

AGENDA

COMPREHENSIVE PLAN TASK FORCE MEETING

2015 COMPREHENSIVE PLAN UPDATE
EAST GOSHEN TOWNSHIP

January 12, 2015

7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Ask if anyone is recording the meeting
5. Introductions
6. Jeannine Speirs, Chester County Planning Commission
Review Scope of Work
7. Does the Task Force want to attend Stakeholder Outreach Meetings?
8. Select dates for future meetings.
9. Discuss any additional observations from Bus Tour.
10. Public Comment
11. Adjourn Meeting

COMPREHENSIVE PLAN TASK FORCE MEMBERS

CPTF Chairperson – Janet L. Emanuel

Board of Supervisors

Marty Shane

Senya D. Isayeff

Janet L. Emanuel

Charles W. Proctor

Carmen R. Battavio

Commerce Commission

Primary – John Stipe

Alternate - Nate Cline

Conservancy Board

Primary – Sandy Snyder

Alternate – John Scheidt

Futurist Committee

Primary - Tom Kilburn

No Alternate

Historical Commission

Primary – Chris Reardon

No Alternate

Municipal Authority

Primary – Dana Pizarro

Alternate – Jack Yahraes

Park & Recreation Commission

Primary - Joe Zulli

No Alternate

Planning Commission

Dan Daley

Monica Close

Adam Knox

Jim McRee

Consultants

Tom Comitta, AICP

Jeannine Speirs, Chester County Planning Commission

Staff

Rick Smith

Mark Gordon

Comp Plan Schedule

Question 1 - Does the Comp Plan Task Force want to attend the Stakeholder Outreach Meetings in Tasks 1.3.1, 1.3.2, & 1.3.3?

Question 2 - Select dates for future meetings.

TASK →	1.1.1 Bus Tour (Note 1)	1.1.1 Meeting (Note 1)	1.1.2 Draft #1	1.1.3 Meeting	1.2.1 Draft #2	1.2.2 Meeting	1.2.3 Draft #3	1.3.1 Meeting	1.3.2 Meeting	1.3.3 Meeting	1.3.4 Memo	1.3.5 Meeting	1.4.1 Draft #4	1.4.2 Meeting	1.4.3 Final Report
WHO ↓															
BOS	mtg 1A	mtg 1B			X	mtg 2	X	mtg 3					X	mtg 4	X
Planning Comm.						mtg 1									
CPTF	mtg 1A	mtg 1B			X	mtg 2		?	?	?			X	mtg 3	X
Other ABCs						mtg 1	X		mtg 2						X
Stakeholders *					X	mtg 1	X			mtg 2					X
Staff	mtg 1A	mtg 1B	X	mtg 2	X	mtg 3	X	mtg 4	mtg 5	mtg 6	X	mtg 7	X	mtg 8	X
CCPC	mtg 1A	mtg 1B	X	mtg 2							X	mtg 3	X	mtg 4	X

Schedule	Months 1,2 & 3			Months 4 & 5			Month 6			Months 7 & 8		
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Meeting Dates	Jan 10	Jan 12				TBD		TBD	TBD	TBD		TBD
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* Stakeholders are business, organizations, agencies, etc.

Note 1 - Task 1.1.1 of the Scope of Work contemplated that the bus tour and meeting would occur on the same day. Under the revised schedule the tour will occur on Saturday (1/10) and the meeting will occur on Monday (1/12).

Rick Smith

From: TCA <tca@comitta.com>
Sent: Wednesday, January 07, 2015 3:06 PM
To: 'Rick Smith'; 'Janet Emanuel '; 'Mark Gordon'
Cc: 'Ward, David D.'; 'Elks, Susan S.'; 'Speirs, Jeannine G.'
Subject: RE: East Goshen Township Comprehensive Plan
Attachments: Comp Plan Timetable.pdf

Hello All,

Happy New Year !

Although the detailed Timetable for the Comprehensive Plan will not be issued until after our first Task Force meeting on January 12th, I thought I would send everyone a draft now that we are poised to start the work on January 10th with the bus tour.

Attached is a two page Timetable for Completion of Tasks. We modified the first two paragraphs on page 1 to match the wording of the contract, created a general monthly schedule on the right side of page 1, and began to add specific dates on the right side of page 2.

