

February 1, 2019

TO: North Wales Borough Council

FROM: Mark Tarlecki, Chairman – North Wales Borough Planning Commission

RE: North Wales Borough Planning Commission - 2018 Annual Report of Activities

This memorandum will serve as the North Wales Borough Planning Commission 2018 Annual Report of Activities.

The members of the Commission were: Gregory J. D'Angelo, Lillian Higgins, Linda McAdoo, Peter Myers, and Mark Tarlecki.

Five official meetings were held during 2018: February 7, April 4, May 2, July 5, and December 5, 2018. There were no meetings in January, March, June, August, September, October and November since there were no agenda items.

1. February 7, 2018

a. Preliminary/Final Minor Subdivision - 715 East Montgomery Avenue - SD-17-01

The Planning Commission reviewed the Preliminary/Final Minor Subdivision Plan dated 10-20-17 for a two lot subdivision, the review letter dated December 20, 2017 prepared by Borough Engineer Amy Riddle Montgomery, P.E., the MCPC letter dated November 20, 2017 prepared by Margaret Dobbs, Planner II, and the memo dated February 7, 2018 prepared by Jason Smeland, P.E. regarding waiver requests. There is one existing single-family home on the property (Lot 1) and a new single-family is proposed (Lot 2).

The Planning Commission voted 5-0 to recommend that North Wales Borough Council approve the plans as currently submitted and the requested waivers from the Subdivision and Land Development Ordinance as follows:

- (1) Section 184-12.I, Lot line.
- (2) Section 184-26.C – Shade trees. After discussion, Mr. Smeland agreed to revise this waiver request to request that Council permit the required shade trees to be planted elsewhere on the property if feasible or in other locations in the Borough as decided by Borough Council.
- (3) Section 184-33.C(1)(b) – Existing features within 400 feet.

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2. April 4, 2018

a. Planning Commission review of variance applications

At the request of Mrs. McAdoo, the Planning Commission discussed the feasibility of establishing a procedure for the Planning Commission to review variance applications in addition to special exception applications.

It was decided that Borough staff would work on developing a procedure, recognizing that the Zoning Ordinance may need to be amended to include this as part of the Planning Commission duties.

3. May 2, 2018

a. Preliminary/Final Subdivision Plan - 215 Church Street - SD-18-01

The proposal is to subdivide the existing 26,400 square foot property into three lots. Proposed Lot 1 will consist of a portion of the existing dwelling, creating a semi-detached dwelling shared with proposed Lot 2. There is an existing gravel driveway on proposed Lot 1 and a paved driveway is proposed for Lot 2. Proposed Lot 3 will have a single family detached residential dwelling with a detached garage and paved driveway.

The list of variances granted by the Borough Zoning Hearing Board (Z-17-04) on December 5, 2017 was reviewed.

Noting that the applicant had not responded to the Borough Engineer's letter of February 12, 2018, the Planning Commission stated that they would need to see the revised plans and an updated Borough Engineer review letter before making any recommendation to Council on this preliminary/final subdivision.

4. July 5, 2018

a. ZHB Application Z-18-01 – 306 South Pennsylvania Avenue

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The Planning Commission reviewed the variance application to construct a two-story addition and enclosed porch and voted 3-0 to recommend that the North Wales Borough Zoning Hearing Board approve the subject application for a variance from the North Wales Borough Zoning Ordinance, Article VI, R-B Residential District, Section 208-41, Side Yards, subsection A, to permit the construction of a two-story addition and enclosed porch to an existing non-conforming twin dwelling at the subject property

b. Preliminary/Final Subdivision Plan - 215 Church Street – SD-18-01

This application was previously reviewed at the May 2, 2018 Planning Commission meeting and no action was taken.

The Planning Commission reviewed the following documents submitted by the applicant:

- Preliminary/Final Subdivision Plan, latest revision date 6/13/2018.
- Dautrich Engineering letter dated May 21, 2018 (two pages).
- Dautrich Engineering letter dated June 28, 2018 requesting a waiver from the SALDO, Section 184-26.C, Planting and Buffers.

