

WYOMING COUNTY

OFFICE OF COMMUNITY PLANNING

2016 ANNUAL REPORT



Photo by Janie Packer Stabinsky

Planning Commission Members

Walter Derhammer, Chairman

Jim Cappucci, Vice Chairman

Randy Ehrenzeller, Secretary

Marta Kovacs Ruiz

Sandra Boyle

Dale Brown

Michael Irish

Jim Davis

Ed Coleman

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The Planning Office saw a decrease in applications during the bulk of 2016, but an upward trend began at the end of the year. The planning office received 24 applications between September and December. This may indicate a busy 2017.

The Planning Office remained busy throughout 2016 assisting in community and municipal projects throughout the county.

INTRODUCTION

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 52 subdivision and land development proposals during 2016. There were a total of 18 local municipal reviews completed for the municipalities that enforce their own Subdivision and Land Development Ordinance. This is a decrease in activity from the previous years.

Municipality	Number of Subdivisions/Land Developments
Braintrim Township	2
Clinton Township*	2
Eaton Township	3
Exeter Township	0
Factoryville Borough*	1
Falls Township*	9
Forkston Township	3
Laceyville Borough	1
Lemon Township	1
Mehoopany Township	.5
Meshoppen Borough	0
Meshoppen Township	2
Monroe Township	3.5
Nicholson Borough	2
Nicholson Township	2
North Branch Township	0
Northmoreland Township	3
Noxen Township	2.5
Overfield Township*	1
Tunkhannock Borough	1
Tunkhannock Township	6
Washington Township*	5
Windham Township	1.5
TOTAL	52

* Review of Subdivision/Land Development for the Municipality with their own Subdivision and Land Development Ordinances.



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

The office of Community Planning has been working with Bureau Veritas and Building Inspection Underwriters, Inc., in collecting more up-to-date information on this topic. The findings are listed below:

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
486	566	487	511	395	510	458	322	283	199

Trend from the last 10 years.

PLANNING COMMISSION ACTIVITY

The Planning Commission met every month during 2016, except for June and October. There were a total of 10 Planning Commission meetings in 2016. The Commission members accumulated a total of **7.48** hours at the Planning Commission meetings. The average meeting length was 45 minutes. The longest meeting occurred in January, lasting 1 hour and 53 minutes, and the shortest meeting was hosted in November and lasting 13 minutes.

2016 Planning Commission Attendance

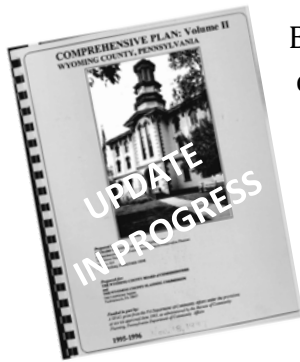
NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	X	X	X	X	X	N/A	X	X	X	N/A	X	X
Jim Cappucci		X	X	X	X	N/A	X	X		N/A	X	X
Randy Ehrenzeller	X	X		X		N/A	X		X	N/A		X
Dale Brown	X	X	X	X		N/A	X	X	X	N/A	X	X
Marta Kovacs Ruiz	X	X	X		X	N/A		X		N/A	X	
Ed Coleman	X			X	X	N/A	X	X		N/A		
Sandy Boyle	X	X			X	N/A	X	X	X	N/A	X	X
Mike Irish	N/A	X	X		X	N/A	X	X	X	N/A	X	
Jim Davis	X		X		X	N/A	X	X		N/A	X	X
<i>Tom Henry, Commissioner</i>						N/A				N/A		
Length of Meeting	1.53	1.08	1.42	1.12	0.18	N/A	0.63	0.60	0.34	N/A	0.13	0.45
Public Attendance	9	7	7	11	8	N/A	6	4	3	N/A	3	3
Sub/Land Dev Reviewed	1	1	3	1	1	N/A	1	1	3	N/A	1	3

Two new Planning Commission members were appointed in 2016 by the Wyoming County Commissioners. Sandra Boyle and Michael Irish filled the vacancies left by Richard Fitzsimmons and Jon Howard. Marta Kovacs- Ruiz submitted her resignation in early 2016,

but remained on through the year as the search to fill the vacancy continued through the year. Walter Derhammer submitted his resignation at the conclusion of the December 2016 meeting leaving two vacancies on the Planning Commission entering 2017.

