



LEO S. LUTZ
Mayor

EVAN M. GABEL
Solicitor

HEATHER ZINK
Borough Council President

MARK E. STIVERS
Borough Manager

COLUMBIA BOROUGH PLANNING COMMISSION

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

March 21, 2023 – 7:00 p.m.

Final 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:
- 2) Moment of Silence:
- 3) Pledge of Allegiance:
- 4) Approval of Minutes:
 - a) Consider approval of the Planning Commission Meeting Minutes from February 21, 2023, Regular Meeting
- 5) Zoning Hearing(s) Consider Motion to Recommend to Zoning Hearing Board:
 - a) None
- 6) Engineer's Review(s) of SALDO Applications:
 - a) None
- 7) Demolition Applications Consider Motion to Recommend to Borough Council:
 - a) None
- 8) Action Items:
 - a) Amending Text Language from the Zoning Ordinance – Signs - Consider Motion for Recommendation to Borough Council
- 9) Discussion Items:
 - a) Project and Land Bank Update



- 10) Old Business (for discussion):
- 11) New Business (for discussion):
- 12) Public Comments and Questions:
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, attacks, or any conduct that disrupts the flow of business is out of order.
- 13) Motion to Adjourn:

Next Meeting Scheduled for April 18, 2023

If you are 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.

MINUTES
COLUMBIA BOROUGH PLANNING COMMISSION
February 21, 2023

MEMBERS IN ATTENDANCE:

Mary Wickenheiser, Chairperson
Tiffani Lynn, Vice-Chairperson
Brad Lynn, Secretary
Justin Evans
Marilyn Kress Hartman
Kelly Murphy
Annette White

STAFF IN ATTENDANCE:

Derek Rinaldo, CS Davidson, Borough Engineer
Councilperson Eric Kauffman
Sharon Cino, Planning and Zoning Manager
Deb LaClair, Administrative Assistant

GUESTS IN ATTENDANCE:

Ed Van Arsdale, Arro Consulting Inc – 451 Mill Street – Zoning Hearing
Don Murphy, Columbia Catholic Housing Board – 451 Mill Street – Zoning Hearing
Seth Hiller, Blakinger Thomas Law Firm – 420 South Front Street – Zoning Hearing
Jim Guerin, JG Environmental LLC – 420 South Front Street – Zoning Hearing
Jeff Witwer, JG Environmental LLC – 420 South Front Street – Zoning Hearing
Andrew Szalay – Habitat for Humanity – South Fifth Street Project
Frank Doutrich, 1001 Ironville Pike

CALL TO ORDER:

Chairperson Wickenheiser called this regular meeting of the Columbia Borough Planning Commission to order on Tuesday, February 21, 2023, at 7:00 p.m.

There was a moment of silence and the pledge to the flag.

ELECTION OF OFFICERS:

Tiffani Lynn motioned to nominate Mary Wickenheiser as Chairperson of the Columbia Borough Planning Commission and Justin Evans seconded. There were no further nominations, motion carried.

Annette White motioned to nominate Tiffani Lynn as Vice-Chairperson of the Columbia Borough Planning Commission and Justin Evans seconded. There were no further nominations, motion carried.

Justin Evans motioned to nominate Brad Lynn as Secretary of the Columbia Borough Planning Commission and Kelly Murphy seconded. There were no further nominations, motion carried.

APPROVAL OF MINUTES:

Kelly Murphy motioned to approve the Regular Planning Commission meeting minutes from January 17, 2023, and Annette White seconded. All favored this motion.

ZONING HEARING(S):

451 Mill Street – Columbia Catholic Housing for the Elderly – Ed Van Arsdale stated the property at 451 Mill Street was located in the High Density Residential zoned district. The plan was to construct a parking lot as the principal use of this vacant lot to serve the residents who reside in the high-rise across the street. Ed added this plan would come back to the Planning Commission as a land development plan after zoning approval. Ed provided a sketch plan showing the lay out of the parking area and admitted there were still a few items to finalize but that he needed some type of plan to submit with the zoning application.

