

MEMBERS:  
 Jason Bogle, Chairman  
 Chase Kelch, Vice-Chairman  
 Denise Reis, Secretary  
 Brett Bowes  
 Beth Miller  
 Joe Reighard  
 Brian Shearer  
 Jeffrey J. Stroehmann  
 Brett Taylor



Shannon L. Rossman, AICP, Executive Director  
 McCormick Law Firm,  
 J. Michael Wiley, Solicitor  
 Voice: (570) 320-2130  
 Fax: (570) 320-2135  
 Location:  
 33 West Third Street  
 Williamsport Pennsylvania 17701  
 Mailing Address:  
 48 West Third Street  
 Williamsport Pennsylvania 17701

**LYCOMING COUNTY PLANNING COMMISSION MEETING**  
**TSP - 3<sup>rd</sup> Floor, LYCO Conference Room #319**  
**February 20, 2025**  
**6:00 PM**

\*See bottom of agenda for Zoom meeting link

- |              |   |    |      |
|--------------|---|----|------|
| <b>I.</b>    | <b><u>CALL TO ORDER</u></b>                                 | JB | 6:00 |
| <b>II.</b>   | <b><u>MINUTES OF REGULAR MEETING</u></b> – January 16, 2025 | JB | 6:05 |
| <b>III.</b>  | <b><u>PUBLIC COMMENT ON AGENDA ITEMS ONLY</u></b>           | JB | 6:10 |
| <b>IV.</b>   | <b><u>OLD &amp; FUTURE BUSINESS</u></b>                     | JB | 6:15 |
| <b>V.</b>    | <b><u>SUBDIVISION &amp; LAND DEVELOPMENT PLANS</u></b>      |    |      |
|              | A. Minor Plans Report                                       | CH | 6:25 |
|              | B. Major Land Development <i>NONE</i>                       |    |      |
| <b>VI.</b>   | <b><u>ACTION ITEMS</u></b>                                  |    |      |
| <b>VII.</b>  | <b><u>PRESENTATION</u></b>                                  |    |      |
|              | A. Hazard Mitigation Plan Update                            | KG | 6:35 |
| <b>VIII.</b> | <b><u>COMMITTEE REPORTS/DISCUSSION</u></b>                  |    |      |
|              | A. Development Committee – Zoning & SALDO Update            | MH | 6:50 |
|              | B. Nominating Committee – Update                            | JB | 7:05 |
|              | 1. New member subcommittee assignment                       |    |      |
|              | 2. Review of committee assignments                          |    |      |
| <b>IX.</b>   | <b><u>MONTHLY REPORTING</u></b>                             |    |      |
|              | A. Land Use & Planning Staff Meeting Reports                | JL | 7:20 |
|              | B. UPI Reports  |    |      |
|              | C. Major Plans Report                                       |    |      |
|              | D. Incomplete Submission Update                             |    |      |
|              | E. ZHB Case Log   |    |      |

<b>X.</b>	<b><u>DISCUSSION ITEMS</u></b>	MH	7:25
	A. RFP for Review Engineer		
	1. Seeking volunteer for selection committee		
<b>XI.</b>	<b><u>PUBLIC COMMENTS</u></b>	JB	7:30
<b>XII.</b>	<b><u>ADJOURNMENT</u></b>	JB	7:35

**Zoom Meeting Information:**

- <https://lycomingcountypa.zoom.us/j/86924018411?pwd=RGF6bnpFSEJocWt0dW95Z3RjTFB5dz09>
- **Meeting ID:** 869 2401 8411
- **Passcode:** 806576

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February 5, 2025

TO: Lycoming County Planning Commission Members


FROM: Chris Hodges, Subdivision and Land Development Administrator

SUBJECT: Report of Chairman's & Vice Chairman's Approvals/Denials for Single & Add-lot Subdivisions & Minor Land Developments

MEETING DATE: February 20, 2025

*Report of the Chairman & Vice Chairman Approvals for Single-Lot & Lot Addition Subdivisions:*

