



LEO S. LUTZ Mayor
HEATHER ZINK Borough Council President
EVAN M. GABEL Solicitor
MARK E. STIYERS Borough Manager

COLUMBIA BOROUGH COUNCIL – WORK SESSION

Paul W. Myers Council Chamber, 308 Locust Street, Columbia

February 7, 2023 | 7:00 PM

AGENDA

This meeting will be live streamed to the borough's Facebook page as a convenience and is not meant to replace in-person participation in the meeting.

1. Call to Order and Roll Call
2. Invocation/Moment of Silence
3. Pledge to the Flag
4. Announcement of Executive and Information Session(s)
5. Additions, deletions, and reorganization of agenda
 - a. Consider approval of Agenda
6. Citizen Comments (Non - Agenda Items Only – 5 Minute time limit per person)

Civility and Decorum: Borough officials and members of the public are expected to conduct themselves with civility and to accord each other a measure of dignity and respect. Shouting, foul language, personal insults, threats, and attacks or any conduct that disrupts the flow of business is out of order.

7. Mayor Lutz/Chief Brommer
8. Workshop Items:
 - a. Review policies and procedures for special events and facilities use requests in Columbia
 - b. Review amendment to Chapter 220 Article VII Signs
 - c. Review proposed ordinance relating to care and feeding of feral animals
9. Borough Council Comments
 - a. Council Members
10. Announcement of Next Meeting. At 7:00 PM on February 14, 2023, Council will hold a regularly scheduled meeting
11. Adjournment

If you are a person with a disability wishing to attend this meeting and require an accommodation to participate in the meeting, please contact the Columbia Borough Office at (717) 684-2467 at least 24 hours prior to the meeting.





COMMUNITY EVENTS



EVENTS HAVE DIRECT AND INDIRECT IMPACTS ON COMMUNITIES. THEY **PROVIDE OPPORTUNITIES FOR PARTICIPATION, SKILLS DEVELOPMENT, VOLUNTEERING AND SOCIAL, CULTURAL ECONOMIC AND ENVIRONMENTAL DEVELOPMENTS.** COMMUNITY EVENTS AND FESTIVALS CAN ATTRACT TOURISTS AND VISITORS AT REGIONAL, NATIONAL AND INTERNATIONAL LEVEL.

COLUMBIA BOROUGH SPECIAL EVENT PERMIT POLICIES AND PROCEDURES

Definitions

Event

A planned public or social occasion, hosted by a for-profit or non-profit organization or any individual or group of individuals, to which the public, or a select group of people are invited to attend/participate. An event may impact a public roadway, park, parking lot or neighborhood. For the purpose of this policy, an event on private property may be considered a “Borough” event and may require a permit if it affects traffic or parking on public roadways or, in some way, affects adjoining neighbors or neighborhoods (i.e.- a festival being held at a church which causes additional traffic/parking in a neighborhood).

Non-Profit Organization

An organization that is charitable in purpose and who works for the good of a specific cause or group of people. Non-profit organizations include, but are not limited to, religious organizations, Scientific organizations, educational organizations, Art related organizations, Health Care and Public Health organizations, Prevention of Animal Cruelty organizations, Civic organizations and Leagues, Labor organizations, Chambers of Commerce, Agriculture organizations and Child Welfare organizations. Non-profit organizations exist to support a charitable cause or mission rather than profit financially.

A non-profit organization must be certified as such by the IRS. Non-profits work to serve a public purpose rather than to provide financial benefit to an individual, corporation or entity. The non-profit organization is organized around a cause, mission, or community need. A copy of the IRS 501©3 non-profit certification must be submitted with the Special Event Application.



For-Profit Organization –

A business, an individual, or other organization whose primary goal is making money (a profit).

APPLICATION AND AVAILABLE SITES FOR RENTAL

Columbia Borough Special Event Permit Application is available at:

1. The Columbia Borough website (www.columbiapa.net) under “Public Documents”
2. On the Columbia Borough Police Department Crime Watch page at <https://lancaster.crimewatchpa.com/columbiapd/10552/content/special-event-application>
3. At the Borough Office, located at 308 Locust Street, Columbia, PA 17512.

BOROUGH OWNED/MANAGED SITES AVAILABLE FOR RENTAL

Parks

- **Make Park** – 550 Avenue N, Columbia, PA 17512
Amenities: Basketball Court, Play Equipment, Small Pavilion
- **Rotary Park** – 151 Commerce Street, Columbia, PA 17512
Amenities: Basketball Court, Play Equipment
- **Columbia River Park** – 41 Walnut Street, Columbia, PA 17512
Amenities: Restrooms, Boat Dock, Kayak access, Benches, Ample Parking, Picnic Tables, and a pavilion.

Parking Lots

- Front and Locust Street Parking Lot
- Avenue H Parking Lot
- 3rd Street Parking Lot (first block of South 3rd Street)
- Locust Street Parking Lot (300 block of Locust Street)
- Heritage Drive
- Borough/State Roadways

ORGANIZATIONALLY OWNED/MANAGED SITES:



- **Glatfelter Memorial Park** – 1249 Lancaster Avenue, Columbia, PA 17512
Amenities: Pavilion, Picnic Tables, Football Field/Stadium, Baseball Fields, Play Equipment and Ample Parking. GlatfelterMemorialField@gmail.com



- **Janson Park** – 6th and Cherry Streets, Columbia, PA 17512
Amenities: Play Equipment, Basketball Court, and Baseball Field Rentals through William Kloidt at atwkloidt@aol.com



- **Locust Street Park/Gazebo** – 5th and Locust Streets, Columbia, PA 17512
Amenities: Benches and abundant shade. Rentals for park and Gazebo available through John Meshey at jtjcmeshey@aol.com, 717-684-0749 or 717-201-8069



- **Columbia Crossing Building (River Park)** – 41 Walnut Street, Columbia, PA 17512
Amenities: Indoor/outdoor venue, views of the river, Indoor Restrooms and Pavilion. Rentals through Susquehanna Heritage hbyers@susquehannaheritage.org (717) 449-5607

REQUIREMENTS:

Applications for Special Event Permits pertaining to Borough Owned/Managed properties and/or Roadways:

- Application for permit must be submitted to the Borough at least 60 days prior to the event date. A \$10.00 late fee will be charged if submitted within 59 days of the event date.
- Application must be accompanied by the application fee. (\$25 for Non-Profit Organizations, \$50 for For-Profit Columbia Borough Businesses, and \$250 for For-Profit Non-Columbia Borough Businesses).

