

Honesdale Borough Planning Commission
958 Main Street
Honesdale, PA 18431

Following is the **2022 Annual Report** for the Borough Planning Commission.

In **2022**, the Planning Commission met in February, March, April, May, June, July, August, September, November, and December. The Commission did not meet in January or October of **2022**. Officers for the year were Chair Jerry Theobald, Vice Chair Mary Beth Wood, and Secretary Greg Celesky.

Four (4) Conditional Use Applications were reviewed, including: Diane Loughlin at 809 Main St, McCarthy/Geraghty at 1519 West St, Dollar General at Fair Ave, and Oz Realty at 370 Erie St.

Nine (9) Subdivision/Land Development Applications were reviewed, including: Wayne Health Systems subdivision plan, William O'Neill/Linda Early lot consolidation subdivision plan, Rosina Cordaro lot reconfiguration improvement subdivision plan, Bruce Whitosky/Antonia DiNoto subdivision plan, Dollar General land development plan, Oz Realty land development plan, Mulqueen/Fraser lot consolidation subdivision plan, Dime Bank lot consolidation subdivision plan, and Dime Bank lot improvement land development plan.

Two (2) grant project compliance/support letters were issued for: Honesdale Borough stormwater project and Central Wayne Regional Sewer Authority projects.

Potential Zoning Ordinance amendments related to the C-2 Zoning District on Fair Avenue and R-3 District on Grove Street were discussed.

April and May of **2022** held the most attended meetings of the Honesdale Borough Planning Commission with eleven (11) people in attendance.

Much discussion on many land use related topics were had throughout the year. Each meeting's minutes are attached to this plan for future review.

Respectfully submitted to the Commission's meeting on **Mar 6, 2024** by



Mayor Derek Frey Williams
Secretary, Honesdale Borough Planning Commission

**Honesdale Borough Planning Commission
Community Room/upper level
Chamber of the Northern Poconos
303 Commercial Street, Honesdale.
(570) 253-1960**

**Meeting Agenda
Wednesday, January 5, 2022
7:00 PM**

NO MEETING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Minutes of Previous Meeting
- 4) Public Comment

OLD BUSINESS

- Conditional Use application for Air B & B/Short Term Rental by Cindy Renner

NEW BUSINESS

- 2022 Meeting Schedule, position/terms
- Conditional Use application for Air B & B/Short Term Rental by Diane Loughlin
- Crestmont Avenue Area Sewer Replacement plan

Adjournment

HONESDALE BOROUGH PLANNING COMMISSION

Minutes

February 2, 2022

The February meeting of Honesdale Borough Planning Commission was called to order at 7:00 p.m.

Members present: Steve Bates, Jared Newbon, David Nilsen, Mayor Derrick Williams, and Mary Beth Wood.

Also present: Tom Batcher, Honesdale Borough Zoning Office, and Bob Gage, GBT Realty Corporation.

There were no Minutes to approve as there was not a quorum at the January meeting.

There was no public comment.

Because none of the current officers were in attendance, Steve Bates chaired the meeting. Through consent of the Members, the meeting agenda was altered and Mr. Gage was invited to speak about a potential development project at 1870 Fair Avenue. Mr. Gage was representing his client, who remained confidential, and his presentation was informal. No application was submitted at this meeting. The development would be for Retail use. The identified parcel is within the AG-2 District where Retail is not a permitted use. There was discussion as to how his client should proceed and whether a formal request for a change to the Zoning Map was needed. Mr. Gage stated that his client would not need the full property and that the unused area could be subdivided and given to the Borough. There was general discussion among the Members about the Route 191 corridor (along Fair Avenue) and potential development. The Members asked that zoning along Fair Avenue be an agenda item at the next meeting.

The next item was the 2022 meeting schedule and election of officers. The meeting schedule will remain the first Wednesday of each month at 7:00 p.m. Upon motion made by Mr. Bates and seconded by Ms. Wood, the Members approved retaining the current slate of officers. The officers are: Mr. Theobald, President, Mr. Atkinson, Vice President, and Mr. Celesky, Secretary. The Members stated that if any officer objected to continuing service, they would revisit the issue.

The next items discussed were the two short-term rental (Airbnb) applications. Mr. Batcher stated that the application by Cindy Renner had been approved by Borough Council; their action including a waiver for the Planning Commission recommendation. The Planning Commission did not have a quorum during the month that was needed to make a recommendation on the Renner application.

Regarding the application by Diane Loughlin, there was discussion as to whether a Conditional Use application was required since the property was within the C-1 District. Mayor Williams stated that he believed short-term rentals in this zoning district are permitted principal uses. Upon motion made by Mr. Newbon and seconded Ms. Wood, the Members approved a motion stating they had no objections to the proposed short-term rental as presented by Ms. Loughlin and recommended approval of the application to Borough Council.

