



2024 ANNUAL REPORT

WYOMING COUNTY PLANNING COMMISSION

MARCH 2025

Prepared by:



WYOMING COUNTY OFFICE OF COMMUNITY PLANNING

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INTRODUCTION

The Wyoming County Office of Community Planning submits an annual report to the Wyoming County Board of Commissioners on the activities of the office throughout the past year in support of the Wyoming County Planning Commission. This is a requirement of Article II of PA Act #247, the Municipalities Planning Code (MPC).

The Wyoming County Planning Commission was created by the Wyoming County Board of Commissioners and held its first organization meeting on June 19, 1965. The Planning Commission consists of nine members appointed by the Board of Commissioners as authorized by the MPC. The Commission has its own by-laws that govern operations. Commission members elect their own officers on an annual basis. The Wyoming County Office of Community Planning assists the Planning Commission in its duties as the duly created planning agency.

In 2024, the Commission met at 6:30 pm on the third Wednesday of each month (except for September, when they met on the fourth Wednesday) at the Wyoming County Emergency Operations Center, 3880 State Route 6, Tunkhannock, Pennsylvania.

MEMBERSHIP

- Randy Ehrenzeller, Chairman** (Eaton Township) serving term through Dec. 31, 2028
- Ed Coleman, Vice-Chairman** (Washington Township) serving term through Dec. 31, 2027
- Stacy Huber, Secretary** (Tunkhannock Borough) serving term through Dec. 31, 2026
- Matthew J. Austin** (Nicholson Township) serving term through Dec. 31, 2026
- Dale Brown** (Lemon Township) serving term through Dec. 31, 2028
- Roger Hadsall** (Monroe Township) serving term through Dec. 31, 2028
- Jeremy Leaidicker** (Nicholson Borough) serving term through Dec. 31, 2027
- Paul Rowker** (Eaton Township) serving term through Dec. 31, 2027
- Robert Thorne** (Washington Township) serving term through Dec. 31, 2026



Planning Commission members Paul Rowker (left) and Roger Hadsall (right) look over the Land Development Plan for Pennsylvania State Police barracks, Feb 2025

ACTIVITY

The Planning Commission held a meeting each month during 2024 in order to discuss, review, and approve major subdivisions and land development plans, and conduct other related business. The average meeting length was 49 minutes. The following table details the high rate of member attendance (X).

Meeting agendas and minutes can be found on the Community Planning website:

(<http://www.wyomingcountypa.gov/board>)

Name	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Randy Ehrenzeller	X	X	X	X	X	X	X	X	X	Absent	X	X
Ed Coleman	X	X	X	X	X	X	Absent	X	X	X	X	X
Stacy Huber	X	X	X	X	X	X	X	X	X	X	X	X
Matthew Austin	Absent	X	X	Absent	X	Absent	X	X	Absent	X	X	Absent
Dale Brown	Absent	X	X	X	X	X	Absent	X	X	X	X	X
Roger Hadsall	X	X	X	X	X	X	X	X	X	X	X	X
Robert Thorne	X	X	X	X	X	X	X	X	X	Absent	X	X
Jeremy Leaidicker	Not yet appointed	X	X	X	Absent	X	X	X	Absent	X	X	Absent
Paul Rowker	Not yet appointed	X	X	X	X	Absent	X	X	X	X	X	X
Length of meeting	0:45	0:44	0:25	0:18	0:37	0:20	1:30	0:37	1:31	0:58	1:05	1:02
Public Attendance	3	1	13	3	3	6	7	8	8	5	7	5
Sub/Land Dev Reviewed	1	0	1	1	3	2	2	2	3	2	4	3

APPOINTMENTS

On Jan. 2, 2024, the Board of Commissioners re-appointed Ed Coleman to a new four-year term on the Planning Commission extending through Dec. 31, 2027. At the time, there remained two vacancies on the Planning Commission. On Jan. 30, 2024, the Board of Commissioners appointed Paul Rowker and Jeremy Leaidicker to fill these spots, with four-year terms extending to Dec. 31, 2027.

