

**APPROVED**

**MUNICIPALITY OF MT. LEBANON  
PLANNING BOARD MINUTES**

**DATE:** Tuesday, September 27, 2016

**TIME:** 7 p.m.

**PLACE:** Mt. Lebanon Municipality – Commission Chambers

**BOARD MEMBERS PRESENT:** Dennis Pittman, Rick Sabeh, Suzanne Sieber, Jim Cannon, Bill Pope

**STAFF MEMBERS PRESENT:** Municipal Manager Keith McGill, Municipal Engineer Dan Deiseroth

**Agenda Items**

*Minutes of the August 23, 2016, Planning Board meeting.*

**Motion**

Ms Sieber moved and Mr. Sabeh seconded to approve the August 23, 2016, Planning Board minutes. The motion passed unanimously.

**Old Business**

None

**New Business**

*Recommendation from the Mt. Lebanon Planning Board on the proposed Neighborhood Entry Sign Policy.*

Keith McGill, read into the minutes a memo from Assistant Manager Ian McMeans, dated September 23, 2016, regarding neighborhood signs in municipal traffic islands. The policy was presented to the Commission on Monday, September 26, and they asked the Planning Board to make recommendations including providing a definition for “neighborhood,” and the related ordinance amendment regarding size, height, scale of signs and other issues the board would deem appropriate. The board received a rendering of a proposed sign for Lebanon Hills neighborhood. It would be approximately 12 square feet with a six-foot overall height, on four-inch treated aluminum posts. There is a suggestion to incorporate the municipal logo as part of the sign to reinforce this is a Mt. Lebanon neighborhood.

Mr. Deiseroth said consideration of utilities needs to be addressed regarding the placement of any signs.

Mr. McGill said the signs would be treated as any normal installation of signs which would require any contractor to do the PA One Call before excavation.

Mr. Pittman asked if there would be any illumination, whether internally or externally.

Mr. McGill said the policy specifically states the signs are not to be illuminated.

Ms Sieber recommended the sign size be limited; the sign size should be proportionate to the traffic island size; that residents proposing a sign provide a mock-up of the sign in its environment; possibly providing a photo-shopped picture for scale; a design and maintenance plan should be provided for any landscaping.

Mr. Pope asked if the neighborhood signs would only be in traffic islands.

Mr. McGill said that is what is currently proposed.

Mr. Pope asked that the Mt. Lebanon Neighborhoods document be included with the policy. He said there are two different descriptions regarding installation of the signs – one by the manufacturer, one by the municipality.

The board recommended that the contractor be responsible for installing any signs.

Mr. Pittman asked that an historic-color palette be defined. He also suggested that per the Mt. Lebanon Neighborhoods document, requests for signage be limited to those 18 designated neighborhoods, and that there would be only one designated entry point per neighborhood. The other board members concurred. He also suggested that the residents within those neighborhood boundaries determine where the single entry point for the sign would be.

Mr. McGill asked if there were other sign size limitations that the board would like to consider.

Mr. Sabeh suggested following the current conditional use for signs which would limit them to a maximum of 12 square feet, and a sign permit would be required.

Mr. Deiseroth suggested that the Mt. Lebanon logo be incorporated into each of the entry point signs to provide a sense of continuity and identification.

### **Citizen Comments**

There were no citizen comments.

### **Motion**

Mr. Canon moved and Mr. Sabeh seconded to recommend the Neighborhood Sign Policy, with the recommendations of the board and the municipal engineer, to the Commission. The motion carried unanimously.

### **Adjournment**

The next regularly scheduled meeting of the Mt. Lebanon Planning Board is Tuesday, October 25, 2016, at 7:00 p.m. The meeting was adjourned at 7:37 p.m.