

# Borough of Milford

## Planning Commission Commonwealth of Pennsylvania



**500 Broad Street  
Milford, PA 18337  
570-296-7140**

March 15, 2023

Dear Borough Council:

The Milford Borough Planning Commission met on March 13, 2023. The following are the recommendations and conditions from the Planning Commission to the Borough Council for the item on the agenda:

**Conditional Use Application for the Milford's Weekly Farmer Market to be located at 506 Broad St. parking lot:**

Recommend accepting this conditional use on the condition that the following be addressed:

- The Farmers Market staff (FM) must provide cone barriers for booths 19-22 located behind the Administration building on Gooseberry Alley to narrow the vehicle travel space on the alley behind these booths to protect the public. Pedestrian access will only be allowed along the sidewalk in front of these booths.
- Trash must be removed by end of the farmers market day. FM staff will provide trash receptacles and will work on the details of trash removal that day with the County either using county dumpsters or using county waste cans stored appropriately for timely pick up.
- FM staff will provide adequate & specific directional signage for pedestrians, parking and vendor traffic safety.
- Airsoilwater.org will complete a lease with the County to use this location for the weekly farmers market from May 14 thru Oct.
- FM layout plans, including table, trash can and safety cone locations, will be shown to the zoning officer for approval.
- There are no plans for music at the farmers market at this time.

Respectfully,

Barbara Tarquinio

Planning Commission Chair

**Milford Borough Zoning Department**  
 500 Broad Street  
 Milford, PA 18337  
**ZONING PERMIT APPLICATION**  
 AS REQUIRED BY THE BOROUGH ZONING ORDINANCE

**NOTICE**  
 This permit is  
 valid for a period  
 of 1 year from  
 date of issuance

Application is hereby made for a permit to erect or alter a structure, which shall be located as shown on diagram on the attached sheet, and/or to use the premises for the purposes described herewith. The information, which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient ground for revocation of this permit.

**PLEASE PRINT LEGIBLE**

**A. Location and Ownership of Property:**

Zoning District:  Residential  Limited Commercial  Commercial Tax Map #: 113.13-02-06  
 Job Address: 506 Broad Street / Parking Lot  
 Deed Owner: Pike County Commissioners Deed Owner's Phone #: 570 296 7613  
 Deed Owner's Address: 506 Broad St. City: Milford State: PA Zip: \_\_\_\_\_  
 If Applicant's information is same as Deed Owner, check here:  Is property in HARB District  Yes  No  
 Applicant's Name: Lois Wallace, Pres. Applicant's Phone #: 845 664 1007  
 Applicant's Address: 105 Chauncy Thos. Rd. City: Shohola State: PA Zip: 18458  
 Business Name: AirSoilwater/Milford Farmers Market Suite # \_\_\_\_\_ Previous Tenant: \_\_\_\_\_  
 Business Location: 506 Broad St. Building: \_\_\_\_\_ sq.ft. Property Size: \_\_\_\_\_ sq.ft.

**B. Present Use of Property: (How is the property/building used NOW?) Check One, describe commercial (attach sheet if needed).**

Present Use of Building/Structure:  No buildings  Single Family  Two-Family  Multi-Family-# of families: \_\_\_\_\_  
 Commercial (Describe) County Admin. & Farmers Market using the parking areas.  
 Present Use of Land:  Vacant  Single Family  Two-Family  Multi-Family-Number of families: \_\_\_\_\_  Commercial

**C. Proposed Use of Structure and/or Land: (What are you proposing to do?)**

Type of Work  Single-family  Multi-Family-Number of families \_\_\_\_\_  addition  alteration  deck/porch  
 Garage attached/detached (circle one)  shed  swimming pool  New Building (Commercial)  
 Change of Use (attach description)  other: \_\_\_\_\_  
 Proposed Use of Structure:  Single Family  Multi-Family  Commercial- Describe NA  
 Proposed Use of Land:  Single Family  Multi-Family  Commercial- Describe Farmers Market  
 % of Lot coverage: (Include all existing/proposed buildings, drives, parking, all pervious & Impervious surfaces etc.) \_\_\_\_\_ %  
 Building/Structure sq. ft. NA sq.ft. Building Height: \_\_\_\_\_ ft (average finished grade to highest part of bldg.)

**Please attach a copy of the property deed.**

The use of your property may be governed by private restrictive covenants, rules and regulations. The issuance of a permit to you by Milford Borough does not exempt you from complying with those covenants & regulations nor from obtaining any private permits that may be required.

