



**BUILDING, ZONING, & REVITALIZATION COMMITTEE
MEETING MINUTES
January 17, 2018
7:30 p.m.**

Call to Order: Chairperson K. Farrell called the meeting to order.

Attendance

- **Committee members present:** Chairperson K. Farrell, Councilor M. Golden, Councilor A. MacHaffie, Councilor D. Ballard and Councilor J. Lugar
- **Committee members absent:** None at this time.
- **Others present:** President D. Pancoe, Vice President R. Bunker, Borough Manager G. Locke, Director of Finance R. Ware, Mayor A. Dobbs and Fire Marshal K. Lynch.

Public Comment: None at this time.

Presentations

- **Taco Bell: Riley, Riper, Hollin & Colagreco** – Alyson Fritzges from Riley, Riper, Hollin & Colagreco regarding a proposal for Taco Bell at 459 / 461 York Road. After the presentation, the committee asked that Riley, Riper, Hollin & Colagreco appear before Council to present the proposed Taco Bell.

Reports

- **Jenkintown Planning Commission Report** – No Report. Chairperson K. Farrell noted that the Borough is looking for a few residents to fill vacancies of the Planning Commission and if anyone is interested please inform President D. Sines-Pancoe, Councilor A. MacHaffie and / or herself.
- **Building Department** – The monthly reports were placed with the monthly meeting materials. Borough Manager G. Locke did note that the Borough is getting a new building inspector from Pennoni as he just began with Pennoni. He will replace our current inspector who was in on Tuesdays and Thursdays.

New Business

- **New Zoning & Use Permits Issued to Proposed Businesses** –Chairperson K. Farrell highlighted that the Borough has received and approved Zoning & Use permit for a Barber shop at former Auto tags as well as an Accountant at Beaver Hill South Building.
- **Digital sign approved at 479 York Road** – Chairperson K. Farrell noted that a digital sign has been approved at the Metropol at 479 York Road. This digital sign meets all code requirements.

- **Realtor request to mail Residential U&O Requirements to all homes within Borough limits** – Chairperson K. Farrell noted that the Borough received a request from a realtor, Lynn Coggin, to mail Residential U&O Requirements to all homes within Borough limits. Ms. Coggin feels as though this is the best way to get the word out to all homeowners. Borough Manager G. Locke noted that the original discussion began in 2016 and have also placed it on the website, facebook and in the paper of general circulation. The Borough also works with Andrew Smith to send out monthly emails to the seller and buyer realtors. After much discussion, the Committee determined that it would be best to send out a mailer informing homeowners of the Use & Occupancy requirements and are looking to send the mailer out with the Real Estate bill.
- **Street Tree Pruning** – Chairperson K. Farrell noted that the Street Tree Pruning York Road corridor pruning has been completed. Chairperson K. Farrell would like to continue to look for possible solutions in the raising of the brick on York Road.
- **Design Review Board – 204 / 206 Township Line Road** – Chairperson K. Farrell highlighted that the Borough received new plans that were resubmitted by the new owners on January 10th. Sent to Design Review Board for review and comments on January 11th. Chairperson K. Farrell noted that Design Review Board has initially reacted favorably towards this development. Borough Manager G. Locke noted that the Developers would like their building plans by the end of January however, the Borough has not received any plans to date. Borough Manager G. Locke noted that there have been some comments regarding the development that may not be in the purview of the Design Review Board. President D. Pancoe had some concerns. She knows that Design Review Board was reviewing the plans efficiently however does not want the Design Review Board to miss out on the opportunity to meet with the Developer because the Borough is attempting to move it forward quickly. President D. Pancoe noted that there were concerns raised about the driveway, the brick and a couple materials that the builders proposed using. President D. Pancoe asked Borough Manager G. Locke to contact the chairperson of the Design Review Board and ask if the Design Review Board would like to review the plans with the Developer. Borough Manager G. Locke noted that he did reach out to Mark Asher, chairperson of the Design Review Board, and asked for dates to meet however Mr. Asher stated that they believed that this review could be completed electronically. Borough Manager G. Locke asked President D. Pancoe if she wanted him to reach back out to Mr. Asher and the Design Review Board. President D. Pancoe thanked Borough Manager G. Locke for reaching back out and believes that the Design Review Board should meet regarding the 204 / 206 Township Line Road property.
- **Knox Box Ordinance** – Chairperson K. Farrell highlighted that the Borough recently readopted the Knox Box Ordinance pertaining to commercial properties, however the Ordinance has been implemented on January 1, 2018 which allowed business owners to order and receive their Knox Box prior to the implementation.

