

The Northern Lehigh Multimunicipal Comprehensive Plan

Update Meeting

May 7, 2019 – 5:30 PM, Lowhill Township Municipal Building

Steering Committee Attendees:

Dawn Didra – Heidelberg Township
Janice Meyers – Heidelberg Township
Rob A. Werley – Lowhill Township
Brian Carl – Lowhill Township
Brian Dietrich – Lynn Township
Jason Ruff – Slatington Borough
Todd Weidman – Washington Township

Members of the Public in Attendance:

Jan Sutermeister – Heidelberg Township Resident

Planning Partners in Attendance:

Becky Bradley – Lehigh Valley Planning Commission
Charles Doyle – Lehigh Valley Planning Commission
Tracy Oscavich – Lehigh Valley Planning Commission

Minutes:

Funding Update

Ms. Oscavich provided an update to the status of the contract for services required for grant funds distribution. A letter dated April 29, 2019 for the \$49,000 Municipal Assistance Program (MAP) Grant Application provided by the Pennsylvania Department of Community Economic Development (PADCED) grant was received on May 2, 2019. PADCED required the contract to be signed and returned by May 8, 2019 and LVPC met this deadline

NEXT STEPS 1: The attending Steering Committee members confirmed a contact list of three Committee members for each municipality, as well as a Stakeholders list would be provided prior to the next Steering Committee meeting.

Press Conference

The Steering Committee members discussed a press conference to announce the Plan. An option for days to host the Northern Lehigh Press Event was introduced. Mr. Ruff suggested the Event for 12:00 pm on Wednesday, May 29, 2019. The Committee agreed on the date, time, and previously suggested location of 8 Oaks Distillery. (The location was eventually revised to the Olde Homestead Golf Course)

NEXT STEPS 2: LVPC will reach out to the legislative and municipal officials to invite them to the press event. They will then send emails to confirm RSVP list, Mr. Ruff offered to speak on behalf of the Committee.

Scope of Services and Steering Committee Point of Contact Nomination

The Committee unanimously elected assign Mr. Carl as primary contact for the Steering Committee, pursuant to requirements under Section 3.1 of the Planning Services Agreement. They then discussed detail the Scope of Services from the Planning Service Agreement and budget comparative to other multi-municipal comprehensive plans ongoing by the LVPC. The budget structure on Exhibit B of the Agreement was then reviewed and contrasted by contributing parties compared.

Mr. Carl presented an alternative option of a single meeting with quorum attendance by all municipal officials to collectively agree upon the contract with a single solicitor reviewing and endorsing the Agreement. Ms. Oscavich motioned for scope of work as completed and will be updated accordingly

NEXT STEPS 3: The Steering Committee group will need to finalize the Scope of Work, including defining the public participation activities and process at the next meeting as well as the approval by municipal officials. Decide upon an official plan for adopting the Agreement.

Data Analysis & Planning Strategies

Ms. Bradley explained the data analysis procedure as collaborative and flexible, but stressed the importance of establishing a process soon. The data gathering and analysis would be directly related to project timelines and SWOT (Strengths, Weaknesses, Opportunities, and Threats) White Paper. An event coinciding with the issuance of such white paper would be presented, as updated to all Stakeholders and served as an important step in the Comprehensive Planning process. This would provide an opportunity to talk with public if shared with the community.

Further details can be amended into the Project Scope. Discussion also briefly took place concerning an event coinciding with the release of the final Comprehensive Plan draft, where it was determined the event should not take place during the summer school break. Implications of advertising correctly in compliance with required provisions was noted as concern by the Steering Committee, where the group decided the best procedures before posting would be to contact a solicitor for confirmation of correct procedures.

The Steering Committee then confirmed the meeting resolved all matters that were addressed as outstanding "Follow-Up on Community" matters from the previous Meeting Minutes. The discussion began with ideas on how best to address pressures from development and steering the consensus of the community within the Comprehensive Planning process. It was noted that analysis of historical development proposals within the Planning region and literature concerning zoning practices would greatly enhance the planning processes'. The LVPC staff agreed to provide a report on development and American Planning Association publications concerning zoning and land use practices.

Community Information Gathering Charrettes

Ms. Bradley noted the outstanding list of Community Charrette dates for the three agreed upon Charrette meetings throughout the Comprehensive Planning study area. Mr. Ruff suggested the first charrette to be held on June 12th at 6:30 pm at Heidelberg Township Municipal building. Mr. Weidman offered to host a Charrette at the Washington Township building, beginning at 8:00 am on June 13th, Mr. Weidman would confirm the availability and arrange use of the facilities for

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the potential meeting. The final, third, Charrette was discussed to take place on June 17th at 6:30 pm at the Weisenberg Municipal Building. Ms. Oscavich confirmed the dates and times of the agreed upon Charrettes.

NEXT STEPS 4: LVPC and the Steering Committee will confirm locations, times, and list of invitees for the Charrette meeting, then send invites to them.

Northern Lehigh Comprehensive Plan Logo Selection

Ms. Bradley then showed the Steering Committee revised logo variations for consideration. The group unanimously agreed upon a logo that includes a Hex Sign with “Wheel of Fortune” design with text of “Northern Lehigh” in red. It was noted that members and municipal officials are encouraged to provide photos to be included within the Comprehensive Plan and as supporting materials for the planning project.

Representative and Participant Contact List

Mr. Doyle noted that a number of contact lists, including the finalized Steering Committee and Stakeholders for the upcoming charrettes, have been submitted, but should be reviewed for finalization pursuant to a discussion that began at the April Steering Committee meeting. The Steering Committee members agreed to coordinate with Mr. Doyle and LVCP staff to finalize the Steering Members and Stakeholders lists, based upon a Representative Contact Listing.

The Steering Committee then finalized the meeting by agreeing the arranged, subsequent Steering Committee meeting at 5:30pm on June, 4, 2019 at the Lowhill Township municipal building.

Minutes prepared and respectfully transmitted by Charles Doyle, LVPC.