During the January 17, 2024 meeting, Planning Commission members re-elected Randy Ehrenzeller as their Chairman, and Ed Coleman as Vice-Chairman. Stacy Huber was re-elected Secretary.

The Planning Commission ended 2024 with no vacancies. Soon after their prior terms expired on Dec. 31, 2024, Dale Brown, Randy Ehrenzeller, and Roger Hadsall were re-appointed by the Board of Commissioners on Jan. 6, 2025 to new four-year terms extending through Dec. 31, 2028.

SUBDIVISION AND LAND DEVELOPMENT REVIEW

The Wyoming County Office of Community Planning received and reviewed a total of forty-seven (47) subdivision and land development proposals and one (1) sketch plan during 2024. There were a total of eight (8) reviews completed for plans proposed within municipalities that enforce their own Subdivision and Land Development Ordinance.* Though this represents a slight decrease in the amount of applications from 2023, the sizeable number of land developments submitted kept staff and the Commission rather busy.

Municipality	Number of Subdivisions/Land Developments
Braintrim Township	0
Clinton Township*	5
Eaton Township	3
Exeter Township	0
Factoryville Borough*	1
Falls Township*	1
Forkston Township	2
Laceyville Borough	0
Lemon Township	3
Mehoopany Township	0
Meshoppen Borough	0
Meshoppen Township	3
Monroe Township	4
Nicholson Borough	0
Nicholson Township	3
North Branch Township	0
Northmoreland Township	2
Noxen Township	4
Overfield Township*	0
Tunkhannock Borough	1
Tunkhannock Township	11
Washington Township*	1
Windham Township	4
TOTAL	48



PROJECT HIGHLIGHTS

Some of the land developments reviewed by the Office of Community Planning throughout 2024 were:

- ❖ **Braintrim Baptist Church (Windham Twp.)** – The applicant proposed a 21,000 sq. ft. church/community center, along with a 110-space parking lot off of State Route 3001. **During the plan review process, staff flagged several items that needed correction, including yard setback areas and the need for buffer tree plantings.** The plan received conditional approval from the Planning Commission on July 17th, 2024. The conditions specified by the Commission were met by the applicant, and final approval was granted on Jan. 31st, 2025.
- ❖ **Winding Creek Ranch Pole Barn Garage (Eaton Twp.)** – The applicant proposed a 14,000 sq. ft. garage for storage services for an existing contractor yard on Goble Hill Rd. The plan received conditional approval on Aug. 21st, 2024. The conditions were met by the applicant, and a Notice to Proceed to Construction was issued to the applicant on Sep. 17th, 2024.
- ❖ **Meshoppen Dollar General (Meshoppen Twp.)** – The applicant proposed an 11,000 sq. ft. retail facility with a 27-space parking lot off of State Route 6. **During the plan review process, staff flagged that trees would need to be planted for screening purposes, and to shade the parking lot.** The plan received conditional approval on Sep. 25th, 2024, and subsequently received a Notice to Proceed to Construction.
- ❖ **Greens at Shadowbrook (Tunkhannock Twp.)** – The applicant proposed to convert an existing hotel into senior housing offering 55 dwelling units off of State Route 6, while retaining an existing golf course, restaurant, and bar. The plan received conditional approval on Sep. 25th, 2024, and subsequently received a Notice to Proceed to Construction.
- ❖ **Henry Meadows Housing (Tunkhannock Twp.)** – The applicant proposed a three-story senior housing facility offering 34 dwelling units, along with a 35-space parking lot off of Sunrise Lane. The plan was granted conditional approval on Dec. 18th, 2024, and the applicant is currently working to meet those conditions. **Staff worked with the applicant to ensure the correct number of shade trees would be planted.**
- ❖ **Bunker Hill Solar Project (Tunkhannock Twp.)** – The applicant proposed a large-scale commercial solar energy facility involving five solar arrays across three lots between Bunker Hill Rd. and Miller Rd. The applicant is working with the Planning Office to resolve several issues. The deadline for a decision from the Planning Commission is May 2025.
- ❖ **Tunkhannock Solar Project (Tunkhannock Twp.)** – The applicant proposed a large-scale commercial solar energy facility across ten acres of a lot along Wellwood Drive. Conditional approval was received in Feb. 2025, and the applicant has been working to meet those conditions.