- Application must be accompanied by a Certificate of Insurance naming Columbia Borough as an Additional Insured with coverage in the amount of at least \$500,000 for injury and \$500,000 for property damage. If use of a State Roadway is being requested, a second Certificate of Insurance is required naming PennDOT as an additional insured with coverage in the amount of at least \$500,000 for injury and \$500,000 for property damage.
- Application must be accompanied by a site map showing how the event will be laid out. (i.e.- Portable toilet location(s), Stage location, vendor location(s), barrier locations, etc....). ***Note: Portable toilets are not provided by the Borough.***
- Notification must be made to adjoining properties/neighborhoods that will be/may be affected by the event. (i.e.- In the case where attendees/participants will be parking on neighborhood streets – residents and businesses in the affected area should be notified one week prior to the event).

- Participation by at least one organization/business representative is mandatory at any meeting, scheduled by the Borough, regarding the event.
- Clean-up and removal of all trash produced at an event is the responsibility of the event host. Failure to remove all trash could result in a fine of up to \$500.00.
- Organizations/Individuals hosting events may be subject to fees for additional security (need to be determined by the Police Department) and/or additional personnel (need to be determined by Borough Management). Fees may be assessed for additional costs incurred by the Borough due to the event.
- Organizer of an event may be required to provide a Traffic Controller for each intersection affected by the event. (i.e.- A race beginning at one end of town and ending at another. Traffic Controllers may be required at each intersection.)

- Alcohol is not allowed at any event unless special permission has been granted by Columbia Borough Council.
- Bouncy Houses are high risk activity and require proper insurance and must be staffed by the rental company when inflated. No Exceptions.
- Use of drugs, smoking, or gambling is not permitted in any Borough Facility, property, or Park.
- Parks open to the public can be reserved for events, however all spaces in the parks are available to the public except for a rented pavilion.
- Columbia Borough does not assume responsibility for personal property left unattended on Borough Property. Lost & Found items are held for 30 days and then donated to charity or disposed of.

- All for-profit vendors (Food and Merchandise) must apply for a Transient Business Permit for each salesperson attending the event. Permit applications must be submitted at least 45 days prior to the event date. Appropriate permits/certifications for food service vendors must be available upon request.

(Note: Columbia Borough non-profit organizations do not need a permit to sell food at events, i.e. Churches/organizations, etc.)





LEO S. LUTZ Mayor
HERTHER ZINK Borough Council President

EYAN H. GABEL Solicitor
MARK E. STIVERS Borough Manager

SPECIAL EVENT PERMIT APPLICATION

Non-Profit: Yes No Columbia Business: Yes No Date Request Submitted: _____

Organization Name: _____ Representative Name: _____

Address: _____ Phone #: _____ Email: _____

Name of Event: _____

Describe Event Activities: _____

<u>Event Date(s)</u>	<u>Time of Event</u>	<u>Times (Including Setup/Tear Down)</u>
_____/_____(Rain Date)	_____	_____

Anticipated Attendance: _____ Are you charging a fee to participate? If so, how much? _____

Site Requested: (Please see Special Event Policies and Procedures for a list of available sites)

If using Borough Street(s) (i.e.- 3rd St from Locust to Chestnut): _____ from _____ to _____ **and**
_____ from _____ to _____ **and** _____ from _____ to _____

Equipment/Personnel Required: _____ Police Services _____ Custodian _____ Highway Personnel
_____ Safety Cones _____ Fire Police Services _____ Other _____

Please Note:

- The Borough has the right to assign additional security and other personnel as needed. Your organization may be subject to fees for these services as well as other fees incurred by the Borough. (Please refer to the current Columbia Borough Fee Schedule which is available on our website (www.columbiapa.net).
- Clean-up and removal of all trash produced at an event is the responsibility of the event host. Failure to remove all trash could result in additional fees as well as a fine of up to \$500.00.
- A Certificate of Insurance must be submitted with the application and must be submitted to the Columbia Borough Police Department at least 60 days prior to the event date. Minimum coverage of \$500,000.00 for bodily injury and \$500,000.00 for property damage (must show Columbia Borough as additional insured).
- Two Certificates of Insurance are required for events involving a state-owned road (one showing Columbia Borough as an additional insured and a second showing ~~Columbia~~ as an additional insured). The Facilities Use Application and Insurance Certificate must be submitted at least 60 days prior to the event date.

I hereby certify hereby certify that I have read, understand, and agree to adhere to this policy of Columbia Borough concerning Use of Facilities. Further, my organization forever releases Columbia Borough, Mayor, Council Members, Columbia Borough Officials, their doctors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which the application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Borough and any of its agents, servants, or employees and further will hold harmless and indemnify the said, Mayor, Council Members, and Borough Officials from any expenses, judgments or decrees recovered against them as a result of said use of these facilities. The provisions of this Application and this paragraph extend to the applicant's successors, assigns, heirs, and personal representatives

RESPONSIBLE ORGANIZATION OFFICIAL: _____
(Name - PLEASE PRINT) (Signature)

APPROVAL SIGNATURES

Borough Manager _____ Mark Stivers, Borough Manager Date _____

Police Chief _____ Chief Jack Brommer Date _____



WHO TO CONTACT?