Since we do not have the emails for the persons on the Task Force, perhaps Mark can send the attachment to the Task Force members simply as a preview item for our January 10th bus tour and January 12th Task Force meeting #1.

For the good of the order.

Tom

Thomas J. Comitta, AICP, CNU-A, RLA
President

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THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

Comprehensive Plan
East Goshen Township – Chester County, PA

Draft: January 7, 2015

4.0 Timetable for Completion of Tasks

TCA shall produce the Comprehensive Plan so that it can be adopted by November 2015, provided the work program can start in January 2015, and consensus can be reached on drafts throughout the process.

TCA shall produce a month by month Schedule with specific dates, immediately after the Task 1.1.1. meeting. However, please see our initial notion of the Schedule below.

<u>Tasks</u>	<u>Schedule in Months</u>	<u>Notes</u>
1.1. Project Initiation and Comp Plan Draft #1	1, 2, 3	January 2015 to March 2015
1.2. Refine the Comp Plan Draft #1, and Create Comp Plan Draft #2 and Draft #3	4, 5	April 2015 and May 2015
1.3. Stakeholder Outreach/ Consensus Building	6	June 2015
1.4. Final Draft Comp Plan and Public Review of Final Draft	7, 8	July 2015 and August 2015
1.5. Adoption Process	9, 10, 11	September 2015 to November 2015

Please refer to page 2 for additional details.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

Comprehensive Plan
East Goshen Township – Chester County, PA

Draft: January 7, 2015

4.1 Timetable for Completion of Tasks

<u>Tasks</u>	<u>Dates in 2015</u>
1.1.1. Meet, Bus Tour, Discussion, T.F. #1, BOS	January 10 & 12
1.1.2. Review, Analyze, and Create Draft #1	February
1.1.3. Meet with Staff & CCPC	March
1.2.1. Draft #2	April
1.2.2. T.F. #2	April
1.2.3. Draft #3	May
1.3.1. BOS Meeting	June
1.3.2. ABC Meeting	June
1.3.3. Other Stakeholders Meeting	June
1.3.4. Prepare Memo	June
1.3.5. Meeting with Staff & CCPC	June
1.4.1. Draft #4	July
1.4.2. T.F. #3	July
1.4.3. Finalize Report	August
1.5.1. Act 247 Review Process	September
1.5.2. Special Public Meeting #1	October
1.5.3. Public Hearing #1	November
1.5.4. CDs of Work Products	November 30

Notes:

1. Other specific dates to be added after T.F. Meeting #1 on 1-12-15.
2. Completion date by November 30, 2015.

Appendix B
SCOPE OF WORK
EAST GOSHEN TOWNSHIP
STRATEGIC COMPREHENSIVE PLAN UPDATE

Date: November 14, 2014

The comprehensive plan update will be expanded to refine and complete an update to the comprehensive plan using data and mapping previously prepared by the Brandywine Conservancy (BC). The consultant under this Addendum shall be Thomas Comitta Associates (TCA). This scope shall be monitored by the Chester County Planning Commission (CCPC). The process will include considerable public participation, including in particular the affected landowners.

Task 1.1. Project Initiation and Comprehensive Plan Draft #1

- 1.1.1. TCA shall meet with the Task Force to discuss the proposed work, confirm the schedule, conduct a driving tour, and discuss observations from the driving tour. It is assumed that EGT can arrange for a bus with the School District, so that the Task Force, the Board of Supervisors, and other appointed officials can share insights and observations about existing conditions and a vision for the future.

Task deliverable: Schedule; Observations; Task Force Meeting #1

- 1.1.2. TCA shall review, analyze and interpret the Brandywine Conservancy (BC) materials, but “spring” from these materials to create a new and improved Rough Draft, including Appendices, but use an 11”x17” format. (Relative to the BC mapping, please see the list in Appendix A.)

TCA will review and analyze the BC Draft Report and shall create a new and improved text, and place detailed text and tables into Appendices. TCA shall utilize the Goals, Objectives, Recommendations format with photos, drawings, etc. on the right side of the page, and will outline all of the items required under Section 301 of the MPC for Comprehensive Plan contents.

Task deliverable: Rough Draft/Mock-Up of Relevant BC work products, enhanced with images on right side of 11”x17” sheets, including Appendices.

