

**BOROUGH OF WEST READING
PLANNING COMMISSION
NOVEMBER 6, 2024**

The West Reading Planning Commission met for their regular meeting on Wednesday, November 6, 2024, at 6:00 p.m. at Borough Hall with the following persons present: Chair Philip Wert; Vice Chair Christopher Lincoln; Members Cody Rhoads, Daniel Horman, and Zanna Leiendecker; Zoning Officer and Code Department Manager Chad Moyer; Borough Manager Randall Miller (arrived at 6:27 p.m.); and Borough Secretary Cynthia Madeira. Members Jennifer Bressler and Kacie Rodriguez were unable to attend.

Visitors

Steve Ware, Derck & Edson, LLC

Mark Evans, Derck & Edson, LLC

Mr. Wert called the meeting to order at 6:05 p.m.

Public Comment

There were no public comments.

Approval of Minutes

Motion to approve minutes of the October 2, 2024 meeting. **Moved** by Mr. Lincoln and seconded by Mr. Horman. **Motion carried.**

New Business

a. **Review of Final Draft Downtown Zoning and Sign Ordinance**

Parking Recommendations – Walker Consultants provided a table of parking minimum adjustments for individual land uses in Section 455-140 Off-Street Parking Schedule. The reference to 1.05 parking spaces per one-bedroom unit in multiple family residential uses needs clarification to ensure this is not a typo for 1.5 spaces.

The waiver of required parking that benefits only the Central Business District was thought best to be outlined as such. Retail store parking requirements were thought best to be reduced from four spaces per 1,000 square feet to three spaces. It was thought reasonable to adjust the levels of parking spaces per efficiency or one-bedroom uses to 1.25 per unit. The definitions provided by Walker Consultants were thought best to be incorporated into the Zoning Ordinance.

Mr. Miller joined the meeting at 6:27 p.m.

Retail Frontage Overlay – Mr. Evans noted that the Retail Frontage Overlay is located on Penn Avenue from Fourth Avenue to Eighth Avenue. A deviation was found between the zoning map and the regulating plan titles of Office Frontage or Commercial Frontage. The preferred title was Commercial Frontage to be more inclusive, the map and table of uses will be updated.

Section 455-119 Specific Intent and Section 455-120 Development Standards of the Retail Frontage Overlay District were updated to require sidewalk along the street frontage and a minimum of twenty feet in depth of the floor level of the building. The same revisions were made to the Commercial Frontage Overlay District Section 455-121 Specific Intent and Section 455-122 Development Standards.

Downtown Overlay District – Illuminated sign discussions last month were clarified to be allowed as long as illumination is limited to Section 455-190 General Regulations items (C) (1) through (4). Definitions of signs that are not permitted were recommended to be included for

clarification purposes. Mr. Ware noted the lack of a definition for a wall plaque sign, a new definition and graphics were to be added to the proposed regulations. Aspects of projected signs were discussed and recommended to be limited to one projection per building side, sound and movement would be prohibited and the projection must remain on premise. These types of signs were recommended to be prohibited in the Neighborhood Professional and Service Frontage Districts.

Clarity of content was requested for Section 455-196 C. Banner Sign (Temporary). A vertical graphic was provided yet the height and width were indicative of a horizontal banner. It was decided to provide horizontal banner placement and dimensions that would require a 30" height maximum hung at a minimum of 10' above the ground level with a maximum area of 25 square feet.

It was decided to provide the solicitor with a copy of the proposed zoning changes for comment prior to forwarding to the County Planning Commission for review and comment. Missed section number changes will be added.

Section 455-112 Civic Space Design Standards establishes standards that have not yet been developed and inserted into Section 400-38 Community facilities, recreation and open space of the Subdivision and Land Development Ordinance (SALDO). It was recommended to adopt the reference within the Zoning Ordinance and to follow with updating the SALDO once impervious coverages, civic space incentives, hours of operation, and related fees have been determined. Solicitor feedback is needed for various aspects such as responsibilities, public access to the civic space, hours of operation, and definition of civic activities. Hours of operation were thought best to be restricted during overnight hours such as 10:00 p.m. to 7:00 a.m.

Motion to forward a recommendation to Borough Council to have the draft zoning changes (et.al.) to the Borough Solicitor to review for accuracy, terminology and compliance with Pennsylvania Law inclusive of the Borough Code and Municipalities Planning Code. **Moved** by Mr. Lincoln and seconded by Ms. Leiendecker. **Motion carried.**

Mr. Evans recommended addressing stormwater management in conjunction with civic spaces to potentially reduce the required amount of impervious coverages. He referenced the City of Lancaster as an example to implement best management practices through landscape design. A memo could be circulated laying out the objectives prior to arranging a meeting with the Planning Commission, the Borough MS4 Engineer, and Mr. Evans. Mr. Miller recommended amending the Zoning Ordinance to require requests for variances to impervious coverages through a Conditional Use Hearing that would be presented to the Planning Commission, Borough Council and the Borough Solicitor, all of which would be familiar with implemented best management stormwater practices. Mr. Evans will draft a memo to forward to the Planning Commission in a few weeks.

Adjournment

A motion was made to adjourn the meeting at 8:12 p.m. by Ms. Leiendecker and seconded by Mr. Lincoln. **Motion carried.**

Respectfully submitted,

Cynthia Madeira
Borough Secretary