<u>NAME</u>	<u>MUNICIPALITY</u>	<u>SIZE/SYSTEM</u>	<u>APPROVAL DATE</u>
Michael Hacker	Hughesville Boro.	Lot consolidation 1.050 acres w/ Existing funeral home, salon, Garages, parking lots, public Water, public sewer.	1/16/25
Donna Walker	Moreland Twp.	Lot Addition 15.40 acres w/ existing House, garage, barns, pool, riding Area, driveway, well, septic system. Residual 21.66+/- acres w/ existing House, outbuildings, driveway, well, Septic system.	1/16/25
Paul, Jr. & Melissa Bubb	Anthony Twp.	Lot addition 43.067 acres w/ existing House, outbuildings, driveway, spring, Septic system. Residual 21.413 acres W/ existing house, driveway, well, Septic system.	1/16/25

AUTHORIZED:   
 Shannon L. Rossman, AICP, Director

## 2025 LCPC Committee Assignments

- a. Executive Committee
  - i. Jason Bogle, Chase Kelch, Denise Reis
- b. Development Committee (SALDO/Zoning)
  - i. Joe Reighard, Denise Reis, Brian Shearer
- c. Community & Strategic Planning (Planning Areas)
  - i. Chase Kelch, Jason Bogle, Jeff Stroehmann
- d. Agriculture
  - i. Brett Bowes, Beth Miller, *Brian Shearer*
- e. Official External Representation
  - i. Brownfields Revolving Loan Fund: Denise Reis
  - ii. WATS: Joe Reighard, Alt. Chase Kelch
  - iii. Pine Creek Watershed Council: George Durrwachter
  - iv. Pine Creek Rail Trail Advisory Committee: Scott Williams
  - v. Broadband Steering Committee: Denise Reis
- f. Nomination Committee
  - i. Beth Miller, Joe Reighard, Denise Reis

**LAND USE STAFF MEETING REPORT - JANUARY 2025**

DATE	MEETING PURPOSE	ATTENDING	ZONING	SALDO	FLOODPLAIN	STORMWATER
1/7/2025	CTP Webinar // Future Conditions Flood Mapping – 2025 Update	Hubbard			Yes	
1/14/2025	Development Mtg.	Hubbard, Beiler	Yes			
1/30/2025	Special Session--Risk to Resilience: Mastering Flood Insurance Together Webinar Series	Hubbard, George			Yes	
1/30/2025	National Policy Briefing, January 2025	Hubbard			Yes	

