Planning Commission- County of Wyoming Pennsylvania

Minutes # 680 September 17, 2025 6:00 pm

WYOMING COUNTY PLANNING COMMISSION

Randy Ehrenzeller	Ed Coleman	Stacy Huber
Matthew J. Austin	Dale Brown	Roger Hadsall
Jeremy Leaidicker	Paul Rowker	Robert Thorne

Meeting Location:
Wyoming County Emergency Operations Center
3880 State Route 6, Tunkhannock, PA

I. Pledge of Allegiance

The pledge was taken. Staff Director Matt Jones then verbally notified all participants that audio from the meeting would be recorded.

II. Call to Order & Roll Call

Chairman Randy Ehrenzeller called the Planning Commission to order. He stated there are 8 members present which constitutes a quorum.

Present	Absent	Staff
Randy Ehrenzeller, Chair		Matthew C. Jones, Director
Ed Coleman, Vice-Chair		Meghan Coury, Assistant
Stacy Huber, Secretary		Paul Litwin, Solicitor
Dale Brown		
	Roger Hadsall	
Matthew J. Austin		
Robert Thorne		
Paul Rowker		
Jeremy Leaidicker		

III. Public Comment – *(If audience members wish to address the commission on topics on the agenda, please let the Chairman know what item you wish to address, or that you wish to address the commission on an item not on the agenda*

(None offered at this time)

IV. Approval of Today's Agenda (*additions or deletions?*)

(Stands as presented.).

V. Announcements:

. On September 9, 2025, the Wyoming County Board of Commissioners voted unanimously to "concur" with Falls Township's plan to adopt the County Subdivision and Land Development Ordinance, and transfer administrative/plan-approval authorities to the County starting December 31, 2025, as required by State Law #247 Section 502 (c).

Matt Jones was asked for an update on Falls. He stated that the topic is under this evening's Agenda as well under new business. We'll be asking you to consider making the same vote as the Commissioners. Falls is looking to pitch to the County the administration of their Subdivision and Land Development and approval authority and to adopt the County Saldo for themselves. State Law requires that the County express its concurrence to accept that responsibility. The Board of Commissioners held a vote to that effect and they passed that idea unanimously amongst themselves at their most recent meeting. Attorney Litwin and Matt thought it would be a good idea to of course have the Board's vote on the matter as well.

VI. Approval of Minutes #679 from last meeting of August 20, 2025

A motion was made by Dale Brown to approve the Minutes #679 of August 20, 2025, seconded by Robert Thorne and approved unanimously.

VII. Correspondence: Review Chronological Report from August 12, 2025 through September 10, 2025

(***Approved as presented).***

VIII. Subdivision and Land Development

A. Review Minor/Unique Plans Report from August 12, 2025 through September 10, 2025.

(Accepted as presented).

B. **Meshoppen Dollar General – Land Development Plan –** ***Meshoppen Township*** File #2024-17

- Project update: Construction has recently concluded. The improvements passed inspection during a site visit with Staff Director Matt Jones and County consulting engineer Mick Goodwin on September 9, 2025. They seek release of their bond, and permission to open for business. Remaining steps prior to this:

-Action Requested: Consider vote to authorize signing of the As Built Plans and issuance of a Certificate of Conformance on contingent that the following 5 conditions be met within 3 months (by Dec. 15, 2025)

C1. The landowner add his notarized signature to the As-Built Plans (§403.8B)
C2. The engineer add his signature and seal to the As-Built Plans (§306.13)
C3. The applicant record the As-Built Plans with the County Recorder (§306.11).
C4. A receipt of recordation is provided to Staff within 30 days of the recording (§306.11).
C5. County Consulting Engineer Site Inspection Fee is paid by the applicant (§306.13)

