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**TO:** Mt. Lebanon Commission  
**FROM:** Keith A. McGill, Municipal Manager  
**DATE:** Revised May 8, 2017  
**SUBJECT:** Agenda – Regular Meeting – May 9, 2017 – 8 p.m.

Call to Order – Pledge of Allegiance to the Flag – Roll Call

- SS 1. **Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
  - Manager’s announcements (Manager McGill)
  - Community highlights (Commission Vice President McLean)
- SS 2. **Junior Commissioner Elizabeth Gladden comments (presentation of gift/last meeting).**
- SS 3. **Citizens Comments.**
- JB 4. **Consideration of the [minutes](#) from the Regular Meeting held April 11, 2017. - passed**

*Recommended Action:* Move to approve the minutes.

- KF 5. **Public hearing on Ordinance ([Bill No. 5-17](#)) to clarify and update a number of provisions in the Zoning Code. – hearing held**

The proposed ordinance would amend Chapter XX of the Mt Lebanon Code, entitled “Zoning,” to clarify and update a number of provisions in the Zoning Code. The Ordinance includes amendments to uses, clarifications on side yards and setbacks, clarification of clauses relating to the Comprehensive Plan and Pennsylvania Department of Environmental Protection, the addition of requirements for medical marijuana and self-storage facilities, additional definitions, and an amendment to the provisions on methadone clinics.

On March 28, 2017, the Planning Board recommended approval of the Ordinance.

This ordinance was introduced on April 11, 2017.

*Recommended Action:* Conduct the public hearing.

- SM 6. **Introduction of Ordinance ([Bill No. 6-17](#)) to amend the Zoning District Map for 121 Mt. Lebanon Boulevard. - introduced**

The proposed ordinance would amend the Zoning District Map. The Ordinance is that the Mt. Lebanon Zoning District Map made a part of the Zoning Ordinance in Section 106.3.1, of Chapter XX, “Zoning,” shall be amended by changing the zoning classification of the following certain property from R-1 Single-Family Residential District to R-4 Multi-Family Mixed-Residential District.

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The property at 121 Mt. Lebanon Boulevard is acquiring 1,459.42 square feet of property from the adjoining properties at 124 Rock Haven Lane and 128 Rock Haven Lane as part of the Hoffman-Ung-Lee Subdivision Plan that was approved by the Commission on April 11, 2017. The property at 121 Mt. Lebanon Boulevard is part of the R-4 zoning district, and the properties on Rock Haven Lane are part of the R-1 zoning district. The request would rezone the 1,459.42 square feet of property that is being consolidated with the property at 121 Mt. Lebanon Boulevard from R-1 to R-4.

On March 28, 2017, the Planning Board recommended approval of the Ordinance.

Recommended Action: SM 1. Introduce Ordinance (Bill No. 6-17).  
SS 2. Set the public hearing for June 13, 2017.

SM 7. **Introduction of Ordinance (Bill No. 7-17) to amend the Zoning District Map by Extending the Continuing Care Overlay District.** - removed

The proposed ordinance would amend the Zoning District Map. The Ordinance is that the Mt. Lebanon Zoning District Map, made a part of the Zoning Ordinance in Section 106.3.1 of Chapter XX "Zoning," shall be amended by adding a certain property to the Continuing Care Overlay District.

All that certain parcel of land, being Block and Lot 251-F-140, is located at the corner of Connor Road and Terrace Drive. Northpoint Senior Living Development has requested the amendment to the zoning district map.

On April 25, 2017, the Planning Board was split in their recommendation of the Ordinance.

Recommended Action: SM 1. Introduce Ordinance (Bill No. 7-17).  
SS 2. Set the public hearing for June 26, 2017.

KF 8. **Introduction of Ordinance (Bill No. 8-17) to amend Section 609.1 of Chapter XX of the Municipal Code, entitled "Zoning" to reduce the minimum lot size for a Continuing Care Facility.** - removed

The proposed ordinance would amend Chapter XX of the Mt Lebanon Code, entitled "Zoning," to reduce the minimum lot size for a continuing care facility.

Northpoint Senior Living Development has requested a text amendment to Chapter XX of the Mt. Lebanon Code, entitled "Zoning," to amend Section 609.1. The requested Ordinance Amendment would reduce the minimum lot size requirement for a continuing care facility from 5.0 acres to 4.5 acres.

On March 28, 2017, the Planning Board recommended against approval of the Ordinance.

