



BUILDING, ZONING, & REVITALIZATION COMMITTEE

MEETING MINUTES

July 15, 2013

7:30 p.m.

Call to Order: Chairwoman Pancoe called the meeting to order at 7:30 p.m.

Attendance:

- **Committee members present:** Chairwoman Pancoe, Councilman Boutcher, and Councilwoman Durkin.
- **Committee members absent:** Vice-President Marlowe, Councilman Danilak, and Councilman Golden.
- **Others present:** President Dobbs, Councilman Bunker, Interim Manager Locke, and Assistant Manager Bashore.
- **Others absent:** Mayor Foley.

Public Comment: There was no public comment at this time.

Reports

- **Jenkintown Planning Commission:** Interim Manager Locke reported that the Planning Commission met in order review Cheltenham Township's Act 537 Sewage Facilities Plan. Interim Manager Locke noted that this matter will be discussed at the July 22, 2013 meeting of Borough Council.
- **Design Review Board:** There was no report given.
- **Director of Code Enforcement & Zoning:** A written report was provided with the monthly meeting materials. Interim Manager Locke reported that he is working to close out old permits. Councilwoman Durkin requested that letters sent to property owners include context regarding the permit. Chairwoman Pancoe asked about the coned-off area in front of Helwigs Funeral Home. Interim Manager Locke stated that it is related to work with PECO Electric and this matter will be discussed at the July 16, 2013 meeting with the Borough's Government Affairs Representative, Suzanne Ryan.

Old Business

- **Property Maintenance Initiative:** Interim Manager Locke reported that he is working with the Borough's contractor for inspections, Keystone Municipal Services, to address property maintenance complaints. President Dobbs asked if the Borough can force individuals to participate in the Borough's solid waste collection if their private hauler is not collecting their

trash. Chairwoman Pancoe recommended issuing citations to those property owners. Interim Manager Locke stated that he would look into the issue and report back to the Committee.

Councilwoman Durkin noted a property on Runnymede Avenue with high weeds. Interim Manager Locke stated that he has sent letters to that property owner requesting that the grass be mowed. The Committee directed Interim Manager Locke to send a letter to the property owner requesting that the area along the curb and sidewalk be cut back.

- **Recognition Program**: Assistant Manager Bashore provided a memorandum to the Committee outlining businesses in the Borough (including years they have been in business), entities who have completed revitalization projects, and a proposed award schedule through the end of 2013. A letter to recipients was also reviewed. The Committee reviewed memorandum and proposed additional businesses to be included in the program due to their longevity in the Borough.

Councilwoman Durkin asked if a press release would be issued announcing the business receiving an award and the date. Assistant Manager Bashore stated that there would be a press release issued. Chairwoman Pancoe requested that a photographer also be present for the award ceremony. Councilwoman Durkin recommended doing an e-mail notification.

The Committee directed Assistant Manager Bashore to prepare a letter to the first group of recipients selected to be recognized at the September meeting of Borough Council.

- **Sidewalk & Curb Maintenance Repair Program**: Interim Manager Locke reported that there have been approximately 25 highway permit applications in the 2013 paving program area submitted for curb and sidewalk repair.
- **Paving program update**: Interim Manager Locke reported that bids have been received for the 2013 paving program. The bids were divided into a base bid that included Mather Road, Wyncote Road, and Highland Avenue, Alternate Bid #1 that included Florence Avenue, Alternate Bid #2 that included Mather Spur, and Alternate Bid #3 that included sidewalk and curb repairs if the Borough needed to complete them. Interim Manager Locke stated that the total cost for completing all three (3) bids is approximately \$211,000.00 and noted that this includes a 10% contingency for sub-base repairs if they are necessary. Councilman Boutcher noted that there have been approximately \$180,000 in funds that may be reallocated in the Borough's budget to complete the project. Interim Manager Locke stated that he and Assistant Manager Bashore are reviewing the Borough's budget in order to find additional funds for re-allocation in order to complete the paving project. A Notice of Intent to Award has been forwarded to Council from the Public Works Committee.
- **Residential Fire Alarm Program**: Interim Manager Locke reported that he continues to work with the Fire Department in order to ensure that their needs are adequately addressed. Interim Manager Locke noted that he desires to make the regulations reasonable, while still addressing the needs of the Fire Department. A draft ordinance will be presented to the Committee for review at the September meeting.
- **Commercial Fire Inspection Program**: Interim Manager Locke reported that he is working to finalize the inspections for 2013.