COMPLETE LISTING

The Planning Office has continued tracking the progress of subdivisions and land developments with a spreadsheet. Each file is added to the spreadsheet when the application is submitted and all documentation is accounted for until the map is recorded. This is an important record for the Planning Office and helps ensure that each application is processed in accordance with State and County law (PA Act #247 and the Wyoming County Subdivision and Land Development Ordinance).

File #	Application Type	Name of Subdivision	Municipality
2024-1	Sketch Plan	Proposed Drive-In Restaurant and Retail Store	Eaton Township
2024-2	Minor Subdivision	Willis K. Bennett Minor Subdivision	Windham Township
2024-3	Minor Subdivision	Lot Combination and Minor Subdivision for Carl F. Shook and Bonnie Shook	Noxen Township
2024-4	Minor Subdivision	Minor Subdivision for Perry L. and Marlene Patton	Monroe Township
2024-5	Minor Subdivision	Subdivision of Lands of Thomas J. O'Reilly	Lemon Township
2024-6	Minor Subdivision	Trowbridge Minor Subdivision	Windham Township
2024-7	Minor	Minor Subdivision of Vincent & Jennifer Kalinoski	Clinton Township
2024-8	Minor Subdivision	Lot Addition for Forkston Township	Forkston Township
2024-9	Minor Subdivision	Minor Subdivision for R.G. Newell Family Limited Partnership & Jack Winters	Noxen Township
2024-10	Land Development	Braintrim Baptist Church Land Development	Windham Township
2024-11	Land Development	Tunkhannock Solar Project	Tunkhannock Township
2024-12	Minor Subdivision	Subdivision of Lands of Brian Williams & Nona Williams	Nicholson Township
2024-13	Minor	Minor Subdivision for Evelyn Conover, Administratrix of Carl Pensak Estate	Clinton Township
2024-14	Minor Subdivision	Salsman Estate	Windham Township
2024-15	Minor	Methodist Episcopal Church of Factoryville Subdivision 2024	Factoryville Borough
2024-16	Minor Subdivision	Joseph W. Nichols Minor Subdivision	Forkston Township
2024-17	Land Development	Meshoppen Dollar General	Meshoppen Township
2024-17-B	Minor Subdivision	Meshoppen Dollar General	Meshoppen Township