Matthew Jones was asked to give an update by Mr. Ehrenzeller. He stated after several months Meshoppen Dollar General has been using the time to build the property according to site plans. Construction has recently concluded. They invited the County's Engineer, Mick Goodwin and himself to come out and inspect the installation. The results of inspection reports have been included in the packets. The site looks really good. They planted all the trees, put the building in the right place and it is the correct size. They put in all the storm water controls. The parking is as required. All the installed lights are facing downward and include shade trees. They would like the release of their bond and to open for business soon. There are a few steps remaining listed as 5 conditions. We are requesting the Commission consider a vote to authorize us to sign the As Built Plans they have submitted and to issue them a Certificate of Conformance explaining they met all conditions of development and they are in conformance with the County's laws. These are the remaining steps to be done. If you were to vote on this tonight it would authorize Randy and myself to sign the As Built plans. Mick Goodwin had recommended they put additional information on the As-Built Plans. The new set has additional storm water detail and the engineer's and landowner's signature. Because of this the new Plans are being mailed to our office and we do not have them to present this evening. When the set is received, if it is your opinion to approve, Randy will be invited to our office to sign the plans with Matt. They will be recorded in the Recorder of Deeds Office so they can open for business. Another item on their list was to figure out how to get water to the property. They did sink a well, got DEP approval for a water supply system, and installed a bathroom in the building. They have a new design for their buildings and they call it DG Market.

A motion was made by Edward Coleman that Randy Ehrenzeller and Matt Jones have approval to sign the Certificate of Conformance and Plans and that the bond is released once the 5 conditions are met, seconded by Stacy Huber and was unanimously approved.

C. Krause Gym – Land Development Plan - ***Tunkhannock Township*** **–** File #2025-37

-<u>Introduction of New Application</u>
-<u>Action Requested:</u> Consider vote to acknowledge application as "complete and received."

. Wayne Krause is present to support his project idea and is accompanied by his engineer Rebecca Peterson, PE of Folsom Engineering, LLC, Mehoopany, PA. We are introducing them so they can give an overview of the project and what they want to do.

Mr. Wayne Krause said he has been assisting his grandson with a gym that has been in business for three years. His business has been building and doing well. He had promised his grandson that after three years if his business is successful he will help him secure his own new building. The current structure the gym is in is 3,200 sq feet. He's running out of space for his members and having some issues with the building so they have decided it's time to build a new facility. He owns a site on Wilmar Drive and Dark Hollow Road where he proposes to construct the building. He says he has limited space on the property to erect the building. He refers the conversation to Rebecca Peterson, PE of Folsom Engineering, LLC so she can discuss the plans she has drawn up for this project.

Rebecca Peterson, PE refers the Board to the plans on the monitors and paper plans in front of them on their table. The property has approximately two acres with a pond and some wetlands around it so we have that when it's needed. It's coming off Dark Hollow Road. It will be a single building containing 4,800 sq ft. with a gravel driveway, a parking lot, seal coated and infiltration berm/basin for stormwater collection and retention.
Matt Jones states that it is an 8,800 square foot large gravel parking lot. He inquires how many

parking spaces it would provide. She responds that it will be at least 12 and it has the required ADA handicapped spaces. She is asked if they are striped on any of the Plan sheets. A review of plan is made by the members on the monitor screens. Mr. Coleman asks if 12 spaces meet the ordinance. Matt said he was not certain yet and would need to check the Ordinance. Ms. Peterson said she used the ITE table mentioned in the Ordinance for the closest use (recreational facility). It was one of those two based on a multiplier of gym members per day. Mr. Coleman said that 12 spaces seemed low to him. Matt said tonight is an opportunity to wrap their heads around the new information. Ms. Peterson said she and Mr. Krause also have the benefit of having historical data for knowing how many spaces are being used in their current gym facility.

There was confirmation that Spencer Gym is the name of the current gym. The location of that gym is near the Pink Apple Restaurant and the Washington Township line. They will not renew their lease with Spencer Gym and will move over to the new gym. Matt Austin asked if it was a metal building they were proposing and was told yes.

Mr. Krause said they had spent a good amount of time on their project before presenting it to the Board this evening. One year prior to purchasing the property he had to get the well site approved and he had two perc tests performed on the property in the front part of the entrance. There was an existing shed with a driveway placed near it. The perc site (septic site) needed to be in the back 50 feet from the pond. The well site needed to be 100 feet from the perc area. He stated there are limits to where the building can be placed and what size it can be total. Where the parking lot and the driveway entrance is located is all based on keeping the project within the two acres of land. There are 2 DEP approved water sites. The infiltration berm puts the project in a tight squeeze dealing with water runoff in the parking lot. There would be plenty of room if he did not have to install the infiltration berm for the parking lot runoff but he understands these are the rules. Ms. Peterson said the red dots on the plan north of the parking lot is a replacement septic site. She states that the base that's close to the road is all very rocky and could accommodate overflow parking. They could do a honeycomb graft for overflow parking or just grass with what is there if something extra is needed. She believes it already meets the ITE requirements.

