

WYOMING COUNTY OFFICE OF COMMUNITY PLANNING 2017 ANNUAL REPORT



(Photograph by Janie Packer Stabinsky)

PLANNING COMMISSION MEMBERS

Jim Cappucci, Chairman Randy Ehrenzeller, Vice-Chairman

Ed Coleman, Secretary

Sandra Boyle, Member Dale Brown, Member Jim Davis, Member

Michael Irish, Member Roger Hadsall, Member

WYOMING COUNTY OFFICE OF COMMUNITY PLANNING

2017 ANNUAL REPORT

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 met 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.

The Planning Office saw a decrease in applications during the bulk of 2017, but an upward trend began at the end of the year. The planning office received 21 applications between September and December.

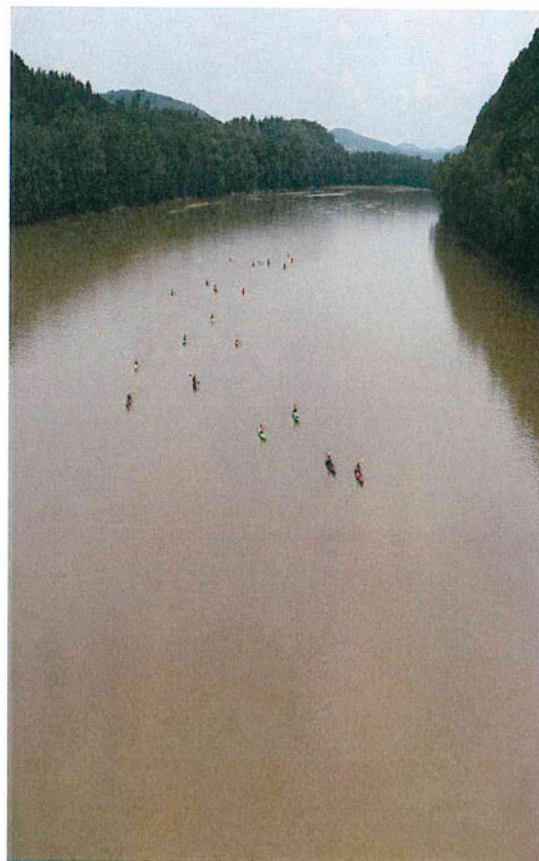
The Planning Office remained busy throughout 2017 assisting in community and municipal projects throughout the county.

SUBDIVISION AND LAND DEVELOPMENT REVIEW

The Planning Office received and reviewed a total of 45 subdivision and land development proposals during 2017. There were a total of 14 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	0
Clinton Township*	4
Eaton Township	5
Exeter Township	0
Factoryville Borough*	2
Falls Township*	2
Forkston Township	2
Laceyville Borough	0
Lemon Township	2
Mehoopany Township	3
Meshoppen Borough	0
Meshoppen Township	1
Monroe Township	3
Nicholson Borough	0
Nicholson Township	6
North Branch Township	0
Northmoreland Township	2
Noxen Township	0
Overfield Township*	3
Tunkhannock Borough	3
Tunkhannock Township	4
Washington Township*	3
Windham Township	0
TOTAL	45

Photo by Janie Packer Stabinsky of the 2017 River Day Race



*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:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
486	487	511	395	510	458	322	283	199	207

Trend from the last 10 years.

PLANNING COMMISSION ACTIVITY

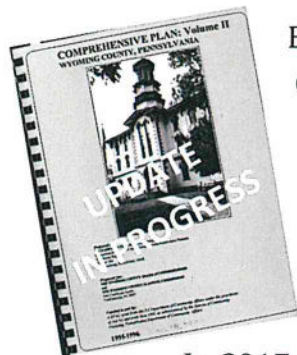
The Planning Commission met every month during 2017, except for March, June and December. There were a total of nine (9) Planning Commission meetings in 2017. The Commission members accumulated a total of 2.854 hours at the Planning Commission meetings. The average meeting length was nineteen (19) minutes. The longest meeting occurred in April lasting 42 minutes, and the shortest meeting was hosted in August lasting ten (10) minutes.

