ABSENT:** Melvin Coakley, Roger Hoy, Dave Calhoun

**PLANNING STAFF:** Kate de Silva, Director, Leah Mothersbaugh, Grants Administrator, Greg Smith, Community Planner

**GUESTS:** Commissioner Paul Conklin, Roni Jones, Jeremy Jones, Greg Werts

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**Call to Order:** Terry M. called the meeting to order at 7:00 pm.

**Approval of Minutes:** Larry S. made a motion, seconded by John D. to approve the June 20, 2017 meeting minutes as submitted. The motion carried unanimously.

**Staff Reports:** Katie D. reported on the SEDA-COG monthly meeting and the inaugural Susquehanna Bicycle Pedestrian committee meeting, and updated the commission on the progress of the Natural Gas Cooperative. She is reviewing a draft of Wayne Township's comprehensive plan, and researching Planning Department costs and zoning hearing board procedures. Greg S. reported on progress at Wayne Township Community Park, the Rail Trail project, and an accessibility project for Chapman Township, among others. Leah M. reported on CDBG and other grants. The Renovo 5<sup>th</sup> Street boat launch project is under way, with John Nastase Construction as contractor. The CDBG 2016 project should be ready to begin by mid-October. Leah received eight applications for CDBG 2018, one was ineligible.

**Public Comment:** None received.

**Old Business:** None

**New Business:**

**Farwell Mobile Home Park development plans.** The commission reviewed the plans submitted by Frank Green and Jeremy Jones. Present for the discussion were Chapman Township Supervisor Greg Werts, Chapman Township Zoning Officer Donna Poletto, and Jeremy and Roni Jones representing the project. There was discussion about whether a single private well would have capacity for 10 trailers plus one home. The Commission said it was not a concern as long as the plan was to hook to public water once the new Chapman Twp/Renovo Boro water system merger and line upgrades took place. The developer has received permission from Tim Conaway at PennDOT to seek a minimum use driveway permit for the entrance road. Jeremy Jones stated that the easement lines for UGI underground gas lines shown on the drawing will change, because UGI plans to abandon one line of concern to the commission during its upcoming upgrade.

**John D. moved, and Larry S. seconded, to approve the development plans, and empower the Planning Director to sign them, after the following documentation has been submitted to the Planning Department:**

1. The Clinton County Conservation District's approval of the E&S Plan.
2. Proof that a minimum use driveway permit request has been submitted to PennDOT.

**The motion passed unanimously.**

**Other Business:** The Planning Commission discussed the need to update the Clinton County Subdivision and Land Development Ordinance (SALDO) and agreed to embark upon an update starting with the September meeting.

**Adjournment:** Roger H. moved, and Reza L. seconded a motion for adjournment at 7:40 pm. All were in favor.



# APPROVAL OF MINUTES

## CLINTON COUNTY PLANNING COMMISSION September 19, 2017 Meeting Minutes

*Correction*

**PRESENT:** Larry Sheats, Terry Murty, John Dotterer, Richard C. Bowman III, Roger Hoy, Reza Lotfi, Dave Calhoun, *Melvin Coukley*

**ABSENT:** Tom Campbell, Roger Hoy

**PLANNING STAFF:** Kate de Silva, Director, Leah Mothersbaugh, Grants Administrator, Greg Smith, Community Planner

**GUESTS:** Commissioner Pete Smeltz, Mike Flanagan, Brian F. Miller, Britt Bassett, Wendy Stiver

\*\*\*\*\*

**Call to Order:** Terry M. called the meeting to order at 7:00 pm.

**Approval of Minutes:** Dave C. made a motion, seconded by Larry S. to approve the August 22, 2017 meeting minutes as submitted. The motion carried unanimously.

**Staff Reports:** Katie D. reported on the Penndot TAP Grant process for the Rail Trail request, her new duties with the Economic Partnership Operating and Transportation Committees, a conference of Flood Plain Administrators, and the activities of the local Emergency Planning Committee. Greg S. reported on progress at Wayne Township Community Park, the Rail Trail project, and the completion of the South Renovo pavilion, among others. Leah M. reported on CDBG 2016 projects that were nearing their environmental review clearances and the progress of ESG, PHARE, and CDBG applications she is working on. New in the ESG grant is a Housing Locator position. The request will be \$300,000 with 3.75% admin.

**Public Comment:** See Nicholas Meats below

**Old Business:** None

**New Business:**

### **Nicholas Meats Northeast Parking Area Land Development, Greene Township**

Plans were discussed for the parking lot extension design for Nicholas Meats, LLC of 508 East Valley Road, Loganton. The project lies on Parcel 13-6310-35, at 619 East Valley Road. Britt Bassett of Bassett Engineering and Brian L. Miller presented the project.

