

**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)
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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

**PLANNING COMMISSION**  
**Regular Meeting Minutes**  
**Tuesday, February 21, 2023**

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, February 21, 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 7:00 PM.

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

**Members Absent:** Jim Lacey

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

**Minutes:**

A motion was made by Mr. Doupe' and seconded by Mr. Mize to approve the previous regular meeting minutes that were held on January 17, 2023, with a minor change in punctuation. Motion passed.

**New Business:**

**Old Business:**

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

Solicitor Smith is preparing this for advertisement and the new ordinance will be voted on at the March 6, 2023, Borough Council Meeting.

**B. Quality of Life Ticketing Ordinance**

Solicitor Smith is preparing this for advertisement and the new ordinance will be voted on at the March 6, 2023, Borough Council Meeting.

Mr. Mize stated that at the February 6th Council meeting, Vice-President Ryan Eberlin recognized the Planning Commission for the time and effort that was put forth for both of these new ordinances.

**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](#)

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

1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
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.

**MISC:**

There was some discussion concerning the open question of possibly undertaking a Vacant Residence Ordinance in the future. Mr. Christini stated that recommendations to Council can be made.

**Adjournment:**

A motion to adjourn was made by Mr. Doupe' and seconded by Mr. Mize at 8:24 PM. The next meeting will be held on Tuesday, March 21, 2023, at 7 PM.



Recording Secretary  
Planning Commission

**PLANNING COMMISSION**  
**Regular Meeting Minutes**  
**Tuesday, April 18, 2023**

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, April 18, 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 7:01 PM.

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

**Members Absent:** Mark Christini, Jim Lacek & Diane Siegmund

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

**Minutes:**

A motion was made by Mr. Kovalcin and seconded by Mrs. Groves to approve the previous regular meeting minutes that were held on February 21, 2023, with a minor change in spelling. Motion passed.

**New Business:**

**Old Business:**

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

This new ordinance was adopted at the March 6, 2023, Borough Council Meeting.

**B. Quality of Life Ticketing Ordinance**

This new ordinance was adopted at the March 6, 2023, Borough Council Meeting.

Chairperson Saxon announced that she is resigning from the Planning Commission and sent her resignation to Borough Council. She stated there are medical issues within her family that she needs to attend to wholly. Plus, her job duties as a project engineer include big changes that are coming to her place of employment. She expressed appreciation for working with all the planning commission members.

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

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

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[Central Bradford Region Comprehensive Plan Appendix](#)

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

1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
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.

Manager Hotaling came to the meeting after her Parks Master Plan meeting at the YMCA. She has a committee of 12 working on this project. Chris Foster, the landscape architect from Stifler-McGraw is working on the project. She also shared that Towanda Borough has partnered with the Community Foundation for the Twin Tiers to help raise funds for the downtown revitalization plan.

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**MISC:**

Manager Hotaling also stated that the Planning Commission may have a couple of public meetings soon of property owners that might apply for zoning permit(s).

**Adjournment:**

A motion to adjourn was made by Mrs. Groves and seconded by Mr. Mize at 7:33 PM.  
The next meeting will be held on Tuesday, May 16, 2023, at 7 PM.



Recording Secretary  
Planning Commission

**PLANNING COMMISSION**  
**Regular Meeting Minutes**  
**Tuesday, May 16, 2023**

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, May 16, 2023, in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Planning Commission Co-Chairman Kevin Doupe' at 7:01 PM.

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

**Members Absent:** Mark Christini, Jim Lacey

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

**Minutes:**

A motion was made by Mr. Mize and seconded by Ms. Siegmund to approve the previous regular meeting minutes that were held on April 18, 2023. Motion passed.

**New Business:**

**A. Nomination & voice vote for new Planning Commission Chairperson behind Kayla Saxon.**

Co-Chairperson Mr. Doupe' led the meeting and he stated that he met with Mr. Christini (Council President) to review the process for filling the role of Chairperson, vacated by Kayla. He stated that we will miss Kayla and thanked her for her contributions as Chairperson.

