

Futurist Committee Agenda
Thursday, August 20, 2020
7:00 PM
Tele Conference

1. Call to order
2. Pledge/Moment of Silence
3. **Approval of Minutes: July 16, 2020**
4. Chairman's Report
5. Old Business
 - a. Consider feedback received from BOS at July meeting on our proposal to adopt Long Term Strategy Statement and determine next steps
 - b. Consider next steps for developing a Business Park Strategy.
 - Consider Brian's letter to businesses in the parks to get feedback from owners and plan to implement. Brian lead.
 - c. Consider reaching out to ABC members on alignment with Long Term Strategy Statement, mechanism, and frequently asked questions document.
6. New Business
 - a. **2021 Budget Request from Jon Altshul**
7. Liaison Report
8. Public Comments
9. Correspondence/FYI
 - a. **Zoning Variance Letter – July 31**
10. Adjournment

1 **East Goshen Township**
2 **Futurist Committee**
3 **July 16, 2020**
4 **Draft Minutes**

5
6 **Members Present:**

7 Tom Kilburn, Chair; Members: Brandon Groff, Jeff O'Donnell, Brian Sweet

8 **Others Present**

9 Marty Shane, Liaison and Township Supervisor; Jon Altshul, Assistant Township Manager and Staff
10 Liaison; Ernie Harkness, Planning Commission

11 **Call to Order & Pledge of Allegiance**

12 Tom called the meeting to order at 7:00 pm and Brian led the Pledge of Allegiance.

13 **Moment of Silence**

14 Tom called for a moment of silence for all first responders especially during this time of COVID-19.

15 **Approval of Minutes**

16 Brian made a motion to approve the minutes from June 18, 2020. Jeff seconded. The minutes were
17 unanimously approved.

18 **Chairman's Report**

19 Tom confirmed that the next meeting is next meeting is August 20, 2020 @ 7:00 pm.

20 Tom stated that he submitted the Long-Term Strategy Statement to be included on the BOS agenda.
21 Jon replied that it will be included on the 7/21 agenda.

22 **Old Business**

23 **Consider steps for developing a Business Park (BP) Strategy for EG business parks**

24 Brian stated he has contacted the Planning Commission to collaborate on the long-term strategy for
25 the Township Business Park. Ernie stated that the Planning Commission is also looking at the
26 business parks from an ordinance perspective.

27 Brian explained that the Futurist Committee would like to query the current occupants with a
28 survey to determine what they would like to see in the future. This should be coordinated with the
29 Planning Commission to determine what ordinance changes may be needed.

30 Jon clarified that the Futurist's plan includes the Zoning districts: BP, I-1 and I2.

31 Tom provided background on the genesis of the BP strategy plan and that some Supervisors and
32 staff expressed concern about the viability of the BP.

33 The group discussed the need to determine if the Township business park is in danger of losing
34 tenants and the importance of gathering feedback to keep the current tenants.

35 Brandon shared a draft survey with the group for review. Tom explained that a personal approach
36 is needed. The group agreed this a survey is a good way to gather the information. Tom stated the
37 information collected will assist with analysis and a risk profile for each business.

38 Tom asked if there was a Township map of the BP outlining each business. Jon said that he will
39 provide this for the group.

1 Ernie said that he will talk about this with the Planning Commission. Ernie suggested that the group
2 read the Township Code Sections 240.18 through 240.21. Brian will share the link.

3 Brian will draft an initial letter that will be sent to those responsible for the business properties.
4 The letter will explain that the Futurist Committee would appreciate their input on their current
5 and future needs and what the Township can do for them.

6 Marty noted that the Board of Supervisors will be sending a request to the Planning Commission to
7 look at combining the Business Parks ordinances. He agreed with the Committee's approach to this
8 topic and stressed the importance of spotting and catching trends. It was noted that meetings right
9 now will be virtual due to COVID.

10 **Scope and content of potential township survey seeking feedback on what type of amenities**
11 **residents prefer in the future**

12 Jeff shared a sample comprehensive plan survey that Willistown Township recently distributed to
13 their residents. Willistown initially sent out digital survey. They did not receive the number of
14 responses they had anticipated. They then mailed a paper survey to every household. To date, 30%
15 of recipients have responded. The physical mailing cost was approximately a \$3K investment. This
16 did not include the data collection costs.

