

AGENDA

COMPREHENSIVE PLAN TASK FORCE MEETING #1

2015 COMPREHENSIVE PLAN UPDATE EAST GOSHEN TOWNSHIP

February 25, 2013

ITEMS

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Moment of Silence**
- 4. Ask if anyone is recording the meeting**
- 5. Introduction of Brandywine Conservancy Planning Team**
John Theilacker, Project Manager
- 6. Introduction of Comp. Plan Task Force Members**
Mark Gordon, Zoning Officer
- 7. Election of Task Force Committee Chair**
And volunteer for meeting notes?
- 8. Chester County Vision Partnership Program Planning Grant**
Jeannine Speirs, Chester County Planning Commission
- 9. Overview of Comprehensive Plan Update Process and Scope of Work**
John Theilacker, Project Manager
Steve Kehs, Triad Associates, Inc.
- 10. Task Force Exercise – Desired Outcomes of the Plan Update**
John Theilacker, Project Manager
- 11. Overview of the Sustainable Communities Assessment**
Tony Robalik, Project Planner
- 12. Public Comment**
- 13. Adjourn Meeting**



**ENVIRONMENTAL MANAGEMENT CENTER
BRANDYWINE CONSERVANCY**

P.O. BOX 141 CHADDS FORD PENNSYLVANIA 19317 • 610/388-2700 • FAX 610/388-1575

MEMORANDUM

TO: 2015 Comprehensive Plan Update Task Force
Mark A. Gordon, Zoning Officer
East Goshen Township

FROM: John E. Theilacker, AICP, Associate Director for Municipal Assistance
Tony S. Robalik, AICP, Associate Planner
Environmental Management Center

DATE: February 15, 2013

SUBJECT: 2015 Comprehensive Plan Update “Kick-off” Meeting

Cc: Jeannine Speirs, Chester County Planning Commission
Steve Kehs, Triad Associates, Inc.

Thank you very much for signing-on as a key representative of East Goshen Township as we begin our process to update the 2005 Comprehensive Plan. Your first Task Force meeting is scheduled for Monday, February 25th, beginning at 7:00 p.m. at the Township Building, and we look forward to meeting all of the Task Force members. Although other staff from the Conservancy has worked with your Township in the past, Tony and I are relatively new to your municipality and will greatly benefit over the next year or so from the local knowledge and Township board/commission/committee expertise that you bring.

In preparation for our first meeting, please page through the current comprehensive plan if you haven't already. A proposed meeting agenda is included with this memo, as well as the approved scope of work that your consulting team will be following to produce the Plan Update, and a brief overview of our first task – performing a sustainable communities' assessment of the Township. Tony and I will facilitate the meeting. Also at this meeting, the Task Force should elect a chair and, ideally, appoint someone who will take meeting minutes or notes that can be made available to the Task Force and Board of Supervisors throughout the process.

Again, thank you very much for your participation in this important community effort. We will strive to make this an invaluable process that results in a planning document that is used by Township officials, commission and committees, business owners, residents, and others to protect and enhance East Goshen Township as a special place to live, work, and recreate.

Attachments (3)

**Commonwealth's Municipalities Planning Code. Article III –
Comprehensive Plan. Section 301. Preparation of Comprehensive Plan.
(as edited for East Goshen Township applicability*)**

The municipal or multi-municipal (or county) comprehensive plan shall include (but not be limited to) the following basic components:

1. A Statement of Community Development Objectives, including, but not limited to, the location, character or timing of future development. This statement could also serve as the required community development objectives statement for a municipal zoning ordinance. *(A set of broad goals can also serve this purpose.)*
2. A Land Use Plan, which may include provisions for the amount, intensity, character and timing of residential, commercial, agricultural, industrial, recreational and other land uses, including the preservation of prime agricultural lands, flood plains, and other areas of special hazards and other similar uses.
3. A Housing Plan, to meet the needs of present and future residents, including the accommodation of expected new housing in different dwelling types and at appropriate densities for households of all income levels.
4. A Transportation (Circulation) Plan, for movement of people and goods, which may include highways, local street systems, parking facilities, pedestrian and bikeway systems, railroad facilities, and other similar facilities or uses.
5. A Community Facilities/Utilities Plan, which may include schools, recreation, municipal buildings, fire and police stations, libraries, water supply and distribution, sewerage and waste treatment, solid waste management, storm drainage and flood plain management, and other similar facilities or uses.
6. A Statement of Plan Component Interrelationships.
7. An Implementation Plan, discussed through short- and long-range plan implementation strategies and other methods, such as a capital improvements plan, and available funding options.
8. A Statement of Plan Compatibility with those comprehensive plans of contiguous municipalities.
9. A Natural and Historic Resource Protection Plan, including, but not limited to, wetlands and aquifer recharge zones, woodlands, steep slopes, prime agricultural land, flood plains, unique natural areas and historic sites. (Note: East Goshen Township will rely on its adopted Open Space, Recreation, and Environmental Resources Plan to satisfy this component.)