Bassett and Miller reported that they have received preliminary feedback from the Conservation District and DEP regarding the E&S plan and the updated NPDES permit.

They said their existing 2000-gal septic tank and field is approved to continue, but they must still apply to Greene Township for a permit for a holding tank for domestic sewage for the plant (not the production waste products). They are permitted to pump a maximum 300 gpd to the drain field. The agreement with the Lock Haven Sewer Authority for sewage disposal is in hand. (They are permitted for 920 gpd.)

They said they intend to create seven handicapped spaces to meet the requirement of one handicapped space per every 25 regular spaces. The handicapped spaces will be located nearest the main office portion of the plant.

They said the Highway Occupancy Permit request has been submitted to Penndot, and is considered a minimum-use driveway.

Comments and Questions: Clinton County Economic Partnership Director Mike Flanagan commented that the Partnership appreciates the efforts of Nicholas to grow their business in our County, and the significant investments that they have made in Greene Township.

Commissioner Smeltz asked whether the proposed 850,000 gal digester project would eliminate odors issuing from the plant, and Brian Miller answered there would be a great reduction, if not full elimination. This digester will accommodate manure, paunch manure, blood, and shop floor runoff, to convert these items to gases that will be harnessed to power some of the plant's electrical needs.

Dave C. moved, and Rick B. seconded, a motion to provide the following review comments to the Greene Township Planning Commission. All were in favor and the motion carried.

1. The developer should provide the recommended handicapped spaces as discussed.
2. The developer should obtain the sewage holding tank permit as discussed.
3. The Conservation District and DEP approvals should be in hand before construction begins.
4. For purposes of Penndot's Highway Occupancy Permit review, the potential interaction between horse-drawn buggies, bicyclists and pedestrians at and near the driveway access points should be noted, since these plans represent a 50% increase in truck traffic.

### **Byler Tobacco Barn Land Development, Lamar Township**

The Commission discussed tobacco barn plans submitted by Charlie Axtman of Axtman Engineering on behalf of Mervin Byler of 1481 East End Mountain Road, Mill Hall. The project lies on Parcel 17-8075, at 150 Byler Hill Lane.

Melvin C. moved, and Larry S. seconded, a motion to forward the following review comments to Lamar Township. All were in favor and the motion carried.

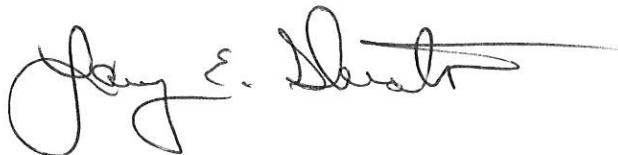
1. The property address should be corrected to 150 Byler Hill Lane on the plans, and reference to Union County on page 1 should be corrected to Clinton County.



2. Lamar Township SALDO calls for a 15 foot driveway for non-residential uses. The proposed driveway is only 10 feet wide.
3. The proposed driveway will run on a 30 foot easement through an abutting parcel, granted by Adam and Katie Byler, instead of along the "flag" portion of the lot being developed. This, while legally permissible, defeats the purpose of the Lamar Township SALDO requirement that all lots have frontage on a public road.
4. The submitter states the disturbed area will be .98 acres. The erosion and sedimentation control plan review by the Conservation District should be completed and approved before the plans are approved.

**Other Business:** Katie D. requested that the SALDO update discussion be postponed for a few months, so she has adequate time for research and training.

**Adjournment:** Dave C. moved, and Melvin C. seconded a motion for adjournment at 7:40 pm. All were in favor.

A handwritten signature in black ink, appearing to read "Jay E. Smith". The signature is written in a cursive style with a long horizontal flourish extending to the right.



# APPROVAL OF MINUTES

## CLINTON COUNTY PLANNING COMMISSION

### October 17, 2017 Meeting Minutes

**PRESENT:** Larry Sheats, Terry Murty, John Dotterer, Richard C. Bowman III, Roger Hoy, Reza Lotfi, Dave Calhoun, Melvin Coakley, Tom Campbell

**ABSENT:** None

**PLANNING STAFF:** Kate de Silva, Director, Leah Mothersbaugh, Grants Administrator

**GUESTS:** Commissioner Pete Smeltz, Mike Flanagan, Kevin Lucas, Taylor Gribbin, Kevin Ryan, Lindsey Blackstone, Sarah Paez, Justin Miller, Derek Rice

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**Call to Order:** Terry M. called the meeting to order at 7:00 pm.

