

**PLANNING COMMISSION MEETING
MINUTES – APRIL 20, 2021**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, April 20, 2021 in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Chairman Jim Lacey at 7:00 PM.

Members Present Jim Lacey-Chairman, Karen Johnson-Vice-Chairman, Mark Christini, Kevin Doupe', Erin Groves, Jimmy Lacey, Diane Siegmund

Members Absent Kayla Saxon (on maternity)

Visitors Maureen Walsh, Kiesha Belles, Bob Ames & Damian Rossettie, Esq. for Allied Health Care Services

Minutes

A motion was made by Karen Johnson and seconded by Jimmy Lacey to approve the minutes of the December 15, 2020, Planning Commission Meeting. Motion passed.

New Business

A. Conditional Use Hearing for Allied Services, 846 South Main Street, Towanda, PA.

Attorney Rossetti introduced Mr. Bob Ames, Vice President of Community Services for Allied Health Care Services to explain Allied Health Service's intended use for the property at 846 Main Street. Allied has signed an agreement of sale to purchase the property contingent on a conditional use to allow individuals to reside on the first floor of this one-story building. He stated that that Allied's Behavioral Health Division works in conjunction with Bradford County Mental Health Organization. The idea for this building is to have 2 separate, 3-unit residency for individuals that need mental health services (mental health illness diagnosis).

He stated the context sounds like a group home and it is similar but the difference is that group homes usually house individuals for many years and this program does not. Therefore, they have applied for "conditional use." The service will help treat individuals with mental health issues get to the next step in life so they could be out in the community and in their own residences. Allied Services does operate in Towanda with a residence on Mix Avenue that has 5 people living there and provides supportive services for other individuals. 846 South Main Street will house 6 individuals that will be referred by Bradford County, and Allied will evaluate them to determine if they would be appropriate for the South Main street setting.

A person could be in the program for a year, 2 years, typically it does not happen for more than 3 years, and then hopefully they will be placed out in the community. The County Mental Health organization deals with a population of people with mental health issues that live in Bradford County. They will evaluate a person who may come to them for help and will refer them to Allied's program.

Also, Mr. Ames stated that Allied Systems has about 50 to 60 total clients that live in community that they support daily.

The clients will be 18 years and over and no sex offenders will be in the program at this building. He also stated that Northern Tier Counseling will provide services for the clients (at the Northern Tier Counseling location). Allied can provide their transportation if needed.

It will be staffed for 3 – 8-hour shifts (24 hours) with 1 staff supervisor for 1st shift, and 1 residential counselor will work a split shift. Sometimes they could have 3 people or more if the director or assistant director comes to the building. The norm is that the facility will be staffed around the clock. Mr. Ames also said that they plan on using this building for their staff meetings instead of the Mix Avenue location they currently use (where parking is a problem). A concern some of the board had was the lack of green space available for the housed individuals. Allied stated that they would plan on having an area with a picnic table and maybe a basketball hoop. They were then asked about the steep bank that faces the highway where a gathering or recreation area would be placed, as it may be a danger for the residents. The Planning Commission suggested fencing be installed and Mr. Ames stated that that they would consider it.

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Mr. Christini stated that in Chapter 325. Zoning, Article IX. Administration and Enforcement §325-74.1. Conditional use, letter “B. (1), it states that the Borough Council may either permit or deny the use based on existing standards and if the three additional listed conditions (a), (b) & (c) are met.

A motion was made by Karen Johnson and seconded by Jimmy Lacek to move this request on to Borough Council with the condition that fencing will be installed. Motion passed.

The next regular council meeting will be held on Monday, May 3rd, at 7 PM.

Old Business

Signage:

Mr. Doupe’ brought up old business concerning the request of Vicki Wells to use electronic signage in Madigan Park (to advertise Recreation Committee and other events taking place in the borough). The sign that is there now is not electronic but a kiosk with white letters that you manually put messages on.

Mr. Christini stated that the type of signage Ms. Wells desires this does not fit our existing ordinance of (electronic) internally illuminated signs being prohibited. However, illuminated signs are allowed and maybe the kiosk in Madigan Park may be able to have a light source projected on it.