- 1.1.3. TCA shall meet with Township staff, and the CCPC to visualize and critique the materials retained from the BC in the Rough Draft, and the added TCA materials.

Task deliverable: Meeting and Discussion with Staff and CCPC.

Task 1.2. Refine the Comprehensive Plan Draft #1, and Create Comprehensive Plan Draft #2 and Draft #3

- 1.2.1. TCA shall utilize the work products previously prepared by the BC, and will supplement same with new and improved content as needed. TCA shall add missing information to the Task 1.1.2. Rough Draft and Appendices, including images, text, maps, and missing Sections, based on feedback from the Task 1.1.3. meeting. In so doing, TCA shall address all of the items required under Section 301 of the MPC for Comprehensive Plan contents.

Task deliverable: Revised Draft Report that will include the content requirements of Section 301 of the MPC, as follows:

Section 301. Comprehensive Plan contents. As per the requirements in the MPC, the East Goshen Township Comprehensive Plan will include:

- 301.(a)(1) Statement of Goals and Objectives
- 301.(a)(2) Future Land Use (and Existing Land Use)
- 301.(a)(2.1) Housing Plan
- 301.(a)(3) Circulation/Transportation Plan
- 301.(a)(4) Community Facilities Plan, and Utilities Plan
- 301.(a)(4.1) Plan Interrelationships
- 301.(a)(4.2) Implementation Strategies
- 301.(a)(5) Compatibility Statement
- 301.(a)(6) Natural Resources Protection Plan, and Historic Resources Protection Plan

Item/Topic	BC Content	TCA Content	Notes
1. Report Cover		New Cover with Key Words Forming Twp. Outline	
2. Table of Contents		Table of Contents to be modified	
3. Executive Summary		One Page list of Key Findings & Recommendations	
4. Introduction	To be edited	An overarching commentary on the 2005 CP and the 2015 CP	
5. 2015 to 2025 Projections for Population & Housing	Population Density Map	Interpretive Findings & Recommendations, based on info provided by BC	BC's Demographics work product moved to Appendix A-2
6. Goals & Objectives	Goals & Objectives to be edited	Re-Write of Goals & Objectives Statement	Incorporate Existing Mission
7. Land Use Plan	Land Use Chapter Base Features Map Existing Land Use Map Build Out Analysis Future Land Use Map	Edit Land Use Chapter; Add Commercial Service Areas Analysis; Focus on Corridors, Nodes & Neighborhoods	Utilize BC's Future Land Use Map; "zoom out" to show Growth Opportunity Areas; focus on undeveloped & redevelopment

Item/Topic	BC Content	TCA Content	Notes
8. Housing Plan	Demographics Narrative and Tables & Charts	Interpretive Findings & Recommendations	Options for Aging in Place; and changing demographics to be addressed
9. Economic Development	Economic Development info to be edited	New Economic Development Section	Emphasis on Business Uses and Places
10. Circulation/ Transportation Plan	Ch. 9 to be edited	Focus on Corridors & Routes for Bus Service; Pedestrian/Sidewalks; Pedestrian/Trails	Utilize CCC Bicycle & Ped. Circ. Plan; and existing Trans. Plans
11. Community Facilities Plan	Township owned Open Space & Trails Map Parks, Trails & Open Space Map	Identify potential linkages for improved Linking Landscapes	Will consider regional trail network (Malvern, Willistown, Patriots Path)
12. Utilities	NA	Focus on Public Sewer and Public Water Thresholds	Address Pipelines and SWM
13. Plan Relationships	2 page Narrative to be edited relative to adjoining municipalities	Comment on Future Land Use, Housing; and Transportation Relationships	Expand comments on Landscapes2 relationships
14. Implementation Strategies	Zoning District Map	Utilize 2005 Plan format to address "Action Items" Identify Potential Overlay Areas	
15. Compatibility Statement	edit BC text	Focus on Land Use Compatibility	
16. Natural Resources Protection Plan	Natural Resources Chapter to be edited Natural Features Map Riparian Analysis Map Woodland Classification Analysis Map Water Quality Map	Interpretive Findings & Recommendations, based on info from BC	