- **108 Walnut Street - Status Update:** Interim Manager Locke reported that the Borough had a hearing with the executor of the trust for the property located at 108 Walnut Street. Interim Manager Locke stated that he will issue a new citation against the living trust and the property will be liened. Chairwoman Pancoe asked when the property was scheduled for Sheriff's Sale. Interim Manager Locke stated that the Sherriff's Sale is scheduled for September.
- **Remaining EDU status updates:** Interim Manager Locke reported on the status of the Borough's remaining EDUs and noted that there are 8.99 EDUs remaining in the Borough's unallocated pool. Interim Manager Locke noted that he was notified by the PA Department of Environmental Protection (DEP) will be releasing an additional 5 EDUs of the 25 additional EDUs requested by the Borough. The remaining EDUs will be released contingent on the approval of the Act 537 Sewage Facilities Plan and the Inter-municipal Agreement with Cheltenham Township. The Committee recommended having the Borough Solicitor and Engineer contact DEP and Cheltenham regarding the Act 537 Plan and Inter-municipal agreement.
- **Lindy Properties - Proposed Banner Project:** Interim Manager Locke stated that a meeting to discuss Lindy Properties' proposed banner project was held on July 3, 2013. Interim Manager Locke, Councilwoman Durkin, Councilman Danilak, and Edna Atkins (Lindy Properties) attended the meeting. Councilwoman Durkin stated that Lindy Properties' goal is to have the banners installed for the holiday season. Interim Manager Locke noted that the banners would only be installed near the properties Lindy owns along York Road, West Avenue, and Leedom Street. Councilwoman Durkin recommended having a local graphic design company prepare a scheme for the Borough for uniformity throughout the Borough's business district. President Dobbs recommended researching the possibility of a company donating time and highlighted the work that was done to complete the Borough's wayfinding signs. Interim Manager Locke recommended preparing a template to provide to Lindy Properties in order assist in establishing uniformity. The Committee directed Interim Manager Locke to forward these comments to Lindy Properties.
- **Poultry keeping regulations:** Interim Manager Locke reported that he has researched poultry keeping regulations in neighboring municipalities. Interim Manager Locke noted that Cheltenham Township is currently working to update its poultry keeping regulations and he has requested a copy of the draft ordinance. Chairwoman Pancoe asked if there were any measures that could be taken in the interim while an ordinance is being drafted. Interim Manager Locke reported that an applicant could seek relief from the Zoning Hearing Board and Council could reduce or waive the fee if desired.

The Committee directed Interim Manager Locke to have the Borough Solicitor prepare an ordinance amending the Borough's regulations on the keeping of poultry.

New Business

- **600 Greenwood Ave. - Zoning Hearing Board Application:** Interim Manager Locke reported that he is working to schedule a hearing with the Zoning Hearing Board for an application at 600 Greenwood Avenue. The applicant is requesting to install a surface parking lot on a corner property along a collector street. Interim Manager Locke stated that he will notify Council when a date for the hearing is determined. The Committee recommended that, if approved, the following conditions be included: there shall be no car carriers delivering vehicles to the site, there shall be no lighting installed on the site, and that plantings will be installed to the mask the property.

- **Parking lot sign**: Councilman Bunker noted a sign recently installed on a private parking lot and highlighted the wording. The Committee directed Interim Manager Locke to contact the property owner and have the language on the sign amended.

Adjournment: On motion of Chairwoman Pancoe, seconded by Councilman Boutcher, the motion to adjourn the meeting passed unanimously.

Please see "Action Items" list on next page.

July 15, 2013

Action Items

George Locke, Interim Borough Manager	<p>Property Maintenance - Send letter to property owner on Runnymede Ave. to have grass along sidewalk and curb mowed</p> <p>Residential Fire Alarm Program - Have Solicitor prepare draft ordinance</p> <p>Lindy Properties' Banner Project - Forward comments to property owner</p> <p>Poultry keeping regulations - Have Solicitor prepare draft ordinance</p> <p>600 Greenwood Ave. Zoning Hearing Board - Circulate date to Council when established</p>
Chris Bashore, Assistant Borough Manager	<p>Recognition program - Send letter to recipients for September Council meeting</p>