

**WEST HEMPFIELD TOWNSHIP SUPERVISORS and
TOWNSHIP PLANNING COMMISSION
Joint Board Meeting May 19, 2016**

The West Hempfield Township Board of Supervisors held a Special Joint Meeting on Thursday, May 19, 2016 at the West Hempfield Township Municipal Office at 3401 Marietta Avenue, Lancaster, Pennsylvania. Chairman David Dumeyer and Board members Frank Burkhart, Kent Gardner, and Naomi Martin were present. Planning Commission Members present were Vice Chairman John Rodman, Larry Groff and Alice Yoder. Also in attendance were Ron Youtz, Township Manager, Benton Webber, Township Engineer, Jodi Heffner, Zoning Officer, and Maria K. McDonald serving as Recording Secretary.

I. CALL TO ORDER

Chairman David Dumeyer called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES OF APRIL 27, 2016 JOINT MEETING

Motion: Motion by Kent Gardner, seconded by Frank Burkhart, to approve the April 27, 2016 Joint Meeting Minutes as written. Motion approved 4-0.

III. COMMUNICATIONS

A. Board of Supervisors

Kent Gardner reported that the LIMC (Lancaster Inter-Municipal Committee) will be holding a meeting early in the morning on Wednesday, June 8, 2016 at Manor Township.

B. Township Manager

Mr. Ron Youtz requested a very brief Executive Session at the conclusion of this meeting to discuss a police personnel matter.

C. Residents

Chairman Dumeyer recognized Boy Scouts Brady and Dylan Loucks of 4207 Heather Lane, Mount Joy, PA 17552 from Troop 267. The Scouts are working on their Communications Merit Badges tonight.

IV. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES

A. NAUMANN HOLDINGS, LLC. – 3909 ABEL DRIVE – REQUEST FOR TIME EXTENSION

Mr. Mike Saxinger of Saxinger & Associates, Inc. representing Mr. Tim Naumann, thanked the Board for putting Mr. Naumann on the agenda tonight for a time extension to record the plan.

Mr. Saxinger informed the members that Mr. Naumann is still working on getting his letter of credit and the first banker he was working with retired and he had to acquire a new banker. The time extension is for 60 days and would expire on July 26, 2016.

Motion: Motion by Kent Gardner, seconded by Frank Burkhart, to grant the time extension for 3909 Abel Drive for a time extension of 60 days and it will expire on July 26, 2016. Motion approved 4-0.

V. OLD BUSINESS

A. CONTINUED DISCUSSIONS ON UPDATING COMPREHENSIVE PLAN- *Reviewing options for public exercises to engage the community and develop and promote a press release and invitational mailer to encourage participation at the July 13 meeting.*

Mr. Youtz explained that he and Ms. Heffner were on a conference call with Mrs. Yoder, Mr. Severson from the County, along with Scott Standish of the Lancaster County Planning Commission. He indicated that they discussed focusing on establishing a date in mid-July to hold a special community meeting that will engage the community as the Township works towards preparing a Comprehensive Plan. They also discussed what they might want to focus on and how that meeting should be conducted with different exercises and what they should be undertaking during the meeting. He indicated that Ms. Yoder and Mr. Severson have some ideas that they might be willing to discuss with the Boards tonight about trying to get the community to engage with this process.

Chairman Dumeyer asked Mrs. Yoder if she would like to elaborate on these issues. Mrs. Yoder indicated that they would like to shoot for Wednesday, July 13, 2016 for the date of the first community meeting. Mrs. Yoder asked Mr. Youtz if he was able to check with St. Anne's regarding availability for the use of their facility to hold the meeting on this date. Mr. Youtz indicated that he was able to secure the date with St. Anne's to hold the meeting there, if the group agrees that it is a good location for the meeting.

Mrs. Yoder stated that during their conference call they had with the County and Mr. Severson they were feeling pretty excited about mirroring the work that the County has been doing with the *Vision of 2040* and particularly with this session for West Hempfield Township. There are many opportunities to think about regarding what it is that the people in our community really love and like about West Hempfield Township, and to also to think about the things that they might want to change. At the same time we should put that in a regional approach by saying we are West Hempfield and we are connected to other Townships and see what that looks like too. She indicated that Mr. Severson and Mr. Standish have agreed to assist us and develop a map and simulate the same process that they have been conducting throughout the County.