The next item was the Crestmont Drive sewer replacement plan. Mr. Batcher stated that the plan was in place and no action was required by the Planning Commission.

Mr. Bates then asked if there were any other issues to bring before the Planning Commission. Mr. Batcher spoke about two possible development projects. Mr. Nilsen spoke about the LERTA (Local Economic Revitalization Tax Assistance) program and how adopting such a program could address blight and incentivize private investment in the Borough. Ms. Wood stated that the County Commissioners are also reviewing the program and she would provide follow-up information.

Mr. Bates asked Mr. Batcher if Planning Commission meetings could include remote participation, particularly in lieu of the pandemic. Mr. Batcher said that currently only the Borough Council meetings can

take place via virtual means, but he believes legislation was under consideration to allow this to happen at the Planning Commission level as well. Planning Commission members may participate via conference call, but they would not be counted towards a quorum or able to vote.

There was no further business, and the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Mary Beth Wood
Secretary pro tem

Honesdale Borough Planning Commission

958 Main Street, Honesdale

Meeting Minutes

Wednesday March 2, 2022

Present were Jerome Theobald, Mary Beth Wood, Steve Bates, Jerry Atkinson, Gregory Celeskey and David Neilsen, Council..

Also present was Tom Batcher, Zoning Office. Derek Williams, Mayor;

Meeting was opened at 7:00 PM with the pledge of allegiance

Minutes of the Previous Meeting were read. Motion by Mary Beth Wood, seconded Steve Bates to approve minutes. Approved unanimously.

Public Comment: None

Old Business:

The Loughlin conditional use request was withdrawn as a short term rental is a permitted use in the C1, C2, and ID zones. 809 Main St is in the C1 zone.

New Business:

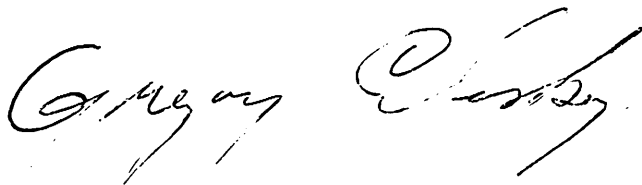
McCarthy/Geraghty Conditional Use. No petitioner present, No site map. Property at 1519 West St was discussed. Access to parking is thru shared driveway, details not known. Short term rentals require one parking space per bedroom. Motion "Application is considered incomplete" by S.Bates, second J. Atkinson. Commission agreed to review application if complete before next meeting. All voted in favor.

Wayne Health Sytems requesting a minor lot subdivision for 1839 Fair Ave. Nick Lapatofsky, Kiley Associates, presented application. This is to divide the current 4 acre lot into two lots. The Helipad on one lot, and the medical office on the other. Motion to "Accept the application as complete for 30 day review" made by J. Atkinson, second D. Neilsen. All voted in favor, with M.B. Wood abstaining.

The extension of the C2 zone along Fair Ave to the Borough line was discussed. No objections to this voiced, but the A2 zone affected by this change can allow "Retail" as a conditional use. So no clear reason for change.

Meeting adjourned about 7:45

Submitted by Gregory Celeskey,



Honesdale Borough Planning Commission
958 Main Street, Honesdale
Meeting Minutes
Wednesday April 6, 2022

Present were Jerome Theobald, David Neilsen, Mary Beth Wood, Steve Bates,
Jerry Atkinson, Derek Williams, Jared Newbon, and Gregory Celeskey
Also present was Tom Batcher, Zoning Office.

Meeting was opened at 7:00 PM with the pledge of allegiance

Minutes of the Previous Meeting were read. Motion to approve minutes by Jerry Atkinson, seconded Steve Bates. Approved unanimously.

Public Comment: None

Old Business:

Wayne Health Systems application for a minor lot subdivision for 1839 Fair Ave. Nick Lapatofsky, Kiley Associates, presented application. This is to divide the current 4 acre lot into two lots. The Helipad on one lot, and the medical office on the other. Motion to “Recommend approval ” made by Gregory Celeskey, second Derek Williams. All voted in favor, with M.B. Wood abstaining.

New Business:

Matthew Orr, Orr Industries, OZ Realty, asked about his property at 370 Erie St, to use as a warehouse. No application or information given to Planning Commission members. Conditional use application suggested for that zoning district seemed appropriate. He mentioned problems meeting with Zoning enforcement officer or obtaining answers from them. No action by planning commission as no application presented.

Application for a lot consolidation/minor subdivision by William O’Neill and Linda Early, 9 Daniels RD. Combining several lots and adjusting lot lines to include existing septic system within same lot. Motion to “Accept application for 30 day review and to send the application to the county for their review” by Derek Williams, second by Jared Newbon. Approved unanimously. Application considered as complete for Planning Commission review although it needed additional information (perk test) for other reviews.