**January 2025**

Staff Meeting Report

<b>Date</b>	<b>Meeting Description</b>	<b>Attendees</b>	<b>Comp. Plan Issue</b>	<b>Comp. Plan Topical Area</b>	
1/3/25	City of Williamsport Bike Lane	Williams	Infrastructure	Transportation & Mobility	MPO staff met with Rob Cooley (Williamsport Bike Committee) on the possibility and mapping of dedicated bike lanes for the City
1/7/25	River Walk Extension bi-weekly check-in call	Picciano, Daily, Lavelle	Multi-Issues	Multi-Topical Areas	Status meeting for River Walk Extension
1/6/25	CAP Core Team call	Picciano, Green	Water Quality	Natural Resources	Monthly CAP meeting w/ LCCD
1/8/25	DEP, Northumberland - Lycoming DEP CAP Project Update call	Picciano, Green	Water Quality	Natural Resources	Monthly Meeting to discuss CAP Project Updates and Status with DEP
1/14/25	Solid Waste Plan Public Hearing - Union County	Rossman, Fleming	Multi-Issues	Community Facilities & Infrastructure	Public Hearing for Five County Solid Waste Plan - sharing plan update, timeline and receiving comments
1/15/25	Solid Waste Plan Steering Committee Meeting	Fleming, Rossman	Multi-Issues	Multi-Topical Areas	Discussion on Public Hearing dates and DEP review updates
1/16/25	Solid Waste Plan Public Hearing - Columbia County	Rossman, Fleming	Multi-Issues	Community Facilities & Infrastructure	Public Hearing for Five County Solid Waste Plan - sharing plan update, timeline and receiving comments
1/21/25	Whole Home Repair Program Monthly Meeting	Picciano, Fleming	Multi-Issues	Multi-Topical Areas	Discuss updates on current and future projects in program.
1/21/25	Solid Waste Plan Public Hearing - Snyder County	Rossman, Fleming	Multi-Issues	Community Facilities & Infrastructure	Public Hearing for Five County Solid Waste Plan - sharing plan update, timeline and receiving comments
1/21/25	HMGP kick off meeting	Green, Picciano, Lavelle, Williams	Multi-Issues	Multi-Topical Areas	Hazard Plan update kick off meetign with Michael Baker
1/22/25	Lycoming County/ BRS Brownfield Check-in Call	Picciano, Fleming	Multi-Issues	Multi-Topical Areas	call for the brownfield revolving loan fund program
1/22/25	Montour St. Airport Connector Meeting	Daily	Infrastructure	Community Facilities & Infrastructure	MPO staff attended the virtual Montour St. Airport Connector meeting to receive status updates on the project
1/22/25	Bi-Monthly PennDOT Planning Partners Meeting	Williams	Multi-Issues	Multi-Topical Areas	MPO staff attended the virtual PennDOT Planning Partners meeting to receive updates on the upcoming TIP guidance and other transportation related issues
1/23/25	Solid Waste Plan Public Hearing - Lycoming County	Rossman, Fleming	Multi-Issues	Community Facilities & Infrastructure	Public Hearing for Five County Solid Waste Plan - sharing plan update, timeline and receiving comments
1/23/25	2025 Fall Planning Parnters Steering Committee	Daily, Vitko	Multi-Issues	Transportation & Mobility	MPO staff attended the 2025 fall Planning Partners conference meeting to begin planning the 2025 conference
1/27/25	Williamsport Business Association - Steering Committee mtg.	Picciano	Multi-Issues	Multi-Topical Areas	Mtg. to discuss Main Street Matter program with WBA
1/27/25	WATS MPO Technical Committee Meeting	Williams, Daily, Vitko	Multi-Issues	Multi-Topical Areas	MPO staff held the 1/27/25 WATS Technical Committee meeting. A 2025-28 TIP amendment for the Montour Street Airport Connector was approved and the 2025-27 WATS UPWP was recommended to the Coordinating Committee
1/28/25	Solid Waste Plan Public Hearing - Montour County	Rossman, Fleming	Multi-Issues	Community Facilities & Infrastructure	Public Hearing for Five County Solid Waste Plan - sharing plan update, timeline and receiving comments

**January 2025**

Staff Meeting Report

Date	Meeting Description	Attendees	Comp. Plan Issue	Comp. Plan Topical Area	
1/29/25	Great Stream Commons Steering Committee Meeting	Daily, Vitko	Multi-Issues	Multi-Topical Areas	MPO staff attended the Great Stream Commons steering committee meeting to review and discuss upcoming development/changes to the Rt. 15 Corridor
1/30/25	2025 Winter Municipal Advisory Committee (MAC) Meeting	Daily	Multi-Issues	Multi-Topical Areas	MPO staff presented with bridge bundling engineer to the MAC. Presentation included overall scope, funding mechanism, etc.

January 2025  
Uniform Parcel Identifier

Request Type	Total Instruments (including O&G)	# of Oil & Gas Instruments	# of UPI's on O&G instr.	Total # of UPI's Pre-reviewed	Total # of UPI's Completed
Agreement	10	6	9	13	13
Article of Agreement	2	0	0	2	2
Assignment of Rents	30	1	1	32	31
Assignment of Rents – Termination	21	1	3	35	35
Clean & Green	0	0	0	0	0
Clean & Green - Breach	0	0	0	0	0
Clean & Green - Termination	0	0	0	0	0
Deed	225	13	16	240	194
Deed - Corrective	5	1	1	5	5
Deed - Dedication	0	0	0	0	0
Deed - Easement	4	1	1	4	4
Deed - Quit-Claim	6	0	0	7	7
Deed - Right Of Way	0	0	0	0	0
Deed - Sheriff	1	0	0	1	1
Deed - Tax Claim	0	0	0	0	0
Deed in Lieu of Condemnation	0	0	0	0	0
Lease	5	5	5	5	2
Lease – Amendment	0	0	0	0	0
Lease - Assignment	14	13	13	14	10
Lease – Release/Surrender	4	4	4	4	4
Mortgage	241	1	1	271	262
Mortgage - Assignment	36	0	0	45	45
Mortgage – Modification	9	1	1	12	12
Mortgage - Release	15	0	0	15	14
Mortgage - Satisfaction	277	0	0	309	308
Other	20	5	19	42	34
Power of Attorney	1	0	0	1	1
Subdivision – Land Development	3	0	0	3	2
Subdivision - Survey	0	0	0	0	0
Subdivision/Add Lot	8	1	2	9	9
Trust	6	0	0	6	6
UCC Financing Statement	13	0	0	13	13
UCC Financing Statement – Amendment	11	0	0	65	65
<b>Total</b>	<b>967</b>	<b>53</b>	<b>76</b>	<b>1153</b>	<b>1079</b>

