

**MINUTES OF THE PLANNING COMMISSION  
UPPER POTTS GROVE TOWNSHIP**

**AUGUST 14, 2017**

The regular meeting of the Upper Pottsgrove Planning Commission was held on Monday, August 14, 2017, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Elwood Taylor, John Bealer, John Ungerman, William Hewitt and Greg Churach present. Also present were Township Manager Carol R. Lewis, Recording Secretary Michelle Reddick and County Planner Donna Fabry. The meeting was called to order by Chairman Taylor at 7:00 p.m.

**APPROVAL OF MINUTES** – Motion by W. Hewitt, seconded by G. Churach and unanimously carried to approve the minutes of June 12, 2017.

**SIGN ORDINANCE AMENDMENTS** – D. Fabry provided an update to the sign ordinance amendments as previously discussed. The Planning Commission along with D. Fabry reviewed the updates to the proposed sign ordinance amendments. The Planning Commission suggested the following additional changes: (1) change curb (or sidewalk) sign to sandwich board sign; (2) change the maximum number of message center signs to one (1) per street frontage with a maximum of two (2) per property; (3) change the length of time for festoon lighting signs from seven (7) consecutive days to 30 consecutive days; (4) keep the language that says “one (1) projection sign permitted per property; (5) keep the maximum height of 3.5 feet for any freestanding ground sign; (6) under number of off-premise signs per lot, delete “including premiere square formats”; (7) change the word “frontage” to “entrance” under the section on freestanding signs in residential developments and apartment buildings; (8) change the maximum area of freestanding signs to 32 square feet per sign face; (9) delete the section on upper level building identification signs; and (10) delete “H” under Section 1109 (permits and applications). Motion by W. Hewitt, seconded by J. Ungerman and unanimously carried to recommend to the Board of Commissioners approval of the sign ordinance with the changes discussed including increasing the allowable height for freestanding signs to 30 feet.

**ZHB #01-17 ~ 908 COMMERCE DRIVE ASSOCIATES, LLC** – Gabe Clark of Catalyst Commercial Development was present to discuss the application for a zoning variance. He explained they were previously granted a variance which increased the total signage area to 215 square feet, beyond the 128 square feet total allowed by the zoning ordinance. He further explained they are now proposing to increase the total signage area to 342 square feet. The increased signage area is based upon new ownership, investment and multiple tenant occupancy. It was noted that the three (3) proposed building wall signs would be allowed under the new sign ordinance being proposed. When G. Clark explained about the increase in the height of the freestanding sign, E. Taylor noted that their application does not reflect a variance request for the height of the sign. M. Reddick suggested that the applicant contact the Zoning Hearing Board solicitor Barry Kerchner to discuss the matter. The Planning Commission discussed the height of the freestanding sign as it relates to the proposed sign ordinance amendments. They agreed they did not see any problems with the height of the sign being proposed and suggested D. Fabry amend the new sign ordinance to increase the allowable height for freestanding signs to 30 feet. A motion by J. Ungerman, seconded by W. Hewitt and unanimously carried to recommend to the Zoning Hearing Board approval of the applicant’s request for variance to increase the total signage area to 342 square feet and to increase the height of the freestanding sign to 28 feet.

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**ADJOURNMENT** – Motion by J. Ungerman, seconded by G. Churach and unanimously carried to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

Michelle L. Reddick  
Planning & Zoning Administrator