Meeting adjourned about 7:45 on motion by Mary Beth Wood, second by Jared Newbon.

Submitted by Gregory Celeskey,

Revised - Gregory Celeskey

HONESDALE BOROUGH PLANNING COMMISSION
Meeting Location: Community Room, Chamber of Norther Poconos
303 Commercial Street, Honesdale, PA

May 5, 2022

Call to order. Members present – Chairman Jerome Theobald, Vice-Chairman Gerald Atkinson, Steve Bates, Mary Beth Wood, Mayor Derek Williams & Jared Newbon. Also present – Zoning Clerk Tom Batcher; Matthew Orr of OZ Realty & Orr Industries; George Parker, Land Surveyor; James Rutherford of Rutherford Surveying & Attorney Brendan Ellis.

Pledge of Allegiance was Recited

Gerald Atkinson moved to approve the minutes of the April meeting as read. Derek Williams seconded the motion. Motion passed unanimously.

Old Business:

William O'Neil & Linda Early Lot Consolidation/Minor Subdivision

The Commission members reviewed the letter received from the county. Derek Williams stated that James Motichka informed him that the perc test has not yet been performed and that there is likely no rush since Mr. Motichka intends to be present at next month's meeting. Jared Newbon moved to hold until the June meeting to allow time for perc test and further correspondence with engineer. Mary Beth Wood seconded. Motion Passed unanimously.

New Business:

OZ Realty - Informal discussion on land development at 370 Erie Street

George Parker stated that he is a PA Land Surveyor representing OZ Realty for their conditional use request. He presented a map with hand drawn lot plans for a 7,800 sq ft (+/-) warehouse to be used for product and equipment storage for is insulation business, Orr Industries. Mr. Parker sought confirmation that a conditional use would be considered. Tom Batcher and Mary Beth Wood confirmed that both a conditional use application and a land development application would be necessary and can be completed simultaneously. Mr. Orr also asked about the smaller garage that he plans to build on the property and Tom Batcher stated it could be built with a simple permit. No action could be taken since a completed application has not been received

Rosina Cordaro Lot Reconfiguration

Jamie Rutherford presented a subdivision on Beechwood Drive to allow the reconfiguration of lot lines to keep the garage on the same parcel as the home. The garage is currently constructed across the boundary line of two adjacent parcels. He asked if the Commission had any questions, comments or concerns. After discussion, Gerald Atkinson moved to accept for 30-day review. Steve Bates seconded. Motion passed unanimously.

Bruce Whitosky/Antonia DiNoto Minor Subdivision

Jamie Rutherford presented a subdivision on Louie Drive to allow for the house to be sold with the seller retaining the barn and parcel. The landowner intends to get a waiver for septic requirements since the barn will remain a bar with no running water or wastewater. After discussion, Mary Beth Wood moved to accept for 30-day review & simultaneously send to the county for review. Gerald Atkinson seconded. Motion passed unanimously.

McCarthy/Geraghty Conditional Use Short-Term Rental

Brendan Ellis presented for his clients a short-term rental conditional use application. He stated that the property will only be rented out occasionally as the owners occupy the home frequently. He also stated it is a short-term arrangement as the applicants intend to occupy the home as their full-time residence in the future. The home has five bedrooms, however, one four will be available for guests, and the guest count will be limited to seven total guests. The applicants affirmed that their property manager lives two homes away and that they have room for 3-4 vehicles to park. Gerald Atkinson stated that parking was rather tight at this property due to the shared driveway. Mr. Ellis stated that a reasonable condition would be to limit the number of automobiles if the Commission is concerned about parking. Mr. Ellis asked if he needs to complete a conditional use application along with a rental application. Tom Batchner confirmed that he does need both & that the conditional use application is already complete. Jared Newbon moved to accept for 30-day review. Gerald Atkinson seconded. Motion passed unanimously.

A motion to adjourn at approximately 7:50PM was made by Steve Bates, seconded by Derek Williams.

Respectfully Submitted by Jared A. Newbon, in the absence of Greg Celesky, Planning Commission Secretary.

Honesdale Borough Planning Commission

Meeting: June 1, 2022

Meeting Location: Wayne County Visitors Center Community Room

Minutes

Meeting was called to order at 7:03 PM by Chairman Jerry Theobald.

Planning Commission members present: Jerry Theobald, Jerry Atkinson, Steve Bates, David Nilsen, Derek Williams, and Mary Beth Wood.

Also present: Jim Motichka, representing the William O'Neill & Linda Earley, subdivision, Jamie Rutherford, representing Cordaro Lot Improvements and Whitosky Subdivision, Tom Batchner, Honesdale Borough Zoning Office and Lori McCrory, Honesdale Borough Zoning Officer.