- **Columbia Crossing Building (inside, deck and pavilion)**
- Hope Byers, Manager
- 41 Walnut Street, Columbia, PA
- 717-449-5607

- **Borough streets and parking lots, Makle Park, and Rotary Park**
- **River Park (parking Lots, grassy areas, boat launch, and kayak launch)**
- Pam Arnold of the Columbia Borough Police Depart.
- 308 Locust Street, Columbia, PA
- 717-684-7735
- armoldp@columbiapd.org

- **Route 462 Bridge**
- Both Columbia 717-684-7735 and
- Wrightsville Borough 717-252-2768

- **Columbia Market House**
- Chris Vera, Manager
- 15 South Third Street
- Columbia, PA 17512
- 717-252-7149

PROPOSED 2023 SPECIAL EVENT FEES

2023 SPECIAL EVENT FEES	Non-profit	For-profit/ Columbia Bus.	For-profit/Not Columbia Bus.
Special Event Application Fee	\$25.00	\$50.00	\$250.00
Special Event Late Submission Fee (less than 60 days prior to event)	\$10.00	\$10.00	\$10.00
Excessive Trash Clean-up	\$50.00	\$50.00	\$50.00
Public Works Employee working during event. (No. of PW Employees required to be determined by the Public Works Manager)	0	\$35.00/hr each	\$59.00/hr each
Police Officer/Working during event if not already scheduled to work (No. of Officer required to be determined by the Chief of Police)	0	\$50.00/hr each	\$73.00/hr each
Damage to Borough Property	Actual Borough Expense	Actual Borough Expense	Actual Borough Expense
Trash Dumping Fee (large event - over 500 ppl)	\$50.00	\$50.00	\$100.00
Civil Penalties for not following Special Event Policies and Procedures			
1st Offense	\$200.00	\$200.00	\$200.00
2nd Offense	\$400.00	\$400.00	\$400.00
3rd Offense	\$600.00	\$600.00	\$600.00

QUESTIONS?

Thank you!

ATTACHMENT A

ARTICLE VII Signs

§ 220-45. Applicability.

- A. Purposes. This article is intended to promote and maintain overall community aesthetic quality; establish reasonable time, place and manner of regulations for the exercise of free speech, without regulating content; promote traffic safety by avoiding distractions and sight distance obstructions; and protect property values and ensure compatibility with the character of neighboring uses.
- B. Permit required. A zoning permit shall be required for all signs except for signs meeting the requirements of § 220-47, and nonilluminated window signs constructed of paper, cardboard or similar materials and that are not of a permanent nature. Only types, sizes and heights of signs that are specifically permitted by this chapter within the applicable district shall be allowed. ~~Within the Historic District, the appearance of a sign may be required to be approved under Chapter 130, Historic District.~~
- C. Changes on signs. Any lawfully existing sign (including nonconforming signs) may be painted or repaired or changed in logo or message without a new permit under this chapter provided that the changes do not increase the sign area or otherwise result in noncompliance or an increased nonconformity with this chapter.
- D. Definitions. The following definitions shall be used in determining whether signs meet the measurement and type requirements of this article:
- ANIMATED SIGN – A sign with action or motion, flashing, color changes requiring electrical energy or electrical manufactured sources of supply, but not including wind-actuated elements such as flags, banners, or specialty items.
- BUILDING FACE — The vertical area of a particular side of a building, but not including the area of any slanted roof.
- DIGITAL OPEN BUSINESS DISPLAY: The portion of a sign message made up of internally illuminated components displaying “OPEN” and remains static for a period of 4-10 seconds.
- ERECT – To put in place and fasten to a building or elsewhere any sign or structure regulated by this article.
- FLASHING SIGN – An illuminated sign on which the artificial light is not maintained stationary and constant in intensity and/or color at all times when in use.
- FREESTANDING SIGN — A sign which is self-supporting upon the ground or which

is primarily supported by poles attached to the ground and not primarily supported by a building.

HEIGHT OF SIGN — The vertical distance measured from the average ground level surrounding a sign to the highest point of the sign and its supporting structure. Religious symbols, when not accompanied by lettering, shall not be restricted by the sign heights of this article when attached to a tower or spire of a place of worship.

ILLUMINATED SIGN— A sign illuminated by light from within the sign rather than a source adjacent to or outside of the sign. A sign within a display case with lights only shining onto the front of the sign shall be considered to be externally illuminated.

MURAL — A large picture/image (including but not limited to painted art) which is painted, constructed, or affixed directly onto a vertical building wall, which may or may not contain text, logos, and/ or symbols.

NONCONFORMING SIGN – Any sign which does not comply with the applicable sign provisions in a zoning ordinance or amendment, where such sign was lawfully in existence prior to the enactment of such ordinance or amendment.

OFF-PREMISES SIGN — See Article II, § 220-19 (Definitions).

PORTABLE SIGN — A freestanding sign that is attached to a chassis or legs that allows it to be towed or carried from one location to another and that is not permanently attached to the ground.

PROJECTING SIGN – Any sign mounted to a wall or other vertical building surface other than a wall sign.

SIGN — See Article II, § 220-19 (Definitions).

WALL SIGN — A sign primarily supported by or painted on a wall of a building, and which does not project more than two feet from such wall.

WINDOW SIGN — A sign which is readily visible and can be at least partially read from an exterior lot line and which is attached to a window or transparent door or that can be read through a window or transparent door.

ZONING OFFICER – The person regularly assigned to that office or anyone temporarily performing the duties of the office or any other official to whom the duties of the office may be assigned by the Council.

§ 220-46. Nonconforming signs.