Total Instruments (including O&G)

All instruments for the month/year

# of Oil & Gas Instruments

are the instrument we note as being Oil & Gas (included in Completed Total if brought in for the stamp)

# of UPI's on O&G instruments

there can be more than 1 UPI on an instrument, so this # could be higher

Total # of UPI's Pre-review

Pre-review means they could have been emailed or faxed us the document/s ahead of time

Total # of UPI's Completed

All the documents that were brought in for the UPI Stamp



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LYCOMING COUNTY PLANNING COMMISSION

"Building Partnerships"

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February 5, 2025

TO: Lycoming County Planning Commission Members  
 FROM: Chris Hodges, Subdivision & Land Development Administrator  
 SUBJECT: Major Plans Report  
 MEETING DATE: February 20, 2025

<b>Plan/Developer:</b>	Grand Campground LD	<b>Status:</b>	Conditionally Approved
<b>Municipality:</b>	Cummings Township		5/19/2022
<b>Summary:</b>	<ul style="list-style-type: none"> <li>• Waiting on revised plans that will be reducing the amount of proposed camp sites</li> <li>• Waiting on improvement guarantee agreement</li> <li>• Waiting on zoning permit from Cummings Township</li> <li>• Waiting on DEP approval for community on-lot water</li> <li>• DEP approved Component 2 Sewage Facilities Planning Module on 1/7/25.</li> <li>• NPDES permit will need to be revised</li> </ul>		

<b>Plan/Developer:</b>	Smedley Event Venue LD	<b>Status:</b>	Conditionally Approved
<b>Municipality:</b>	Gamble Township		10/17/2024
<b>Summary:</b>	<ul style="list-style-type: none"> <li>• Waiting on revised plan addressing comments from the Subdivision &amp; Land Development Administrator review issued on 8/14/24</li> <li>• Waiting on revised plan, revised stormwater narrative, and revised opinion of probable cost addressing comments from the County Engineer review issued on 8/14/24</li> <li>• Waiting on Vassallo Engineering &amp; Surveying to address comments from the Gamble Township Supervisors issued on 9/25/24</li> <li>• Waiting on driveway profile/standards to be added to the land development plan</li> <li>• Waiting on County zoning supplemental controls to be addressed</li> <li>• Waiting on DEP sewage approval letter</li> <li>• Waiting on NPDES permit</li> </ul>		

<b>Plan/Developer:</b>	Ely AG Processing Facility LD	<b>Status:</b>	Submitted
<b>Municipality:</b>	Pine Township		12/5/24
<b>Summary:</b>	<ul style="list-style-type: none"> <li>• Incomplete submission letter issued on 12/18/24</li> <li>• Waiting on driveway permit issued by Pine Township</li> <li>• Waiting on NPDES permit</li> <li>• Waiting on Pine Township comments to be addressed</li> <li>• Waiting on County zoning review comments to be addressed</li> <li>• Waiting on revised plans</li> <li>• Waiting on Century Engineering comments to be addressed: stormwater management plan, stormwater management narrative, opinion of probable cost, and driveway</li> </ul>		

