



## PLANNING AND DEVELOPMENT BOARD

Meeting Minutes

Wednesday May 28, 2025

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### Opening:

The regular meeting of the City of Lackawanna Planning and Development Board was called to order at 6:00PM.

**Present: DeSantis, Friend, Gable, Smith, Zambron**

**Excused: Abdulla**

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Pledge of Allegiance called.

Code Enforcement Officer Scott Hayes stated for the record that Member Buckner is not absent as he is not required to be at this meeting.

Motion to elect Katrina Zambron as Planning and Development Board Vice Chair: DeSantis  
Second: Smith

All yeas carried 5-0

Motion to approve minutes for the meeting on 4/30/25: Friend: Second: Gable

All yeas carried 5-0



**New Business**

**Item #1**

**Site Plan Approval**

Mana Muhsen

2170 Abbott Rd

Requesting to open Bookkeeping Service to the public  
in Neighborhood Commercial

Code Enforcement Officer Steve Balon stated that he tried calling the applicant several times which goes to a voicemail not currently set up.

Chairwoman Smith suggested moving this agenda item to later in the meeting to give the applicant time to arrive.

Member Friend inquired about a potential motion.

Chairwoman Smith asked for clarity with a potential motion whether it would be a motion to table the agenda item or to move it to later in the meeting.

Member Friend responded that she believed they were tabling the agenda item, hence the question about a potential motion.

Chairwoman Smith stated that she would like to give the applicant time to arrive and will move to the next agenda item.

Chairwoman Smith asked if the applicant arrived.

Code Enforcement Officer Steve Balon stated the applicant is still not present and attempted to call them but was unsuccessful.

Motion to table the agenda item for bookkeeping service: DeSantis Second: Friend

All yeas carried 5-0



**Item #2**

**Site Plan Approval**

Ezzaldean Mubarlat

3292 South Park Ave

Requesting to open an ice cream parlor and sweet shop with indoor seating  
in Neighborhood Commercial

Chairwoman Smith called upon the applicant to address the Board.

Ezzaldean Mubarlat - 3292 South Park Ave representing.

Code Enforcement Officer Steve Balon stated the applicant was granted variances for parking and the front step ramp in the Zoning Board meeting.

Mr. Mubarlat stated the business will be a year-round ice cream parlor operating from approximately 11:00AM to midnight and have indoor seating.

Chairwoman Smith asked if it will operate from Monday to Friday.

Mr. Mubarlat stated he believes he will operate from Monday to Saturday.

Chairwoman Smith asked if it will be closed on Sunday.

Mr. Mubarlat replied that they may not be closed on Sunday, but rather closed for a few hours on Friday to accommodate prayer.

Chairwoman Smith asked if they will be open on Sunday.

Mr. Mubarlat replied they will be open on Sunday likely have shorter hours.

Member DeSantis asked when they plan to open.

Mr. Mubarlat stated hopefully within a few weeks depending on how fast they are approved and can get the necessary work done.

Member DeSantis asked about operating equipment.

Mr. Mubarlat stated that they have most of their equipment and only need a few remaining pieces such as a freezer and cooler.

Mr. Mubarlat also stated that remodeling is almost complete and will aim for a soft opening and eventually do a grand opening once everything is finished.



Chairwoman Smith asked when the grand opening will happen.

Mr. Mubarlat replied toward the end of summer.

Member Zambron asked where the business entrance is.

Mr. Mubarlat stated it is on the South Park Ave side of the building.

Member Zambron asked if that is the front of the building.

Mr. Mubarlat replied yes, there is also an emergency exit on East Milnor.

Member DeSantis asked if the ramp will be on the South Park Ave side of the building.

Mr. Mubarlat replied yes

Code Enforcement Officer Steve Balon stated the ramp will come down the side of the front face of the building.

Member DeSantis asked about step-ups.

Code Enforcement Officer Steve Balon stated the step-ups will be approximately 14-inches tall there will be a platform with a step-up on the front and the other on one side with the ramp on the opposing side and there will be approximately 14-feet between the ramp and the curb.

Member Friend asked about parking spaces.

Mr. Mubarlat stated there are ten spots and four are reserved for the ice cream shop.

Member Friend asked about total interior capacity.

Mr. Mubarlat replied that it's approximately 1,200 square feet and should be able to accommodate a few people and they're expecting more walk-in clientele as opposed to drive and park customers.

Member Friend stated the interior space appears large for only four parking spots.

Code Enforcement Officer Steve Balon stated the applicant did get a parking variance from the Zoning Board as the code calls for approximately eight to nine spots.

Chairwoman Smith asked about seating.

Mr. Mubarlat replied they have tables and benches.

Chairwoman Smith asked if there are a total of eight seating spaces.

Mr. Mubarlat replied yes and the seating arrangement may change over time.

Chairwoman Smith asked how many people they anticipate to occupy the space.

Mr. Mubarlat stated there will be approximately 15 to 20 people.

Code Enforcement Officer Scott Hayes stated the Fire Marshal will do occupancy.



Code Enforcement Officer Steve Balon replied it may be 50 people but that the interior doesn't have the seating capacity for that. The parking variance was done in accordance with the seating arrangement in the provided plans.

Member Friend asked what the business will offer that their competition doesn't.

Mr. Mubarlat replied they plan to fill a few niches such as making their own ice cream based on clientele feedback.

Member Zambron asked if the business will offer desserts.

Mr. Mubarlat stated they will offer goods such as ice cream, waffles, crepes, shakes, smoothies, and other specialty items.

Member DeSantis asked about trash pickup.

Mr. Mubarlat replied he was not sure and would have to speak with the landlord.

Member DeSantis suggested the applicant look into a trash service to keep rodents from gathering.

Mr. Mubarlat replied there may be a dumpster on the side of the building which could potentially work.

Chairwoman Smith asked what existed in the space before.

Member Zambron replied Wolf Fitness.

Chairwoman Smith asked if the applicant had priced out a dumpster and having it emptied multiple times a week to avoid insect and rodent gathering.

Mr. Mubarlat replied not yet as they were not expecting to open so soon.

Motion to open public hearing: Zambron Second: DeSantis All yeas carried 5-0

Motion to close public hearing: Zambron Second: DeSantis All yeas carried 5-0

Motion to approve site plan as presented: Friend Second: Gable All yeas carried 5-0

Code Enforcement Officer Steve Balon referred the applicant to visit room 215 to obtain their business registration.

Motion to adjourn: Friend Second: Zambron

All yeas carried 5-0