Minutes: A motion was made by Mr. Bates and seconded by Mr. Atkinson to approve the May 4, 2022 Minutes. Motion carried unanimously.

No public comments were made.

Old Business:

Rosina Cordaro – Lot Improvement

Planning Commission members reviewed the letter provided by Attorney Henry regarding the lot improvement on Beechwood Drive. Mr. Rutherford stated that changes were made to the map and deed to address Attorney Henry's comments regarding Section 183-18 of the Borough's Subdivision and Land Development Ordinance, more specifically that the improvement parcel would never be considered a separate building lot from the tract(s) to which it is being added.

Upon motion made by Ms. Wood and seconded by Mr. Williams, the Planning Commission recommended approval of the lot improvement application to Borough Council. Motion carried unanimously.

Bruce Whitosky/Antonio DiNoto, Minor Subdivision

Mr. Rutherford reviewed the map of the project, stating that essentially a 5-acre parcel was being divided into two 2.5-acre lots. The lot to the north of SR 2008 (Louie Drive) has a barn and outbuildings and the applicant is requesting a sewage planning module waiver for that lot. Both the County and Atty. Henry provided comments about the proposed subdivision. Mr. Rutherford provided maps showing that the concerns of the County and Atty. Henry regarding the map were addressed. He said that he was not able to get the waiver for the sewage planning module because the Borough's Sewage Enforcement Officer was away.

Upon motion made by Mr. Williams and seconded by Mr. Bates, the Planning Commission recommended approval of this subdivision request to Borough Council contingent upon obtaining the SEO sewage planning waiver. The motion carried unanimously.

McCarthy/Geraghty Conditional Use Short Term Rental

There was no representative for the applicant at the meeting. It was noted that a Conditional Use hearing has been scheduled by Borough Council for June 8th. The Planning Commission discussed the project, again noting that while the house has 5 bedrooms, the applicant has stated that only 4 bedrooms would be made available for Short Term Rental use. Most of the discussion was about adequate parking for the commercial use. Guests would need to use a shared drive to get to the parking area towards the back of the lot. Planning Commission members voiced concerns about accessibility and safety of the driveway.

Upon motion made by Mr. Atkinson and seconded by Mr. Williams, no approval/disapproval recommendation about this project will be made by the Planning Commission to Borough Council; however, the Planning Commission does recommend to Borough Council that they request a to-scale parking plan for the project. Motion carried unanimously.

William O'Neill, Linda Earley Lot Consolidation/Minor Subdivision

Mr. Motichka reviewed the County's comments regarding a subdivision application for lots on Daniels Road. He stated that the map was corrected per Items 2. and 3. of the County's letter. Item 1., which was the need for a sewage planning module, could not be addressed because the Borough's Sewage Enforcement Officer was away.

Upon motion made by Mr. Bates and seconded by Mr. Williams, the Planning Commission recommended approval of the subdivision request to Borough Council with the condition that the required sewage documents be approved by the Borough's SEO. Motion passed unanimously.

In other Old Business, Ms. Wood asked about the status of the Orr project on Erie Street. A complete application still has not been received. Mr. Batcher stated that he has not had receive contact from the applicant.

Under New Business, Mr. Nilsen asked about the purpose for the annual rental registration. There was general discussion about the merits of the registration program and its relationship to health and safety.

There was no other business and the meeting adjourned upon motion duly made and seconded at 8:12 PM.

Respectfully submitted,



Mary Beth Wood
Planning Commission Member

RECEIVED
JUL 13 2022



BY: Honesdale Borough Mayor

958 Main Street
Honesdale, PA 18431

Jul 12, 2022

Honesdale Borough Planning Commission
958 Main St.
Honesdale, PA 18431

Fellow Commission Members,

The Honesdale Borough Planning Commission Secretary was absent from the Commission's July 6, 2022 meeting. In their stead, I took notes for the meeting's minutes. Following are said meeting minutes for review and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Derek Frey Williams".

Derek Frey Williams
Mayor, Honesdale Borough
Member, Honesdale Borough Planning Commission

MEETING MINUTES BEGIN...

The Honesdale Borough Planning Commission met on July 6, 2022 in the community meeting room of 32 Commercial Street. The meeting was called to order at 7:15PM.

In attendance were Planning Commission Members Steve Bates, Jared Newbon, Jerry Theobald, and Derek Williams. Also in attendance were Honesdale Zoning Office Clerk Tom Batcher and Zoning Officer Lori McCrory of SFM Consulting. Public in attendance were Bob Gage, representing the Dollar General land development and Matthew Orr and George Parker, representing an Erie Street land development.

Minutes for the June 1, 2022 meeting were read aloud by Honesdale Borough Planning Commission President Jerry Theobald. Mayor Derek Williams made a motion to accept the June meeting's minutes. Second by Councilor Jared Newbon. The motion was carried unanimously.

