

**Planning Commission of the Borough of Matamoras
Meeting Minutes of September 16, 2025**

Call to Order, Salute to the flag and Roll Call @ 7:00 pm.

Mr. Eddie Addison Chairman	P	Mr. Bob Howard	P	Mr. Nick McIntyre Solicitor	P
Mr. Dave Oszczepinski Vice Chair	A	Mrs. Kelli Johnson	P	Mr. Shawn Bolles Zoning Officer	P
Mr. Rich Anderson	P	Mr. Troy Sayles	P	Ms. Pam Conklin (Alternate)	P
Mr. Danny Fernandez	P				

5 members of the public were present.

A motion to approve the meeting minutes of August 19, 2025, was made by Mr. Bob Howard and seconded by Mr. Troy Sales. Motion carried.

There were no comments from the public.

Correspondence:

- Letter from Council requesting an ordinance to appropriate funding (\$80,000) to the Municipal Authority.

Old Business:

- Borough Ordinance Review:** General review of all ordinances is ongoing.
- Joint Comprehensive Plan:** There have been no updates.
- Sign Regulation Review (§124-17):** A motion was made by Mr. Howard and seconded by Ms. Johnson to table this indefinitely. The motion carried with all in favor.
- Change of Use Application (Use Not Provided For):** The application by Brianna Sexton for Whimsy & Co., a small event venue at 605 Pennsylvania Ave, was removed from consideration. The applicant advised the Zoning Officer that the landlord had rented the space to another occupant.

New Business:

- Lot Improvement Application:** There was a motion to table the Lot Improvement Application submitted by Warner Tschopp 909 Pennsylvania Ave, Tax Map # 083.14-01-57 to the October 21, 2025 planning meeting made by Mr. Fernandez and seconded by Mr. Anderson. The applicant was represented by Gustave (Gus) DeBree who has limited power of attorney (copy on file). Gus was advised that the following items would have to be addressed in order to move forward:
 - Show setbacks on the property map
 - Obtain a letter from the water, gas and electric companies showing service can be provided
 - The shed, garage and blacktop driveway to be removedMr. McIntyre requested a 60-day extension to act on the application to which the representative agreed to. He was asked to submit this in writing. The application has been accepted by the Planning Committee. The motion to table was carried unanimously.
- DPW Ordinance:** A motion to form a committee for the purposes of the DPW Ordinance consisting of Mr. Troy Sales, Mr. Danny Fernandez, and Mr. Bob Howard was made by Mr. Fernandez and seconded by Mr. Howard. All in favor. Motion carried.
- Special Meeting:** A motion to advertise a Special Meeting on October 7, 2025, at 6:00 pm to discuss the DPW Ordinance was made by Mrs. Johnson and seconded by Mr. Anderson with all in favor. Motion carried.
- Conditional Use Application:** There was a motion to recommend denial of the Conditional Use Application for Retail Sales (pharmacy) 15 Pennsylvania Ave, Tax Map #083.10-04-46 made by Mr. Sayles and seconded by Mr. Fernandez. The applicant was not present. It was noted that this property is comprised of several separate lots that do not conform with current zoning regulations, with a bank, a parking lot, and a sign each on a separate lot. The motion to recommend denial of the application passed unanimously

A motion to adjourn was made by Ms. Kelly Johnson at 7:40.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marianne Brown". The signature is written in a cursive, flowing style.

Marianne Brown
Planning Secretary