



# THE COUNTY OF CHESTER



## COMMISSIONERS

Josh Maxwell  
Marian D. Moskowitz  
Eric M. Roe

Brian N. O’Leary, AICP  
Executive Director

## PLANNING COMMISSION

Government Services Center, Suite 270  
601 Westtown Road  
P. O. Box 2747  
West Chester, PA 19380-0990  
(610) 344-6285 Fax (610) 344-6515

MINUTES: Regular Monthly Meeting  
Chester County Planning Commission

Hybrid – GSC Suite 351 East  
February 14, 2024

MEMBERS PRESENT IN PERSON: Michael Heaberg, Chair; Nate Cline, Vice Chair; Roberta Cosentino; Stephanie Duncan; Frank Furman; Matt Hammond; Andrew Wright.

MEMBERS PRESENT VIA ZOOM: Doug Fasick.

STAFF PRESENT IN PERSON: Brian O’Leary, Executive Director; Carol Stauffer, Assistant Director; David Blackburn; Wes Bruckno; Carrie Conwell; Beth Cunliffe; Bill Deguffroy; Paul Farkas; Paul Fritz; Rachael Griffith; Gene Huller; Heather Jacobson; Al Park; Nancy Shields; Brian Styche.

STAFF PRESENT VIA ZOOM: Glenn Bentley; Chris Bittle; Steve Buck; Gwen Duli; Carolyn Oakley; Chris Patriarca; Patty Quinn; Elle Steinman; Sally Warren; Diana Zak.

VISITORS PRESENT IN PERSON: Peter Benton; Nan Benton.

VISITORS PRESENT VIA ZOOM: Caitlin Reinert; Mr. Wilson.

## CALL TO ORDER:

The regular monthly meeting of the Chester County Planning Commission held in person at the Government Services Center Suite 351 East and via Zoom audio/video on Wednesday, February 14, 2024, was called to order at 2:00 P.M. by Chair Michael Heaberg.

Mr. Heaberg welcomed Frank Furman as the newest Chester County Planning Commission board member.

PUBLIC COMMENT: None.

## ACTION ITEMS:

### Approval of Meeting Minutes:

A MOTION TO APPROVE THE MINUTES FOR THE JANUARY 10, 2024, MEETING OF THE CHESTER COUNTY PLANNING COMMISSION WAS MADE BY MR. HAMMOND, SECONDED BY MR. WRIGHT, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

### Approval of the 2023 Chester County Planning Commission Annual Report:

Mr. O’Leary gave an overview and summary of CCPC’s 2023 Annual Report and noted that the board is required to send the Annual Report to the County Commissioners by March 1, 2024. The report contains a chairman’s welcome message from Mr. Heaberg; development trends in 2023;

Vision Partnership Program implementation; the six Landscapes3 goals area – How we Preserve, How we Protect, How we Appreciate, How we Live, How we Prosper, and How we Connect; a message from Mr. O’Leary; budget figures; and a staff directory.

A MOTION TO APPROVE THE 2023 CHESTER COUNTY PLANNING COMMISSION ANNUAL REPORT WAS MADE BY MS. COSENTINO, SECONDED BY MS. DUNCAN, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Endorsement of the Heritage Tourism Plan:

Mr. Blackburn introduced Peter Benton, Principle of Heritage Strategies. Heritage Strategies was the primary consultant contracted to develop the county’s Heritage Tourism Plan. Mr. Benton presented an overview and summary of the plan. The project has four parts: Heritage Tourism Plan; Visitor Analysis and Marketing Plan; Creative Campaign; and Capacity Building. The Heritage Tourism Plan contains six chapters: Introduction and Concept; Themes and Storylines; Presentation and Visitor Experience; Heritage Tourism Programs; Placemaking and Visitor Services; and Management and Implementation. Chapter two’s primary themes include: The Natural Landscape; The Cultural Landscape; Evolving Values; The Philadelphia Campaign; Iron and Steel; and Creative Expression. Chapter four’s programs include: Website and Orientation; Outdoor Exhibit Program; Community Interpretive Program; Public Art and Landscape Installations; Step-on Guide Program; Living History Troupe; Small Group Tours; Traveling Exhibit; and Preservation and Enhancements Programs. The plan identifies over 70 publicly accessible attractions including five national, 39 regional, and 27 community attractions. America250PA Chester County will be the implementing entity for the plan through 2027.