Mr. Severson distributed a draft agenda to the members that he had prepared after the discussions they had, which they might want to use for the community meeting on July 13. Mr. Severson went over some of the things that might be on the agenda and indicated that they can review and discuss these items, because nothing was set in the stone. Mr. Severson stated that the citizens should get involved in the process and to let them see that their elected officials and the Planning Commission are working with them and that they need their input.

Mr. Severson said that the first exercise on the agenda could be an ice breaker for the meeting. You would show a map of the Township that would be used to indicate where you work, live, and play. Each person is given a series of dots with numbers and different colors indicating where they live, work or play and they would place those dots on the map. The "play" can be anything from where you play golf or go to church, anything besides where you live or work. This is a nice starter exercise. Mr. Severson showed everyone the map that they used at the County, giving the members an idea what the end result of the exercise would look like. Once the citizens are done with that then the Board could provide a welcome and thanks for coming to the meeting. Then the Board could provide an explanation to the citizens on the background of previous LIMC Comprehensive Plans and what the involvement of the Township was with the Plans. We could also explain some other activities that the Township might have done and what is the purpose of the Comprehensive Plan and what this process will look like in the next year or so.

Then the next step is a sit down, no map exercise, breaking up in smaller groups to get a kind of conversational setting. By getting together with folks you can get their ideas and throw out some ideas and then you could facilitate that and hopefully get people to open up a little bit. But the main thing is getting the input from the citizens; it is a challenge/solution exercise. Ask them what they see is the biggest challenge facing the Township in the next 10 or 20 years. They should not just give you a challenge, but also have them give you a date to accomplish it by. We do not want to have a session where they are saying that taxes are too high and traffic is bad. You would want something a little broader or forward thinking, something to really help out the community.

After that you might want to bring everybody back together in discussion to see what the next steps are and again what the opportunities are for public input. Mrs. Yoder has a Gantt Chart for other possible schedules for other input sessions. Once everyone has given their public input they will want to know what you are going to do with it and when can they get back together to give you more input. Also give residents the estimated time table for the year of completion of the plan. That is the most important part, because they are going to say well is this plan going to drag out for a year or two years or can you tell them it will take a certain amount of time.

The final two parts are basically "thanks for coming" and the last is an exercise called *Love it/Make it Better*. This is also a map/dot exercise that the people can put out some numbers and if you have numbers on the dots or give them some 3" X 5" cards to indicate things that they

really like in the Township or this region or what they don't like and want to see made better. This exercise again is another opportunity for citizens to have some input.

Chairman Dumeyer asked how would residents get the feedback or how would they know what they are indicating with the dots. Mr. Severson stated by having a follow-up or a note card they put down exactly what that dot represents. He indicated that when they give them dots and hand out cards, they can fill them out during the meeting or fill them out and drop them off at a later date, or maybe go to the website for input. We want to have a lot of strategies for the public to get back to us.

Kent Gardner asked about the subject matter of the questions. For example, if we ask residents which park do you like the most in West Hempfield, then that could give us an idea about which park we may want to improve. Another question could be what was the last trail you were on? If we know it's the one over by the Spooky Nook Sports then we could ask ourselves is there is way to connect to that trail over there to get to it more easily, or are we giving them too many dots.

Mr. Severson indicated to the members and staff that they could structure it any way they like. If there are specific questions that we want to have addressed early on, we can do that, but don't limit the questions to things in West Hempfield Township, such as a trail. If there are trails outside the Township, then ask them how they got there, or are there other types of things such as going to the park in East Donegal Township. All of these are opportunities to get the public involved in giving input. This is your first meeting - the ice breaker - for the citizens and for you to say come on in, we want to hear from you.

Mrs. Yoder indicated that when she was involved in similar exercises in the past they got a general sense of what people really enjoyed about the community and what they really wanted to improve. She stated that they could have a follow up meeting to drill down on some of that detail which will help us to see patterns. We do not want influencing type of questions, but instead keep them fairly broad. Chairman Dumeyer agreed, indicating that they are not just going to focus on parks, but on what other features they do like or what natural features that we have that they like in the parks and let them decide and keep it open.

Mrs. Yoder stated that during their phone conference with LCPC they talked about whether or not they would want a whole map of the County when they do their exercises, or just a map of West Hempfield Township, or both, to get that connectivity. We might want to think about how we can do both and get a little detail about the Township, but then also get a sense of what our people are talking about in a broader sense. When we think about where we live, work, or play then we can see how many people stay to do all three in the Township or how many of us go elsewhere for recreation or work.