Mr. Christini made a couple points, stating that concerning the sign ordinance that was put in effect some 25 years ago, the driving theme was to make the town something that would be compatible to a Victorian theme for the future. The Corning, NY, sign ordinance was a model that we used here. However, Corning, NY, has a sign committee that covers colors, dimensions, etc., which we don’t have the resources, and it would be difficult for us to legislate signs in this way. Therefore, Council, at the time decided to prohibit internally illuminated signs on Main Street. The other thing is that any sign like the one that is across the street from the borough building (Madigan Park) could easily be illuminated externally. The only difficulty is that messages have to be changed manually. He feels messages in this format can still be accomplished with the kiosk. Also, Ms. Well’s request for an electronic sign would be considered a new sign.

After much discussion, the committee stated that they would like more information from Ms. Wells concerning her ideas, and they need to talk about the use of the existing signage. **A motion was made by Jimmy Lacek and seconded by Erin Groves requesting more information from Ms. Wells of what may be wrong with the existing sign and what we may be able to do with it. Motion passed.**

Vacant Property Ordinance:

Mr. Christini stated that concerning the drafting of the Registration Process of Vacant Property, there is an ordinance in Arlington, MA. whereby the annual registration fee can be waived by owners agreeing to display public art for the term of the vacancy. Mr. Christini stated that Manager Lane would like to see the focus first on the commercial (what you can see) spaces.

For the next meeting in May, the committee will review the occupied and vacant definitions so they can discuss what has been done so far and talk about ideas concerning the commercial side of the ordinance.

New Business

From the GOOGLE DOC link:

Moving forward on the PROPERTY MAINTENANCE ORDINANCE: Google Doc link located at:
<https://docs.google.com/document/d/10Ewr9TGcsmdUMju18rOkL798PBUpyHLWcJQ383YdKeE/edit>

FUTURE Business (at a Later Date)

A. Update Regional Comprehensive Plan – Regional Comprehensive Plan 2007 links:

This will have to wait until after the CENSUS is complete, Manager Lane to apply for DCED grant money.

[Central Bradford Comprehensive Plan Executive Summary](#)

[Central Bradford Region Comprehensive Plan](#)

[Central Bradford Region Comprehensive Plan Appendix](#)

**PLANNING COMMISSION MEETING
MINUTES – APRIL 20, 2021**

- B. Manager Lane updated the Committee on the SCI Master Plan. He submitted for an update of that plan to the DCED for funding to hire a consultant to do it for us. He stated that he would like the Planning Commission to be the point Committee for part of the planning process if we receive the DCED grant.**

The following projects he identified for improvements will be bundled together:

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

This grant, if approved, will probably not happen until sometime in 2021 (depending on when it gets addressed by DCED).

Adjournment:

Motion to adjourn was made by Karen Johnson seconded by Diane Siegmund at 8:45 PM.

The next meeting will be held on Tuesday, May 18th at 7 PM.



Recording Secretary
Planning Commission

**PLANNING COMMISSION MEETING
MINUTES – JUNE 15, 2021**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, June 15, 2021 in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Planning Commission member Mark Christini due to Chairman Lacek's absence at 7:05 PM.

Members Present Mark Christini, Kevin Doupe', Erin Groves, Jimmy Lacek, Kayla Saxon

Members Absent Jim Lacek-Chairman, Diane Siegmund

Visitors Shane Mize came to the meeting with Kevin Doupe' to observe the meeting. Shane told the board a little bit about himself, as he is an Air-Force Vet and stated that he and his wife moved back here about 3 years ago. He currently works for Schaedler-Yesco. Mr. Christini told him a little bit about what the Commission does (Such as the Comprehensive Plan & addressing new ordinances directed by Council).

Minutes

A motion was made by Mrs. Groves and seconded by Mr. Doupe' to approve the minutes of the April 20, 2021, Planning Commission Meeting. Motion passed.

New Business

Mr. Christini stated that Karen Johnson (Planning Commission Vice-President) resigned on May 19th, therefore, we now have 2 open slots behind Karen and behind Larry Kacyon. The process for someone who may be interested is to send a "letter of interest" to the Borough.

Tonight, the board received a letter from Diane Siegmund (who was called via conference call to elaborate) which was read by those present. Her letter was concerning a burning issue in the borough in which a neighbor talked to her about, but this neighbor was afraid to call the borough about it. A couple residents went to the home and told them that they were not allowed to burn and the people who lived there told them that it was perfectly alright for them to burn. Ms. Siegmund feels that when this happens maybe people should be able to contact Jeremy Sluyter (Code Officer). She feels that available town resources need to be known when this sort of thing happens.

