

# MECHANICSBURG PLANNING COMMISSION

## MEETING MINUTES – JANUARY 9, 2008

### ATTENDANCE:

**Planning Commission Members:** Daryl Ackerman, Kathy Bernd, Kirk Corliss, Chris Knarr and Ed LeClear

**Absent:** Tim DeWire and Harry Baker

**Borough Council:** None

**Borough Staff:** Cliff Ressler - Codes and Zoning Officer and Trish Hammaker – Codes and Zoning Secretary

**Cumberland County Planning Commission:** None

**Applicants:** None

**Press:** None

**Others:** None

**Action Plan – Stakeholders Meeting:** January 22, 2008 @6:30 p.m. (snow date – January 29, 2008)

**Work Session:** January 30, 2008 @ 6:30 p.m.

**Next Meeting:** February 13, 2008 @ 6:30 p.m.

### ROLL CALL:

Due to reorganization, this meeting was called to order by Cliff Ressler, Codes and Zoning Officer at 6:30 p.m. Attendance was taken and a quorum was present.

### REORGANIZATION:

- 1. Chairman** – Mr. Ressler asked for nominations for Chairman. Chris Knarr nominated Kirk Corliss and Daryl Ackerman seconded the nomination. Ed LeClear nominated Chris Knarr and Kathy Bernd seconded the nomination. With no other nominations on the table, a vote was taken and Mr. Corliss was elected as Chairman. Chairman Corliss took over the meeting.
- 2. Vice Chairman** – Chairman Corliss asked for nominations for Vice Chairman. Kathy Bernd nominated Ed LeClear for the position which was seconded by Chris Knarr. With no other nominations, Mr. LeClear was elected to the position.
- 3. Secretary** – Chairman Corliss asked for nominations. Ed LeClear nominated Kathy Bernd and the nomination was seconded by Chris Knarr. With no other nominations, Ms. Bernd was elected to the Secretary position.

### APPROVAL OF MINUTES:

- 1. December 12, 2007 – Regular Meeting.** Secretary Bernd moved to approve the minutes as presented. Mr. Knarr seconded the motion which passed with all in favor. Ed LeClear abstained from the vote as he was absent from this meeting.

### CORRESPONDENCE/UPDATES:

- 1. Zoning Comments.** Chairman Corliss advised that Mr. Knarr forwarded comments to Environmental Planning and Design (EPD), the consultant. A copy of those comments was included in the member's packets.
- 2. E-Update – Pennsylvania Downtown Center.** This was included in the member's packets.
- 3. Chris Knarr Appointed to the Cumberland County Planning Commission.** Chairman Corliss advised that Mr. Knarr has been appointed to the Cumberland County Planning Commission for a four year term. Mr. Knarr was congratulated.
- 4. Cumberland County Planning Commission – 2008 Outreach Meeting Schedule.** Mr. Corliss referred to the 2008 schedule which was included in the member's packets. Mr. DeWire has been attending these meetings, but anybody else is encouraged to attend. Ms. Bernd asked if each session has the same or different topics. Chairman Corliss indicated the topics are different for each session.

### PLANS:

There were no plans to be discussed.

## **OLD BUSINESS:**

- 1. Gateway Signage.** Chairman Corliss advised that Mr. Knarr provided the attached information regarding proposed Gateway Signage. Ms. Bernd asked about the type of signage which was the second from the left on the handout stating that it gives no information. Mr. Knarr advised that this sign is for minor gateways in less traveled areas. He added that its purpose was to delineate the Borough Boundary, it is not meant to be informational.

Discussion ensued and the following suggested changes to the proposed signage were made:

- a.** Change the font from script to block lettering to make it easier to read.
- b.** Put the emblem "M" on the major gateway sign and use day glow since it will not be lit initially.
- c.** Remove the logo "a good place to live" from the main gateway signage.
- d.** Use a light grey color for the background to make the lettering easier to read.

Mr. Knarr will take these suggestions back to Main Street Mechanicsburg.

- 2. Action Plan – Stakeholder Meeting.** Chairman Corliss advised that he, Ed LeClear, Jon Stough (Borough Manager) and Councilman Humes will be meeting with Dering Consulting Group on Friday, January 11<sup>th</sup> at 3:30 PM at their office to discuss the meeting to be held on January 22<sup>nd</sup>. Mr. LeClear advised that he spoke with the consultant regarding their flexibility on the date, if it would be necessary to reschedule. They advised that they could be flexible.

Chairman Corliss advised that the letter which was sent out to those identified as "Stakeholders" and a list of people/organizations which were sent the letter, was included in the packets. He suggested that the Planning Commission members call those from the list which did not RSVP. Vice Chair LeClear stated that he feels if the date is not changed, the turn out will be low and suggested that the Commission consider changing the date to allow for more outreach and therefore, have the possibility of a higher attendance.

Mr. Ackerman advised that the list distributed did not contain all the stakeholders as identified on page 2-10 of the Comprehensive Plan. Mr. Knarr suggested that those people could be contacted via phone in an effort to get at least one person from each group or department to attend the meeting.

Chairman Corliss advised that each member could take some people from the list and call them. The members are to report back to the group, Councilwoman Humes, and Manager Stough. Discussion ensued on who would call whom. The following is the results:

Cliff Ressler, Codes and Zoning Officer will contact: John Anthony from the Chamber of Commerce, and Zoning Hearing Board, Tom Klaum from the PA Borough's Association, John Petrie, Mike Ripton from the Museum Association, Jeff Van Boskirk, Fire Chief, Washington and Citizen's Fire Company, Sue Erdman from the Library, New Hope Ministries, the Mechanicsburg Club, the Senior Center, Ron Adams from the Sewer Plant, Craig Yinger from the Highway Department, and the Borough Engineer, Steve Barber.

Vice Chair LeClear will contact: Eric Querry, Kevin Jackson, Matt Speicher, the Environmental Advisory Council (EAC), the Historic Architectural Review Board (HARB) and the Shade Tree Commission.

Chris Knarr will contact: Main Street Mechanicsburg and the Gathering Place.

In addition to being responsible for the refreshments for the meeting, Secretary Kathy Bernd will contact Susanna Reppert.

It was suggested the Councilman Humes contact: the Mayor and other Council members, and see if Charlie Ryder would contact the Mechanicsburg Area School Board, the First United Methodist Church and Backyard Ministries, and Matt Seagrist the Mechanicsburg Recreation Board.

Chairman Corliss said he would draft two follow-up Action Plan Kick-Off Meeting letters for Councilman Humes's review and approval before mailing. The first letter would be to those who have already responded. The second letter to those we have not heard from.

Vice Chairman LeClear again suggested considering changing the date to allow for more outreach. Chairman Corliss advised that they would wait until the end of next week and decide then, after the phone calls are made.

Mr. Corliss advised that it is important the meeting starts on time and ends promptly at 8:30 p.m. If not, we may not get some of the people back for future meetings. He added that the calls should be made Friday before noon.

Vice Chairman LeClear advised that both the structure of the meeting and the projects which need to be completed will be discussed at the meeting with the consultant on Friday.

**NEW BUSINESS:**

There was no new business to be discussed.

**ANY OTHER BUSINESS:**

There was no other business to be discussed.

**ADJOURNMENT:**

At 7:53p.m., LeClear moved, Knarr seconded, to adjourn the meeting. The motion carried.