

**HALFMOON TOWNSHIP**  
**Planning Commission Meeting**  
**January 7, 2014 7:00 pm**

Present: Danelle Del Corso, Sam Evans, Melissa Gartner, Jason Little,  
Jeff Martin, John Stevens  
Absent: Lorin Nauman  
Others present: D. J. Liggett, CRPA; Susan Steele, Township Manager, Fred  
Henry, Mease Engineering; Mike Stein, Township resident.

**1. Call To Order**

Acting as temporary Chair, Ms. Steele called the meeting to order at 7:00 p.m.

**2. Planning Commission Reorganization**

- a. Appointment of Chair of the Planning Commission: Motion. Mr. Stevens nominated Ms. Del Corso for Chair. Ms. Gartner seconded. Ms. Del Corso accepted. Vote: 5-0. [Ms. Del Corso did not vote]  
*[At this time, Ms. Del Corso took over chairing the meeting.]*
- b. Appointment of Vice-Chair of the Planning Commission: Motion. Mr. Stevens nominated Mr. Nauman for Vice-Chair. Mr. Evans seconded. Ms. DelCorso stated that Mr. Nauman indicated his willingness to serve as Vice Chair. Vote: 6-0.
- c. Appointment of the Secretary of the Planning Commission: Motion. Mr. Stevens nominated Ms. Gartner for Secretary. Mr. Evans seconded. Ms. Gartner clarified that the Secretary position was not the same as the PC Recording Secretary. Ms. Steele indicated that a separate Recording Secretary would be retained for the PC if desired. Ms. Gartner accepted. Vote: 5-0. [Ms. Gartner did not vote]
- d. Appointment to the Centre Regional Planning Commission: Motion. Ms. DelCorso nominated Mr. Evans for CRPC Representative and Mr. Little as alternate. Mr. Stevens seconded. Mr. Evans and Mr. Little accepted. Vote: 4-0. [Mr. Evans and Mr. Little did not vote]
- e. Appointment to the Township Open Space Board: Motion. Ms. DelCorso nominated Mr. Stevens for Representative. He declined. Mr. Evans nominated Mr. Nauman for Representative. Mr. Stevens seconded, pending Mr. Nauman's acceptance. Vote: 5-0. (note: Mr. Nauman subsequently agreed to serve as the PC representative to the Open Space Board.)
- f. The PC requested that the Township solicit applicants for the Recording Secretary position.

**3. Meeting Date Approval for 2014**

Motion. Mr. Evans moved to approve the Planning Commission meeting dates for the first and third Tuesday of each month in 2014. Mr. Little seconded. Vote: 6-0. Therefore, the PC is scheduled to meet on the following dates:

- January 7 and 21
- February 4 and 18
- March 4 and 18
- April 1 and 15
- May 6 and 20
- June 3 and 17
- July 1 and 15
- August 5 and 19
- September 2 and 16
- October 7 and 21
- November 11 and 18 (Nov. 4 meeting changed due to election day)
- December 2 and 16

#### **4. Citizen Comments**

There were no citizen comments.

#### **5. Approval of November 19, 2013 Minutes**

Motion. Mr. Evans moved to approve the minutes of November 19, 2013. Mr. Stevens seconded. Vote 6-0.

#### **6. Reports**

##### a. BOS Update

Ms. Steele reported on the reorganization meeting held January 6, 2014. Mr. Stevenson was elected Chair and Ms. Spencer was elected Vice Chair. Ms. Steele reported that the BOS selected the consulting firm of JMT to prepare a master plan for parks in the Township..

##### b. Zoning Officer's Report

Ms. Steele reported that 12 new single-family homes were constructed during 2013.

##### c. CRPC Update

The CRPC meeting for January was cancelled.

##### d. Open Space Board Update

There was no Open Space Board meeting this week.

#### **7. Joanne Fisher - Preliminary/Final Plan & Planning Module**

Mr. Henry presented the plan for the Joanne M. Fisher property located along State Route 550. The property is approximately 110 acres, and is being subdivided to create two lots: a 1.28 acre lot (Lot #1) and a residual lot. Access to the newly created Lot #1 will be provided by an existing shared driveway.

Both lots will be served by private wells and on-lot sewage facilities. A Component 1 Sewage Planning Module was completed to identify primary and replacement areas for the on-lot systems. The Planning Module was reviewed by CRPA staff and is recommended for approval, pending a response from the U.S. Fish & Wildlife Service regarding a species of special concern on the property.

Mr. Henry reported that the U.S. Fish & Wildlife letter was received today and required no further mitigation.

Motion. Mr. Evans moved to approve the Component 1 Planning Module for the Joanne Fisher Plan. Mr. Little seconded . Vote 6-0.

Ms. Liggett reported that the Township Engineer, Zoning Officer and CRPA staff reviewed the Preliminary/Final Plan for the Joanne Fisher property and recommended approval, conditional on the following items:

- Note added to the plan that no more than two lots can be served by the shared driveway
- The maintenance and easement agreement must include a statement that it will be recorded with the Centre County Recorder of Deeds
- Review and approval of the water storage tank location and construction by Steve Bair, the Centre Region Fire Administrator
- Signature blocks are executed
- Approval of the Planning Module by DEP
- Approval of the Highway Occupancy Permit by PennDOT
- Application and permit for the shared driveway from the Township

Motion. Mr. Evans moved to approve the Preliminary/Final Subdivision Plan for the Joanne Fisher property conditional on completion of the above-listed seven items. Vote 6-0.

## **8. Future Land Use Map**

Ms. Del Corso recommended tabling discussion regarding land use and zoning recommendations for implementing the Future Land Use Map. She explained to the newest PC members that the PC spent most of 2013 reviewing the existing land uses and zoning districts in the Township. A summary of this activity will be prepared as part of the PC's annual report and distributed at the next meeting. The summary will provide some background on previous discussions and place the item in context.

Ms. Liggett explained that in general terms, the BOS took action to approve a Future Land Use Map for the Township as part of the process for approving the Centre Region Comprehensive Plan. The Future Land Use Map identifies the western end of the Township as rural/agriculture; the eastern end of the Township as higher density with urban services (sewer and water); and the middle of the Township as primarily residential.

Ms. Steele noted that the Comprehensive Plan is a guidance document.

## **9. Matters of Record**

- Ms. DelCorso noted that at the next meeting the PC should review the 2013 Annual Report and approve it for distribution to the BOS. She offered to review the minutes of the 2013 PC meetings and prepare a draft of the report.
- A list of the members and contact information for the PC was included in the agenda.

## **10. Adjournment**

Motion, Mr. Evans moved to adjourn. Mr. Stevens seconded. Vote 6-0.

The meeting was adjourned at 8:15 pm.