A public meeting has been scheduled on February 22, 2024 for public input and comment on the plan. The plan is also located on the CCPC website with an area for public comment located here: <https://www.chescoplanning.org/Historic/HeritageTourism.cfm>.

A MOTION TO ENDORSE THE HERITAGE TOURISM PLAN WAS MADE BY MR. CLINE, SECONDED BY MR. HAMMOND, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Act 247 Reviews:

Subdivision and Land Development Reviews:

There were nine (9) Subdivision and Land Development Reviews prepared in January 2024.

A MOTION TO APPROVE THE NINE (9) SUBDIVISION AND LAND DEVELOPMENT REVIEWS WAS MADE BY DR. FASIC, SECONDED BY MS. COSENTINO, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Comprehensive Plan, Zoning and Subdivision Ordinance Amendments, Miscellaneous Reviews:

There were five (5) Comprehensive Plan, Zoning and Subdivision Ordinance Amendment, and Miscellaneous Reviews prepared in January 2024.

A MOTION TO APPROVE THE FIVE (5) COMPREHENSIVE PLAN, ZONING AND SUBDIVISION ORDINANCE AMENDMENT, AND MISCELLANEOUS REVIEWS WAS MADE BY MR. WRIGHT, SECONDED BY MR. CLINE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Act 537 Reviews:

Ms. Conwell presented the Commission with one (1) minor Act 537 review for the month of January 2024.

A MOTION TO APPROVE THE ONE (1) MINOR ACT 537 REVIEW WAS MADE BY MR. CLINE, SECONDED BY MR. FURMAN, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

DISCUSSION AND INFORMATION ITEMS:

Community Planning Division Update:

Mr. Deguffroy noted that the Oxford Borough Comprehensive Plan and Valley's West Lincoln Highway Corridor Master Plan have been adopted.

Next, Mr. Deguffroy noted the following 2024 VPP grant round 1 dates: February 5 – grant round opened, March 1 – pre-application meeting deadline, March 22 – grant applications due by 4pm, and May 8 – grant awards announced. A virtual grants meeting will be held in coordination with other county departments on February 15 to educate municipal officials on available county grants.

Mr. Deguffroy discussed the Oxford region Comprehensive Plan Update to the 2012 Regional Comprehensive Plan, which is led by Mark Gallant. A public kickoff meeting is scheduled for February 28, 2024, 6p-8p, at the Herr's Visitor Center.

Agricultural Development Council Update:

Mr. O'Leary reported that Ms. Lane has taken a position with the Parks and Preservation department but will be managing the Agriculture Development Council over the next couple of months while the County Commissioners assess the role of the ADC within the county.

Next, Mr. O'Leary reported that ag zoning letters have been sent out to seven more municipalities by Wes Bruckno. Nine more municipal ag zoning letters are currently being prepared and will be sent soon.

In addition, Ms. Griffith has received feedback from the ADC about conducting a survey regarding sustainability and agricultural, and the Farm Guide is almost finished and due to be available in late April or early May.

Sustainability Division Update:

Ms. Griffith introduced Heather Jacobson, the Sustainability Division's spring intern.

Next, Ms. Griffith reported that the Environmental and Energy Advisory Board's Clean Energy sub-committee held a Solar Adopter's Conference on January 18, 2024 at the nth Innovation Center, Coatesville. Approximately 105 were in attendance and some of the topics included solar for schools, microgrids and energy storage, funding for solar, C-PACE financing, and site selection.

