



**2015 Comp Plan Update  
Session 17 Minutes  
January 17, 2017**

The Comp Plan Committee held their 17<sup>th</sup> session on Tuesday, January 17, 2017 in the Caln Township Municipal Building, immediately following the monthly Planning Commission Meeting. The meeting was publicly advertised as the Public Information Meeting for the Comprehensive Plan Update.

In attendance for the Planning Commission were Dave Lamb, Jim Benko, Jill Hammond, Ken Simon and John Robinson, Jr. Ex-Officio Member.

Also in attendance was Jeffrey W. McClintock, PE, CFM, Township Engineer and Cheryl A. Lafferty, Planning Commission Secretary.

Other committee members in attendance were Commissioners' Jennifer Breton and John Contento, Kristen Denne, ICMA-CM, Township Manager along with residents Noel Bernard and Lorraine Tindaro. Also in attendance was Martin Gilchrist of URDC along with Mark Gallant of the Chester County Planning Commission (CCPC).

Discussion occurred, with some of the items to note:

- December's Comp Plan Update Session was cancelled;
- February's Comp Plan Update Session may need to be held on a separate night from the Planning Commission meeting, due to anticipated attendance and discussion time;
- Mr. Gilchrist prepared and forwarded a Revised Draft copy of the Comprehensive Plan prior to the end of December, which included the Committee's comments on the Action Plan;
- Additional comments were received requiring discussion for inclusion, therefore the document was not ready for the advertised Public Information Meeting this evening that was to describe the plan, etc. to the public and allow any comments;
- It was noted one resident was in the audience;
- Ms. Denne introduced herself to the Committee. She thanked the Committee for their participation;
- Mr. McClintock distributed an Action Plan spreadsheet itemizing:
  - Recommended Strategies;
  - Priority Levels;
  - Timing;
  - Responsible Entity;
  - Measurement;
  - Target Completion;
  - Audit Status;

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- Action ID;
- Tonight's goal is to finalize comments;
- Suggested change was for the purpose of the Action Plan is to Evaluate and Recommend;
- Discussion noted the Action Plan spreadsheet should not be adopted with the Comprehensive Plan, but as a separate document i.e. "Implementation Plan, Working Document or Living Document";
- Mr. Gallant stressed to prioritize items and only list four columns of the spreadsheet, renaming it Implementation Plan;
- "Strategy" wording should be changed in the Comp Plan;
- After a lengthy discussion regarding how to best proceed with reviewing the action plan wording, it was decided a Sub-Committee should be created to work on wording and changes for the Action Plan portion, being:
  - Ms. Denne, Mr. Contento, Mr. McClintock and Mrs. Hammond;
  - The Sub-Committee will meet and discuss such changes on Tuesday, January 24, 2017 at 4:00 P.M.;
  - Once changes have been made, they will be distributed for review;
- Mr. Gilchrist will incorporate changes and distribute a Revised Draft Comprehensive Plan for the next Comp Plan Meeting;
- At that time a date for the Public Information Meeting will be scheduled and advertised;
- Once advised, Ms. Denne will have the Community Outreach Specialist post the information on the website and Facebook, as well as contacting various Homeowners Associations and business groups and organizations;
- The Revised Draft Comprehensive Plan should be available online for at least two weeks prior to the Public Information Meeting;
- The Public Information Meeting will consist of a verbal and PowerPoint presentation from URDC, along with various charts set up for review, discussion and comments;
- Any public comments should be included in the draft presented to the Board of Commissioners for review;
- The Planning Commission will then submit the Act 247 Review to Chester County Planning Commission for their review of the Revised Draft Comprehensive Plan;
- Mandated County review time is 45 days;
- The Revised Draft Comprehensive Plan will need to be sent to adjoining municipalities and the Coatesville Area School District for review and comments;
- The Board of Commissioners can advertise and hold a Public Hearing prior to the completion of the County's Act 247 Review. Any changes would need to be incorporated into the Plan;
- Timeline for the Board of Commissioners' recommendation and adoption is anticipated to be June;
- Mr. McClintock submitted a Six Month Extension Request to the County, which was granted until July 31, 2017;
- Mr. Gilchrist distributed three items:
  - Energy Conservation Plan;
  - Energy Conservation Plan Goals;
  - Response comments from Chester County Planning Commission;

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- Mr. Gilchrist collected the Draft Comprehensive Plans, to include revised comments.

Committee members were reminded to bring their binders to each session.

The session ended at 9:50 P.M.

Respectfully submitted,  
Cheryl A. Lafferty  
Planning Secretary

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