AUTHORIZED:   
 Shannon L. Rossman, AICP, Director

# INCOMPLETE SUBMISSION UPDATE

## 2/5/2025

PROJECT NAME	PROJECT TYPE	MUNICIPALITY	DATE SUBMITTED	DATE INCOMPLETE SUBMISSION SENT
Wayne & Susan Whipple	LD	Shrewsbury Twp	8/27/2024	9/9/2024
Craig & Kathleen Kissell	SD	Watson Twp	9/5/2024	9/18/2024
Kenneth Stackhouse, II	SD	Penn Twp	12/5/2024	12/18/2024
Aldan & Emily Ely	LD	Pine Twp	12/5/2024	12/18/2024
George Snyder, III & Kathy Kelly	SD	Moreland Twp	1/16/2025	1/23/2025
C.B. Renn Acres, Inc.	SD	Jordan Twp / Franklin Twp	1/27/2025	2/3/2025

## **REVIEW ENGINEER SCOPE OF WORK**

### **INTENT AND BACKGROUND**

The County of Lycoming (County) is hereby requesting submissions from qualified, professional consulting engineering firms (proposer) for the purpose of providing engineering review services as the primary or back-up consultant engineer for the Lycoming County Planning Commission.

The Consultant Engineer will review stormwater management plans, landscape architecture plans, street design plans, and Opinions of Probable Costs for improvement(s). Additionally, the Consultant Engineer will provide necessary inspection services and may review As-Built plans upon request to insure completed improvements comply with approved plans. Such services will consist of subdivision and land development plan review and inspection services.

Plan approval/denial rests with Lycoming County Planning Commission (LCPC) in the administration of the Lycoming County Subdivision and Land Development Ordinance.

### **SPECIFIC REQUIREMENTS**

#### **A. Experience**

Bidders shall describe prior consulting engineering experience in the civil engineering field as described herein, including analyzing problems, generating alternative and innovative solutions, and providing clear workable recommendations. Bidders must have previous experience with proven effectiveness in providing such services for agencies of similar size and scope (or larger). Specifically, Bidders must have the following experience:

1. Land development engineering, including: all aspects of subdivision and land development plan review.
2. Complex commercial, industrial, residential, and mixed-use developments, stormwater management plans, traffic studies, hydraulic and geologic studies, designs of any improvements located in flood hazard areas, as well as water supply systems and sewage design including septic systems.
3. Familiarity with applicable engineering sections of the PA MPC, State SWM Act, State Water Act, State Oil and Gas Act, State Floodplain Management Act, Lycoming County Subdivision and Land Development Ordinance, Municipal Stormwater Ordinances and all applicable PA statutes and regulations.
4. Managing conflicting viewpoints.
5. Setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.
6. Generating specific recommendations that can be realistically implemented.

## **B. Cover Letter**

Bidders must submit a cover letter signed by an authorized representative of the entity. The cover letter must include the following:

- Indicate the number of years the entity has been in business, and provide an overview of the experience and background of the entity and its key personnel. Bidders should identify any pending legal issues facing the firm (if applicable).
- Identify the legal name of the entity, its headquarters address, and its principal place of business.
- Indicate the name, address, and telephone number(s) of the principal contact for all communications pertaining to the RFP.

## **C. Executive Summary**

Provide an executive summary, which explains your understanding of the County's intent and objectives and how your proposed assessment, planning and development strategy will later achieve those objectives in the implementation phase. The summary should discuss what the Bidder's approach will be for developing an implementation plan; approach to project management; strategies, tools and safeguards for ensuring performance of all required services; and a master schedule providing a recommended, logical sequencing of tasks.

## **D. Specialized Experience**

Bidders must describe their previous specialized experience on recent projects of similar type, scope and magnitude, as described in this RFP. Bidders must provide comprehensive project descriptions for all similar projects that have commenced within the previous five (5) years.

## **E. Professional Qualifications**

Bidders must provide a summary of the professional qualifications and experience of key personnel who may be dedicated to the services described, including subcontractors. For each person identified, Bidders must submit the following information:

- Title and reporting responsibility.
- Proposed roles, including the functions and tasks for which they may have prime responsibility.
- Pertinent areas of expertise and experience.
- Resumes or personnel profiles, which describe his/her overall experience, expertise, education and training.

