

East Fallowfield Township  
Planning Commission Workshop/Comprehensive Plan  
Approved April 20, 2015 minutes  
6:37 pm

Attendees:

Dennis Crook, Chairman  
John Schwab, Vice Chairman  
Richard Agatone  
Garth Monaghan  
Jim Durborow  
Ray Ott, Ray Ott & Associates  
Kevin Myers, Community Planner, Chester County Planning Commission

Not Present:

Joe Perzan  
Jim Weeks

Dennis Crook called the meeting to order at 6:37 pm.

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

Dennis Crook asked if there were any questions or comments on the 2013 Municipal Grant Manual or the Vision Partnership Program Grant Contract. There were no questions or comments presented.

Comprehensive Plan: review Ray Ott's email to Dennis Crook regarding Comprehensive Plan revisions:

The Planning Commission discussed the comments about the latest Comprehensive Plan Draft included in Ray Ott's email. Below are the comments/issues that were addressed in regard to the Comprehensive Plan:

1. PF (Public Facilities) Properties and MPC Official Map: The group felt that PF properties should be added to the Comprehensive Plan along with an MPC Official Map. Official Maps show township roads and as well as properties a township would like to acquire. The township can zone those properties as PF. The Township would then pass an ordinance giving the Township right of first refusal. Ray Ott suggested if the Planning Commission wishes to add this to the Plan, the Public Land Section of the Plan Recommendations could be revised to state the following: It is recommended that the Township Official Map be revised to include these properties as future township parks and open space lands. The two proposed public lands are the Beagle Club and the Lauria Brothers. There was a discussion about adding a recommendation to include these two properties on a Township Official Map. East Fallowfield does not currently have a Township Official Map. There was a discussion about developing a Township Official Map. Kevin Myers stated the Chester County Planning Commission highly encourages townships to adopt an official map.

Action: Ray Ott will revise the Comprehensive Plan to state the Township should adopt an Official Map and the Official Map should include those two parcels. Ray Ott will add a general recommendation to the Comprehensive Plan

2. Extended review time: The majority of the group would like more time to read through the draft.

Action: Ray Ott stated he can't do anything about this request.

3. Explanation of calculations in Future Build-Out Analysis section: There was a request for an explanation of how the numbers were calculated in the Future Build-Out Analysis section. Ray Ott read the calculation explanation out loud: "This table is based on the analysis of the buildable net area of each parcel in the respective future land use categories. The buildable or net area includes gross parcel area less roads or other rights of way and limiting environmental features such as steep slopes, riparian buffers, flood plains and hydraulic soils. For residential development, the net parcel area is multiplied by the average dwelling units per area recommended for each future land use area and any existing dwelling on the parcel are subtracted to estimate the potential new dwelling units." Ray Ott gave an example to show how the calculation works. There was a discussion about an email sent by Susan Elks, Chester County Planning Commission, which explained this calculation and had examples of how other municipalities have done this.

Fair Share/Apartments: There was a lengthy discussion about rental units in East Fallowfield. Mr. Crook stated there are plenty of rentable properties in the Township that aren't allowed for under current ordinances. They discussed whether the Comprehensive Plan was addressing all economic levels and fair share. There was a lengthy discussion about apartments. To allow for apartments, an area in the Township would need to be selected to allow for apartment density (high density). Kevin Myers, Chester County Planning Commission Community Planner, said the Comprehensive Plan can have wording to address multi-family housing in a usable land area. The Comprehensive Plan does not have to designate a zone specifically as apartments. Ray Ott said that the VC (Village Commercial) areas are the only areas of high density suitable for apartments. Apartment areas need to either have public water and sewer or have the ability to be added. Ray Ott stated the Build-Out Analysis addresses fair share even though it does not use that specific phrase. Kevin Myers advised that the Township should include a specific comment under Land Use recommending that after the Comprehensive Plan adoption, the Township should review the zoning ordinances to refine the zoning districts as applicable to Mixed Use (MU) and Village Commercial (VC) residential growth and development. Concern over traffic increasing was discussed in relation to municipal growth. Regional municipal groups were briefly discussed. Kevin Myers stated the next step, after the Comprehensive Plan, will be to review the zoning ordinances and make further adjustments to allow for fair share. They discussed the AG Preservation area having been increased causing the number of houses to decrease.