Multimodal Transportation Division Update:

Mr. Styche reported that the commonwealth financing authority announced the PA DCED Act 13 awards recipients. Chester County received awards totaling \$1,425,349 which consisted of the following: Greenways, Trails, and Recreation program received eight awards totaling \$1,035,074;

Watershed Restoration and Protection program received three awards totaling \$367,755; and the Sewage Facilities program received one award totaling \$22,500.

Next, Mr. Styche reported on the Transportation Alternatives Set Aside (TASA) Awards, which consist of a regional fund that is initially awarded and a statewide pool where recommendations are made. The following Chester County projects have received regional funding: Upper Uwchlan's Route 100 pedestrian path received \$1,000,000; and East Whiteland's Sidley road to Chester Valley trail connection received \$1,850,000. The following projects were in the statewide pool recommendations: Upper Uwchlan's Route 100 pedestrian path for an additional \$700,000; and East Coventry's Frick's Lock building, asking \$503,351.

Lastly, Mr. Styche noted that the Trails Master Plan and the Transportation Plan Update are wrapping up. Outreach to agricultural communities regarding transportation issues has begun. The CVT website is completed and live. Eleven municipalities have adopted the county's Complete Streets policy.

#### Design and Technology Division Update:

Mr. Fritz introduced Paul Farkas. Mr. Farkas gave an Act 247 review summary on 2023 plans and ordinances including: Proposed Residential Lots and Units for Single Family, Twins, Townhomes, Apartments and Mobile Homes; Proposed Non-Residential Structure Square Footage for Commercial-Office, Commercial-Hotels/Resorts/Inns, Commercial-Retail, Industrial, Institutional, and Agricultural; Percentage of Proposed Development Activity in Growth Area Designations of *Landscapes3*; county map showing the location of the reviews; and the ten municipalities with the most proposed residential lots/units. Mr. Farkas highlighted reviews conducted by CCPC, approved by the municipality in 2023, and endorsed to permit recording.

Lastly, Mr. Farkas reported on the following 2023 Ordinance Review categories: Comprehensive Plans, Curative Amendments, Miscellaneous Ordinance Amendments/Updates, Official Maps, SLDO Amendments/Updates, and Zoning Ordinance Amendments/Map Amendments/Updates. Frequently reviewed ordinance topics include: signage standards, accessory dwelling units, historic preservation, and keeping of animal standards.

Mr. Fritz reported that the fifth design guide, the Rural Landscapes Design Guide, is complete. Mr. Fritz shared the rural resource area map, noting that 50% of municipalities have rural landscapes. The rural landscape is the largest county landscape consisting of 35% of the county. The guide is organized around the landscapes vision including 16 planning principles and seven design elements. The design guide's purpose includes: promote open space protection, interconnected greenways, and rural character in development; and protect ag activity and restore the environment. The design guide's audience includes: developers; design professionals, engineers, and planners; municipal attorneys, elected officials, and admin staff; businesses; and the general public. Each of the planning principles include: rationale, county examples, supportive policies, municipal plan example policy, and online tools. Each of the design elements include: rationale, design considerations, regulatory strategies, and online tools.

Mr. Fritz introduced Al Park. Mr. Park summarized how the design guides' modeling images and illustrations were created.

Lastly, Mr. Fritz noted that the five design guides are posted on the CCPC website here: <https://www.chescoplanning.org/MuniCorner/PlanningGuides.cfm>. Work on the final landscapes design guide, *Agricultural Landscapes Design Guide*, will begin this year.

Director's Report:

Mr. O'Leary reported that the Chester County Commissioners approved DVRPC's Vision Zero contract.

Next, Mr. O'Leary noted that a webpage that reports the CVT's project status has been created and is now live. Mr. O'Leary shared and highlighted elements of the webpage located here:  
<https://www.chescoplanning.org/transportation/cvt-ProjectStatus.cfm>

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN AT 3:55 PM WAS MADE BY MR. WRIGHT, SECONDED BY MR. HAMMOND, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Respectfully submitted,

A handwritten signature in blue ink that reads "Brian N. O'Leary". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Brian N. O'Leary, AICP  
Secretary

BNO/ncs