

**DERRY TOWNSHIP DESIGN REVIEW BOARD  
MEETING MINUTES  
MARCH 31, 2014**

The meeting of the Derry Township Design Review Board was called to order at 6:03 p.m. by Member Joyce St. John in the Meeting Room of the Derry Township Municipal Complex, 600 Clearwater Road, Hershey, PA.

**ROLL CALL**

Members Present: Joyce St. John; Sandy Ballard; Ed Buchan; Pam Moore

Members Absent: Brian O'Day; Ted Herman

Also Present: Chuck Emerick, Director of Community Development; Jenelle Stumpf, Community Development Secretary

Public attendance: John Rainville, BrokersRealty.com; Charles Huth, *The Sun*

**APPROVAL OF MINUTES**

On a motion made by Member Buchan, seconded by Member Moore, and a unanimous vote, the minutes of the December 30, 2013 meeting were approved as presented.

**REORGANIZATION**

On a motion made by Member Moore, seconded by Member Ballard, and a unanimous vote, the Board approved reorganization for 2014 as follows:

Chairman – Ed Buchan

Vice Chairwoman – Joyce St. John

Secretary – Sandy Ballard

**NEW BUSINESS**

**a. Consideration of the addition of windows to the north elevation of Building 18, located at 19 East Chocolate Avenue (LSC Design/The Hershey Company, DRB #346)**

*Chairman Buchan recused himself from voting on this proposal because he is an employee of The Hershey Company. Vice Chairwoman St. John, Secretary Ballard, and Member Moore were appointed hearing officers due to the lack of quorum resulting from Chairman Buchan's recusal.*

Mr. Buchan represented the proposal on behalf of The Hershey Company. He stated that Building 18 is the oldest structure on the property, and it was built in 1906. The building currently has windows on the East Chocolate Avenue frontage. When The Hershey Company came before the Design Review Board in May 2013 for approval of

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changes to Building 18, windows were not proposed on the north elevation. Mr. Buchan explained that the windows will be added to the first and second floors and will not be visible from East Chocolate Avenue. He noted that what appears to be a third floor of the building is actually just a parapet. The materials used in the improvements will match the existing structure to the north (Building 30).

*The motion to issue a Certificate of Appropriateness for the proposal was made by Member Moore, seconded by Secretary Ballard, and passed by a unanimous vote of the hearing officers. As noted previously, Chairman Buchan recused himself from voting.*

**b. Consideration of wall sign and window sign for the property located at 102 West Chocolate Avenue, Suite 101 (The Broker Realty Group, Ltd., DRB #347)**

Mr. Emerick stated that in 2009, the Zoning Hearing Board granted relief requested by the owner of this property to allow a 12-square-foot projecting sign and 4.3-square-foot window sign. Because of the Permit Extension Act, the relief is still valid. Mr. Emerick believes the existing 'Cover Me With Hope' sign panel is 4 square feet and the proposed sign panel is 4 square feet, which would comply with the Zoning Hearing Board relief granted. He clarified that from a zoning perspective, the two panels are considered to be one sign. Mr. Emerick thinks the proposed window sign is approximately 3.8 square feet, which would also comply with the relief granted.

John Rainville of BrokersRealty.com stated that the 'BrokersRealty.Com' text will be carved and will probably be painted with gold leaf. Secretary Ballard asked how big the 'Realtors Office' text will be. Mr. Rainville did not know. Mr. Emerick stated that historically, the Design Review Board has permitted lettering that is less than 1" in height to be vinyl. However, if it is 1" or more, it needs to be carved or in relief.

*The motion to issue a Certificate of Appropriateness for the proposal was made by Member Moore, seconded by Secretary Ballard, and passed unanimously, with the stipulation that if the 'Est. 1998' or 'Realtors Office' text is 1" in height or more, it must be carved.*

The meeting adjourned at 6:20 p.m.

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Chairman