Bob Gage, representing the proposed Dollar General up on Fair Avenue spoke about the project. Bob presented the Conditional Use application and the Land Development plan materials.

An initial discussion led by Mr. Gage touched on the proposed project's vegetated retention basin, delivery loading/unloading practices, a corner entry orientation, the 10,640 sq. ft. store size, the produce selling store concept, and Dollar General's desire to transfer unused site acreage. A project design discussion led by the Planning Commission touched on the proposed project's budget, access to the unneeded acreage, potential facade considerations, lighting, landscaping, sidewalk installation, and exterior building wall mural painting.

Councilor Jared Newbon made a motion to accept the Dollar General's Conditional Use application for 30 day review. Second by Mayor Derek Williams. The motion was carried unanimously.

Councilor Jared Newbon made a motion to accept the Dollar General's Land Development plan for 30 day review and to request the Wayne County Planning/GIS Department's review. Second by Mayor Derek Williams. The motion was carried unanimously.

Applicant Matthew Orr and Surveyor George Parker presented some plan materials regarding a Land Development on Erie Street. A Conditional Use application and Land Development plan are required for the project. Plan materials submitted to date have been incomplete so no action was taken. Discussion about the project included necessary plan details and the submission process.

A brief discussion was had regarding potential changes to the Borough Code's Chapter 160 regarding Property Maintenance. The Commission desired to review said changes and discuss more at a future meeting. No action was taken. Additional discussion was had regarding complete plan submissions, Dollar General, Orr, Council action at their June 27 meeting, and enforcement of pole posted signage violations.

Fire Chief Steve Bates made a motion to adjourn the meeting at 8:35PM. Second by Mayor Derek Williams. The motion was carried unanimously.

... MEETING MINUTES END



Honesdale Borough Mayor

958 Main Street
Honesdale, PA 18431

Aug 12, 2022

Honesdale Borough Planning Commission
958 Main St.
Honesdale, PA 18431

Fellow Commission Members,

In the Secretary's stead, I took notes for the August 3, 2022 Honesdale Borough Planning Commission meeting's minutes. The following are said meeting minutes for review and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Derek Frey Williams". The signature is stylized and cursive.

Derek Frey Williams
Mayor, Honesdale Borough
Member, Honesdale Borough Planning Commission

MEETING MINUTES BEGIN...

The Honesdale Borough Planning Commission met on August 3, 2022 in the community meeting room of 32 Commercial Street. The meeting was called to order at 7:03PM.

In attendance were Planning Commission Members Gerald Atkinson, Fire Chief Steve Bates, Commission President Jerry Theobald, Mayor Derek Williams, and alternate Planning Commission Member and Borough Council Member David Nilsen. Also in attendance were Honesdale Zoning Office Clerk Tom Batcher, and Zoning Officer Lori

McCrorry of SFM Consulting. Public in attendance were Travis Harrison, representing the Dollar General land development and Matthew Orr and George Parker, representing the Oz Realty land development.

Minutes for the July 6, 2022 meeting were read aloud by Derek Williams.

Steve Bates made a MOTION to accept the July meeting's minutes. SECOND by Derek Williams. The MOTION was CARRIED unanimously.

There was a general discussion regarding the proposed Dollar General up on Fair Avenue. The Wayne County Planning/GIS Department's land development review letter was reviewed. Discussion topics included preliminary vs. final plan processing, the landlocked parcel proposed in the plan, potentially having purchase agreements for said parcel, creating lot additions instead, the wedge parcel between Fair Avenue and Weinger Hill Road, and current engineering reviews of stormwater plans.

Several changes to technical details within the Dollar General's plan materials were shared by the Planning Commission with Travis Harrison.

Site design and the upcoming Conditional Use Hearing for this project were discussed. Discussion topics included dumpster placement, landscaping buffers, sidewalk installation, alternative facades, murals, fire hydrants, lighting, and timing of the conditional use process.

Mary Beth Wood's review letter was discussed and a copy provided to Travis Harrison. This letter spoke to facade treatments and provided example images from Dollar General stores elsewhere. The letter also noted how plan materials did not reference the Central Wayne Regional Comprehensive Plan. Copied sections of that plan were provided to Mr. Harrison by Derek Williams.

Derek Williams made a MOTION to recommend Borough Council make the installation of sidewalks and accompanying curbing along Fair Avenue, the installation of a fire hydrant somewhere on the proposed site, the installation of landscaping buffers, including the landscaped screening of dumpsters, the addition of downward directed lighting fixture screens, as necessary, and the development of context sensitive facade treatments and the reservation of exterior wall space for murals as conditions of approval for Dollar General's Conditional Use Application. SECOND by Gerald Atkinson. The MOTION was CARRIED unanimously.