Mary Wickenheiser asked if when the land was purchased, it was the intent to install parking. Don Murphy stated he did not know that information. Mary asked about the driveway off-set. Ed stated that may be changed depending on the storm water facilities. Mary asked about sidewalks. Ed talked about sidewalks and a possible handicap ramp. Mary verified the plan submitted tonight was preliminary to get the project before the Zoning Hearing Board and added the plan to be submitted for planning review would need to include storm water management, lighting, and landscaping. Mary talked about equipment recently on the property for SWM testing. Ed stated that was correct, for infiltration testing. Mary asked who would be utilizing the parking lot. Don stated the parking would be for residents. Mary expressed concerns about residents safely crossing the street. Don agreed that striping and crossing signs should be installed. Marilyn Kress Hartman asked if there would be 2 ways out of the parking lot. Ed stated it would be a challenge having a driveway off Malt Avenue and what was presented tonight was one driveway entering and exiting the parking area.

Kelly Murphy motioned to recommend to the Zoning Hearing Board approval of the zoning request to have a parking lot as a principal use located at 451 Mill Street and Tiffani Lynn seconded. All favored this motion.

420 South Front Street – JG Environmental – Seth Hiller presented plans for using the property as a solid waste transfer facility at the property located at 420 South Front Street, which was leased by JG Environmental from Columbia Borough. Jim Guerin of JG Environmental talked about how this property was the ideal place to process non-hazardous waste. Jim explained how the waste would get to the facility, how the waste would be treated and how the waste would leave the facility. Jim stated this facility would employ 10 workers with workdays consisting of 5-7 days a week. Jim added that DEP would have to approve the hours of operation. Jim also added there would be approximately 20 trucks coming to the facility per day with all processing operations occurring indoors. There would also be fencing installed.

Seth Hiller introduced Jeff Witwer of JG Environmental. Jeff talked about the difference between non-hazardous and hazardous materials and about the protocols in place in the event hazardous materials came into the facility. Mary asked if the municipality would be notified. Jeff stated if the situation warranted contact. He went on to explain a list of emergency numbers was part of the protocol and explained the inspections done by DEP. There was discussion about this property being a super-fund site. Mary asked about the location of the scales. Jim pointed out the location. Mary asked if the river side of the property would be fenced as well. Jim stated yes, that was a requirement of DEP. Mary asked about the existing parking area and if that would be paved. Jim stated they would eventually pave that area. Jim added they would only be performing the processing on the 420 South Front Street property. Seth Hiller explained the use of the adjoining property at 430 South Front Street was permitted.

Justin Evans asked about the lot lines. Seth explained the use would require 5 acres but because the property was split into different parcels the 420 South Front Street parcel did not meet that zoning requirement.

Brad Lynn asked if the waste was completely contained. Jeff Witwer stated yes.

Mary asked if the office in the existing building would be used. Jim Guerin stated yes.

Justin Evans motioned to recommend to the Zoning Hearing Board approval of the solid waste transfer facility and lot line variances applied for by JG Environmental for the property located at 420 South Front Street and Tiffani Lynn seconded. All favored this motion.

ENGINEER'S REVIEW(S):

There were no reviews from the Borough Engineer.

DEMOLITION APPLICATION(S):

There were no applications.

ACTION ITEMS:

Andrew Szalay, Habitat for Humanity, addressed the Planning Commission regarding the fee in lieu of park land dedication in the amount of \$4,000.00 for the South Fifth Street project. Andrew added that even though the original waiver letter stated \$4,000.00 he was respectfully asking to pay \$500.00 per unit or \$2,000.00. Mary added the project was needed for the neighborhood and would be inclined to entertain a lower amount. Justin asked how many homes were there before demolition. Andrew stated 4 homes. Derek Rinaldo provided a background on the discussions of this fee. Kelly added Habitat was turning around a blighted area. Justin stated it made sense to reduce the amount. Brad stated he was thankful Habitat for Humanity was involved in the community. Marilyn suggested the fee be waived.

Marilyn Kress Hartman motioned to waive the fee in lieu of park land dedication for Habitat for Humanity's project on South Fifth Street and Tiffani Lynn seconded. All favored this motion.

DISCUSSION ITEMS:

Derek Rinaldo provided an MS4 presentation to the Planning Commission. He explained the need to discuss this at a public meeting and the Planning Commission was the best group to hear the message. Derek presented information on education, participation, illicit discharge, construction sites, post construction and pollution control. Mary asked if this would be presented to Borough Council. Derek stated no, this was the meeting for MS4 discussion.

Sharon Cino provided an update on land bank properties.

Councilperson Kauffman stated Council approved 612 Franklin Street to enter the land bank process. Mary stated those properties used to come before the Planning Commission for approved. Councilperson Kauffman stated the property was blighted and that's why the approval went to Borough Council but that the process remained the same.