Mr. Christini stated that the process is to call the police and they will deal with it. There are times when open burning is allowed, if you have a campfire that's less than 2 feet in diameter you can burn wood (it cannot be creating noxious smoke or odors), and if you have some sort of religious ceremony. If this unpleasant odor happens at night, then you would contact the police, and during the day it could be Jeremy Sluyter (during working hours). Chief Epler stated that people call often about burning. Ms. Siegmund stated that it needs to be clear as to who should be contacted. Mrs. Groves stated that we need to speak up when something like this happens and to call the borough or the police, which most people should know.

Communication to inform residents was further discussed and it may be a good idea to have a forum on the borough website. Mr. Christini stated that Manager Lane and he discussed a new website, but with him leaving it will have to wait a little longer. However, he will bring this to the attention of the borough council.

Signage:

The Planning Commission discussed signs and the packet of information that Diane Siegmund provided last month that showed some Towanda Borough empty storefronts and also some outdoor LED signage examples. Mr. Doupe' showed a picture of the town of Vestal, NY's new welcome sign that is an LED sign, but very nice and tasteful. Mr. Christini asked Mr. Doupe' to do some research on the signage ordinance that the town of Vestal has in place, as it is one of the nicest parts of the triple cities.

Old Business

Property Maintenance Ordinance – Continued/Ongoing

Mr. Christini talked about the Vacant Storefront Maintenance Registry of Arlington, Massachusetts and provided a copy of the following section:

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Section 4. Annual Registration Fee, Failure to Pay, Waiver.

C. Owners may apply for a waiver of the annual registration fee at the time of registration of a vacant property and upon receipt of annual registration fee invoices each year thereafter, requesting waiver of some or the entire fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public is available, appropriate to the location for display, and the Town, artist, owner agree to terms of exhibition as set forth by the Planning Department. Waivers requested on the basis of financial hardship are subject to a 30-day review period. If a waiver based on financial hardship is granted it will be reevaluated on a quarterly basis until property is leased or sold. If a waiver of the registration fee based on financial hardship is denied, the registration fee is due within 30 days of the decision.

“Waiver of Annual Registration Fee” - Add the above to Section 7 of the Property Maintenance Ordinance:

Jimmy Lacek made the motion to add the above to Section 7 of the Property Maintenance Ordinance draft, seconded by Kayla Saxon. Motion Passed. Kevin will add it to the draft for the next meeting.

Changing the “scope” of the Property Maintenance Ordinance Section 3:

Kayla Saxon made the motion to change the scope of Section 3 – to Commercial - C2 & C3 districts (and get rid of residential and industrial) structures and properties as a starting point, seconded by Jimmy Lacek. Motion passed. Kevin will add it to the draft for the next meeting.

Kevin Doupe' will make these changes to the proposed ordinance and also edit “residential parts” in Section 8, and send the **Google Link** to all of the Planning Commission members.

FUTURE Business (at a Later Date)

Note: Mr. Christini will discuss the status with Manager Lane.

A. Update Regional Comprehensive Plan – Regional Comprehensive Plan 2007 links:

This will have to wait until after the CENSUS is complete, Manager Lane to apply for DCED grant money.

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B. Manager Lane updated the Committee on the SCI Master Plan. He submitted for an update of that plan to the DCED for funding to hire a consultant to do it for us. He stated that he would like the Planning Commission to be the point Committee for part of the planning process if we receive the DCED grant.

The following projects he identified for improvements will be bundled together:

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

This grant, if approved, will probably not happen until sometime in 2021 (depending on when it gets addressed by DCED).

Adjournment:

Motion to adjourn was made by Jimmy Lacek seconded by Erin Groves at 8:30 PM.

The next meeting will be held on Tuesday, July 20th at 7 PM.

Diane M Kulick

Recording Secretary
Planning Commission

**PLANNING COMMISSION MEETING
MINUTES – JULY 20, 2021**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, July 20, 2021, in the Council Room of the Towanda Municipal Building, 724 Main Street, Towanda, PA.

The meeting was called to order by Planning Commission Chairman Lacek at 7:02 PM.

Members Present Mark Christini, Kevin Doupe', Erin Groves, Jim Lacek, Kayla Saxon, Diane Siegmund

Members Absent Jimmy Lacek

Citizens to be Heard or Guests Shane Mize and William Kovalcin were visitors this month to observe the meeting and have shown an interest in being on Planning Commission. Mr. Christini stated this will be addressed at the next council meeting.