Kent Gardner indicated to the members that when he looked at the LIMC Comprehensive Plan there are places in West Hempfield Township that are listed as potential growth areas, but with his being more involved here and learning with communications, he said those areas will never

be potential economic growth areas. He indicated that they need to redefine those areas. He also sees a lot of heavy truck traffic in different areas and thinks that they need to make sure that this type of traffic is not in residential areas.

Mr. Severson indicated to the members that this is why this process is a good thing, because it will help the Township be even more strategic in planning this Comprehensive Plan. The thing that you do not want to do is a have multiyear comprehensive planning process. That does not serve anybody and you need to focus on the obvious issues, which you have already talked about, such as the places in your growth area that you cannot develop or other issues that pop up that you haven't thought of and the things that the citizens have discussed.

Chairman Dumeyer asked if there were any other questions from the Board or Staff. Being none, he asked if there were any questions from the audience and indicated that the Board wants to know the ideas or thoughts they might have.

Steven Artz of 13 Cedar Chase Drive, Mountville, PA 17554 indicated that he is not only a Township resident but also a builder and land developer and has developed a number of parcels in the Township. He stated that he loves the ideas of the stickers, but what if the dots were numbered to correspond with the index cards, and later collect all the index cards and see what goes where. The other thing he wanted to know was the number of parcels coming up during the planning of the new Comprehensive Plan and Zoning Ordinance, assuming the Township will have to redo the Zoning Ordinance to correspond with what comes up with the Comprehensive Plan. What happens along on the way - is the Board going to have to put everything on hold until the Comprehensive Plan/Zoning Ordinance is done? This sound likes a very lengthy process that may not come to completion, and he doesn't know what the Township's target is but what will the Board do with the plans that come in during the process?

Chairman Dumeyer indicated that when this plan takes effect and any of the maps that go along with it, that is when it falls into place. He understands that MPC says once a plan is presented and filed whatever is prevailing at that time must still apply. Mr. Artz stated obviously from a legality stand point you don't change it, but you can change the zoning that matches the direction that you are going with in the Comprehensive Plan. Chairman Dumeyer responded by saying that they will go together and be done at the same time, yes, but he doesn't see them making a whole lot of changes. He asked the Board if they disagreed with him, but part of the reason that the Board and Staff are doing this is that we want to do it on a holistic basis so that they are not doing zoning and then saying wait a minute we messed up.

Mrs. Yoder stated that they are thinking about completing this process by the end of next year or at least by December. Mr. Youtz stated hopefully it will be completed before next year and Chairman Dumeyer said at least 18 months.

Mr. Artz said he looked at number of things in the Township relative to the Traditional Village District and some other things that refer to plans that might not even be in existence, but he is

looking for things and they are not available. For example, he asked if there is an existing Comprehensive Plan and is that on the website. Mr. Webber, the Township Engineer, indicated that there is a website hosted by LCPC that holds the Growing Together current Comprehensive Plan developed by the LIMC. Mr. Artz asked if West Hempfield Township has a Comprehensive Plan. Mr. Webber stated it is the LIMC Growing Together which is a Comprehensive Plan with everybody else. Kent Gardner indicated to Mr. Artz to google LIMC and it is on their website.

Chairman Dumeyer asked if there are any other questions from the audience. Being none, he asked if there are any other things that they have to cover on this topic.

Mrs. Yoder stated that she doesn't know what kind of detail they want to go into at this meeting, but some other things mentioned at last meeting were that they wanted to add a survey so the people who could not make it to the July 13 meeting could have another way to give feedback. The County said they will be able to help us develop that.

Township Manager Ron Youtz stated that they need to make a decision tonight to continue to shoot for July 13 as a meeting date and if the location at Saint Anne's was an appropriate place to hold that meeting. Then they can start getting information posted here and on the website. Moving forward, he thought that after the July 13 meeting they could look at some type of online survey that can be made available on the website. This would be good timing and would probably work for the Township because they certainly looked and saw the need to expand the website. The Board has been provided with a proposal to do that for our website which he plans on putting on the June 7 Board of Supervisors meeting agenda. This would give us some time to communicate and tweak this a little bit and we do have the ability for putting some information on the website, but they do need to expand the website. Mrs. Yoder thought that July 13 is very feasible date for the meeting and in terms of letting people know ahead of time, you don't want them to know too far in advance or they will forget about it.

Mr. Webber informed the Board and members that he had an invitation ready announcing the meeting. He said that it was something he put together to introduce the concept in an appealing way, and he passed it out to everyone to see the invitation. He stated that he was open to their input. They discussed if it was the appropriate size and the layout of the invitation and whether or not they want it sent out to everyone and how to accomplish this task.

