

LOWER PAXTON TOWNSHIP
PLANNING COMMISSION
BUSINESS IMPROVEMENT DISTRICT
WORKSHOP MEETING

August 16, 2010

COMMISSIONERS PRESENT

Fredrick Lighty
Dennis Guise
Roy Newsome
Douglas Grove
Robin Lindsey

ALSO PRESENT

Dianne Moran, Planning & Zoning Officer
Watson Fisher, SWAN Representative

CALL TO ORDER

Mr. Lighty called the workshop meeting of the Lower Paxton Township Planning Commission to order at 5:64 pm, on Monday, August 16, 2010 in Room 174 of the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mr. Lighty led the recitation of the Pledge.

COLONIAL CORRIDOR IMPROVEMENT DISTRICT

Preliminary Plan

Map

Mr. Lighty stated that the newest map is displayed on the table. It can be printed in 11x17 and folded into the Preliminary Plan. He asked if the Commissioners thought the map as presented complies with the requirements. He noted it is impossible to show all of the streets on something of this scale. The parcel list will list every parcel and all of the street addresses. Mr. Newsome suggested that was a legal question. Mr. Guise felt it met the requirements. Ms. Lindsey asked if the shareholders will get copies of the map. Mr. Lighty stated that it will be included in the Preliminary Plan. Ms. Lindsey asked if it is okay that the shareholders will see what the other shareholders are assessed. Mr. Lighty stated that the information is already on the internet. Mr. Grove stated it is public record in the Courthouse as well. Mr. Newsome stated it would be very helpful if some of the streets were labeled, such as I-81, I-83, and some of the cross streets, for easier reference and orientation.

Ms. Hiner asked if the Dauphin County Library was intentionally left out of the District, or if it should be included. It is a non-profit organization, but would probably benefit from the District. Mr. Lighty stated the properties are described as “for-profit activity involving trade and traffic, commerce in general”. Mr. Guise thought they could be invited to participate voluntarily, but could not be assessed. Mr. Lighty

stated that section 8-37.A.9 talks about soliciting in-kind services or financial contributions from tax-exempt property owners within the District area. Mr. Newsome stated that it sounds like they have to be included in the area from the beginning.

Mr. Newsome asked when the map boundaries may be amended. Mr. Lighty stated the Final Plan is good for five years, but can be amended with 60% of the shareholders agreement. There is a process to amend the Final Plan, including a public hearing etc.

The following items were suggested to be added to the map: a north arrow, a scale, title, and some street names (as discussed above). The red overlay should match the property lines exactly.

Mr. Lighty asked if the map matches the parcel map exactly. Ms. Hiner answered that it does match. He asked that the list be emailed to him. To print the map on 8½x11 paper, some fields can be hidden, such as the owner's mailing address, but the parcel number and address have to be on the parcel list.

Mr. Guise stated that a business improvement district only includes business properties, but a neighborhood improvement district can include non-profit entities. Mr. Grove stated they could volunteer to be a part of it, but couldn't be forced into it. It was agreed to leave the Library out of the District.

Mr. Grove suggested printing the map in sections on several pages to be able to see some of the detail of the map. Mr. Newsome would like to see that, but also one map showing the entire district.

Name

The name of the District is the Colonial Corridor Improvement District.

Service Area Description

Mr. Guise prepared a description of the area of the District, and the Commissioners edited it to read as follows: *An area in Lower Paxton Township, Dauphin County, Pennsylvania, designated as a business improvement district under Pennsylvania law and encompassing all real property used for any for-profit activity involving trade and traffic or commerce in general on and along Jonestown Road/Allentown Boulevard (Rte 22) with a western boundary of the intersection of Jonestown Road and Hollywood Street and an eastern boundary of a line 100 yards east of the intersection of Allentown Boulevard and Blue Ribbon Avenue, a distance of approximately three (3) miles and including business areas north and south of Allentown Boulevard along the described corridor.*

The length of the corridor needs to be verified.

Proposed Budget for the First Fiscal Year

Revenue Sources

List of Proposed Improvements and their Costs

Mr. Newsome stated that the utility poles are all located on north side of the roadway, and there are 77 poles. Mr. Lighty asked for a volunteer to help prepare these items. Mr. Grove stated the revenue source is assessments. Mr. Newsome stated he can work on the proposed improvements and costs. Mr. Grove offered to work on the budget for the first year. Ms. Lindsey suggested talking to Gayle Brown at the

Harrisburg Downtown Improvement District (HDID) office for some guidance. Mr. Newsome noted there is an article about the HDID including interviews and photos, and it discusses businesses that want to be included in the HDID for the next 5 years. He will get a copy of the article to the other members.

Mr. Newsome suggested one improvement could be uniform addressing or identification. He has experienced difficulty finding a business more than once, yet everyone advertises using their address. It may be a nice segway into another improvement. The address numbers should be large and uniform, and when someone sees that address, they can identify it with the District.

Commissioners talked about flags and flowers for beautification. The flags will cost \$59 per bracket, and \$38 per flag. There is a price for installation as well. Flowers were decided against, because real flowers involve too much care and cost too much, and fake flowers would be ugly. Flowers in general would not fit in as well in this area as the flags would. Mr. Lighty stated someone would have to get permission from the utility owner to use the poles.

Bylaws

Mr. Lighty asked the Commissioners to review the Bylaws prepared by Mr. Guise for the next meeting. Mr. Lighty asked the Commissioners to pay special attention to how you get to be on the board, and how the board makes decisions.

Assessments

Mr. Lighty noted the assessment will be 1.5 mils. Other information needed would include when the assessment will be done, how the bills are mailed out. These are items that will be questioned when the shareholders are presented with the District. Mr. Grove stated it would be easier to piggy-back this assessment onto the real estate tax bill. It would also save money especially on postage. Mr. Lighty stated that Dauphin County prepares the bills, and sends them to a vendor to be mailed. HDID does its own billing.

Mr. Guise suggested an effective date of January 1st. Mr. Guise stated that someone would have to do collections, or pay the tax collector. Mr. Lighty stated that, realistically, there will be 247 pieces of mail, which could easily be done by one person. Mr. Guise noted there may be a higher compliance rate if it were just another line on the tax bill.

Mr. Newsome asked about properties that do not pay. Mr. Lighty stated that a lien is placed against the property. Mr. Newsome asked if the District places the lien. Mr. Guise answered yes. Mr. Lighty asked what happens when the District sunsets in five years, and the liens haven't been satisfied. Mr. Grove stated that liens can have expiration dates and they would be handled like a tax lien. Mr. Grove noted they could petition the court to remove the lien if the BID sunsets.

Ms. Lindsey asked about grants and other sources of income. Mr. Lighty stated someone should find out if there are dues associated with those groups such as the PA Downtown Center or the International Downtown Association. Mr. Lighty stated that there should be a reserve fund in the budget in case the BID goes out of business, because it is expensive and difficult for a non-profit to go out of business in Pennsylvania.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The next Planning Commission workshop session regarding the Colonial Corridor Improvement District is scheduled for Monday, September 20, 2010 at 5:30 pm, in Room 174 of the Municipal Center.

Being no further business, the meeting adjourned at 6:41 pm.

Respectfully Submitted,

Michelle Hiner
Recording Secretary