

Drafted by	City Clerk
Sponsored by/Referred by	City Council
Introduced on	May 26, 2015
Advertised on	N/A

RESOLUTION NO. 53 2015

**WHEREAS**, the City of Reading City Council enacted an amendment to the City's Zoning and Housing Permit Ordinances in December 2011, which will necessitate Conditional Use Hearings for the rental properties that are bound in a "backlog" due to incomplete applications or other administrative problems; and

**WHEREAS**, City Council and City staff developed a change in the process that will alter the process originally defined by Resolution 28-2012 to alleviate the backlog and allow the Conditional Use applications bound in the backlog to be handled in a reasonable and expedient manner.

**NOW THEREFORE BE IT RESOLVED**, by Council of the City of Reading, as follows:

Repealing Resolution 28-2012 and setting out the following process to handle Conditional Use Hearings for the properties currently bound in the zoning backlog:

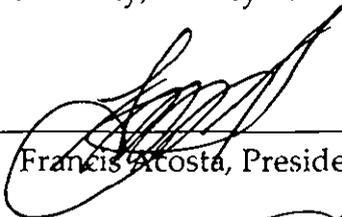
1. **Independent Hearing Officer** shall conduct hearings for properties in all high density residential/commercial zones any zoning district with 6 units and less; however, hearings for all properties in the R1, R1A and R2 zoning districts and all hearings for properties seeking 7 or more units or rooms will be referred to a Full Council Conditional Use Hearing.
2. All applications shall be forwarded to the City Planning Commission at least 30 days prior to the hearing and the Planning Commission shall present their recommendation to approve or reject no later than the day of the hearing.
3. The Independent Hearing Officer's recommendation to approve or deny the applications shall each be forwarded for City Council approval no later than the first or third Monday of the month. Each recommendation of the Independent Hearing Officer shall contain the following information to support the recommendation:
  - a. The square footage of the units(s)

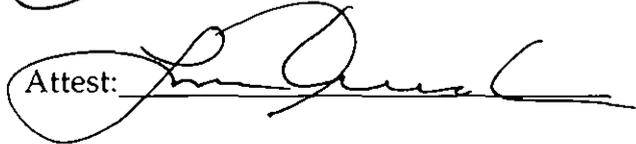
- b. The year the property was purchased and the number of units the property had when it was purchased
  - c. How the property was purchased; through a realtor or by private sale
  - d. The year the property was registered with Property Maintenance and Zoning as a rental property
  - e. The history of paid housing permits issued by Property Maintenance
  - f. The number of off-street parking spaces provided or the executed lease agreement for off street parking in the vicinity of the rental unit
  - g. The number of electric meters provided
  - h. The building/trades permits pulled when the additional unit(s) were added
  - i. The year the efficiency unit was created, as applicable (the 2010 zoning ordinance prohibits efficiency units)
  - j. The year the rooming house was created, as applicable (the 2010 zoning ordinance prohibits rooming/boarding houses)
  - k. A copy of the business license, payment history and the year it was obtained
  - l. The date of the last Property Maintenance inspection at the property, the number of units identified and the year the property was in compliance with the local codes
  - m. The date the Health and Safety Inspection was performed and the year the property was in compliance with the local codes
  - n. Recommendation to approve or reject from the City Planning Commission
4. **Full Council** shall conduct Conditional Use Hearings for all properties located within low density zoning districts – R1, R1A and R2 and those seeking 7 or more rental units (including rooms)
  5. With the adoption of this Resolution City Council also authorizes the Administration to retain the services of an Attorney who is a member of the Berks County Bar Association selected through the RFP process to conduct the hearings as set forth in Item 1 above and a transcriptionist obtained through the RFP process, to provide transcripts as requested for all hearings set forth herein.
  6. This Resolution shall become effective immediately.
  7. Proper officers of this City are authorized and directed to do such things as may be necessary to carry out the intent and purpose of this Resolution.
  8. In the event any provision, section, sentence, clause or part of this Resolution shall be held invalid, such invalidity shall not affect or impair any remaining

provision, section, sentence, clause or part of this Resolution, it being the intent of this City that such remainder shall be and shall remain in full force and effect.

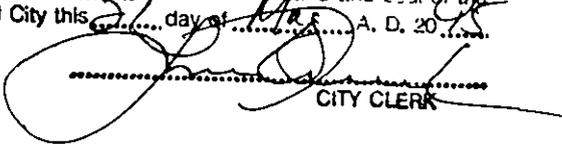
DULY ADOPTED by the Council of the City of Reading, Berks County, Pennsylvania, this 20 day of May, 2015.

CITY OF READING,  
Berks County, Pennsylvania

By   
Francis Costa, President of Council

Attest: 

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Resolution passed by the Council of the City of Reading, on the 20 day of May, A. D. 2015. Witness my hand and seal of the said City this 27 day of May, A. D. 2015.

  
CITY CLERK

Linda A. Kelleher CMC, City Clerk

Hearing Master Conditional Use Template

Property Address \_\_\_\_\_

Owner \_\_\_\_\_

Date of Hearing \_\_\_\_\_ Zoning District \_\_\_\_\_ Council

District \_\_\_\_\_

a. The square footage of the units(s) \_\_\_\_\_

60-1203 D Apartment Square Feet  
Efficiency or studio Not allowed  
One-bedroom 550  
Two-bedroom 700  
Three or more bedroom 850

b. The year the property was purchased and the number of units the property had when it was purchased \_\_\_\_\_

c. How the property was purchased; through a realtor or by private sale \_\_\_\_\_

d. The year the property was registered with Property Maintenance and Zoning as a rental property \_\_\_\_\_

e. The history of paid housing permits issued by Property Maintenance \_\_\_\_\_

f. The number of off-street parking spaces provided or the executed lease agreement for off street parking in the vicinity of the rental unit \_\_\_\_\_

g. The number of electric meters provided \_\_\_\_\_

h. The building/trades permits pulled when the additional unit(s) were added \_\_\_\_\_

i. The year the efficiency unit was created, as applicable (the 2010 zoning ordinance prohibits efficiency units) \_\_\_\_\_

j. The year the rooming house was created, as applicable (the 2010 zoning ordinance prohibits rooming/boarding houses) \_\_\_\_\_

k. A copy of the business license, payment history and the year it was obtained \_\_\_\_\_

l. The date of the last Property Maintenance inspection at the property, the number of units identified and the year the property was in compliance with the local codes. \_\_\_\_\_

m. The date the Health and Safety Inspection was performed and the year the property was in compliance with the local codes \_\_\_\_\_

n. Recommendation from Planning Commission: Approve\_\_\_\_ Reject\_\_\_\_