Please Check:  I have read and understand any restrictive covenants, rules and regulations of the deed and any private permit requirements.

**D. Important Notices:**

- This permit applies to Zoning ONLY and shall not relieve the applicant from obtaining such other permits (building, sewage, etc) as required by law.
- A Certificate of Use or Occupancy is required PRIOR to the occupying or using of any item permitted thereunder.
- Violations of any provision of the Zoning Ordinance or of this permit, by owner, lessee, applicant, tenant or other party, may be punishable by civil penalty not to exceed \$500.00 per day in which the violation occurs.
- Pennsylvania Act 247 (1968) provides for a 30 day appeal period for any party aggrieved by the issuance or denial of this permit. The applicant is warned that any work performed under this permit during the 30 day appeal period is performed strictly at the applicant's own risk.

**E. Applicant's Approval:**

I hereby certify that the information contained in this application and the accompanying site plan is accurate and true, that I read and understood the notices in Section D (above), that I am the lawful owner of the property, and/or that I am authorized to sign this application on behalf of all owners of the property.

Deed Owner's Signature: Lois Wallace Date: February 10, 2023

**Must include the Zoning Application fee of \$125.00. Please make checks/money orders payable to: Milford Borough**  
**Applications submitted after work has been started will be subject to fees three times the typical application fee!**

**F. Approvals and Tracking (For office use only, do not write below this line)**

Type of Application:  Permitted use  Accessory Use  Conditional Use  Variance  Special Exception

List of Conditions: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Request for additional information (date): \_\_\_\_\_

Permit Approved  Permit Denied Permit #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ ck#: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_

Phone #: (570) 296-4255 email: milfordzoningofficer@gmail.com Physical Address: 109 W. Catharine St, Milford, PA



RECEIVED

FEB 22 REC'D

MILFORD BOROUGH OFFICE

MILFORD BOROUGH

Borough of Milford  
500 Broad Street  
Milford, PA 18337  
570-296-7140

## CONDITIONAL USE APPLICATION

### PROPERTY OWNER INFORMATION (as it appears on tax statement or deed)

PLEASE PRINT LEGIBLE

Pike County Commissioners

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Mailing address: 506 Broad Street City, State, Zip: MILFORD PA 18337

Phone Number: 570 296 7613 6 Project Address: 506 Broad Street

Tax ID #: 113.13-02-06 Lot #: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ sq ft

### APPLICANT INFORMATION

LOIS WALLACE, PRESIDENT

First Name: AIRSOILWATER.ORG Last: \_\_\_\_\_

Applicant Address: 105 CHAUNCEY THOS. RD City, State, Zip: SHOHOLA, PA 18458

Applicant Phone: 845 664 1007 email: HIGHLANDKITCHEN78@GMAIL.COM

### BUSINESS INFORMATION:

Name of Business: MILFORD FARMERS MARKET

Owners of Business: AIRSOILWATER.ORG

If proposed use is in an existing building, provide information about the previous use:

THIS IS THE MILFORD FARMERS MARKET

### INFORMATION NEEDED TO COMPLETE THE APPLICATION:

1. A copy of the property deed stamped by the Recorder of Deeds office.
2. A copy of a complete Conditional Use Checklist
3. The Conditional Use Application fee of \$500.00 and a \$250.00 Stenographer's fee deposit.
4. Letter of Intent- outline in detail the proposed Use
5. 10 complete sets of any required plans and information
6. Proof of adequate sewage disposal from Borough Sewage Enforcement Officer.

PHONE: 570-296-4255

FAX: 570-296-6877

EMAIL: milfordzoningofficer@gmail.com



**MILFORD BOROUGH**  
**ZONING DEPARTMENT**  
111 West Catharine Street  
Milford, PA 18337

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**CONDITIONAL USE CHECKLIST (SUBMIT THE FOLLOWING)**

- APPLICATION FORM COMPLETE**
  - Proof of Ownership (Recorded Deed)**
  - Applicable fees** TO BE PROVIDED
  - Letter of Intent (outline in detail the proposed Use)**
  - Current list of property owners contiguous(adjacent) to the parcel which is subject to this hearing and current mailing address**  
TO BE PROVIDED
  