- A. Signs legally existing at the time of enactment of this chapter and which do not conform to the requirements of the chapter shall be considered nonconforming signs.
- B. An existing nonconforming sign may only be replaced with a conforming sign, except a lawful nonconforming sign serving a lawful nonconforming principal use on the same lot may be replaced with a new sign advertising the nonconforming use if the new sign is not more nonconforming in any manner than the previous sign.

§ 220-47 Miscellaneous signs not requiring permits.

A. The following signs shall be permitted by right within all zoning districts within the following regulations, and shall not be required to have a permit under this article:

Type and Definition of Signs Not Requiring Permits	Maximum Number of Signs Per Lot	Maximum Sign Area Per Sign ¹ on Residential Lots	Maximum Sign Area Per Sign ¹ on Non-residential Lots	Other Requirements
Christmas tree sign: advertises the seasonal sale of Christmas trees.	2	8	30	Shall only be posted during seasons when such products are actively offered for sale.
Charitable event sign: advertises a special event held a maximum of 9 days in any calendar year that primarily is held to benefit a U.S. Internal Revenue Service-certified tax-exempt nonprofit organization.	2	4	40	Shall be placed a maximum of 30 days prior to event and removed a maximum of 7 days after event.
Contractor's sign: advertises a building tradesperson, engineer or architect who is actively conducting significant work on a particular lot that is not such person's place of business.	2	8	40	Shall only be permitted while such work is actively and clearly underway and a maximum of 10 days afterward. Such signs shall not be placed on the lot for more than 1 year, unless a 1-year extension is granted by the Zoning Officer. Shall not be illuminated.
Directional sign: provides information indicating traffic	No maximum	3, in addition to signs	3, in addition to signs painted on	Directional signs within a residential development shall

Type and Definition of Signs Not Requiring Permits	Maximum Number of Signs Per Lot	Maximum Sign Area Per Sign ¹ on Residential Lots	Maximum Sign Area Per Sign ¹ on Non-residential Lots	Other Requirements
direction, entry or exit, loading or service area, directions to apartment numbers or parking courts in a development, fire lanes, parking or closely similar information regarding the same lot as the sign is on, and that does not include advertising.		painted on pavement	pavement	not be illuminated.
Flag: a banner or pennant made of fabric or materials with a similar appearance that is hung in such a way to flow in the wind and that includes some type of commercial message.	2	50	50	Governmental flags and flags without a commercial message are not regulated by this chapter.
Garage sale sign: advertises an occasional garage sale/porch sale or auction.	2 per event	2 per sign	2 per sign	Shall be placed a maximum of 48 hours before permitted garage sale or auction begins, and be removed a maximum of 24 hours after event ends.
Home occupation sign: advertises a permitted home occupation.	1	2	2	Shall not be illuminated, except for a sign of a medical doctor. Shall be set back a minimum of 10 feet from the street right of way, unless printed on a mailbox. May be freestanding, attac

Type and Definition of Signs Not Requiring Permits	Maximum Number of Signs Per Lot	Maximum Sign Area Per Sign ¹ on Residential Lots	Maximum Sign Area Per Sign ¹ on Non-residential Lots	Other Requirements
				hed flat on a building wall or within a window.
Identification sign: only identifies the name and/or occupation of the resident and/or the name, street address and/or use of a lot, but that does not include advertising.	1	1, except 2 for a principal nonresidential use	6	Maximum height of 8 feet.
Open house sign- advertises the temporary and periodic open house of a property for sale or rent.	2 per event	4	4	Shall be placed a maximum of 5 days before open house begins, and be removed a maximum of 24 hours after open house ends. Such sign shall not be posted more than 5 consecutive days.
Political sign- advertises a person or party seeking political office or a political cause or opinion on a referendum or matter of political concern and which relates to a scheduled election or matter of upcoming vote by a governmental body.	No maximum	Maximum total of 30	Maximum total of 60	Shall be placed a maximum of 60 days prior to election, vote or referendum and removed a maximum of 7 days after such election, vote or referendum. Persons posting political signs shall maintain a written list of locations of such signs, unless posting signs on their own property. Political signs shall not be placed on private property without the prior

Type and Definition of Signs Not Requiring Permits	Maximum Number of Signs Per Lot	Maximum Sign Area Per Sign ¹ on Residential Lots	Maximum Sign Area Per Sign ¹ on Non-residential Lots	Other Requirements
				consent of the owner. If a political sign does not meet these requirements, then it shall be regulated as an "off-premises sign."
Public services sign: advertises the availability of rest-rooms, telephone or other similar public convenience.	No maximum	2	2	
Real estate sign: advertises the availability of property on which the sign is located for sale, rent or lease.	1 per street the lot abuts	6	30	Shall only be placed on the property while it is actively for sale, lease or rent, and shall be removed a maximum of 7 days after settlement or start of lease.
Service organization/ place of worship sign: an off-premises sign stating name of a recognized incorporated service organization or place of worship and that states the place and times of meetings or services and/or an arrow directing persons to such location.	2	2	2	Maximum of 2 such signs per such organization or place of worship.
Time and temperature sign: with a sole purpose to announce the current time and temperature and any	1	Not permitted	30	

Type and Definition of Signs Not Requiring Permits	Maximum Number of Signs Per Lot	Maximum Sign Area Per Sign ¹ on Residential Lots	Maximum Sign Area Per Sign ¹ on Non-residential Lots	Other Requirements
nonprofit public service messages.				
Trespassing sign: indicating that a road is private, that trespassing is prohibited on a lot, or controlling certain activities such as hunting and fishing on the lot.	No maximum	2	4	
¹ NOTE: Maximum sign areas are for each of 2 sides of each permitted sign, measured in square feet.				

