

**REORGANIZATION MEETING MINUTES
JANUARY 17, 2013**

The annual reorganization meeting of the Eldred Township Planning Commission was held on January 17, 2013 at 7:30 p.m. in the Eldred Township Municipal Building.

In Attendance: Philip Marano, Charles Phillips, Mark Green, Richard Furler and Archie Craig, members; Daniel Lyons, solicitor; Gretchen Gannon Pettit, recording secretary.

In absentia: Helen Mackes and Bruce George, members; Chad Peters, engineer.

Meeting Called To Order

Vice-President Philip Marano called the meeting to order at 7:30 p.m.

Appointments

Temporary Chairman: Gretchen Gannon Pettit was appointed Temporary Chairman.

Chairman: Motion for Helen Mackes by Charles Phillips, second by Philip Marano. The motion was unanimously approved.

Vice-Chairman: Motion for Philip Marano by Charles Phillips, second by Archie Craig. The motion was unanimously approved.

Secretary: Motion for Charles Phillips by Philip Marano, second by Richard Furler. The motion was unanimously approved.

Meeting Dates and Times

Motion for the meeting to be held on the third Thursday of the month at 7:30 p.m. at the Eldred Township Municipal Building by Philip Marano, second by Mark Green. The motion was unanimously approved.

Adjournment

Archie Craig made a motion to adjourn the meeting, Charles Phillips made a second to the motion, and the motion was unanimously approved at 7:35.

Respectfully Submitted,

Gretchen Gannon Pettit
Recording Secretary

CC: Eldred Township Board of Supervisors; Monroe County Planning Commission; Solicitor Daniel Lyons; Solicitor Michael Kaspszyk; Engineer Chad Peters; Engineer Brien Kocher; SEO Jacob Schray; Zoning Officer Ellerslie Helm.

**PLANNING COMMISSION MINUTES
JANUARY 17, 2013**

The monthly meeting of the Eldred Township Planning Commission was held on January 17, 2013 at 7:35 p.m. in the Eldred Township Municipal Building.

In Attendance: Philip Marano, Charles Phillips, Mark Green, Richard Furler and Archie Craig, members; Daniel Lyons, solicitor; Gretchen Gannon Pettit, recording secretary.

In absentia: Helen Mackes and Bruce George, members; Chad Peters, engineer.

Meeting Called To Order Vice-Chairperson Philip Marano called the meeting to order at 7:35 p.m.

Approval of December 20, 2012 Minutes Archie Craig made a motion to approve the December 20, 2012 minutes, seconded by Charles Phillips, and the motion carried with a unanimous vote.

Public Comments There were no public comments.

New Business

Gretchen Gannon Pettit presented Sketch 3 of the Mock Park Plan that had been recommended by the Mock Park Committee. A formal Land Development Plan will be presented soon.

Old Business

Subdivision of Lands of Gower Estates, LLC., East of PA SR 3001 & South of Buckwha Creek

Ricky L. Gower, Owner; Surveyor: Robert G. Beers; Expiration Date: July 15, 2013

9/29/08: Plan Submitted; 10/16/08: Accepted for Review; Twp. Fees paid: \$400.

No one was present for this plan. Mark Green made a motion to table the plan, Richard Furler made a second to the motion, and the motion was approved.

Other There was no other business.

Public Comments There were no public comments.

Adjournment Mark Green made a motion to adjourn the meeting, Charles Phillips made a second to the motion, and the motion was approved at 7:40 pm.

Respectfully Submitted,

Gretchen Gannon Pettit

Recording Secretary

CC: Eldred Township Board of Supervisors; Monroe County Planning Commission; Solicitor Daniel Lyons; Solicitor Michael Kaspszyk; Engineer Chad Peters; Engineer Brien Kocher; SEO Jacob Schray; Zoning Officer Ellerslie Helm.

**PLANNING COMMISSION MINUTES
FEBRUARY 21, 2013**

The monthly meeting of the Eldred Township Planning Commission was held on February 21, 2013 at 7:30 p.m. in the Eldred Township Municipal Building.

In Attendance: Helen Mackes, Philip Marano, Charles Phillips, Mark Green, Bruce George, and Archie Craig, members; Daniel Lyons, solicitor; Gretchen Gannon Pettit, recording secretary.

In absentia: Richard Furler, member; Chad Peters, engineer.

Meeting Called To Order Chairperson Helen Mackes called the meeting to order at 7:30 p.m.

Approval of January 17, 2013 Reorganization Minutes Archie Craig made a motion to approve the January 17, 2013 Reorganization minutes, seconded by Bruce George, and the motion carried with a unanimous vote.

