

**August 13, 2015 Minutes  
Community Development Committee  
Gettysburg Borough Building**

Chair Susan Naugle called to order the August 13, 2015 Community Development Committee meeting at 3:00 PM in the Borough Building, 59 East High Street. Those in attendance were: Council and Committee Members Rebecca Brown and Leonard Andrews; Charles Gable, Borough Manager; Scott Dellett, Borough Planning Director; Nicolette James, Borough Finance Director; Karen Mesher, Borough Management Assistant; Advisory members: Stephanie McIlwee, *Olde Getty Place* (Elm Street and PICPI); Darlene Brown (PICPI); and Director Deborah Adamik, Main Street Gettysburg.

Others in attendance: Rob Leshner, Director and Beth Cool, Financial Administrator, Adams County Library System; and Jim Hale of the *Gettysburg Times*.

**Minutes**

The minutes from the July 9, 2015 Community Development Committee meeting were approved as read.

**Public Comment**

There was no public comment.

**Reports and Updates**

**Elm Street**

Ms. McIlwee, representing Elm Street and *Olde Getty Place*, presented the monthly report (see attached). DCED funding is delayed due to the state budget impasse. The \$46,000 local match committed by the Borough for the South Street project will be covered by the work from both the Gettysburg Municipal Authority (GMA) and Columbia Gas. Also, Elm Street has purchased nine dusk-to-dawn lights with the \$5,000 received from the Borough for 2015. They will be placed throughout the Elm Street Community pending resident approval. The National Night Out event held on August 3<sup>rd</sup> was a huge success and attended by approximately 125 people. She reported that she attended new board member orientation for the Pennsylvania Downtown Center (PDC) in Harrisburg on August 5<sup>th</sup> at the Governor's residence on Front Street. Top Flight Media (TFM) will be conducting interviews and videotaping Old Getty Place as part of a creative conception component for marketing. The finished production will be presented in October. She announced that there will be a drive-through medicine take-back program on September 26<sup>th</sup> at Old Getty Place at 40 East High Street.

**Main Street**

Ms. Adamik gave her monthly report (see attached). The Baltimore Street Revitalization Project is going well with several activities and events planned to draw attention to their area. The Steinwehr Avenue Bid is busy hiring a licensed landscaper to spray weeds, and updating their brochures to highlight the businesses in their area. Main Street continues to receive positive feedback from businesses through the Main Street Minutes. Main Street began a dialogue with businesses on what type of businesses would be attractive to Gettysburg. Several businesses expressed an interest in placing coupons on the parking receipts from the Racehorse Alley Parking Plaza.

## **Planning Director's Report and Updates**

Mr. Dellett gave his monthly report and updates:

- Gettysburg Inner Loop participants met last Friday regarding the TAP grant, and they will tour the project this fall scoping for the grant
- The Central Adams Joint Comprehensive Plan Steering Committee held an open house last Friday from 8 AM to 7 PM. He said that they are planning a workshop on Monday, August 17<sup>th</sup> from 3 PM to 7 PM at the Ag Center.
- HARB will meet at 7 PM on August 19<sup>th</sup> to review three property applications.
- The Planning Commission will meet on August 17<sup>th</sup> to review the application by the Four Square Gospel Church for additional off-street parking. He said that the Zoning Hearing Board will hold a hearing on August 26<sup>th</sup> to hear their parking request.

## **Banner Request from the Adams County Library**

Mr. Leshner, Director and Beth Cool, Financial Administrator from the Adams County Library System gave a brief presentation on their banner request for their Library in Gettysburg. Mr. Leshner said that the intent is to place two banners flanking the front doors in front of the library to promote awareness to the library and to highlight specific library activities. The banners would extend from the roof line to the top of the step, and would be 240 inches long and 52 inches wide. They would be attached using a pulley system, which would allow the banners to be raised and lowered from the ground. The banner designs are complete, and that they are working with GraphCom on designs.

Mr. Dellett said that Council would address policy decisions. The Borough sign ordinance limits the size of banners to 50 square feet. Banners are considered to be temporary signs. Mr. Andrews noted that the use of banners in other places would detract from the historic appearance of the town. Ms. Becky Brown suggested that the Borough could limit these types of banners to large public institutions such as libraries and churches. Mr. Dellett said that the size of the banner could be limited to 10 percent of the façade area. He said that Council could create a special exception permit to exclude time constraints, fees etc., and then direct Borough staff on how to proceed. He said that this exception could include institutional non-profits.

