

East Fallowfield Township
Planning Commission meeting
Approved May 4, 2015 minutes
6:30 pm

Attendees:

Dennis Crook, Chairman
John Schwab, Vice Chairman
Joe Perzan
Garth Monaghan
Jim Durborow
Ray Ott, Ray Ott & Associates
Susan Elks, AICP, Chester County Planning Commission

Not Present:

Richard Agatone
Jim Weeks

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

Discussion on final draft of Comprehensive Plan:

Ray Ott went through the changes he made to the draft of the Comprehensive Plan based on the discussion at the previous Planning Commission meeting. The changes to the plan that Ray Ott discussed were as follows:

1. Public Lands: It was a recommendation that all existing and proposed Township public lands be added to the Township Official Map.
2. Housing Section Page 2-13 Rental Unit Inspections and Permits: There are a number of detached housing and apartment rental units in the Township, some of which are in need of maintenance. To help improve the quality of maintenance, it is recommended that the Township should give consideration to a rental permit program that requires regular inspections and an annual permit fee to cover the cost of these inspections.
3. Variety of Housing Types Section: In order to better accommodate senior family members, it is recommended that the Township consider amending the zoning ordinance to allow in-law apartments and temporary detached housing (also known as Echo Housing or “elderly care housing options”). Temporary on-lot housing was discussed. An Echo House is a modular home put on an existing lot that is connected into the existing electric, water and plumbing. A temporary license or approval would be issued for a specific amount of time needed. The Planning Commission discussed going through these recommendations after the Comprehensive Plan is complete and develop guidelines or plans for the recommendations. The original sewer system would have to be able to handle the additional home. Susan Elks, of the Chester County Planning Commission said to look at West Nottingham Township because they passed an ordinance allowing this. Ray Ott will adjust this section to state “also known as Echo Housing”.

4. Page 2-17 Number 3: The Township should also consider the designation and creation of a Park and Ride site to promote carpooling among area commuters.
5. Page 2-24 Official Map under Community Facilities and Services: In order to better facility planning for public lands and facilities, it is recommended that an East Fallowfield Official Township Map should be created and adopted. In addition to identifying future township public lands, this map can also be used to identify road rights of way, trail corridors and public facilities.
6. The last two pages that are changes that were made to the Implementation Plan by adding the above items. Plan to Meet Housing Needs is the rental unit apartment permit inspection program. On page 3-3 under Community Facilities and Services Plan, it includes prepare map and adopt ordinance. There was a discussion about Echo Housing and Ray Ott decided to include that. A medium priority was assigned to it.

Discussion and finalize post cards to announce public comments meeting:

Ray Ott presented a postcard that he created. The postcard will be mailed to residents. Ray Ott stated there is a note on the postcard that The Penn State Extension Water and Septic System Workshop with free water study will be offered this fall. Check Township website for date and time. A specific date has not yet been confirmed with the South Brandywine Middle School. Dennis Crook reported the postage cost total will be \$941. Vista Print can be used to print the postcards for a cost of \$295 for a 5 x 7 card size. Last year the postcards cost \$1,000 to be printed. Ray Ott said there are approximately 3,600 tax parcels and 2,500 households in East Fallowfield. John Schwab asked what we have in the Township for legally having quarters for live-in workers. Ray Ott said these should be included in the permit inspection program recommended in the Comprehensive Plan.

Power Point Presentation on Comprehensive Plan:

Ray Ott spoke about the public meeting for the Comprehensive Plan presentation. He stated a specific date for the meeting has not been set yet. Location will be the South Brandywine Middle School. There will be a sign in sheet for residents at the public meeting. The agenda items will be: the task force, projected background, the Comprehensive Plan Draft, the adoption process and the plan components. What is the Comprehensive Plan – Ray Ott will go over what is required in the Municipalities Planning Code. He will talk about the funding of the Comprehensive Plan. Ray Ott will present the members of the Task Force and discuss how many meetings were held. Ray Ott will present the Community Survey summary of results, both positive and negative responses. He read through the survey results that will be presented which include:

1. List characteristics that define East Fallowfield Township – favorable and unfavorable.
2. The most and least liked aspects of East Fallowfield Township.
3. List of significant problems the Township will face over the next few years.
4. What would you like to see improved?
5. Comments on Brandywine Greenway Project.
6. How you would like to see the Township address future development?
7. What do you like most about living in the Township?
8. Least liked aspects of the Township.
9. What would most improve the quality of living in the East Fallowfield Township?
10. Most significant problems that will be faced over the next five years.

Ray Ott will discuss the following in his presentation:

1. Plan Recommendations which are the chapters of the Comprehensive Plan. He will briefly go through the chapters of the Plan.
2. He will show the Land Use map and briefly describe and discuss the categories.
3. Agricultural preservation.
4. Residential development.
5. Non-residential development.
6. Public lands.
7. Village development.
8. Future Land Use Map.
9. Build-Out Analysis.
10. Plan to meet housing needs. John Schwab suggested adding “through the year 2030.” John Schwab also suggested reminding the residents at the public meeting, that the Comprehensive Plan is a planning guide. Ray Ott will add both suggestions.