2017 Planning Commission Attendance

NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Jim Cappucci	X	X	N/A	X	X	N/A	X	X	X	X	X	N/A
Randy Ehrenzeller	X	X	N/A	X	X	N/A	X	X	X	A	X	N/A
Dale Brown	X	X	N/A	X	X	N/A	X	A	X	X	X	N/A
Ed Coleman	X	A	N/A	X	X	N/A	X					N/A
Sandy Boyle	X	X	N/A	A	X	N/A	X	X	X		X	N/A
Mike Irish	A	X	N/A		X	N/A	X	A	A		X	N/A
Jim Davis	X	X	N/A	X	X	N/A	X	X	X	A	X	N/A
Roger Hadsall	N/A	N/A	N/A	X								N/A
Tom Henry, Commissioner			N/A			N/A						N/A
Length of Meeting	0.23	0.183	0	0.7	0.25	0	0.32	.017	0.267	0.367	0.367	0
Public Attendance	4	3	0	7	11	0	6	5	5	4	4	0
Sub/Land Dev Reviewed	0	2	0	6	3	0	4	2	2	2	1	0

One new Planning Commission member were appointed in 2017 by the Wyoming County Commissioners. Roger Hadsall filled the vacancy left by Marta Kovacs Ruiz. There are still two vacancies (to replace Walter Derhammer, who resigned in December, 2016 and the other to replace Jim Cappucci, who resigned in December, 2017) on the Planning Commission Board entering 2018.

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 2017 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.

In 2017, the Steering Committee met twice to continue the redirection of the Comprehensive Plan. A draft document was sent to DCED for review before June of 2017. The Planning Office continues to work on a supplemental action plan to the larger comprehensive plan update.

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 2017, a review of the draft Zoning Ordinance for Tunkhannock Township was reviewed and comments and suggestions were made. At the end of 2017, Tunkhannock Township made the decision to table the Zoning Ordinance and evaluate it again in 2018. The Community Planning Office will continue to work with Tunkhannock Township on such planning documents and other municipalities that may pursue to update and/or adopt ordinances moving through 2018.

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 2017. 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.

2017 MEETING CHRONOLOGY:

January 2017- Reorganization for the 2017 Officers

February 2017

- ❖ **Sebolka Land Development**– Tunkhannock Township – Submission Acceptance
- ❖ **Burkes' Land Development** – Meshoppen Township – Submission Acceptance

March 2017 – Cancelled

April 2017

- ❖ **Lot 3 SE Subdivision** – Windham Township – Extension request granted
- ❖ **Sebolka Land Development**- Tunkhannock Township- No action required – still waiting for conditions to be met.
- ❖ **Tunkhannock Kingdom Hall** – Tunkhannock Township – Extension Request granted
- ❖ **Burke Land Development**- Meshoppen Township- Waiver Request granted
- ❖ **Eaton Hills** – Eaton Township- Sketch Plan presented by Milnes Engineering, Inc.

May 2017

- ❖ **Sebolka Land Development**- Tunkhannock Township- Preliminary Approval with Conditions granted
- ❖ **Burke Land Development**- Meshoppen Township- Preliminary Approval
- ❖ **Eaton Hills Town House Lots #90-98** – Eaton Township- Submission Acceptance

June 2017 – Cancelled

July 2017

- ❖ **LOT 3 SE-1 Subdivision**– Windham and Mehoopany Townships – conditional approval granted
- ❖ **Tunkhannock Kingdom Hall** – Tunkhannock Township – Time Extension Request granted
- ❖ **Eaton Hills Town House Lots #90-98** – Eaton Township- Waiver request withdrawn
- ❖ **1377 Bunker Hill LLC** – Nicholson Township – Submission Approval

August 2017

- ❖ **Eaton Hills Town House Lots #90-98** – Eaton Township – Time Extension Request granted
- ❖ **1377 Bunker Hill LLC** – Nicholson Township – Preliminary Approval Granted

September 2017

- ❖ **Sebolka Land Development** – Nicholson Township – No action taken yet – still waiting for conditions to be met.
- ❖ **Overfield Facility Land Development** – Lemon Township – Submission Acceptance granted.
- ❖ **Skyline Estates** - Nicholson Township – Credit Reduction Request granted.

October 2017 –

- ❖ **Eaton Hills Town House Lots #90-98** – Eaton Township – Project Update by Milnes Engineering, Inc.
- ❖ **Overfield Facility Land Development** – Lemon Township – Preliminary Approval granted

November 2017

- ❖ **Eaton Hills Town House Lots #90-98** – Eaton Township – Preliminary Approval granted
- ❖ **Tioga Street Car Wash Sketch Plan** – Sketch Plan was presented by County Planner because the applicant did not attend. No action taken.

