

EAST FALLOWFIELD TOWNSHIP

Planning Commission Minutes

March 2, 2026

APPROVED

Attendees: Ray Smith (Chair)
Guido Giuntini (Vice Chair)
Jerry Dickinson (Member)
Deb Stoff (Member)
Rob Sing (Township Solicitor)

Absent: Charles Reed (Member)
Sue Monaghan (Member)

Chair Smith called the meeting to order at 6:31pm.

1. Special Exception to 20 Wilmington Road for a B&B

Property owner Leon Lapp explained that the property is a 6-acre farm that he would like to operate as a Bed & Breakfast. He anticipates that visitors would stay for up to two weeks. He noted that several parking spaces are available on the property. The rental rooms and bathrooms would be limited to one floor, with guests sharing the kitchen. Solicitor Sing noted that the ordinances require a Chester County Health Department license if cooking occurs on the premises. Mr. Lapp will be meeting with the Zoning Board regarding the proposed use, which will include kitchen use. He confirmed that there are currently no expansion plans for the property.

MOTION by Chair Smith to support the applicant's application to proceed to the Zoning Board. SECOND by Member Stoff.

VOTING: 4-0

2. Proposed Rental Ordinance

Solicitor Sing explained that rental ordinances address health and safety standards, inspections, and licensing requirements intended to protect tenants. It was noted that most neighboring townships already have rental ordinances in place. Solicitor Sing clarified that the objective of the ordinance is safety, rather than revenue generation for the Township. The Board of Supervisors would establish a fee schedule designed solely to cover the costs of inspections and administration. To keep invasions of privacy to a minimum, inspections would occur biannually or within 30 days of written notice. The proposed ordinance is similar to existing frameworks within the County. Additionally, the Board noted that a fallback plan must be in place for condemned residences to prevent tenants from becoming homeless. The Commission discussed the future need for increased hours for the Code Enforcement Officer to be able to carry out the inspections. A public hearing will be held in April to present the draft ordinance.

3. Approval of August 15, 2025 Minutes

MOTION by Chair Smith to approve the minutes dated 15 August 2025. SECOND my Member Stoff.

VOTING: 4-0

4. Approval of September 15, 2025 Minutes

MOTION by Chair Smith to approve the minutes dated 15 September 2025. SECOND my Member Dickinson.

VOTING: 4-0

5. Old Business

TerraTracker

The committee discussed concerns about the cost of implementing TerraTracker, which was reported to have a \$20,000 setup cost and up to \$8,000 annual fees, which is significantly higher than initially thought. They noted that while the system provides detailed logging and tracking, office staff might be able to handle the basic pass-fail inspections. The group agreed to hold off on making a formal recommendation about TerraTracker until they could review the additional information presented at the supervisors' meeting.

Comprehensive Plan

The committee anticipates moving forward with this around September/October 2026. They discussed forming a committee to oversee the plan update, potentially including members from various commissions and the historical society. The group acknowledged that the process could take at least a year to complete, which would make the plan 3 years late.

6. New Business

There was no new business.

7. Adjournment

MOTION by Chair Smith to adjourn the meeting at 7:39pm. SECOND by Member Stoff.

VOTING: 4-0