Minutes

A motion was made by Ms. Saxon and seconded by Mrs. Groves to approve the minutes of the June 15, 2021, Planning Commission Meeting. Motion passed.

New Business

There is an opening for Vice-Chairman of Planning Commission behind Karen Johnson. Mrs. Groves nominated Ms. Saxon. Ms. Saxon stated that she would accept. All were in favor, with Mr. Doupe' abstaining due to his interest in the vice-chairman position. Motion passed for Ms. Saxon to take over as Vice-Chairman.

Mr. Christini stated the 2 openings for Planning Commission will be addressed at the next council meeting in August 2021.

Old Business

A. Signage

Mr. Christini stated that he would like to address Vicki Wells' request to have an electronic sign in the Borough.

Last month, Mr. Christini asked Mr. Doupe' to do some research on the signage ordinance that the town of Vestal has in place. Vestal does not pay a fee for the use or maintenance of the Vestal community electronic information sign which was built and paid for by a company called CEIS (Community Electronic Information Signage). However, this company also has control of allotted times for using the sign as well. It was stated that we should wait for Council to decide if we should continue with a signage ordinance change.

Mrs. Groves stated that she feels that if we allow gateway signage, then we should allow everyone to have electronic signs, as the Presbyterian Church was not allowed to have another digital sign a few years back.

After further discussion, a motion was made by Mr. Doupe' and seconded by Ms. Siegmund to ask Council to consider if they want to direct the Planning Commission to look into a "free-standing electronic information sign" with size to be determined at a later date. Motion passed.

Mr. Christini asked the Commission members to take a look at the Vestal town board public meeting minutes of April 9, 2014, concerning the amendment of their code to permit electronic gateway signs.

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B. Vacant Property Ordinance – Continued/Ongoing

Mr. Doupe' basically took out everything that referred to as "residential". Also, the Commission hashed out parts of the Annual Registration Fee, Failure to Pay, and Applying for a Waiver.

Section 14. Part C. - A waiver would be granted if the storefront owner would exhibit public art in their display window. If not, then the registration fee would possibly be \$200 per year. We may establish a committee or ask local artists or art teachers to be a part of the committee and possibly calling it, "Storefront Revitalization Committee". The Commission decided to not allow an owner to receive a financial hardship waiver for the annual registration fee.

Section 7. Various parts of this section were discussed and edited also, and Mr. Doupe' will make those changes before the next meeting in August.

Mr. Doupe' will work on these changes to the proposed ordinance on the **Google Link** for the Planning Commission members.

FUTURE Business (at a Later Date)

Note: Mr. Christini will discuss the status with Manager Lane.

A. Update Regional Comprehensive Plan – Regional Comprehensive Plan 2007 links:

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Adjournment:

Motion to adjourn was made by Ms. Siegmund and seconded by Mrs. Groves at 8:35 PM.

The next meeting will be held on Tuesday, August 17th at 7 PM.


Recording Secretary
Planning Commission

**PLANNING COMMISSION MEETING
MINUTES – AUGUST 17, 2021**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, August 17, 2021, 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 Kayla Saxon at 7:00 PM.

Note: *Attending this meeting were Mr. William Kovalcin (council member) and Mr. Shane Mize, as they were appointed by Council at the August 2nd Borough Council Meeting to be members of the Planning Commission.*

Members Present Mark Christini, Kevin Doupe', Erin Groves, Jim Lacek (late), Kayla Saxon, Diane Siegmund, William Kovalcin, and Shane Mize

Members Absent Jimmy Lacek

Citizens to be Heard or Guests

Minutes

A motion was made by Mr. Christini and seconded by Mrs. Groves to approve the previous regular meeting minutes that was held on July 20, 2021, with 1 change on page two. Motion passed.

New Business

A. Public Hearing – A Request of Chad and Melanie Sparbanie for a variance for an accessory structure at their property at 365 York Avenue. Applicants are asking for a Variance Hardship consideration for side setback. The property is located in the R-4 Special Residential District. Mr. & Mrs. Sparbanie would like to build a 28 foot by 28-foot garage but there is not enough distance (Code stated 15 feet) in the side setback between the house and the proposed garage. Therefore, it is a variance hardship for side lot lines due to the existing lot layout according to Chapter 325. Zoning Article III. District Regulations §325-16, R-4 Special One-Family Residential District. D. (2) All structures shall be set back a minimum of 50 feet from York Avenue and a minimum of 15 feet from each side lot line.

