1. CALL TO ORDER:  
   David Knies, Commissioner  
   Lynne Frederick, Commissioner  
   Chris Mongeau, Commissioner  
   Mark Niemiec, Commissioner  
   Geoff Rubino, Commissioner (Absent)  
   Carroll Sinquett, Commissioner  

   Also Present: Neil Lovekin, Assistant Borough Manager/Secretary  

2. REORGANIZATION:  

   Dave Knies called for nominations for Chair of the Planning Commission. Chris Mongeau nominated Dave Knies. No other nominations were made.  

   A motion was made by Carroll Sinquett, seconded by Chris Mongeau and carried by a vote of 5-0, to close nominations. Dave Knies called for a vote on the nomination.  

   Dave Knies received the following votes from the Commission:  
   
   Lynne Frederick Yea  
   Chris Mongeau Yea  
   Mark Niemiec Yea  
   Carroll Sinquett Yea  

   By a majority vote of the Commission, Dave Knies was elected Chair of the Planning Commission.  

   Dave Knies called for nominations for Vice-Chair of the Planning Commission. Dave Knies nominated Mark Niemiec. No other nominations were made.  

   A motion was made by Dave Knies, seconded by Carroll Sinquett and carried by a vote of 5-0, to close nominations. Dave Knies called for a vote on the nomination.  

   Mark Niemiec received the following votes from the Commission:  
   
   Lynne Frederick Yea  
   Dave Knies Yea  
   Chris Mongeau Yea  
   Carroll Sinquett Yea  

   By a majority vote of the Commission, Mark Niemiec was elected Vice-Chair of the Planning Commission.  

   Dave Knies stated Neil Lovekin will remain as the Secretary for the Planning Commission.
3. **APPROVAL OF MINUTES:**

   A motion was made by Mark Niemiec, seconded by Carroll Sinquett and carried by a vote of 5-0, Lynne Frederick abstained due to being absent, to approve the minutes of Thursday, December 7, 2017 as amended.

4. **OLD BUSINESS:**

   a) **ORDINANCE REVIEWS**
   
   No new discussions/updates.

   b) **ZONING HEARING BOARD – DETERMINATIONS**
   
   i. **Applicant:** Dominic & Teresa Hughes **Application #:** ZHB-17-06  
   **Location:** 326 Old Lincoln Highway  
   **Tax Parcel:** 2-4-91.1  
   **Zoned:** R3b  
   **Relief Sought:** Variance regarding increase in allowable maximum lot coverage.

   Carroll Sinquett stated the Zoning Hearing Board granted relief by allowing the existing shed to remain on the property, concluding the increase in the maximum allowable coverage was diminish in nature. A condition was imposed that the materials stored in the shed must be of the tenant renting the property and not any other property owner/renter.

5. **NEW BUSINESS:**

   a) **MALVERN PREPARATORY SCHOOL – WAIVER OF LAND DEVELOPMENT**

   Dave Knies stated the Malvern Preparatory School is seeking a waiver from land development, as was granted in 2015, for similar temporary/modular classrooms while the new middle school is constructed.

   Neil Lovekin stated representatives for Malvern Preparatory School have not responded to correspondence regarding their intent.

   b) **VACANCY – CANDIDATE INTERVIEWS**

   Dave Knies stated three (3) residents have applied for the vacancy created by former Vice-Chair, Amy Finkbiner who did not seek reappointment due to being elected to Borough Council.

   The three applicants/residents were: 1) Gail Newman, 11 Landmark Drive; 2) Zoe Warner, 3 Goshorn Drive; and 3) Brendan Phillips, 228 Church Street.

   Questions asked by the Commissioners to the three (3) candidates included:

   1) How long have you lived in the borough?
2) Where do you see the borough in 10 years?
3) How has the borough evolved over the years?
4) What neighborhoods in the borough could be improved?
5) Why are you interested in joining the Planning Commission?
6) Are you able to commit to the time needed to perform the duties?
7) Could you approve a plan that meets the SALDO and Zoning Ordinances, but you personally object to?
8) Would you be willing to attend the Master Planner Program offered through the West Chester University, Graduate Business Center?

Dave Knies recommended, and the Commissioners were in agreement to postpone making nominations to fill the vacancy until Geoff Rubino is in attendance and to give ample time for other candidates to submit their resumes.

c) OPEN ZONING HEARING APPLICATIONS

i. Applicant: Renehan Realty, LLC Application #: ZHB-17-07
   Location: 324/328 E. King ST Tax Parcels: 2-4-294/293 Zoned: C3
   Relief Sought: Variance from Section 220-2501.D.9.E. requiring aisles within parking lots separating rows of parking spaces shall be a minimum of 24 ft. in width for 2-way use. A variance is requested to provide a lesser width. In addition, the applicant is seeking relief from any other section of the zoning ordinance that may be realized as being required during the zoning hearing process.

   Neil Lovekin stated the applicant has requested to postpone his hearing until the Monday, February 26, 2018 meeting of the Zoning Hearing Board. The Planning Commission determined to conduct a review of the application at the February 1, 2018 meeting.

iii. Applicant: JMW Enterprise, LLC (Joseph Willis) Application #: ZHB-18-01
    Location: 11 Griffith Avenue Tax Parcel: 2 – 3 – 25 Zoned: R3a
    Relief Sought: Variance from Section 220-602.A.1. requiring a minimum lot area of 12,000 sq. ft.

    Neil Lovekin stated the application will be heard at the Monday, February 26, 2018 meeting of the Zoning Hearing Board. The Planning Commission determined to conduct a review of the application at the February 1, 2018 meeting.

a) BOROUGH COUNCIL UPDATE

   Carroll Sinquett stated at the January 16, 2018 meeting of Borough Council, discussion included: 1) Side-yard setbacks; 2) Creation of Ad Hoc Committee for Home Rule Charter; 4) Reorganization of Ad Hoc Committee for 5-Yr Capital Improvement Plan; and 5) Job restructuring of borough staff – Bill Wilfong, Building & Codes Enforcement Official, and Neil Lovekin taking on the role as Zoning Officer.

6. PUBLIC COMMENT:
Dave Knies informed all present that copies of the agenda are available at the front entrance. Citizens/taxpayers were advised that Public Comment is the time to offer comments on any item on the agenda to bring any issues/concerns before the Planning Commission.

a) No member of the audience had comments.

7. ADJOURNMENT:

All business having been discussed, a motion was made by Mark Niemiec, seconded by Lynne Frederick, and carried by a vote of 5-0, to adjourn the meeting at 8:51 p.m.

Respectfully submitted,

Neil Lovekin
Assistant Borough Manager/Secretary