Action: Ray Ott will email the spreadsheet and parcel map to Dennis Crook for his review. It was determined that a recommendation in regard to fair share and variety of housing types, which include single family and multi-family housing, is already in the Comprehensive Plan Draft.

4. Transportation Plan: Add a park and ride lot. There was a discussion about adding a park and ride lot and where in the Township it could be added. The Plan text can be revised that a park and ride site be designated in the future. Route 82 and Strasburg Road was discussed as a possible location.  
Action: The Plan will be revised to include a text recommending a park and ride lot with the location to be designated at a later time. The text will also have a recommendation to consider possible bus extension routes and park and ride lots.
5. Extension of bus or transportation to the Railroad station in Coatesville: There was a discussion about a public transportation extension loop going to Parkesburg and back to the Thorndale Railroad Station.  
Action: This is the same as comment #4 above.
6. In-law Suites/Apartments: Add in-law suites to the recommendation to each residential area in the Future Land Use Plan Section and/or add to Section B Plan to Meet Housing Needs. This will cover temporary housing needs for seniors.  
Action: In-law suites will be added to Section B - Plan to Meet Housing Needs.
7. Temporary Housing: Modular housing (or echo housing) temporarily brought on to a property. Water and sewer would be tapped into.  
Action: Same as comment #5 above.
8. Apartments: Apartments were discussed earlier in the meeting. There was a discussion about location of existing small apartments in the Township. Dennis Crook spoke about potential revenue the Township could earn from rental fees by requiring annual inspections of rental properties. Requiring annual inspection of rental properties would also be for public safety purposes.  
Action: Ray Ott will add a comment under Administration that the Township should consider a rental permit program. There are a number of apartment units in the Township that could benefit from an apartment permit and inspection permit.
9. Home Based Business Definition: There are different types of home businesses. Some home businesses only require an office in the home and don't impact the neighbors. Other home businesses, such as in-home daycares, have more effect on the area.  
Action: Ray Ott is not going to address this comment further because it has never come up before.
10. Taxes Versus Millage to Increase to Include Trash Fee and Identification of Staffing Costs: Financing additional revenue for the Township through real estate tax and elimination of trash fee. A real estate tax is deductible and a trash fee is not deductible.  
Action: Ray Ott said this is already addressed in the Community Facilities and Services Plan.

Cost of postcards and mailing: Dennis Crook reported that last year's cost for postcard printing was \$2,000. An expedited fee had to be paid to print fast. He estimated postcard printing costs to be roughly \$187 for 2,500 cards through Vista Print. The postage cost will be about \$950. These expenses will come

out of the Planning Commission's budget. There was a discussion about services that could address the postcards.

Health and Safety - Dennis Crook stated he had reviewed other Comprehensive Plans that Susan Elk from the Chester County Planning Commission sent to him. Those plans had environmental issues addressed in them. He said that health and safety should be a top priority. He is concerned that on-lot septic is buried in the middle of the Plan. There was a review and discussion about the recommendations in the Comprehensive Plan in regard to on-lot septic systems. There is a comment in the Plan that possible septic failures could occur in the Township and a recommendation that other solutions should be explored including mandated maintenance. The Planning Commission can reprioritize to have health, safety, septic, and well water be at the top of the list.

Mixed Use – A comment will be added stating that residential development should not be permitted in the Mixed Use (MU) area because of transportation issues and the large volume of trucks on Route 82.

Proposed Timeline: Ray Ott stated that he is prepared to finish the Comprehensive Plan as quickly as possible. Below is the meeting schedule:

The May 4, 2015 Planning Commission meeting - Ray Ott will bring the changes made to the Plan and they will go over the changes. Mr. Ott will also have a Power Point presentation prepared for the public meeting and he will run through it for the Planning Commission. Mr. Ott will have a mock-up postcard for mailing to the Township residents.

The June 1, 2015 Planning Commission meeting – A public meeting will be held with Ray Ott presenting his Power Point presentation on an overview of the Comprehensive Plan. There will also be a question and answer session. They discussed where to hold the public meeting. S. Brandywine Middle School was discussed as well as what part of the school to use for the meeting.

Dennis Crook made a motion to adjourn the Planning Commission meeting at 8:31 pm. Seconded.  
Vote: Unanimous.

Respectfully submitted,

Lisa Valaitis  
Township Secretary