

**Borough Planning Commission Meeting
Myerstown Borough, Lebanon County
101 S Railroad St
Myerstown, PA 17067**

Agenda 07/27/2020

Myerstown Borough Planning Commission will meet in regular session on **Monday, June 27, 2020 at 7:00 p.m.** in Room 3 at the Myerstown Community Center located at 101 S Railroad Street, Myerstown, PA 17067.

Open Meetings: In accordance with Pennsylvania's Sunshine Act (Open Meetings Law), Myerstown Planning Commission ensures the right of the public to have notice of and the right to attend all its meetings at which Borough business is discussed or acted upon.

Public Participation: Residents and taxpayers of Myerstown Borough will have the opportunity to comment on matters of concern, official action, or deliberation which are or may be before the Planning Commission. Those who wish to comment **MUST** sign in on the form provided with their name and address. The opportunity to comment is given at the beginning of the meeting, after the approval of minutes from the previous meeting. When addressing the Planning Commission, please state your name and address before making comments.

Special Accommodations for Persons with Disabilities: Any person with a disability requiring a special accommodation to attend a borough meeting should notify the Borough Manager at (717) 866-5038 as early as possible, but no later than 3 working days before the meeting. The Borough will make every effort to provide a reasonable accommodation.

1. Call to Order

- Time: _____ p.m.

2. Roll Call

Planning Commission Members:

- | | |
|---|---|
| <input type="checkbox"/> Gloria R. Ebling, Mayor, Chair | <input type="checkbox"/> Vince Podolski |
| <input type="checkbox"/> Michael D. Behm, Vice-Chair | <input type="checkbox"/> Carl A. Weaver |
| <input type="checkbox"/> Ronald L. Ream, Secretary | |

Appointed Officials:

- | | |
|---|--|
| <input type="checkbox"/> Thomas Harlan, Solicitor | <input type="checkbox"/> Michael R. McKenna, Manager/Secretary |
|---|--|

3. Approval of Minutes

- The Commission may approve minutes of the previous meeting held on April 27, 2020.
 Motion by: _____ Second by: _____ Vote: Aye _____ Nay _____ Abs _____
 Discussion?

4. Citizen and Visitor Comments

NEW BUSINESS:

- 5. The Planning Commission may discuss a proposed amendment to the Zoning Ordinance to establish a new Façade Overlay District, including design standards and a design review process for the new district.

SUMMARY:

The Borough received a grant from the PA Department of Community and Economic Development to fund a "Façade Improvement Program" for the town center area of the Borough to meet the following objectives:

- Stimulate private investment
- Preserve and restore historic architecture
- Enhance visual appeal of businesses
- Reduce or eliminate vacancies
- Promote adaptive reuse of commercial businesses

The DCED grant provides \$100,000 in funds to give out "Façade Improvement Grants" to properties located in the Façade Overlay District. These funds must be spent by June 30, 2021.

The purpose of the ordinance presented to the Planning Commission and Council is to govern the physical improvements made to properties funded by the grant.

The Borough also received a grant from DCED that provided funding for our Engineering Firm, RETTEW, to hold a public meeting and site visit and, with information gained, draft a proposed Façade Overlay District to be added to the Borough's Zoning Ordinance.

- Document for Review: Article on Façade Improvement Programs from plannersweb.com.
- Document for Review: Draft Zoning Ordinance Amendment establishing a Façade Overlay District, as prepared by RETTEW. Specific items to discuss:
 - Goals of the Façade Overlay District (Page 1)
 - Boundaries (Page 1)
 - Review Committee (Page 2)
 - Powers and Duties of Review Committee (Page 3)
 - Infill Development (Page 5)
 - Rehabilitation of Historic Buildings (Page 6)
 - Area and Bulk Requirements (Page 7)
 - Building Orientation and Entrances (Page 7)
 - Windows (Page 7)
 - Facades (Page 8)
 - Building Materials/Colors (Page 9)
 - Awnings (Page 14)
 - Signage (Page 15)
 - Franchise Architecture (Page 16)
 - Residential Uses (Page 16)
 - Drainage (Page 18)
 - Certificate of Compatibility (Page 19)
 - Cert of Compatibility Application Procedures (Page 20)
 - Cert of Compatibility Review Procedures (Page 21)
 - Notification of Violation (Page 23)
- ACTION: The Planning Commission may recommend to Borough Council to amend the Zoning Ordinance to establish a new Façade Overlay District in accordance with the proposed ordinance from RETTEW.
 - Motion by: _____ Second by: _____ Vote: Aye _____ Nay _____ Abs _____
 - Discussion?

6. The Planning Commission may review Façade Improvement Grant program guidelines and applications from other communities and make recommendations to Borough Council for Myerstown's program.

- Document for Review: Lansdale Borough Façade Improvement Grant Guidelines and Application
- Document for Review: Downtown Chambersburg Façade Improvement Program Guidelines and Application
- Document for Review: Downtown Reading Façade Improvement Grant Program and Application
- ACTION: The Planning Commission may recommend to Borough Council recommendations for terms of the Façade Improvement Grant program regarding grant amounts, % matching funds, and minimum project costs.
 - Motion by: _____ Second by: _____ Vote: Aye _____ Nay _____ Abs _____
 - Discussion?

7. **Comments for the good of the Borough.**

8. **Adjournment**

Motion by: _____ Second by: _____ Vote: Aye _____ Nay _____ Abs _____

Council Discussion?

Time: _____ p.m.