2024-18	Land Development	Winding Creek Ranch Pole Barn Garage	Eaton Township
2024-19	Minor Subdivision	Minor Subdivision for Melanie Killian et al	Northmoreland Township
2024-20	Minor Subdivision	Minor Subdivision for Larry H. Harvey and Donna L. Harvey	Lemon Township
2024-21	Minor Subdivision	Minor Subdivision for Elaine Whitman	Northmoreland Township
2024-22	Minor Subdivision	Minor Subdivision for R.G. Newell Family Limited Partnership & Jack Winters (2)	Noxen Township
2024-23	Minor Subdivision	Lot Addition Subdivision for Gary M. Toczko and Ellen J. Toczko and David J. Burgess	Tunkhannock Township
2024-24	Land Development	Greens at Shadowbrook	Tunkhannock Township
2024-25	Minor Subdivision	Lot Combination for Endless Mountains Veterinary Clinic & Donald L. Sherwood	Tunkhannock Borough
2024-26	Minor Subdivision	Minor Subdivision for Robert C. & Dawn E. Sickler	Eaton Township
2024-27	Minor	Subdivision of Lands of Solanick	Washington Township
2024-28	Minor Subdivision	AES Enterprise Inc. Minor Subdivision	Nicholson Township
2024-29	Minor Subdivision	Minor Subdivision Plan for Red Oak MHC LLC	Tunkhannock Township
2024-30	Minor Subdivision	Crispell-Hadsall Minor Subdivision	Monroe Township
2024-31	Minor Subdivision	Lot Addition Subdivision for Charles and Nancy Kovalchick	Nicholson Township
2024-32	Land Development	Wyoming County Bunker Hill Solar Project	Tunkhannock Township
2024-33	Minor Subdivision	Kenneth O. & Connie M. Teel	Meshoppen Township
2024-34	Subdivision	Plat of Survey of Land to Be Taken by Clinton Township in Lieu of Condemnation under Eminent Domain Code (Litwin)	Clinton Township
2024-35	Major	Bunker Hill Farms	Clinton Township
2024-36	Preliminary-Final Major Subdivision	Preliminary-Final Major Subdivision for Rustic Creek Family Acres LLC	Tunkhannock Township
2024-37	Minor Subdivision	Mostek Minor Subdivision	Lemon Township
2024-38	Minor Subdivision	Kelly Minor Subdivision	Tunkhannock Township
2024-39	Minor Subdivision	Subdivision of Lands of Thomas L. Henry & Sandra L. Henry	Tunkhannock Township
2024-40	Land Development	Henry Meadows Housing	Tunkhannock Township
2024-41	Minor Subdivision	Lot Addition Subdivision for Ruthann Crispell Et Al	Monroe Township
2024-42	Minor Subdivision	Ace-Robbins Inc Minor Subdivision	Tunkhannock Township
2024-43	Minor Subdivision	Russell-Traver Lot Addition Subdivision	Monroe Township
2024-44	Minor Subdivision	Final Minor Subdivision for Joseph Kresge	Tunkhannock Township
2024-45	Major Subdivision	Major Subdivision of Lands of Landsiedel	Falls Township
2024-46	Minor Subdivision	Lands of Archer Lot Improvement Subdivision	Clinton Township
2024-47	Minor subdivision	Bennett Lot Improvement Minor Subdivision	Noxen Township

AGENDA CHRONOLOGY

January 2024

- ❖ **Proposed Drive-In Restaurant and Retail Store, Eaton Township – *Sketch Plan***

February 2024

- ❖ **Discussion of County SALDO Amendments**

March 2024

- ❖ **Braintrim Baptist Church Land Development, Windham Township – *Acceptance***

April 2024

- ❖ **Discussion about Shadowbrook – Extended Stay Hotel – *Hold Harmless & Developer's Agreement***

May 2024

- ❖ **Tunkhannock Solar Project Land Development, Tunkhannock Township – *Acceptance***
- ❖ **Meshoppen Dollar General Land Development, Meshoppen Township – *Acceptance***
- ❖ **Winding Creek Ranch Land Development, Eaton Township – *Acceptance***

June 2024

- ❖ **Braintrim Baptist Church Land Development, Windham Township – *Time Extension Request***
- ❖ **Winding Creek Ranch Pole Barn Garage Land Development, Eaton Township – *Acceptance***

July 2024

- ❖ **Braintrim Baptist Church Land Development, Windham Township – *Consideration for Approval with Conditions, Waiver***
- ❖ **Meshoppen Dollar General Land Development, Meshoppen Township – *Waivers***

August 2024

- ❖ **Greens at Shadowbrook, Tunkhannock Township – *Acceptance***
- ❖ **Meshoppen Dollar General, Meshoppen Township – *Approval with Conditions***

September 2024

- ❖ **Bunker Hill Solar Land Development, Tunkhannock Township – *Acceptance***
- ❖ **Rustic Creek Family Acres Major Subdivision, Tunkhannock Township – *Acceptance with Condition***
- ❖ **Meshoppen Dollar General Land Development, Meshoppen Township – *Conditional Approval***

