

East Fallowfield Township
Planning Commission meeting
Unapproved February 1, 2016 minutes
6:30 pm

Attendees:

Dennis Crook, Chairman
John Schwab, Vice Chairman
Richard Agatone
Jim Weeks
Carol Kulp, Board of Supervisor

Not Present:

Garth Monaghan
Joe Perzan
Jim Durborow

Dennis Crook called the meeting to order at 6:30 pm.

Discussion on Order of Agenda Items.

There was a discussion about the order of agenda items for the meeting. The Planning Commission decided to proceed with the meeting in the order below.

Election of 2016 Planning Commission Chairman.

MOTION: John Schwab made a motion to appoint Dennis Crook as the 2016 Planning Commission Chairman. Richard Agatone seconded.

VOTE: 4-0

Election of 2016 Planning Commission Vice Chairman.

MOTION: Dennis Crook made a motion to appoint John Schwab as the 2016 Planning Commission Vice Chairman. Jim Weeks seconded.

VOTE: 4-0

Approval of December 15, 2014 Minutes.

MOTION: Dennis Crook made a motion to approve the December 15, 2014 Planning Commission meeting minutes as presented. Jim Weeks seconded.

VOTE: 4-0

The Planning Commission made a note that Jim Weeks did not attend the December 15, 2014 Planning Commission meeting.

Approval of January 12, 2015 Minutes.

MOTION: Dennis Crook made a motion to approve the January 12, 2015 Planning Commission meeting minutes as presented. John Schwab seconded.

VOTE: 4-0

Approval of January 19, 2015 Minutes.

MOTION: Dennis Crook made a motion to approve the January 19, 2015 Planning Commission meeting minutes as presented. Jim Weeks seconded.

VOTE: 4-0

Approval of February 2, 2015 Minutes.

MOTION: Dennis Crook made a motion to approve the February 2, 2015 Planning Commission meeting minutes as presented. Richard Agatone seconded.

VOTE: 4-0

Board of Supervisor Liaison for Planning Commission.

Dennis Crook introduced Carol Kulp, the Board of Supervisor Liaison, to the Planning Commission Members.

Report from the East Fallowfield Township Board of Supervisors.

1. Review of State of PA MPC & Official Map.

Dennis Crook said the MPC highly recommends an official map. John Schwab thought the recommendations for the Future Land Use Map in the Comprehensive Plan should be done before working on the official map.

- a) **Section 207 (a) Conduct of Business – Annual Written Report March 1** - Dennis Crook reported the MPC states the Planning Commission shall prepare an annual report each year. The annual report is a recap of the past year. Jim Weeks stated the annual report would be done if the Board of Supervisors requested it. Jim Weeks asked if the annual report was ever done. Dennis Crook stated it has never done. The Commission discussed what would be in an annual report. There was a discussion about having the Township Secretary compile the annual report on a monthly basis throughout the year. The thought was the Township Secretary could do a single paragraph summarization of each meeting by using the meeting minutes. They discussed filing systems for the Planning Commission meeting documents.
- b) **Section 207 (b) RE: Alternate Members** – There was a brief discussion on the language of the PA MPC regarding Planning Commission alternate members. It states the governing body may appoint

alternates. John Schwab stated the Board of Supervisors is the governing body. Dennis Crook stated he informed the Board that the Planning Commission didn't feel alternates were necessary. The Planning Commission voted at their last meeting that they did not need an alternate. They also discussed the two different types of alternates – voting and non-voting. They discussed Sharon Scott's recent application for Planning Commission alternate. Dennis Crook stated she could not hold any other Township position as an Elected Auditor according to The Second Class Township Code. John Schwab stated they should ask the Board of Supervisors to review their recommendation not to appoint alternate members. If the Board disagrees and wants to appoint an alternate member, then they need to identify whether that position is a voting or non-voting alternate member. The Planning Commission would recommend a non-voting alternate member. Dennis Crook read the section about alternate members. There was a discussion on how the alternate positions function.

2. **Openings on Zoning Hearing Board and Park & Recreation Committee** - Dennis Crook reported there is one opening on the Zoning Hearing Board and seven open positions on the Park & Recreation Committee. Carol Kulp stated there is an open Board of Supervisor position to replace Charles Kilgore.

Choice of Top 10 Comprehensive Plan Recommendations for Implementation.

Dennis Crook stated that the Commission felt hiring a township manager was the highest priority, but they are going to take that off the very front burner.

1. **Motion for O-I and MU to be Combined into M-U** - Another top priority is combining the Office-Industrial (O-I) and Mixed-Use (MU) Zoning Districts into one Mixed-Use (M-U) Zoning District. This is for non-residential uses only. Dennis Crook stated this would be a motion to recommend this to the Board of Supervisors and he felt this would be the first priority. John Schwab spoke about differences between the Future Land Use Map and the Existing Land Use Map. Mr. Schwab would like to use the Future Land Use Map to make recommended changes to reproduce a Zoning Map. The goal would be to have the new Zoning Map be concurrent with the Future Land Use Map approved in the Comprehensive Plan. This will become the basis for the official map and will allow everything to tie back to the Comprehensive Plan. Dennis Crook explained the reasoning for combining the Office-Industrial and Mixed-Used Zoning Districts. John Schwab stated this change would ensure there would be no residential in this Zoning District. Dennis Crook briefly discussed Section 1300 in the Township Ordinances. Mr. Crook stated they cleaned up the wording in that Ordinance. Jim Weeks read a section in the MPC regarding the official map which includes existing and proposed public streets, water courses, existing and proposed parks, playgrounds and open ways, pedestrian ways, railroads, flood controls, sports facilities, and easements.

