

**PLANNING COMMISSION MEETING
MINUTES – JUNE 21, 2022**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, June 21, 2022, in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Planning Commission Chairman Kayla Saxon at 7:05 PM. Also, Borough Manager Lauren Egleston was present at this meeting

Members Present: Kayla Saxon-Chairman, Mark Christini, William Kovalcin, Roger Hatch, Diane Siegmund & Shane Mize

Solicitor Fred Smith was present to review the drafted Vacant Store Front Ordinance.

Members Absent: Kevin Doupe', Jim Lacek & Erin Groves

Citizens to be Heard or Guests: None present.

Minutes (Approval):

A motion to approve the April 19, 2022, meeting minutes was made by Mr. Kovalcin and seconded by Mr. Mize. Motion passed.

New Business: No new business.

Old Business:

- Solicitor Smith discussed the "Vacant Store Front" ordinance and stated that he feels the draft has things in it that are currently in the Towanda Borough ordinances, and it needs to be written to be more suitable to what we want it to cover which is the storefront issue (C2 & C3 on street level).
- The Planning Commission agreed to have him edit it and bring his draft to the next meeting for review.

FUTURE Business:

Update Regional Comprehensive Plan – Regional Comprehensive Plan 2008 links:

[Central Bradford Comprehensive Plan Executive Summary](#)

[Central Bradford Region Comprehensive Plan](#)

[Central Bradford Region Comprehensive Plan Appendix](#)

- Manager Egleston reviewed with us the DCED grant which will cover up to 50% of costs. In speaking to one company she stated they estimated a cost of around \$38,000. Therefore, if that was the real quote, \$19,000 would be divided into three: Towanda Borough, Towanda Twp., and North Towanda Twp., which would be around \$6,333.33 each. Lauren will contact Towanda Twp., and North Towanda Twp. to get working on an RFP (Request for Proposal) so we can advertise for a consultant. She does not think that will happen until the fall.

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Site Master Plan

- Manager Egleston stated that this project was started when Kyle Lane was still here and he applied for a DCED grant through Greenways, Trails and Recreation Program which would have been only focused on the various parks. When she put the RFP (Request for Proposal) out there, it brought in a lot of solicitation, but we only received two back. One bid at \$75,000, and one at \$47,000. which are big differences. She talked to DCED because we broadened the scope of what we thought originally. She is going to break out the items below and get a separate line item and price because DCED is only going to pay for what was in the original scope of work. Once she does this it will be readvertised.
- Manager Egleston said she will break things down and readvertise.
 1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
 2. Riverside Cemetery (not in the original grant request).
 3. YMCA (SCI) Complex Master Plan (including the Memorial Park playground)
 4. Third Ward Park.
 5. The TRAIL project with the possibility of connecting all Towanda Borough Parks and municipal grounds with the trail.
 6. Memorial Park – The Towanda Area School District would like this to be part of the Site Master Plan (not in the original grant request).

Before adjourning the meeting, Chairperson Kayla asked Roger Hatch (our newest Planning Commission member) to talk a little bit about himself which was very interesting. Mr. Hatch stated that he really wants to see the downtown “grow and be well”. Chairman Kayla stated that we are glad to have Roger on board with us.

Adjournment:

Motion to adjourn was made by Mr. Christini and seconded by Mr. Mize at 7:45 PM.


Recording Secretary
Planning Commission