The Office of Community Planning would like to extend sincere appreciation to Walter Derhammer and Marta Kovacs-Ruiz for their time, energy and input over the decades that they served on the Planning Commission.

WYOMING COUNTY COMPREHENSIVE PLAN UPDATE



Beginning in June 2014, the Planning Office held the first of the committee meetings regarding the update to the Wyoming County Comprehensive Plan. Meetings continued into 2016 and included 4 regional meetings to collect and discuss topics that might be specific to those regions of the county. At the conclusion of these meetings, a draft Comprehensive Plan was provided to the Planning Commission and Department for review and comment. A public meeting to present a draft of the Comprehensive Plan was held on January 25, 2016, to solicit public input on the draft. This meeting was poorly attended, therefore little input from the public was received. After much consideration, the Wyoming County Commissioners and the Office of Community Planning decided to take a step back and re-evaluate the direction of the Comprehensive Plan.

Wyoming County requested an extension on the grant funding that was received through the Pennsylvania Department of Community and Economic Development and the extension was granted. A new path to completing the Comprehensive Plan was developed.

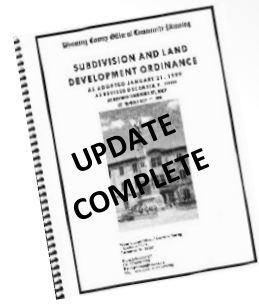
The Office of Community Planning assembled a Steering Committee of about 30 members to meet over several sessions to drive the direction of the new draft. The expectation of the Comprehensive Plan is for it to become a user friendly document, structured around goals and showing the path how to achieve the goals.

In 2016, the Steering Committee met twice to begin the redirection of the Comprehensive Plan. The Committee will meet two more times in 2017 with the final meeting being the review of the draft document. This document is to be completed before June of 2017.

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 March of 2016, a new Subdivision and Land Development Ordinance was adopted by the Wyoming County Commissioners. The Community Planning Office partnered with consultant Carson Helfrich of Community Planning and Management, LLC, to complete this revision. This update includes revised definitions and additional requirements for submissions to help guide development in Wyoming County.



With the adoption of the Subdivision and Land Development Ordinance, the Office of Community Planning updated the fee schedule. This new fee schedule is available on the web page and in the office located in the courthouse. The application was also updated to reflect the adoption of the Subdivision and Land Development Ordinance.

In 2016, Exeter Township and Falls Township updated their Zoning Ordinance. The Office of Community Planning reviewed these documents prior to adoption. Tunkhannock Township is in the early stages of exploring the adoption of zoning. It is anticipated this process will continue through 2017.

The Community Planning Office continues to work together with all 23 local municipalities to routinely maintain their most current ordinances and/or plans when applicable. This includes Zoning, Subdivision and Land Development, Stormwater, Floodplain and Comprehensive Plans. These documents are available either online or where applicable through the local municipal offices.

CHRONOLOGICAL REPORT

The Chronological Report was completed for every month in 2016. 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.

2016 Meeting Chronology:

January 2016- Reorganization for the 2016 Officers

- ❖ Approval granted for the Tunkhannock Auto Mart Service Department Land Development
- ❖ Approval granted for the Major Subdivision for Swenson
- ❖ Submission Acceptance for the Bridge View Commons Townhouse Major Subdivision

February 2016

- ❖ Approved a Scale Requirement Waiver for the Skoronski Family Estate Minor Subdivision

March 2016

- ❖ Approval of the 90-day Time Extension Request for the Dollar General Land Development Preliminary Plan
- ❖ Approval with conditions for the Major Subdivision for Swenson
- ❖ Approval of the Waiver Requests for access easements and curbs and gutters and sidewalks for the Bridge View Commons Townhouse Major Subdivision
- ❖ Approval with conditions for the Bridge View Commons Townhouse Major Subdivision

