

MEETING MINUTES



PLANNERS, LANDSCAPE ARCHITECTS, CIVIL ENGINEERS & SURVEYORS
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Huntingdon County Comprehensive Plan Update

DM/A Project No. 05-183

Huntingdon County Career and Technology Center

November 9, 2005

Attendees:

Member	Organization	Telephone No.	Email Address
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Meeting Summary:

1. Welcome and Introductions

Richard Stahl began this first meeting of the Comprehensive Plan Committee (CPC) with his thanks for member participation and the introduction of the DM/A Planning Group of David Miller/Associates, Inc. (DM/A) the consulting team for the project. Mr. Stahl gave a brief overview of the reconnaissance survey completed earlier in the day the CPC members and DM/A. The survey involved an 80-mile tour of the County that highlighted various issues and opportunities.

2. Project Overview and Organization

Jeff Butler provided the CPC with an overview of DM/A services and experience. DM/A is the prime consultant for the project. Urban Research and Development Corporation is sub-consultant focused primarily on the update to the County's model ordinances and the update to the Huntingdon Borough Zoning Ordinance.

3. Project Work Plan and Project Schedule

Mr. Butler circulated the Work Plan for the project. The Work Plan specifies 16 Tasks to be completed by the consultants. This first meeting of the CPC, and the reconnaissance survey completed earlier in the day, is identified as Task 1. Other tasks that are to commence immediately are the preparation of base mapping and background data, a review of the County Subdivision and Land development Ordinance, the update of the Huntingdon County Zoning Ordinance (to be coordinated with separate Borough Zoning Committee), and the

update to the existing land use data for the County. It was noted that the Huntingdon County Planning and Development Department would be undertaking the data collection for the land use update.

Mr. Butler briefly discussed the remaining Tasks listed on the project Work Plan with an emphasis on public participation opportunities. Beyond the public meetings needed to formally adopt the update land use ordinances and Comprehensive Plan elements, the Work Program provides opportunities for public input into the planning process and public review of draft documents and recommendations.

The first opportunity for public input would be a public meeting held following the preparation of the base mapping and community background data collection. The purpose of this meeting is to report findings, explain the process to the public and to obtain public input on major issues and opportunities. It was discussed that this meeting will be scheduled for January 2006. It was suggested that the meeting be held at the Huntingdon County Career and Technology Center. The date to be coordinated between Huntingdon County Planning and Development Department and DM/A.

Mr. Butler reviewed the proposed project schedule circulated to CPC members. It's anticipated that the 16 tasks to be undertaken as part of the project will be completed by the end of December 2006.

4. Other Issues

Mr. Butler indicated that the Work Plan includes Education Workshops. These workshops, to be organized by the Huntingdon County Planning and Development Department, will address planning and land use regulation issues. Although beneficial to the CPC, these workshops will also be open to others within the County, such a municipal officials.

Mr. Butler presented the project website graphic as an illustration of the proposed project website. The website will provide the general public with access to project information, future meeting dates, and access to completed documents. In addition, the webpage will allow site visitors with the opportunities to sign-up for email notification of meetings and project milestones.

5. Discussion and CPC Input

There was informal discussion among attending members. The meeting adjourned at 8:00 pm.

Attachments

Work Plan

Project Schedule