



January 11, 2023

Justin Keller, Borough Manager
Pottstown Borough
100 E. High Street
Pottstown, PA 19464

RE: 454 King Street #4-22
Minor Land Development Plan Review – REVISIONS REQUIRED
Pottstown Borough
145-23-0049

Dear Mr. Keller,

Cedarville Engineering Group, LLC (CEG) has completed a review of the Minor Land Development Plans for 454 King Street #4-22. The site (Parcel 16-00-17432-00-3 and Parcel 16-00-32288-00-6) is located along Washington Street between King Street and Buttonwood Alley in Pottstown Borough, Montgomery County, PA. The parcels occupy 3,200 square feet and 4,400 square feet (7,600 square feet total) within the Traditional Town Neighborhood (TTN) Zoning District. The current application proposes to subdivide a portion of Parcel 16-00-17432-00-3 and add the area to Parcel 16-00-32288-00-6.

The following information was received by our office on December 7, 2022:

- Full size Engineering Plan Titled “Lot Line Adjustment Plan Prepared for Property of Edward J. Mitchell, Jr.”, prepared by OTM LLC, dated November 22, 2022.
- Borough of Pottstown Minor Subdivisions, Minor Land Development Planning Applications and associated checklists dated November 22, 2022.
- Borough of Pottstown correspondence from Winter Stokes, Zoning Officer to Charles Garner, Jr.
- Applicant Request for County Review dated November 22, 2022.

The Plans have been reviewed for compliance with Chapter 22 – Subdivision and Land Development and Chapter 27 – Zoning.

The following comments are offered for consideration:

Chapter 22 Subdivision and Land Development:

1. *Section 22-402.1.B.(1) – Name, address and phone number of the applicant.*

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Section 22-402.1.B.(2) - Name, address and phone number of any other property owner involved in the proposal.

Section 22-A401.2 - The name, address, and telephone number of the owner of record.

The address and phone number of all parcel owners noted shall be added to the Plan.

2. *Section 22-402.1.B.(6) - Location plan showing the relationship of the subject tract to the surrounding road network and major physical features.*

Section 22-A401.10 - A key map relating the site to the existing street network, waterways, railroads, or other known landmarks. The key map shall be titled and shall show a graphic and written scale and north point. In the case of a subdivision or land development located less than 1,500 feet from the boundaries of the Borough, the name and approximate distance of all other municipalities and counties within 1,500 feet perimeter shall be indicated.

Section 22-A405.4 - The scale of the key maps shall be no smaller than one inch equals 800 feet.

The location map shall be revised to include a scale no less than 1"=800 feet and show the project's relation to the surrounding road network and major physical features by removing the parcel data at a minimum for clarity.

3. *Section 22-402.1.B.(8) - A list of the basic dimensional requirements of the applicable zoning districts.*

Section 22-A403.2 - Zoning data, including: a comparative table of requirements and provisions; and, all of the following that are applicable.

Section 22-A403.3 - Existing and proposed zoning district lines; use, setback, area, and bulk requirements; and, off-street parking requirements.

A Zoning Table with the requirements of the TTN Zoning District and the existing and proposed parcels shall be provided on the Plan.

4. *Section 22-402.1.B.(9) - Legend sufficient to indicate clearly between existing and proposed conditions.*

Section 22-402.1.C.(1).(a) - The lot line proposed to be adjusted, as it currently exists, shown as a dashed line, labeled "lot line to be removed."



Section 22-402.1.C.(1).(b) – The lot line as it is proposed to be after adjustment, drawn using the standard lot line delineation at a heavier line weight than the other lot lines and labeled "proposed new lot line."

A legend shall be added to the Plan, clearly referencing:

- Existing parcel lines
- Existing parcel lines to be extinguished
- Proposed parcel lines (thick line)
- Existing right-of-way lines
- Existing buildings

The following clarifications shall be provided:

- The Plan indicates that the lot line between Parcel B and Parcel C is to be extinguished, however the bearings, distances, and lot area of only Parcel B is provided. If Parcel B is to remain as a separate parcel, the designation of lot line extinguishment shall be removed, otherwise Parcels B and C shall be presented as a single parcel, with the bearing, distances, and area updated accordingly.
- The purpose of the lot line adjustment shall be noted on the Plan.

5. *Section 22-A401.8 – The names of all abutting subdivisions, developments, or landowners, with deed book, volume, and page numbers where recorded*

The names of all abutting landowners with Deed book, volume, and page numbers shall be added to the Plan.

6. *Section 22-A401.9 – Zoning district boundary lines, where applicable.*

The Zoning District boundary line and Zoning District designations for the TTN-Traditional Town Neighborhood and the D-Downtown Districts shall be added to the Plan.

7. *Section 22-A402.1 – Within 100 feet of any part of the land being subdivided or developed: the location, names, width, radii, curbs, sidewalks, and surface conditions of existing streets and alleys; the location and dimensions of existing rights-of-way and easements; the location of watercourses, floodplains, floodways, sanitary sewers, storm drains and catchments, utilities above and below ground; the location and width of existing curb cuts and/or driveways; the location of any zoning district boundary, municipal or county boundary, or recreational area; and other similar features.*

Section 22-A402.2 – Within 100 feet of any part of the land being subdivided or developed: contour lines and elevation data; the location of existing structures and their use; parking areas; and significant landscape features.



