BOROUGH OF WEST READING
PLANNING COMMISSION

WEDNESDAY, MARCH 6, 2019

The West Reading Planning Commission met for their regular meeting on Wednesday, March 6, 2019 at Borough Hall with the following persons present: Chair Philip Wert; Vice Chair Christopher Lincoln; Nicholas Imbesi, Christin Kelley, Daniel Horman, Joseph Scoboria, Oswald Herbert, Jennifer Bressler, Terry Siggins; Borough Manager Cathy Hoffman and Assistant to the Manager Cynthia Madeira.

Visitors: None

Mr. Wert called the meeting to order at 6:03 p.m.

There were no public comments.

Approval of Minutes

Motion to approve the February 6, 2019 minutes. **Moved** by Mr. Lincoln and seconded by Mr. Scoboria. **Motion carried 8-0.**

New Business

a. **Zoning Discussion –** Commissioners reviewed the following list of previously discussed zoning amendments:
   - **Rezoning –** In order to allow uses complimentary to current structure/parcel use, commissioners agreed to change the last two parcels along the northeast side of Tulpehocken Avenue from Residential Professional to Light Industrial; the entire Villa's Development along the northwest side of Tulpehocken Avenue from Residential Professional to Residential-2; the southwest side of Tulpehocken Avenue, specifically 150-164 Tulpehocken Avenue from Residential Professional to Residential-2; the single parcels known as 415 and 416 Reading Avenue from Residential-1 to Institutional and Residential-2 to Institutional respectively. The Municipalities Planning Code (MPC) should be reviewed to ensure proper notification regulations are met for zoning lot line revisions. Also, the engineer will be requested to add lot lines to the zoning map for the Villa's Development.

Nicholas Imbesi joined the meeting at 6:17 p.m.

   - **Light Industrial District –** Commissioners agreed to the engineer's previously recommended revisions to allow a wholesale business as a use permitted by right, which does not exceed 25,000 square feet and a use permitted by conditional use for a wholesale business that would exceed 25,000 square feet.
   - **Lot Coverage –** Commissioners reviewed the engineer's previously recommended revisions to the definition of lot coverage in an effort to retain green space. Additional feedback is needed from the engineer to possibly revise the existing definitions of impervious surface and impervious coverage/building coverage.

b. **Rental Ordinance –** Commission members continued their review of revisions to the Rental Property Ordinance, the following items were discussed:
   - Section 355-3 Scope; it was recommended to remove the term "rooming houses" from this section since "rooming unit" is listed.
   - Section 355-5 Duties of owners and managers of residential rental units; subsection "A" references Chapter 341 Property Maintenance, it was suggested to add the word "International" in front of "Property Maintenance". To avoid a conflict of owner duties, review of this chapter is needed. Subsection "D" was discussed at length as to the requirement of a property manager. A decision was made to require a local property manager should the property owner reside more than 35 miles from Borough Hall.

- Section 355-7 Reports; subsection “A, 3” was decided to remove the description of the residential rental unit, however the information would be requested on the rental registration form. Subsection “B” should be revised to list “Code Enforcement Officer” as opposed to “Code Official”.
- Section 355-8 Permitting of residential rental units; subsection “A” was discussed as to the mid-year rental cycle. Code Enforcement Department staff will be queried for their suggested revision to the rental period. Subsection “B” was decided to remove the sentence regarding penalty assessment, to include this information within the penalty section. Also, the prorated permit period was discussed to potentially offer a months remaining permit period fee. It was decided to continue with the 50% prescribed fee when the remaining permit period is less than six months.
- Section 355-9 Issuance or revocation of rental occupancy permit; subsection “A, 6” was discussed as to the severity of a failure to correct a code violation within the time period cited by the Code Enforcement Officer. It was decided to retain this subsection to allow Code Enforcement Department discretion.

Continued review of the rental ordinance will begin next month at Section 355-9, subsection “B-3”.

Illegal Driveway – Commissioners discussed an unpermitted driveway that allows egress onto an undedicated roadway within the Borough. Commissioners requested a draft notice of violation to review prior to mailing to the owner of the property.

Adjournment

A motion was made to adjourn the meeting at 8:04 p.m. by Mr. Lincoln and seconded by Mr. Scoboria. **Motion carried 9-0.**

Respectfully submitted,

Cynthia Madeira
Assistant to the Manager