The Sparbanie's explained that if they make the garage smaller in width, it would be difficult to open the door(s) to walk in and out of the garage. As far as attaching a garage, Mr. Sparbanie stated it is possible, but he would rather have the 10 feet distance instead because of higher home insurance costs and safety and health due to possible gasoline fumes and fire danger that could happen with an attached garage. Mr. Sparbanie also talked to the owner of the York Avenue property next to him about having only a 10-foot side setback from his property instead of the 15 feet (that is specified in the code). The neighbor stated that he did not have a problem with it being at 10 feet. Mr. Christini stated that a tolerance of 5 feet does not seem like a danger to the surrounding properties. The plot plan clearly shows 10 feet on each side of a proposed 28 by 28-foot garage.

Mr. and Mrs. Sparbanie asked the Planning Commission if they would approve their proposed plan to go on to the Zoning Board with the right and left (side) setbacks being 10 feet instead of 15 feet. A motion to approve the Sparbanie's request for the variance to move on to the Zoning Hearing Board was made by Mr. Doupe and seconded by Mr. Kovalcin. Motion passed and will move forward to the Zoning Hearing Board.

B. Towanda Borough Ordinance No. 324-74 and 325-74 – Jonathan Foster, Esquire, and Zoning Board Solicitor was present to review and discuss the draft amendment to remove standards and other requirements of the Unconventional Gas Well Impact Fee Act 13, and to remove what was found unconstitutional for Towanda Borough residents. Solicitor Foster explained the details of the drafted amendment changes and stated he will leave "conditional use" in the ordinance. Solicitor Foster explained Conditional Use is the same as a Special Exception, only the Borough Council acts as the Zoning Hearing Board, and it assures that the public interest is not violated and can also attach any reasonable conditions or safeguards necessary to implement the purpose of the ordinance. He stated that if the use is permitted by right, the zoning officer would not have the authority to require any reasonable conditions and safeguards, and the affected public would not have the opportunity to

**PLANNING COMMISSION MEETING
MINUTES – AUGUST 17, 2021**

be heard on the application. Mrs. Groves made the motion to have Solicitor Foster move forward with the drafted amendment, and it was seconded by Mr. Mize. Motion passed.

Old Business

A. Vacant Property Ordinance – Continued/Ongoing

The Planning Commission worked on editing the Vacant Property Ordinance to prepare it for Council's review.

B. Borough Ordinance Number 2017-1 - Recreational Fires

The recreational fires and open burning issues in the borough have been brought to the Council's attention for the last couple of months. Mr. Christini stated that an official notice for Towanda Borough residents only concerning recreational fires and the conditions by which they are permitted. This notice will be sent out in the (September) water bills.

The notice lists the condition, and how to anonymously report an active violation of the ordinance. He feels that education is part of the issue and this should help.

FUTURE Business (at a Later Date)

A. Update Regional Comprehensive Plan – Regional Comprehensive Plan 2007 links:

This will have to wait until after the CENSUS is complete, Manager Lane to apply for DCED grant money.

[Central Bradford Comprehensive Plan Executive Summary](#)

[Central Bradford Region Comprehensive Plan](#)

[Central Bradford Region Comprehensive Plan Appendix](#)

B. Manager Lane updated the Committee on the SCI Master Plan. He submitted for an update of that plan to the DCED for funding to hire a consultant to do it for us. He stated that he would like the Planning Commission to be the point Committee for part of the planning process if we receive the DCED grant.

The following projects he identified for improvements will be bundled together:

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

This grant, if approved, will probably not happen until sometime in 2021 (depending on when it gets addressed by DCED).

Adjournment:

Motion to adjourn was made by Mr. Lacek and seconded by Mrs. Groves at 8:15 PM.

The next meeting will be held on Tuesday, September 21st at 7 PM.



Recording Secretary
Planning Commission

**PLANNING COMMISSION MEETING
MINUTES – SEPTEMBER 21, 2021**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, September 21, 2021, 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 Kayla Saxon at 7:08 PM.

Members Present Mark Christini, Kevin Doupe', Erin Groves, Kayla Saxon, and Shane Mize

Members Absent Jim Lacek, William Kovalcin, Jimmy Lacek and Diane Siegmund

Citizens to be Heard or Guests - None present.