Approval of January 17, 2013 Regular PC Minutes Mark Green made a motion to approve the January 17, 2013 regular planning minutes, seconded by Charles Phillips, and the motion carried with a unanimous vote.

Public Comments There were no public comments.

New Business

- A. Floodplain Ordinance** A rough draft of the new Flood plain ordinance has not been completed yet by Hanover engineers for review.
- B. Mock Park Sketch** Questions and comments should be brought to the next PC meeting for discussion with Randall Wright and the formal Land Development Plan will be submitted to alternate engineer Russ Kresge for review, when prepared.

Old Business

Subdivision of Lands of Gower Estates, LLC., East of PA SR 3001 & South of Buckwha Creek

Ricky L. Gower, Owner; Surveyor: Robert G. Beers; Expiration Date: July 15, 2013

9/29/08: Plan Submitted; 10/16/08: Accepted for Review; Twp. Fees paid: \$400.

No one was present for this plan. Phil Marano made a motion to table the plan, Charles Phillips made a second to the motion, and the motion was approved unanimously.

Other Emily Borger and her father, Dwayne, were present to work on a school assignment.

Public Comments There were no public comments.

Adjournment Mark Green made a motion to adjourn the meeting, Phil Marano made a second to the motion, and the motion was approved at 7:47 pm.

Respectfully Submitted,

Gretchen Gannon Pettit

Recording Secretary

CC: Eldred Township Board of Supervisors; Monroe County Planning Commission; Solicitor Daniel Lyons; Solicitor Michael Kaspszyk; Engineer Chad Peters; Engineer Brien Kocher; SEO Jacob Schray; Zoning Officer Ellerslie Helm.

**PLANNING COMMISSION MINUTES
MARCH 21, 2013**

The monthly meeting of the Eldred Township Planning Commission was held on March 21, 2013 at 7:30 p.m. in the Eldred Township Municipal Building.

In Attendance: Helen Mackes, Charles Phillips, Mark Green, Bruce George, and Archie Craig, members; Daniel Lyons, solicitor; Chad Peters, engineer; Gretchen Gannon Pettit, recording secretary.

In absentia: Philip Marano and Richard Furler, members.

Meeting Called To Order Chairperson Helen Mackes called the meeting to order at 7:30 p.m.

Approval of February 21, 2013 Minutes Archie Craig made a motion to approve the February 21, 2013 minutes, seconded by Mark Green, and a unanimous vote approved the minutes.

Public Comments There were no public comments.

New Business

A. Mock Park Land Development Plan A motion to accept the plans for review was made by Charles Phillips, seconded by Bruce George. The 90 day review period begins March 21, 2013 with unanimous board approval. Randy Wright was present to explain the Park Plan. The Plan was presented as one (1) Land Development Plan, therefore future phases need not go back to the Planning Commission for approval as developed. Deed restrictions on the property prevent any pavement so the access drive will be gravel, with a small amount of paving at the gate entrance and Church Road, to improve accessibility and safety. There will be three (3) seepage beds to collect stormwater. Chairperson Helen Mackes asked that an incorrect road name on the plan be corrected from "Country View Lane" to the proper "AFD Lane". There was some concern about the buffer space. Mr. Wright explained some waivers to be approved:

1. A 500 foot perimeter around active project area to be surveyed and examined, not the entire 50 plus acres of the Park.
2. Cornerstones will be set at the 500 foot perimeter only.
3. The buffer zones will consist of clusters of canopy, ornamental, and evergreen trees to create better buffers. The 1st half of the access drive will be cut into the slope, so buffering in that area will not be required, as the road will be below ground level and buffered by the drives banks.
4. A conditional use application will be prepared for the Supervisor's for permission to excavate on a slope more than 25%.

5. Site distance: from the South, based on a non-posted speed of 55 mph, 480 feet is required, with a small margin of 490 feet being available. From the North, there is plenty of site distance. A detailed chart is listed on the plan.

There was also some discussion as to the deed restriction of 3 acres to be used as active play area, and now an increase to 3 ½ acres of active play area, after the parking lot was moved to the other side of the tree row. A new deed or amendment will need to be considered when the extra play area is needed in the future. Dan Lyons offered that the ZHB special exception permission decision was based on the **use** of the property, and did not violate the ZHB order by adding an extra half acre. Sewage and water issues were discussed, with a port-a-potty being the main solution, when the park is in active use, during the spring, summer, fall months.