As a general recommendation, the Planning Commission recommended Borough Council consider postponing the Dollar General's Conditional Use Hearing so the

developer, after consultation with their team, could meet again with the Planning Commission to discuss the noted conditions.

There was further discussion regarding the landlocked parcel described in Dollar General's plan materials and how that parcel would not meet the requirements of Honesdale Borough's Subdivision and Land Development and Zoning Ordinances.

Derek Williams made a MOTION to postpone the Dollar General's Land Development Plan review/request until further clarification is made regarding the proposed landlocked parcel. SECOND by Steve Bates. The MOTION was CARRIED unanimously.

The Sewage Enforcement Officer's report for the O'Neill/Earley Minor Subdivision was discussed.

Derek Williams made a MOTION to recommend approval of the O'Neill/Earley Subdivision based on receiving the SEO's report. SECOND by Steve Bates. The MOTION was CARRIED unanimously.

The proposed Conditional Use Application and Land Development Plan of Oz Realty on Erie Street was discussed. Discussion topics included parking, employee movements, tractor trailer delivery, hazardous materials storage, and proposed building design.

Steve Bates made a MOTION to accept the Conditional Use Application of Oz Realty for 30 day review, to accept the Land Development Plan of Oz Realty for review, and to submit Oz Realty's Land Development Plan to the Wayne County Department of Planning/GIS for their review. SECOND by Derek Williams. The MOTION was CARRIED unanimously.

There was a brief discussion about potential amendments to the Borough Code's Chapter 160 related to property maintenance. Discussion topics included how the Quality of Life Ordinance was recently removed, how the International Building Code is being used, and how the Property Maintenance Ordinance could be updated to address certain concerns that have fallen between the cracks. Further discussion was planned for the next meeting.

Gerald Atkinson made a MOTION to adjourn the meeting at 8:45PM. SECOND by Derek Williams. The MOTION was CARRIED unanimously.

... MEETING MINUTES END

HONESDALE BOROUGH PLANNING COMMISSION
Meeting Location: Community Room, Chamber of Norther Poconos
303 Commercial Street, Honesdale, PA

September 7, 2022

Call to order. Members present – Chairman Jerome Theobald, Vice-Chairman Gerald Atkinson, Steve Bates, Mayor Derek Williams & Jared Newbon. Also present – Zoning Clerk Tom Batcher; George Parker, Land Surveyor; Michael Lusaitis, P.E. of Steckbeck Engineering & Surveying.

Pledge of Allegiance was Recited

August Meeting Minutes were not yet available to be read or approved

Old Business:

OZ Realty, 370 Erie Street, Conditional Use & Land Development

The Commission members and Mr. Parker reviewed the letter received from the county. It was established that it is a major subdivision because minor subdivisions must be single-family in use, The Planning Commission is okay but keeping the term “commercial storage building”, the amount of land being disturbed should not require a stormwater management plan, The engineer should check on the need for a driveway permit, the map should be labeled with the truck turning radius, label employee parking, no lighting needed & no signage needed because no customers will be coming to this location.

Derek Williams moved to recommend approval of the conditional use with appropriate conditions. Seconded by Steve Bates. Motion Passed unanimously.

Steve Bates moved to recommend approval of the land development application with appropriate changes made as suggested by the county. Seconded by Derek Williams. Motion Passed unanimously.

New Business:

DG Conditional Use

The Planning Commission & Mr. Lusaitis discussed additional changes and suggestions for the DG plan. Mr. Lusaitis stated that including a fire hydrant shouldn't be a problem but will require communication with Aqua & that he has included a 3' asphalt sidewalk into the plans. The commission suggested that there also be a sidewalk/crosswalk through the parking lot leading to the door. The Commission and Mr. Lusaitis also reviewed the county's comments. Mr. Lusaitis asserted that the delivery trucks will have plenty of room to turn around in the parking lot. He also stated that all lighting will intentionally face downward and remain back from the road a sufficient distance. Mr. Lusaitis also informed us that murals would require communication and approval from corporate DG & also agreed to plant greenery (Arborvitae or similar) along the SE side of the building in

conjunction with 6' fence. The Planning Commission all agreed that the red brick and sandstone façade would suit Honesdale better than the grey and black brick façade scheme presented. Discussion of working with PennDOT to move the current crosswalk to favor safe crossing from Pool to DG. After the Commission completed its discussion and review of the County notes, Jared Newbon moved to make additional recommendations to Borough Council to favor the red brick and sandstone façade, require the installation of a sidewalk & to require planting of privacy shrubs (Arborvitae or similar) along the Southeast side of the building. Derek Williams seconded. Motion Passed Unanimously.

Derek Williams also made a motion to recommend to council that they work with Penndot to shift the existing crosswalk further South to better coordinate with those crossing from the Pool to the proposed Dollar General.

