

ORDINANCE REVIEW COMMITTEE MEETING MINUTES

Pottstown Borough Hall Council Chamber Room and Go-To Meeting
100 E. High St Pottstown, PA 19464
Wednesday, January 18, 2023, 2:00 pm

Councilors Present: Ryan Procsal, Treinta Lindsay, Dan Weand

Additional Present: Matthew Hovey, Assistant Borough Solicitor; Justin Keller, Borough Manager; Michael Narcowich, Montgomery County Community Planning Commission; Keith Place, Director Licensing & Inspections; Winter Stokes, Zoning/Planning Administrator; and Peggy Lee-Clark; PAED

Meeting called to order by Mr. Procsal at 2:10 p.m.

I. Call to Order

II. Re-Organization

A. Mr. Weand nominated Mr. Procsal as Chairman, seconded by Mr. Procsal. All in favor.

III. Public Comment- No comments

IV. October meeting minutes

A. Mr. Weand made a motion to approve the October 2022 meeting minutes, seconded by Mr. Procsal.

V. Status of Recommended Ordinance Amendments:

A. Mr. Hovey advised the Committee that Council adopted miscellaneous Zoning Ordinance and Subdivision and Land Development Ordinance amendments related to dumpsters, Downtown hours of operation, Zoning Officer duties, and interpretation of the Zoning Ordinance on November 14, 2022.

B. Mr. Hovey advised the Committee that the miscellaneous Zoning Ordinance amendments for smoke shops, hookah bars, and neighborhood convenient stores, previously recommended by the Committee, received authorization for advertisement by Council and are slated for adoption on March 13, 2023. Mr. Hovey also advised the Committee that this amendment got delayed, in part, because Danielle Baer is no longer with Montgomery County Planning Commission. Michael Narcowich, Community Planning Assistant Manager, covered the meeting on behalf of the Montgomery County Planning Commission.

VI. Ordinance Review – Current Projects and Topics

A. Regulation of Vacation Rentals (Chapter 27)

Mr. Hovey asked for clarification on a few items: annual time limits for renting, accessory uses, parking, and the number of overnight guests permitted.

The consensus of the Ordinance Review Committee (ORC) remains to allow renting of the entire house not the renting of individual rooms.

The Committee supports allowing accessory dwellings to be used as vacation rentals.

(All zoning requirements must first be met.) It was agreed to limit the annual occupancy

of a vacation rental dwelling to a combined 6-month period and a single length of stay of no more than 30-days.

The total number of guests will be limited to 8. If over 8, off-street parking requirements must be met (2 spaces per dwelling unit). In these cases, the off-street spaces must be provided for on-site. Property owners must also maintain any off-street parking areas and these areas must be made available for guests to park.

Annual inspections and annual registration/re-registration will be required (period January-December).

B. Changes to “Littering” was briefly discussed. It was agreed that this topic should be reviewed by Police Chief Markovich before the ORC takes any action.

VII. Future Ordinance Amendments

A. Zoning Regulations for Signs (Chapter 27). Mr. Hovey advised the Committee that the working group will present a draft for consideration at the April meeting.

The Committee did not identify any new ordinances to be reviewed at this time, other than those listed on the Agenda for future consideration.

Motion to Adjourn at 3:11 by Mr. Weand, seconded by Ms. Lindsay.

The next meeting is advertised for April 19, 2023, at 2:00pm.

WLS