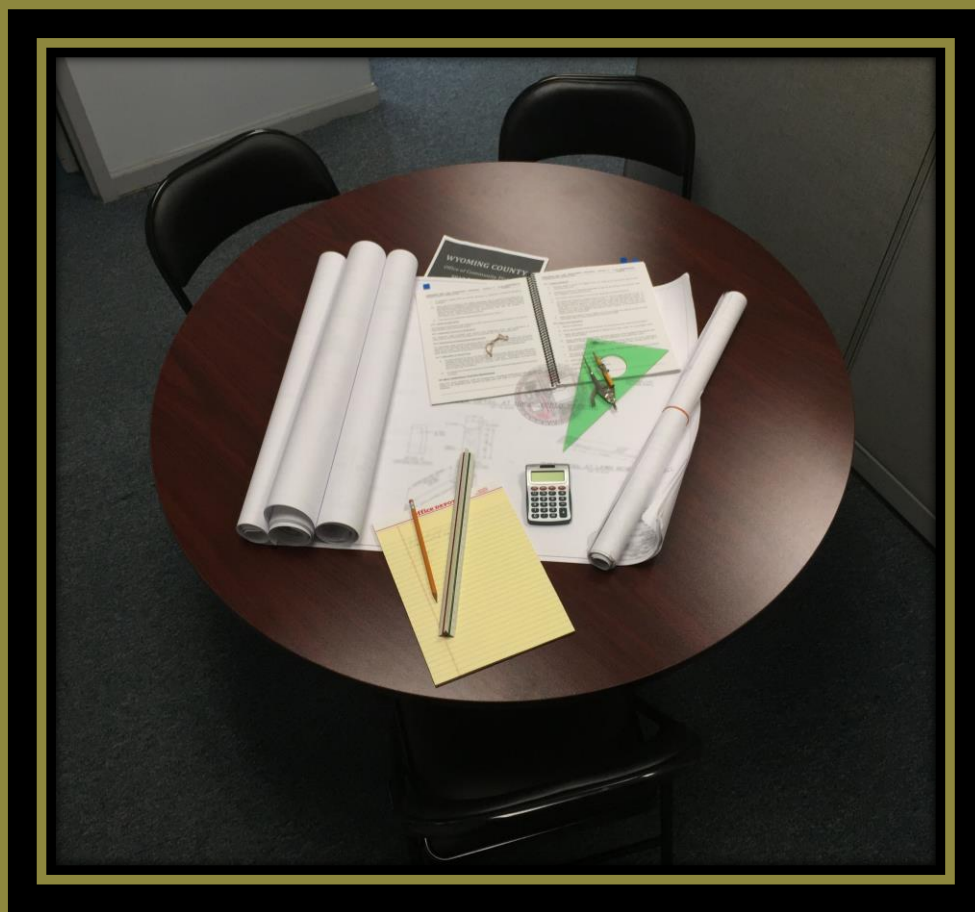


WYOMING COUNTY

Office of Community Planning

2014 Annual Report



Planning Commission Members

Walter Derhammer, Chairman

Jim Cappucci, Vice Chairman

Randy Ehrenzeller, Secretary

Glenn Shupp

Jon Howard

Dale Brown

Thomas Davis

Richard Fitzsimmons

Marta Kovacs Ruiz

OFFICE OF COMMUNITY PLANNING



PLANNING STAFF

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WYOMING COUNTY OFFICE OF COMMUNITY PLANNING

2014 ANNUAL REPORT

INTRODUCTION

The Planning Office was very busy throughout 2014. The department was able to hire a full-time Administrative Assistant in April which has been extremely helpful. Ms. Howells has been a true asset to the department and we look forward to working with her in 2015.

A very special thank you goes out to Glenn "Ace" Shupp and Thomas Davis for their service and dedication to the Wyoming County Planning Commission over the last 30+ years. Both members announced their retirement at the December 2014 meeting.

The Wyoming County Office of Community Planning submits an annual report to the Wyoming County Board of Commissioners to report the activities of the office throughout the past year. This requirement is outlined in the Pennsylvania Municipalities Planning Code (MPC) under Article II: Planning Agencies Conduct of Business. This report is required to be submitted by March 1st of each year of its activities.

The Wyoming County Planning Commission was created by the Wyoming County Commissioners and held its first organization meeting on June 19, 1965. The Planning Commission consists of nine members, the appointment and terms of which are provided for by the County Commissioners under authority of the Municipalities Planning Code (MPC) Act 247, as amended.

The Commission has adopted its own by-laws that govern operations. The Wyoming County Office of Community Planning assists the Planning Commission in its duties as the duly created planning agency.