B. In addition, the following types of signs are not regulated by this chapter:

- (1) Historic sign: memorializes an important historic place, event or person and that is specifically authorized by the Borough or a county, state or federal agency.
- (2) Holiday decorations: commemorates a holiday recognized by the Borough, county, state or federal government and that does not include advertising.
- (3) Not readable sign: not readable from any public street or any exterior lot line.
- (4) Official sign: erected by the state, county, Borough or other legally constituted governmental body, or specifically authorized by Borough ordinance or resolution, and which exists for public purposes.
- (5) Required sign: only includes information required to be posted outdoors by a government agency or the Borough.
- (6) Right-of-way sign: posted within the existing right-of-way of a public street and officially authorized by the Borough or PennDOT.

§ 220-48. Freestanding, wall and window signs.

- A** The following are the signs permitted on a lot within the specified districts and within the following regulations, in addition to exempt signs and temporary signs permitted in all districts by other provisions of this article. See definitions of the types of signs in § 220-55; [see abbreviations for zoning districts used below in § 220-20.](#)

Zoning District or Type of Use	Maximum Total Height of Freestanding Signs	Maximum area of Wall Signs	Maximum Area and Number of Window Signs	Maximum Area and Number of Freestanding Signs
P, C or residential districts for permitted principal nonresidential uses.	8 feet	20 square feet on each side of a principal building	May be used in place of a wall sign with the same restrictions	1 sign on each street the lot abuts, each with a maximum sign area of 20 square feet ²
For home-occupation signs, See §. 220.47. No new signs in these districts shall be internally illuminated.				
DC, RC, NC or MDRB Districts. No new freestanding signs in the DC, RC or MDRB Districts shall be internally illuminated.	8 Feet	10% of the area of the building side on which the signs are attached ¹	Temporary nonilluminated window signs are not regulated. Other window signs are regulated under wall signs.	1 sign per street that the lot abuts, each with a maximum area of 20 square feet ²
All districts not listed above	20 Feet	15% of the area of the building side on which the signs are attached	Temporary nonilluminated window signs are not regulated. Other window signs are regulated under wall signs.	1 sign per street that the lot abuts, each with a maximum area of 50 square feet ^{2, 3}

NOTES:

¹ In the DC, MDRB and RC Districts, one projecting sign may also be permitted per lot, provided such sign meets minimum clearance over the sidewalk as provided in the Building Code, is constructed entirely from wood or materials with a closely similar appearance (and metal fasteners), has a maximum sign area on each of 2 sides of 8 square feet, and is securely attached to the building.

² If the permitted freestanding sign area is not used, such sign area may be added to the permitted wall sign area.

³ If a lot includes 6 or more principal uses, then the maximum freestanding sign area may be increased to 80 square feet.

B Maximum height of wall signs. The maximum height of wall signs shall be equal to the top of the roof along the wall to which they are attached.

C Window signs. Window signs shall be mounted only to the inside surface of windows and doors, with a total square footage of window signage not to exceed 50% of the square footage of the individual window at/on which the sign is located. In the event that a building has multiple street frontages, window signs shall be limited to no more than two street frontages.

D. Portable signs (including signs on mobile stands) and other temporary signs, subject to the size restrictions outlined in §220-48.A. Portable or temporary signs displaying details of an event (to include, but not limited to elections) may be erected or displayed no earlier than 30 days prior to the event to which they pertain and shall be removed within seven days of said event.

(1) Purpose. These standards recognize portable signs as a particular type of sign that has the characteristics of a temporary sign but that has been inappropriately used as a permanent sign. This section is based on the policy that if a use desires to regularly display a sign for regularly changing messages, that it erect a permanent sign within all of the requirements of this chapter.

(2) ~~Definitions. As used in this subsection, the following terms shall have the meanings indicated:~~

~~PORTABLE SIGN— A freestanding sign that is attached to a chassis or legs that allows it to be towed or carried from one location to another and that is not permanently attached to the ground.~~

(3) Portable signs are prohibited in all districts, except for charitable event signs permitted by § 220-47.

§ 220-49. Abandoned or outdated signs.

Signs advertising a use no longer in existence (other than a sign relating to a building that is clearly temporarily vacant and being offered to new tenants or for purchase) shall be removed within 180 days of the cessation of such use.

§ 220-50. Location of signs.

The following shall regulate the location of signs:

A. Setbacks.

(1) A sign shall not project over any existing street right-of-way, except for permitted projecting signs within the DC, RC and MDRB Districts.

(2) A freestanding illuminated sign ~~for a commercial or industrial business~~ (except in the DC District) shall not be located within 10 feet of an abutting lot line of a lot that only includes one dwelling unit.

(3) These setbacks shall not apply to official signs, nameplate signs, public service signs and directional signs.

B. Sight distance. No sign shall be so located that it interferes with the sight distance requirements of § 220-59.

~~C. Off premise. No signs except permitted off premises, official, political or public service signs shall be erected on a property to which it does not relate.~~

DC. Permission of owner. No sign shall be posted on any property or sign pole or public utility pole, unless permission has been received by the owner.

D. Window signs. See § 220-48.B.

E. Utility poles. No sign shall be attached to a utility pole using metal fasteners, except by a utility or government agency.

§ 220-51. Illumination of signs.

See Article V, §220-38 (Control of light and glare).

See ~~“light and glare control” in~~ Article V, §220-38 (Control of Light and glare).

§ 220-52. Vehicles functioning as signs.

Any vehicle or structure to which a sign is affixed in such a manner that the carrying of such sign or signs no longer is incidental to the primary purpose of the vehicle or structure but becomes a primary purpose in itself shall be considered a freestanding sign and as such shall be subject to requirements for freestanding signs in the district in which such vehicle or structure is located.

§ 220-53. Prohibited signs.