**Approval of Minutes:** Dave C. noted a correction to the minutes of September 19, 2017 to record the attendance of Melvin Coakley at the meeting. He then made a motion, seconded by Larry S., to approve the minutes as corrected. The motion carried unanimously.

**Staff Reports:** Katie D. reported on progress of the rail trail application to Penndot TAP; a Penndot tour of municipal-owned bridges needing betterment and repair; various regional meetings attended, and the Planning Department 2018 budget. She mentioned Greg Smith worked on the Rail Trail, an accessibility project for Chapman Township, and a community park project for Colebrook Township. Leah reported on the progress of CDBG, ESG, PHARE, PHMC and HOME grants she is managing. She noted that as of October 23, she will assume the duties of Acting Director of Elections and Voter Registration for Clinton County.

**Public Comment:** See below under New Business, Croda Land Development.

**Old Business:** SALDO update. Katie S. reported on a letter sent from the Planning office to all 15 municipalities covered under the County SALDO, regarding the coming SALDO update process. She noted that some municipalities do not seem aware that zoning and land development approvals are two different processes, and that development plans must be submitted to the county for approval.

#### **New Business:**

#### **Croda, Inc. SRO Production Capacity Expansion Land Development Plan - Bald Eagle Township**

Taylor Gribbin and Lindsey Blackstone of Ford, Bacon & Davis, LLC of Greenville, SC and Kevin Lucas, Derek Rice and Kevin Ryan of Croda, Inc. presented the company's plans for a plant expansion at 8 Croda Way in Bald Eagle Township.

Mr. Gribbin stated that the project is a phased \$35M expansion of Super Refined Oil (SRO) refining capacity at the existing plant, with allowance for additional future expansion. This phase includes infrastructure, utilities, and construction of two columns identical to the existing ones on the existing truck trailer parking lot, with construction of a new truck trailer parking lot. Some demolition of existing features will be necessary.

The site meets Bald Eagle Township SALDO and Zoning ordinances. Public water and sewer are available. The new parking lot will lie within a FEMA 100-year flood zone, but is elevated 9 feet higher and contains no structures. All proposed new structures are outside any flood zone. The total land disturbance is 1.809 acres, so an NPDES permit will be necessary. An E&S Plan was submitted to the Conservation District on October 12, and an air quality plan was submitted to DEP on September 15.

Mr. Gribbin handed out some replacement pages to what was submitted on October 11. These are made a part of these minutes. He described the physical layout of the new features and noted the following:

Truck traffic around the site is one way. The truck parking lot will also serve as a stormwater retention area, and stormwater collected here will be directed to the water treatment plant, to ensure no contaminants reach the ground. Runoff from outside the active plant area will be directed to the existing retention basin. He assured the Commission that the truck parking area is already elevated above the flood plain and no additional contouring is necessary in that area.

Kevin Lucas indicated that Croda hopes to start construction in 2018, and have the expansion mechanically complete by May 2019, which seemed an aggressive schedule to the Commission.

Public Comment: Mike Flanagan of the Clinton County Economic Partnership thanked Croda for their continued investment in our area.

**Dave C. moved, and Roger H. seconded, a motion to provide favorable comments to Bald Eagle Township, as follows:** The project is acceptable as submitted, with the following conditions:

1. Written proof of public water and sewage capacity should be obtained before township approval.
2. The NPDES and Air Quality permits should be obtained before township approval.
3. Conservation District approval of the proposed erosion and sedimentation controls should be obtained before construction begins.

All were in favor and the motion carried.

### **Bald Eagle Township Zoning Map Amendment**

In a letter dated October 5, 2017, Bald Eagle Township solicitor Lee H. Roberts requested review comments for a proposed zoning map change for Parcel No. 3-29669 at 2332 Eagle Valley Road, Mill Hall. The 51.99-acre is owned by William Edwards and is currently zoned Agricultural (Ag). The proposal is to rezone it as Commercial (C).

After discussion of the requirements of the Agricultural Security law governing this parcel, which was placed into Agricultural Security by its former owner Scott Heckman in March 2017, **Melvin H. moved, and Tom C. seconded, a motion to send the following review comments to Bald Eagle Township Zoning Hearing Board:**

*forgot to paste them in - see letter p. 25*

#### **Bald Eagle Township Zoning Ordinance Amendment**

In a letter dated October 5, 2017, Bald Eagle Township solicitor Lee H. Roberts requested review comments for a proposed amendment to Section 602(C) of the township's 2010 zoning ordinance. The Supervisors will consider the amendment for adoption at a public meeting on November 27, 2017.