October 2024

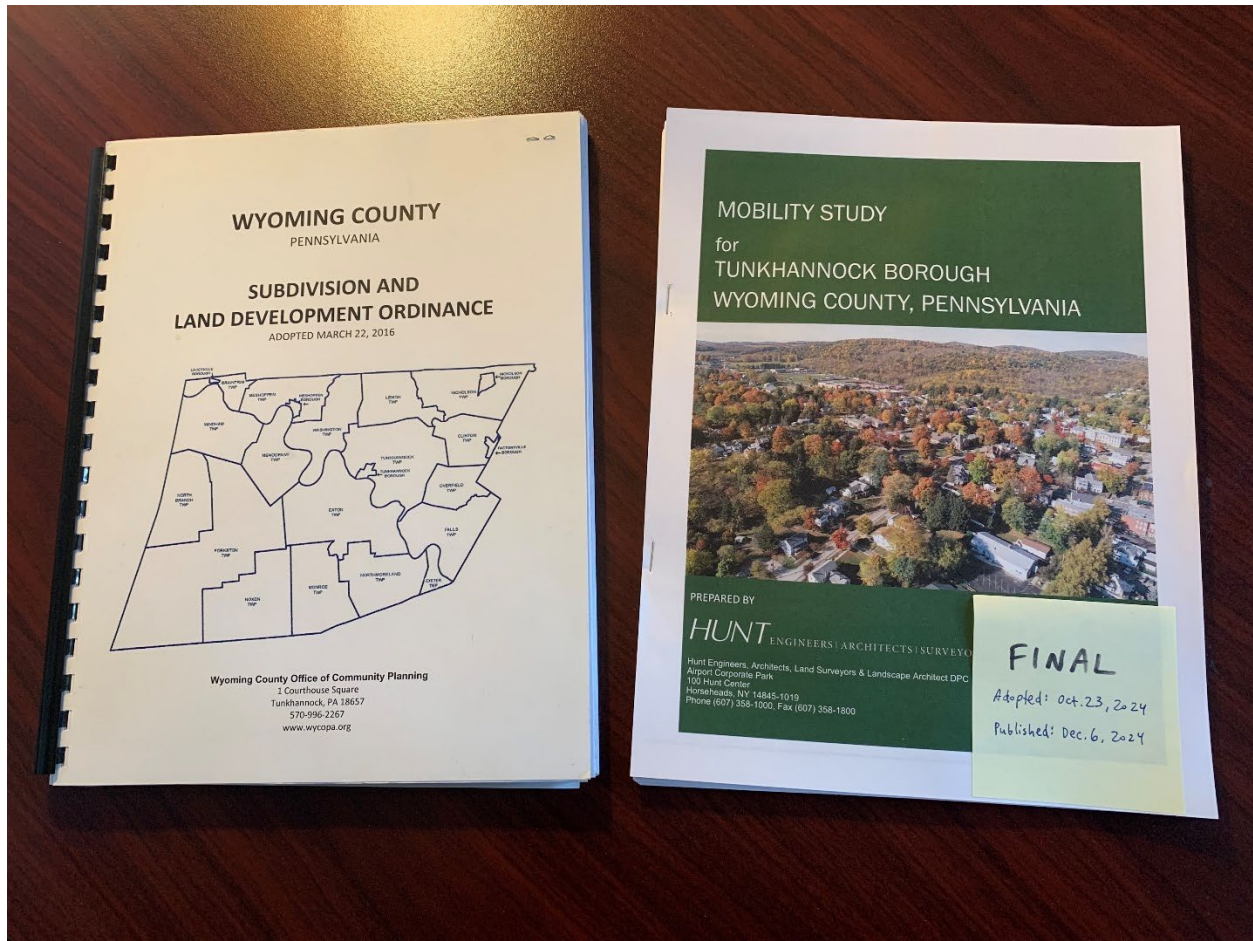
- ❖ **Tunkhannock Solar Project Land Development, Tunkhannock Township – *Time Extension Request***
- ❖ **Henry Meadows Housing Land Development, Tunkhannock Township – *Presentation by Developer, Submittal Acceptance***

