

# Borough Of Ambler

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## **BOROUGH OF AMBLER PLANNING COMMISSION** **RULES OF PROCEDURES AND BYLAWS**

### **Article 1. General Provisions**

- 1.1 The Planning Commission of the Borough of Ambler, shall be governed by the provisions of the Pennsylvania Municipalities Planning Code ("MPC"), the "Borough of Ambler Subdivision and Land Development Ordinance", and the "Borough of Ambler Zoning Ordinance" and by these rules of procedure and bylaws.
- 1.2 The Planning Commission shall be familiar with all other ordinances under which it may be expected to act as well as with applicable state statutes such as the MPC and the Sunshine Law.
- 1.3 The Planning Commission shall become familiar with the statement of community development objectives as contained within the Zoning Ordinance or stated by reference to the community comprehensive plan.
- 1.4 Nothing herein shall be construed to give or grant to the Planning Commission the power or authority to alter or change any ordinance, which authority is reserved to the Borough Council.
- 1.5 The legal counsel to the Planning Commission shall be consulted in cases where the powers of the Planning Commission are not clearly defined.
- 1.6 The members of the Planning Commission shall be appointed by Borough Council. Membership shall consist of 9 members.
- 1.7 The commission shall elect its own chairperson, vice-chairperson, secretary, and create and fill such other offices as it may determine. Officers shall serve annual terms and may succeed themselves.

## **Article 2. Officers and Duties**

- 2.1 **ELECTION.** The Planning Commission shall, at its annual organizational meeting, elect from its own membership, officers which shall consist of a chairperson, a vice-chairperson, and a secretary. These officers shall serve annual terms as such and may succeed themselves.
- 2.2 **CHAIRPERSON.** The chairperson shall perform all duties required by law, ordinance and these rules; shall preside at all meetings of the Planning Commission; shall decide on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Planning Commission; shall appoint any committees found necessary to carry out the business of the Planning Commission.
- 2.3 **VICE CHAIRPERSON.** The vice chairperson, in the absence, disability or disqualification of the chairperson, shall perform all the duties and exercise all the powers of the chairperson.
- 2.4 **SECRETARY.** The secretary shall record and maintain permanent minutes of the Planning Commission's proceedings, shall keep a record of attendance of members, shall keep records of the Planning Commission's examinations and other official actions; shall file Planning Commission minutes and records in the municipal office, which minutes and records shall be a public record; and shall submit a report of the Planning Commission's activities to the governing body once a year or as required by the governing body.
- 2.5 **VACANCIES.** The Planning Commission shall promptly notify the governing body of any vacancies which occur. Should a vacancy occur among the officers of the Planning Commission, such office shall be filled by election, for the unexpired term, at the next meeting of the full Planning Commission.

## **Article 3. Meetings**

- 3.1 **REGULAR MEETINGS.** The regular meeting of the Planning Commission shall be held on the fourth Tuesday of each month at 7:00 P.M. at the Borough of Ambler Municipal Building.
- 3.2 **ANNUAL MEETING.** The annual organizational meeting of the Planning Commission shall be the first regular meeting of the year.
- 3.3 **SPECIAL MEETINGS.** Special meetings may be called by the chairperson at his/her discretion or upon the request of five other Planning Commission members provided that public notice shall be given as required.

- 3.4 PUBLIC NOTICE. The Planning Commission shall hold all meetings at specified times and places of which public notice shall be given.
- (A) Public notice of the schedule of regular meetings shall be given once for each calendar year and shall show the regular dates, time and place at which meetings are held. This notice shall be given in a newspaper of general circulation within the municipality at least seven (7) days prior to the time of the first regularly scheduled meeting. Meeting dates are also to be posted to the Borough website.
  - (B) Public notice of each special meeting and of each rescheduled regular meeting shall be given in a newspaper of general circulation within the community at least seven (7) days prior to the time of the meeting. Meeting dates are also to be posted to the Borough website.
- 3.5 QUORUM. A quorum shall be not less than a majority of all members of the Planning Commission and is required for any decision or official action by the Planning Commission, except as modified herein.
- 3.6 CANCELLATION OF MEETINGS. Regular meetings may be cancelled by the chairperson when there are no applications pending or other business to transact or in the event of unforeseen circumstances such as severe weather. As a courtesy to the public, notice of such cancellation shall be posted at the place of the meeting and Borough website.

