

January 18, 2010

Lancaster Inter-Municipal Committee

LAND USE ADVISORY BOARD

PROCEDURE FOR REVIEW OF IMPLEMENTING ACTIONS

The following procedure shall apply to East Hempfield Township, East Lampeter Township, East Petersburg Borough, Lancaster City, Lancaster Township, Manheim Township, Manor Township, Millersville Borough, Mountville Borough, West Hempfield Township, and West Lampeter Township (Municipalities) under the provisions of the “Intergovernmental Cooperation Agreement for Implementing *Growing Together: A Comprehensive Plan for Central Lancaster County, Pennsylvania*” (Agreement) that they approved and that is dated July 2, 2008:

In the procedures, the term “Implementing Action” includes proposed adoption or amendment of any of the following:

- Zoning ordinance
- Subdivision and land development ordinance
- Official map
- Other land use ordinance
- Any component of the municipality’s comprehensive plan
- Capital improvements plan
- Act 537 plan
- Extension of any public water or sewer system’s service/service territory beyond the designated growth area
- Increase in capacity of any public water or sewer system
- Construction, extension, or widening of any arterial or collector road or roadway

It is understood that procedural actions required of LUAB may be performed by the Lancaster Inter-Municipal Committee (LIMC) staff or others as requested by LUAB.

PROCEDURE

1. The sponsoring municipality may submit a proposed Implementing Action to LUAB for an informal review period at any time after it develops the proposal or receives the proposal from an applicant. This submission may be mailed to LUAB, c/o Lancaster Inter-Municipal Committee, P. O. Box 8347, Lancaster, PA 17604-8347; delivered to 129 East Orange Street, 3rd floor front, Lancaster, PA; emailed to LIMC@verizon.net; or presented by the municipality’s representative or alternate at a LUAB meeting. LUAB may provide informal comments to the sponsoring municipality by any means or at any time during this review period. Any municipal submission or LUAB comment occurring in accordance with this paragraph shall not in any way affect the municipality’s following the remaining steps enumerated in paragraphs 2 through 12, as follows:
2. The sponsoring municipality submits the proposed Implementing Action to the Lancaster County Planning Commission (LCPC) as required by the Pennsylvania Municipalities Planning Code (MPC).
3. Concurrent with submission to the LCPC in accordance with the MPC, the sponsoring municipality submits one copy of the proposed Implementing Action, along with any additional

documentation submitted to the LCPC, to the Land Use Advisory Board (LUAB). The proposal is submitted to LUAB c/o the Lancaster Inter-Municipal Committee (LIMC) (mailed to P. O. Box 8347, Lancaster, PA 17604-8347; delivered to 129 East Orange Street, 3rd floor front, Lancaster, PA; or emailed to LIMC@verizon.net). It is suggested that a single letter, addressed to both the LCPC and LUAB, be used for the submissions to the LCPC and LUAB, so that each knows the status of the submission to the other.

4. Within 10 days of LUAB's receipt of the proposed Implementing Action, LUAB provides notice of the proposed Implementing Action to the other Municipalities and to LUAB members via regular or electronic mail. Depending on the bulk and substance of the proposal, this notice may be a summary, rather than a full copy of the proposal; however, the Municipalities may arrange with the Executive Director of the LIMC (Director) to receive a full copy or review the full copy of the proposal at the LIMC office.
5. The Director puts the proposed Implementing Action on the agenda for the next LUAB meeting and provides a summary in the announcement of the meeting. (LUAB meetings are scheduled for twice a month, with the understanding that the second meeting of the month will be held only if necessary to comment on an Implementing Action within the 30 days provided for in the Agreement.)
6. If LUAB members wish to view the proposed Implementing Action in its entirety before the meeting for which it is on the agenda, they may visit their municipality's office or arrange to visit the LIMC office.
7. Within 30 days of LUAB's receipt of the proposed Implementing Action, LUAB reviews the proposal and (1) makes comments on its general consistency with *Growing Together* and the effect that the proposed Implementing Action would have on the overall general consistency of the sponsoring municipality's ordinance(s) with *Growing Together* or (2) decides that it will not make comments and notifies the sponsoring Municipality and the other Municipalities of that decision. In conducting its review, LUAB may consult with the LCPC or other parties with relevant expertise. LUAB shall be guided by the definitions of "general consistency" and "consistency" in the Pennsylvania Municipalities Planning Code.
8. If LUAB makes comments on the proposed Implementing Action they shall be written in the form of comments, rather than recommendations, and submitted to the sponsoring Municipality and the other Municipalities.
9. The sponsoring Municipality shall review and consider LUAB's comments, but the sponsoring Municipality shall ultimately make its own determination as to whether the proposed Implementing Action is generally consistent with *Growing Together*. LUAB's comments shall not be binding on the sponsoring municipalities.
10. If LUAB fails to make comments within 30 days, the Municipality may move forward with adoption of the proposed Implementing Action, provided it concludes that its land use ordinances and capital improvement plan will remain generally consistent with *Growing Together*.
11. The sponsoring Municipality shall provide LUAB a copy of any action taken by the sponsoring Municipality upon a proposed Implementing Action.
12. LUAB shall provide notice of such action to the other Municipalities.