Item/Topic	BC Content	TCA Content	Notes
17. Energy Conservation	Energy Conservation Chapter	New Energy Conservation Section	address holistic issues
18. Historic Resources Protection Plan	Historic Resources Map Cultural Resources Chapter to be edited Historical & Scenic Resources Chapter to be edited	Identify Historic Neighborhoods; add Interpretative Findings and Recommendations	Address Battle of Clouds and Paoli Massacre Studies
19. Appendix A			TCA to keep these BC Appendices intact
A-1	Regional Perspective & Influences		
A-2	Demographics		
A-3	Housing Unit Tables		
A-4	Undeveloped Land by Zoning District		
A-5	Sustainable Communities Assessment		
20. Appendix B			
B-1	NA	Public Participation Summary	
B-2	NA	Favorite Places Map	
B-3	NA	Places To Be Improved Map	

- 1.2.2. TCA shall meet with the Task Force, the Board of Supervisors, ABC's, and other Stakeholders to present the Revised Draft Report, to obtain feedback, and to discuss additional refinements. Given the interest of reviewing each page and each chapter, this Task Force meeting may be up to 8 hours in duration and take place on a Saturday, so that TCA can review everything in detail.

Task deliverable: Task Force Meeting #2, with BOS, and Stakeholders

- 1.2.3. TCA shall prepare a Further Revised Draft Report based on feedback from the Task 1.2.2. Task Force meeting.

Task deliverable: Further Revised Draft Report

Task 1.3. Stakeholder Outreach/Consensus Building

- 1.3.1. TCA shall meet again with the Board of Supervisors to present the Task 1.2.3. Further Revised Draft Report, and to receive feedback.

Task deliverable: BOS Meeting

- 1.3.2. TCA shall meet again with the A,B,Cs (Authorities, Boards, and Commissions) to present the Task 1.2.3. Further Revised Draft Report, and to obtain feedback.

Task deliverable: ABC Meeting

- 1.3.3. TCA shall meet again with other Stakeholders at the Township Building (Businesses, Organizations, Agencies, etc.) to present the Task 1.2.3. Further Revised Draft Report, and to obtain feedback.

Task deliverable: Other Stakeholders Meeting

- 1.3.4. TCA shall prepare Memo outlining input received from Tasks 1.3.1., 1.3.2., and 1.3.3.

Task deliverable: Memo

- 1.3.5. TCA shall meet again with Township Staff and CCPC to review all work to date.

Task deliverable: Meeting and Discussion with Staff and CCPC

Task 1.4. Final Draft #4 Comprehensive Plan and Public Review of Final Draft

- 1.4.1. Based on all input through Task 1.3.3., TCA shall complete the Report.

Task deliverable: Completed Report

- 1.4.2. TCA shall meet with Task Force, Township Staff, the CCPC, and the BOS to review the completed Report.

Task deliverable: Task Force Meeting #3

- 1.4.3. TCA shall finalize the Report, based on feedback from the Task 1.4.2. meeting.

Task deliverable: Finalize Report

Task 1.5. Adoption Process

- 1.5.1. Assist with the Act 247 Review Process.

Task deliverable: Send document for review, as per Act 247 requirements, including the adjoining municipalities, School District, EGT PC, and CCPC.

- 1.5.2. Conduct a Special Joint Public Meeting of the EGT PC, and the EGT Board of Supervisors to present the comprehensive plan.

Task deliverable: Special Public Meeting #1

- 1.5.3. Conduct a Public Hearing with the Board of Supervisors.

Task deliverable: Public Hearing #1

- 1.5.4. Provide EGT and the CCPC with CDs of all work products.

Task deliverable: CDs of Work Products

2.0 Public Participation, Meetings and Hearings

2.1. Work Sessions

See Tasks 1.1.1., 1.1.3., 1.2.2., 1.3.5., and 1.4.2.

2.2. Public Presentations/Public Participation Events

See Tasks 1.2.2., 1.3.2., 1.3.3., and 1.5.2.

2.3. Public Hearing

See Task 1.5.3.

2.4. Plans for involvement of Elected Officials

See Task 1.1.1., 1.2.2., 1.3.1., 1.4.2., and 1.5.2.

3.0 Products

3.1. Summary of Task Deliverables and Final Products

See Tasks 1.1.1 through 1.5.4., where a Task deliverable is listed for every Task.