10. A Water Supply Plan, promoting a reliable supply of water, given water resource capacities and water resources protection goals. (Note: This element will be made part of the Community Facilities/Utilities Plan discussion.)
11. An Energy Conservation Plan, promoting energy conservation and the effective utilization of renewable energy sources.

*In addition to the above required elements, the Township will add an Economic Development Plan element to its 2015 Comprehensive Plan Update.

Detailed Scope of Work for the 2015 Comprehensive Plan Update

This portion of the narrative specifically describes how the Brandywine Conservancy, and its sub-consultant, Triad Associates, Inc., will prepare the 2015 East Goshen Township Comprehensive Plan Update. The 2005 Plan is divided into four main sections: inventory and analysis, planning policies, plan recommendations, and action plan. It is also organized with a main body of text with accompanying maps, and an extensive set of supporting appendices. The Township's proposed Plan update assumes that the earlier presentation format will be retained.

The Brandywine Conservancy staff will perform all but one of the following tasks. Triad Associates staff will be responsible for the economic development plan element. The Conservancy will work directly with Township staff and a Board of Supervisors' appointed Plan Update Task Force, and Triad will also coordinate with the Township's Commerce Development Commission.

1.0 Project Tasks

- 1.1 Conduct a sustainable communities assessment (SCA) that a) measures the extent to which the Township's existing plans, policies, and ordinances promote environmentally sustainable practices, b) recommends the removal of obstacles, creation of incentives, and establishment of standards, and c) helps the municipality prioritize those recommendations. The Conservancy will require Township staff to review the preliminary draft assessment and provide comments. These comments will be incorporated into a final draft to be presented by the Conservancy to the Plan Update Task Force. Comments from the Task Force will be incorporated into a Final Sustainable Communities Assessment which will be incorporated within the Plan update. Task deliverables - Preliminary and Final Sustainable Communities Assessments.
- 1.2 Update mapped inventories and analyses of Township features that are relevant to the plan update process and plan implementation. While the Township's natural resources should not have changed dramatically, the current plan's existing land use inventory will need updating, as will the zoning map. To support desired changes to the future land use map and to assess the Township's current "fair share" obligations, a build-out analysis will be performed based on remaining developable lands, possible redevelopment scenarios, and existing zoning. Given that the Township is largely developed, it may no longer be legally obligated to provide its "fair share" of regional land uses. A review of recent case law on the fair share doctrine by Conservancy staff will be offered to the Township's solicitor for rendering an opinion regarding the fair share "doctrine". Any changes to existing infrastructure (public roads, water, sewer), community/public facilities, and parks/recreation facilities will also be reflected on updated inventory maps. Task deliverables - Updated Plan inventory maps and analyses; build-out analysis; and if necessary - fair share analysis.

