

**DERRY TOWNSHIP DOWNTOWN CORE DESIGN BOARD**  
**MEETING MINUTES**  
**October 26, 2020**

The October 26, 2020 meeting of the Derry Township Downtown Core Design Board, which was conducted via video conference (Zoom Webinar) due to COVID-19, was called to order at 5:01 p.m. by Chairman Jim George.

**ROLL CALL**

Members Present (*via video conference*): Jim George, Chairman; Andy Bowman, Vice Chairman; Susan Cort, Secretary; Pam Moore; George Achorn; Rick Zmuda; Matt Luttrell

Members Absent: None

Also Present (*via video conference*): Chuck Emerick, Director of Community Development; Dave Habig, Assistant Director of Community Development; Jenelle Stumpf, Planning/Zoning Coordinator

Public Attendance (*via video conference*): Phil Guarno

**APPROVAL OF MINUTES**

On a motion made by Member Zmuda, seconded by Secretary Cort, and a unanimous vote, the minutes from the September 28, 2020 meeting were approved as presented.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. Consideration of two awning signs at 102 West Chocolate Avenue (Philip Guarno; DCDB 455)**

Phil Guarno explained that he wants to install the awnings because there will be two specialty retail shops downstairs. He does not have specific details yet on the awning signs as far as dimensions or lettering because he wants to get the Downtown Core Design Board's input from an aesthetics standpoint before he has professional drawings prepared. Mr. Guarno stated that the size of the lettering on the awnings will be in compliance with the Zoning Ordinance regulations.

Secretary Cort inquired if the Downtown Core Design Board will have to review the proposal again when detailed dimensions are provided. Mr. Emerick explained that they will be black awnings with white lettering. Per Mr. Guarno, the size of the lettering will be in conformance with the Zoning Ordinance. At this meeting, the Downtown Core Design Board is making a recommendation on the color scheme and size of awnings. It is important to point out that the awnings will cover up the existing old-style glass block windows on the building. Mr. Emerick thinks it will be an overall improvement.

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Secretary Cort agreed that the awnings will help to distinguish the businesses on the lower level.

Member Zmuda commented that he thinks the proposal is a good idea; however, he is concerned about the lack of detail. Mr. Guarno understands Member Zmuda's point, but he wants to make sure the Design Board finds the aesthetics of the proposal appropriate before finalizes the dimensions.

Secretary Cort stated that Mr. Guarno's approach makes sense to her because she does not want someone to spend a lot of money on a proposal if it is going to be rejected by the Design Board; however, in terms of procedure, should the Design Board be making a recommendation on a proposal that is rough draft format or should the Board wait until more detail is presented?

Mr. Guarno noted that the awnings will look exactly like they do in the rendering he submitted, but the signage will meet the Zoning Ordinance requirements. He reiterated that he does not want to move forward with the proposal unless the Design Board likes the look of it.

Mr. Emerick stated that since Mr. Guarno has made his application and paid the required filing fee, the Design Board could either recommend approval of the proposal as presented, with understanding that Mr. Guarno would comply with the Zoning Ordinance, or the Board could request a continuance, with the condition that Mr. Guarno return to the Board with the detailed information on the sign copy.

Member Zmuda commented that he is in favor of a continuance.

Vice Chairman Bowman asked if the Design Board could agree to approve the proposal based on the color scheme, as long as the signage is in compliance with the Zoning Ordinance. Member Luttrell stated that he tends to agree with Vice Chairman Bowman, based on staff's comments and the purview of the Design Board. He thinks the proposal looks great, and it will be a nice enhancement to the building.

Motion

Member Achorn made a motion that the Downtown Core Design Board issue a Recommendation of Appropriateness for the proposal based on the color scheme, with the condition that the signage complies with the Zoning Ordinance. Member Moore seconded the motion.

Member Zmuda commented that he would prefer a continuance. What if Mr. Guarno decides later that he wants to change the color of the awnings?

Mr. Guarno stated that he will provide a detailed rendering for the next Downtown Core Design Board meeting.

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By a vote of 2 yeas and 5 nays, Member Achorn's motion was voted down.

Member Zmuda made a motion that the Downtown Core Design Board continue consideration of the proposal to the November meeting, at which time the Board will make a recommendation on the detailed rendering that will be provided by Mr. Guarno. Member Achorn seconded the motion, which was passed by a unanimous vote.

**B. Consideration of replacement of existing exterior signage with new Rite Aid branding signage at 337 West Chocolate Avenue (Cima Network, on behalf of RX Hershey; DCDB 456)**

The applicant requested a continuance to the November meeting.

**OTHER BUSINESS**

Jenelle Stumpf explained that she has been copying the Downtown Hershey Association's Design Committee members on the e-mails she sends to the Downtown Core Design Board, per direction from Lauren Zumbrun (former Derry Township Economic Development Manager) several months ago. Ms. Stumpf stated that she never receives any responses from the DHA's Design Committee members, other than sporadic requests to be removed from the e-mail list. She asked if it is still necessary to include the Design Committee in the Downtown Core Design Board e-mails.

Secretary Cort responded that the Downtown Hershey Association is in the midst of reorganizing. At this point, the Downtown Core Design Board has many representatives to the Downtown Hershey Association, so if there was anything of note in the e-mails, the Downtown Core Design Board members would share it with the Downtown Hershey Association. Her opinion (*which was supported by other Downtown Core Design Board members*) is that for now it is not necessary to continue to include the Downtown Hershey Association in the Downtown Core Design Board e-mails, pending Downtown Hershey Association reorganization. Ms. Stumpf requested that she be informed if/when that changes.

**ADJOURNMENT**

On a motion made by Secretary Cort, seconded by Vice Chairman Bowman, and a unanimous vote, the meeting was adjourned at 5:21 p.m.

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Secretary