

East Fallowfield Township  
Planning Commission meeting  
**Unapproved** July 11, 2016 minutes  
6:45 pm

Attendees:

Dennis Crook, Chairman  
John Schwab, Vice Chairman  
Jim Weeks  
Garth Monaghan (remotely by telephone)

Not Present:

Joe Perzan

Dennis Crook called the meeting to order at 6:45 pm.

Dennis Crook announced that Richard Agatone resigned from the Planning Commission effective immediately.

Discussion on Order of Agenda Items: 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.

Approval of March 30, 2015 minutes:

MOTION: Dennis Crook made a motion to approve the March 30, 2015 Planning Commission meeting minutes as presented. John Schwab seconded.

VOTE: 4-0

Approval of April 6, 2015 minutes:

MOTION: Dennis Crook made a motion to approve the April 6, 2015 Planning Commission meeting minutes as presented. Jim Weeks seconded.

VOTE: 4-0

Approval of July 20, 2015 minutes:

MOTION: Dennis Crook made a motion to approve the July 20, 2015 Planning Commission meeting minutes as presented. Jim Weeks seconded.

VOTE: 4-0

Approval of October 5, 2015 minutes:

MOTION: Dennis Crook made a motion to approve the October 5, 2015 Planning Commission meeting minutes as presented. John Schwab seconded.

VOTE: 3-0 (Garth Monaghan abstained.)

Discussion and planning of Master Planning Series/Community Conversation/Breakfast or Luncheon within budget:

Dennis Crook reported he met with Will Stevens, Director of Chester County 2020, and they discussed three options. One option is the whole Master Planner Program. A second option is planning a Community Conversation event such as was done regarding the Comprehensive Plan a few years ago. A third option is a Community Breakfast in which they pick a speaker and a specific topic. The Master Planner course provides the opportunity for the office staff, Board of Supervisors and committee/commission members to come together to learn about the planning process. John Schwab stated there is a real advantage to have all the various individuals coming together to learn. Mr. Schwab stated he would like to see the Master Planner program be the first priority but the other programs have value too. Dennis Crook stated the Planning Commission has a budget of \$3,000 this year and have spent \$39. They discussed the cost of the program. There would be a fixed fee of \$1,600 and we would need a minimum of 10 people. Mr. Crook stated if we took the community planning course we could accomplish several goals. Dennis Crook discussed the flow chart the Planning Commission is working on and said the courses would help prepare the flow chart. Dennis Crook stated the course covers topics which include base knowledge of the MPC, elements of the comprehensive plan, and tools for implementing planning, including subdivision and land development and the official map. John Schwab asked how they break up the four ten hour classes. Dennis Crook said the course would be held over three nights and dinner is provided. The Commission discussed whether the whole course cost would come out of the Planning Commission budget or be prorated out of each department's budget. They discussed how to organize and schedule the courses. Dennis Crook named all the local municipalities they could invite to attend the courses. Garth Monaghan recommended putting together a form letter that includes the date, time and location of the course. The form letter could then be presented to the Board of Supervisors. Mr. Crook said he will have Will Stevens attend a Board of Supervisors meeting and present the course to the Board. The members talked about the options of having the course at the Township building versus the Chester County Public Safety Training Campus.

Planning Commission budget discussion: Dennis Crook discussed what they would want in their budget for next year. Two options would be legal expenses and salary to have someone attend the Planning Commission meetings and take minutes. They discussed the option of having a legal representative attending meetings as needed. Jim Weeks suggested paying for legal in advance and then crediting as legal services are used. There was a discussion about capping the costs. They discussed what the estimated cost would be for having an office staff member attend the Planning Commission meeting and take minutes. They discussed offering \$50 per meeting as incentive.

MOTION: John Schwab made a motion to present to the Board of Supervisors a recommendation to purchase the Master Planning Program at a cost of \$1,600, for a minimum of 15 participants, to include Township Supervisors, Planning Commission members, and other

boards and commissions of the Township, and to include invitations to the surrounding municipalities to participate. Jim Weeks seconded.

VOTE: 4-0

Implementation of Comprehensive Plan recommendations of high priority:

John Schwab stated that one priority is to combine the O-I and MU districts into one district under planning for land use. Mr. Schwab said adopting an official map is another item of high priority. Dennis Crook stated he will be getting a proposal from Ray Ott for the official map. Dennis Crook spoke about the previous Board of Supervisors meeting. There was a discussion about the Holland Conditional Use application and the intersection of South Bailey Road and West Chester Road. The option of making that intersection a four-way stop was talked about. This intersection is partially in East Fallowfield Township and partially in West Bradford Township. Dennis Crook said we need to have the whole application in at one time as opposed to doing it in pieces. He said this is costing the Township a lot of money. Jim Weeks said he has apprehension to charging the applicant for each hearing in case the Township causes the need for multiple hearings. Dennis Crook stated he hopes having the Township take the Master Planner course will allow the whole Township to be on the same page. Jim Weeks stated the Planning Commission needs to keep bringing their Comprehensive Plan recommendations and motions to the Board every month until approved. Mortonville Road's condition was discussed. Dennis Crook discussed Community Conversation and Asheville, North Carolina being the biggest commercial district for vegetarian food in the United States. Hiring a Township manager was discussed.

Garth Monaghan and Jim Weeks left the meeting at 7:45 pm.

John Schwab stated the recommended zoning changes should be a priority. After discussion, they decided it makes sense to complete the official map before the zoning changes. They agreed that the official map and the township manager are the top priorities of the Comprehensive Plan recommendations. They will look into whether a tax increase is needed to hire a township manager or whether the current tax revenue will cover the cost. The difference between the official map and zoning map was discussed. The zoning map should reflect the official map. They also talked about the rail system in the County.

Next Planning Commission Meeting: August 1, 2016.

Adjournment:

Dennis Crook made a motion to adjourn the Planning Commission meeting at 8:04 pm. John Schwab seconded. VOTE: 2-0.

Respectfully submitted,

Lisa Valaitis  
Township Secretary