

MEMORANDUM

TO: Paxtang Borough Council
Paxtang Staff

FROM: Christopher Knarr, AICP

DATE: June 18, 2007

PROJECT NAME: Paxtang Borough Mini-Comprehensive Plan **PROJECT NO.:** 06-01143-007

SUBJECT: Monthly Status Report - June 2007

During the month of June:

- Tentatively scheduled, via Councilwoman Seneca, the 1st Facilitated Public Participation Meeting (updated from Steering Committee Meeting summary below):
 - Date – Thursday, July 19th
 - Time – 6:30 – 9 pm
 - Location – The Evangelical Lutheran Church of the Good Shepherd, 3700 Rutherford Street.
 - Upcoming coordination with staff on public notification.
- Gathered data and began drafting background chapters for the following:
 - Introduction & Purpose
 - Relationship to Dauphin County Comprehensive Plan
 - Housing
 - Demographics
 - Transportation
 - Community Facilities
- Received GIS data from Dauphin County for municipal boundaries, land use/parcels, roads, rail lines, and water features.
- Held 1st Paxtang Borough Mini-Comprehensive Plan & Downtown Improvement Plan Steering Committee Meeting, on Thursday, June 14, 2007, 4:00 PM @ the Paxtang Borough Building, Summary below:
 - Attendance
 - Committee Members
 - Joe Spackman
 - Deb Seneca
 - Ed Wenger
 - Murv Gruden
 - Nick Sgagias
 - Jim Holtzman

- Jill Carr
 - RETTEW
 - Chris Knarr
 - Max Shradley
- Welcome & Introductions
 - RETTEW Staff and committee members were welcomed and introduced themselves.
- Project Scope and Project Overview
 - Committee members were provided the scope and schedule from the proposal and a brief overview of the project was provided.
- Roles and Responsibilities
 - Committee members were provided a sheet setting forth the roles and responsibilities relating to this planning process for themselves, Borough Staff, and RETTEW.
- Distribution of Steering Committee Member Binders
 - Committee members were provided binders to help organize and store information relating to this planning process.
- How will we make decisions?
 - The committee members agreed that the Borough Council will have the final say on approving the plan and the content. Therefore, anything the committee agrees to, is only recommendatory. The committee generally agreed that they will reach agreements using consensus, but that specific items will be handled on a case by case basis.
- Facilitated public participation meetings
 - A discussion on gathering residents and business owners input during the process was had. A general overview on the process of conducting the public meeting was held.
 - The committee members agreed to the following:
 - Date – July 16th (backup July 23rd)
 - Time – 6:30 – 9 pm
 - Location – The Evangelical Lutheran Church of the Good Shepherd, 3700 Rutherford Street.
 - Public notification should be via the newspaper, website, flyers in businesses, and the changeable message board in front of the Borough building.
 - Deb Seneca agreed to speak with her husband about reserving a meeting room at the church for those nights.
 - The Borough is responsible developing and disseminating all notifications and advertising.
- Strengths/Weaknesses/Likes/Dislikes
 - The committee members presented and discussed numerous strengths and weaknesses relating to housing, people, community facilities, transportation, land use, development, and the downtown area. (See attached).
- Upcoming Meetings, Chapters/Information & Mapping
 - Thursday, July 12, 2007 at 4 pm at the Borough building.
- Public Comment
 - None.