“BOROUGH ENGINEER REVIEW

The Borough Engineer reviewed this plan this _____ day of _____, 20 _____.

*_____
Borough Engineer “*

The following shall be addressed:

- The Record Owner Certification and Equitable Owner Certifications shall be revised to include the full language of the statement(s) in the above referenced certification.
- The Borough Engineer Review block shall be added to the Plan.

11. *Section 22-A529.4.B – Permanent reference monuments constructed of concrete or stone shall be set at points determined by the Borough Engineer or a designated person, shall not be less than four inches square on top and 24 inches in depth and shall be set in the ground at the existing grade.*

Monumentation shall be provided at the new lot line location.

Chapter 27 Zoning:

12. *Section 27-308.1 – Setback from the street. The distance of a new principal building from the curb of the street shall be either:*
- A. The average distance of the existing buildings on the same block facing the same street within a radius of 250 feet.*
 - B. Or the same distance as at least 30% of the buildings on same block facing the same street within a radius of 250 feet.*
- This distance may be adjusted by as much as 30%, unless all buildings on the same block facing the same street have the same setback. This distance also applies to additions to existing buildings.*

Section 27-308.2 – Setback from other buildings: The minimum distance between any new principal building and existing buildings shall be:

- A. The average distance between the existing buildings on the same block facing the same street within a distance of 250 feet from each side property line. In order to address potential concerns of health and safety, the Zoning Officer, at the Zoning Officer's sole discretion, may require a side yard setback of up to six feet.*
- B. This distance may be adjusted by as much as 30%, unless the result is less than the minimum required six-foot setback from the property line, if applicable. This distance also applies to additions to existing buildings. The 30% adjustment may be applied only during the time of initial layout of the building on the site during the plan approval process. Field adjustments for building location may require an amended plan, subject to the discretion of the Borough or its representative. If required, an amended plan shall be submitted to the Borough for the approval process as outlined in Sections 200, A200, A200.1, 201, 201, and 203 of this Chapter.*



Section 27-308.3. – Setback from rear lot line: The minimum distance of any new principal building from the rear lot line shall be:

A. The average rear yard distance of the existing buildings on the same block facing the same street within a radius of 250 feet.

This distance may be adjusted by as much as 50%. This distance also applies to additions to existing buildings.

Section 27-308.4 – Setbacks in undeveloped areas: Except for lots of one acre or more, in cases where a new principal building is being proposed on an area of the Neighborhood Residential District or the Traditional Town Neighborhood District where no block structure exists or where there are fewer than four existing principal buildings on the block facing the same street, the applicant shall use the closest block with at least four principal buildings facing the same street to determine the size, setbacks and height of new buildings. For lots of an acre or more in the Neighborhood Residential and Traditional Town Neighborhood, see Section 403, Large Lot Conditional Uses.

Section 27-308.5 – Setbacks for corner lots:

A. For buildings to be constructed at the intersection of two streets, the setback for the side of the building shall be:

- 1. The average distance of the existing buildings adjacent to the same corner.*
- 2. Or the same distance as at least one of the buildings adjacent to the same corner.*

B. Whenever possible, the entrance shall be located on the corner.

A Zoning Tabulation shall be provided to demonstrate compliance with the applicable dimensional requirements set forth in the referenced Ordinance section, subject to approval of the Pottstown Borough Zoning Officer.

13. *Section 27-319.2 – Permitted Uses.*

Section 27-319.5 – Existing Building Conditional Uses

Section 27-319.6 – Special Exceptions

The use of the existing building shall be noted on the Plan, along with reference to whether the use is conforming or non-conforming.

14. *Section 27-600.1 – Off-street parking and loading provisions as set forth in these Parts shall be required in all instances, except the remodeling of existing buildings as follows*

Section 27-600.1.A. – In the event of a change of an existing use in an existing building, no additional off-street parking shall be required if the total floor space does not increase and if the new existing use does not require any more spaces under this Part than the use it replaces.



A Parking Tabulation shall be provided to demonstrate compliance with the applicable parking requirements set forth in the referenced Ordinance section, subject to approval of the Pottstown Borough Zoning Officer.

General Comments:

15. The Applicant shall verify the lot sizes provided on the Plan and revise them as necessary to coincide with the lot sizes recorded in the Montgomery County parcel records.

Other Agency Approvals:

- A. Fire Marshall, Borough of Pottstown
- B. Zoning Officer, Borough of Pottstown

Please note that Plan resubmission may result in additional comments.

Please feel free to contact me with any questions or concerns.

Best Regards,
Cedarville Engineering Group, LLC

Robert E. Flinchbaugh, P.E.
Senior Municipal Manager

cc: Charles D. Garner, Esquire, Pottstown Borough Solicitor
Keith A. Place, Pottstown Borough Director of Licensing and Inspections
Winter Stokes, Pottstown Borough Zoning / Planning Administrator
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