

WELLSBORO PLANNING COMMISSION – AUGUST 24, 2011

CALL TO ORDER: Planning Commission Chairperson Ron Comstock called the meeting to order at 7:00 p.m. in the conference room of the John E. Dugan Fire Station-Municipal Building at 28 Crafton Street, Wellsboro, PA. 16901.

ROLL CALL: Planning Commission Members present were: Ron Comstock, William Yacovissi, Kevin Connelly, Katie Mader, James Prevost, Lou Prevost, Sue Trescott, and Gus Vargas

VISITORS: John & Charlotte Czyzykowski, John Aronson, Jay Erb, and Council President Joan Hart.

PLEDGE TO FLAG: The pledge of allegiance to the flag was given by all present.

MINUTES: Jim Prevost made a motion to approve the minutes, seconded by Gus Vargas motion carried.

NEW BUSINESS: John & Charlotte Czyzykowski- 3-lot subdivision of 19.96acres- Charlotte Czyzykowski said they access their property by a right of way across private property at the end of Sears Street. Charlotte Czyzkoski said it is a nice 19-acre lot, which they purchased approximately 18 years ago. John Czyzkowski said they gave a 50-foot right of way to Ed Cruttenden from English Street so he could access his property, which they got from the Singer's. Kevin Connelly asked if the three lots on the map are currently one large parcel with the drawing showing what they plan to do. Charlotte Czyzkowski said that was correct, at this time it is one large lot. She said they plan to have a driveway with a cul-de-sac at the end. She said they would like to sell as one large lot however they are unable to sell it as a 19-acre lot. She said they would like to divide it into more than 3 parcels however that would become a major subdivision. She said they would need to wait 5 years to do more lots. Jim Prevost asked if they had contacted the borough engineer concerning problems with drainage. Ron Comstock said the borough code states more than two lots is a major subdivision however anyone could ask for a waiver so they would not need to have sidewalks and curbing.

WATER/SEWER - Kevin Connelly asked if the lots would have public water and sewer service. John Czyzkowski said the elevation was too high for the two upper lots; those lots would probably need to have a well. John Czyzkowski said when Martin Beck was the superintendent of public works for Wellsboro he ran a sewer line manhole down from Ed Cruttenden's place down to Sears Street, which with a 8x8x4" Y to continue down the right of way. Kevin Connelly said before the Planning Commission could give any guidance or recommendations they will need to do a preliminary plan and determine the number of homes and if they would be serviced by public utilities or if they will have wells and septic tanks. Charlotte Czyzkowski said they would use public sewer however the purchaser would put in the wells. She said on the map, lot 2 has a house at this time with public water however this does not belong to us, our land is higher and we may not be able to get good water pressure. She said they had planned to do this in 1994 and had planned to have wells drilled. Lou Prevost said they need to address storm water, and how they would access the sewer line and the water well sites. William Yacovissi recommended they meet with Mark Dieffenbach and determine if public water is available and if so they should connect to the public system. Jim Prevost asked where the sewer line ended and if there hadn't been an issue with DER, concerning the drainage. Charlotte Czyzkowski said they never knew of any drainage problems.

DRIVEWAY- Charlotte Czyzykowski said the driveway would be a shared driveway with a right of way on private property. John Aeorson said Aaron Singer does not have a paved road; he only has dirt and gravel. He said his parents are not talking about a paved road with curbing it would be a dirt shared driveway. John Czyzykowski said it is a private right of way at the end of Sears Street. Charlotte Czyzykowski said they have had a deed with a 50' right of way for 20 years. Ron Comstock said the driveway would need to be in the preliminary plan. John Czyzkowski said the current driveway is 217', and it would need to continue into the upper part of the property. Ron Comstock asked why they wanted to keep it a private driveway. Ron Comstock said when a

