

City of Reading Planning Commission Meeting
Draft Meeting Minutes: November 28, 2023

<u>PC Members Present</u> Chairman Wayne Bealer Vice Chairman Will Cinfici Commissioner Nelson DeLeon Commissioner Peter Rye Commissioner Danny DeCarlo Commissioner James Harris	<u>Staff and Consultants Present</u> Jerome Skrincosky, AICP, Planning Consultant Emily Diaz-Melendez, Zoning Officer Timothy Krall, Public Works Michelle R. Mayfield, Esq., Planning Solicitor
<u>Others Present</u> Brad Grauel (Item #4) Michael Schaadt (Item #4) Joan London (Item #5) Mark Christman (Item #5) Kevin Yarnell (Item #5)	Wayne Gehris (Item #6) Michael Sodl (Item #6) Christopher Posch (Item #7) Larry Grybosky (Item #7) Reporters: WFMZ, BCTV

- (1) Call Meeting to Order:** Chairman Bealer called the meeting to order at 6:00pm.
- (2) Acknowledgement of Planning Commission Members in Attendance**
 - (a) Planning Commission Members in Attendance: Wayne Bealer, Peter Rye, Danny DeCarlo, Will Cinfici, Nelson DeLeon, and James Harris.
- (3) Accepting the Planning Commission Meeting Agenda:** The Agenda was posted as per the provisions specified by the City of Reading.
 - (a) Action: Commissioner Rye made a motion to accept the agenda. Commissioner Harris seconded the motion. The vote on the motion passed unanimously (6-0).
- (4) Novus Preliminary/Final Annexation and Land Development Plan
PC 2023-112; 40 Noble Street**
 - (a) Application: The proposed plan will involve the annexation of two parcels, 40 Noble St and 609 Brookline St, as well as a minor land development plan in order to facilitate improvements for the proposed use (medical office).
 - (b) Correspondence: Hawk Valley Associates issued a review letter on November 20, 2023.
 - (c) Discussion: No adverse comments from applicant; may provide buffer along Noble St. Tim Krall confirmed design of plan; stormwater does not apply; applicant will be submitting sewer estimates. Discussion on sidewalk repair; fencing will be removed. No agreements will be required.
 - (d) Action on the Plan: Commissioner DeLeon made a motion to conditionally approve the plan subject to the requirements and comments provided in the Hawk Valley Associate's November 20, 2023 review letter. Commissioner Rye seconded the motion. The motion passed unanimously (6-0).
- (5) 108 South 5th Street Preliminary/Final Land Development Plan**

PC 2023-114; 108 S 5th Street

- (a) Application: Change of use, internal division of office space.
- (b) Correspondence: Hawk Valley Associates issued a review letter on November 21, 2023.
- (c) Discussion: Public Works (PW) to verify the need for planning modules. Per Attorney Joan London, no partitioning has happened since 2019; Mark Christman and Kevin Yarnell agree with statement. Tim Krall from PW requested estimates for EDUs. Applicant may use architect to create plans for recording. Comments provided from Commissioners Cinfici and Rye and Mr. Yarnell regarding building history. Emily will follow up with Attorney London regarding the application to the BCPC.
- (d) Action on the Plan: Commissioner Cinfici made a motion to table the plan pending comments from BCPC. Commissioner DeCarlo seconded the motion. The motion passed unanimously (6-0).

**(6) Hampden Park Reservoir Field Preliminary/Final Annexation and Land Development Plan
PC 2023-114; 1001 Hampden Boulevard (RHS Reservoir Field)**

- (a) Application: A Land Development plan for renovations to the existing athletic facility.
- (b) Correspondence: Hawk Valley Associates issued a review letter on November 22, 2023.
- (c) Discussion: Representatives for Reading School District (RSD) provided brief presentation on proposed project. Mike Sodl explained scope of project and addressed comments from HVA review letter; will be forwarding letter from Berks Conservation District; explanation of stormwater management and role of retaining wall. Will need to provide information on Arboretum status to City Arborist. Commissioner Cinfici provided comment/questions regarding landscaping surrounding nearby cell tower; will not be included in scope of project. Signage for traffic will not require City Council approval since changes are not in the right-of-way (ROW). Ownership agreement will be forwarded to Planning Solicitor.
- (d) Action on the Plan: Commissioner DeCarlo made a motion to table the plan pending BCPC comments. Commissioner Rye seconded the motion. The motion passed unanimously (6-0).

**(7) DUKA Properties Preliminary/Final Annexation and Land Development Plan
PC 2023-113; 1136-1148 Moss Street**

- (a) Application: The Applicant proposed to Annex three (3) parcels in order to create surface parking containing thirty-nine (39) parking spaces. The surface parking will serve a proposed Adaptive reuse development located at 1125 Moss Street.
- (b) Correspondence: Hawk Valley Associates issued a review letter on November 25, 2023.
- (c) Discussion: Clarification was provided regarding ingress and egress from the parking area; all access to the parking area will be from Mill St. Landscaping and Lighting Plan is required. Tim Krall provided comments on stormwater management; scheduled a technical meeting with Applicant. Municipal Improvement and Stormwater Management Agreements will be needed. New address will be 1144 Moss St. Commissioner Cinfici requested that the name of Mill St. be verified (v. North Mill St.).
- (d) Action on the Plan: Commissioner Rye made a motion to table the plan pending BCPC comments. Commissioner DeLeon seconded the motion. The motion passed unanimously (6-0).

(8) Old Business, Project Updates and Pending Plans: No update.

(9) Active Plans Requesting Reaffirmation Approval: N/A

(10) Active Plans Requiring Time Extensions: N/A

- (11) **Phase 2 Zoning and SALDO Amendments:** Commissioner Cinfici motioned to forward the final draft of the amendments to Council for approval. Commissioner DeCarlo seconded the motion. Motion passed unanimously (6-0).
- (12) **Announcements, Reports and Other Planning Commission Business:** Commissioner Rye stated The Blighted Property Review Committee (BPRC) will meet on Thursday, November 30th.
- (13) **Planning Commission Annual Report for 2023:** Draft will be completed in March, on the Council agenda for first Monday in May 2024.
- (14) **Approval of Planning Commission Meeting Minutes:** N/A
- (15) **Next Planning Commission Meetings:** Next month's Planning Commission Meetings will be held on Tuesday, December 19, 2023. There will be no workshop meeting for December.
- (16) **Adjournment:** Commissioner Rye made a motion to adjourn the meeting. Commissioner DeCarlo seconded the motion. The motion was approved unanimously (6-0).

Respectfully submitted by Emily Diaz-Melendez, Zoning Officer, City of Reading