Kayla stated that it was a pleasure working with everyone on the Commission. She stated that she feels the best person to fill the Chairperson position is Shane Mize. He is titled with a well-rounded background, has been in the military, and there are a lot of different aspects about him that show leadership. Mr. Mize responded that he appreciates the nomination and he was going to nominate Kevin Doupe'.

Kayla is technically not able to nominate or vote, therefore Mr. Kovalcin nominated Mr. Mize. Mr. Mize stated that he is interested in the chairperson position. Mr. Hatch made the nomination for Kevin Doupe'. Mr. Doupe' thanked him for the nomination and declined the nomination to allow Mr. Mize to move forward. He stated that the words of support have shown the respect that we have for Shane and Kevin feels that same way. There were no other nominations and a roll call vote was done. There were 6 ayes, 0 nays, and 2 absent. After this meeting, Mr. Mize will be the new Planning Commission Chairperson, and Mr. Doupe' will continue to be the Co-Chairperson. Congratulations were given to Mr. Mize.

**B. Planning Commission vacancy.**

Mr. Doupe' stated that there is a vacancy now and if anyone has a person they want to recommend, this person if interested will have to send in a letter of interest to Borough Council. Council will appoint this person.

**Old Business:**

**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](#)

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[Central Bradford Region Comprehensive Plan Appendix](#)

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

1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
2. YMCA (SCI) Complex Master Plan (including the Memorial Park playground).

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3. Third Ward Park.
4. The TRAIL project with the possibility of connecting all Towanda Borough Parks and municipal grounds with the trail.

**Adjournment:**

A motion to adjourn was made by Mr. Mize and seconded by Mr. Hatch at 7:15 PM.  
The next meeting will be held on Tuesday, June 20, 2023, at 7 PM.



Recording Secretary  
Planning Commission

**PLANNING COMMISSION**  
**Regular Meeting Minutes**  
**Tuesday, June 20, 2023**

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, June 20, 2023, in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Planning Commission Co-Chairman Kevin Doupe' at 7:00 PM.

**Members Present:** Chairman Shane Mize, Co-Chairman Kevin Doupe', William Kovalcin, Roger Hatch & Diane Siegmund

**Members Absent:** Mark Christini, Jim Lacek & Erin Groves

**Citizens to be Heard or Guests:** Rev. Rachel Stahle was present to introduce herself and express her interest in being on the Planning Commission board. She moved here in 2011 to be Pastor of the Presbyterian Church and moved to Towanda Borough in 2015. She is no longer the pastor of the church but decided to stay living in the borough. She is a neighbor of Mr. Christini and talked to him about the Planning Commission, and was present tonight to listen and understand the scope of what the Planning Commission does. Mr. Doupe' summarized some of the things that were recently researched and presented by the board to the Borough Council that were adopted by the Council. They are the Vacant Store Front Ordinance and the Quality of Life Ticketing Ordinance.

**Minutes:**

A motion was made by Mr. Doupe' and seconded by Mr. Kovalcin to approve the previous regular meeting minutes that were held on May 16, 2023. Motion passed.

**New Business:**

**A. Introduction of Barry Thrush, new Code Enforcement Officer.**

Mr. Thrush grew up in Athens and has been away for 15 years. The decision to move back here was made to move closer to family and live in a smaller community. Each of the board members introduced themselves to Mr. Thrush.

**Old Business:**

**A. Planning Commission vacancy.**

Two possible candidates.

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

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

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

1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
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.

**Adjournment:**

A motion to adjourn was made by Mr. Doupe' and seconded by Mr. Mize at 7:16 PM. The next meeting will be held on Tuesday, July 18, 2023, at 7 PM.



Recording Secretary  
Planning Commission



**PLANNING COMMISSION  
Regular Meeting Minutes  
Tuesday, September 19, 2023**

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, September 19, 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 Shane Mize at 7:04 PM.