Mary Wickenheiser referred to a statement she found on face book by the CEDC regarding short-term rentals. She explained there was a special meeting regarding expanding zoning areas where STR use was allowed. Justin Ruhl, CEDC board member, addressed the Commission regarding the statement.

OLD BUSINESS:

There were no items under old business.

NEW BUSINESS:

Mary stated the Borough owned property at 400 Locust Street has sold and the buyer would like to construct a coffee shop with apartments above the shop.

Mary stated the Walnut Street improvement project was being reviewed by PennDot and Rettew Associates with a timeline of 2025 start date.

Mary informed the Commission a sign ordinance was currently being reviewed by the Lancaster County Planning Commission and would be reviewed by the PC sometime in March.

Mary asked about the zoning ordinance changes for the McGinness property. Derek explained the PC would see the sub-division plan joining properties as a first step.

Mary stated the Columbia Borough Planning Commission yearly report would be presented to Borough Council.

Mary informed the PC the zoning decision rendered in January regarding the short-term rental request for 732 Chestnut Street would be appealed by the applicant.

PUBLIC COMMENTS AND QUESTIONS:

There were no public comments.

ADJOURNMENT:

Justin Evans motioned to adjourn this meeting of the Columbia Borough Planning Commission at 8:45 p.m. and Tiffani Lynn seconded. All favored this motion.

Respectfully submitted,

Brad Lynn, Secretary

BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA

ORDINANCE NO. 945 of 2023

INTRODUCED BY COUNCIL _____

RECOMMENDED APPROVAL BY PLANNING
COMMISSION _____

ADOPTED BY COUNCIL _____

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA AMENDING TEXT LANGUAGE FROM CHAPTER 220 ZONING, ARTICLE VII SIGNS, PROVIDING THAT FOR THE SEVERABILITY OF THE ORDINANCE, AND PROVIDING THAT THE ORDINANCE SHALL TAKE EFFECT IN ACCORDANCE WITH PENNSYLVANIA LAW.

WHEREAS, the Borough Council of the Borough of Columbia finds it periodically necessary to amend its Code of Ordinances in order to update its regulations and procedures to implement municipal goals and objectives; and

WHEREAS, the Columbia Borough Planning Commission reviewed the ordinance at their regular meeting on XXXX and recommended Borough Council adopt this ordinance; and

WHEREAS, Columbia Borough Council finds the adoption of this ordinance through its police powers, will protect the public health, safety, and welfare of the residents of Columbia Borough, and furthers the purpose, goals, objectives, and policies of the Borough's Comprehensive Plan.

NOW, therefore be it hereby enacted and ordained by the Council of Borough of Columbia, Lancaster County, Pennsylvania, and it is hereby enacted and ordained by authority of the same:

SECTION 1. Amend. Amending the Borough's Code of Ordinances, Chapter 220 Zoning – Article VII, Signs by adding text amendments in accordance with **Attachment A**.

SECTION 2. Severability. The provisions of this Ordinance shall be severable and, if any of the provisions of this Ordinance are hereby repealed insofar as some affect this Ordinance.

SECTION 3. Repealer. All Ordinances or parts of Ordinance conflicting with any of the provisions of this Ordinance are hereby repealed insofar as some affect his Ordinance.

SECTION 4. Effective Date. 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.

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

DULY ORDAINED AND ENACTED this _____ 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

ATTEST:

By:

Mark E. Stivers, AICP
Borough Manager/Secretary

Heather Zink, President of Borough Council

Examined and approved this day __ of __ 2023.

Leo S. Lutz, Mayor

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.

MECHANICAL MOVEMENT SIGN— A sign having parts that physically move and shall not include wind- activated movement. Mechanical movement signs do not include digital signs that have changeable, programable displays.

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).

SNIPE SIGN — Signs that are illegally placed in the public right-of-way, on utility poles and trees.

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

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
				granted by the Zoning Officer. Shall not be illuminated.
Directional sign: provides information indicating traffic 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.	No maximum	3, in addition to signs painted on pavement	3, in addition to signs painted on pavement	Directional signs within a residential development shall 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	1	2	2	Shall not be illuminated, except

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
home occupation.				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, attached 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	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

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
governmental body.				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 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	2	2	2	Maximum of 2 such signs per such organization or place of worship.