The Commission meets at 7:00 p.m. on the third Wednesday of each month (*except September, which is held on the fourth Wednesday*) at the Wyoming County Emergency Operations Center, 3880 SR6 East, Tunkhannock, Pennsylvania.

SUBDIVISION AND LAND DEVELOPMENT REVIEW

The Planning Office received and reviewed a total of 70 subdivision and land development proposals during 2014. This was an increase from the total of 47 subdivision and land development proposals processed in 2013. There were a total of 29 local municipal reviews completed for the municipalities that enforce their own Subdivision and Land Development Ordinance. This is a slight increase to activity in the past.

Municipality	Number of Subdivisions/Land Developments
Braintrim Township	3
Clinton Township*	4
Eaton Township	4
Exeter Township	0
Factoryville Borough*	2
Falls Township*	5
Forkston Township	2
Laceyville Borough	0
Lemon Township	3
Mehoopany Township	6
Meshoppen Borough	0
Meshoppen Township	1
Monroe Township	4
Nicholson Borough	0
Nicholson Township	5
North Branch Township	1
Northmoreland Township	3
Noxen Township	0
Overfield Township*	5
Tunkhannock Borough	3
Tunkhannock Township	5
Washington Township*	13
Windham Township	1
TOTAL	70

* - Review of Subdivision/Land Development for the Municipality

LOCAL BUILDING PERMITS AND C.O.G. ISSUED BUILDING PERMITS

The trend in building permits has been rising in recent years. The Office of Community Planning has been working with Bureau Veritas on collecting more up-to-date information on this topic. An accurate count of building permits issued for 2014 is not available at this time. A memo with the information will be provided when compiled.

During 2014, the Office of Community Planning increased communication with the building inspectors in an effort to coordinate the occupancy approval for developments throughout Wyoming County with the final Planning Commission approval. It has been difficult in the past to coordinate these approvals. This has created issues coordinating with developers to submit final as-built plans for approval by the Planning Commission prior to occupying the completed development. The office will continue to work towards effectively resolving this problem during 2015.

PLANNING COMMISSION ACTIVITY

The Planning Commission met every month during 2014. There were a total of 12 Planning Commission meetings in 2014. The Commission members accumulated a total of **144.0** hours at the Planning Commission meetings *[a meeting attendance chart is attached to the following page]*.

Commissioner Tom Henry attended the Planning Commission meetings in January, February, May, July, August, September, and December during 2014. The Planning Commission is grateful for the dedication and commitment from the County Commissioners to attend the monthly Planning Commission meetings.

2014 Planning Commission Attendance

<i>Name</i>	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
Walt Derhammer	X	X	X	X	X	X	X	X	X	X	X	X	10
Glenn Shupp	X	X	X	X	X	X	X	X	X	X	X	X	11
Randy Ehrenzeller	X	X	X	X	X	X	X	X	X	X	X	X	8
Richard Fitzsimmons	X	X	X	X	X	X	X	X	X	X	X	X	10
Thomas Davis	X	X	X	X	X	X	X	X	X	X	X	X	7
Jim Cappucci	X	X	X	X	X	X	X	X	X	X	X	X	11
Dale Brown	X	X	X	X	X	X	X	X	X	X	X	X	11
Marta Kovacs Ruiz	X	X	X	X	X	X	X	X	X	X	X	X	12
Jon Howard	X	X	X	X	X	X	X	X	X	X	X	X	9
Length of Meeting	2.00	1.50	1.25	1.50	2.00	1.17	2.00	1.17	1.00	1.25	0.75	0.50	16.09
Public Attendance	13	12	9	10	28	16	58	23	8	13	5	4	199
Sub/Land Dev Reviewed	2	3	2	2	2	2	2	2	3	0	3	0	23

WYOMING COUNTY COMPREHENSIVE PLAN UPDATE

Beginning in June 2014, the Planning Office began the first committee meetings regarding the update to the Wyoming County Comprehensive Plan. Meetings were advertised and scheduled for the 4th Monday of each month beginning at 7:00 p.m. at the Wyoming County Emergency Operations Center, 3880 SR6 East, Tunkhannock, Pennsylvania. The meetings will continue through the first half of 2015 at the same time and location.

Initial meetings have consisted of the discussion and review of various documents provided to the committee by our consultant, Charlie Schmehl from Urban Research and Development Corporation. These documents have included information on transportation, land use, existing conditions, and maps showing various features throughout the County.

The Wyoming County Economic Development study is almost complete and will be provided to the Steering Committee in the first half of 2015 to utilize in the conjunction with the Wyoming County Comprehensive Plan.