**Members Present:** Chairman Shane Mize, Co-Chairman Kevin Doupe', Mark Christini, Erin Groves, Roger Hatch, & Scott Hauser

**Members Absent:** Jim Lacey & William Kovalcin, Diane Siegmund

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

**Minutes:**

A motion was made by Mr. Christini and seconded by Mr. Doupe' to approve the previous Public & Regular meeting minutes for August 15, 2023. Motion passed.

**New Business:**

**A.** A discussion occurred about meeting attendance and the difficulty recently of reaching a quorum of (5) members. The "PLANNING COMMISSION IN PENNSYLVANIA" document was mentioned regarding section **VI. Membership, Appointment, and Organization**. It was decided to check and make sure all currently appointed PC members desire to stay on the commission and that they will be able to regularly attend meetings in the future.

**Old Business:**

**A.** Mr. Christini stated that the zoning hearing board held a meeting on August 29th where it was decided to approve the application of Mylen Madigan IV and grant the right to convert the non-conforming dental office to a retail store. Solicitor Smith stated that the Borough has the right to appeal the decision.

**FUTURE Business:**

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

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[Central Bradford Region Comprehensive Plan Appendix](#)

We currently do have the grant and it will involve Towanda Township, North Towanda Township, and Towanda Borough. It should be able to advance in the future.

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

1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
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.

DCED awarded the Parks Master Plan grant through the Greenways, Trails & Recreation. Stifler-McGraw is the consultant.

**C.** Downtown Revitalization – To date we have received over \$80,00 in funds towards this plan.

**Adjournment:**

A motion to adjourn was made by Mr. Kovalcin and seconded by Mr. Mize at 7:39 PM.

The next meeting will be held on Tuesday, October 17, 2023, at 7 PM.



Recording Secretary  
Planning Commission

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

A Regular meeting of the Towanda Borough Planning Commission was held on Tuesday, October 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 Shane Mize at 7:01 PM.

**Members Present:** Chairman Shane Mize, Co-Chairman Kevin Doupe, Mark Christini, Erin Groves, Roger Hatch, & Scott Hauser

**Members Absent:** Jim Lacek & William Kovalcin, Diane Siegmund

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

**Minutes:**

A motion was made by Mr. Christini and seconded by Mr. Doupe' to approve the previous Public & Regular meeting minutes for September 19, 2023. Motion passed.

**New Business:**

Borough Council at their last meeting had 2 motions pass to have Solicitor Smith do the following:

- 1) Prepare modification in Ch 325-16(C)2 "Indoor retail sales for guests only," and add a definition for "guests."
- 2) Have Planning Commission "Review and possible modification of Ch 325-57. Change to "another nonconforming use."

Solicitor Smith gave an overview of the current Nonconforming Uses and Structures Zoning Ordinance. Our ordinance is very general according to Solicitor Smith and he will work on these things and tighten it up.

**Old Business:**

Mr. Doupe' stated that Mr. Lasik was not present and was informed through email, in person and with phone calls and he still has not attended the Planning meetings, even though he indicated that he was going to attend and hasn't indicated in any way that he wasn't going to attend. Mr. Doupe' stated that the we should take this as nonfeasance and bring it to the Borough Council for a vote with a 15-day notification to Mr. Lasik. Mr. Doupe' made a motion for the Commission to move this to Council which was seconded by Mr. Mize. There were 4 yes' and 2 nays, therefore motion passed and it will go before Council.

**FUTURE Business:**

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

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We currently do have the grant and it will involve Towanda Township, North Towanda Township, and Towanda Borough. It should be able to advance in the future.

- B. DCED Grant Approved – Point committee for bundled projects.
1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
  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.

DCED awarded the Parks Master Plan grant through the Greenways, Trails & Recreation. Stifler-McGraw is the consultant.

C. Downtown Revitalization – To date we have received over \$80,000 in funds towards this plan.  
Adjournment:

A motion to adjourn was made by Mrs. Groves at 7:53 PM.

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

A handwritten signature in cursive script that reads "Diane M. Kulick". The signature is written in black ink on a light-colored background.

Recording Secretary  
Planning Commission