## **F. References**

Respondent must provide a minimum of five (5) references on projects of similar scope and magnitude as described in this RFP. At a minimum, the following information must be included for each reference:

- Client name, address, contact person name, telephone, and fax number.
- Description of services provided.
- Nature and extent of Respondent's involvement as lead agency.

- Identify services, if any, subcontracted, and to what other company.
- Total dollar value of the project.

**G. Staffing/Management Plan**

Bidders shall provide a detailed staffing and management plan for the program. The successful Bidder shall secure pre-approval from the Director of the Planning and Community Development Department for any change in the staff assigned to work with the Lycoming County Planning Commission.

**H. Organizational Chart**

Bidders shall provide an organizational chart of all members of the consultant team, which identifies each member of the team involved with the project by job class. The chart should show the organizational structure of the team, the specialty or position of each team member. Bidders shall identify and include all sub-contractors that would be expected to be utilized on the program.

**I. Meeting Attendance**

The successful Bidder must attend Lycoming County Planning Commission meetings as determined by the County Subdivision & Land Development Administrator. A fee schedule by name or classification of personnel to be assigned must be submitted.

**J. Backup and/or Primary Engineer**

The successful primary consultant engineer may be engaged in subdivision and land development engineering, including street design, road design and stormwater design for individuals or firms for projects within any of the municipalities under the jurisdiction of the Lycoming County Subdivision and Land Development Ordinance for the duration of the contract.

In case(s) with those sites located in the municipalities for the provision of the review services, whereby the applicant engineer is the same as the selected primary consultant engineer, whether directly or indirectly involved, the *backup* consultant engineer will be enlisted by the Lycoming County Planning Commission. Therefore, the proposal must provide a statement that the service is to be considered for:

- a) selected *primary* Consultant Engineer only,
- b) *backup* Consultant Engineer only

The list of municipalities under the purview of the Lycoming County Subdivision and Land Development Ordinance (subject to change) is provided below. The current Ordinance is available to be viewed on the web-site: [www.lyco.org](http://www.lyco.org).

1. Townships: Anthony Township, Bastress Township, Brown Township, Cummings Township, Cogan House Township, Gamble Township, Jackson Township, Jordan Township, Limestone Township, McHenry Township, McIntyre Township, McNett Township, Mifflin Township, Mill Creek Township, Moreland Township, Nippenose Township, Penn Township, Piatt Township, Pine Township, Porter Township, Shrewsbury Township, and Watson Township.

2. Boroughs: Hughesville Borough, Picture Rocks Borough, and Salladasburg Borough

**K. Evaluation Criteria**

Proposals will be evaluated based upon completeness, quality, and level of detail of the following criteria:

1. Qualifications, skills and experience.
2. Performance on past projects and the quality of the services to be provided. The County will conduct reference checks of current and past clients. Lycoming County Planning and Community Development Department staff may select to visit land developments reviewed or designed by the Proposer.
3. Timeliness, creativity and innovation of the services to be provided. Specifically, the Bidders ability to respond to the Lycoming County Planning and Community Development Department staff requests with a 48-hour turn-around period in unique circumstances and commitment to offer best management practices as an alternative to traditional techniques with no net cost increase.
4. Clear project management structure and a senior consultant executive who can be held accountable for quality control, timeliness, responsiveness, and leadership.
5. Experience and success with conflict management.
6. Value and cost to the County of services and benefits proposed. Each Proposer must provide an itemized proposal identifying the costs by tasks or services to be completed. A “cost not to exceed” for some items may be provided. Based on the PA MPC Section 510 (g) as guidance, “...in no event shall the fees exceed the rate or cost charged by professional consultant to the municipality (County) for comparable services when fees are not reimbursed or otherwise imposed on applicants.”
7. Technical soundness of Bidder’s proposal.
8. Demonstrated ability to comply with contract schedules.

<b>Evaluation Criteria</b>	
Completeness of response	50 points
Demonstrated ability to perform the services described	20 points
Demonstrated history of providing similar services to other entities	20 points
Expertise and qualifications	20 points

Cost relative to the scope of services	20 points
Overall proposal	50 points
<b>TOTAL POINTS</b>	180 points