The Planning Commission is looking forward to the completion of this project and the ability to implement the specific goals and objectives of the updated plan. This update will help Wyoming County move forward in a positive way in relation to planning and development.

UPDATED PLANNING DEPARTMENT RESOURCES

In 2014, the Community Planning Office made some minor changes to the Subdivision and Land Development Application to clarify the major update that occurred in 2013. The office works continuously along with the Wyoming County IT Director to ensure that these and other necessary resources are available for the public both in the Community Planning Office and on the county website.

The Community Planning Office has prepared and implemented electronic Verification and Review Checklists to use internally to keep records and reviews consistent and as accurate as possible. The Planning Commission Board members were provided with copies of these forms at the meeting in November.

The Community Planning Office worked together with all 23 local municipalities to collect and routinely maintain their most current ordinances and/or plans when applicable. This included Zoning, Subdivision and Land Development, Stormwater, Floodplain and Comprehensive Plans. Some of these documents are now readily available online.

CHRONOLOGICAL REPORT

The Chronological Report was completed for every month in 2014. This report is designed to lay out the daily correspondence that is received by the Planning Office. This will continue to be on the agenda of the Planning Commission board meeting each month. The Planning Director has encouraged board members to notify the office prior to the Planning Commission meetings if there are any questions or concerns on information in the Chronological Report. This is important so the office can bring any necessary information to the meeting.

“2014 MEETING CHRONOLOGY”

January 2014

- ❖ Reorganization for the 2014 Officers
- ❖ N.A. Hospitality LLC Minor Subdivision application denied.
- ❖ Approval granted for the “Race/Hubbell Lot Line Adjustment.”
- ❖ Approval granted for the “Wilson Minor Subdivision.”
- ❖ Approval granted for the “Meislohn Minor Subdivision.”
- ❖ Approval granted for the “Acornley/Humanik Lot Line Adjustment.”
- ❖ Public Hearing for ordinance amendment on compressor station setback. This amendment was passed.

February 2014

- ❖ Received letter from DCED stating that we received funding for the Comprehensive Plan.
- ❖ Approval granted for the “Krause Minor Subdivision.”
- ❖ Received enacted zoning ordinance amendment from Washington Township.
- ❖ Approval granted for the “Wilcox Compressor Station” land development.
- ❖ Approval granted for the “Puddlefield Metering Station” land development.
- ❖ Waiver approved for the “McGregor Interconnect Facility Land Development.”

March 2014

- ❖ The waiver for the proposed “Hayduk RV/Mobile Home Park” land development was tabled.
- ❖ Reviewed the Exeter Township zoning ordinance amendment.
- ❖ Completed review of the “Factoryville Fire Company” land development proposal in Clinton Township.

April 2014

- ❖ Planner attended the E-0282 – Advanced Floodplain Management Concepts II at the Emergency Management Institute (EMI) in Emitsburg, Maryland
- ❖ Met with the consultants for the Wyoming County Comprehensive Plan/Economic Study update and coordinated the next steps for the project.
- ❖ Approval granted for the “Minor Subdivision for Boyanowski.”
- ❖ Completed review for the “Borel Major Subdivision” in Washington Township

May 2014

- ❖ “CVS Land Development” Final Approval tabled until the concerns in CECO’s review letter were addressed.
- ❖ Approval granted on “Vosburg Minor Subdivision/Lot Consolidation/In Equity Partition.”
- ❖ Approval was granted to the “Herman Major Subdivision”
- ❖ The “Kingdom Hall of Jehovah’s Witnesses” land development was tabled until the NPDES permit is approved by the Wyoming County Conservation District
- ❖ The “D&I Silica Transload Facility” land development was tabled and a 90-day extension was granted for review purposes.

June 2014

- ❖ Received revised correspondence from Eugene Gruber “Mitigation Division Director” of FEMA Region III regarding increased flood risk along the Susquehanna River in Bradford, Wyoming and Lackawanna Counties.
- ❖ Final approval granted for the “Williams ABA Office Building.”
- ❖ Approval granted to the Support Letter dated May 30, 2014 regarding the “Tunkhannock Township Proposed Act 537 Sewage Facilities Plan update for Area 2 Hilltop Drive and Maple Lane.”
- ❖ Approval granted for the “Sawicki Minor Subdivision.”
- ❖ The proposed waivers for the “Hayduk RV/Mobile Home Major Subdivision” (*§603.10, §905.1.C, and §1005.1.C*) were approved by the Planning Commission.

July 2014

- ❖ Final approval granted to the “Robert C. Vaow Minor Subdivision.”
- ❖ Approval granted for the “Tague Minor Subdivision.”
- ❖ A motion made and granted to table “The “Oxbow Creek Electric Generation Facility Land Development” for one month.