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
persons to such location.				
Time and temperature sign: with a sole purpose to announce the current time and temperature and any nonprofit public service messages.	1	Not permitted	30	
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 Mechanical Moving including 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.

I. Snipe signs. Signs shall only be attached to utility poles in conformance with state and utility regulations.

§ 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.

F. 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.



Planning Department

150 North Queen Street | Suite 320
Lancaster, Pennsylvania 17603
Phone: 717-299-8333

www.lancastercountyplanning.org

County Commissioners

Ray D'Agostino, Chairman
Joshua G. Parsons, Vice Chairman
John B. Trescot, Commissioner

Executive Director

Scott W. Standish

MEMORANDUM

23LU

To: Mark E. Stivers, Manager
Columbia Borough

From: Alex W. Rohrbaugh, AICP *AWR*
Senior Planner

Date: March 7, 2023

Re: CPF # 11-82, Zoning Ordinance Amendments: Signs
Columbia Borough

Due to the minor nature of the **zoning ordinance amendments**, the final review has been delegated to Lancaster County Planning Department (LCPD) staff. Staff has reviewed the above-referenced **zoning ordinance amendments** and recommends **approval**.

PROPOSAL

The Borough proposes amending Article VII of its Zoning Ordinance. Highlights from the amendments include:

- Create definitions for signage types and measurements;
- Require zoning permits for most types of signs; and
- Require performance criteria for signs in the Historic District, including approval by the Historic Architectural Review Board (HARB)

PLACES2040 COMMENTARY

The amendments relate to these specific *places2040* Big Ideas, Policies, and Catalytic Tools:

Creating Great Places

Make our downtowns more vibrant, safe, and attractive. The amendments can help retain the character of Columbia's downtown by regulating signage for properties in the Columbia Historic District.

CONSISTENCY WITH COMPREHENSIVE PLANS

places2040 - Lancaster County Comprehensive Plan

The proposed amendments are consistent with *places2040*.



Columbia Borough Comprehensive Plan (1995)









The proposed amendments are not addressed in this plan.

* * *

JDH/AWR/fkg/mr

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Columbia Borough

Address	Approved for Acquisition	Acquired/Pre-acquisition	Sold to Developer	Developed In-house	Acquisition Type & Source	Rehab/Financing Source Completed	Sold to Homeowner	Comments
304 Cherry Street 	X	X	X	Local	LOC	X	X	
511 Cherry Street 	X	X	X	Local	Private	X	X	
208-210 Locust Street 	X	X	X	Local	Private		X	
839 Blunston Street 	X	X	X	CDBG	Private	X	X	
551 Avenue H 	X	X	X	Local				Rehabilitation completed. Seeking Occupancy approvals from Borough.
494 Manor Street 	X	X	X	CDBG	Private	X	X	
237-239 S. Fifth Street 	X	X		PHARE	PHARE			Demolished - Backfilled. Heading to settlement with Habitat for Humanity in March.
233 S. Fifth Street 	X	X		PHARE	PHARE			Holding for later phase of Fifth Street project
149 S 5th Street 	X	X	X	PHARE	PHARE		X	
324 Union Street 	X	X	X	CDBG	Private	X	X	
921 Spruce Street 	X	X		PHARE	Private			Rehabilitation essentially completed.
243 + 245 S. 5th Street 	X	X		PHARE	PHARE			Demolished - Backfilled. Heading to settlement with Habitat for Humanity in March.
154 S. Fifth Street + 461 Avenue K 	X	X						After demolition RFP period, contractor selected. Preparing demolition permit materials.
156 S. Fifth Street 	X	X						After demolition RFP period, contractor selected. Preparing demolition permit materials.
149-151 Stump Ave 	X							Reached out once again to homeowner over mail, but communications have been stalled.
318 Poplar Street 	X	X						Basic site cleanup work has started. Currently preparing appropriate scope of work.
612 Franklin Street 								Awaiting appraisal report and will work with case worker after it is received.

Pennsylvania Municipal Planning Education Institute (PMPEI)

2023 ONLINE Winter/Spring

PMPEI ONLINE LEARNING: (each class is 1.5 hours with several dates to choose from)

Building a Strong Planning Commission \$25 (6:30-8pm)

Wed., Jan 18	Tues., Feb 28	Thurs., March 30	Mon., May 1
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A strong and well-organized planning commission is the key to a successful planning program. While MPC Article II provides the authority to have a planning commission it offers no guidance for how to be an effective unit serving the elected governing body and the community. Using hands-on activities and interactive discussions this course explores the full range of a planning commission's work, how it can be organized to accomplish more of its goals, and what is needed to prepare members to get involved in the group's work.