4.0 Timetable for Completion of Tasks

TCA shall produce the finalized Comprehensive Plan so that it can be adopted by November 2015, provided the work program can start in January 2015 and consensus reached on drafts throughout the process.

TCA shall produce a month by month Schedule with specific dates, immediately after the Task 1.1.1. meeting. However, please see our initial notion of the Schedule below.

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1.3. Stakeholder Outreach/ Consensus Building	6
1.4. Final Draft Comp Plan Public Review of Final Draft	7, 8
1.5. Adoption Process	9, 10, 11

2015 EAST GOSHEN TOWNSHIP MEETINGS

BOARD OF SUPERVISORS will hold their Annual Re-Organization Meeting on Monday, January 5, 2015 at 7:00 PM and their regular formal meeting will immediately follow. Thereafter, the Board will hold their regular meetings on the 1st and 3rd Tuesday of each month at 7:00 PM and the 2nd, 4th and 5th Tuesday of the month at 7:00 PM as needed. The Board will not meet on May 19, 2015 or Nov 3, 2015.

BOARD OF AUDITORS will hold their Annual Re-Organization Meeting on Tuesday, January 6, 2015 at 7:00 PM.

ANNUAL PLANNING SESSION The Board of Supervisors will meet with members of the other Township Authorities, Boards and Commissions for the Annual Planning Session on Saturday, January 10, 2015 at 8:00 AM.

COMMERCE COMMISSION will meet on Monday, January 12, 2015 at 7:00 PM and Monday, February 9, 2015 at 7:00 PM and thereafter on the 3rd Monday of the month at 7:00 PM as needed.

COMPREHENSIVE PLAN TASK FORCE On January 10, 2015 at 10:00 AM, the Comprehensive Plan Task Force, the Supervisors, Tom Comitta and staff will take a bus tour of the Township to share insights and observations about existing conditions and a vision for the future. The Comprehensive Task Force will meet on Monday, January 12, 2015 at 7:00 PM. Thereafter, meetings will be advertised as they are scheduled.

CONSERVANCY BOARD will meet the 2nd Wednesday of each month at 7:00 PM. The Conservancy Board will conduct site inspections the following Saturday at 9:00 AM as needed.

DEER MANAGEMENT COMMITTEE will meet on Tuesday, February 10, 2015 at 7:00 PM, Tuesday, May 12, 2015 at 7:00 PM, Tuesday, August 11, 2015 at 7:00 PM and Tuesday, November 17, 2015 at 7:00 PM.

FUTURIST COMMITTEE will meet on the 3rd Wednesday of each month at 7:00 PM and as needed in December of 2015.

HISTORICAL COMMISSION will meet the 2nd Thursday of each month at 7:00 PM.

LOCAL TRAFFIC ADVISORY COMMITTEE will meet the 3rd Thursday of each month at 1:00 PM as needed.

MUNICIPAL AUTHORITY will meet January 12, 2015 at 6:00 PM and thereafter the second Monday of each month at 7:00 PM.

PENSION COMMITTEE will meet on Tuesday, February 3, 2015 at 9:30 AM, Wednesday, May 6, 2015 at 9:30 AM, and Wednesday, October 7, 2015 at 9:30 AM.

PARK & RECREATION COMMISSION will meet the 1st Thursday of each month at 7:00 PM. Workshop sessions are held on the 3rd Thursday of the month at 7:00 PM on an as needed basis.

PLANNING COMMISSION will meet on the 1st Wednesday of each month at 7:00 PM and the 3rd Wednesday of the month at 7:00 PM as needed.

STORMWATER APPEALS BOARD will advertise each hearing separately.

ZONING HEARING BOARD will advertise each hearing separately.

All meetings will be held at the East Goshen Township Building, 1580 Paoli Pike, West Chester, PA 19380. Special meetings will be advertised throughout the year, as they are scheduled. With the exception of Executive Sessions, the public is welcome to attend all East Goshen Township meetings and Workshop sessions.

If any person who wishes to attend a meeting has a disability and/or requires an auxiliary aid, service or other accommodation to observe or participate at the hearing, he or she should contact the Township at 610-692-7171 to discuss how those needs may be accommodated.

Louis F. Smith, Jr.
Township Manager
East Goshen Township

Please publish December 20, 2014.

Please provide proof of publication to me.

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