- ❖ Planning Commission granted a ninety (90) day time extension for the “Kingdom Hall of Jehovah’s Witnesses land Development.”
- ❖ Approval granted for the “McConnell/Becker Minor Subdivision.”
- ❖ Planning Commission denied preliminary approval for the “D&I Silica Transload Facility Land Development.”
- ❖ Approval granted for the “Royal’s Legacy Farm Minor Subdivision.”

August 2014

- ❖ Approval granted for the “Christie Boecker Trust Et. Al. Minor Subdivision.”
- ❖ Approval granted for the “Lot Improvement Subdivision of Thomas R. Milnes and Carol B. Milnes.”
- ❖ Planning Commission granted Waiver Request for §706.3 (lighting) and §707.2 (landscaping) for the “Skyhaven Airport Hangar” land development proposal.
- ❖ Conditional Preliminary Approval was granted to the “Skyhaven Airport Hangar” land development proposal based on the approval of their NPDES permit.
- ❖ The “Oxbow Creek Electric Generation Facility” land development proposal was granted conditional preliminary approval.
- ❖ The Wyoming County Office of Community Planning was served a copy of “Court of Common Pleas #2014-946 [Civil Action – Mandamus] D&I Silica, LLC (Plaintiff) vs. Wyoming County Planning Commission (Defendant), and #2014-947 [Civil Action – Land Use Appeal] D&I Silica, LLC (Appellant) vs. Wyoming County Planning Commission (Appellee).”

September 2014

- ❖ Planning Commission granted a combined Waiver Request for §602.3.A (Lots and Density – minimum lot size and building setbacks) on the “Lot Improvement for Harry and Marian Zacharias” subdivision. They also granted Preliminary/Final Approval on this proposal.
- ❖ Received correspondence from IMG Midstream requesting to amend the motion for conditional preliminary approval at the meeting on August 20, 2014. The Planning Commission made a motion to grant the request on September 24, 2014.
- ❖ Planning Commission granted a 30 day recording extension for the “Francis E. and Jane L. Sawicki Minor Subdivision.”
- ❖ Planning Commission granted a combined Waiver Request for §602.3.A (Lots and Density – minimum lot size and building setbacks) on the “Place Lot Line Adjustment/Subdivision”. They also granted Preliminary/Final Approval on this proposal.

October 2014

- ❖ The Wyoming County Office of Community Planning was served a copy of the paperwork which was filed with the Wyoming County Prothonotary's Office regarding Court of Common Pleas #946-2014 "D&I Silica, LLC (Plaintiff) vs. Wyoming County Planning Commission (Defendant), Hickory Dickory Dock Day Care & Nursery School, Inc. t/d/b/a/ Hickory Dickory Dock Day Care Center (Intervener)."
- ❖ Approval granted for the "2014 Holland Minor Subdivision."
- ❖ Court of Common Pleas #2014-946 [Civil Action – Mandamus] D&I Silica, LLC (Plaintiff) vs. Wyoming County Planning Commission (Defendant), and #2014-947 [Civil Action – Land Use Appeal] D&I Silica, LLC (Appellant) vs. Wyoming County Planning Commission (Appellee) was settled.

November 2014

- ❖ Approval granted for the "Lot Improvement Subdivision between 57 Tioga Realty Corp and Borough of Tunkhannock."
- ❖ Approval granted the "Simko Minor Subdivision."
- ❖ Planning Commission granted a ninety (90) day time extension for the "Kingdom Hall of Jehovah's Witnesses land Development."
- ❖ Final approval was granted to "S2W Land Development"
- ❖ "Hayduk RV/Mobile Home Park" was rejected until submission is complete.
- ❖ "Walnut Hill Major Subdivision" was rejected until submission is complete.

December 2014

- ❖ Approval granted for the "Dunning Minor Subdivision."
- ❖ Approval granted for the "Weisgold Minor Subdivision."

SPREADSHEET TO TRACK PROCESS OF SUBDIVISIONS & LAND DEVELOPMENTS

The Planning Office has continued tracking the process of subdivisions and land developments with a spreadsheet. Each file is added to the spreadsheet when the application is filed and all documentation is accounted for until the map is recorded. This has been an incredible asset to the planning office in order to ensure that each application is processed in accordance with the Wyoming County Subdivision and Land Development Ordinance. A copy of the spreadsheet is attached to the annual report for review [Appendix 1].