The following signs are prohibited in all zoning districts:

- A. Any moving object used to attract attention to a commercial use, ~~Flags and banners except as is permitted by §220.47 and~~ flags or banners meeting the requirements for a particular type of sign.
- B. ~~Flashing, blinking, twinkling, animated or Moving and revolving~~ signs of any type, except time and temperature signs. ~~may flash. In addition, flashing lights visible from a street shall not be used to attract attention. This restriction specifically includes window signs, but~~ does not prohibit holiday lighting or displays, within § 220-47.B.(2).
- C. Signs which emit smoke, visible vapors or particles, sound or odor.
- D. Signs which contain information that states or implies that a lot may be used for any purpose not permitted under the applicable provisions of this chapter.
- E. Signs that are of such character, form, shape or color that they imitate or resemble any official traffic sign, signal or device or that have any characteristics which are likely to confuse or distract the operator of a motor vehicle on a public street (such as prominent use of the words "danger").
- F. Signs or displays visible from a lot line that include words or images that are obscene, ~~or~~, pornographic, use profanity, or invoke violence.
- G. Balloons of greater than 25 cubic feet that are tethered to the ground or a structure for periods of over a day and that are primarily intended for advertising purposes.

H. Floodlights and outdoor lasers for advertising purposes.

§ 220-54. Construction of signs.

Every permanent sign permitted in this section shall be constructed of durable materials and shall be kept in good condition and repair. The Zoning Officer shall by written notice require a property owner or lessee to repair or remove a dilapidated or unsafe sign within a specified period of time. If such order is not complied with, the Borough may repair or remove such sign at the expense of such owner or lessee.

§ 220-55. Measurement and major types of signs.

~~A. — Sign definitions. The following definitions shall be used in determining whether signs meet the measurement and type requirements of this article:~~

~~**BUILDING FACE-**~~

~~The vertical area of a particular side of a building, but not including the area of any slanted roof.~~

~~**FREESTANDING SIGN-**~~

~~A sign which is self-supporting upon the ground or which is primarily supported by poles attached to the ground and not primarily supported by a building.~~

~~**HEIGHT OF SIGN-**~~

~~The vertical distance measured from the average ground level surrounding a sign to the highest point of the sign and its supporting structure. Religious symbols, when not accompanied by lettering, shall not be restricted by the sign heights of this article when attached to a tower or spire of a place of worship.~~

~~**ILLUMINATED SIGN, INTERNALLY-**~~

~~A sign illuminated by light from within the sign rather than a source adjacent to or outside of the sign. A sign within a display case with lights only shining onto the front of the sign shall be considered to be externally illuminated.~~

~~**OFF-PREMISES SIGN-**~~

~~See Article II.~~

~~**SIGN-**~~

~~See Article II.~~

~~**WALL SIGN-**~~

~~A sign primarily supported by or painted on a wall of a building and which does not project more than two feet from such wall.~~

~~**WINDOW SIGN-**~~

~~A sign which is readily visible and can be at least partially read from an exterior lot line and which is attached to a window or transparent door or that can be read through a window or transparent door.~~

B.A. Definition and measurement of sign area.

- (1) Sign area shall include all lettering, wording and accompanying designs and symbols, together with related background areas on which they are displayed. One freestanding sign may include several signs that are all attached to one structure, with the total sign area being the area of a common geometric form that could encompass all signs.
- (2) The sign area shall not include any structurally supporting framework, bracing, or clearly defined wooden framing if such area does not include any display, lettering or sign and if such area is clearly incidental to the sign area itself.
- (3) Where the sign consists of individual letters or symbols attached to or painted directly on a building or window, other than an illuminated background that is a part of the sign, the sign area shall be the smallest rectangle that includes all of the letters and symbols.
- (4) The maximum sign area of sign shall be for each of two sides of a sign, provided that only one side of a sign is readable from any location.
- (5) Unless otherwise specified, all square footages in regards to signs are maximum sizes.

§ 220-56. Off-premises signs.

- A. Purposes. Off-premises signs are controlled by this chapter for the following purposes, to: ensure that a physical environment is maintained that is attractive to desirable types of development, especially light industrial and office parks; prevent visual pollution in the Borough and protect property values, especially in consideration of the fact that most commercial areas of the Borough are within close proximity to existing residences; prevent glare on adjacent property and streets; avoid the creation of additional visual distractions to motorists, especially along busy arterial streets that involve complex turning movements and numerous traffic hazards; recognize the numerous alternative forms of free speech available in the Borough, including existing nonconforming off-premises signs, on-premises signs and temporary signs and printed and electronic media; carry out the purposes listed in § 220-45.
- B. Nonconforming off-premises signs. This section is not intended to require the removal of an existing lawfully placed off-premises sign that is in structurally sound condition.
- C. PennDOT sign. Signs erected and maintained by PennDOT are permitted by right in all districts.
- D. Permitted off-premises signs. An off-premises sign is only permitted if it meet the following requirements:
 - (1) District. An off-premises sign is only permitted in the HCDistrict.

- (2) Location. An off-premises sign shall be set back a minimum of 25 feet from all lot lines and street rights-of-way.
 - (3) Maximum sign area: 300 square feet.
 - (4) Spacing. Any off-premises sign shall be separated by a minimum of 1,200 feet from any other off-premises sign, including signs on either side of a street and including existing signs in other municipalities. No lot shall include more than one off-premises sign.
 - (5) Maximum height: 25 feet above the elevation of the adjacent street, measured at the street center line.
 - (6) Attached. No off-premises sign or sign face shall be attached in any way to any other off-premises sign, except that a sign may have two sign faces of 150 square feet each if they are placed approximately back to back.
 - (7) Control of lighting and glare. See standards in § 220-38.
 - (8) Residences. No off-premises sign greater than 10 square feet in sign area shall be located within 200 feet of an existing dwelling.
- (9) Condition. The sign shall be maintained in a good and safe condition. The area around the sign shall be kept free of debris.
- (10) Permitted off-premises signs are subject to prohibited sign conditions and standards set out in § 220-53.

