

**Greene County Planning Commission
Meeting Minutes
November 2, 2020**

CALL TO ORDER

Mr. Goroncy called the meeting to order at 7:02 PM.

ROLL CALL

The following were in attendance: Jim Goroncy, Matt Cumberledge, Larry Stratton and Julie Gatrell

The following were not in attendance: Alfred Burns, Dave Severini, Jim Smith, Craig Pellegrini, and Jonna Knapik

Staff Present: Jeremy L. Kelly and Austin F. McDaniel, GCPC

Guests Present: N/A

APPROVAL OF THE MINUTES – October 5, 2020

Mr. Cumberledge made a motion to approve the October 5, 2020 meeting minutes and it was seconded by Mrs. Gatrell. All were in favor and the meeting minutes were approved.

PUBLIC DISCLOSURE:

This is a standard disclaimer. If you have a conflict of interest on any particular item, you are duty bound to disclose it.

EXECUTIVE SESSION

N/A

PUBLIC COMMENT

N/A

LAND DEVELOPMENT

Mr. McDaniel read the following from the agenda:

A.	Black to Jones Lot Split
Township	Morgan Township
Zoning	N/A
Site Control	Patricia D. Black 17-02-133

Driveway Permit, parking and utilities	Woodies Road, T- 568 Utilities: Existing <ul style="list-style-type: none"> • Water: Existing • Electric: Existing • Sewerage: Existing
Stormwater	N/A
Conservation District/PADEP	N/A: Non-Building Waiver
Total Area of Disturbance	N/A
Narrative	It is the intent of this proposed subdivision to create a new parcel from the original tract, parcel 17-02-133. The new parcel, 1.467 acres, has access to Woodies Road, T- 568
Approval Requested	Lot Split or Minor Subdivision

Mr. McDaniel explained that the non-building waiver lot split will encompass a home that currently resides on the property, as well as a pole barn and two sheds. The Planning Commission received all of the information it needed from the landowners, however, there was an issue that still needed to be addressed on the survey plat. Mr. McDaniel explained that the residual acreage shown in the overview of the property left out the acreage of the Parcel 17-02-133-C, leaving the total acreage remaining as inaccurate. Mr. McDaniel explained that before the Planning Commission can sign off on the plan, the acreage correction will need to be addressed. Mr. McDaniel also informed the board that the property owner needs to be cautious of landlocking the original parcel, 17-02-133, as road frontage is very narrow. Mr. McDaniel explained that the sewage enforcement officer signed off on the project as a non-building waiver and asked the board for a motion to approve the project as a lot split or minor subdivision.

Mr. Goroncy questioned if the 30 foot right of way was being utilized.

Mr. Kelly responded that the Planning Commission has had no interaction with the land owner, however, it is his belief that it is a delineated right of way and the separation of the parcels will be used for collateral or for an estate issue.

Mrs. Gatrell mentioned to include language in the approval letter clarifying landlocking a property.

Mr. Stratton made motion to approve the project as a lot split oppose to a minor subdivision and it was seconded by Mr. Cumberledge. All were in favor and the projected was approved as a lot split.

B.	Golden and Halstead Lot Split
Township	Greene Township
Zoning	N/A
Site Control	Keith Golden & Glodenna F. Halstead 11-04-133

Driveway Permit, parking and utilities	Laurel Run Road, T- 632 Utilities: Existing <ul style="list-style-type: none"> • Water: Existing • Electric: Existing • Sewerage: Existing
Stormwater	N/A
Conservation District/PADEP	Component 1
Total Area of Disturbance	N/A
Narrative	It is the intent of this proposed subdivision to create a new parcel from the original tract, parcel 11-04-133. The new parcel, 1.001 acres, has access to Laurel Run Road.
Approval Requested	Lot Split or Minor Subdivision

Mr. McDaniel stated that a lot split had already been completed on the property previously, therefore the Board will have to decide whether to do the project as a lot split or minor subdivision. Mr. McDaniel explained that the purpose of the split was to create a new parcel for residential use. Mr. McDaniel mentioned that the newly proposed lot includes applicable road frontage and setbacks. Mr. McDaniel informed the Board that the only information the Planning Commission is waiting on is approval from DEP for the Component 1 Sewage Form sent on September 14th, 2020.

Mr. Kelly mentioned that the proposed easement for ingress and egress shown on the survey was to maintain access to the barn located on parcel 11-04-133-A.