Old Business

Subdivision of Lands of Gower Estates, LLC., East of PA SR 3001 & South of Buckwha Creek

Ricky L. Gower, Owner; Surveyor: Robert G. Beers; Expiration Date: July 15, 2013

9/29/08: Plan Submitted; 10/16/08: Accepted for Review; Twp. Fees paid: \$400.

No one was present for this plan. Archie Craig made a motion to table the plan, Mark Green made a second to the motion, and the motion was approved unanimously.

Other The Floodplain Ordinance Draft arrived and was distributed to the PC members for review and comments for the next PC meeting. The comments will be forwarded to the Supervisors for their review prior to the May 1st deadline. FEMA changed some definitions and boundaries and a new ordinance must be adopted to continue flood insurance in the township. The township solicitor, Mike Kaspszyk will forward to other review bodies, Monroe County Planning and MCCD.

Public Comments There were no public comments.

Adjournment Mark Green made a motion to adjourn the meeting, Charles Phillips made a second to the motion, and the motion was approved at 8:22 pm.

Respectfully Submitted,

Gretchen Gannon Pettit

Recording Secretary

CC: Eldred Township Board of Supervisors; Monroe County Planning Commission; Solicitor Daniel Lyons; Solicitor Michael Kaspszyk; Engineer Chad Peters; Engineer Brien Kocher; SEO Jacob Schray; Zoning Officer Ellerslie Helm.

**PLANNING COMMISSION MINUTES
APRIL 18, 2013**

The monthly meeting of the Eldred Township Planning Commission was held on April 18, 2013 at 7:30 p.m. in the Eldred Township Municipal Building.

In Attendance: Helen Mackes, Charles Phillips, Bruce George, Archie Craig, Richard Furler, and Philip Marano, members; Daniel Lyons, solicitor; Chad Peters, engineer; Gretchen Gannon Pettit, recording secretary.

In absentia: Mark Green

Meeting Called To Order Chairperson Helen Mackes called the meeting to order at 7:30 p.m.

Approval of March 21, 2013 Minutes Archie Craig made a motion to approve the March 21, 2013 minutes, seconded by Charles Phillips, and a unanimous vote approved the minutes.

Public Comments There were no public comments.

New Business There was no new business

Old Business

Subdivision of Lands of Gower Estates, LLC., East of PA SR 3001 & South of Buckwha Creek

Ricky L. Gower, Owner; Surveyor: Robert G. Beers; Expiration Date: July 15, 2013
9/29/08: Plan Submitted; 10/16/08: Accepted for Review; Twp. Fees paid: \$400.

No one was present for this plan. Philip Marano made a motion to table the plan, Bruce George made a second to the motion, and the motion was approved unanimously.

Mock Park Land Development Plan

Eldred Township, Owner; Surveyor: Hanover Engineer; Expiration Date: June 20, 2013
3/8/2013: Plan submitted; 3/21/2013: Accepted for Review; Twp. Fees paid: Waived.

Hanover Engineering was present to represent the plan however waivers need to be approved and some improvements on the plan before any advancement with the Development Plan. Randy Wright and Russ Kresge met at the site to determine sight distance and since the road crew cleared brush, there is ample distance. Some notations need to be added to address sewage, water, emergency vehicles. The slope of the access road requires conditional use application for zoning and a waiver for saldo approval. Buffer plants will be extended on the north side, about 100', to buffer storm water management and screen the adjacent home owner. There was a motion from Philip Marano to table the plan, seconded by Charles Phillips. All were in favor and the motion was approved to table the plan.

Mock Park Conditional Use Application

Eldred Township, Owner; Surveyor: Hanover Engineer; Expiration Date June 8, 2013

4/8/2013: Plan submitted; 4/18/2013: Accepted for Review; Twp. Fees paid: Waived.

Under Zoning Ordinance Section 704, the conditional use application is under Supervisor's approval. The application is needed to cut the access drive for the Mock Park, disturbing a slope greater than 25%. Russ Kresge and Randy Wright concur that this plan is the least amount of disturbance for the project to be completed. There was a comment that a single family resident home would encounter the same issue, but single family dwellings are exempt from the conditional use application. Rich Furler asked about the depth of the cut which Randy said would be a maximum of 4-5 feet, not to exceed the 6' zoning ordinance. Bruce George questioned the slope of the drive, which would have a maximum slope of 13 ½%, an acceptable slope, with the saldo requirements being between 12 and 14%. According to the Planning Code, there is 60 days from application date for a public hearing on the application. Therefore, there should be a recommendation with any comments, to the Supervisors, tonight. Philip Marano made a motion to recommend approval of the Conditional Use Application for the Mock Park, to the Supervisor's, seconded by Bruce George.