April 2016

- ❖ Approval of a Waiver Request for Design Criteria (Section 605.4.B) for the Dollar General Land Development
- ❖ Approval with conditions for the Dollar General Land Development

May 2016

- ❖ Submission Acceptance for the Kintner Modular Homes, Inc., Warehouse Expansion
- ❖ Approval of Scale Requirement Waiver for the Lands of the Diocese of Scranton Minor Subdivision

June 2016 - Cancelled**July 2016**

- ❖ Approval of Waiver Requests from Kintner Modular Homes, Inc., Warehouse Expansion Land Development under Sections 615.3.B.6 and 615.4.C.4 and Section 615.4.C.4, and Section 615.6.A (partial waiver) and 704.1.A
- ❖ Preliminary Approval for the Kintner Modular Homes Inc., Warehouse Expansion Land Development

August 2016

- ❖ Submission Acceptance the Deer Park Lumber Grading Building Addition Land Development

- ❖ Waiver Request Approval for the Deer Park Lumber Grading Building Addition Land Development of Section 701.1.A
- ❖ Approval with conditions for the Deer Park Lumber Grading Building Addition Land Development

September 2016

- ❖ Preliminary Approval of the Deer Park Lumber Grading Building Addition Land Development
- ❖ Submission Acceptance of the Gloria Kochan Jones & Jean Marie Stromick Major Subdivision
- ❖ Submission Acceptance of the Lot 3 SE-1 Subdivision

October 2016 – Cancelled

November 2016

- ❖ Approval with conditions for the Gloria Kochan Jones & Jean Marie Stromick Major Subdivision

December 2016

- ❖ Submission Approval for the Tunkhannock Kingdom Hall Land Development
- ❖ Approval of a 90-day Extension for the Lot 3 SE-1 Subdivision
- ❖ Approval of a Scale Requirement Waiver for the Mark W. & Cinda M. Novitch 2016 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. *[See Page 13 through 16].*

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. In 2016, new aerial photos became available to use in creating maps and analyzing land use throughout the county

Moving into 2017, the Planning Department and GIS Department will continue to partner mapping additional features countywide.

The Planning Office & the GIS Department continue to work with local municipalities on their mapping needs. This includes hosting in-house informational and demonstrations of the programs capability to suit their needs.

For example, our GIS database has helped with tax parcel information, floodplain questions, and a visual of the natural gas development.



Photo by the Office of Community Planning

LOCAL PLANNING & PLANNING ASSISTANCE

The Planning Office continued to regularly communicate with local municipalities on subdivision and land development applications that were filed. This included the communication of comments on individual applications and closure to the process by providing the municipality with a copy of the County Planner's Evaluation.

In 2016, the Planning Office monitored the progress of the projects that received funds from the Marcellus Legacy Fund Mini Grants that were awarded at the end of 2015. Eight projects were funded totaling \$35,162.00 supporting these local projects.

The awardees of the 2015 Marcellus Legacy Fund Mini Grant were:

- Eaton Township- Seneca Trail Safety Enhancements- \$4,040.00
- Exeter Township- Master Plan for George Hock Memorial Park- \$4,900.00
- Factoryville Borough - The Christy Mathewson Park Play Trail- \$5,000.00
- Lake Winola Little League- Teener League Field Improvements- \$5,000.00
- Mehoopany Township- Erosion Prevention & Beautification Project- \$3,225.00
- North Branch Land Trust- Howland Preserve Barn Renovations- \$5,000.00
- Noxen Neighborhood Center- SOWYCO Playground Enhancement- \$5,000.00
- Wyoming County Cultural Center- Live, Learn, and Explore- \$2,998.00

All projects were substantially completed during 2016. The county is excited to be a part of the completion of these eight projects, and looks further to offering such funding again in the future.

The Office of Community Planning continued its support in assisting local projects and facilitating partnerships to continue progress. In 2016, the Planning Director was involved in the River Town designation of Tunkhannock Borough, assisting River of the Year activities, facilitating partnership for Laceyville Borough Water Treatment Upgrade funding, writing a grant from DCNR for Meshoppen Borough to conduct a Master Plan study at the Borough Park, and lending support to numerous grant applications throughout the county.