- 1.3 Update all demographic data (population, housing, employment) based on the 2010 federal census, current Chester County and Delaware Valley Regional Planning Commission (DVRPC) data, and conduct new population and housing forecasts for the 20-year planning period. Updated data and forecasts will be described in narrative and graphic format for the plan text, and used to support major plan element updates. Task deliverables - Updated demographic data and population and housing projections for the new planning period.
- 1.4 Incorporate all relevant documents, studies, and related maps prepared by the Township since the adoption of the current comprehensive plan, such as historic resource inventory and ordinance, Act 537 Plan updates, and any open space, recreation, or environmental resources planning. No specific deliverables.
- 1.5 Update the 2005 Plan section on planning compatibility with the current plans and ordinances of adjoining municipalities, and relevant projects underway within the County or in adjoining municipalities having a bearing on the future growth and development of the Township. No specific deliverables.
- 1.6 Conduct a community visioning session as part of augmenting the review and refinement of goals and objectives, engaging Township officials, staff, Township committee members, business owners, large landowners, and other Township residents early on in the plan update process and giving them more of a stake in the outcome. This visioning session will take place at a single public meeting to be held in the Township, and will include Triad staff participation. Conservancy staff will work with the Township to seek good community representation at this important meeting. Provide a summary of the Visioning session and public comments and share with the Plan Update Task Force, and incorporate into the Plan Appendices. Task deliverable - Summary of visioning session and public comments.
- 1.7 Review and evaluate the relevance of all plan goals and objectives for the updated plan recognizing the changing context between 2005 and the substantially developed Township in 2012, and suggest deleting, updating, or replacing goals and objectives for approval by the Township Comprehensive Plan Update Task Force. Task deliverable - an updated set of goals and objectives to be incorporated into the new Plan text.
- 1.8 Update existing plan elements (Future Land Use, Housing, Community Facilities and Services, Transportation, Parks and Open Space) to be retained for the Plan update. Present draft updates for approval by the Township Comprehensive Plan Update Task Force. Regarding the Transportation element, the Township's existing traffic consultant, Orth Rodgers, will address issues such as traffic calming, intersection improvements and road widenings, and promote alternative modes of transportation, such as public transit, bicycle, and pedestrian components. Orth Rodgers' recently completed Act 209 update work will also be

incorporated into the Plan update. Task deliverables - updated Plan element drafts, including supporting maps, figures, charts, etc.

- 1.9 Prepare an Economic Development Plan element that expands upon what would normally be included in a future land use plan element for commercial and industrial land uses. This element would support and/or promote retention of existing businesses, continued evolution of the Town Center recommendations of the 2005 Comprehensive Plan, and/or redevelopment of some of the Township's older and underutilized commercial areas. This element's development would be closely coordinated with the Township's Commerce Development Commission. A more specific work outline and summary of products provided by Triad Associates, Inc., follows:
 - 1.9.1 Preparing the Economic Conditions Analysis. Triad will work with the Township's Commerce Committee, Planning Commission, and other stakeholders to be defined by the Township to assess the current trends and economic conditions in the community. This will include:
 - a. A review of municipal and regional economic characteristics;
 - b. An overview of:
 - ☐ Income
 - ☐ Labor Force Characteristics
 - ☐ Business Patterns that describe the composition of the local and regional economies
 - ☐ Market Trends and Conditions
 - ☐ Sites and Locations of Vacant or Underutilized Commercial and Industrial Space
 - ☐ Economic Strengths and Weaknesses
 - 1.9.2 Defining Economic Development Goals and Objectives. In coordination with the East Goshen Commerce Committee, the Township Planning Commission, and the Brandywine Conservancy, Triad will prepare a series of Economic Development Goals and Objectives for the Comprehensive Plan that are compatible with the overall land use goals for the Township. The existing Comprehensive Plan will be examined for its compatibility with current and anticipated economic conditions and trends.
 - 1.9.3. Implementation Outline. Within the context of the overall Comprehensive Plan Update, Triad will prepare an Implementation Outline that defines some of the next steps and key initiatives that the Township should undertake to implement the goals and objectives it defines for the development and redevelopment of the community.
 - 1.9.4. Deliverables.