Part 6 of the ordinance covers Supplementary Lot Regulations and Section 602 covers General Lot Requirements. These requirements apply to all zoning districts in the Township.

The amendment adds a 50-foot right of way requirement to the existing document.

The Planning Commission was in full agreement with the change and **Larry S. moved and Dave C. seconded, a motion to refer favorable comments to the Township on the ordinance amendment as written.** All were in favor and the motion carried.

#### **Crawford Township Land Development Plan – Moses Stoltzfus Commercial Building and Grounds**

Plans were received September 25, 2017 for County review from Dennis Norman of Norman Engineered Designs, LLC, Avis, on behalf of Moses Stoltzfus of 115 Groupe Road, Jersey Shore. Justin Miller presented the project on behalf of the owner and consultant. The project is to build an Amish shed manufactory and retail center at that address. The site is subject to the Clinton County SALDO and the Crawford Township Zoning Ordinance. It lies on parcel 9-4569 and is zoned Agricultural.

The project involves constructing a 7200 sq ft workshop and numerous outbuildings, with a total land disturbance of more than 7 acres. Much of this project was constructed on the strength of a zoning permit and a Certificate of Occupancy is in hand for the workshop. Construction on the remaining structures was halted when it was realized the use did not meet zoning, and while other permits were sought. Sewage planning approval was obtained from DEP on June 20, 2017, but no sewage permit has yet been issued. A September 30, 2017 Special Exception hearing granted a light industrial use in the Agricultural District. The project meets area and bulk requirements for the district.

After Mr. Miller's presentation of the project history, layout and post-construction stormwater design, there was discussion on how the Township, County and State policies and procedures had been overlooked through this development process. The Commission had no issues with the plans as presented by Mr. Miller.

Rick B. commented that an on-lot septic system would be preferable over a holding tank, since Crawford Township seems not to have the capacity to monitor and enforce tank

pumping and disposal. Katie S. noted that the DEP planning review stated "this development contains marginal conditions for onlot sewage disposal."

Melvin C. moved, and Dave C. seconded, a motion to forward the following review comments to the Township:

- Erosion and Sedimentation Plan approval should be obtained from the Clinton County Conservation District prior to any further construction.
- NPDES Plan approval should be obtained from DEP prior to any further construction.
- A sewage facilities permit should be obtained from DEP in accordance with instructions in the DEP letter of June 20, 2017.
- It appears much of this project was constructed on the strength of a zoning permit. The Zoning Officer should ensure that not only Crawford's Zoning Ordinance, but also the County's Subdivision and Land Development Ordinance, and state laws and procedures are observed for all land developments. It should be made clear to applicants that a zoning permit does not authorize:
  - any construction intended for human occupancy, or
  - any land development involving a non-residential building of more than 2000 square feet, or involving two or more non-residential buildings.
- All subdivisions and land developments must be submitted to the Clinton County Planning Office for review.

**Other Business:** None

**Adjournment:** Tom C. moved, and Roger H. seconded a motion for adjournment at 8:15 pm. All were in favor.

A handwritten signature in black ink, appearing to read "James A. Heath". The signature is written in a cursive, flowing style.



Clinton County Planning Department  
232 East Main Street, Third Floor  
Lock Haven, PA 17745  
Phone: (570) 893-4080  
Fax: (570) 893-4122

## CORRESPONDENCE



**PLANNING STAFF**  
*Director: Timothy L. Holladay*  
*Assistant Director: Kate de Silva*  
*Community Planner: Gregory T. Smith*

October 20, 2017

Bald Eagle Township Supervisors  
Attn: Secretary Marissa Morgan  
12 Fairpoint Road  
Mill Hall, PA 17751

Dear Supervisors:

On behalf of the Clinton County Planning Commission, thank you for the opportunity to review your proposed zoning map change for parcel 3-29969 at 2332 Eagle Valley Road, Mill Hall, received by us from Solicitor Lee H. Roberts on October 5, 2017. The proposal is to change 51.99 acres currently zoned Agricultural to Commercial.

The Planning Commission discussed the proposal at their meeting of October 17, 2017, and noted that the parcel had been made part of an Agricultural Security Area by its previous owners, Scott and Melinda Heckman, since July 26, 2011. They also noted that there was a deed restriction on the parcel. They had the following review comments:

1. The Township Supervisors should review their Agricultural Security Area documentation to ensure this change is allowed under that law.
2. If there is a use change intended to follow the zoning change, the sewage disposal planning should be completed before the new use is permitted.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Katherine de Silva".

Katherine de Silva  
Planning Director  
kdesilva@clintoncountypa.com

✓ Cc: Lee H. Roberts  
Clinton County Planning Commission