Minutes

A motion was made by Mr. Christini and seconded by Ms. Saxon to approve the August 17, 2021, regular meeting minutes with the addition of the names of the two new Planning Commission Members, William Kovalcin, and Shane Mize, who were appointed by Council at their August 2, 2021, Council meeting.

New Business

Old Business

A. Vacant Property Ordinance – Continued/Ongoing

The Planning Commission worked on editing the Vacant Property Ordinance. The Planning Commission hopes to have the proposed ordinance in final form next month.

FUTURE Business (at a Later Date)

A. Update Regional Comprehensive Plan – Regional Comprehensive Plan 2007 links:

This will have to wait until after the CENSUS is complete, then new Borough Manager Egleston to apply for DCED grant money.

[Central Bradford Comprehensive Plan Executive Summary](#)

[Central Bradford Region Comprehensive Plan](#)

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B. Former Manager Lane did update the Committee on the SCI Master Plan before he left. He submitted for an update of that plan to the DCED for funding to hire a consultant to do it for us. He stated at the time that he would like the Planning Commission to be the point Committee for part of the planning process if we receive the DCED grant.

The following projects he identified for improvements will be bundled together:

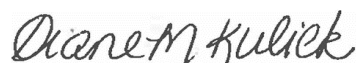
1. Tommy Fairchild Memorial Park (formerly Riverfront Park)
2. YMCA (SCI) Complex Master Plan (including the Memorial Park playground)
3. Third Ward Park, the Pocket Park
4. The TRAIL project with the possibility of connecting all Towanda Borough Parks and municipal grounds with the trail.

This grant, if approved, will probably not happen until a later point in time (depending on when it gets addressed by DCED).

Adjournment:

Motion to adjourn was made by Mr. Mize and seconded by Mrs. Groves at 8:47 PM.

The next meeting will be held on Tuesday, October 19th at 7 PM.



Recording Secretary
Planning Commission

**PLANNING COMMISSION MEETING
MINUTES – OCTOBER 19, 2021**

The meeting of the Towanda Borough Planning Commission was held on Tuesday, October 19, 2021, 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 Kayla Saxon at 7:09 PM. Also, new Borough Manager Lauren Egleston was present at this meeting

Members Present Mark Christini, Kevin Doupe', Kayla Saxon, Diane Siegmund, and Shane Mize

Members Absent Chairman Jim Lacek, William Kovalcin, Erin Groves, & Jimmy Lacek

Citizens to be Heard or Guests - None present.

Minutes

A motion to approve the September 21st Regular Planning Commission Meeting minutes with a minor change was made by Ms. Siegmund and seconded by Mr. Doupe'. Motion passed.

New Business

- 1) Towanda Terrace – Proposed lease of the 1st floor commercial space for storage by the Bradford County Commissioners.

Borough Manager Mrs. Egleston commented at this meeting that the street level of the Towanda Terrace was almost leased for 10 years by the BC Commissioners to be a storage area for paperwork from a BC Office (Children & Youth). Mrs. Egleston made some calls and successfully managed to prevent this from happening. It is now hopeful that a health care organization will be leasing it.

Old Business

A. Vacant Property Ordinance – Continued/Ongoing

The Planning Commission worked on editing the Vacant Property Ordinance. It's almost ready now for presentation to Council.

MISC: Manager Egleston also stated that Dawood Engineering was hired by BC Commissioners to do a study of possibly using a land bank to address blight throughout the county. Dawood will also work with Northern Tier Regional Planning & Development to develop a regional blight mitigation strategy. NTRP will submit the regional approach for EDA Grant in phases.

The Commission also talked about a recognition program for people who do home/commercial property improvements. Mr. Christini will take this idea back to Council for discussion.

FUTURE Business (at a Later Date)

- A.** Update Regional Comprehensive Plan – Regional Comprehensive Plan 2007 links:

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When CENSUS is complete, Manager Egleston will apply for DCED grant money.

**PLANNING COMMISSION MEETING
MINUTES – OCTOBER 19, 2021**

- B.** Manager Egleston told the Commission that the DCED Grant for funding to hire a consultant for the SCI Master Plan has been approved.

The improvement projects are all bundled together as follows:

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

Manager Egleston will ask Council for approval of the next step, an RFP (Request for Proposal) for hiring a consultant for the bundled project(s).

Adjournment:

Motion to adjourn was made by Mr. Doupe' and seconded by Ms. Siegmund at 8:14 PM.

The next meeting will be held on Tuesday, October 19th at 7 PM.



Recording Secretary
Planning Commission