



BUILDING, ZONING, & REVITALIZATION COMMITTEE

Meeting Minutes

June 17, 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, Councilman Danilak, Councilwoman Durkin, and Councilman Golden.
- **Committee members absent:** Vice-President Marlowe
- **Others present:** President Dobbs, Councilman Bunker, Councilwoman Farrell, Mayor Foley, Interim Manager Locke, and Assistant Manager Bashore.

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

Presentation

- **Jim Glanzmann - Glanzmann Subaru:** Jim Glanzmann appeared before the Committee in order to discuss his proposed plans for a parcel of land located at the intersection of Greenwood Ave. and Cedar St. Mr. Glanzmann stated that he plans to raze the existing building and install a lot to store vehicles. It was noted that there will not be any automotive sales occurring at this site. Councilman Bunker asked about the square footage of the proposed site. Interim Manager Locke stated that the site is approximately 6,500 sq. ft. President Dobbs asked if there would be an issue with on-street parking. Mr. Glanzmann stated that there would not be any on-street parking associated with this project. President Dobbs asked if there would be any plantings installed as a buffer. Mr. Glanzmann stated that he is open to installing plantings as a buffer. Interim Manager Locke noted that the Borough's Zoning Ordinance requires a buffer around parking facilities. Councilwoman Farrell noted a desire for softening of the site. Councilman Danilak asked if car washing would occur at the site. Mr. Glanzmann stated that there will not be any car washing occurring at the site. Mayor Foley asked about lighting for the site for security. Mr. Glanzmann stated that he does not plan on installing lighting.
- **Jenny Adams, 511 Willow Street:** Jenny Adams appeared before the Committee to thank Mr. Glanzmann for his work on the former Cedar Street Garage and voice her support for the project.

The Committee thanked Mr. Glanzmann for coming to discuss the project.

Reports

- **Jenkintown Planning Commission:** There was no report given as the Planning Commission did not meet.
- **Design Review Board:** The Design Review Board did not meet last month. Interim Manager Locke reported on possible projects that may be discussed by the Design Review Board.
- **Director of Code Enforcement & Zoning:** A written report was provided with the monthly meeting materials.

Old Business

- **Property Maintenance Initiative:** Assistant Manager Bashore presented a property maintenance handout that was developed between himself and Interim Manager Locke. Chairwoman Pancoe asked if this would be issued once or multiple times in a year. Assistant Manager Bashore stated that he would like to produce them quarterly to coincide with the seasons. Councilman Bunker recommended allowing the Borough's Environmental Action Committee. Councilwoman Durkin recommended also doing a e-mail blast associated with property maintenance.
- **Recognition Program:** Chairwoman Pancoe stated that she met with Interim Manager Locke and Assistant Manager Bashore to discuss the recognition program. Chairwoman Pancoe noted that the purpose is to recognize both organizations that have contributed to revitalization in the Borough and those who have done business for an significant period of time. Chairwoman Pancoe noted that an accompanying resolution was also provided. Councilman Golden recommended doing one for revitalization and one for a business who has been in business for a significant time period each month. The Committee determined that the recognition ceremony would begin in September. The Committee directed Assistant Manager Bashore to develop a list of entities, schedule, and research how long a business has been in the Borough.
- **Sidewalk & Curb Maintenance Repair Program:** Interim Manager Locke reported that all the curb and sidewalk within the proposed 2013 road program slated for repair has been marked accordingly. Interim Manager Locke noted that he met with homeowners regarding the project.
 1. **Proposed Highway Permit Fee Reduction:** Interim Manager Locke stated that the Committee has discussed reducing the permit fee for properties in the 2013 Road Program. Interim Manager Locke recommended a flat permit fee of \$25.00.