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS software that is utilized by the Planning Office has been instrumental in developing maps of various locations and features in Wyoming County. To date, the Planning Office has continuously mapped pipeline development, gas wells, and the pooling units associated with the natural gas development. As the pooling units are recorded in the Recorder of Deeds Office, they are added into the GIS to track the development in the County. There are approximately 128 pooling units that have been established in Wyoming County. A map is attached showing the most current gas related information the Planning Office has in the GIS [Appendix 2].

The Planning Office also continues to work with local municipalities on their mapping needs. For example, our GIS database has helped with tax parcel information, floodplain questions, and a visual of the natural gas development.

LOCAL PLANNING & PLANNING ASSISTANCE

The Planning Office continued to regularly communicate with local municipalities on subdivision and land development applications that were filed. The Planning Office was able to provide answers to questions on various developments and ensure that local planning issues were adequately addressed.

Local officials continued to look at local planning to protect our natural resources and quality of life in Wyoming County. The Planning Office reviewed a new zoning ordinance for Overfield and Exeter Township in March 2014 which consisted of improvements to all sections of the Ordinance. Overfield Township adopted their Zoning Ordinance on June 16, 2014. Exeter Township has not adopted their new Zoning Ordinance yet. This should be completed during 2015.

The Southeastern Joint Planning Commission continued to enforce their joint zoning ordinance with the amendments that were adopted in March 2013. An amendment was proposed and reviewed by the Office of Community Planning in November 2014 regarding oil and gas, mineral extraction, and signs.

Falls Township provided the Office of Community Planning with a proposed amendment to their zoning ordinance regarding power plants for review in November 2014.

The Tunkhannock and Lemon Township proposed “Joint Act 537 Plan” continued to move forward in 2014 and is currently in the review stages and waiting for approval from the Department of Environment Protection.

The Planning Director continued to maintain her certification as a Certified Floodplain Manager (CFM) through the Association of State Floodplain Managers (ASFPM). The Planning Office continued to assist residents and local municipalities on floodplain management and guidance by providing instructions and access to basic forms needed for flood insurance purposes. The Planning Director continued working with the Pennsylvania Association of Floodplain Managers (PAFPM) on various initiatives.

The Planning Director is working towards becoming a certified planner through the American Planning Association's professional institute – the American Institute of Certified Planners (AICP). The eligibility requirements will be fulfilled in 2016.

TRAINING OPPORTUNITIES

The Planning Director attended the following educational training courses and conferences during 2014:

- ❖ E-0282 – Advanced Floodplain Management Concepts II – Emergency Management Institute – Emitsburg, Maryland – April 2014
- ❖ APA-PA Annual Conference – Philadelphia, Pennsylvania – October 2014
- ❖ PAFPM Annual Meeting – Philadelphia, Pennsylvania – October 2014
- ❖ DCED Training – “A New Look at Reviewing Subdivisions and Land Developments” – Scranton, PA – November 2014

In addition to the above trainings and conferences, the Community Planning Office worked with The Penn State Extension Office and held a training course on “Community Planning” in Wyoming County on April 10th, 24th and May 1st 2014. The course was intended to provide planners, municipal officers and others involved in municipal and county planning with fundamentals of community planning principles and practices in Pennsylvania. The course incorporated the most recent changes to the PA Municipalities Planning Code. The course on “Community Planning” is specifically designed to meet the information needs of both new planning commissioners and those who have been serving on a commission. There were a total of average of 26 people per meeting.

2015 PLANNING OFFICE GOALS

The Planning Office has outlined a number of goals to work towards achieving by the end of 2015:

- ❖ Finalize the municipal resources handbook – a helpful document with information on the planning process for local municipalities and residents.
- ❖ Finalize resources to help aid in floodplain management for local officials and residents.
- ❖ Continue mapping features of Wyoming County and adding information to the GIS database.
- ❖ Complete the update to the Wyoming County Comprehensive Plan.

PROFESSIONAL ORGANIZATIONS

The Planning Office is currently affiliated with the following professional organizations and committees:

- Northern Tier Regional Planning and Development Commission (**NTRPDC**)
 - Transportation Committee
 - Economic Development Committee
- County Planning Directors Association of PA (**CPDAP**)
- Association of State Floodplain Managers (**ASFPM**)
- PA Association of Floodplain Managers (**PAFPM**)
- American Planning Association (**APA**)
 - Pennsylvania Chapter of APA
 - Northeast Section of APA-PA

RECOGNITIONS

A very special thank you goes out to Glenn “Ace” Shupp and Thomas Davis for their service and dedication to the Wyoming County Planning Commission over the last 30+ years. Both members announced their retirement at the December 2014 meeting. We will all miss them very much and wish them all the best in the future.