

LOWER PAXTON TOWNSHIP  
PLANNING COMMISSION  
BUSINESS IMPROVEMENT DISTRICT  
WORKSHOP MEETING

April 19, 2010

**COMMISSIONERS PRESENT**

Fredrick Lighty  
Dennis Guise  
Ernest Gingrich  
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 5:34 pm, on Monday, April 19, 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**

Regarding technology and file sharing, Mr. Lighty stated he looked at some other avenues, and would propose to put a folder on his personal website that everyone can access. He will email a password to the Commissioners. He asked if everyone has Word 2007 or more recent, and Adobe Reader. Everyone acknowledged they have access to these programs.

**Preliminary Plan**

Mr. Lighty thanked Mr. Guise for all the work he put into the draft preliminary plan prior to this meeting. Mr. Guise stated he got some bids for maps/brochures, and he passed around the samples.

Mr. Guise read the following description of the area of the District: *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 Allentown Boulevard (Rte 22) with a western boundary of the intersection of Allentown Boulevard 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 3 miles and including business areas one to two blocks north and south of Allentown Boulevard along the described corridor.*

He asked if the western boundary should be Hollywood Street or Franklin Street. After looking at the map of the District, Commissioners agreed on Hollywood Street, to keep the Interstate interchange out of the District. The eastern boundary could be described as including one lot on the northeast corner of Allentown Boulevard and Blue Ribbon Avenue. Some parts are difficult to describe around the shopping centers. The list of properties will give the specifics if there is a question.

Mr. Guise explained the Articles of Non-Profit Corporation, which he modeled after the samples the Commission has reviewed in the past. He also explained the draft document, which may be used as the introduction to the plan, or part of the business plan.

Mr. Guise suggested attending a Board of Supervisors workshop meeting, or inviting the Board to a Planning Commission workshop meeting. Mr. Lighty would like to wait until the preliminary plan is drafted so the Board of Supervisors can review it.

Mr. Guise asked if there is a goal to begin operation, and suggested January 1, 2012. Mr. Lighty suggested the start date has to coincide with the collection of the assessments. Mr. Guise stated the tax bills are sent out in July and are due and payable on January 1<sup>st</sup>. If the business improvement district (BID) was operational in January 2011, money would be due before January 2012. There would be no money to pay the staff person(s) until assessment money starts coming in. Mr. Grove suggested operations could be set up to start in July. Mr. Guise stated there will be no cash coming in unless the Township loans the initial costs to the BID just until the assessment money is collected. The staff would be responsible for finding other funding sources too. Mr. Guise stated the BID could have a separate bill from the tax bill. Mr. Lighty suggested it should be set up to start a few months prior to January to get the staff hired so they can get the bills out. Mr. Guise stated the problem is who will pay the staff. He suggested it could start with a half-year to get the governing body in place. Mr. Grove suggested the Township may consider fronting the initial costs and the BID could repay it when the first payments come in. Mr. Guise stated there is an agreement between the municipality and the BID.

Ms. Lindsey asked if the property owners would fight the creation of the BID. She noted they were not sure about it when they found out that they would pay the assessment not the tenant. Mr. Lighty did not think that would be an issue, and noted that taxes have always been assessed that way. The property owner pays the taxes and the assessments, and the owner will pass the cost on to the tenant. Mr. Grove stated some may have long term leases, but there are probably ways to pass increases down to the tenant. Mr. Lighty stated that most leases are net or triple net, meaning that things like taxes are passed directly to the tenant. Ms. Lindsey asked if all the businesses are invited to the public hearing. Mr. Lighty answered yes, and noted that the true response will be realized at that time.

Mr. Guise stated that even though it is a good idea, after the research is presented to them, it is quite possible the Board will not want to pursue this further. It is also possible that 40% of the property owners will object to it. Commissioners agreed that the preliminary plan should be taken to the Board once a draft is complete.

Mr. Grove stated he called David Smith Printing on Allentown Boulevard to get prices of different sizes of print jobs (volume and paper size). He requested quantities of 5,000 and 10,000 in both sizes,

which could be brochures or maps. The prices for full color, two sided maps are: \$880 for 5,000 8.5x11 pieces; and \$1,102 for 10,000. The 11x17 size was \$1,165 for 5,000 pieces and \$1,707 for 10,000 pieces. There is a large expense for perforations, so that could be left out. He suggested use \$1,700 for budgeting purposes. Mr. Guise asked if the price includes layout. Mr. Grove did not ask for a price for layout work, but didn't think it would be that much more. He did not get prices from other companies, he only wanted to get an idea for the budget.

Ms. Lindsey stated the City of Harrisburg and Hershey both use Ledge Hill Greenhouses, out of Carlisle. They are 18" wide, and cost \$75 per basket delivered. The BID would have to provide the hangers and someone to hang them. The flags are from a company in Bethlehem. The angle cut flags cost \$38 for 25 3x5 flags, plus \$40 per flag to install them. Ms. Lindsey stated that Gayle Brown from the Harrisburg Downtown Improvement District (HDID) was very helpful and reminded LP to file its 501.C.3 non-profit status, and suggested several associations to join.

Mr. Guise suggested the cost to file the non-profit paperwork should be a line item in the budget.

The list of parcels will need to be updated to include the additional parcels, but otherwise it is complete. The map will have to be printed.

Office space in the municipal center would be ideal, but would probably not be free, but it is still worth asking. Ms. Lindsey suggested a location in Old Liberty Square or the Colonial Midway plaza where the tax collector is located. Mr. Grove asked about the building that used to house the Wine & Spirits shop. Mr. Lighty stated that will be developed as a Rite Aid. The corner where Sutliff was located was also suggested, but that is going to be out of the BID's price range. There is a vacant house owned by CVS on Mountain Road. Ms. Moran will find out the rates for the tenants in the municipal center. A kiosk in the mall was suggested. The old Dutch Pantry property was suggested, but that might also be too expensive.

### **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, June 14, 2010 at 5:30 pm, in Room 174 of the Municipal Center. There is no workshop meeting in May.

Being no further business, the meeting adjourned at 6:22 pm.

Respectfully Submitted,

Michelle Hiner  
Recording Secretary