Ms. Adamik said that there is a need to balance the respect for history with the need to provide information. Ms. Naugle said that the Borough can not regulate language, but could regulate the time frame for display of and size of the banner. Mr. Dellett said that there would need to be a motion to authorize revisions to Chapter 19. He stated that banners are covered under the sign ordinance for temporary events, so there could not be any permanency to the banners. Ms. Naugle said that the time-frame needs to be addressed. Ms. Brown suggested the banners could display a message for up to six weeks, and could be limited to large non-profit community buildings. Ms. Naugle said that the Committee could recommend to Council to update the ordinance. Mr. Dellett said that the Committee and Council needs to address the 30-day time limit, and reconsider the language addressing banners. He suggested eliminating the number of times a banner can be displayed in a calendar year, and perhaps cap the number of days. He noted that Chapter 19 of the Borough Code of Ordinances dealing with signs addresses institutional banners. The Committee gave their consensus to move to authorize revisions to the banner ordinance to Council.

## **Revolving Loan Program**

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Ms. Naugle presented the Aug 27, 2014 Policing Briefing Statement (PBS) # CD-2014-02 (see attached) regarding the Revolving Loan Program. This program would assist income eligible Owner-occupied residential properties to become compliant with all Borough codes, ordinances, and regulations. The program is funded by a grant from the Pennsylvania Department of Community and Economic Development (DCED) to the Borough of Gettysburg. There is approximately \$320,000 in the fund. She would like to make this program part of the budget process this year so that loans will be available for the sidewalk cutting project.

Ms. Naugle presented the draft of the Code Enforcement Compliance Revolving Loan Fund (see attached). The program is a companion to the Façade Improvement Programs available through both Main Street and Elm Street, and that eligibility for these programs will not affect eligibility for the Code Enforcement Compliance Loan. The program will work in conjunction with Borough Code Enforcement.

Mr. Dellett said that the program would encourage property owners to become code compliant. Mr. Gable said that the program would need to identify the scope of the work of eligible projects. Ms. James said that the Code Enforcement Officer could review the project to determine eligibility based on code issues. Mr. Andrews recommended keeping the requirements tight, but review applications on a case-by-case basis. Ms. Naugle asked about the requirements for eligible applications, and what the maximum loan amounts should be. Ms. McIlwee suggested proof of ownership, revelation of outstanding liens from the Borough, and if property taxes are paid be required. The Elm Street maximum loan amount is \$5,000. Mr. Gable said that sidewalk repairs could total \$7,500. Ms. James said that there should not be a prepayment penalty; and that the loan should be gap funding and not total payment for the project. Mr. Gable suggested that applicants could provide 10 percent down up to \$5,000 max. Ms. McIlwee said that the higher the loan amount would mean helping less people. Elm Street has a volunteer committee of three people to review loans. Ms. James said that the management of the loan might have to be outsourced given staff needs. The committee discussed the interest rate of the loans, pay-back terms, applicant fees, possibility of administrative loan committee approval for applicants, and the possibility of using a coupon book or other repayment procedures (like direct debit). Staff will review and revise the policy and obtain legal review.

#### **Gettysburg Area Retail Merchants Association (GARMA) Memorandum of Understanding (MOU)**

Ms. Naugle said that this issue was addressed at the last council meeting, and that the GARMA MOU was approved. She said that staff is working on drafting and ordinance for Council.

#### **Miscellaneous Updates**

##### **Satellite Dishes in the Historic District**

Ms. Naugle is still gathering information and clarification from the FCC. There is little guidance regarding historic districts but we should have sufficient information to provide landlords with guidance for rental units. The goal is to include information with the RROU bills for 2016.

#### **Gettysburg Area Recreation Association (GARA) Memorandum of Understanding (MOU)**

Mr. Gable had sent the draft Memorandum of Understanding (MOU) to the Gettysburg Area Recreation Association (GARA) board.

#### **Gettysburg Crossing Development**

Ms. Naugle said that the development at Gettysburg Crossing is still being decided.

### **Other Business**

#### **Freshman Walk Letter**

Ms. Naugle presented a letter from Rebecca Borovsky, New Student Coordinator Class of 2019 at Gettysburg College, regarding the Freshman Walk on Thursday, August 27<sup>th</sup> from 6:45 PM to 8:30 PM. She described the walk retracing President Lincoln's steps through the Borough of Gettysburg to the site where he had delivered the Gettysburg Address and summarized the speakers for the event. She noted the coordination with the Gettysburg Borough Police Department to ensure safe travels along the streets of Gettysburg. Finally, she invited any Borough members to join their class for this annual event.

#### **Potential Loss of County Employees from the Borough**

Ms. Naugle said that this issue has been placed before Council, and that discussions at many levels are ongoing.

#### **Borough Newsletter**

Ms. Naugle said that articles are being accepted for the Borough newsletter, and to email her with any suggestions.

With no further business before the Committee, the next meeting will be held on September 10, 2015 at 3 PM.

#### **Adjournment**

The meeting adjourned at 5:00 PM.

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Susan Naugle, Chair