

**WEST HEMPFIELD TOWNSHIP SUPERVISORS and
TOWNSHIP PLANNING COMMISSION
Joint Board Meeting April 27, 2016**

The West Hempfield Township Board of Supervisors held a Special Joint Meeting on Thursday, April 27, 2016 at the West Hempfield Township Municipal Office at 3401 Marietta Avenue, Lancaster, Pennsylvania. Chairman David Dumeyer and Board members Frank Burkhart and Naomi Martin were present. Planning Commission Members present were: Ronald Beam, John Rodman, Daniel Nonnemacher and Alice Yoder. Also in attendance were Ron Youtz, Township Manager, Benton Webber, Township Engineer, and Jodi Heffner, Zoning Officer and serving as Recording Secretary.

I. CALL TO ORDER

Chairman David Dumeyer called the meeting to order at 7:00 p.m. and led with the Pledge of Allegiance.

II. APPROVAL OF MINUTES OF MARCH 24, 2016 JOINT MEETING

Motion: Motion by Frank Burkhart, seconded by Naomi Martin, to approve the March 24, 2016 Joint Meeting Minutes as written. Motion approved, 3-0.

III. COMMUNICATIONS

A. Board of Supervisors – No report

B. Township Manager – No report

C. Residents – No residents

IV. UNFINISHED BUSINESS – REVIEW AND DISCUSSION OF DRAFT VISION STATEMENT

David Dumeyer commended Alice Yoder for her work on the draft Vision document and her compilation of the comments made at the last meeting. Mr. Dumeyer said the group may need to weed out or combine some of the items on the draft. Ron Beam suggested that the Township provide an electronic survey for residents to respond to, using a “highly agree,” “somewhat agree,” etc., scale. This would eliminate some items and prioritize the issues of greatest importance.

Mrs. Yoder explained that items 1 through 9 on the draft document are guiding principles which closely mirror some Smart Growth principles. She added items 10-14 to the document as blank spaces to be reserved for future ideas. Eventually the document can be used to write a vision statement of two to three lines that summarizes future plans for West Hempfield Township. The first page – *What do we want West Hempfield Township to look like in 2040?* – is a proposal to be discussed tonight as well as determining where and when to hold two public meetings. The meetings will be advertised and promoted to encourage resident participation. The public meeting concept mirrors what the Lancaster County Planning Commission is doing

for its *Places 2040* project. Scott Standish of LCPC and his employees have offered to help West Hempfield Township with the drafting of a vision statement. Mrs. Yoder suggested possibly holding the public meetings at St. Anne's Retirement Community. Ron Youtz also mentioned using the West Hempfield Fire Company building.

At the meeting there would be maps of West Hempfield Township spread out on tables and the people attending would have sticky notes to indicate what they really like in the Township, what they would like to see improved or more of, and what they do not like. Mr. Dumeyer suggested using color-coded sticky notes to be able to tell at a glance what the public is interested in. This process will enable discussion and subsequently generate ideas to bring back to the table for revisions to the draft Vision Statement based on public comments and input. In turn this will lead to mapping and planning for the future of the Township. Mr. Dumeyer said actionable items could be attached to each goal. He wants to insure that we have support from the public.

Mr. Rodman speculated whether the survey could be placed at an election polling place, based on the number of people who go there to vote versus the number of people who attend Township meetings. Mr. Youtz said we definitely need to get more creative in getting the word out for public participation. A suggestion to achieve this is to have an informational handout at the seven Township polling places, directing residents to a separate page on the Township website or Facebook page for Comprehensive Plan input. Mrs. Yoder said we need to brainstorm where people are already, such as Silver Spring Restaurant, Turkey Hill stores and the Hempfield Recreation Center.

Mr. Youtz said the next task is to compile which questions to ask, keeping it as condensed as possible. Mr. Beam said another step is to establish dates for the meetings. Mr. Rodman suggested using a slogan such as "What would make the Township better?" to entice people to participate. Township Engineer Ben Webber said the ideas presented thus far are good and he agreed that the language of the survey questions should be tightened up and edited for clarity and comprehension to insure they are layperson friendly. Other suggestions to increase resident input were to do a mailing, perhaps a postcard, directing people to the website to take the survey. It was agreed that a 20% resident participation rate would be ideal.

Mr. Dumeyer asked why Mrs. Yoder designated the year 2040 on the document. She said 2040 mirrors what Lancaster County is using for its comprehensive plan process. Regarding the blank lines of 10 – 14, Mr. Rodman suggested adding high density as a category. Mr. Youtz agreed, saying we have to know if the community is going to embrace that concept, based on what we have now. Mr. Webber said the higher density topic has to go with question 3 – preserving open space, farmland, natural beauty, etc. Mrs. Yoder pointed out that the survey answers would not be revealed to the public right away. Rather, the input from the first public meeting will help determine what residents want. The residents' desire to keep farmland preserved and yet have more people living in the Township is an issue that definitely needs to be addressed. She also said the meetings must maintain a positive aspect rather than becoming a complaint session about too much traffic, too much congestion and so on.

