



MIDDLE SMITHFIELD TOWNSHIP  
PLANNING COMMISSION MINUTES  
November 14, 2019

The regular meeting of the Middle Smithfield Township Planning Commission was held on Thursday, November 14, 2019 at 5:30pm at the Schoonover Municipal Building with Bob Early presiding.

Planning Commission members present: Bob Early, Wayne Bolt, Mark Oney and Carrie Wetherbee. Also, in attendance, Planning Commission Solicitor Deborah Huffman, Esq., Township Engineer Christopher McDermott P.E., Township Special Projects Engineer Benjamin Kutz P.E., and Planning Commission Recording Secretary Holly Freese.

Members from the public present: Vaughn Ragnor from Monroe Lakes Property Owners Association.

**Pledge of Allegiance**

**Approval of Minutes**

Wayne Bolt made a motion to approve the October 24, 2019 minutes. Carrie Wetherbee seconded the motion. Motion passed 4-0.

**Announcements**

None

**Plan Submittals**

None

**Plan Reviews and Unfinished Business**

Dollar General Land Development Plan; Benjamin Kutz P.E., provided a review letter dated November 11, 2019 which was also sent to Bohler Engineering. Dollar General is currently working with PennDOT to get confirmation on a driveway location that both parties will agree upon. The plan has been almost entirely redone and needs to be reviewed by PennDOT. They also received their incompleteness letter from the Monroe County Conservation District. Mr. Kutz also stated that he spoke with Dollar General's Engineer and they are hoping to have a revised plan for the December meeting, which should include improvements for PennDOT.

Mr. Kutz will also consult with the Middle Smithfield Township Zoning Office in regards to building setbacks.

Carrie Wetherbee asked about turning lanes and highway improvements. Mr. Kutz stated that what is on the plan is existing pavement markings and should be updated on the revised plans based on PennDOT's response.

Bob Early asked about the loading zone shown on the plan and expressed concerns over the size and location. Mr. Kutz responded that they will have to provide PennDOT with truck turning templates.

Ms. Wetherbee stated that the comprehensive plan mentions putting parking in the back of properties. Mark Oney stated that it can be suggested but not enforced unless it's in the zoning ordinance.

Attorney Huffman asked Holly Freese how much time they had left on their extension; their extension is good until February 2020.

Carrie Wetherbee made a motion to table a decision on the Dollar General Land Development Plan until the December 30, 2019 meeting per the engineer's request. Wayne Bolt seconded the motion. Motion passed 4-0.

Dollar General Sewage Facilities Planning Module Exemption Mailer; Mr. Kutz explained that they are proposing a connection to the existing systems with no extension required of the Township's facilities and that there is adequate capacity. The mailer includes summaries of anticipated flows, what system they will be using and an endangered species study. Mr. Kutz reviewed the mailer and suggested small revisions which their engineer completed. Mr. Kutz recommended signing the mailer and sending to DEP.

Wayne Bolt made a motion to accept and sign the mailer. Carrie Wetherbee seconded the motion. Motion passed 4-0.

### **Other Reviews and/or Recommendations**

Monroe Lakes Property Owners Association Mailbox Sketch Plan; Vaughn Ragnor from Monroe Lakes Property Owners Association presented a sketch plan in regards to mailboxes on an undeveloped parcel for informal review. Mr. Ragnor explained that the lot in green space with no trees, only brush. The Zoning Office informed the POA that putting cluster mailboxes on this parcel would require land development. Attorney Huffman stated that what Mr. Ragnor is describing would meet the definition and would trigger land development. Chris McDermott also stated that they would need to show an area for cars to pull off of the roadway, and would need a survey or plot plan of the lots. Mr. McDermott also stated that they would need to provide a detailed sketch of the size of the mailboxes, islands, driveway area, etc., and would need more details as to the scope of the project. Attorney Huffman stated that this might not need to be a huge plan, but will need to show things such as sight distances which will require a professional. Mr. Ragnor asked how to go about starting a land development plan; Mr. McDermott suggested hiring a professional who will know the steps to take.

**New Business**

None

**Discussion**

Middle Smithfield Township Comprehensive Plan; Holly Freese provided copies of the 2007 to all of the Planning Commission members to provide some comments for the next meeting.

2019 Person of the Year and Volunteer Appreciation Video; Holly Freese let the committee members know that Tyler from TK Videography and Photography will be at the December 30, 2019 meeting to film the committee for a video that will be shown at the annual banquet in place of speeches. The Person of the Year and Volunteer Appreciation Banquet will be held on January 24, 2020.

**Continuing Education**

The Pennstate Extension Land Use Webinar will be held next week.

**Public Comment**

None

**Next Meeting**

December 30, 2019 at 5:30pm.

**Adjournment**

Wayne Bolt made a motion to adjourn the meeting at 6:15 pm. Carrie Wetherbee seconded the motion, motion passed 4-0.

Respectfully submitted

Holly Freese  
Recording Secretary  
November 14, 2019