ACTION: On motion of Councilman Danilak, seconded by Councilman Boutcher, the motion recommending a reduction in the permit fee to \$25.00 for properties in the road program passed unanimously.
- **Paving program update:** Assistant Manager Bashore stated that the Borough Engineer, Paul Hughes, P.E., has outlined a new paving schedule and hopes to place first advertisement on June 19, 2013. Assistant Manager Bashore noted that the Borough is still on schedule with the October 31 paving deadline and the specifications have received approval from PennDOT.
- **Residential Fire Alarm Program:** Interim Manager Locke stated that the scope has been refined. The proposed regulations will be for buildings with three (3) or more apartments and are non-owner occupied. Properties will be required to come into compliance if they are sold. The Committee directed Interim Manager Locke to have the Borough Solicitor prepare a draft ordinance for review.
- **Commercial Fire Inspection Program:** Interim Manager Locke reported that the commercial fire inspection is nearly complete and that the inspector from Keystone Municipal Services has worked with property owners to bring them into compliance.
- **108 Walnut Street - Status Update:** Interim Manager Locke reported that there was a court hearing for the property at 108 Walnut Street. The citations against the executor of the trust was dismissed. Maintenance of the property has been occurring every two (2) weeks. Interim Manager Locke stated that he is documenting his time and all costs associated with maintaining the property, noting that the expenses need to reach a certain threshold before the Borough Solicitor will file the lien. Interim Manager Locke reported that he will file a citation against the trust for the property.
- **Remaining EDU status updates:** Interim Manager Locke reported that there are 8.99 EDUs in the unallocated reserve. Interim Manager Locke stated that he is continuing to work with the PA Dept. of Environmental

Protection and Cheltenham Township to facilitate the approval process for applicants. Regarding Mr. Glanzmann's proposed project, Interim Manager Locke reported that the EDUs associated with the development originally proposed for the property may be returned to the Borough's unallocated pool.

New Business

- **Business Revitalization Efforts:** Chairwoman Pancoe stated that Mayor Foley had worked with Wells Fargo to organize a marketing event for businesses. Chairwoman Pancoe recommended that any events such as these be brought before the Committee in order to assist with marketing.
- **Lindy Properties - Proposed Banner Project:** Interim Manager Locke reported that Lindy Properties desires to institute a banner project around their properties. A map and proposed design has been requested from Lindy Properties. Interim Manager Locke stated that the banners would be changed every six (6) months and they would be sponsored by businesses in the Borough. Chairwoman Pancoe noted concern over the height of the banners. Interim Manager Locke stated that they would face towards the sidewalk. Councilman Danilak requested to review the proposed design. Councilwoman Durkin noted that she believes that banners are an important element of the Borough's revitalization efforts. Chairwoman Pancoe recommended putting together a small sub-committee to work with Lindy Properties to develop this project. Councilman Danilak and Councilwoman Durkin were appointed to work with Interim Manager Locke and Lindy Properties on this project.
- **Poultry keeping regulations:** Interim Manager Locke reported that he has researched poultry keeping regulations in other municipalities in order to allow for the keeping of poultry in the Borough. Interim Manager Locke noted that most of the ordinances he reviewed limited the number of poultry, prohibited the keeping of roosters, and outlined that it cannot create a nuisance. Chairwoman Pancoe noted that property dimensions must be considered. Councilman Danilak asked about the municipalities reviewed. Interim Manager Locke stated that he was directed toward a website that cataloged poultry keeping regulations throughout the state. Mayor Foley noted that he did not believe having setback requirements created an issue.
- **JCA – Proposed Bike Rack Project:** Interim Manager Locke stated that the Borough has been approached by Steve Spindler, JCA President, about the installation of bike racks throughout the community. A copy of the proposed plan was presented to the Committee. It was noted that this item was discussed at the June meeting of the Public Works Committee and they recommended not using the business-specific bike racks. Councilman Boutcher noted that there is a question of whether the Public Works Department employees will be asked to install the bike racks. Councilwoman Farrell stated that the Public Works Committee discussed the possibility of a customized branding on the bike racks. Chairwoman Pancoe recommended having Mr. Spindler present the idea at the June Borough Council meeting.
- **Lindy Property updates:** Interim Manager Locke reported that he met with Lindy Properties in order to review the materials needed for the new restaurant at 308 York Road and he is working to gain their necessary EDU approval. Interim Manager Locke stated that Lindy Properties is working to finalize the corridor that will connect the stores along West Ave. and York Rd.
- **Midguard Property updates:** Interim Manager Locke stated that Midgard Properties will be moving their office into the recently renovated building at the corner of York Rd. and Greenwood Ave. Interim Manager Locke reported that a pre-development meeting was held with the property owner and the prospective business owner of the new business in the former Antique Guild. Interim Manager Locke noted that he is working with the business to obtain their EDU approval.

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.

Action Items

June 17, 2013

George Locke, Interim Borough Manager	Residential Fire Alarm Program - Have Borough Solicitor draft ordinance language JCA Bike Racks - Contact Steve Spindler about attending June Council meeting
Chris Bashore, Assistant Borough Manager	Recognition program - Compile list of prospective recipients Highway Permit Fee Reduction - Place on agenda for full Council Property Maintenance Initiative - Update website with property maintenance information