



TOWNSHIP OF ABINGTON

Office of the Township Manager

MEETING NOTES

October 4, 2018 4 p.m.

TO: Richard J. Manfredi, Township Manager

DATE: OCTOBER 4, 2018

SUBJECT: VPRB MEETING

REFERENCE: MEETING NOTES VPRB

ATTENDEES: BOB GREAVES, CHAIRMAN, COMMISSIONER SPIEGELMAN, SHAUN LITTLEFIELD, LORENA TRUJILLO, CATHY GAUTHIER, MARIA WYRSTA, OFFICE MANAGER, LORA LEHMANN, RESIDENT

SUMMARY:

General Discussion:

Review of revised vacant property registration forms; agreed to use the term "nonresidential" and not "commercial" on the forms; Engineering/Code Department has been added to form; added definition of "vacant property" and "60% requirement" from ordinance to the Summary of Registration Requirements form. Registration statement is valid for a period of one-year regardless of when fee is paid, so applicant can register the building without having to pay the fee one-year from the date of the initial registration period. Signature requirement: principal owner or designated agent(s) to be listed on the form. Number of units on the parcel was removed from the form; applicants should be able to attach photos when available to the form; remove the word "reasonable" and add "market" terms; add header box: to be completed by Engineering/Code Department and submission of form can be sent via email.

Forms will be a PDF file, so they can be filled out on screen and submitted electronically as well as be accessed from mobile devices. Form will be revised and forwarded to VPRB members and then final version will be sent to Township Manager for review and then posted on Township website. Fee waiver is per Ordinance No. 2156.

September meeting minutes were approved.

Site updates: the list of properties have been updated. After forms are posted, letters/emails will be sent to property owners notifying them about the new waiver process. Waivers will be reviewed by

VPRB with a recommendation to the Township Manager. The Township Manager will send the waiver request to the Board of Commissioners for review.

Regarding property located 878 Township Line Road; ZHB case last month was continued until this month as there is a neighborhood informational meeting scheduled for October 15th.

Next meeting of VPRB will be held on November 1, 2018.

Meeting adjourned at 5:03 p.m.

Action Items and Responsibility:

Revise vacant property registration forms into final version.

After forms are posted, send letters/emails to property owners notifying them about the new waiver process.

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