Because the revised plans were not received by the Borough until July 2, 2018 and therefore the Borough Engineer had not had time to review these latest plans and issue a letter, the Planning Commission voted 3-0 to recommend that North Wales Borough Council approve the plans as currently submitted and the requested waiver from the Subdivision and Land Development Ordinance, contingent upon review and approval by the Borough Engineer of the plans revised 6/13/2018 and stipulating that the applicant will have to comply with this review and will have to address any outstanding items identified.

c. North Wales Borough 2040 Comprehensive Plan

The Planning Commission reviewed the draft of the North Wales Borough 2040 Comprehensive Plan and voted 3-0 to recommend that North Wales Borough Council advertise the North Wales Borough 2040 Comprehensive Plan for consideration.

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5. December 5, 2018

- a. Preliminary/Final Subdivision Plan Review - 690-700 East Walnut Street
– SD-18-02

The proposed subdivision of the two properties situate 690 and 700 East Walnut Street was discussed. The Planning Commission reviewed the Preliminary/Final Subdivision Plan dated 10-18-18, the Borough Engineer's letter dated November 29, 2018, and MCPC's letter dated November 14, 2018. Lot #1 has a commercial building and 17 parking spaces; Lot #2 has a multifamily building and 8 parking spaces.

The requested waivers from the SALDO were discussed and it was noted that the Borough Engineer had no objection to these waivers being granted. The need for an agreement to designate parking areas between the commercial property (Lot #1) and the residential property (Lot #2) was discussed.

The Planning Commission voted 3-0 to recommend that North Wales Borough Council approve the plans as currently submitted and the requested waivers from the Subdivision and Land Development Ordinance as follows:

- (1) Section 184-33.(C).(1).(a) through (l)
- (2) Section 184-33.(C).(2).(d)
- (3) Section 184-33.C(2).(g)

The Planning Commission also voted 3-0 to recommend that North Wales Borough Council:

- (1) Request the Borough Solicitor to look at a mandated shared parking agreement and/or advise on whether or not it can be imposed as a contingency to approval of the two lot subdivision.
- (2) Encourage the installation of sidewalks for the 690-700 East Walnut Street property.

- b. North Wales Area Library Parking Expansion

Gregory Landis, Library Board Member, stated that this was an informal review to receive Planning Commission comments before the Library decides if they wish to proceed with the proposed parking expansion. 20 parking spaces and 2

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handicapped parking spaces are presently provided. As shown on the Sketch Plan dated 12/4/18, the proposal is to add a total of 18 additional spaces; 7 would be added to the existing parking area at the rear of the Library and 11 would be in what is now the grass area in the 200 block of Washington Avenue.

Planning Commission members were concerned about the negative impact the parking on Washington Avenue would have on the residential neighborhood and that Library representatives had not met with the neighbors.

Manager Hart and MCPC Senior Planner Maggie Dobbs Donnelly discussed possible alternatives.

- c. 2040 Comprehensive Plan - A list of high priority projects and projects with a short-term (0-5 year) time frame for implementation were reviewed. The Planning Commission determined that the zoning audit was the high priority work item they should focus on in 2019 and decided to work on the zoning ordinance update in a monthly workshop meeting from 6-7 PM before the regularly scheduled 7 PM meeting.

In 2019, the Planning Commission plans to focus on several key points as follows:

- Conduct an audit of the Zoning and Subdivision and Land Development ordinances to identify necessary updates for clarification of intent, appropriateness of districts, and preservation or protection of existing community character.
 - Evaluate and expand the Transit Oriented Development overlay.
- Adopt renewable energy ordinances regulating alternative energy systems.
- Utilize the newly updated 2040 Comprehensive Plan to guide decision making and recommendations.
- Continue to provide recommendations to Borough Council for Land Development reviews, by providing an emphasis on the importance of:
 - Intelligent methods of rezoning or zoning code modifications, as opposed to granting numerous variances.

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- Conditions to project approval which will improve the quality of the finished project.
- Work with the Montgomery County Planning Commission to make use of their planning resources, especially GIS and graphics based planning/exhibit tools.

In 2019, Planning Commission meetings will continue to be held on the first Wednesday of the month at 7 PM, with a workshop meeting from 6-7 PM before the regularly scheduled meeting to work on the zoning ordinance update

Respectfully submitted,

Mark Tarlecki, Chairman

cc: Alan Guzzardo, Assistant Borough Manager/Borough Zoning Officer
Christine Hart, Borough Manager
North Wales Borough Planning Commission