

**BOROUGH OF WEST READING  
PLANNING COMMISSION**

**WEDNESDAY, NOVEMBER 6, 2019**

The West Reading Planning Commission met for their regular meeting on Wednesday, November 6, 2019 at Borough Hall with the following persons present: Chair Philip Wert; Vice Chair Christopher Lincoln; Terry Siggins, Jennifer Bressler, Oswald Herbert, Joseph Scoboria, Tracy Fiedler, Daniel Horman (arrived 6:23 p.m.); Borough Manager Nicholas Imbesi; Code Department Manager Cathy Hoffman and Borough Secretary Cynthia Madeira.

**Visitors:** Mariella Napoli, Resident

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

There was no public comment.

**Approval of Minutes**

Motion to approve the October 2, 2019 minutes. **Moved** by Mr. Lincoln and seconded by Mr. Siggins. **Motion carried 7-0.**

**New Business**

- a. **Rental Ordinance Amendment** – Review of Section 355-17 Enforcement; notice; appeal was discussed further with clarification provided by Mrs. Madeira that this section delineates the steps an enforcement officer must take to issue a notice of violation; an outline of steps an affected person would need to take file an appeal; and the action to be taken by the enforcement officer when an emergency condition is declared. It was decided to retain this section for the legal review.

Motion to recommend Council's approval of a legal review of the entire Rental Property ordinance amendment. **Moved** by Mr. Siggins and seconded by Mr. Lincoln. **Motion carried 7-0.**

- b. **Rental Ordinance Fee Schedule** – Clarification was provided as to the estimated costs incurred to perform inspections of various types of rental properties and alternate fee schedules. The option to remove the inclusion of a reinspection from the annual fee was discussed to reward attentive property owners. However, due to the inevitable new code requirements it was decided to retain the reinspection fee within the annual fee. Mr. Lincoln recommended including a note within the renewal notices to alert property owners to new code requirements.

The addition of a third tier was recommended at a rate lower than the estimated costs, which could be justified by the reduced amount of time needed to access the units for inspection as well as the reduced likelihood of every unit requiring a reinspection. Also, the no-show, illegal rentals and failure to renew registration fines were discussed. The three-tier fee schedule was found to be in-line with costs incurred.

Motion to recommend a three-tier rental fee schedule amendment to Council. **Moved** by Mr. Herbert and seconded by Mr. Lincoln. **Motion carried 8-0.**

- c. **Uniform Construction Code Ordinance Amendment** – Clarification was provided as to the current adoption of all Uniform Construction Codes (UCC) and the requirement to adopt the code in its entirety.

Motion to recommend Council to adopt revisions to the Uniform Construction Code. **Moved** by Mrs. Bressler and seconded by Mr. Siggins. **Motion carried 8-0.**

- d. **Folino Subdivision** – Information received from the County indicated that the eight townhomes along Second Avenue, existing on one parcel of land would need to be subdivided into separate parcels by the owner. Also, it was noted that an appeal of the assessed value was granted in 2005 decreasing the assessment from \$657,300 to \$526,000; an additional attempt to reduce the assessment was requested and denied in 2008.

A lengthy discussion ensued as to pursuing subdivision of the eight homes and it was decided that guidance is needed from the solicitor prior to taking any action.

- e. **Verizon Small Wireless Communications Facilities** – Information was provided to the Commission as to Verizon's interest to install 41 facilities throughout the Borough to improve data capacity. Verizon's representative has requested a walk through of the various locations to review viable options that would be agreeable to the Borough. Placement on existing light fixtures along Penn Avenue were discussed as well as collocating on existing poles and traffic signal apparatus. Mr. Lincoln noted that placement on traffic signals would require PennDOT approval. Also, a standard Small Wireless Communication Facilities Master License Agreement was provided with a recommendation from the representative to redline the document to meet the Borough's requirements.

### **Adjournment**

Motion to adjourn the meeting at 7:02 p.m. by Mr. Lincoln and seconded by Mr. Siggins. **Motion carried 8-0.**

Respectfully submitted,  
Cynthia Madeira  
Borough Secretary