December 2017 – Cancelled

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 11 through 13].*

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 2018, 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.

The Planning Office also has access to the Pictometry Connect Explorer mapping program. It can be utilized when on-site and in conversation.



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 2017, the Planning Office, along with the Wyoming County Commissioners, released Fifty Thousand (\$50,000.00) dollars to support a new round of Marcellus Legacy Fund Mini Grants. Grants will be accepted through March 2, 2018, and awards distributed shortly thereafter.

The Office of Community Planning continued its support in assisting local projects and facilitating partnerships to continue progress. In 2017, the Planning Director was involved in the River Town designation of Exeter Township. The Planning Office also assisted in the managing of a DCNR grant 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, and also attended SALDO Classes from PMPEI.

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).

TRAINING OPPORTUNITIES

The Planning Director attended the following educational training courses and conferences during 2017:

- ❖ Eastern Pennsylvania Greenways & Trails Summit-
Bethlehem, Pennsylvania- September 2017



Photo by Janie Packer Stabinsky

2018 PLANNING OFFICE GOALS

The Planning Office has outlined a number of goals to work towards achieving by the end of 2018:

- ❖ Continue mapping features of Wyoming County and adding information to the GIS database.
- ❖ Adoption of 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 County Parks and Trails Association.

PROFESSIONAL ORGANIZATIONS

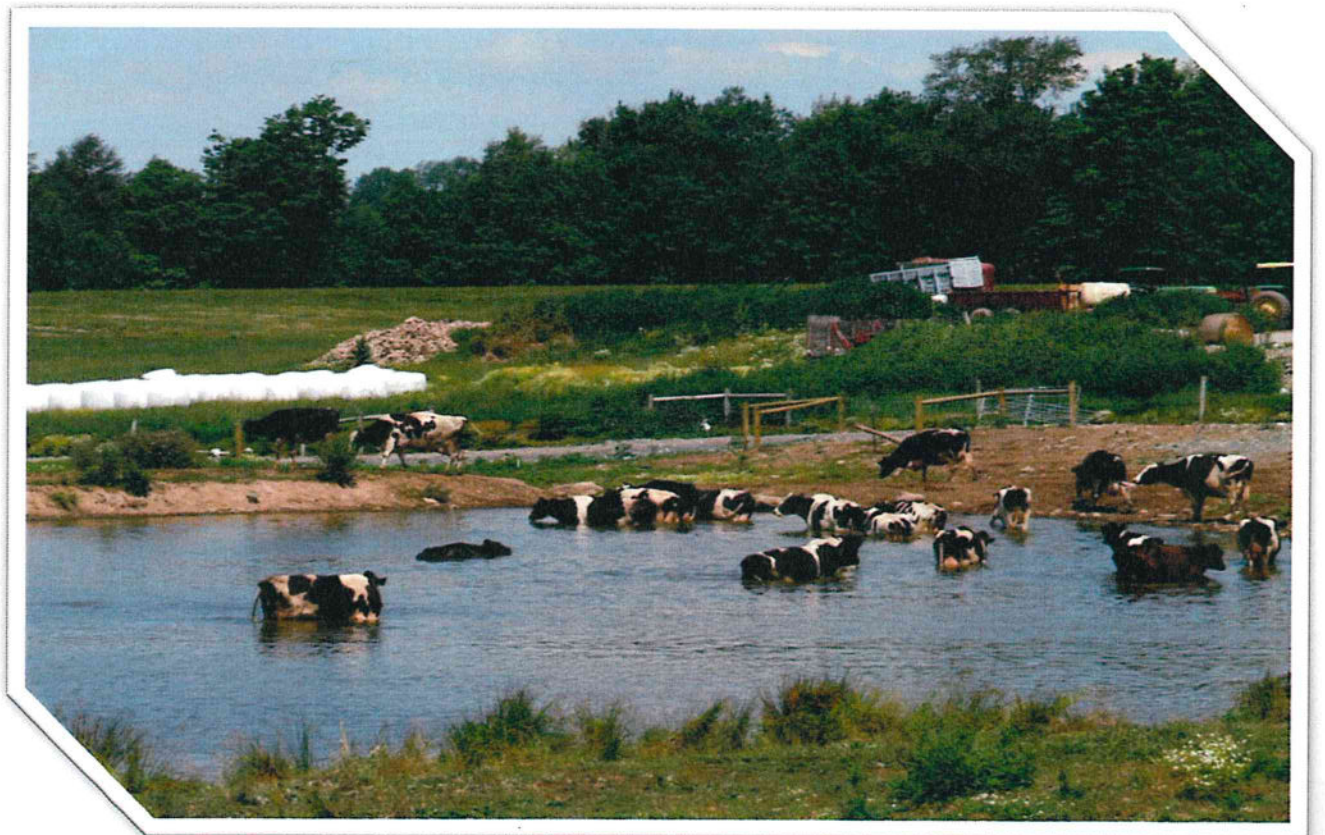
The Planning Office is currently affiliated with the following professional organizations and committees:

- ❖ 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
 - Shale Energy Committee
- ❖ Northeast Pennsylvania Trail Forum

RECOGNITIONS

The Planning Department would also like to extend its gratitude toward Jim Cappucci for his years spent as a member of the Planning Commission. As a member of the planning commission since February of 2014, he volunteered countless hours of his time serving the county. His input and dedication is truly appreciated. We wish him luck in all future endeavors.

Photo by Janie Packer Stabinsky



17-01	LAND DEVELOPMENT	PROPOSED GARAGE CONSTRUCTION LANDS OF JAMES AND WENDY SEBOLKA	TUNHANNOCK TOWNSHIP
17-02	MINOR SUBDIVISION	THOMAS J. AND MADELINE HARDING SUBDIVISION	EATON TOWNSHIP
17-03	MINOR SUBDIVISION	LOT IMPROVEMENT SURVEY FOR ROBERT L. FISHER AND JEFFREY TRUESDALE	EATON TOWNSHIP
17-04	LAND DEVELOPMENT	BURKE LAND DEVELOPMENT	MESHOPPEN TOWNSHIP
17-05	MINOR SUBDIVISION	MINOR SUBDIVISION FOR THE WALTERS FAMILY CEMETERY	MEHOOPANY TOWNSHIP
17-06	MINOR SUBDIVISION	MINOR SUBDIVISION ESTATE OF JOAN SURMAN	NORTHMORELAND TOWNSHIP
17-07	MINOR SUBDIVISION	J & L DEVELOPMENT CORP	CLINTON TOWNSHIP
17-08	MINOR SUBDIVISION	NOVITCH FAMILY 2016 HOUSE LOT SUBDIVISION	NICHOLSON TOWNSHIP
17-09	LAND DEVELOPMENT	EATON HILLS TOWN HOUSE LOTS #90-98	EATON TOWNSHIP
17-10	MINOR SUBDIVISION	TAX PARCEL #08-039.0-010-00-00-00	FORKSTON TOWNSHIP
17-11	LAND DEVELOPMENT	1377 BUNKER HILL LLC	NICHOLSON TOWNSHIP
17-12	MINOR SUBDIVISION	KEVIN DOBRINSKY	OVERFIELD TOWNSHIP
17-13	MINOR SUBDIVISION	JAMES M. & CHRISTINE A. PHILLIPS LOT IMPROVEMENT SUBDIVISION 2017	NICHOLSON TOWNSHIP
17-14	MINOR SUBDIVISION	MINOR SUBDIVISION FOR GOBLE	EATON TOWNSHIP
17-15	MINOR SUBDIVISION	FRED A. KLIMAS, JR. MINOR SUBDIVISION	MONROE TOWNSHIP
17-16	MINOR SUBDIVISION	WILLIAM & SHIRLEY CORBY SUBDIVISION	MONROE TOWNSHIP
17-17	MINOR SUBDIVISION	MINOR SUBDIVISION FOR EARNSHAW	MEHOOPANY TOWNSHIP
17-18	MINOR SUBDIVISION	MINOR SUBDIVISION FOR LEILA S. RICE	TUNKHANNOCK TOWNSHIP