Mr. Cumberledge made a motion to approve the project as a lot split and it was seconded by Mrs. Gattrell. All were in favor and the motion was made to approve the project as a lot split.

I. OLD BUSINESS

- a. Solid Waste (update)
- b. 2021 GCPC Schedule (Action)
- c. 504 Plan (update)
- d. Timeline for Reports (handout)
- e. Planning Commission Board

Mr. McDaniel mentioned that the Planning Department reached out to Nester Resources in order to update the Solid Waste Plan. Nester Resources informed the Planning Department that an advisory committee will need to be established, as well as a 10% match of the raw cost. Nester Resources also informed the Planning Department that the plan will take 18-24 months for completion and they will be getting the County more information within the next few weeks.

Mr. Kelly mentioned that the Solid Waste Plan has a potential for a soft match depending on how much time can be allocated to the project from the Planning Department.

Mr. Kelly handed out the 2021 GCPC schedule and asked for a motion to approve the dates in order to advertise the 2021 GCPC schedule in the newspaper.

Mr. Stratton made a motion to approve the 2021 GCPC meeting dates and it was seconded by Mr. Cumberledge. All were in favor and the motion was made to approve 2021 GCPC meeting dates.

Mr. McDaniel informed the Board that the County worked on a 504 Plan for ADA Compliance within County owned facilities. Mr. McDaniel mentioned that the 504 Plan was submitted on October 23rd and approved on October 29th. The Commissioners will adopt the Plan at the November Commissioner Meeting.

Mr. Kelly provided a handout of the timeline of reports. The timeline included when plans need revisited and in what months and years projects should be worked on. The timeline included the next 10 years and will serve as a guide on upcoming plans and time allocation.

Mr. Kelly informed the Board that the Planning Commission is currently seeking new Board members and asked the current members if they had knowledge of any potential candidates.

II. NEW BUSINESS

- a. RFQ Grading Scale
 - 1. Solicitor
 - 2. Engineer
- b. Airport Sampling/Report
- c. Transportation Process
- d. SALDO
 - 1. Timeline
 - 2. Article 1
 - 3. Article 3

Mr. McDaniel mentioned that at the last meeting, a motion was made to issue a Request for Proposal for Planning Department Services. Mr. McDaniel handed out a grading scale guideline for the RFP to the Board for the services of solicitors and engineers. The grading scale was based off of planning knowledge and prior work. Mr. McDaniel asked the Board if they would like to see any additional guidelines or if they had any comments they wanted to provide.

Mr. Stratton questioned who the current solicitor and engineers were.

Mr. Kelly informed the Board that the current solicitor was Kevin O'Malley and that the current engineers are Wind Ridge Engineering and Mackin Engineering. Mr. Kelly informed the Board that they were operating on expired contracts.

Mr. Goroncy asked if the Planning Department had any past experiences with K2 Engineering.

Mr. Kelly noted that there may be a potential conflict of interest with K2 Engineering.

Mr. Kelly mentioned that he recently conducted another water sampling test at the airport. Mr. Kelly informed the Board that the annual report will be due in December and that the Planning Department utilizes H&H Water Controls in Carmichaels.

Mr. Kelly mentioned he will need to solidify a plan by February or March for the transportation process. For the next TIP update, the Planning Department should utilize public opinion, as well as receive a list of potential projects from the Commissioners.

Mr. Kelly handed the Board revisions of the SALDO that the Planning Department made for Section I. Mr. Kelly asked the Board to review Section I and provide any feedback at the next meeting. During the next meeting, the Planning Department will hand the Board recommendations for Section II and this process will continue until the SALDO is finalized.

III. CONSERVATION DISTRICT REPORT

IV. PLANNING DEPARTMENT REPORT

- a. Lot Splits – Appendix A
- b. Tax Abatements – Appendix B

Mr. McDaniel informed the Board that seven new lot splits were approved while receiving six new lot split applications.

Mr. McDaniel mentioned that the Tax Abatement Review Board approved 14 new applicants at the October 9, 2020 meeting.

V. MEETINGS

VI. ADJOURNMENT – NEXT MEETING IS SCHEDULED FOR December 7, 2020

Mr. Cumberledge made a motion to adjourn and it was seconded by Mrs. Gatrell. All were in favor and the meeting was concluded.

MEETING MINUTES CERTIFICATION

We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Planning Commission on _____, 2020.

Chairman, Greene County Planning Commission

Secretary, Greene County Planning Commission