Ray Ott asked the Planning Commission if they’d like him to add the rental housing permit program. There was a discussion about whether to address this in the presentation. This program is for resident safety and not revenue generation. Ray Ott will add this to the presentation.

11. Transportation and Circulation Plan. There was a discussion about what roads are state roads as well as high traffic areas in East Fallowfield
12. Existing and proposed trails.
13. Plan for protecting the natural and historic resources.
14. Greenway Corridor – Brandywine. Including the Brandywine Greenway website was suggested
15. Community Facilities and Services Plan - sewer service area.
16. More Specifics not shown on map.
 - a. Township Administration.
 - b. Full time Township Manager.
 - c. Improved Communications.
 - d. Township website – regular maintenance and updates.
 - e. Amend Subdivision Ordinance to include a checklist/flowchart.
 - f. Trash and recycling.
 - g. Composting facility
 - h. Park improvements.
 - i. Sanitary public sewer and water services.
 - j. Water study.
 - k. Police services.
 - l. Fire services.
 - m. Financing.

Township taxes were discussed.

Ray Ott will add a list of the above items that are not included on the map.

Other needs for the meeting were discussed. A portable microphone will be needed for resident questions. Ray Ott said he will repeat the questions that residents ask so that everyone will hear

the question. The Planning Commission and Ray Ott feel that the residents will be pleased with the Comprehensive Plan. The results of the public survey last year showed the residents are happy with the status quo. The Comprehensive Plan is preserving this.

Ray Ott will show the Build-Out Analysis Map along with the current Zoning Map so the residents can view the difference.

Date of Presentation and specifics of meeting: Potential dates for the presentation were discussed. Wednesday, June 3, 2015 at 7:00 pm was selected as the first choice. Arrangements will need to be made with the school and the postcard mailing will need to be coordinated. The postcards will need to be mailed as soon as possible. Using the cafeteria versus the auditorium was discussed. One change was made on the postcard template. The size of the postcard was discussed. Ray Ott estimates his presentation will be 15-20 minutes long. The Comprehensive Draft Plan will be put on the website. Ray Ott will email the draft to the Planning Commission and contact Lisa Valaitis to get it added to the Township website. The amount of copies the Township gets was discussed.

The potential site of a Park and Ride was discussed.

Approval of April 20, 2015 minutes:

MOTION: Dennis Crook made a motion to approve the April 20, 2015 Planning Commission Workshop/Comprehensive Plan minutes as presented. John Schwab seconded.

VOTE: 4-0 (Joe Perzan abstained)

Discussion on BMP notice of Chapter 71 for DEP rules and regulations comment period:

Dennis Crook reported that just before the Board of Supervisors meeting, an ad was placed in The Daily Local. The notice read like it was from the Township, however the ad was not placed by the Township. Dennis Crook read the ad which said it was a Chapter 71 of PADEP rules and regulations that require public notice be given to allow the general public to provide comments regarding resolution of consistency conflict between the proposed developer known as Bawa Muhaiyaddeen Fellowship Subdivision and possibly the Chester County Comprehensive Plan Policy element Landscapes and the prime agricultural soil preservation. In addition, there may be other inconsistencies which have not yet been identified. However, this notice shall suffice for any that are identified in the future. The developer is proposing building 23 detached single family homes to be served by an individual on lot sewer disposal on 108.26+ acres of land that currently supports one existing house located in East Fallowfield Township, Chester County. A 30 day comment period has been established to allow the general public to comment on the proposed revision. The documents can be reviewed at the Township Building. Please address comments to East Fallowfield Township. Dennis Crook stated no one at the Township knew anything about this notice. Vince Pompo and Lisa Valaitis found out it was the Lanchester Soil Consultants that published the ad. The Planning Commission discussed the status of the Bawa Muhaiyaddeen Fellowship subdivision plan. Garth Monaghan said that in 2012, Bawa Muhaiyaddeen Fellowship submitted a subdivision plan proposal with the Township. The Township denied the plan. Bawa Muhaiyaddeen Fellowship went to the Zoning Hearing Board, and they approved it with conditions. The Board of Supervisors sued the Zoning Hearing Board. In court, they came up with a

settlement. They discussed what the future procedure is for this plan. The Planning Commission approved the plan but there was an issue with the septic. The details of the plan was discussed.

New Business:

Dennis Crook discussed abandoned properties in East Fallowfield Township down near the landfill on Buck Run Road. The status of the Township office was discussed and the need for the flow chart that the Planning Commission is working on.

Dennis Crook made a motion to adjourn the Planning Commission meeting at 8:18 pm. Seconded.
Vote: Unanimous.

Respectfully submitted,

Lisa Valaitis
Township Secretary