

**NEWVILLE BOROUGH PLANNING COMMISSION  
REGULAR MONTHLY MEETING  
JANUARY 9, 2013 AT 7:30PM**

The regular monthly meeting of the Newville Borough Planning Commission was held on Wednesday, January 9, 2013 at 7:30PM in the Newville Borough Office, 4 West Street, Newville, Pennsylvania. The meeting was called to order at 7:30PM by Chairman Kevin Guistwite. On roll call, the following members were present: William Hibbitts, James McNally, Robert S. Over, Edward Sinkovitz, Karl Smith and Kevin Guistwite. Steven Bogash was absent. Also present were Planning Commission Solicitor Matthew McKnight, and Borough Manager Fred Potzer.

**Minutes:** Mr. McNally inquired as to the status of the Easement Agreement between Mr. Bogash and Family Dollar. Mr. Potzer reported that the Agreement has been signed and approved by the parties. Mr. Potzer stated there has been a delay in the selection of a general contractor. Construction is anticipated to begin after February 1, 2013. A motion was made by Mr. McNally, seconded by Mr. Hibbitts to approve the minutes of the November 14, 2012 regular monthly meeting. All were in favor. Motion was passed with six (6) affirmative and zero (0) negative votes.

**Citizen Comments:** None.

**Nomination and Election of Officers:** Solicitor McKnight presided over the re-organization of the Planning Commission. He called for nominations to fill the position of Chairman. A motion was made by Mr. McNally, seconded by Mr. Hibbitts to cast a unanimous ballot for the re-appointment of all current officers for 2013. Officers will include: Kevin Guistwite, Chairman; Robert S. Over, Vice Chairman, Steven Bogash, Secretary. All were in favor. Motion was passed with six (6) affirmative and zero (0) negative votes.

**Old Business:** None.

**New Business:** Mr. Guistwite suggested to the members a set of goals and objectives for 2013 which included the following:

1. **Solar Powered Devices/Wind Energy Device Ordinance:** Solicitor McKnight commented that the Cumberland County Planning Commission has several model ordinances that may be considered. The Newville Borough Planning Commission has discussed this matter on previous occasions. Solicitor McKnight will research his files for the ordinance information. It was suggested that Jeff Kelly of the Cumberland County Planning Commission be invited to attend a meeting to discuss the regulations proposed by the county.
2. **Revision of Demolition Permit Process – Newville Borough Zoning Ordinance:** Mr. Potzer outlined the shortcomings of the zoning ordinance as they relate to demolition of existing structures. The members favored regulations that more closely regulated, noise, dust and debris associated with demolition, protection and maintenance of adjoining structures, and site clearance. Mr. Potzer explained commercial structures require PA DEP approval prior to demolition. A flat fee of \$50 was suggest to cover the cost of issuing a permit, and site inspection services. The regulations would require a zoning amendment for approval and adoption.

3. **Uniform Public Lighting Standards – Newville Borough Zoning Ordinance:** The Planning Commission and Borough Council have been successful in convincing developers to implement the use of HADCO Old Boston period style lighting in public areas. Mr. Bogash had suggested amending the zoning ordinance to require the use of period lighting as an approved design standard. Mr. Potzer stated this would be done by incorporating by reference, the specific manufacturer, model, and style of lighting, include voltage, wattage and pole height.
  
4. **Removal of Blighted Sheds and Garages:** Mr. Potzer suggested that there are approximately 10-12 structures throughout the borough that should be either razed or repaired. Several are hazardous structures. The International Property Maintenance Code provides the authority to regulate these structures. Mr. Potzer suggested that the Code officials should canvass the borough and catalog the structures by location, type, condition and corrective action required. Each structure should be photographed. A report should be returned to the planning commission. Enforcement actions to resolve the deficiencies may then be implemented. Mr. Potzer stated there would be no need for new regulations to deal with these structures. He also pointed out that Robert F. Over has expressed concerns that several of these structures are historically significant to the borough. Demolition of historically significant structures should be avoided. Once the list has been prepared, Mr. Over and Mrs. Joan Brehm, borough historians will be consulted as to the structures that should be preserved.
  
5. **Blighted Property Review Board:** It was suggested that the Cumberland County Blighted Property Review Board, which is closely associated with the Cumberland County Redevelopment Authority, should be considered to aid in the removal of blighted structures within the borough. Solicitor McKnight explained that there are specific procedures in place in order to utilize the services of the Blighted Property Review Board. He will contact the Cumberland County Redevelopment Authority for additional information, and report back to the Planning Commission.
  
6. **Off Street Parking – Public Parking Plan:** Members discussed the chronic problem of insufficient off street parking in various neighborhoods of the borough. It was suggested that a long range strategy needs to be developed to identify the problem locations, evaluation of existing structures that may be acquired through Community Development to provide off street parking, and funding for the development and maintenance of parking facilities. Members agreed that a comprehensive plan is needed and should be addressed. Members also discussed the need to better define parking areas. Mr. Over noted that on Big Spring Avenue painted parking space lines helped to improve parking at the intersection of Big Spring Avenue and Vine Street. It was noted that a typical parking space measures 10' x 20'. The members suggested a pilot program be implemented. Big Spring Avenue from Vine Street to Cedar Street and Parsonage Street were suggested as the test areas. The Commission will develop a plan for parking in these areas, and present it to Borough Council. The plan would be to have Public Works paint white lines on the roadway to mark the approved parking spaces. It was noted Shippensburg Borough and Carlisle Borough have utilized this program with success throughout their downtown areas.

7. **Re-Zoning of South High Street:** Mr. Potzer noted the wide number of conditional and non-conforming commercial uses on South High Street from Liberty Avenue to the Big Spring. He suggested that this corridor may be considered for re-zoning. Medical and professional services dominate this area. The Planning Commission members agreed that the rezoning of this area was long overdue. In considering a new zoning classification, the members wish to address parking requirements more closely suited for medical offices and professional officers. It was agreed that Jeff Kelly of the Cumberland County Planning Commission should be consulted for advice and guidance. Mr. Potzer suggested a Carlisle physician has expressed strong interest in a medical facility in this area that would be of great benefit to the Newville community, and would enhance the services provided by the Graham Medical Center. The commission members agreed the Graham Medical Center is a valued institution. The borough should take all measures necessary to insure the continued success of this facility.

It was agreed by a consensus of the committee that Mr. Jeff Kelly, Deputy Executive Director of the Cumberland County Planning Commission should be invited to attend the next meeting to discuss the following projects: (1.) Solar and wind energy ordinance; (2.) S. High Street rezoning; (3.) preparation of a more detailed zoning map for the Borough of Newville.

**Correspondence:** None.

**Announcement:** Mr. Guistwite announced that the Cumberland Valley Rails to Trails Council will host a public meeting on **Tuesday, January 15, 2013 at 6:30PM** in the Big Spring United Lutheran Church to discuss plans to expand the trail from Newville to Carlisle.

**Zoning Officer's Report:** The November and December reports were accepted as presented.

Mr. McNally commented that the Newville Christmas Parade and visit from Santa was a terrific success. The event should be continued. Mr. McNally commended Santa, who visited children of the community.

**Adjournment:** There being no further business to come before the Newville Borough Planning Commission, the meeting was adjourned at 8:25PM on a motion of Mr. McNally, seconded by Mr. Hibbitts. All were in favor. Motion was passed with six (6) affirmative and zero (0) negative votes.

The next meeting of the Newville Borough Planning Commission will be held on February 13, 2013 at 7:30PM in the Newville Borough Office.

MINUTES RECORDED BY:

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FRED A. POTZER  
Borough Manager/Secretary