MOTION: Dennis Crook made a motion to add the Office-Industrial and the Mixed-Use to be combined to Mixed-Use with no residential use as a recommendation to the next Board of Supervisors meeting which comes from one of our first acts in the Implementation Plan for the Comprehensive Plan on Table 4 - A Plan for Land Use Number 1. John Schwab seconded.

VOTE: 4-0

Jim Weeks left the Planning Commission meeting at 6:59 pm.

There was a discussion about needing to do more zoning changes as recommended in the Comprehensive Plan. They discussed doing all the other zoning changes together and then working on the official map after these zoning changes are made.

- a. **Energy Conservation through Planning** – Dennis Crook talked about how energy conservation is being used for more efficiency in planning for zoning. In Canada, they put in a hockey rink and the waste heat from producing ice heated the municipal building at a savings of \$15,000 year. Mr. Crook said this might work in the Mixed-Use Zoning District. The MPC mentions generation of electricity is part of the responsibility of the municipality. Dennis Crook also discussed solar power and ground source heat pumps. John Schwab stated it might be good to look into solar and windmill power as alternative sources of energy and to encourage developers to consider alternative sources of energy. It would also be good to look at this to get a jump start on addressing problems in other municipalities with solar panels and windmills. Carol Kulp discussed the Hydrogen House Project in New Jersey. Well water quality and nitrates were also discussed.
2. **Discussion on Recommendations in the Comprehensive Plan Regarding On-Lot Septic Failures and Well Water Supply and Quality** – Act 537 was discussed along with educating the public about on-lot septic systems and the benefits of pumping a septic system once a year. They talked about a goal of passing an ordinance to require yearly septic system pumping. Offering another Penn State Extension Water Study in the spring was also discussed.
3. **Improvements to East Fallowfield Township Communication - Facebook and Edits/Manages & Hard Copies Available at the Township Building upon Request** – Dennis Crook discussed using Facebook to notify/educate residents. He also said he felt that a hard copy of information should be distributed periodically. Mr. Crook talked about the advantages of a newsletter. Richard Agatone was more in favor of using the Township website, as opposed to Facebook, to inform residents. He said that when using Facebook, you are subject to the rules and regulations of Facebook. Richard Agatone recommended an opt-in feature for residents to receive electronic communications/information for meeting minutes or anything else that could be sent out. This is a cost savings. The more residents use the opt-in electronic feature, the less the Township needs to mail out. Various documents and information can be sent electronically. The opt-in feature, and how it could work, was discussed. More utilization of the Township website was discussed. The Commission viewed the website and Facebook page. There was a discussion about what content is being posted on the Township Facebook page. The Planning Commission decided to do more research on Facebook and the website.

Discuss Request for Development Legal Counsel.

1. **After State 7-2016 Permit Extension Act 37 – 2010 Developers** - Dennis Crook stated they need to determine how long after final approval does a developer have to take action. They talked about ideas on how to get this information such as reviewing the Township Ordinances, looking at State laws and getting help from the Township Solicitor and Township Engineer. Several developments were discussed such as Fieldstone, Harkins Farm, Scott Farm, and Bawa M. Fellowship. Mr. Crook stated a developer has 90 days from Board of Supervisor approval to take the plan to the County to be recorded. Dennis Crook reported that Harkins Farm's signed plan was never recorded with the County so it is not deemed an approved plan. Dedication of development roads was discussed. Dennis Crook stated if a developer does not dedicate roads that were promised to be dedicated, the Township would be required to step in and

maintain those roads. An approved or required road dedication can be verified by reviewing the development agreements.

2. **Unilateral Right to Amend Recorded Declarations from 7-Year Deadline to 10-Years** – John Schwab asked if this is part of Act 37. Dennis Crook said this amendment extends the time beyond the Permit Extension Act. Dennis Crook posed the question if a development has a final approved plan, does it sit until someone comes in to build. Or does the developer need to come back after a certain amount of time if no building was done or no infrastructure was put in.

Jim Durborow's Resignation.

Dennis Crook announced he received a resignation letter from Jim Durborow and a discussion ensued. The Planning Commission thought they should advertise the opening and request a resume and letter of interest from applicants. The Commission will interview applicants and make a recommendation to the Board of Supervisors for final approval of new members. Richard Agatone read the section in the MPC that addresses filling vacancies in the Planning Commission.

New Business.

1. **Duties and Responsibilities of Planning Commission** - There was a brief discussion about the Planning Commission duties and responsibilities. Dennis Crook stated when the Planning Commission was created, the Township should have done a charter in the Ordinances that designates the duties of the Planning Commission, as stated in the MPC. Richard Agatone suggested recommending this to the Board of Supervisors. The Commission could create a charter, submit it to the Board of Supervisors and have them approve it.
2. **Master Planner Course** – Dennis Crook discussed having the Master Planner Course brought to the Township for the Supervisors, office staff and committee members. Dennis Crook specifically discussed the Planning Course. Mr. Crook stated it is \$155 for each person attending.
3. **Exclusion – Homestead and Farmstead Act** – Dennis Crook discussed developing programs to provide help to elderly residents that can't pay the new Township tax and are at risk of losing their home. Dennis Crook reported he is trying to get more information on this and is looking for examples of this program.

Adjournment.

MOTION: Dennis Crook made a motion to adjourn the February 1, 2016 Planning Commission meeting at 9:17 pm. John Schwab seconded. **VOTE:** 3-0.

Respectfully submitted,

Lisa Valaitis
Township Secretary