17-19	MINOR SUBDIVISION	2017 HILEMAN LOT ADDITION SURVEY	FORKSTON TOWNSHIP
17-20	MINOR SUBDIVISION	LOT COMBINATION SUBDIVISION FOR TUNKHANNOCK COMMUNITY AMBULANCE ASSOCIATION	TUNKHANNOCK BOROUGH
17-21	MINOR SUBDIVISION	JOHN S. (JR) & SUSAN LABAR SUBDIVISION	OVERFIELD TOWNSHIP
17-22	MAJOR SUBDIVISION	STEPHEN BOREL MAJOR SUBDIVISION REVIEW	WASHINGTON TOWNSHIP
17-23	MINOR LAND DEVELOPMENT	MILLER'S AUTO REPAIR CENTER, LLC	TUNKHANNOCK TOWNSHIP
17-24	MINOR SUBDIVISION	BEEBE LOT IMPROVEMENT (DEBRA DAVIS & LARRY GREEN, L/O)	CLINTON TOWNSHIP
17-25	MINOR LAND DEVELOPMENT	OVERFIELD FACILITY – REGENCY MARCELLUS GAS GATHERING, LLC.	LEMON TOWNSHIP
17-26	MINOR SUBDIVISION	DOMINIC SCARTELLI 2017 SUBDIVISION (CHARLES LEROY EVANS, APPLICANT)	FALLS TOWNSHIP
17-27	MINOR SUBDIVISION	MINOR SUBDIVISION FOR BONNIE COMSTOCK AND CATHY LARUE	NICHOLSON TOWNSHIP
17-28	LOT CONSOLIDATION	KEYSTONE SAW SHOP LOT CONSOLIDATION PLAN	WASHINGTON TOWNSHIP
17-29	LAND DEVELOPMENT	KEYSTONE SAW SHOP LAND DEVELOPMENT	WASHINGTON TOWNSHIP
17-30	INFORMATION FOR OFFICE ONLY – NO ACTION REQUIRED	MINOR MODIFICATION FOR THE KEYSTONE COLLEGE STREETSCAPE PROJECT	FACTORYVILLE BOROUGH
17-30	LAND DEVELOPMENT	KEYSTONE COMMONS	FACTORYVILLE BOROUGH
17-31	LAND DEVELOPMENT		NICHOLSON TOWNSHIP
17-32	MINOR SUBDIVISION	FREDERICK P. MARKS, JR., & PAULA J. MARKS 2017 SUBDIVISION	NICHOLSON TOWNSHIP
17-33	MINOR SUBDIVISION	IRMA FALLS ESTATE MINOR SUBDIVISION	CLINTON TOWNSHIP

17-34	MINOR SUBDIVISION	LOT ADDITION SUBDIVISION FOR GERALD AND LINDA COOLBAUGH	EATON TOWNSHIP
17-35	MINOR SUBDIVISION	2017 JUBINSKI MINOR SUBDIVISION	OVERFIELD TOWNSHIP
17-36	MINOR SUBDIVISION	PLATT OF MINOR SUBDIVISION FOR CHARLES DALE WRIGHT AND DIANE WRIGHT	MONROE TOWNSHIP
17-37	MINOR SUBDIVISION	RICHARD & NANCY TINNA LOT IMPROVEMENT SUBDIVISION	TUNKHANNOCK BOROUGH
17-38	MINOR SUBDIVISION	RAKER LOT LINE ADJUSTMENT	CLINTON TOWNSHIP
17-39	SKETCH PLAN ONLY – NO ACTION REQUIRED	TIOGA STREET CAR WASH	TUNKHANNOCK BOROUGH
17-40	MINOR SUBDIVISION	MINOR SUBDIVISION FOR DALE J. KRESGE	NORTHMORELAND TOWNSHIP
17-41	MINOR SUBDIVISION	LOT LINE SUBDIVISION FOR NANCY P. PLACE, ROGER A. PLACE, JR., AND CYNTHIA K. PLACE	LEMON TOWNSHIP
17-42	MINOR SUBDIVISION	2017 HOLLAND MINOR SUBDIVISION FOR MARK AND BARBARA PERUCKI	NICHOLSON TOWNSHIP
17-43	MINOR SUBDIVISION	THE TONE SUBDIVISION	FALLS TOWNSHIP
17-44	MINOR SUBDIVISION	THE MINOR SUBDIVISION FOR WILLIAM J. & BARBARA E. JEFFREYS	MEHOOPANY TOWNSHIP
17-45	MINOR SUBDIVISION	DOROTHY MIKUSH MINOR SUBDIVISION	TUNKHANNOCK TOWNSHIP