Edward Fisher arrived during the meeting at 8:00 p.m.

Mr. Youtz stated that they started this process in February and they have been fortunate to meet once every month. Assuming that they will meet in June, they can determine what the plan is for getting the mailing out, determining other places where they would want to post it, and getting it on the website. He indicated that the focus of the June meeting should be to actually prepare the agenda and what they want to accomplish at the July meeting.

Everyone agreed that the invitation looked good. Chairman Dumeyer asked if the website would be expanded in time that they could add more information to the website. Mr. Youtz indicated that the invitation is the type of thing that can be added now to the website, but the mindset based on the proposal and on multiple changes that the staff want to make on the website, getting the survey and posting the progression of the plan probably wouldn't happen until after the July 13 meeting because it will take some time.

Chairman Dumeyer asked if the July 13 date for the meeting at 7:00 p.m. at St. Anne's was good for everyone. Hearing no objections, he indicated that this will be the date for the first meeting, and at the June meeting they can discuss how to handle this meeting and for people to take on roles. Chairman Dumeyer asked if there was anything else to discuss.

Mr. Youtz indicated that they needed to set the June joint meeting date. It was determined that it would be on the same date as the Planning Commission meeting on June 16, 2016 at 7:30 p.m.

Mrs. Yoder then indicated that she will not be here on July 13, 2016 because she was leaving for vacation that morning and will be out of the country. The Board, members, and staff discussed the dates that would be good for everyone for the first community meeting. It was determined that the community meeting would be on July 27, 2016 at 7:00 p.m. The Township Manager will check with St. Anne's to see if this date is available and if not he will find somewhere else to hold the meeting.

Then the members and staff talked about the Gantt Chart and who was going to do what task that was listed. They discussed who was going to *Develop and Promote the press release #1* and it was determined that Mrs. Yoder will prepare the release and Mr. Youtz would approve it. Then they decided that the next item to be assigned was the *Develop and implement one-time survey* which will be given to LCPC, and the next item *Prepare Community Maps* will be assigned to Mr. Youtz, Mrs. Yoder, and Mr. Severson.

VI. NEW BUSINESS

A. MILLERSVILLE UNIVERSITY INTERN PROGRAM

Kent Gardner informed the Board and Staff that he met with the University and believes that we can have two interns, and if there is a job description he will get that to them tomorrow. The two students are GIS students and are interested in doing the internship and they will be part of a classroom program and will be doing this for college credit. The University will have some expenses there, and he is not sure about the amount of money, but he will get it done inexpensively. He asked if he can have some help with the students' transportation. Kent Gardner indicated that he has volunteered to spend time with them and go around the Township with them. He indicated that the University got prices for a reflectivity meter and a new one is

\$9,000 and a reconditioned one is \$7,000. The University is willing to put some money into this and he has it on the LIMC Agenda. If each municipality donates \$1,000 and the University donates \$1,000, there will be a brand new meter that we can share. We can also rent one for 3 months for \$3,000. He is also going to be checking the COSTARS price and sending an email to Capital Area COG to see what prices they have, because the LIMC is a member of the joint buying program. Mr. Youtz indicated that Staff would like a recommendation from the Board to post those internship positions.

Motion: Motion by Edward Fisher, seconded by Frank Burkhart, to post the internship positions at Millersville University. Motion carried, 5-0.

B. BUILDING INDUSTRY ASSOCIATION – REQUEST SIGNAGE FOR PARADE OF HOMES

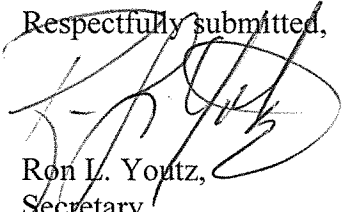
Ms. Heffner informed the members that they had received a letter in their package from the Building Industry Association. There are two properties in our Township that they will show. They are asking for signage and the dates for the Parade of Homes are June 11 to 19, 2016. They will install the temporary signs on June 2 and remove signs on June 23, 2016.

Motion: Motion by Edward Fisher, seconded by Kent Gardner, to permit the temporary signage for the Parade of Homes. Motion carried, 5-0.

Chairman Dumeyer asked if there was any other business, being none he asked for a motion to adjourn into Executive Session to discuss a personnel issue.

Motion: Motion by Frank Burkhart, seconded by Edward Fisher, to adjourn into Executive Session to discuss a personnel issue. Motion carried, 5-0.

Respectfully submitted,


Ron L. Youtz,
Secretary