- SITE PLAN (drawn accurately to scale)**  
WAIVER REQUESTED
  - Date, North Arrow**
  - Legal Description of property. All property dimensions**
  - Location of ALL proposed and existing buildings/structures**
  - Location of ALL utilities (water, sewage, gas, electric, etc)**
  - Location of ALL existing and proposed parking areas, parking spaces, loading and unloading areas, access drives (include controlled access provisions) vehicle circulation patterns (ingress and egress), pedestrian access, proposed or existing signs**
  - Indicate grading and type of wearing surface and drainage areas**
  - Percentage of Lot Coverage (see definition)**
  - All proposed landscaping and fencing**
  - Location and type of All existing or proposed exterior lighting**
  - Copy of the approved Highway Occupancy Permit for the proposed Use**
  - Location of trash receptacles**



**MILFORD BOROUGH**  
**ZONING DEPARTMENT**  
 111 West Catharine Street  
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- Architectural Plan**  
 NOT APPLICABLE, OUTDOOR/TEMPORARY MARKET
- Exterior Elevations of Building, showing building materials, colors, exterior features and landscaping
  - Floor plans of structure, showing dimensions and labels of all rooms

**Business Information**

- Type of Business (i.e. retail, professional service, etc.)**  
 WEEKLY FARMERS MARKET WITH 20-25 VENDORS
- Type of Merchandise (if retail)**  
 LOCALLY GROWN OR LOCALLY CRAFTED FOOD, WITH SOME NONFOOD CRAFTS
- Type of Service**  
 FARMERS MARKET
- Hours and days of Operation**  
 10:00 AM TO 1 PM
- Number of Employees**  
 ABOUT 20-25 INDIVIDUALLY OWNED VENDOR BOOTHS
- Performance Standards (see section 701 of the Zoning Ordinance)**  
 NOT APPLICABLE - TEMPORARY MARKET

This is not an all inclusive list. The Planning Commission or Borough Council may request that additional information be submitted as part of their review.

Signature: *Lawrence*

Date: February 10, 2023

**DUE TO HEARING AND ADVERTISING DEADLINES, THE APPLICANT GRANTS THE BOROUGH AN ADDITIONAL 30 DAY EXTENSION TO REVIEW THEIR APPLICATION:**  YES  NO Initials: \_\_\_\_\_

**OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE**

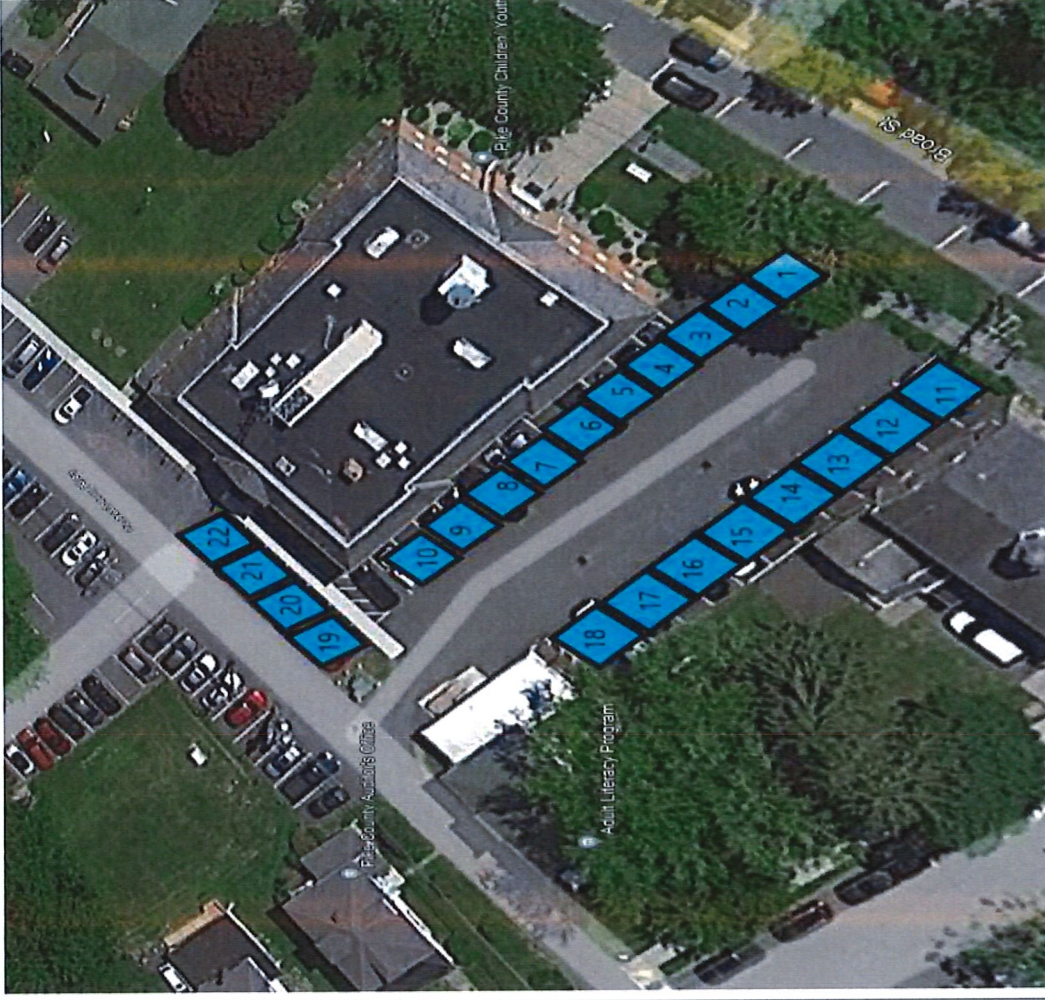
Date Submitted: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_ Date forwarded to PC: \_\_\_\_\_