- a. An overview of economic conditions that includes:
 - ☐ A narrative of conditions
 - ☐ A GIS map (compatible with Township and County Mapping) that illustrates key vacant and underutilized commercial and industrial properties
 - b. A summary of economic development goals and objectives that provides both a written narrative and a GIS map illustrating locations where the Township wishes to focus its economic land use and other commercial development activity.
 - c. An implementation outline that provides:
 - ☐ Key economic development and redevelopment priorities
 - ☐ Next steps
 - ☐ Generalized resource and funding matrix
- 1.10 Prepare an Energy Conservation Plan element, as recommended by the MPC. Landscapes2 has such an element, and many municipalities are starting to zone for alternative energy systems, conduct energy audits, and show more interest in promoting energy efficiency in municipal and private-sector practices. Task deliverable - draft Energy Conservation Plan element, including supporting maps, figures, charts, etc.
- 1.11 Review all tasks recommended in the 2005 Plan's Action Plan and suggest deleting, updating, or replacing as necessary to reflect new elements, and implementation or desired changes for approval from the Township Comprehensive Plan Update Task Force. Task deliverable - draft Action Plan.
- 1.12 Update, replace, delete, or add new comprehensive plan appendices as appropriate, and as requested by the Township or the Plan Update Task Force. Task deliverable - set of new Plan appendices.
- 1.13 Produce revised draft text and accompanying maps and review with the Township Comprehensive Plan Update Task Force; revise draft as necessary to result in a Task Force recommendation of adoption to the Township's Board of Supervisors. Task deliverable - final draft plan ready for public distribution and advertisement.

2.0 Public Participation, Meetings, and Hearings

- 2.1 Work Sessions - conduct approximately eight to ten publicly advertised meetings with the Township Comprehensive Plan Update Task Force to complete the above-described work.
- 2.2 Public Presentations and other Public Participation Events – conduct one Community Visioning session as described in the Project Tasks section (subtask 1.6).

- 2.3 Public Hearings – attend and facilitate one Planning Commission public meeting and one Board of Supervisors public hearing on the draft Comprehensive Plan Update.
- 2.4 Plan for involvement of Elected Officials – At least one Township Supervisor will participate on the Plan Update Task Force; one Township Supervisor is a member of the Commerce Development Commission to be involved with the economic development plan portion of the Update; other Township Supervisors to be updated quarterly through joint work sessions with Township Planning Commission and by reports from Township staff.

3.0 Products

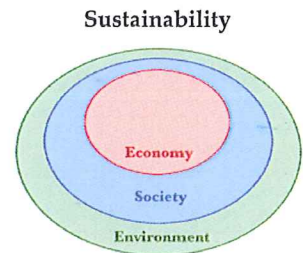
- 3.1 Sustainable Communities Assessment
- 3.2 Updated Inventory and Analysis Maps and Narratives
- 3.3 Build-out Analysis of Potentially Developable Lands (and Fair share analysis)
- 3.4 Summary of Visioning Session and Public Comments
- 3.5 Draft Plan Chapters, including maps, figures, and photos
- 3.6 Revised Plan Appendices
- 3.7 Final Draft Plan with Appendices
- 3.8 Electronic Version of Final Draft Plan with Appendices

The Brandywine Conservancy's Sustainable Communities Assessment

Community sustainability is about much more than energy conservation and tree planting! Implementing sustainability measures can help your community preserve its character; protect its natural and agricultural resources; improve community health; save money; and provide the foundation for a strong local economy. Through use of an exciting new tool, the Conservancy can help your municipality begin to address community sustainability.

Our Sustainable Communities Assessment entails a review of all municipal planning documents, policies and land-use regulations, including: Comprehensive Plan, Zoning Ordinance; Subdivision and Land Development Ordinance; Open Space and Recreation Plan; Act 537 Plan; and any other applicable master plans or feasibility studies. Each document will be reviewed thoroughly, and both sustainability-enhancing achievements and any obstacles to achieving sustainability will be identified. Recommendations for specific revisions or additions to any of the documents reviewed will be included in a final report, as will suggestions for new regulations, plans and/or policies. The Assessment will focus on a number of subject areas, including:

- Natural resource protection
- Water quality and conservation
- Land-use and community character
- Global warming mitigation and adaptation
- Energy conservation / renewable energy
- Local economy
- Mobility and transportation
- Community health and safety
- Food production and security
- Open space, parks and trails
- Resilience



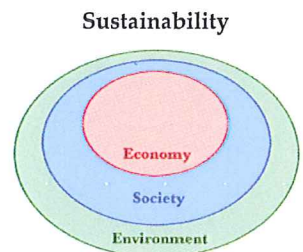
Call today for more information or to schedule an Assessment for your municipality! Contact Tony Robalik, AICP, Associate Planner and Sustainability Coordinator: trobalik@brandywine.org; 610.388.8352.

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