



**Application Completeness Check for Subdivision and Land Development Review**

Property Address 730-732 McKnight St., Date Received 6/8/21  
Reading, PA 19601

The following documentation must be submitted with each Subdivision and Land Development application. Required items are to be checked off by the applicant as they are completed. Upon submission of an application, staff will review the application and notify the applicant of any deficient information. If an item is not applicable, a written request to waive that Section should be submitted.

	Required Item (Applicant Use):	Staff Use:	Notes (if deficient)
1	Is the fee for Planning Commission review included with the application? Yes <input checked="" type="checkbox"/> Date of submission : <u>7/6/21</u> No <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
2	Was the plan submitted to Berks County Planning Commission for review? <i>For final or preliminary plans only.</i> Yes <input checked="" type="checkbox"/> Date of submission : <u>June 3, 2021</u> No <input type="checkbox"/> N/A <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
3	Have the necessary waiver requests been submitted in writing? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
4	Have the Erosion and Sedimentation Pollution Control Guide for Small Projects, and Flood Plain Plan Review applications and fees been submitted to Berks County Conservation District? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
5	Has a Shade Tree Work Permit Application been submitted to the city Arborist? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
6	Has a zoning permit application been submitted? Yes <input checked="" type="checkbox"/> Date of submission : <u>04/2021</u> Permit number: <u>2021-125</u>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
7	Have the stormwater management drainage plan review application and fees been submitted? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	

Berks County now has a Commercial Property Assessed Clean Energy program (C-PACE). Commercial property owners can obtain low-cost, long-term financing for energy efficiency, water conservation, and renewable energy projects. Developers of new and existing commercial, agricultural, industrial, and non-profit properties are encouraged to take advantage of this program. For more information: <https://www.pacpacecounties.org/county/berks-county/>. **I acknowledge that I have received this information**

- This application has been filed and is scheduled for review at the Planning Commission meeting on July 27, 2021. Meeting location: via Zoom
- This application has been determined to be incomplete and cannot be scheduled for Planning Commission review at this time.

Reviewer name: Naomi Crimm Title: Planner  
 Signature: *Naomi Crimm* Date: 7/7/21  
 Contact phone: 610-655-6443 Email: planning@readingpa.gov

Staff Use: The 90-day review period for this application ends on 10/25/21. Date of extension request: \_\_\_\_\_ . New deadline: \_\_\_\_\_

**City of Reading Planning Commission**

**Application for Review of a Subdivision or Land Development Plan**

The undersigned hereby applies for review by the Planning Commission of the subdivision or land development plan submitted herewith and described below:

(Please check one): Sketch plan

Preliminary subdivision/land development plan

Final subdivision/land development plan

Other: Annexation Plan

1. Name of subdivision: Refuge Home Plan Date: \_\_\_\_\_

Site Address: 730-732 McKnight St., Reading, PA 19601

Parcel Number/UPI: 15530757542346

2. Property Owner

Name: Clark E McHenry & Andrea M McHenry

Address: 730-732 McKnight St., Reading, PA 19601

Daytime Phone: (610) 743-4243

Email: andrea@freefromht.org

3. Applicant (if different than Owner)

Name: N/A

Address: N/A

Daytime Phone: N/A

Email: N/A

4. Applicant's interest if other than owner: N/A

5. Other Representative

Name: John Stewart, Architect, Encompass Develop Design & Construct, LLC

Address: 113 East Main St., LaGrange, KY 40031

Daytime Phone: (502) 992-5105

Email: jstewart@encompass-ddc.com

6. Total acreage: 0.1 Number of lots: 2

Number of building units (if land development plan): N/A

Square footage of impervious coverage: 2201 sq. ft.

7. Acreage if adjoining land in same ownership (if any): N/A

8. Type of development planned: \_\_\_\_\_ Single family                      \_\_\_\_\_ New construction  
   \_\_\_\_\_ Two family                        X   Redevelopment/reuse  
   \_\_\_\_\_ Row  
   \_\_\_\_\_ Multi-family  
   \_\_\_\_\_ Commercial  
   \_\_\_\_\_ Industrial  
     X   Other (specify): Annexation of two lots for renovation of residential duplex into group care facility







**City of Reading Subdivision and Land Development Application:  
Synopsis of Main Plan Requirements**

The following is to be used as a reference. Please use it as a guide as you are submitting your plans and check off the required items before sending it to [planning@readingpa.gov](mailto:planning@readingpa.gov).

**Preliminary and Final Plans**

	Required Items	Complete?
1	§ 402(D)(1) Name of proposed subdivision or other identifying title	X
2	§ 402 (D)(2) North point, graphic scale, written scale, date (including all dates of revision)	X
3	§ 402(D)(3) Name and address of the record owner	X
4	§ 402(D)(4) Name and address of the subdivider (if different than owner)	N/A
5	§ 402(D)(5) Name, address, license number, and seal of surveyor	X
6	§ 402(D)(6) Names of all abutting subdivisions or developments or adjacent unplotted land, with the deed book, volume, and page numbers	X
7	§ 402(D)(7) County tax map P.I.N.	X
8	§ 402(D)(8) Key map of one inch (1") equals 800 feet, showing the relation of the subdivision, differentiated by tone or pattern	X
9	§ 402(D)(11) Tract boundaries, showing bearings, distances, and total acreage	X
10	§ 402(D)(11)(a & b) Existing and proposed zoning district lines	N/A
11	§ 402(D)(12)(c) Requirement for lot size and front, rear, and side yards	X
12	§ 402(D)(13) Existing and proposed (finished) contour lines	N/A
13	§ 402(D)(14) Location and elevation of datum	X
14	§ 402(D)(15) All existing and proposed utility lines (including: gas, water, electric, telephone, and storm and sanitary sewers) and other constructed or natural features	Waiver requested
15	§ 402(D)(16) All existing and proposed structures and tree masses, including individual trees greater than eight inches (8") in diameter	X
16	§ 402(D)(17) All existing streets, including streets of record (on topographic survey but not improved) abutting the parcel, including names, right-of-way widths, and grades	X
17	§ 402(D)(18)(a) Location and width of all proposed streets and rights-of-way, with a statement of any condition governing their use	N/A

