

- **Task 6. Refining and Adopting:** Due to unpredictable delays that could be caused by county, resident or business owner comments, this final phase of work would be provided as an additional scope of service based on time and materials not to exceed \$10,900. The lump sum fee of \$71,000 for tasks one through five are being provided through grant funding.

Mr. Evans indicated that tasks one through five would be completed during six Planning Commission meetings that could begin in September or October of this year pending the solicitor's approval of the agreement. A two-week advance notice was requested to allow fieldwork to be completed in preparation prior to the first meeting.

Based on recent news reports of struggling businesses near the R.M. Palmer vicinity, Ms. Leiendecker requested this area to be included in the study. Mr. Evans indicated that the General Business and Light Industrial Districts would also be included in the study. Mr. Lincoln indicated that there are opportunities for redevelopment in this area regardless of R.M. Palmer's decisions on how to move forward following the explosion. Mr. Evans noted conceptual studies of the area that were provided in 2019, noting trail and river access opportunities.

Mr. Evans spoke of an interest expressed in reviewing the sign ordinance and the cost effectiveness of performing this review simultaneously with form-based code tasks. Therefore, a cost to review the sign ordinance concurrently with the downtown zoning update meetings was quoted at a cost not to exceed \$11,200.

- **Task 7. Sign Ordinance Amendments:** Mr. Ware spoke of mirroring the above noted tasks for a sign ordinance amendment to complement the existing architecture by:
 - **Task 7A:** Review of the existing sign ordinance to evaluate what to retain and what to remove.
 - **Task 7B:** Site visit and fieldwork to identify existing issues and problems.
 - **Task 7C:** Preparation of draft ordinance standards to complement new form-based code regulations. It was noted that a portion of the sign ordinance could be updated and expanded at a later date.
 - **Task 7D:** Preparation of graphics and tables to incorporate into the existing façade.
 - **Task 7E:** Preparation of draft ordinance.
 - **Task 7F:** Finalize draft ordinance to present to the solicitor.

Mr. Lincoln noted a history of conversations by the Planning Commission to amend the sign ordinance and the goal to gain cohesiveness to best identify the Central Business District.

Mr. Wert noted changes in technology and the need to refine the sign ordinance to move to the next level.

Mr. Evans noted that the Buttonwood Street Corridor would be an area to redevelop by planning infrastructure investments to essentially be perceived as a riverfront community as opposed to a borough that is landlocked. Mr. Lincoln agreed that this area leaves a lot to be desired but there is ample opportunity to utilize the resources for recreational aspects.

Mr. Evans asked the Planning Commission and borough staff to review the list of items to be provided by the borough on page eight of the agreement to enable the best progress.

Mr. Evans and Mr. Ware departed the meeting at 6:43 p.m.

Mr. Wert noted the securement of grant funding through the Wyomissing Foundation and Henry Janssen and the two additional fees to refine and adopt form-based code revisions and review of sign ordinance amendments. It was noted that fees to refine and adopt form-based code amendments may not be needed until next year. However, sign ordinance review fees may be billed monthly as early as this year.

Motion to recommend Borough Council to fund sign ordinance amendment review fees not to exceed \$11,200 to Derck & Edson, LLC to coincide to the form-based code amendments for a cost savings.

Moved by Ms. Leiendecker and seconded by Ms. Rodriguez. **Motion carried 7-0.**

b. **Animals Code Red / Code Blue** – The following solicitor comment was reviewed:

- Section 152-3. E.5. was discussed with regards to enforcement of code red / code blue provisions. Commission members agreed to state law violations being enforced by a state law authorized animal control officer, police officer, dog warden, or employee of the Department of Agriculture. Mr. Moyer also agreed to this provision that would allow the code department to enforce the remaining aspects of this Chapter.

Motion to recommend Borough Council to approve amendments to Chapter 152 Animals to include provisions to prohibit animals from being kept outdoors during extreme cold or hot weather conditions.

Moved by Mr. Lincoln and seconded by Mrs. Bressler. **Motion carried 7-0.**

c. **Pension Committee Enabling Ordinance** – Mr. Wert noted the formality of structuring a Pension Advisory Committee and an example ordinance that was reviewed by the Pennsylvania Association of Boroughs (PSAB) and shared with Commission members. The composition of membership was discussed that would consist of not less than eight members comprised of Borough Council, Mayor, Civil Service Commission, Police Bargaining Unit, Public Works, Borough Manager, and Borough Treasurer. It was noted that past poor professional management of the pension fund resulted in the loss of funds to the police pension fund. This enabling ordinance would help to ensure that future Borough Council have the tools necessary to monitor matters involving or related to the investment and management of funds and assets of Borough Pension Funds.

Mr. Moyer recommended that the Pension Fund Advisory Committee meet annually in conjunction with the bargaining units to audit the administration and management of funds.

Motion to recommend Borough Council to authorize the advertisement of an amendment to establish an enabling ordinance of a Pension Advisory Committee. **Moved** by Ms. Leiendecker and seconded by Mr. Rhoads. **Motion carried 7-0.**

d. **Mechanical Equipment Yard Placement** – Mr. Moyer shared information on front yard setback requirements to deter mechanical equipment placement at the front of homes. Mr. Lincoln noted that a number of homes on Sycamore Road have mechanical equipment at the front of the home that is screened by natural vegetation. Instances where corner properties with two front yards were discussed and the possibility to require a proven hardship through manufacturers installation instructions and which would then require screening of the equipment. Efficiency issues were noted when screening mechanical equipment.

Further review of this topic was tabled to allow an opportunity to explore the implications of prohibiting front yard placement.

The remaining agenda items were tabled until next month. It was noted that roughly an hour each month will be devoted to form-based code and sign ordinance amendment discussions.

Adjournment

A motion was made to adjourn the meeting at 8:09 p.m. by Mr. Lincoln and seconded by Ms. Rodriguez.

Motion carried 7-0.

Respectfully submitted,

Cynthia Madeira
Borough Secretary