

Planning Commission of the Borough of Matamoras
Meeting Minutes of October 17, 2023

Chairman Mark Madsen	P	Mr. Rich Anderson Planning Commission Member	P	Mr. Dave Osczepinski Planning Commission Member	P
Mr. Eddie Addison Planning Commission Member	P	Mrs. Lisa Salvato Planning Commission Member	P	Mr. Nick McIntyre Solicitor	P
Mr. Bob Howard Planning Commission Member	P	Mr. Danny Fernandez Planning Commission Member	P	Mr. Shawn Bolles Zoning Officer	P

Call to Order, Salute to the flag and Roll Call @ 7:02 pm. Mr. Lou Cozza, Borough Engineer, was also in attendance. There were 2 members of the public present.

Motion to approve the meeting minutes of September 19, 2023.

M: Osczepinski/Howard. All in favor.

Public Comment:

None

Correspondence:

None

Old Business:

- a. Motion to table 2nd Amendment Resolution. **M: Madsen/Addison. All in favor, none opposed. Passed.**

- b. 507-509 PA Ave Lot Combination, Land Development.

Tom Barna PennEastern Engineer was present to discuss the project.

Mr. Barna stated an e-mail response letter was sent today, October 17th, 2023 at 2:30. The meeting was recorded, so the Secretary excused herself to check her email.

Per the recording, Mr. Barna gave the following summary of changes:

- He has revised the building floor area to 1980 SF.
- Westfall reference was corrected to Matamoras Borough on the plans.
- Included the *[unintelligible comment]* as part of the land development

Mr. Barna noted that these were the only plan changes that were different from what was presented in September to the Planning Commission.

The Secretary returned to the meeting, advised Mr. Barna that his e-mail was not received.

Mr. Barna provided copies of the response letter to the Commission Members and resent the e-mail after verifying the correct e-mail.

Mr. Barna noted that he was trying to coordinate with the owner in order to respond to the request for additional signage for the drive-thru as requested. He feels this will be the only update needed for the plans between now and the next meeting.

Mr. Barna addressed the concern regarding sewage stating his client is working with a third-party who is working with the SEO. Discussed a capacity of 400 gallons per day for one unisex restroom.

The site has changed from a convenience store with fuel to no fuel. Plans have been sent back to PennDOT for review since this will impact the traffic study.

Mr. Barna was unable to respond to any basic questions about the nature of the business, such as what the purpose of the drive-thru was, hours of operation, and items that would be available for sale. It was strongly suggested that the owner of the property be present at next month's meeting.

The Planning Commission noted and discussed that the drive-thru poses serious safety concerns as well as concerns regarding the health and welfare of the community, additional traffic restrictions, and the potential negative impact on adjacent properties.

Due to the late submittal of a response from Mr. Barna, the owner not being present to address many of the concerns, particularly with respect to the drive-thru, and since time is not an immediate concern due to the latest request for an extension, the Commission voted to table this until November to see if there is a response from PennDOT and DEP.

Motion to table: Oszczepinski/Fernandez. All in favor.

Discussion ensued: Mr. Cozza noted that the applicant will need to respond to comment 2- update the lot improvement plan; comment 7- site lighting. These are zoning requirements for approval.

Mr. Barna claimed that he did not receive a response from Pike County Planning. Mr. Cozza stated he would forward the e-mail to him and those comments would also need to be addressed.

A revised plan set will be needed so Mr. Cozza has an opportunity to review them before the November meeting.

Mr. Madsen requested that the updated information that is being requested be sent at least a week before the meeting to allow the Commission members time to review it.

PLANNING DISCUSSION:

Mr. Madsen noted that the Commission would begin looking at needed updates to various ordinances and definitions. Authorization for such a review has been previously voted on and approved by Council. Members were in agreement that everyone would look at zoning, section 124 and three volunteers would put together a summary and present it to council:

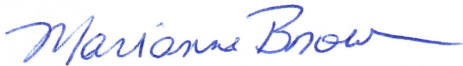
The Commission prioritized the following:

1. Warehouse distribution
2. Building height restrictions
3. Window percentage signage restrictions
4. C2 zone parking
5. Define drive-in vs drive-thru

Mr. Madsen stated that during the budget meeting he requested a stipend of \$50 for members of the Commission. He felt it may be an incentive to fill any future vacancies. All members were in favor of keeping it as a budget line item.

Motion to adjourn 8:01 pm: **M: Oszczepinski /Anderson. All in favor.**

Respectfully submitted,



Marianne Brown
Planning Secretary