

**PLANNING COMMISSION**  
Regular Meeting Minutes  
Tuesday, January 21, 2025

A regular meeting of the Towanda Borough Planning Commission was held on Tuesday, January 21, 2025, in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

**Present:**

Members: Shane Mize, Chair; Kevin Doupe, Vice-Chair; Mark Christini, Roger Hatch, William Kovalcin, Scott Hauser, and Erin Groves.

Others: Towanda Borough Solicitor Fred Smith; Towanda Borough Manager Stacy Schoonover; Towanda Borough Administrative Assistant Angie Oliver

**Absent:** Members Diane Siegmund and Brianna Fischetti; Code Enforcement Officer Barry Thrush

The meeting was called to order by Planning Commission Chair, Shane Mize, at 7:03 pm.

**Citizens to be Heard/Guests:** Tom Bradford from 101 Means Street, Towanda, PA, shared his frustration as a landlord and explained the trials and tribulations of such S. Mize thanked T. Bradford for his comments and time.

**Minutes:**

The December 17, 2024, regular meeting minutes were reviewed by the board. M. Christini requested Future Business to be edited to say, 'North Towanda township AND Towanda township' in place of 'NOT Wysox township'. Borough Administrator Oliver noted the changes and will correct the minutes. A motion was made by K. Doupe' and seconded by S. Mize to approve the December 17, 2024, minutes. The motion passed unanimously.

**New Business:**

Brianna Fischetti tendered her resignation from the Planning Commission Board effective January 17, 2025. The Planning Commission Board accepted the resignation and asked Administrative Assistant Oliver to compose and send Ms. Fischetti a letter of appreciation for her time served on the Board. A vacancy notice asking for candidates will be posted on the website by Oliver.

Solicitor Smith briefed the members on an issue of solar panels within the Borough that was brought to his attention by Code Enforcement Officer Barry Thrush. This usually isn't an issue if they are on roof tops, but these are on the ground, which becomes a liability for the homeowner, as well as the Borough. Smith states that there is no ordinance in the Borough code that recognizes this issue, so he suggests that Thrush research and find another municipality that does implement these ordinances and provide an example. Thrush will research the issue and discuss further at the February meeting.

**Old Business:**

Solicitor Smith reexamined the Non-conforming Use ordinance and provided the board members with an example of an ordinance from a different municipality to give everyone a better understanding. Smith suggested that he can add verbiage that will help broaden the scope of non-conforming use of land and structure. This will ensure to not limit future situations where non-conforming use is at the core of the subject. Solicitor Smith asked the board how they would like to proceed. It was a collective decision that Smith addend the existing ordinance, present to Council, come back at the February meeting to finalize, then hold a public hearing and then zoning. R Hatch made a motion to send the draft to Borough Council for review, S. Mize seconded. The motion carried unanimously.

**Future Business:**

**1. Update Regional Comprehensive Plan**

Still waiting for North Towanda and Towanda townships to respond.

**2. Park Master Plans and Downtown Revitalization**

Borough Manager Schoonover had met with Charity Fields of Community Foundation for the Twin Tiers, a non-profit entity who previously worked with the Borough on the Downtown Revitalization plans. Manager Schoonover explained that whatever funds were raised for this project, they have held onto since the idea's inception. After they extract their administrative fee, the total amount can be available for the revitalization of the Towanda Downtown area. Manager Schoonover and Admin Assistant Oliver will be mailing donation letters to area businesses and even farther reaching than the borough limits, into the neighboring townships and beyond.

**Adjournment:**

K. Doupe made a motion to adjourn at 8:22 pm. E. Groves seconded the motion.

The next meeting will be held on Tuesday, February 18, 2025 at 7:00 pm.

Respectfully Submitted,



Angela L. Oliver  
Towanda Borough Administrative Assistant