Ongoing Business

- **RFI - Borough Property Development Proposals** – Chairperson K. Farrell highlighted the Borough is still reviewing RFI proposals for the development of Borough owned property. President D. Pancoe noted that the Borough is considering an agreement with the Redevelopment Authority.
- **Verizon Utility Pole Removal – Update** – Borough Manager G. Locke noted that the weather has slowed down Verizon with the removal of poles. Borough Manager G. Locke stated that Verizon has completed Greenwood Avenue. Borough Manager G. Locke noted that Verizon has been alert to the Borough's needs as they just completed the repairs on a sink hole that had been forming on West Avenue and Maple Street next to their underground telecommunications box.

- **2018 Paving Project** – Chairperson K. Farrell highlighted that the 2018 paving project specifications have been completed and are currently being sent to PennDOT for approval.
- **Commercial Fire Inspection Program** – Fire Marshal K. Lynch noted that the Commercial Fire Inspection Program is continuing. Fire Marshal K. Lynch highlighted that the inspections that have been completed have been successful and the Borough intends to send out reminder letters for the inspections that have not been completed to date.
- **Property Maintenance Inspections** – Borough Manager G. Locke highlighted that the Borough has received progress with a property owner on Summit Avenue who the Borough has been working with for years to repair their front porch. The property currently has temporary shoring on the property. The Borough has taken this owner to court and the judge granted the property owner ninety days to make progress on the completion of the work and repairs. Borough Manager G. Locke noted that this property owner is now under contract with a local contractor to complete the final repairs and the work is scheduled to begin within the coming weeks. The Borough has since extended the court date an additional sixty days to allow for the contractor to complete the repairs. Borough Manager G. Locke also wanted to add that 108 Walnut Street has officially completed all the repairs and renovations and will be going on the market within the coming weeks for sale and settlement.
- **West Avenue & Greenwood Avenue Concrete / Code Enforcement** – Chairperson K. Farrell highlighted that there are currently two properties remaining on West Avenue and one property on Greenwood Avenue that need to comply with the concrete repairs. All three properties have indicated that they intend to comply.

President D. Pancoe asked about a property maintenance issue located at 415 West Avenue. President D. Pancoe noted that there is a van on that property that appears to be abandoned and have an expired registration sticker. President D. Pancoe also noted that there are weeds growing around the back of it. President D. Pancoe believes that this property owner needs to be cited for the van and the weeds.

Mayor A. Dobbs asked Fire Marshal K. Lynch about the dumpster and “spot a pot” located on Walnut Street by the corner of West Avenue. Mayor A. Dobbs noted that the dumpster and “spot a pot” belong to the fire house. Borough Manager G. Locke responded by stating that 356 Walnut Street took a long time to finish the interior demolition of the property however 358 Walnut Street, the connecting twin, also needed a dumpster to complete interior demolition, therefore when one dumpster left another appeared to complete the other work. Fire Marshal K. Lynch noted that the dumpster was to be removed within the coming days as they should be finishing the sheetrock inside 358 Walnut Street, however that may have been delayed due to the weather. Fire Marshal K. Lynch noted that they will continue to have to “spot a pot” onsite as there is no running water inside the buildings. Mayor A. Dobbs asked if the “spot a pot” can be moved to the backyard, however Fire Marshal K. Lynch noted that there was no way to get the “spot a pot” to the backyard. President D. Pancoe asked if the “spot a pot” was a safety hazard as she cannot see pulling out of her driveway. Councilor A. MacHaffie asked if the contractors can rent a space from the neighbors for the “spot a pot”. Mayor A. Dobbs asked when the plumbing in the house would be working, then the contractors can use the interior plumbing. Fire Marshal K. Lynch noted that they just completed their rough building inspections and are completing the insulation and drywall. Mayor A. Dobbs asked if they could get rid of the “spot a pot” once the plumbing is restored. Fire Marshal K. Lynch noted that the Borough cannot require the contractors to use the restrooms in the house, as some homeowners do not want to contractors using their facilities. Mayor A. Dobbs asked if the contractors have to have a “spot a pot”. Borough Manager G. Locke noted that they have to have a “spot a pot” if there are no facilities. Fire Marshal K. Lynch noted that the projects are moving forward, just at a slower pace than normal. Borough Manager G. Locke noted that the Borough’s focus is the dumpster as it is a safety hazard.

Adjournment: On motion of Vice President R. Bunker, seconded by Councilor J. Lugar, the motion adjourning the meeting passed unanimously.