

FILE OF THE CITY CLERK

ADMINISTRATION RESOLUTION NO. 42 - 2017

INTRODUCED - JULY 11, 2017

ADOPTED BY COUNCIL – JULY 11, 2017

A RESOLUTION OF THE COUNCIL OF THE CITY OF LANCASTER CREATING A CITY OF LANCASTER SIGN COMMISSION, SETTING FORTH THE QUALIFICATIONS FOR MEMBERSHIP, METHOD OF APPOINTMENT, LENGTH OF TERMS, CRITERIA FOR VACANCIES, MEETING PROCEDURES, AND POWERS AND DUTIES OF THE COMMISSION.

WHEREAS, The City of Lancaster Sign Ordinance, Chapter 255 of the City Code, provides for a three-member Sign Commission appointed by the Mayor with approval of City Council; and

WHEREAS, Chapter 255 grants the Sign Commission the authority to review and comment on the design of signs in certain districts and to approve modifications of regulations within Chapter 255.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lancaster that a City of Lancaster Sign Commission is created in accordance with the following:

Sign Commission

1. Creation and membership.

The City of Lancaster Sign Commission is hereby created, which Commission shall consist of three members, who shall serve without compensation.

2. Qualifications for membership.

All members of the Sign Commission shall be individuals with demonstrated interest in historic urban character, graphic design, and the economic well-being of the City of Lancaster. The members shall meet one or more of the following criteria: a resident or property owner within the City; a design professional with an office within the City; or owner of a commercial business or property within the City.

3. Appointment and terms.

All members of the Sign Commission shall be appointed by the Mayor with the consent of City Council. The initial appointment of the three members shall be as follows: one member shall be appointed for a one-year term; one member shall be appointed for a two-year term; and one member shall be appointed for a three-year term. Thereafter, all members shall be appointed to serve three-year terms. All members shall serve the terms set forth above or until their successors are appointed.

4. Vacancies.

When any member no longer meets one or more of the qualifications cited in No. 2 above, or when any member is absent from three consecutive meetings of the Commission, that individual shall resign from

the Commission, and the Mayor, with City Council consent, shall appoint an individual to complete the term of the individual leaving the Commission.

5. Meetings and procedures.

The Sign Commission shall conduct public meetings within City Hall, 120 North Duke Street, at such times as it deems proper. It shall have the power to adopt bylaws and guidelines to govern its proceedings. Following the initial appointment of members, the Commission shall meet and organize by electing a Chairperson and Vice Chairperson, who shall serve one-year terms and who may succeed themselves. Election of officers shall occur on an annual basis. The Sign Administrator, provided for in Chapter 255, shall post the agenda of each meeting on the City of Lancaster website and shall maintain a record of the applications and final recommendations and decisions of the Commission.

6. Powers and duties.

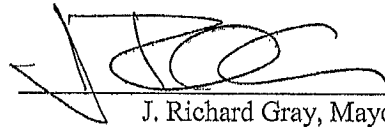
The Sign Commission shall have the following powers and duties:

- a. To review and approve signs proposed in the CB and CB1 zoning districts prior to issuance of a sign permit by the Sign Administrator, with such review and approval considering the design and illumination of proposed signs.
- b. To grant modifications for the following when the Commission determines that there is no detrimental impact on public health, safety and welfare and that the modification will have no negative impact on the building, lot, or immediate neighborhood:
 - (1) Requests that exceed the size limitation for approval by the Sign Administrator
 - (2) Requests to exceed the total allowed signage;
 - (3) Requests for modifications of regulations other than sign size.
 - (4) Requests that have been denied by the Sign Administrator.

7. Annual report.

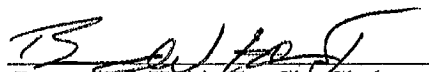
The Sign Commission shall submit a summary of its proceedings to City Council within three months of the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED, that the Council authorizes and empowers proper officials of the City of Lancaster to take such action as they deem necessary or appropriate, within the limits of the Optional Third Class City Charter Law or other applicable law, to appoint individuals to serve as members of the Sign Commission and to provide such administrative support as deemed necessary.



J. Richard Gray, Mayor

ATTEST:



Bernard W. Harris, Jr., City Clerk