

East Fallowfield Township
Planning Commission meeting
Unapproved August 1, 2016 minutes
6:50 pm

Attendees:

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

Not Present:

Joe Perzan
Jim Weeks

John Schwab called the meeting to order at 6:50 pm.

Discussion on quorum: Dennis Crook stated the Planning Commission has had two resignations in the last six months and currently has five members. With three out of five members present, there is a quorum.

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 November 2, 2014 minutes:

MOTION: Dennis Crook made a motion to approve the November 2, 2014 Planning Commission meeting minutes as presented. Garth Monaghan seconded.

VOTE: 3-0

Development list and status of each development:

The Planning Commission decided to send the list of developments they put together to Chris Della Penna and Rob McLarnon and request they classify the status on each development.

Bawa Muhaiyaddeen Fellowship: Dennis Crook spoke about the status of the Bawa Muhaiyaddeen Fellowship development. They previously had a conditional Use hearing after a court hearing. Finished litigation with set instructions. Garth Monaghan stated the court specified how the Township should move forward with the process and listed the conditions. Mr. Crook stated the Township needs to review the new plan. The emergency access road in the plan needs to be reviewed by the Planning Commission.

Most of the developments are complete except Harkins Farm, Hope Community, and Bawa Muhaiyaddeen. Mr. Crook stated the Fieldstone Development is another incomplete development. Fieldstone Development has many difference names. Dennis Crook also commented on the one empty lot in Manchester Farms. There was a brief discussion about the Jeffrey A. Seder two – lot subdivision on Frog Hollow Road. Dennis Crook said Chester County has Harkins Farm Development listed under two different names.

Discussion on Master Planner Program courses and acceptance by various township personnel and commissions:

Dennis Crook reported to the members that William Stevens II spoke to the Board at the last Board of Supervisors meeting. At that Board meeting, Mr. Stevens explained the Master Planner Program to the Board and answered questions. Mr. Crook said they recommend we plan the first part of the program and incorporate as many people in East Fallowfield Township as possible to take advantage of the one-time cost of \$1,650. The goal is a minimum of 10 people with up to a total of 25 people. Dennis Crook stated Mr. Stevens recommended scheduling one part of the course a week. Dennis Crook spoke briefly about the Subdivision and Land Development Course. Garth Monaghan asked if they recommend taking the courses in specific order. Dennis Crook stated not exclusively but the planning course teaches how it is integral to other departments and how departments work together to accomplish the planning goals set for a township. There was a discussion on getting other townships involved in the course plan to reduce costs for East Fallowfield Township. Dennis Crook stated those who would benefit from the course would be the Planning Commission, Zoning Hearing Board, Board of Supervisors and office staff. Dennis Crook stated the Planning Commission has \$3,000 budgeted and therefore has money for this course. They discussed the time frame and location for the course. The Township newsletter was briefly commented on. Dennis Crook stated he wrote an article about the Comprehensive Plan for the Township newsletter. Specific dates were discussed for the training course. The next course of action is to select dates and create a sign-up sheet. John Schwab stated he liked the idea of having multiple townships and commissions attend the training which will allow for a fresh prospective.

Official Map:

Mr. Crook stated the procedure for the official map is much like the process for the Comprehensive Plan with required public meetings and public approval. Mr. Crook reported that Ray Ott submitted a proposal for \$5,400. There were no other bids received. Dennis Crook stated he had requested approval of Ray Ott's bid for an official map at the previous Board of Supervisors meeting. The Board did not approve the request.

New Business:

MPC Planning Commission creation and definition: Dennis Crook read the definition of a planning commission under the MPC. Working under the governing board with the power to create, abolish by ordinance or planning commission, or planned department or both. Dennis Crook read the East Fallowfield ordinance for the creation of the Planning Commission as follows: "The Planning Commission of East Fallowfield is hereby reconstituted and its creation in 1959 is reaffirmed. It shall have seven members and it shall have all of the powers, duties and authority as provided in the Act of July 31, 1968." "Part 2. Prior Acts. All acts of the existing Planning Commission done heretofore are hereby expressly approved, ratified and confirmed in all respects." There was a discussion about whether the solicitor represents the Township or the Board. Dennis Crook reported that Mike Crotty has stated he represents the Board. Mr. Crook

stated the Planning Commission sometimes needs the advice of the solicitor to be able to advise the Board of Supervisors.

MPC Section 209 Planning Commission Duties: There was a discussion about the planning commission duties in Section 209 of the MPC. The required duties are to prepare the comprehensive plan and present it for consideration of the governing body and maintain and keep all file records of actions. There are 14 other duties the Planning Commission may do according to the MPC. Mr. Crook said the Planning Commission should work in unison with the Board and discuss with the Board what additional items of the 14 duties they would like to Commission to do.

The 14 additional duties the Planning Commission may do are as follows:

1. Adopt or amend an official map.
2. Prepare and present a Zoning Ordinance to the governing body.
3. Subdivision and Land Development.
4. Building Code and Housing Code.
5. Conduct studies.
6. Environmental studies. Mr. Crook said he feels this is a very important duty.
7. Submit a recommended capital improvement program to the governing body. Mr. Crook said they tried to address this during the Comprehensive Plan improvement. We are really lacking in this area.
- 7.1 Water Survey. Water sheds were discussed. Dennis Crook stated they are waiting on a date to tour PA American Water's facilities.
8. Promote interest in Comprehensive Plan and planning. Dennis Crook stated they are doing that through the Township newsletter and other means of communicating.
9. Make recommendations to agencies on effectiveness of proposals. John Schwab stated an example is the Brandywine Greenway.
10. Hold public hearings and meetings. Dennis Crook stated we did this with the Comprehensive Plan and the Master Planner course.
- 10.1 Present testimony before any board.
11. Require from other departments and agencies of the municipality any information as relates to the Planning Commission. Dennis Crook reported he has tried doing this in the past by asking the Zoning Hearing Board if they had noticed any conflicts in the zoning ordinance between what is written and how it is interpreted. He said the Zoning Hearing Board stated they only enforce what is written and don't report what is wrong or not working. Dennis Crook discussed non-conforming uses. He said if an ordinance is poorly written, the same problem or conflict will continue to reoccur. An in home day care home versus a day care center was also discussed. They discussed how gun ranges are addressed in the zoning ordinances.
12. Make land examinations and surveys with consent of the owner.
13. Prepare and present a study regarding the feasibility and practicability of using renewable energy sources in specific cares within the municipality.
14. Review the zoning ordinance, subdivision and land development ordinances, official map, provisions for planned residential development, and such other ordinances

and regulations governing the development of land no less frequently than it reviews the comprehensive plan.

Dennis Crook suggested documenting Section 209 so that the Board knows the Planning Commission is doing what it is supposed to be doing. Dennis Crook commented that under The Second Class Township Code, a person can't be an elected auditor and hold another municipal position. Dennis Crook spoke about the CC2020 Program and the Community Conversation Program. Mr. Crook reported he attended a Citizens Planner Breakfast for Millennials.

Next Planning Commission meeting: September 12, 2016.

Adjournment:

Joe Perzan made a motion to adjourn the Planning Commission meeting at 8:00 pm. John Schwab seconded. VOTE: 3-0.

Respectfully submitted,

Lisa Valaitis
Township Secretary