

A meeting of the Myerstown Borough Planning Commission was held on Monday, August 24, 2020 at 7:00 p.m. in Room 3 of the Myerstown Community Center at 101 South Railroad St, Vice Chair Michael D. Behm being in the Chair, and the Secretary being present.

Present were: Commission Vice-Chair Michael D. Behm, Commission Secretary Ronald L. Ream, Commission Members Vince Podolski and Carl A. Weaver, and Manager Michael R. McKenna. Absent was Commission Chair Mayor Gloria R. Ebling.

The Chair opened the meeting at 7:00 p.m.

Ronald L. Ream moved and Carl A. Weaver seconded to approve the minutes of the previous meetings held on April 27 and July 27, 2020. Motion carried.

Manager McKenna presented the Commission with a letter from FEMA notifying the Borough that the Floodplain Management Ordinance that was approved by the Commission and Borough Council is in compliance with the National Flood Insurance Program (NFIP) as required for Lebanon County's updated Flood Insurance Rate Map which was released on July 8, 2020. The letter recommends that the Borough include additional language to clarify that no variance will be granted for accessory structures in the floodplain that exceed 600 square feet. Vince Podolski moved and Ronald L. Ream seconded to recommend that Borough Council include additional language in the amended Floodplain Ordinance, at the recommendation of the FEMA National Flood Insurance Program Specialist, to clarify that no variance will be granted for accessory structures in the floodplain that exceed 600 square feet. Motion carried.

Sam Meckley, Community Development Specialist from RETTEW, was in attendance to discuss the Borough's Façade Improvement Grant Program Guidelines. These Guidelines were revised from a proposed zoning overlay district into regulations that only apply to those requesting grant moneys.

The Commission agreed upon the following changes to the Guidelines as they were presented by Mr. Meckley:

- Under the section "Building Materials/Colors" there is a regulation that states, "The following materials are *not* allowed on the building's façade or sides adjacent to public rights-of-way...". This section should be moved to the "Ineligible Activities" section.
- Remove the paragraph under the section "Facades" that states the buildings must maintain the established build-to line of the block.
- Change the maximum grant amount to \$90,000 so as not to limit the Commission's ability to fund larger projects.
- Change the deadline for work to be complete to June 30, 2021.
- Change the application requirements to not allow projects to be completed by the property owner. They must be completed by a licensed contractor.

Ronald L. Ream moved and Vince Podolski seconded to recommend that Borough Council approve the Façade Improvement Grant Program Guidelines as presented by Sam Meckley of RETTEW, and as amended by the Commission. Motion carried.

Manager McKenna explained to the Planning Commission that the Borough's Zoning Ordinance currently does not have an expiration clause for permit expirations. He presented the Commission with

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examples of Zoning Permit Expiration Clauses from Franklin Park Borough, Brecknock Township, and Denver Borough. The Commission agreed that the Borough's Zoning Ordinance should contain an expiration clause, and recommended that the Borough Solicitor draft a Zoning Ordinance Amendment that adds an expiration clause requiring projects to begin within 90 days, and complete by one year of the issuance of the permit, with the opportunity for the Zoning Officer to extend the deadline by 6 months at his/her discretion. Carl A. Weaver moved and Michael D. Behm seconded to recommend that the Borough Solicitor draft a Zoning Ordinance Amendment to create an expiration clause for zoning permits. Motion carried.

The Chair asked if there was any other business to come before the Planning Commission. Seeing none, he asked for a motion to adjourn.

Vince Podolski moved and Carl A. Weaver seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:56 p.m.

Respectfully Submitted,

Michael R. McKenna, MPA  
Borough Manager/Secretary