Ed Coleman asked if she anticipated needing any waivers to be requested. Ms. Peterson supposed that she might just need a waiver for the context map. Mr. Jones said that waivers could be discussed at a future meeting and that would be a waiver he would recommend approving. Matt asked her if any buffer trees, parking lot shade trees or evergreen trees on the periphery of the site have been proposed on the plan. She responded that it had not been proposed but if they would be needed it would not be an issue to comply. Mr. Jones said that the Planning Office would ask for a few trees to be added to the Plan as part of the process. Another part of the process is that the Planning Office would share the Plan with one of the County hired consulting engineers. Carl Schimmel, of Atlas Engineering will review the storm water presentation. Ms. Peterson stated that there was another set of perc tests that were performed near the infiltration basin so she used those rather than doing additional testing. She used a conversion from the stormwater DEP manual to get those to work for the basin infiltration.

Matt asks if there will be an overflow for the basin or will the basin itself be able to accommodate everything as an end result. She stated that the basin handles everything from the new impervious surfacing. There is a lot of storm water that comes across Wilmar Drive. There is a drop basin that is outside the LOD and that goes down to the pond that's basically a culvert. They are calling for an additional culvert to run alongside that. It doesn't go to the basin. It is to take any additional stormwater that is outside of the LOD. It's a diversion to keep that water out of the basin. Mr. Ehrenzeller said that questions could be addressed on parking and other matters if we approve the acceptance tonight. He asks if there are any other questions on the Land Development Plan. Hearing none he asks for a Motion to Acknowledge that the application package is complete and received.

A motion was made by Dale Brown to acknowledge the Krause Gym – Land Development

Plan package as "complete and received" and it was Seconded by Matt Austin. It was carried unanimously.

Matt made a final remark to Wayne Krause and Rebecca Peterson, PE saying that since the board has acknowledged their project as complete and received it starts a 90 day clock. Engineer Carl Schimmel and he will review it at their next opportunity and will provide 2 letters of review. Carl will review the storm water and Matt will review everything else. When those letters are prepared they will be provided to both of you so that you can check them. They are checked against the county ordinance. Those letters will contain recommendations on what the ordinance would require for the project. The final approval rests with the Planning Commission based on those recommendations. Future meetings will be held on October 15th and November 19th. Action will probably be teed up for one of those 2 meetings. Mr. Ehrenzeller and Mr. Coleman wish the plans proponent's good luck with their project. They were asked if they had any questions for the Director or the Board members. There were none.

D. **Michael Baltruchitis (225 Hall Lane) – Monroe Township –** No File #

-<u>Background</u>

- Landowner wishes to build a 2nd home on a parcel that already contains 1 home (PIN 14-026.0-002)
- County Ordinance typically requires approval of a Land Development Plan for this to transpire.
- Applicant has submitted **<u>request for waiver</u>** of this requirement (**§102.1B)** under an agreement drafted by County and Township staff (enclosed)
- Agreement would require demolition of the pre-existing home within six months of a Township occupancy permit being issued for the newly-constructed home. Agreement would need to be signed by County and Township officials. Agreement required landowner to establish $10K financial security to ensure demolition of pre-existing home eventually occurs.

-<u>Action Requested</u>: Consider vote to approve waiver request and authorize the County to sign onto the agreement on contingent that the following 4 conditions are met within 3 months (by December 15, 2025):

C1. Landowner is able to secure notarized signature of Monroe Township official on agreement.
C2. Landowner records the fully ratified agreement with the County Recorder of Deeds.
C3. Landowner provides a copy of the recording receipt to the County Planning Office.
C4. Landowner established $10k financial security with Monroe Township. If in the form of a bond or letter of credit (rather than cash escrow), then the written financial security must make reference to the Instrument Number of the recorded agreement (listed on the recording receipt)