The Commission agreed to delay discussion on the Chapter 160 Property Maintenance until next meeting.

A motion to adjourn at approximately 7:55PM was made by Gerald Atkinson, seconded by Derek Williams.

Respectfully Submitted by Jared A. Newbon, in the absence of Greg Celesky, Planning Commission Secretary.

NO QUORUM/NO MEETING 

**Honesdale Borough Planning Commission
Community Room/upper level
Chamber of the Northern Poconos
303 Commercial Street, Honesdale.
(570) 253-1960**

**Meeting Agenda
Wednesday, October 5, 2022
7:00 PM**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Minutes of Previous Meeting
- 4) Public Comment

OLD BUSINESS

- 1) Proposed amendment to Chapter 160 Property Maintenance

NEW BUSINESS

None

ADJOURNMENT



Honesdale Borough Mayor

958 Main Street
Honesdale, PA 18431

Nov 21, 2022

Honesdale Borough Planning Commission
958 Main St.
Honesdale, PA 18431

Fellow Commission Members,

In the Secretary's stead, I took notes for the November 2, 2022 Honesdale Borough Planning Commission meeting's minutes. The following are said meeting minutes for review and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Derek Frey Williams".

Derek Frey Williams
Mayor, Honesdale Borough
Member, Honesdale Borough Planning Commission

MEETING MINUTES BEGIN...

The Honesdale Borough Planning Commission met on November 2, 2022 in the community meeting room of 32 Commercial Street. The meeting was called to order at 7:05 PM.

In attendance were Planning Commission Members Gerald Atkinson, Fire Chief Steve Bates, Commission President Jerry Theobald, Mayor Derek Williams, Mary Beth Wood, and alternate Planning Commission Member and Borough Council Member David Nilsen. Also in attendance were Honesdale Zoning Office Clerk Tom Batchner. Public in attendance were Jim Motichka, representing the Mulqueen/Fraser minor subdivision/lot consolidation and Mike Packer, representing The Dime Bank's lot consolidation/lot improvement plan.

Minutes for the September 7, 2022 meeting were read aloud by Derek Williams.

Jerry Atkinson made a MOTION to accept the September meeting's minutes. SECOND by Derek Williams. The MOTION was CARRIED unanimously.

Minutes for the August 3, 2022 meeting were read aloud by Derek Williams.

Steve Bates made a MOTION to accept the August meeting's minutes. SECOND by Derek Williams. The MOTION was CARRIED unanimously.

There was general discussion regarding the proposed changes to Honesdale's Borough Code, Chapter 160 related to Property Maintenance. Discussed was how the potential changes could prohibit on site composting based on how animal waste handling was proposed and how compost is currently considered garbage. It was noted that only the draft materials marked "new" and printed in red were being considered. Revisiting Property Maintenance code language for potential reforms in the future was mentioned to address language marked "existing" in the reviewed materials.

Mary Beth Wood made a MOTION to recommend approval of the proposed changes to the Borough Code's Chapter 160 related to Property Maintenance. SECOND by Jerry Atkinson. The MOTION was CARRIED 5 to 1 with a Nay from David Nilsen.

Jim Motichka made a presentation for the Mulqueen and Fraser minor subdivision/lot consolidation plan concerning parcels containing the storage units at 14 Commercial Street. Discussion included cleaning up existing lot conditions, land transfer from the adjacent railroad, and getting storage unit buildings all on one lot.

Mary Beth Wood made a MOTION to accept the Mulqueen/Fraser minor subdivision/lot consolidation plan for 30-day review and to send the plan to the Wayne County Department of Planning/GIS for their review. SECOND by Jerry Atkinson. The MOTION was CARRIED unanimously.

Mike Packer made a presentation for The Dime Bank lot consolidation/lot improvement plan concerning bank parcels and parking at 820 Church Street. Discussion included the bank's plans to demolish the former dry cleaning building at 114 9th Street, alley access between that building and the Masonic lodge at 9th and Main, additional bank parking, handicap access, widening the bank's 9th Street entrance, rear access for adjacent Main Street buildings, landscaping, and curb cuts to allow for stormwater infiltration within the landscaping.

Derek Williams made a MOTION to accept The Dime Bank lot consolidation/lot improvement plan for 30-day review and to send the plan to the Wayne County Department of Planning/GIS for their review. SECOND by Mary Beth Wood. The MOTION was CARRIED unanimously, with Jerry Theobald abstaining do to working at The Dime Bank.

There was a brief discussion about potentially extending/expanding zoning district boundaries along Grove Street to better accommodate future multi-family housing.

Mary Beth Woods made a MOTION to adjourn the meeting at 8:08 PM. SECOND by Jerry Atkinson. The MOTION was CARRIED unanimously.