#### **Article 4. Order of Business**

- 4.1 PROCEEDINGS. All meetings of the Planning Commission may proceed as follows:
- (A) Meeting called to order;
  - (B) Roll call and declaration of quorum;
  - (C) Approval of minutes;
  - (D) Reading of correspondence.
  - (E) New business;
  - (F) Old business;

(G) Adjournment.

- 4.2 PUBLIC COMMENT. Public comment regarding an agenda item must be directed to the Planning Commission. Once the Planning Commission has completed its discussion, the Planning Commission Chairperson will open the floor to comments/questions from the public regarding the agenda item. Members of the public speaking will need to state their name and address for the record. Members of the public in attendance are asked to please not engage the speaker. While it will not be the practice of the Planning Commission to answer all questions or engage in dialogue with the speaker, this may occur at the Planning Commissions discretion. Public comment may be limited to a maximum duration per individual at the Chairperson's discretion.

## **Article 5. Planning Commission Functions**

- 5.1 The Planning Commission shall at the request of Borough Council have the power and shall be required to:
- (A) Prepare the comprehensive plan for the development of the municipality as set forth in this act, and present it for the consideration of the Borough Council.
  - (B) Maintain and keep on file records of its action. All records and files of the Planning Commission shall be retained at Borough Hall.
  - (C) Prepare and submit a report of the Planning Commission's activities to the governing body once a year or as required by the governing body.
- 5.2 The Planning Commission at the request of the Borough Council may:
- (A) Make recommendations to the governing body concerning the adoption or amendment of an official map.
  - (B) Prepare and present to the Borough Council a zoning ordinance, and make recommendations to the governing body on proposed amendments to it as set forth in the Pennsylvania Municipalities Planning Code.
  - (C) Prepare, recommend and administer subdivision and land development and planned residential development regulations, as set forth in the Pennsylvania Municipalities Planning Code.

- (D) Do such acts or make such studies as may be necessary to fulfill the duties and obligations Imposed by the MPC.
- (E) Prepare and present to the governing body of the municipality an environmental study.
- (F) Submit to the governing body of the municipality a recommended capital improvements program.
- (G) Promote public interest in, and understanding of, the comprehensive plan and planning.
- (H) Make recommendations to governmental, civic and private agencies and individuals as to the effectiveness of the proposals of such agencies and Individuals.
- (I) Hold public hearings and meetings.
- (J) Present testimony before any board.
- (K) Require from other departments and agencies of the municipality such available information as relates to the work of the planning agency.
- (L) In the performance of its functions, enter upon any land to make examinations and surveys with the consent of the owner.
- (M) Prepare and present to Borough Council a study regarding the feasibility and practicability of using renewable energy sources in specific areas within the municipality.
- (N) Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.
- (O) Complete all other activities as requested by Borough Council

## **Article 6. Official Representation**

- 6.1 Any member of the Planning Commission must have the majority support of the Planning Commission when speaking on behalf of the Planning Commission in any public forum. If a member wishes to speak on an issue in a public forum, said member shall present his or herself as speaking as a private citizen and not on behalf of the full Planning Commission.

## Article 7. Amendments

- 7.1 These bylaws may be amended by a majority vote of the entire membership of the Planning Commission from time to time.

Adopted by vote of eight those In favor who were in attendance and zero opposed at a public meeting of the Planning Commission on March 25, 2025.

Attested:

A handwritten signature in cursive script, appearing to read "John Oswald", written over a horizontal line.

John Oswald, Chairperson

A handwritten signature in cursive script, appearing to read "Carol Ann DiPietro", written over a horizontal line.

Carol Ann DiPietro, Secretary