The Planning Director continued to maintain her license as a registered landscape architect through the Commonwealth of Pennsylvania. The Director will continue to attend educational forums and programs to keep up to date on the most recent practices and trends.

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 2017.

TRAINING OPPORTUNITIES

The Planning Director attended the following educational training courses and conferences during 2016:



Photo by the Planning
Office

- ❖ Eastern Pennsylvania Greenways & Trails Summit-
Bethlehem, Pennsylvania- September 2016
- ❖ APA-PA Annual Conference –
Reading, Pennsylvania – October 2016

In addition to the above trainings and conferences, the Planner completed a webinar Land-Use Planning Series hosted by Penn State Extension Office. These courses were held monthly and provided information on current land-use practices and issues that are relative to planning today.

2017 PLANNING OFFICE GOALS

The Planning Office has outlined a number of goals to work towards achieving by the end of 2017:

- ❖ Continue mapping features of Wyoming County and adding information to the GIS database.
- ❖ Complete the update to the Wyoming County Comprehensive Plan.
- ❖ Begin Wyoming County Greenways, Trails and Open Space Plan.
- ❖ Continue work on extending the Iroquois Trail.
- ❖ Continue to support planning effort of the Endless Mountains Trail.
- ❖ Partner in advancing the UGI Get Gas Program.
- ❖ Establish other Wyoming County towns as River Towns.
- ❖ Reactivate the Wyoming Industrial Development Authority and the Wyoming County Parks and Trails Association.

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 (Local Bridge Sub-committee)
 - Economic Development Committee
- ❖ County Planning Directors Association of PA (**CPDAP**)
- ❖ Endless Mountains Heritage Region (**EMHR**)
 - Board Member
- ❖ Pennsylvania Route 6 Alliance (**Do 6**)
 - Infrastructure Committee
- ❖ American Society of Landscape Architects (**ASLA**)

❖ American Planning Association (**APA**)

- Pennsylvania Chapter of APA
- Northeast Section of APA-PA (Elected Chairman beginning 2016)
- Shale Energy Committee

❖ Northeast Pennsylvania Trail Forum

RECOGNITIONS

The Planning Department would also like to extend its gratitude toward Marta Kovacs-Ruiz and Walter Derhammer for all of their years spent as members of the Planning Commission. As members of the planning commission they volunteered countless hours of their time serving the county. Their input and dedication is truly appreciated. We wish them luck in all future endeavors.



Photo by Janie Packer Stabinsky

File #	Application Type	Name of Subdivision	Municipality
16-01	Major Subdivision	Bridge View Commons Townhouse Major Subdivision	Nicholson Borough
16-02	Minor Subdivision	Rodney E. Race Minor Subdivision	Noxen Township
16-03	Minor Subdivision	Miner-Short Minor Subdivision	Eaton Township
16-04	Minor Subdivision	2015/2016 Farnham Lot Addition Minor Subdivision	Falls Township
16-05	Major Subdivision	Prelim Plan for Stephen A. Borel Major Subdivision	Washington Township
16-06	Minor Subdivision	Wayne and Alice Sherwood Minor Subdivision	Meshoppen Township
16-07	Minor Subdivision	2015 Warnken Minor Subdivision	Factoryville Borough
16-08 (Ref: 12- 20)	Land Development	Severcool Compressor Station Final Plans	Forkston Township
16-09	Minor Subdivision	Minor Subdivision for George Steven Kuback	Eaton Township
16-10	Land Development	Oakwood Lake Office & Community Bldg Minor Land Development	Tunkhannock Township
16-11	Major Subdivision	William Reidsema Add onto Lands of Margaret Jarvis	Tunkhannock Township