The Limits to Zoning \$25(6:30-8pm)

Tues., Jan 31	Mon., Feb 27	Thurs., March 23	Wed., May 31
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Zoning is a powerful tool of local government used in over 2000 Pennsylvania municipalities, but its power is not unlimited. Community expectations for zoning are high but ordinance drafters and administrators must know what the limitations are and the effect they have on a municipality's zoning program. This course will explore these limitations such as those in the MPC itself, the Police Power, non-conforming use property rights, and state and federal laws impacting local zoning. This is not a zoning case law update, but it is an interactive discussion of common zoning issues with an opportunity to look at them in the context of the course.

Managing the Subdivision Review Process \$25(6:30-8pm)

Weds., Jan 25	Tues., March 7	Mon., April 24	Thurs., June 1
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Subdivision and Land Development ordinances are the most common land use regulation in the commonwealth. For many local planning commissions reviewing development applications takes up most of their meeting time. This course looks at the important work of a commission in managing the review process. The review process is tightly structured by the Municipalities Planning Code and many procedures can easily be misunderstood and create problems for municipal planners and officials. This course examines the complex review process and points out problem areas and how to avoid them. It describes how planning commissions, with project applicants, are engaged in a collaborative process to build the future community. Included in the course are hands-on discussions of problem situations.

The Zoning Officer & Zoning Hearing Board \$25 (6:30-8pm)

Weds., Feb 1	Tues., April 4	Thurs., May 4	Mon., June 12
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The MPC states that every municipality that enacts a zoning ordinance shall create a zoning hearing board and it must have an official who handles the day-to-day work of administering the ordinance. This online class will review the job each is responsible for, along with the basic terms used in zoning, special exceptions, variances, nonconformities, notice of violation of the ordinance, plus the basic of the zoning hearing process.



*Each online class has been approved by the PA Continuing Legal Education Board for 1.5 hours of distant learning substantive law, practice, and procedure CLE credit. *(\$15 additional fee is required)

Register for these classes at www.training.boroughs.org click on register for training. These online classes will satisfy 2.5 CBO classroom credit hours per class for the PMPEI classroom training requirement. A total of 10 hours is required to complete the CBO program.

Register for these classes at www.training.boroughs.org

***Stormwater Management
Workshop for
Homeowners Associations and
Property Managers***
Wednesday, March 29th, 2023



**[CLICK HERE TO
REGISTER NOW!](#)**

***Learn about stormwater and how to effectively
maintain your HOA's stormwater infrastructure to***

***improve water quality, reduce flooding and protect
your property values.***

*Join us for a light dinner and refreshments sponsored by
Stormwater Solution Source, LLC*

Program Agenda (4:45 pm - 8:30 pm)

4:45 - 5:45 pm -- Registration and Light Dinner

5:45 - 6:00 pm -- Welcome and Introductions

**6:00 - 6:30 pm -- Understanding Stormwater Practices and
Local Regulations**

Presentation of an HOA stormwater story

6:30 - 7:00 pm -- Stormwater Basin Retrofits

Rehabbing outdated stormwater controls to improve water quality and
local stream health

7:00 - 7:30 pm -- Inspection & Maintenance of Stormwater

BMPs Maintaining and properly caring for your stormwater practices

7:30 - 7:50 pm -- Q & A with Speakers

7:50 - 8:30 pm -- Learning Station Roundtables

Stations include CWQE Technical Assistance, Interactive Watershed
Model, and Informational Displays from:

- Watershed Alliance of York
 - Master Watershed Stewards
 - Stormwater Solution Source, LLC
 - Campisi Property Service, LLC
-

WHERE

Center for Water Quality Excellence Storefront

430 Walnut Street, Suite 303, Columbia, PA

Parking lot and onstreet parking available.

WHEN

Wednesday March 29, 2023

5:45 - 8:30 pm

Registration and dinner begin at 4:45pm until 5:45 pm

REGISTER HERE

Limited seating available, so please register now.

[**RSVP**](#)

No fee required.

Any questions, call Liz at the Center at 855-227-1202.

This workshop is being hosted by the Center for Water Quality Excellence in partnership with the Watershed Alliance of York, with funding provided by the Chesapeake Bay Trust *Green Streets, Green Jobs, Green Towns* Program.

