

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

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

Mr. Eddie Addison Chairman	A	Mr. Bob Howard	P	Mr. Nick McIntyre Solicitor	P
Mr. Dave Osczepinski Vice Chair	P	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				

3 members of the public were present.

A motion to approve the meeting minutes of October 21, 2025 was made by Ms. Johnson, seconded by Mr. Fernandez. All in favor, motion carried.

There were no comments from the public.

Correspondence:

- a) E-mail dated 10/23/2025 from Brian Snyder; stating there is nothing new to report on the grant for the comprehensive plan.
- b) DECD Grant Announcement 11/25/2025 – Awarded \$60,000

Old Business:

- a) Borough Ordinance Review- Ongoing – General review of all ordinances not listed below
- b) Joint Comprehensive Plan: The \$60,000 grant (shared with Westfall) has been approved.
- c) Review §124-17 Signs: Planning went through the ordinance section by section. Reviewed and discussed §124-17C (13) reference to §124-17N. Consider language permitting businesses off the Avenue to have offsite advertising allowed. Examples would include the Fire Department, Fort Knox, Jeff's Greenhouse. Banners going across the Avenue require a permit from PennDOT. §124-17H will be reviewed by Shawn for improvement. Consider adjustment to 124-17I (2)
- d) On-Lot System ordinance (OLDS): A requirement of Act 537 is having an ordinance requiring homeowners to show maintenance of on-lot sewer systems. Mr. Bolles stated he would reach out to the sewage enforcement officer for recommendations.
- e) Skilled Games ~ This item has been tabled. The Planning Commission is still waiting for the State to make a decision on this issue.

New Business:

- a) A motion to table the Change of Use application for 15 & 7 Pennsylvania Avenue pending a 90-day extension request was made by Mr. Howard, seconded by Ms. Johnson, with all in favor. The application was accepted as complete, with the extension period set to begin on December 16, 2026; action will be required by the February 2026 meeting. During the discussion, Mr. John Fuller explained that the applicant intends to convert the vacant bank building into an independent pharmacy and general retail business with no significant structural changes beyond cosmetic improvements. Zoning Officer Shawn Bolles clarified that the site is not "mixed-use" and will not allow the sale of tobacco; vaping paraphernalia was also mentioned as an item of concern. The building lacks ADA access to the second floor, this area will be limited to storage for the occupant. Planning staff recommended that the drive-thru exit remain right-turn only, as previously configured. To finalize the application, Mr. Fuller will update the site plans to remove a non-existent garage and clarify entrance and exit points. Furthermore, the Board requested a narrative of occupancy, specific hours of operation, and sidewalk maintenance. Mr. Fuller will conduct a site walk with the applicant to identify necessary improvements, and the tenant is requested to attend the next meeting.

- b) Motion to recommend the Lot Improvement Subdivision prepared for Cavallaro & Codichini, 500 Delaware Drive for approval to Borough Council was made by Mr. Sayles, seconded by Mr. Howard. All in favor, motion carried.

There was no public comment.

A motion to adjourn was made by Ms. Johnson, seconded by Mr. Sayles at 8:09 pm, all in favor.

Respectfully submitted,



Marianne Brown
Planning Secretary