Chairman Ehrenzeller asked Matt Jones for some background information on the reason for Michael Baltruchitis' presence before the board this evening. Matt said he would like to discuss the matter involving the Hall Lane property and he invites Mr. Baltruchitis to fill in any information he may be lacking. He states Michael owns the property at 225 Hall Lane, PIN # 14-026.0-002. He wants to build a second home on that parcel. He had met with Michael in the Planning Office at the courthouse to look at maps and discuss what his ambitions are regarding his property. There is already a house there which is sort of like a hunting cabin but it qualifies as a full fledge dwelling unit. It contains water, heat, septic and he confirms Michael is living in the property now. Michael states it was formerly a hunting cabin. Matt reiterates that Michael wishes to build a second home on the same parcel. County and State law requires that erection of a second home requires submission and approval of a Land Development Plan. This of course requires hiring an Engineer and it's an involved process. Michael was looking to see if there was any other option available to bypass that process. There really isn't a way to bypass Land Development. I spoke with Attorney Litwin and Cody Stanco, Monroe Township Zoning Officer regarding possibly waiving the requirement of the needed Land Development. It was decided that an Agreement could only be accepted whereby the end result is that when the second home is built the pre-existing home be torn down within six months of the occupancy permit being provided for the second house. The only way that this could be accomplished is if there

were a binding Agreement and a financial security related to that Agreement to ensure that the second building be torn down. Matt was incredulous that Michael would want to tear down a functioning home but he seems enthusiastic enough that it is the option he wishes to pursue. At this point he addresses Mr. Baltruchitis to confirm that he still wants to take this course of action.

Matt tells the Board that the details are all laid out in the package provided this evening. Michael has signed the Agreement and has had his signature notarized, a copy has been provided to the Board. The idea is that the Commission vote tonight to approve this Waiver Request. This waives requirement of a Land Development Plan but only if an Agreement can be finalized whereby the original house is torn down within six months of the new house becoming open for occupancy. There is a $10,000.00 security that would be attached to this Agreement to ensure demolishing of the home. If the land owner did not demolish the home within six months then the Township could call the Note and utilize the money to hire parties to demolish the home. Matt asks Michael if there is anything he wishes to add to his comments in front of the Board. Michael said he believes everything Matt said was pretty straight forward, those are his wishes and he has nothing to add.

Ed Coleman makes a Motion to Waive the Request for a Land Development Plan as long as the four stated conditions are met. Landowner must be able to secure notarized signatures of Monroe Township Officials on agreement. Landowner records the fully ratified Agreement with County Recorder of Deeds. Landowner provides a copy of the recording receipt to the County Planning Office and Landowner establishes a $10,000.00 financial security with Monroe Township in the form of a bond or a letter of credit to ensure the tearing down of the existing home.

Motion is Seconded by Jeremy Leaidicker.

Chairman Ehrenzeller asks if there are any further questions or comments before he calls for the vote. Attorney Litwin asks for the Board to add that Matt Jones has the authority to sign the Agreement in combination with Mr. Baltruchitis.

Mr. Coleman adds to his motion that the Planning Director be given the authority to execute the Agreement with Michael Baltruchitis on behalf of the Planning Commission. With the addition he asks if there any other questions or comments. The Motion is passed unanimously.

Matt Jones tells Michael Baltruchitis that tomorrow he will sign the Agreement in front of the Prothonotary at the Wyoming County Courthouse so they can acknowledge and notarize his signature. He will then take the executed Agreement to Karen Traver, secretary for Monroe Township. She has been copied on all emails regarding this matter and she is aware of this. It is up to her, in working with Monroe Township officials, if they are willing to sign this Agreement in front of a notary. If they do sign the Agreement then we will get it recorded and move forward. At that point the Township would either take $10,000.00 in cash, a letter of credit or a bond as the next step. We will keep you in the loop with what is happening at the Township building and hopefully Karen will as well.

Mr. Ehrenzeller thanks Mr. Baltruchitis for attending this evening and wishes him luck.

IX. Old Business: None to report from Staff.

X. New Business:

- Action Requested: Consider vote to "concur" with Falls Township's plan to adopt the County Subdivision and Land Development Ordinance, and transfer administrative/plan-approval Authorities to the County starting Dec. 31, 2025, as required by State Law #247 Section 502(c).

Mr. Ehrenzeller asks if there are any further questions or comments on this item.

Dale Brown made a Motion to Approve this item. Paul Rowker seconded the item. The item was approved unanimously.

Randy asked Matt if there was any further information to discuss. Matt said he had not been contacted by Starbucks on any Proposed Land Development Plan in Eaton Township yet.

XI.. Visitors & Guests: ***Wayne Krause, Landowner, Rebecca Peterson, PE, Folsom Engineering, LLC Michael Baltruchitis, Landowner, Nilofar Klunsh, resident, Eric Mark, Press Examiner***

XII. Adjournment

A motion to adjourn was made by Jeremy Leaidicker seconded by Mr. Huber and carried.

The meeting adjourned at 6:29 p.m.