Recommended Action: KF 1. Introduce Ordinance (Bill No. 8-17).  
SS 2. Set the public hearing for June 26, 2017.

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**JB 9. Consideration of Resolution No. R-7-17 for a Planning Module for the Proposed Beyond Self-Storage Facility at 512 Castle Shannon Boulevard. - passed**

As a part of the land development permit process, the Pennsylvania Department of Environmental Protection (PADEP) requires a Planning Module to be submitted to account for the sewage from the proposed Beyond Self-Storage facility at 512 Castle Shannon Boulevard. The standard resolution associated with the Planning Module is an update to the Municipality's "Official Sewage Facilities Plan" to include the development.

The Municipal Engineer has reviewed the document and recommends adoption of the resolution and transmitting it to the PADEP.

*Recommended Action:* Move to adopt Resolution R-7-17 for the Plan Revision for New Land Development for the Beyond Self-Storage facility at 512 Castle Shannon Boulevard and transmit the Planning Module to the PADEP.

**KF 10. Consideration of Resolution No. R-8-17 for a Planning Module for the Proposed Uptown Place Land Development at 770 Washington Road. - passed**

As a part of the land development permit process, the Pennsylvania Department of Environmental Protection (PADEP) requires a Planning Module to be submitted to account for the sewage from the proposed Uptown Place land development at 770 Washington Road. The standard resolution associated with the Planning Module is an update to the Municipality's "Official Sewage Facilities Plan" to include the development.

The Municipal Engineer has reviewed the document and recommends adoption of the resolution and transmitting it to the PADEP.

*Recommended Action:* Move to adopt Resolution R-8-17 for the Plan Revision for New Land Development for the Uptown Place land development at 770 Washington Road and transmit the Planning Module to the PADEP.

**SM 11. Consideration of Final Approval for the Toner Plan Revision No. 2. - passed**

The Planning Board reviewed this plan at its meeting on January 24, 2017. The Board voted in favor of a motion to recommend final approval of the Toner Plan Revision No. 2, subject to the Engineer's review comments in a letter dated January 19, 2017. All engineering comments have been addressed.

The plan will subdivide Parcel B of the Toner Plan, currently identified as lot and block 97-F-185 into two lots.

*Recommended Action:* Move to grant final approval of the Toner Plan Revision No. 2.

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**KF 12. Consideration of Final Approval for the Senior Apartments of Mt. Lebanon Site Development Plan. - passed**

At its meeting on Tuesday, February 28, 2017, the Planning Board voted in favor of a motion to recommend final approval for the Senior Apartments of Mt. Lebanon Site Development Plan. The developer has requested a modification of Section 704.1 of the Subdivision and Land Development Ordinance not to install sidewalks for the development along McNeilly Road due to the fact that there are no other sidewalks on adjoining properties to provide a connection. The developer also has requested a modification to the Mt. Lebanon Code, Chapter XVI, Subdivision and Land Development, Appendix III Required Plant List, to allow for the planting of several Acer campestre and ornamental grasses not currently provided for on the list. All engineering comments related to the application have been satisfied.

Senior Apartments of Mt. Lebanon, LP is requesting final approval of a land development plan to construct a 60-unit multi-family building with parking and associated infrastructure at 2904 Castlegate Avenue.

Recommended Action: Move to:

1. Grant the requested modification to Chapter XVI of the Mt. Lebanon Code, Subdivision and Land Development, Section 704 Sidewalks. Grant the requested waiver to Section 704.1 requiring that sidewalks be installed along all portions of a property abutting a street as recommended by the Municipal Engineer. The abutting properties do not have sidewalks.
2. Grant the requested modification to Chapter XVI of the Mt. Lebanon Code, Subdivision and Land Development, Appendix III Required Plant List to allow the planting of several Acer campestre and ornamental grasses not currently provided for on the list.
3. Grant final approval of the Senior Apartments of Mt. Lebanon Site Development Plan conditioned on the execution and approval of the required development agreement and conditioned upon receipt of the required amenities bond.

**SM 13. Consideration of the execution of the Development Agreement between Senior Apartments of Mt. Lebanon, LP and Mt Lebanon for the Senior Apartments of Mt. Lebanon Site Development Plan. - passed**

At tonight's meeting, the Mt. Lebanon Commission granted final approval for the Senior Apartments of Mt. Lebanon Site Development Plan.

