

**PLANNING COMMISSION**  
**Regular Meeting Minutes**  
**Tuesday, January 17, 2023**

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, January 17, 2023, 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 7:09 PM.

**Members Present:** Chairman Kayla Saxon, Vice-Chairman Kevin Doupe', Mark Christini, William Kovalcin, Erin Groves, Roger Hatch & Shane Mize

**Members Absent:** Jim Lacek & Diane Siegmund

**Citizens to be Heard or Guests:** None.

**Minutes:**

A motion was made by Mr. Doupe' and seconded by Mr. Kovalcin to approve the previous regular meeting minutes of the November 15, 2022. Motion passed.

**New Business:**

Ms. Saxon asked for the commission's thoughts on maybe having a Planning Commission annual report of what we are doing with a list of items and our progress. The consensus was that what council puts out is a reflection of what we do in the planning meetings.

**Old Business:**

**A. Status of the Vacant Store Front Ordinance.**

Solicitor Smith presented his edited draft ordinance last month after getting it from the Planning commission (everyone had a copy). He stated that some of the items in the draft were already covered in the current ordinances and he omitted them and has it ready to present to council.

A question was asked by Mr. Hatch, "What if someone does not register or pay the fine"? Solicitor Smith stated that the program would have to be monitored by code enforcement or someone. It's normally a fine process at \$500 which could be waived totally or in part upon the abatement of the violation. In time, according to the ordinance, a citation may be the next step. Also, it could end up being a lien on the property.

After some further discussion, Mr. Doupe' made the motion and seconded by Mr. Mize for Solicitor Smith to present it to council. Motion passed.

**B. Quality of Life Ticketing Ordinance**

Solicitor Smith is working on this and will draft it using Danville, PA's QOL as a template for our ordinance. Mr. Hatch made the motion seconded by Mr. Mize. Motion passed. Solicitor Smith will present the draft to council next month.

**FUTURE Business (at a Later Date):**

- A.** Update Regional Comprehensive Plan – Regional Comprehensive Plan as adopted in 2008 – link below:

[Central Bradford Comprehensive Plan Executive Summary](#)

[Central Bradford Region Comprehensive Plan](#)

[Central Bradford Region Comprehensive Plan Appendix](#)

Manager Hotaling updated the group on this.

- B.** DCED Grant Approved – Point committee for bundled projects.

Stiffler-McGraw was selected as the Consultant for the Parks Master Plan and they met in December to discuss a steering committee. They came up with twelve people and the consultant is working on compiling existing conditions of the parks and they will be meeting later in February and the public meeting to unveil existing conditions and the steering committees ideas for the parks and ask for the public's feedback will be held in March.

1. Tommy Fairchild Memorial Park (formerly Riverfront Park)

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2. YMCA (SCI) Complex Master Plan (including the Memorial Park playground)
3. Third Ward Park
4. The TRAIL project with the possibility of connecting all Towanda Borough Parks and municipal grounds with the trail.

The school district decided not to participate, as it was voted down by the school board.

**Revitalization Plan:**

The cost to do the study is about \$100,000. Manager Hotaling met with the BC Commissioners to also take part in this and they committed \$25,000 towards the plan. We were not awarded the \$25,000 from DCED, so Manager Hotaling is going to try other avenues. GTP, Gannons, Henry Dunn's office, and possibly Chesapeake (she is meeting with tomorrow). These businesses want to see this project happen and are willing to donate towards it. She stated that it is difficult for business to donate, as we are not a 501(C)(3). The Progress Authority is in the process of developing a 501(C)(3) where they can accept those kinds of donations and earmark the funds.

**Adjournment:**

A motion to adjourn was made by Mr. Christini and seconded by Mrs. Groves at 8:15 PM.

The next meeting will be held on Tuesday, February 21, 2023 at 7 PM.



Recording Secretary  
Planning Commission