Mr. Youtz explained the Township is required to update its Comprehensive Plan every 10 years. It was last updated in 2007; therefore a new plan should be adopted in 2017. However, we believe there is no real penalty if the Township does not adopt one by 2017. However, we should set a target date for completion by the end of 2017. The Comprehensive Plan, besides being a useful and viable document, will also impact the revisions to the Zoning Ordinance and the SALDO plan, and public input is key.

Mr. Webber asked who would spearhead the Comprehensive Plan revision – Township staff, the Planning Commission, or a combination of sources. Mrs. Yoder reminded the group that the County Planning Commission has offered to help with the drafting process. Mr. Youtz said if we get the mailing out and direct people to the website, it will facilitate input and will also attest to the transparency of the Township. There was some discussion about whether to hold one or two public meetings. It was agreed that it is vital to attract people to the initial meeting, direct them to the website to take the survey, and tell their neighbors and meeting non-attendees to participate in the process. A special edition of the Township newsletter could be sent to residents, focusing on the new building plan and the Comprehensive Plan revision process. Also, adding Comprehensive Plan information to the Township website can be accomplished along with other planned website expansions, according to Mr. Youtz.

The first public meeting, introducing the public to the Comprehensive Plan update, is set for July 13. The required pre-meeting steps are numerous, including compiling the information and questions, advertising the meeting, and sending out the mailer and/or newsletter, etc. The invitation mailer should be sent out one month prior to meeting date.

Timeline and dates decided:

- Create list of questions; edit for clarity
- Update/create survey page on website
- Mail out postcards with meeting notification/information; post flyers advertising meeting: **Friday, July 1, 2016**
- Hold first meeting: **Wednesday, July 13, 2016 – 7:00 to 9:00 p.m. – location TBA**
- Report on what information was received at first meeting. Send out second mailing asking for more input; open the website for input, ask what issues were missed or if additional items need to be discussed. Give residents 30 days to complete this process.
- Send out mailing 30 days prior to second meeting: **Monday, August 15, 2016**
- Hold second meeting: **Wednesday, September 14, 2016 – location and time TBA**
- Collate and finalize resident input. This could coincide with the timing of Fall Newsletter, and results could be included in that issue: **Wednesday, September 28, 2016**

Mr. Youtz explained that a new Township Directory (the last one was done in 2005) is in the preliminary stages of production. This publication costs the Township virtually nothing due to paid advertising. It may be possible to include information about the new building and the Comprehensive Plan in the directory publication. He will find out at what production stage the Directory is and see if the above-mentioned information can be included in this printing. If that is the case, the Township can be the driving force dictating when the Directory is distributed.

Mr. Youtz will also look for a location to hold the meeting. Other meeting sites suggested were the West Hempfield Fire Company chicken barbeque, Hempfield United Methodist Church, Farmdale Elementary, or the Jay Group building.

With so many tasks to be addressed, Ben Webber volunteered to help expedite this process. Alice Yoder will contact Lancaster County Planning Commission and will create a Gantt Chart (used for project management) for the Comprehensive Plan process. Mr. Youtz will help in obtaining information from LCPC. Mr. Webber will draft the content information for the first mailing. Website updates could possibly be handled by the LCPC and Triscari, the website developer for the Township. John Rodman will look into possible meeting locations/logistics, and Ron Youtz will get up-to-date information on the progress of the Community Map publication and if there is space in it for including Comprehensive Plan information.

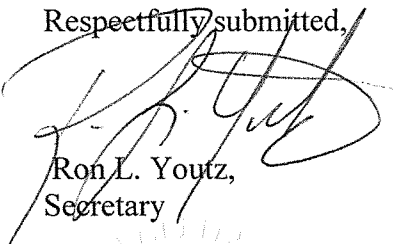
At the next meeting Mr. Webber said it should be determined what type of maps to use at the public meetings. The maps need to be easy to read, sized appropriately, easy to designate "where do I live/where is my house," with major roads labeled and zoning districts clearly differentiated. Mr. Rodman suggested that the maps be projected onto a wall or other surface. Mr. Youtz suggested utilizing Permit Manager, the software program used by the Township, at the meeting. The program can automatically pinpoint where a resident lives, what zoning district it is in, give an aerial view of the property and more information. Also, supplies for the meeting will need to be assembled, along with any necessary electronic requirements.

IV. ADJOURNMENT

Pursuant to discussion, it was agreed that the group will meet again in three weeks on Thursday, May 19, 2016 at 7:30 p.m., following the Planning Commission meeting.

Motion: Motion by Frank Burkhart, seconded by Naomi Martin, to adjourn the Special Joint Meeting at 8:09 p.m. Motion carried, 3-0.

Respectfully submitted,



Ron L. Youtz,
Secretary