One of the requirements for final approval is the development agreement that addresses such issues as posting of an amenities bond or letter of credit for the required public and private

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improvements, submission of a cash deposit, and any other provisions or conditions that may be required by the municipality.

Recommended Action: Move to authorize the proper municipal officials to execute the Development Agreement between Senior Apartments of Mt. Lebanon, LP and Mt. Lebanon for the Senior Apartments of Mt. Lebanon Site Development Plan.

**KF 14. Consideration of Final Approval for the Uptown Place Consolidation Plan. - *passed***

The Planning Board reviewed this plan at its meeting on July 26, 2016. The Board voted in favor of a motion to grant preliminary approval and recommend final approval of the Uptown Place Consolidation Plan, subject to the Engineer's review comments in a letter dated July 20, 2016. All engineering comments have been addressed.

The plan will consolidate three adjacent lots located on Washington Road into one lot.

Recommended Action: Move to grant final approval of the Uptown Place Consolidation Plan.

**JB 15. Consideration of Final Approval for the Uptown Place Land Development Plan. - *passed***

At its meeting on Tuesday, March 28, 2017, the Planning Board voted in favor of a motion to recommend final approval for the Uptown Place Land Development Plan conditioned on the engineer's review comments in a letter dated March 24, 2017.

All engineering comments related to the application have been satisfied.

Rolling Lambert Building Company, Inc. is requesting final approval of a land development plan to construct five single-family attached dwellings at 770 Washington Road.

Recommended Action: Move to grant final approval of the Uptown Place Land Development Plan conditioned on the execution and approval of the required development agreement within 60 days and the receipt of the financial securities detailed in the development agreement.

**SM 16. Consideration of Final Approval for the Beyond Self-Storage Land Development Plan. - *passed***

At its meeting on Tuesday April 25, 2017, the Planning Board voted in favor of a motion to recommend final approval for the Beyond Self-Storage Land Development Plan conditioned on the engineer's review comments in a letter dated March 24, 2017.

All engineering comments related to the application have been satisfied.

NorthPoint Development, LLC has an equitable interest in the property located at 512 Castle Shannon Boulevard. The developer received a variance for the use of a self-storage facility on the property and a variance that off-street parking requirements would comply with §817.5.1

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of the Zoning Code. The developer is requesting final approval of a land development plan to construct a self-storage facility.

Recommended Action: Move to:

1. Grant requested modification to Chapter XVI of the Mt. Lebanon Code, Subdivision and Land Development, Section 809 Stormwater Conveyance and Management. Grant the requested waiver to Section 809.4.7.3 to reduce the minimum required separation between the top of the pond and the crest elevation of the emergency spillway from 2 feet to 1.5 feet.
2. Grant requested modification to Chapter XVI of the Mt. Lebanon Code, Subdivision and Land Development, Section 809 Stormwater Conveyance and Management. Grant the requested waiver to Section 809.4.7.7 to reduce the required separation between a 25-year storm event and the crest elevation of the emergency spillway from 1 foot to 0.25 feet.
3. Grant final approval of the Beyond Self-Storage Land Development Plan conditioned on the execution and approval of the required development agreement within 60 days and the receipt of the financial securities detailed in the development agreement.

**JB 17. Consideration of Neighborhood Sign Policy. - passed**

The policy outlines a procedure by which a neighborhood group may request to petition the Municipality to permit the installation of a Neighborhood Identification Sign within a traffic island in a specific neighborhood.

Recommended Action: Move to adopt the Neighborhood Sign Policy.

**JB 18. Consideration to execute an Agreement with the Borough of Castle Shannon and Shannon Transit Village LLC. - passed**

A traffic study will be required in connection with the proposed development on the Castle Shannon Park and Ride lot located at the intersection of Castle Shannon Boulevard and Mt. Lebanon Boulevard. The proposed agreement sets forth details of this study, include the effect on three traffic signals currently maintained by the Municipality on Castle Shannon Boulevard at the following intersections: Mt. Lebanon Boulevard; Anawanda Boulevard; and Scott Road/Sunset Drive.

Recommended Action: Move to authorize the execution of this agreement subject to the approval of the Manager and the Solicitor of any minor revisions to the agreement.