... MEETING MINUTES END

There was a discussion regarding two letters for council for stormwater grant money. Mary Beth Wood made the motion to recommend and Derek Williams seconded.



Honesdale Borough Mayor

958 Main Street
Honesdale, PA 18431

Dec 13, 2022

Honesdale Borough Planning Commission
958 Main St.
Honesdale, PA 18431

Fellow Commission Members,

In the Secretary's stead, I took notes for the December 7, 2022 Honesdale Borough Planning Commission meeting's minutes. The following are said meeting minutes for review and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Derek Frey Williams". The signature is stylized and cursive.

Derek Frey Williams
Mayor, Honesdale Borough
Member, Honesdale Borough Planning Commission

MEETING MINUTES BEGIN...

The Honesdale Borough Planning Commission met on December 7, 2022 in the community meeting room of 32 Commercial Street. The meeting was called to order at 7:03PM.

In attendance were Planning Commission Members Gerald Atkinson, Commission President Jerry Theobald, Mayor Derek Williams, Mary Beth Wood, and alternate Planning Commission Member and Borough Council Member David Nilsen. Also in attendance were Honesdale Zoning Office Clerk Tom Batchter and Zoning Officer Lori McCorey. Public in attendance were Jim Motichka, representing the Mulqueen/Fraser minor subdivision/lot consolidation and Mike Packer, representing The Dime Bank's lot consolidation/lot improvement plan.

Minutes for the November 2, 2022 meeting were read aloud by Derek Williams.

Mary Beth Wood made a MOTION to accept the November meeting's minutes. SECOND by Gerald Atkinson. The MOTION was CARRIED unanimously.

Jim Motichka made a presentation for the Mulqueen/Fraser minor subdivision/lot consolidation plan concerning parcels containing the storage units at 14 Commercial Street. All comments provided by the Wayne County Department of Planning/GIS were addressed in updated plan materials, as were comments provided by engineer Gene Rusanski. There was a brief discussion about how, when, and why engineer reviews were requested by Borough Council.

Derek Williams made a MOTION to recommend approval of the Mulqueen/Fraser minor subdivision/lot consolidation plan. SECOND by Mary Beth Wood. The MOTION was CARRIED unanimously.

Mike Packer made a presentation for The Dime Bank lot consolidation subdivision plan concerning bank parcels and parking at 820 Church Street. All comments provided by the Wayne County Department of Planning/GIS were addressed in updated plan materials.

Mary Beth Wood made a MOTION to recommend approval of the The Dime Bank lot consolidation subdivision plan. SECOND by Derek Williams. The MOTION was CARRIED unanimously, with Jerry Theobald abstaining do to Dime Bank employment.

Mike Packer continued a presentation for The Dime Bank lot improvement land development plan. All comments provided by the Wayne County Department of Planning/GIS were addressed in updated plan materials. Additionally, landscaping designs were updated to accommodate stormwater infiltration features as discussed by the Planning Commission at the November 2 meeting.

There was discussion regarding the value of incorporating stormwater best management practices, shifting lighting, streetscapes, potential parking space removal on 9th Street, and handicap parking in the bank's parking lot.

Mary Beth Wood made a MOTION to recommend approval of the The Dime Bank lot improvement land development plan provided the proposed stormwater planters are maintained as shown on the map, proposed lighting is adjusted to match the bank's existing lighting placement on 9th Street, and without comment regarding the proposed removal of an on-street parking space on 9th Street. SECOND by Gerald Atkinson. The MOTION was CARRIED unanimously, with Jerry Theobald abstaining do to Dime Bank employment.

The Central Wayne Regional Sewer Authority's proposed grant projects and letter of support requests were discussed. One grant would be for digester cleaning and plant piping painting. Another would be for sewer main replacements on Grove Street and Terrace Heights.

Derek Williams made a MOTION to submit a letter of support for the CWRA's COVID-19 ARPA PA Small Water and Sewer Program grant application for digester cleaning plant piping painting. SECOND by Gerald Atkinson. The MOTION was CARRIED unanimously, with Jerry Theobald abstaining do to membership on the CWRA Board.

Mary Beth Wood made a MOTION to submit a letter of support for the CWRA's COVID-19 ARPA H2O PA Water Supply, Sanitary Sewer, and Storm Water Projects Program grant application for Grove Street and Terrace Heights sewer main replacement. SECOND by Derek Williams. The MOTION was CARRIED unanimously, with Jerry Theobald abstaining do to membership on the CWRA Board.

Planning Commission meeting dates for 2023 were discussed and the first Wednesday of the month at 6PM was preferred as a meeting time.

Gerald Atkinson made a MOTION to adjourn the meeting at 8:15PM. SECOND by Derek Williams. The MOTION was CARRIED unanimously.

... MEETING MINUTES END