property is divided and the proper guidelines are not followed problems arise. He stated the new homeowners purchase a new home and think they have the services the borough provides and when they don't have the same services, they come to borough council meetings and request garbage pick-ups and other services provided by the borough. The borough is unable to provide the services; the garbage truck cannot go on private roads and other concerns are for fire and police protection. Ron Comstock said if you divide the property into three lots now any subdivision after this would be a major subdivision he said there is no five-year rule in the borough. William Yacovissi said this is a major subdivision however we can waive any provision. Charlotte Czyzykowski said for them to do town size lots instead of three large lots would be too expensive. William Yacovissi said you could divide four or five lots at this time instead of waiting five years; you gain nothing waiting five years. William Yacovissi said a minor subdivision is one lot sliced off from an existing lot with water, sewer and drainage. William Yacovissi said a minor subdivision is a one step process and a major subdivision is a two-step process, which requires a preliminary plan and then the second step is the final plan. Ron Comstock said if they were to create five or six lots he may want to see sidewalks, and storm drains. John Aeorson asked how the borough can pick and choose where and who would be made to have sidewalks and curbing. He said American Street does not have sidewalks. Ron Comstock said that was before the ordinance and that is an example of what the borough is trying to keep from happening. Kevin Connelly recommended they come back with a preliminary plan, showing the plan for the driveway, water and sewer connections.

JAY ERB BUILDING CODE OFFICIAL FOR WELLSBORO- Jay Erb said he is the building inspector for Wellsboro and many other municipalities. He said he had been involved with zoning and planning for Corning for four years. Jay Erb said while working in Corning he worked with the building inspector for the town of Ithaca, New York and Ithaca had a good rental ordinance due to being a college town. Kevin Connelly said the Planning Commission would like his input on how to create a register for rental units within the borough. Kevin Connelly said one section said anyone who is not the owner of the home would be considered a renter; this could involve a mother-in-law section of a home. Kevin Connelly asked if Jay would have the time and the manpower to enforce this. Jay said he had told Sue Keck he would start and advise on the setting up of the procedure but did not have the interest or the time to enforce this. Lou Prevost asked if Corning charged a fee. Jay Erb said it wasn't Corning it was Ithaca and the fire company charged a fee for the inspections. Jay recommended the borough should get the fire department involved. Council President Hart said Sue Keck the borough secretary; Police Chief Bodine and Fire Chief Lonnie Campbell do the inspections. Jay Erb said he would suggest that the landlords would need to apply for a permit and have an inspection and then have an inspection every three years. Kevin said the borough could advertise a three month time period where landlords could register their apartments with no fee to the landlord, however after the time period there would be a penalty for not registering. Jay Erb asked if the borough was concerned about safety to the occupants and also for the property. Jim Prevost said the borough has used the fire department as a monitor an example being the addition at the Canyon Motel. William Yacovissi recommended the Planning Commission have the Mansfield Borough Manager come over and talk about the program in Mansfield. Council President Hart said to have an inspection at the beginning of the program and issued a certificate and as long as there is no change in the structure, not the person renting the apartment, only do another inspection when there is a change in the structure. Ron Comstock said Mansfield does have inspections every two years and do charge a fee.

COMPREHENSIVE PLAN- Kevin Connelly said page 38 of the plan deals with housing and he read to the commission a section, which dealt with residential dwellings, and read a second paragraph, which he recommended adding to the section.

1. Lou Prevost handed out the two-page comprehensive planning process sheets and recommended they be handed out at a public meeting so the general public knows the steps taken to complete the plan.
2. New format with 11 Chapters with some compiled from other municipalities.

WELLSBORO PLANNING COMMISSION – AUGUST 24, 2011

3. Chapter 11 outlined and addressing specific areas and points for discussion. Lou Prevost said the Planning Commission could have the plan complete by November or December and would recommend they submit the plan to the Borough Council as each section is completed so the Council could review it as it is being worked on and give comments or make changes as it is being compiled.
4. Chapter 4 Discuss housing and includes rental properties. Lou suggested the housing is a high priority and needs to be addressed. Lou requested the Commission read the handout and the application for rental housing units, and be ready to submit it the Council at the next meeting. Lou recommended we define what a dwelling unit would be.
5. Lou requested Chapter 10 Utilities be a priority and include the five-point plan for safe water and environment.
6. Schedule next meeting for September 9th at 2 p.m.

William Yacovissi asked where people get confused between a minor and major subdivision. He said anything that makes any issue creates a major subdivision. He said a minor subdivision is only a slice off from an existing lot with utilities. A major subdivision is a two-step process. Ron Comstock said the county has different requirements, and has a major subdivision if it is three lots and they do have a five-year period.

Jim Prevost made a motion to adjourn, seconded by Sue Trescott motion carried.

ADJOURNED: 8:25 p.m.