File #	Application Type	Name of Subdivision	Municipality
16-12	Minor Subdivision	Hoskins Minor Subdivision	Falls Township
16-13	Minor Subdivision	Joseph & Dianne Botscheller Jr. Minor Subdivision	Overfield Township
16-14	Minor Subdivision	Bernard and Christine Martin Minor Subdivision	Falls Township
16-15	Sketch Plan/Land Development	Sketch Plan for Key Stone Saw Shop, LLC	Washington Township
16-16	Minor Subdivision	Lands of Diocese of Scranton Minor Subdivision	Lemon Township
16-17	Land Development	Kintner Modular Homes, Inc. Warehouse Expansion	Tunkhannock Township
16-18	Land Development	Prelim Plan for P&G B28 Expansion Land Development	Washington Township
16-19	Minor Subdivision	Puddlefield Inc. Minor Subdivision	Northmoreland Township
16-20	Minor Subdivision	Albert A. Zick Minor Subdivision	Clinton Township
16-21	Minor Subdivision	Trauger 2016 Minor Subdivision (on Post Hill Rd)	Falls Township
16-22	Minor Subdivision	Bartos Minor Subdivision	Noxen Township
16-23	Minor Subdivision	Pilgrim Holiness Church Parcel Minor Subdivision	Washington Township
16-24	Minor Subdivision	Trauger Minor Subdivision (Lower Mill City Rd)	Falls Township
File #	Application Type	Name of Subdivision	Municipality

16-25	Minor Subdivision	Lands of the Diocese of Scranton (Evergreen Dr)	Falls Township
16-26	Land Development	Deer Park Grading Building Addition Land Development	Tunkhannock Township
16-27	Minor Subdivision	Radgoski Minor Subdivision	Meshoppen Township
16-28	Minor Subdivision	William Harris Minor Subdivision	Tunkhannock Township
16-29	Major Subdivision	Gloria Kochan Jones & Jean Marie Stromick Major Subdivision	Northmoreland Township
16-30	Minor Subdivision	Virgil J. Colavitti Estate Subdivision	Tunkhannock Township
16-31	Major Subdivision	Lot 3 SE-1 Subdivision - Final Plan	Windham and Mehoopany Townships
16-32	Minor Subdivision	Wood and Kitchen Subdivision	Falls Township
16-33	Minor Subdivision	Stanley H. Cook, Et ux	Monroe Township
16-34	Minor Subdivision	Wyoming Conservancy Inc. Parcel #4	Falls Township
16-35	Revision to Prior	Skyline Estates Lots #'s 45,46,47	Nicholson Township
16-36	Minor Subdivision	Higdon Subdivision	Monroe Township & Noxen Township
16-37	Minor Subdivision	2016 Bushta Minor Subdivision	Clinton Township
16-38	Minor Subdivision	Lands of Dennis & Sherre Boyanowski	Braintrim Township
16-39	Minor Subdivision	Mark W. & Cinda M. Novitch 2016 Subdivision	Nicholson Township
16-40	Minor Subdivision	2016 Nauroth Lot Addition	Nicholson Borough
16-41	Minor Subdivision	Eugene C. Ferris & Kevin L. Ferris Subdivision	Braintrim Township
16-42	Minor Subdivision	Land Water Forest Final Minor Subdivision	Forkston Township
16-43	Minor Subdivision	Plat of minor subdivision for Kurt A. VanDuzer and Jeanne L. VanDuzer	Tunkhannock Borough
16-44	Minor Subdivision	Huffman Brothers Minor Subdivision	Laceyville Borough
16-45	Minor Subdivision	Dziuba Lot Improvement Subdivision	Eaton Township
16-46	Minor Subdivision	Minor Subdivision for Traver's Dairy Farm	Monroe Township
16-47	Minor Subdivision	Minor Subdivision for John Baker Jr.	Forkston Township

File #	Application Type	Name of Subdivision	Municipality
16-48	Land Development	Tunkhannock Kingdom Hall	Tunkhannock Township
16-49	Minor Subdivision	Clarence Schoonover and Judy Ann Schoonover	Northmoreland Township
16-50	Minor Subdivision	John J. & Joan B. Bancala Subdivision	Falls Township
16-51	Minor Subdivision	Eugene Dale Salsman, Et Al	Windham Township
16-52	Land Development	Building 5 Expansion - West (Procter & Gamble Co)	Washington Township

