

# Planning Commission of the Borough of Matamoras

## Meeting Minutes of March 21, 2023

Chairman Madsen	P	Mr. Anderson	P	Mr. Oszczepinski	P
Mr. Addison	A	Mrs. Salvato	P	Mr. McIntyre Solicitor	P
Mr. Howard	P			Mr. Bolles, Zoning Officer	P

The Planning Board convened at 7:00 pm. There were 3 members of the public present.

Motion to approve the meeting minutes of February 21, 2023; correct meeting date of minutes to reflect February 21 i/l/o February 14, 2023.

**M: Anderson/Oszczepinski. All in favor.**

There was no public comment.

There was no correspondence received.

### Old Business:

- a. 2<sup>nd</sup> Amendment Resolution: Tabled by Chairman Madsen
- b. Chapter 105 Street and Sidewalks Article IV as presented will be reviewed and reformatted by Mr. McIntyre to reflect the Matamoras Borough subsections and changes that were discussed in order for the Planning Commission to present a workable Ordinance to Borough Council. President Kudrich who was present at the meeting gave approval for the Planning Solicitor to make the amendments. Mr. McIntyre asked the Commission to review the document contents prior to the next meeting and bring back concerns in the language and contents of the document, ignoring the formatting and subsection numbering.

### New Business

- a. **Motion to table 507-509 PA Lot Combination, Land Development.**  
**M: Madsen/Howard.** Discussion ensued. The solicitor advised Planning that they have 45 days from March 21 to act on this application. It was suggested that since the presenter was unable to

attend, due to a medical issue, that we request that the applicant submit an extension request. At the next meeting the Commission will need to approve, deny or request an extension. There was discussion regarding the timeline of when an application is deemed accepted. In the Borough Ordinance, it notes that the filing date is the date the application is accepted at the Planning Commission.

**Motion to table passed, all in favor.**

- b. Conditional Use Application for 201 Ave C was presented by Mr. Shawn Bolles, the applicant was not present. He noted Mr. Moore will be present for the Conditional use hearing. Shawn directed the Commission to review Zoning Ordinance §124-31 and §124-34 and noted that as the Zoning Officer, he can not approve the plans per §124-44. Mr. Moore has already obtained a variance from the Zoning Hearing Board and is now looking for the Commission to approve a Conditional Use to approve his expansion of a nonconforming structure (porch). Discussion ensued.

**Motion to recommend approval to the Borough Council for the expansion of a nonconforming structure. M: Oszczepinski/Anderson. All in favor.**

Mr. Madsen shared with the Planning Commission that they will start reviewing all of the Borough Ordinances as it has been over 10 years since the last review. Mr. Bolles would like to start with zoning review citing window signage and temporary signage as examples.

Motion to adjourn 7:26 pm: **M: Anderson, seconded by Mr. Oszczepinski. All in favor.**

Respectfully submitted,

Marianne Brown  
Planning Secretary