November 2024

- ❖ **Tunkhannock Solar Project Land Development, Tunkhannock Township – *Time Extension Request***
- ❖ **Bunker Hill Solar Project Land Development, Tunkhannock Township – *Update***
- ❖ **Rustic Creek Family Acres Major Subdivision, Tunkhannock Township – *Waiver and Approval***
- ❖ **Henry Meadows Housing Land Development, Tunkhannock Township – *Waiver***

December 2024

- ❖ **Tunkhannock Solar Project Land Development, Tunkhannock Township – *Time Extension Request and Waiver***
- ❖ **Bunker Hill Solar Project Land Development, Tunkhannock Township – *Time Extension Request and Waivers***
- ❖ **Henry Meadows Housing Land Development, Tunkhannock Township – *Conditional Approval***



OTHER MAJOR PROJECTS

- ❖ **Subdivision and Land Development Ordinance (SALDO) Amendment** – With assistance from planning consultant Carson Helfrich, the Office of Community Planning helped develop an amendment to the County SALDO that clarifies regulations regarding campgrounds and minimum access drives, and provides new guidelines for commercial solar, wind, and wireless communications facilities (specifically, it requires decommissioning agreements to ensure such facilities do not become a blight upon the surrounding communities upon discontinuation). The Board of Commissioners adopted the proposed amendment on May 17, 2024.
- ❖ **2024 Tunkhannock Mobility Study** – Previously, the Planning Office had secured grant funding from PennDOT and Northern Tier to develop a mobility study for Tunkhannock Borough. The Study focuses on the Borough's existing transportation network, limitations and opportunities for increasing interconnectivity, and locating sources of funding to enact these solutions. In 2024, the Steering Committee met one final time, and the Study was adopted at a joint meeting of the Planning Commission and Board of Commissioners on Oct. 23, 2024 (published Dec. 6, 2024).

COORDINATION WITH MUNICIPALITIES

The Planning Office continued to regularly communicate with local municipalities on subdivision and land development applications that were filed. This included soliciting the municipality's comments on individual applications and later providing the municipality with a copy of subsequent County decision letters.

In 2024, the Planning Office wrote several letters confirming the consistency of municipal grant application projects with the County Comprehensive Plan.

STAFFING

In May 2024, the Planning Director, Lynnelle M. Farber, RLA, resigned. The Board of Commissioners appointed the Office Manager, Caitlyn Allaoui, as Interim Planning Director.

In June 2024, the Board of Commissioners hired Matthew C. Jones, AICP, as Planning Director, and Caitlyn Allaoui returned to Office Manager.

In Nov. 2024, the Board of Commissioners hired Robert Kenney as Deputy Director, and transferred Caitlyn Allaoui to a full-time position with the Wyoming County Office of the (Adult) Public Defender.