§ 220-57. Special Regulations for Signs in the Historic District.

- A. Purpose. In addition to all other requirements of this Chapter, the following regulations shall be applicable to any sign placed in the Historic District:
- B. No sign shall be erected or altered until an application has been reviewed and a recommendation for approval has been issued by the Historical Architectural Review Board (HARB) and after the Borough Council has issued a final approval and a Certificate of Appropriateness (COA).
- C. Installation of the sign must not damage or require removal of historic materials and must be done in a manner such that signs can be removed without harm to the masonry or architectural detailing.
- D. The Historical Architectural Review Board (HARB) shall ensure that the proposed sign is appropriate compared to the style, period, type, size and scale of the building and zoning district for which it is proposed. The proposed sign must be appropriate with other signs in the district.
- E. Permit Requirements. All applications for a Certificate of Appropriateness must contain the following information:
 - (1) A written letter of intent with a current color photograph of the

property.

(2) An illustration of the building facade showing the proposed sign.

(3) A scaled sign specification drawing and elevation showing the signage detail, size, materials, colors, lighting, lettering, and method of attachment. Material samples may be required. Engineered wind design load calculations (withstand 115 MPH) and lighting specifications to include UL listed certification may be required.

E. For any ground signs, a site plan indicating the location of the sign, dimensions, and drawing to show the type of illumination and electrical detail of installation.

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

ORDINANCE NO. _____ of 2023

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, AMENDING CHAPTER 82, ARTICLE II, CARE AND CONTROL OF ANIMALS; PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES; PROVIDING FOR THE SEVERABILITY OF THE ORDINANCE; AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.

SECTION 1. Chapter 82, Article II, of the Columbia Borough Code shall be deleted in its entirety and replaced with the following:

82-5. DEFINITIONS.

For the purpose of this Ordinance, the following terms shall have the meanings ascribed to them in this section, except where the context in which the word is used clearly indicates otherwise:

ANIMAL — Any dog, cat, domesticated animal or non-domesticated animal.

BOROUGH — The Borough of Columbia, Lancaster County, Pennsylvania.

BOROUGH COUNCIL— The governing body of the Borough.

CAREGIVER — Any person who provides care, including food, water, shelter, and, some cases, medical care to feral cats, and in accordance with a program approved by the Borough to trap, neuter, vaccinate, ear-tip, and return feral cats to the location at which they were trapped.

FERAL CAT — An unowned free-roaming cat that is partially socialized or unsocialized to humans and tends to resist contact with humans.

MOTOR VEHICLE—A vehicle which is self-propelled, except one which is propelled solely by human power or electric power obtained by overhead trolley wires, but not operated upon rails.

NUISANCE — An animal shall be considered a nuisance if it habitually trespasses upon or damages either private or public property or annoys or harms lawful users or occupants thereof.

OWNER—Any person having a right of property in, having custody of or who harbors or permits a dog, cat, domestic animal or any non-domesticated animal

to remain on or around his or her property, excluding feral cat caregivers as defined herein.

PERSON — A natural person, firm, partnership, association or corporation.

POLICE OFFICER — Any person employed by the Borough whose duty it is to preserve peace or to make arrests or to enforce the law, including auxiliary policemen.

RUNNING AT LARGE — Being upon any public highway, street, alley, park or any other public land or upon property of another person other than the owner and not being firmly secured by means of a collar and chain or other device so that it cannot stray or not being accompanied by or under the reasonable contact of some person.

SPONSOR — An eligible animal welfare organization appointed by the Borough to run a TNR program in the Borough.

STRAY CAT—Any cat whose owner or keeper from time to time allows the cat to run free off of the property of the owner or keeper.

TRAP, NEUTER AND RETURN (TNR)—A nonlethal approach to feral cat population control where feral cats are humanely trapped, sterilized, vaccinated, ear-tipped, and then returned to the location where they were originally trapped.

VEHICLE — Every device in, upon or by which any person or property is or may be transported or driven upon any highway, street, road or alley, except devices used exclusively upon rails or tracks.

82-6. DISTURBING OR LOUD NOISE.

No person shall allow any animal confined on that person's premises to make any loud or harsh noise or disturbance which shall interfere with or deprive the peace, quiet, rest or sleep of any person within the Borough.

82-7. UNSANITARY NUISANCE; EXEMPTIONS.

- A. No person shall allow any animal owned by him under his control to defecate on any sidewalk, walkway, or the property of another without immediately cleaning it up.
- B. Any vision-or mobility-impaired person who relies upon a dog specifically trained for such purposes shall be exempt from compliance with this section.

82-8. RUNNING AT LARGE.

- A. No person shall permit any animal owned by him or under his supervision or control to run at large at any time upon the public streets, alleys, highways, or public grounds of the Borough or upon the private property of any other person or upon any property other than property belonging to the owner of such animal or to a person under whose supervision or control such animal is being kept. An animal must be firmly secured by means of a collar and chain or other device so that it cannot stray or must be accompanied by or under the reasonable control of some person.
- B. Any police officer or law enforcement officer is hereby authorized and empowered to seize and detain any animal which is found running at large in the Borough, or upon any property other than the property of the owner of such animal, and unaccompanied by the owner when such police officer or law enforcement officer is in immediate pursuit of such animal.
- C. The provisions of this section shall apply to all animals found running at large in violation of this section, irrespective of payment for or issuance of any license in respect to the animal involved.
- D. Borough Council is hereby empowered and authorized to engage the services of a qualified and suitable person to enforce the provisions of this section.

82-9. IMPOUNDING.

