

Meeting Minutes
Lemoyne Planning Committee
Tuesday – January 15, 2008

Members Present: Barb Byrem, Dick Crowley, Susan West, Boyd Howard, Jay Stark
Staff Present: Ron Frank (Codes Enforcement), Shireen Farr (Borough Council President)
Visitors: Matt Jones, *Cumberland County Planning Commission* (CCPC)
Projects & Presenters on Agenda: Ordinance Updates
Attached or Referenced Exhibits:

1. Sample property maintenance ordinances from other municipalities (attached).

The regular monthly meeting of the Lemoyne Planning Commission (LPC) was called to order at 6:30 pm.

LPC Business:

Prior minutes: Motion to approve minutes of November LPC meeting by Mr. Crowley, second by Mr. Howard, who advised of correction to show Mr. Jones as representative of CCPC rather than TCRPC Minutes. Approved 4-0.

Election of Committee officers for new cycle: Mr. Stark nominated Mr. Howard as chairman. Discussion centered around desire by LPC members that Mr. Howard should continue in secretarial role given everyone's general satisfaction with the minutes. As no other committee members consented to serve as secretary, Mr. Howard agreed to attempt to continue in this role, as well as chair the meetings, if desired by the committee. Mr. Stark again nominate Mr. Howard as chairman as well as secretary (conditionally upon successful execution), seconded by Ms. Byrem, passed 3-1-1.

Ordinance Discussion:

Ms. West explained the intended process of ordinance approvals within the Borough as regards committee recommendations, legal review, advertisement, and approval by Council. There was general agreement that the LPC should be sure to have on-hand the latest updated Borough ordinances as we consider any recommended changes, and that ordinance changes are more efficiently administratively processed in bulk, rather than piecemeal. Mr. Howard suggested that there may be various planning-related ordinances beyond the basic Zoning Ordinance (Chapter 27) and Subdivision & Land Development ("SALDO", Chapter 22), and questioned whether the "green book" of codified ordinances that is maintained in the Administration office has been consistently kept up to date. It was generally thought that it has not been. Ms. West indicated that the Borough had allocated money years ago to re-codify the ordinances, but this has not been accomplished. Mr. Jones concurred that maintaining properly codified ordinances is very important to any municipality, and advised that an effort should be made to confirm the status of our codified ordinances. LPC members agreed that this was important to accomplish ASAP, particularly in light of forthcoming updates that will be needed related to the Comprehensive Plan work. Ms. Farr agreed to see that this gets addressed through appropriate committee or administrative channels.

Key ordinances that affect the LPC plan review process include the Zoning Ordinance (last updated in Feb. 2000) and the SALDO (last updated Nov. 1966). Mr. Howard also suggested that various other chapters within the Codified Ordinance fall within the purview of municipal planning such that they could overlap with typical Zoning Ordinance requirements. Some of

these might also be considered by LPC. It was agreed that LPC needs to know that our working copies of these ordinances are up to date, and that we each have copies of ordinances that are appropriately addressed by the LPC. Since the LPC “serves at the pleasure of Council”, and the Borough has established other somewhat related committees, it may also be appropriate for Council to advise LPC as to the intended breadth of LPC’s role in revisiting the municipal ordinances.

With regard to the appropriateness of the LPC addressing various ordinances, Mr. Jones advised that LPC can address any issue we desire provided that the Municipal Planning Code (distributed to all members last month) empowers us to do so, and he again encouraged us each to review the MPC’s content. He advised that it is not particularly important what administrative form a revised ordinance may take (for instance, whether revisions to the ordinances related to “Signs” remain part of the larger Zoning Ordinance, or become a stand-alone ordinance under codified Chapter 19).

Round-table discussions at both this and prior meetings touched on property maintenance issues, junk cars, signage within the Borough, and allowable uses, among others. As requested at the last meeting, Mr. Jones provided a collection of sample ordinances (attached) particularly related to property maintenance concerns, and he suggested that Mr. Kirk Stoner at the CCPC is a good resource for other sample ordinances.

Mr. Howard reiterated the need to direct LPC’s attention in a focused manner toward specific ordinance recommendations that can be advanced to the Ordinance Committee and/or Council. The Borough will be required to update ordinances consistent with the Comprehensive Plan, and recent guidance from Borough administration was that some the work that the LPC might undertake regarding Zoning and SALDO might be better done after seeing recommendations from the Tri-Borough Comprehensive Plan Committee. Mr. Stark refuted that any formal meeting with Borough Administrators was held last month, but only limited casual conversations along these lines.

Since LPC began some time ago to look at the requirements within the Zoning Ordinance related to signage, it was agreed that this would be our immediate focus for recommendations. Mr. Howard will distribute a copy of the E.Pennsboro signs chapter, merely as a sample that differs from Lemoyne’s, and to investigate the “Streetscape Plan” that has been commissioned by the Revitalization Committee, as there may be a vision for Borough signage of which the LPC is unaware. All LPC members were asked to revisit our ordinance chapter on signs, and consider for discussion next month what improvements are desired. Via these minutes, LPC will alert Ms. Farr and Council of the need to investigate the status of the codified ordinances.

Minutes prepared by



Boyd Howard
Chairman & Secretary,
Lemoyne Planning Committee
January 29, 2008