Matthew Jones
Planning Director



Robert Kenney
Deputy Planner

PROFESSIONAL ORGANIZATIONS

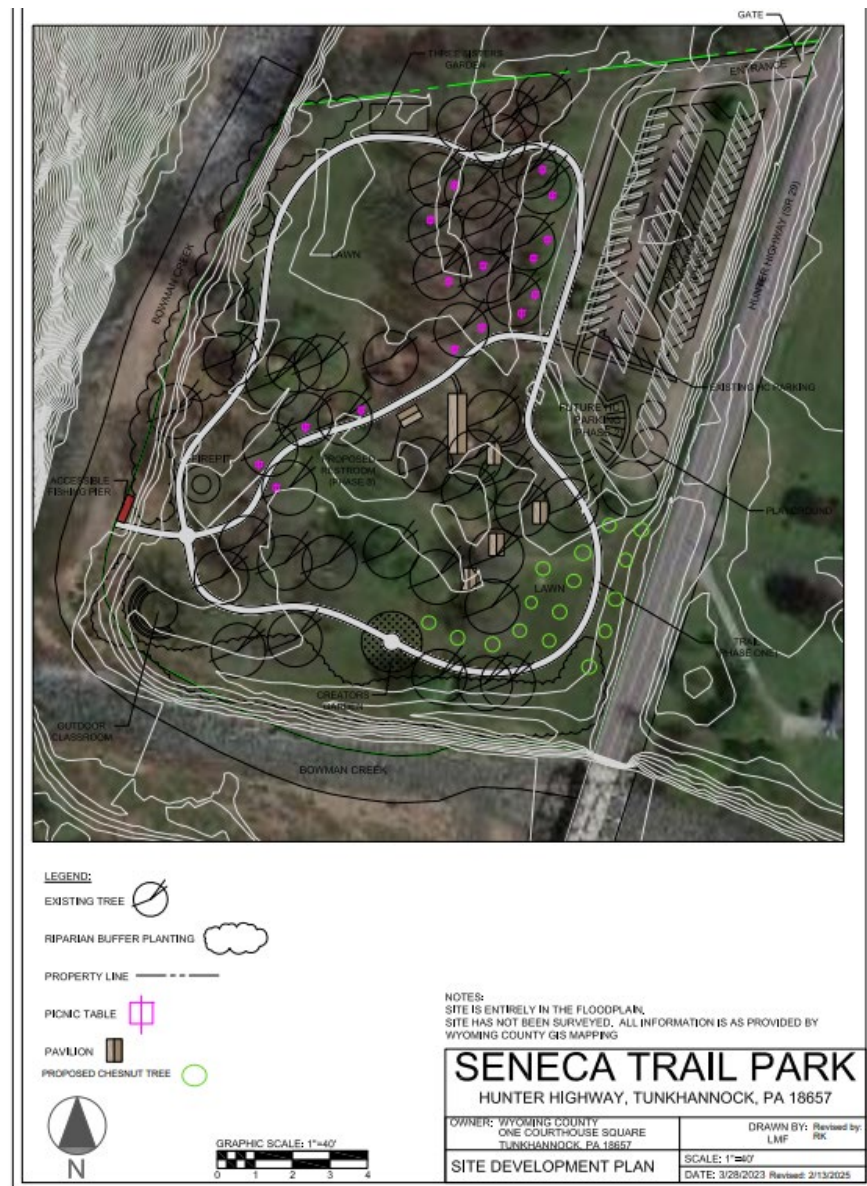
The Planning Director is a member of the following professional training/credentialing organizations:

- ❖ County Planning Directors' Association of Pennsylvania (CPDAP)
- ❖ American Planning Association (APA) Pennsylvania Chapter (PA), Northeast Section (NEPA)
- ❖ American Institute of Certified Planners (AICP)

2025 PLANNING OFFICE GOALS

The Planning Office has outlined a number of goals to work towards achieving by the end of 2025:

- ❖ Plant sixteen (16) Chestnut trees at Wyoming County Seneca Park under PA-DCNR C2P2 ESF/ Endless Mountains Heritage Region grant.
- ❖ Spearhead application for a PA-DCNR/PRPS RecTAP grant in order to secure a consultant to help the Wyoming County Board of Commissioners better frame the goals, objectives, organization, and by-laws of the Wyoming County Park Board.



Sixteen (16) chestnut trees to be planted in April 2025 (locations indicated by green circles)

2024 Annual Report

Wyoming County Planning Commission

County of Wyoming, Pennsylvania

March 2025

Wyoming County Board of Commissioners

Richard Wilbur, Chairman

Thomas S. Henry, Vice-Chairman

Ernest A. King, Jr., Commissioner

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