**KF 19. Consideration of an Award for Mt. Lebanon's 2017 - 2018 Insurance Program. - passed**

The non-employment-related insurances for the municipality expire on June 5, 2017. This includes property, equipment, crime, automobile, general liability, professional and umbrella coverages. For the upcoming year, the quote from MRM PLT, the insurance pool that currently insures the municipality, is \$341,863. There are minimal changes to the coverage, deductibles or limits for the

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next year. The general fund will be responsible for \$318,716, and the parking fund will pay \$23,147.

Recommended Action: Move to authorize the placement of insurance for 2017-2018 with the MRM PLT insurance pool at a premium of \$341,863.

**SM 20. Consideration of an Agreement for Professional Services. - passed**

On April 7, 2017, the municipality issued a Request of Proposals for construction management services for the Public Works Facility and Firing Range projects. Six responses were received and reviewed by Staff and the Engineer.

After consideration and discussion, the Engineer recommends that the Commission award the contract to TEDCO Construction Corporation. The not-to-exceed amount for pre-construction services is \$25,000. The estimated cost of construction phase services is \$104,960.

Recommended Action: Move to authorize the proper officials to execute the contract with TEDCO Construction Corporation, in a form as reviewed and approved by the Manager and Solicitor, with a not-to-exceed amount for preconstruction services of \$25,000 with an option for the construction phase services not to exceed \$104,960.

**JB 21. Consideration of Bids for Custodial Building Maintenance. - passed**

On April 5, 2017, two bids were received for the custodial building maintenance contract. Five contractors took part in the mandatory pre-bid walk-through of the Municipal facilities.

The bid results are as followed:

2017 Custodial Services Bid Results						
Half Year Term: June 1, 2017- Decemnrber 31, 2017						
Location	PSB	Library	Municipal Bld	Tennis Center	Total Cost/Month	Total Cost/Year
Signature Building Services	\$3,840.00	\$1,820.00	\$2,280.00	\$415.00	\$8,355.00	\$58,485.00
Evergreen Facility Services	\$3,930.00	\$2,350.00	\$2,320.00	\$435.00	\$9,035.00	\$63,245.00
Renewal Year 1: Jan 1, 2018- Decemnrber 31, 2018						
Location	PSB	Library	Municipal Bld	Tennis Center	Total Cost/Month	Total Cost/Year
Signature Building Services	\$3,840.00	\$1,820.00	\$2,280.00	\$415.00	\$8,355.00	\$100,260.00
Evergreen Facility Services	\$3,930.00	\$2,350.00	\$2,320.00	\$435.00	\$9,035.00	\$108,420.00
Renewal Year 2: Jan 1, 2019- Decemnrber 31, 2019						
Location	PSB	Library	Municipal Bld	Tennis Center	Total Cost/Month	Total Cost/Year
Signature Building Services	\$3,870.00	\$1,840.00	\$2,300.00	\$425.00	\$8,435.00	\$101,220.00
Evergreen Facility Services	\$3,990.00	\$2,450.00	\$2,390.00	\$465.00	\$9,295.00	\$111,540.00
Renewal Year 3: Jan 1, 2020- Decemnrber 31, 2020						
Location	PSB	Library	Municipal Bld	Tennis Center	Total Cost/Month	Total Cost/Year
Signature Building Services	\$3,880.00	\$1,850.00	\$2,310.00	\$435.00	\$8,475.00	\$101,700.00
Evergreen Facility Services	\$3,990.00	\$2,450.00	\$2,390.00	\$465.00	\$9,295.00	\$111,540.00

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The cleaning services are for the Municipal Building, Public Safety Center, Library and Tennis Center. The contract runs a seven-month term, from June 1, 2017 – December 31, 2017, followed by three consecutive renewal options coinciding with the calendar year. The low bid was submitted by Signature Building Services.

The 2017 budget totaled \$112,220 for all facilities. The 2017 total spent to date, and the recommended approval, totals \$103,660.

*Recommended Action:* Move to award the June 1, 2017 through December 31, 2017 contract for the custodial building maintenance to Signature Building Services in the amount of \$58,485, with the option for additional years at the Municipality's discretion, per the terms of the contract document.

- KF 22. Consideration of the expenditure list for March totaling \$2,620,410.75 and April totaling \$2,821,730.62. - passed**

*Recommended Action:* Move to approve the expenditure list for March totaling \$2,620,410.75 and April totaling \$2,821,730.62.

- SM 23. Departmental reports. - filed**

*Recommended Action:* Ask that the reports be received and filed.

- SS 24. Adjournment.**