

The Multi-Municipal Comprehensive Plan for the Northern Region of Lehigh County

Update Meeting

April 2, 2019 – 5:30 PM, Lowhill Township Municipal Building

Steering Committee Attendees:

Richard Bleiler – Weisenberg
Linda Gorges – Weisenberg
Anthony Werley – Weisenberg
Todd Weidman – Washington
Steve Bachman – Heidelberg

Members of the Public in Attendance:

Vince O'Domski – Senator Browne's Office
Jan Sutermeister – Heidelberg Township Resident

Planning Partners in Attendance:

Becky Bradley – Lehigh Valley Planning Commission

Minutes:

Funding Update

Ms. Bradley provided information on the Pennsylvania Department of Community and Economic Development (DCED) Municipal Assistance Program (MAP) Grant Application. LVPC reached out to DCED inquiring when funding determinations would be made. LVPC was told that funding announcements are imminent. Senator Browne's office has followed-up on the request and were given similar information. Both LVPC and the Senator's Office feel positive about the request for funding. The funding request is for \$49,000 of the total \$126,000 plan budget.

NEXT STEPS 1: The Steering Committee members present discussed a press conference should the funding be awarded. Mr. Bachman will look into the possibility of the Eight Oaks Distillery as a possible host for a funding announcement. Mr. O'Domski recommended that any announcement be coordinated with the Senator Browne's Office and noted that because the state budget is underway a Friday or Saturday maybe the best days if funding is awarded soon. Additional coordination with State Representative Day, State Representative Mako, Congresswoman Wild, Senator Casey, Senator Toomey, County Executive Armstrong, Northern Lehigh Chamber and others should be made, as well as, with the individual communities.

NEXT STEPS 2: Once the funding announcement is made the collective opinion is to mobilize immediately.

1. Ms. Bradley will work with the LVPC contract attorney to draft a professional services agreement for distribution to the communities as a next step.
2. Group will need to finalize the Scope of Work, including defining the public participation activities and process at the next meeting

**Northern Lehigh Comprehensive Plan Steering Committee Meeting Minutes
April 2, 2019**

3. Some Additional Scope of Work next steps were discussed and noted in the next sections.

Follow-Up on Community Information Gathering Charrettes and Engagement

Ms. Bradley noted that several lists of key community members and leaders have been received from the discussion that began last fall. She explained how Community Charrettes typically work:

1. Key community leaders are identified by each community, this can include anyone that a community identifies as important to the function of their municipality or the multi-municipal area. Typically this includes:
 - a. Elected Officials from each community, state, county and federal governments
 - b. Leading business people (businesses of all sizes; e.g. Chamber, bankers, farmers)
 - c. Larger landowners and landowners with property in key locations (e.g. along Route 309 or Route 100)
 - d. School District leadership and/or Board Members
 - e. Other key leaders (church officials, fire companies' leadership, etc.)
 - f. Any other people that have influence in the community (sometimes communities will want to have a special meeting with youth, for example)
 - g. **NEXT STEP:** Communities Finalize Participation Lists
2. Three meetings are scheduled in locations around the planning area and optimally on different days and at different times to attract the highest level of participation (e.g. night meeting, early morning meeting, possible lunch or weekend meeting)
 - a. Mr. Weidman will look into space in Washington Township
 - b. Mr. Bachman suggested the Germansville Fire Company as a possible location
 - c. Ms. Gorgas, Mr. Werley and Mr. Bleiler discussed the Weisenberg Municipal Building as a possible location
 - d. All discussed the Weisenberg Elementary as a location too
 - e. **NEXT STEP:** Schedule Community Information Gathering Charrettes (June?)
3. Once the Information Gathering Charrettes as complete, LVPC anticipates preparing a summary and bringing it to the Steering Committee for prioritization. This becomes the basis for the "implementable" elements of the plan. The Steering Committee could choose to test the information and it's prioritization through a survey. A larger survey may not be necessary because the consistency among the communities generally however, this should be decided as the Scope of Work is finalized.
4. Discussion of when and how to involve the community at large during the process ensued.
 - a. **NEXT STEP:** LVPC will bring examples for discussion to the next Steering Committee so the Scope of Work can be finalized.

Project Logo, Colors and Website

Ms. Bradley showed the Steering Committee several logo variations for consideration. Discussion occurred and the following comments made:

Northern Lehigh Comprehensive Plan Steering Committee Meeting Minutes April 2, 2019

- Those present like the name “Northern Lehigh Plan”; more aestheticized versions of the efforts name were not favored.
- Those present liked the references to the traditional barn hex and would like this to be amplified in revisions
- Those present liked the “slab roboto” font better than the other options presented
- Those present liked the color palette for reference to the colors of the barns, fields, sky in the area. Would like more green, instead of taupe.
- **NEXT STEP 1:** LVPC will create revised versions of the logo and color scheme for the next Steering Committee Meeting
- **Development of a project website was discussed.** Once the colors and logo are decided a website with basic information on the project, project updates, Steering Committee Members should be created.
- **NEXT STEP 2:** Communities will need to collect and send photos to the LVPC for the website. Photographer credits will need to be included. Photos should be representative of each community and what each is proud of (e.g. landscapes, wildlife, housing, businesses, community events, Appalachian Trail, etc.)
- **NEXT STEP 3:** Steering Committee Members will need to be finalized and sent to LVPC with exactly how they would like to be referenced, name spelled, etc.

Steering Committee Meetings

Those present discussed and date and time of the next Steering Committee Meeting. The group agreed that the first Tuesday of each month at 5:30 PM at the Lowhill Township Municipal Building worked the best. The next meeting is expected to be on May 7th. Regular monthly meetings are expected going forward. **NEXT STEP:** Speak with Brian Carl about securing Lowhill Township Municipal Building, advertising future meetings.

Attachments

- Example project logos
- Example project color palette

Minutes prepared and respectfully transmitted by Becky Bradley, LVPC.