Flood plain Ordinance Draft

After some discussion about the FEMA mandate to update municipal ordinances, due by May 2, 2013, Helen Mackes made a motion to recommend to the Supervisors to adopt the Flood plain Ordinance, as prepared. Philip Marano made a second to the motion, all agreed, and the motion was approved.

Other There was nothing.

Public Comments There were none.

Adjournment Richard Furler made a motion to adjourn, seconded by Archie Craig, and the meeting was unanimously adjourned at 8:28.

Respectfully Submitted,

Gretchen Gannon Pettit

Recording Secretary

CC: Eldred Township Board of Supervisors; Monroe County Planning Commission; Solicitor Daniel Lyons; Solicitor Michael Kaspszyk; Engineer Chad Peters; Engineer Brien Kocher; SEO Jacob Schray; Zoning Officer Ellerslie Helm.

**PLANNING COMMISSION MINUTES
MAY 16, 2013**

The monthly meeting of the Eldred Township Planning Commission was held on May 16, 2013 at 7:30 p.m. in the Eldred Township Municipal Building.

In Attendance: Helen Mackes, Charles Phillips, Bruce George, Archie Craig, Richard Furler, Mark Green, and Philip Marano, members; Daniel Lyons, solicitor; Chad Peters, engineer; Gretchen Gannon Pettit, recording secretary.

Meeting Called To Order Chairperson Helen Mackes called the meeting to order at 7:30 p.m.

Approval of April 18, 2013 Minutes Philip Marano made a motion to approve the April 18, 2013 minutes, seconded by Archie Craig, and a unanimous vote approved the minutes.

Public Comments There were no public comments.

New Business

Zoning Ordinance Proposed Changes

Mr. Carson Helfrich from Community Planning & Management LLC was unable to attend. He will be attending the June 5, 2013 Supervisor's meeting to discuss the changes with any concerned Planning members. Dan Lyons inquired about a new Saldo. As of now, no rough draft had been submitted by the CJER committee for review. There was a typo on page 6 of the zoning ordinance draft. There are architectural standards being placed in saldo, questionable, concerned Dan Lyons.

Old Business

Subdivision of Lands of Gower Estates, LLC., East of PA SR 3001 & South of Buckwha Creek

Ricky L. Gower, Owner; Surveyor: Robert G. Beers; Expiration Date: July 15, 2013
9/29/08: Plan Submitted; 10/16/08: Accepted for Review; Twp. Fees paid: \$400.

No one was present for this plan. Philip Marano made a motion to table the plan, Richard Furler made a second to the motion, and the motion was approved unanimously.

Mock Park Land Development Plan

Eldred Township, Owner; Surveyor: Hanover Engineer; Expiration Date: June 20, 2013

3/8/2013: Plan submitted; 3/21/2013: Accepted for Review; Twp. Fees paid: Waived

Russ Kresge's review letter was discussed. Plans have been updated to satisfactory, all technical review comments met, outside agencies need to be completed. Copies of the RKR Hess and MCPC were missing. Copies made and distributed and discussed. No issues that we haven't discussed in the agency's review letter. The waiver requests were discussed. Philip Marano made a motion to recommend all four (4) waivers to the Supervisors, seconded by Charles Phillips. All other conditions are dependent upon outside agencies, so with the below listed conditions, Helen made a motion to recommend the approval of the Mock Park Land Development Plan, seconded by Archie Craig.

1. The 4 proposed waivers are approved by the Supervisors.
2. The conditional use is approved by the Supervisors.
3. The MCCD E&S plan is approved
4. The PA DEP (NPDES) permit is approved.
5. The MCPC approves the plan
6. The roadmaster issues a driveway permit
7. The Zoning Office determines that the relocation of the proposed parking area and vegetation will satisfy the ZHB requirement of a perimeter fence and there is an adequate number of parking spaces.

If the Land Development Plan and/or conditional use or waivers are not approved by the Supervisors, an extension will be needed.

Other There was nothing.

Public Comments There were none.

Adjournment Mark Green made a motion to adjourn, seconded by Bruce George, and the meeting was unanimously adjourned at 8:09.

Respectfully Submitted,

Gretchen Gannon Pettit

Recording Secretary

CC: Eldred Township Board of Supervisors; Monroe County Planning Commission; Solicitor Daniel Lyons; Solicitor Michael Kaspszyk; Engineer Chad Peters; Engineer Brien Kocher; SEO Jacob Schray; Zoning Officer Ellerslie Helm.