Any police officer or law enforcement officer of the Borough is hereby authorized to seize and detain any animal running at large in violation of § 82-8 or any animal concerning which information has been received that such animal has been running at large. Any animal so seized shall be held by the Borough for 48 hours. Immediate notice of such seizure, either personally or by certified mail or e-mail, with return receipt requested, shall be given to the person in whose name the license, if any, was issued, or his agent, to claim such animal within 48 hours after receipt hereof. In the event that the animal does not bear a proper license tag, immediate notice, either personally or by certified mail or e-mail, return receipt requested, shall be given to the person, or his agent, known to be the owner of such animal. The owner or claimant of an animal so detained shall pay a penalty of \$50 to the Borough, together with a charge as set forth from time to time by resolution of the Borough Council, per day for room and board or the daily charge of the shelter where the animal is kept, whichever amount is greater. No animal shall be returned to the owner or claimant until said penalty and expense or charges shall have been paid.

82-10. DISPOSITION OF ANY UNCLAIMED ANIMAL.

If, after 48 hours of such notice, as set forth in § 82-9, such animal has not been claimed, the police officer or law enforcement officer shall convey such animal to a shelter, animal rescue, or foster care. No licensed animal shall be adopted, sold or otherwise disposed of unless such licensed animal remains unclaimed five days after notification, evidenced by obtaining the return receipt if notified by certified mail or e-mail. Where the owner or agent of an unlicensed animal is not known, the police officer or law enforcement officer shall convey such animal to a shelter, animal rescue, or foster care. No animal shall be sold for the purpose of vivisection or research or be conveyed in any manner for these purposes.

82-11. TRANSPORTATION OF ANIMALS.

No person other than a person actually working a dog or other animal for agricultural purposes shall transport or carry on any public highway, street, road or alley such dog or other animal, unless such dog or other animal is safely enclosed within the motor vehicle or protected by a container, cage, cross tether or other device to prevent the dog or other animal from falling from, being thrown from or out of or jumping from said motor vehicle.

82-12. UNATTENDED ANIMAL.

No person shall leave a dog or other animal in any unattended motor vehicle without adequate ventilation, sanitary conditions or in such a manner as to subject the dog or other animal to extreme temperature which adversely affects the health or safety of the dog or other animal.

82-13. KEEPING OF CERTAIN ANIMALS PROHIBITED.

It shall be unlawful to keep or maintain within the Borough, any pig, hog, or swine. The keeping or maintaining of any such pig, hog or swine within the Borough is hereby found and determined by Borough Council to constitute a public nuisance.

82-14. RESPONSIBILITIES OF CAT OWNERS REGARDING STRAY CATS.

It shall be unlawful for any owner of any cat to permit such cat to run free outside the residence of its owner or keeper unless said cat has been:

- A. Neutered or spayed to prevent it from procreating;
- B. Immunized against rabies in compliance with Pennsylvania law; and

- C. Appropriately "tipped" on the left ear to signify that it has been neutered/spayed and immunized.

82-15. FEEDING OF STRAY OR FERAL CATS.

It shall be unlawful for any person to continue to feed stray or feral cats, where such feeding causes a nuisance to neighbors or creates a condition contrary to the health, safety and welfare of the community, unless that person participates in a trap, neuter and return program managed by the Borough or a sponsor of the Borough.

82-16. RESPONSIBILITIES OF TNR PROGRAM SPONSORS.

Animal welfare organizations may make application to the Borough to serve as the sponsor of a TNR program. Sponsors appointed by the Borough shall have the following responsibilities:

- A. Register each feral cat colony they are managing with the Borough. Information submitted to the Borough shall include general location (neighborhood), number of cats in the colony, and number of caretakers working with the colony.
- B. Record and report to the Borough, on an annual basis, the intake and disposition of each feral cat brought to their facility.
- C. Record and report to the Borough, on an annual basis, the total number of members and the number of sterilized members of each feral cat colony within the Borough for which they have implemented a TNR program.
- D. Record and report to the Borough, on an annual basis, the number of kittens born into each feral cat colony within the Borough for which they have implemented a TNR program.
- E. Address complaints received by the Borough and passed along to the sponsor regarding caretaker behavior, and serve as an intermediary to address and, where possible, remediate the behavior within a reasonable period of time, based on the matters at issue and utilizing Borough resources where necessary.

82-17. VIOLATIONS AND PENALTIES.

- A. Any person who violates any provision of this chapter shall be charged with a summary offense and shall be fined not less than \$100 nor more than \$500 and all costs of prosecution for the first offense or be imprisoned for not more than 90 days, or both.

B. For any subsequent offense that occurs within one year of sentencing for the prior violation, a person shall be charged with a misdemeanor of the third degree and, upon conviction, shall be fined not less than \$500 nor more than \$1,000, plus costs of prosecution, or to imprisonment of not more than one year, or both.

C. Each day there is a violation may count as a separate violation.

SECTION 2. Chapter 82, Article III of the Columbia Borough Code, shall be amended to re-number the sections sequentially.

SECTION 3. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 4. If any section, subsection, clause, or provision of this ordinance is held invalid the remainder shall not be affected by such invalidity.

SECTION 5. Upon the effective date of this ordinance, the proper officials of the Borough of Columbia are ordained that the provisions of this Ordinance shall become and be made a part of Borough of Columbia's Code of Ordinances of the Borough of Columbia, Lancaster County, Pennsylvania.

This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

DULY ORDAINED AND ENACTED this ____ day of _____, 2023, by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF COLUMBIA,
LANCASTER COUNTY, PENNSYLVANIA

By: _____
Heather Zink,
President of Borough Council

ATTEST:

Mark E. Stivers, AICP
Borough Manager/Secretary

Examined and approved this ____ day of _____, 2023.

Leo S. Lutz, Mayor