

**AGENDA  
EAST NOTTINGHAM TOWNSHIP  
REGULAR PLANNING COMMISSION MEETING  
JANUARY 24, 2011**

- I. *Call meeting to order*
- II. *Pledge of Allegiance*
- III. *Approve Agenda*
- IV. *Public Comment on Agenda*
- V. *Approve Minutes*
  - January 10, 2011
- VI. *Subdivision/Land Development Plans*

Planning Commission Meeting Protocol

In the *Subdivision/Land Development Plans* section of the agenda, under the heading of **"TOWNSHIP ENGINEER REVIEW LETTERS"** the township's engineer will go over his review letter with the Planning Commission and the applicants, if they are present. The Planning Commission requests that the applicant wait until he is asked a question by the engineer or the chairman, or wait until the engineer's review of the plan is finished before directly addressing the Planning Commission.

**TOWNSHIP ENGINEER REVIEW LETTERS – Jim Gade, Stantec**

- Joe England Minor Preliminary Subdivision Plan

**DEVELOPERS REQUESTING TO BE ON AGENDA**

NONE

**REQUEST FOR EXTENSION LETTERS**

- Lewis Tract – Final Subdivision Plan

**OTHER SUBDIVISIONS IN PROCESS (FYI)**

- Langston Preliminary Subdivision Plan
- Timothy Bishop Minor Subdivision Plan
- David T. Muehlmatt Minor Subdivision Plan
- Stephen & Lydia Fisher Minor Subdivision
- Liz Miller 2003 Preliminary Subdivision Plan
- Meadowview Estates Preliminary Subdivision Plan(Frost) (Option 1)
- Wicklow Final Subdivision Plan
- Wilson King Final 2-Lot Subdivision & Land Development Plan

- VII. *Correspondence*
- VIII. *Old Business*
  - Oxford Area Recreation Authority - Revisit Conditional Approval
    - Insurance liability issue satisfied?
    - Sign plans

- IX. *Planning Commission Members*
- X. *Recognition of Visitors*
- XI. *Adjournment*

**East Nottingham Township  
Planning Commission Regular Meeting Minutes  
January 24, 2011**

The regular meeting of the East Nottingham Township Planning Commission was held in the Township Building on January 24, 2011 at 7 pm. Those present were: Planning Commission Chairman Shannon Wells, Vice-Chair Janice Gavin, Members, John Wallace, Walt Leis, Rick Orner, Robert Williams, Art Rieck and Planning Commission Secretary, PJ Scheese.

The meeting was called to order at 7:00 p.m. by Chairman Shannon Wells.

The Pledge of Allegiance was led by Vice-Chair Janice Gavin.

**A motion was made by Walt Leis, seconded by John Wallace, to approve the agenda.**

**Aye: 7      Nay: 0**

**A motion was made by the Art Rieck, seconded by Rick Orner, to approve the regular meeting minutes for January 10, 2011. The motion passed.**

**Aye: 7      Nay: 0**

**Subdivisions & Land Development Plans**

**Township Engineer Review Letters**

**Joe England Minor Subdivision Plan**

Before Jim Gade started his review Walt Leis recused himself from voting on this subdivision due to a personal involvement with the property that occurred before this plan application was submitted to the Township. Mr. Leis stated that he could discuss this subdivision plan, but would not vote on it.

Jim Gade reviewed his letter with the PC. This is a 20-acre lot that is to be divided into 2 lots. One will be a 5-acre net residential lot, and the other lot will be the remaining ground to be used as agriculture. The first lot will retain the house and outbuildings around it. The second, larger lot will retain the large building that had previously been used for a farm related business. Mr. Gade raised the following issues:

- Riparian corridor must be netted out of the residential lot.
- Wetlands – applicant must put a note on the plan indicating who delineated them.
- Farm related business – applicant must apply for a permit from the Township once he knows what kind of business will be in the large structure on the larger lot.
- Driveway that goes from the house to the large building must either have an access easement agreement to be vetted by the Township solicitor, or be ripped out.
- On-site septic system needs to be tied to the large building.
- Parking lot will need to be sized properly for whatever farm related business goes into the large building.
- Must receive a "clean letter" from Ron Ragan, the engineer who is working with the applicant to resolve the open issues left over from the original land development plan by the current owner of the property.

Joe England represented himself at this meeting. He stated that:

- The wetlands will be shown all the way to the property line and a note will be put on the plan stating who delineated them.
- One of the items on Ron Ragan's list that needs to be resolved is the stormwater management by the large building. Mr. England stated that that basin would be enlarged to the required proportions.
- Another open item on Mr. Ragan's list is the trash enclosure. Mr. England stated that he would make sure this would be done according to the township's requirements, if that's what the Township wants done.
- The farm related business and parking lot issues will be dealt with once Mr. England knows what business, if any, is going into the large building.

The issue of replacement septic fields for the house and building was raised. Mr. England stated that he would like to handle this by putting verbiage into the deeds.

A motion was made by Robert Williams, seconded by Janice Gavin, to take no action at this time. The motion carried.

Aye: 5      Nay: 0      Abstain: 2 (Rick Orner & Walt Leis)

**Letters of Extension**

PJ Scheese explained that to this date no letter of withdrawal has been received regarding the Lewis Tract Subdivision, and so a letter of extension is required. **A motion was made by Walt Leis, seconded by Janice Gavin, to request a letter of extension from the applicant. The motion carried.**

Aye: 7      Nay: 0

**Other Plans Currently in Subdivision or Land Development Process (FYI)**

- Langston Preliminary Subdivision Plan
- Timothy Bishop Minor Subdivision Plan
- David T. Muehlmann Minor Subdivision Plan
- Stephen & Lydia Fisher Minor Subdivision
- Liz Miller 2003 Preliminary Subdivision Plan
- Meadowview Estates Preliminary Subdivision Plan(Frost) (Option 1)
- Wicklow Final Subdivision Plan
- Wilson King Final 2-Lot Subdivision & Land Development Plan

**Correspondence**

NONE

**Old Business**

*Oxford Area Recreation Authority*

PJ Scheese informed the PC that East Nottingham Township, in fact all member townships, are covered under the Authority's liability insurance. The PC agreed that once written confirmation is received from the insurance carrier, that Chairman Wells and Vice-Chair Gavin should sign the plans.

**PC Members**

NOTHING

**Visitors**

New Supervisor, Ed Lobley, introduced himself and gave a little bit of his history with the Township. He was the Zoning Officer at one time; was one of the first representatives to the OARA; has been on the Planning Commission; and the Sewer Authority. Mr. Lobley told the PC that if there is anything he can do to assist them in their duties he would be happy to help.

A Motion was made by John Wallace, seconded by Walt Leis, to adjourn the meeting.

The meeting adjourned at 7:49 p.m.

Respectfully Submitted,



PJ Scheese  
Planning Commission Secretary

APPROVED:

Date 2-28-2011

  
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Shannon Wells, Planning Commission Chairman