Planning Comm recommendation:  Approval  Denial Date forwarded to the BC: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ BC Decision:  Approved  Denied

Reason for Denial: \_\_\_\_\_

# 2023 Season Vendor Map



**Lois Wallace of Highland Kitchen & Gardens will be the on-site coordinator for the market. Come to her if you have any questions on the day of the market.**

2	GO GOATS MILK & CHEESE
3	KellyAnn's Handcrafted Soaps
4	NEPA Coffee Roasters
5	Wonderland's Tea Party
6A	Gourmet Peanut Butter and More
6B	Noodlers Handmade Pasta
7 (selected dates)	Rotating Local Artisan Space
8	Flatbrook Farm
9A	ESTROG
9B	OHF Orchards
10	Marley's Organic Mushrooms and Wild Foods
11	Canned Goods
12	Flowers
13	Silverback Distillery Poconos
14	Western Pure Provisions
15	Apple Ridge Farm
16	Shoots and Sprouts
17	Jersey Pickles
18	Jersey Pickles
19	Kittatinny Mountain Farm
20	Kittatinny Mountain Farm
21	Twin Brook Farms / Quails R Us Plus
22	Twin Brook Farms / Quails R Us Plus


# Milford Borough Planning Commission

## Application for Submissions

Owner Pike County Commissioners  
Address 506 Broad Street 113.13-02-06  
Telephone 570 296 7613  
Attorney \_\_\_\_\_  
Telephone \_\_\_\_\_

Developer LOIS WALLACE, PRESIDENT  
AIRSOILWATER.ORG  
Address 105 CHAUNCEY THOS.  
SHOHOLA, PA 18458  
Telephone 845 664 1007  
HIGHLANDKITCHEN78@GMAIL.COM  
Engineer/Surveyor \_\_\_\_\_  
Telephone \_\_\_\_\_

All agents of the owner, as named above, are authorized to act on behalf of the owner in any capacity relative to this application. No documents will be returned for any purpose without the approval of the Planning Commission unless the application is withdrawn or rejected.

Applicant's Signature:  Date: February 10, 2023

(Do not write in this space. For Planning Commission use only.)

### Submission

Type of Submission: ( ) Lot Improvement ( ) Subdivision ( ) Land Development

### Required Materials for Submission

Application Type	Materials Required	Submitted
<u>Lot Improvement</u>	3 paper prints (Subd. Ord. Section 402.3) filing fee (Subd. Ord. Section 403) other: _____	( ) yes ( ) no ( ) yes ( ) no ( ) yes ( ) no
<u>Subdivision/Land Development</u>	3 mylar plans (Subd. Ord. Section 402.3) 9 paper print plans (Subd. Ord. Section 402.3)	( ) yes ( ) no ( ) yes ( ) no
<u>Preliminary/Final Plans</u> (circle one)	4 copies ( road profiles, sewage/water system designs, etc.) (Subd. Ord. Sect. 605) 6 copies completed and signed planning module (Subd. Ord. Section 604.1(n)) filing fee (Subd. Ord. Section 403) other: _____	( ) yes ( ) no ( ) yes ( ) no ( ) yes ( ) no ( ) yes ( ) no

### Rejection

This application is hereby rejected by the Planning Commission because it is incomplete. It lacks some or all of the necessary elements or materials as described above.

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

### Extension

The Applicant hereby applies for an extension of \_\_\_\_\_ days for the review of this application.

Date requested: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_

Date approved: \_\_\_\_\_

Chairman: \_\_\_\_\_