18	§ 402(D)(18)(b) Suggested street names and public utility and private easement locations	N/A
19	§ 402(D)(18)(c) Proposed building reserve (setback) lines	N/A
20	§ 402(D)(18)(d) Lot lines with dimensions	X
21	§ 402(D)(18)(e) Statement of intended use for all non-residential parcels	X
22	§ 402(D)(18)(f) Statement of total lots and parcels	X
23	§ 402(D)(18)(g) Existing and proposed sanitary and storm sewers and other drainage facilities, indicating sizing, materials, and connections	Waiver requested
24	§ 402(D)(18)(h) Areas for public use, with any conditions governing such use	N/A
25	§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets and culverts	Waiver requested
26	§ 402(D)(19) Location of soil percolation test holes	N/A

Final Plans Only

	Required Items	Complete?
27	§ 403(A)(1) Source(s) of title as shown by records of County Recorder of Deeds	X
28	§ 403(A)(2) Tract boundary lines with accurate distances to hundredths of a foot bearings to (1/4) of a minute	X
29	§ 403(A)(3)(a & b) Data for cartway edges (curb lines)	X
30	§ 403(A)(4) Lot lines completely dimensioned in feet if straight and if curved by designing length of arc and radius (in feet) and central angle in degrees, minutes, and seconds	X
31	§ 403(A)(5) Lot numbers, numbered consecutively	X
32	§ 403(A)(6) Statement of intended use of all non-residential lots, with reference to any covenants recorded in the deed	X
33	§ 403(A)(7) Location and elevation of existing or proposed street monuments	N/A
34	§ 403(A)(8) All easements and rights-of-way where provided or owned by public services or by private agreement, noting any limitations	X
35	§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets, and culverts	Waiver requested
36	§ 403(A)(10) Location and widths of all private driveways	N/A
37	§ 403(A)(11) Location and types of erosion and sediment control measures	N/A
38	§ 403(A)(13) Certificate of ownership, signed by owner(s) and notarized	X
39	§ 403(A)(14) A certificate of approval of plan by City Planning Commission	N/A

40	§ 403(A)(15) County Planning Commission receipt - 3 1/2" x 5 1/2" blank space	X
41	§ 403(A)(16) County Recorder of Deeds receipt - 3" square blank space	X

Supplementary Data

	Required Item	Complete?
42	§ 403(B)(1) Street cross-section drawings for all proposed streets	N/A
43	§ 403(A)(10) Location and width of all private driveways, alleys, streets	X
44	§ 402(E)(2) Tentative profiles along top of cartway edges or along top of curb for both sides of proposed street(s)	N/A
45	§ 403(B)(5) Offers of dedication and covenants	N/A
46	§ 403(B)(6) Existing or proposed private deed restrictions, as may be imposed on any lot as a condition for sale	N/A
47	§ 403(B)(9) Solid waste management plan and dumpster location with screening	N/A
48	§ 509(A) Landscape plan, showing the location, number, size and species of all landscaping	N/A
49	§ 309 Performance and Maintenance Guarantees - bonding of public and non-public improvements as required	N/A
50	Architectural elevations	N/A
51	§ 704 All waivers requested of the Planning Commission from the terms of the Subdivision and Land Development Ordinance, including section number, date of action by the Planning Commission, and the nature of action.	X
52	All variances and special exceptions requested of the Zoning Hearing Board from the terms of the Zoning Ordinance, including section number, date of action by the Board, and the nature of the action.	X
53	All conditional uses requested of the City Council pursuant to the Zoning Ordinance, including section number, date of action by Council, and the nature of the action.	X

Subdivision and Land Development Ordinance Waiver Request – Refuge Home Annexation  
Plan

(730-732 McKnight Street)

Due to the limited scope of the Refuge Home annexation plan, submitted solely for the consolidation of two parcels (730 & 732 McKnight Street), and considered “exempted from standard procedures” (§ 515-312), waivers from the following Preliminary and Final Plan requirements are requested:

§ 402(D)(15) All existing and proposed utility lines (including: gas, water, electric, telephone, and storm and sanitary sewers) and other constructed or natural features

§ 402(D)(18)(g) Existing and proposed sanitary and storm sewers and other drainage facilities, indicating sizing, materials, and connections

§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets and culverts



Variations/Conditional Uses Requested – Refuge Home

(730-732 McKnight Street)

The following variations have been requested for Refuge Home:

Section 600-1203.I.(1)(b) No residential care facility shall be located within 800 feet of another group care facility, group institution, school, day-care home, or day-care center.

- Variance was requested for the property to be within 800ft of a group care facility, as the current location is ideal for access to public transportation and restorative life in a residential community.

Section 600-1203.I.(1)(c) One off-street parking space shall be provided per employee computed on the basis of the estimated maximum number of employees at any one time, plus one space for each four patient/client beds.

- Variance in parking spaces was requested, as clients will not have personal transportation

Section 600-804.A. Dimensional requirements.

- Variance in minimum lot size was requested, as the lot will house a small number of clients and will not impair the neighborhood.

Conditional use was requested for the Refuge Home so that the existing residential (R-3) duplex may be renovated and converted into a Group Care Facility for sex trafficking survivors who are accepted by the Refuge Home program.