17 Jon noted that the Township does not have the staff for the data collection or analysis.

18 Jeff questioned whether the EGT survey should incorporate questions from all the Township ABCs.

19 Brandon noted that it is important to ensure the survey is balanced demographically among
20 participants.

21 Tom recommended that this topic be tabled until after the Board reviews the Committee's vision
22 statement. It was agreed that Brandon and Jeff could continue to work on a simple digital survey.

23 **Next steps on developing a network of neighborhood liaisons and a framework for the type**
24 **of communication and feedback about the future of EGT**

25 It was agreed that due to the current COVID situation, the resident survey could be the method to
26 address this topic. If the group can determine what residents want from a survey, conversations
27 with neighborhood liaisons would not be needed.

28 **Meeting Adjournment**

29 The next meeting is August 20, 2020 @ 7:00 pm.

30 Tom asked for meeting adjournment at 8:10 p.m. and Ron seconded the motion and the meeting
31 was adjourned.

32 Respectfully submitted,
33

34 Susan D'Amore

Memo

To: Conservancy Board, Parks & Rec Commission, Pipeline Task Force, Futurist Commission, Sustainability Advisory Commission, Planning Commission & Historical Commission
From: Jon Altshul
Re: 2021 Budget Request
Date: July 21, 2020

As we enter the second half of 2020, it is time to begin thinking about the Township's budget for 2021.

To that end, if your ABC has its own budget, attached please find an Excel worksheet with individual tabs for each of your ABCs showing a blank column for the 2020 budget request.

I would be grateful if you could provide me with:

- 1) 2021 budget requests for each line item
- 2) A justification for your 2021 budget request.

Needless to say, 2021 promises to be an exceptionally difficult year for all state and local governments nationwide. The COVID pandemic is having a substantially negative impact on a number of Township revenue streams. Moreover, as you know, the Township cut the ABC budgets in 2020, and we are still staring at an operating deficit of nearly \$500,000 this year, and 2021 could be even worse. Accordingly, the Board of Supervisors will be forced to make a number of stark choices in establishing its budget for next year, which is likely to affect all of our lines of business.

Therefore, my annual reminder about "needs" versus "wants" is even more important now. Remember your group's mission, goals and objectives. Then ask yourselves, what do you need in order to realize your objectives and what do you merely want? Expenditures that don't meet the "need" threshold are unlikely to receive BOS approval, especially for next year.

Note that the Township has many "ABC-related" expenditures. For example, the Township needs to maintain the Blacksmith Shop/Plank House. The Township also incurs legal costs related to the pipeline and consulting costs related to planning work, etc. These line items are separate from your ABC budget.

Please don't hesitate to contact me by phone or email over the summer.

As we plan to have preliminary budget materials prepared for discussions with the Board in early autumn, **please return this completed worksheet to me by no later than Friday, September 25th**. I will follow up with you if I have any questions.

Thank you!

No spreadsheet attached.

Historically no budget.

BOARD OF SUPERVISORS
EAST GOSHEN TOWNSHIP
CHESTER COUNTY
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

FYI

July 31, 2020

Dear Property Owner:

The purpose of this letter is to inform you that William and Jessica Boyle, 1137 N. Chester Rd., have applied for a Zoning Variance requesting relief from the zoning ordinance. The Boyles are requesting dimensional relief from the side yard setback requirements of the ordinance; §240-9-G. The applicant proposes to construct a two-story addition that will encroach 6 feet into the required 20' side yard setback area.

Pursuant to Township policy, property owners within 1000 feet of the subject property are notified of Zoning Variance applications.

This application is scheduled to be discussed during the meetings outlined below:

Wednesday August 5, 2020 - Planning Commission meeting (7:00 pm)

Tuesday August 18, 2020 – Board of Supervisors meeting (7:00 pm)

Wednesday August 26, 2020 – Zoning Hearing Board (7:00 pm) **(Zoning Hearing)**

Due to COVID -19 all township meetings and hearings are being held virtually via video / telephone conference. These meetings will be conducted remotely via Zoom teleconference. Members of the public can participate via telephone and view the teleconference on YouTube. Meeting access information can be found on the Township website at <https://eastgoshen.org/> under the Latest News posts.

The public is welcome and encouraged to attend and participate in these meetings. The application information is available for public inspection at the Township Building. Please call the Township staff at 610-692-7171 if you need assistance finding the meeting access information, or email me at mgordon@eastgoshen.org if you have any questions or need additional information.

Sincerely,



Mark A. Gordon
Township Zoning Officer

Cc: All Township Authorities, Boards and Commissions