

DRAFT

**Meeting Minutes
Lemoyne Planning Committee
Tuesday – March 18, 2008**

Members Present: Barb Byrem, Dick Crowley, Susan West, Boyd Howard

Members Absent: Jay Stark

Staff Present: none.

Visitors: Omar Syed, *Cumberland County Planning Commission (CCPC)*

Projects & Presenters on Agenda: Ordinance Updates

Attached or Referenced Exhibits:

1. Sample signs ordinances and references (not copied).
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The regular monthly meeting of the Lemoyne Planning Commission (LPC) was called to order at 6:30 pm. It is noted that the regularly scheduled February LPC meeting was attended only by Ms. West and Ms. Byrem, with Mr. Syed present from CCPC. Lacking a quorum, no official actions were taken. Mr. Syed provided a collection of sample signs ordinances as requested in a prior email from Mr. Howard, and discussed the ordinance amendment process with the LPC members who were present. No minutes were prepared.

LPC Business:

Prior minutes: Motion to approve minutes of January LPC meeting by Mr. Crowley, second by Ms West. Mr. Howard will insert Codified Ordinance chapter numbers for Zoning and SALDO. No other corrections. Approved 4-0.

Election of Vice Chairman: Ms. Byrem nominated Ms. West to Vice-Chair, second by Mr. Crowley. Carried 4-0.

Discussion by Mr. Howard that his serving dual Chair/Secretarial role may pose conflict when plans must be signed. Mr. Syed confirmed that there should be two individuals. As there are no plans presently before the LPC, this issue was temporarily tabled.

Related Committee Activities:

Mr. Howard reported on recent discussion by the Streets & Sidewalks Committee regarding traffic concerns along Indiana Ave. and Cumberland Road. Mr. Howard provided the Streets Committee members with reference to the "PA Traffic Calming Handbook" for consideration.

Ms. West reported that the Revitalization Committee would be attending the Zoning Committee meeting on March 19th and would be instructed to begin attending the LPC meetings for the purpose of sharing their vision and intended plans as they may relate to Planning Committee activities such as ordinance updates. Also, it is anticipated that the Zoning Committee will formally assign the task of crafting recommended revisions to the signs ordinance to LPC. It should be the goal to complete the signs revisions in time for possible approval by Council in September, in concert with Tri-borough Comprehensive Plan approval. Mr. Howard attended yesterday's Revitalization/Design Subcommittee meeting at the Kairos Design Group. The subcommittee is advancing a plan to install "Welcome to Lemoyne" signs at key gateways into the community. Other concerns relate to uniformity and size of business signage, and the means of achieving community buy-in. Mr. Craig Bachik of Kairos provided excerpts of signage recommendations that were developed for Steelton Borough to be shared with LPC.

Mr. Howard forwarded copies of Comprehensive Plan Committee draft materials from Ms. Farr to LPC members for consideration and comment. These included an updated "Community Facilities and Services Profile", "Imagine West Shore – Planning for Transportation", and "Transportation Profile". Ms. West suggested that feedback be directed to her before next Thursday meeting of Comprehensive Plan Committee. Ms. West also advised LPC that Rettew will be hosting a training session addressing planning, ordinances, and zoning that all LPC members are strongly encouraged to attend. Schedule and details will follow.

Mr. Howard and Mr. Crowley attended last weeks' TCRPC Community Outreach program in Camp Hill. Of primary interest was their introduction to the TCRPC's draft model Zoning and Subdivision & Land Development Ordinances. Mr. Howard distributed copies of the tables of contents of each document for reference, and a copy of the model Zoning ordinance chapter addressing signs for immediate consideration by LPC.

New Business:

Mr. Frank stepped into meeting to provide the "Sewage Facilities Planning Module – Component 4A, Norfolk Southern Lurgan Branch Connector Track" for processing by LPC. Mr. Jack O'Neil was contacted to provide further explanation. The module was required of Norfolk Southern by PADEP, and the plan has been under negotiation with the Borough for the last year. Mr. O'Neil related that the project will result in new sewer line and new casing for the Borough beneath both railroad lines and is a desired improvement. Mr. Howard will provide the necessary LPC review and return to Mr. O'Neil ASAP for processing with the PADEP.

Ordinance Discussion:

Discussion regarding the signs ordinance identified the following initial needs in signs ordinance revisions:

- Handling of nonconformance (OS)
- Inclusion of definitions (SW)
- Types of signs in zoning districts (BH/all)
- Lighted/moving (projecting) signs (BH)
- Abandoned signs (DC)
- Maintenance and routine inspection (DC)
- Signs not needing permits (JS)
- Fees (BB)

Topics were assigned to each LPC member with the goal of compiling useful examples on each topic from other community ordinances, comparison with Lemoyne's needs, and offering recommendations for consideration by all at the next LPC meeting. It was noted that the allowable types of signs in each district is an important topic that will require substantial consideration. It was agreed that sign sizing and uniformity of appearance are important topics that will need to be addressed, but deferred to the next phase of review.

Minutes prepared by



Boyd Howard
Chairman & Acting Secretary,
Lemoyne Planning Committee
March 31, 2008