



# ORPC Oxford Region Planning Committee

Chair: Albert Jezyk Jr. Vice-Chair: Charles Fleischmann Treasurer: Robert Ketcham

## September 2023 Meeting Report

**Thank you David for hosting the September 2023 Zoom meeting.**

**Date/Time:** Wednesday, September 27, 2023 - 7:00 pm **Venue:** Zoom Video Conference

**Reported By:** Mark Gallant, ORPC Secretary

**Please note** that I have added a feature to the ORPC Meeting Report that identifies follow-up or homework for the ORPC secretary or membership: **← Follow-up for Mark.** This should serve as a reminder and help to ensure that requested follow-up is completed.

**Voting Representatives:** Rachel Greer – East Nottingham; Albert Jezyk, Jr. – Elk Township; Noel Roy, Joel Brown – Lower Oxford Township; Bob Ketcham, Pauline Garcia-Allen – Oxford Borough; David Ross – West Nottingham Township. Upper Oxford was not in attendance.

**Chair’s Report** *Albert Jezyk, Jr.*  
None at this time.

**Treasurer’s Report** *Bob Ketcham*  
Balance: \$1,355.40 after a payment of \$20.00 to table at the October First Friday.

**Municipal Updates and More** *Planning Committee*

**East Nottingham.** Rachel mentioned that their newsletter would be distributed this week and that East had filed their DEP report.

**Oxford Borough.** Pauline shared that SILO, the Neighborhood Services Center, LCH, and others have been working with Chester County Emergency Services (CCES) to find homes for about 93 people (22 or 23 families) who lost their homes and were displaced by the Fire on 3<sup>rd</sup> Street. It will be a long, ongoing effort to try get these folks into permanent housing and replace what they lost and try to keep them in the Oxford area. Especially those that have children in the OASD. Several of those families are staying in hotels being supported by CCES, local non-profits, and donations from the community including cash, gift cards, furniture, clothing, etc. She went on to say the “outpouring of generosity has been incredibly heartwarming and amazing.

Pauline noted that finding affordable housing in the area has been a challenge!

CCES helped to organize a multi-agency resource meeting last week at the Lighthouse with county, state, and federal agencies to help displaced residents replace IDs, passports, work visas, birth certificates, etc.



Pauline also shared that the Borough is working with the three property owners (Who lost their buildings) to try to coordinate a joint effort to have the debris removed. The fire also affected other buildings in the immediate area. The first floor of the fourth building (where Toot Sweet was located) was burned out while the upper floors survived the fire but will require a lot of work before the families can return. I also heard from Jay Eaton earlier in the week who shared that the Oxford Arts Alliance suffered smoke damage and has yet to reopen.

The group was glad to hear that October First Friday will go forward and, as Pauline said, provide a chance for residents and visitors to come together in solidarity, mourn the loss, and look forward to a bright future for the Borough's downtown. Bob added that the Apple Festival is coming up this Saturday (9/30) at Memorial Park.

□ **Multimunicipal Comprehensive Plan Update (MMCP) – draft VPP Grant Agreement** *Mark*

The ORPC agreed that the Official start date for the contract should be January 1<sup>st</sup> 2024. That means the official kick-off meeting would be held on Wednesday, January 24, 2024.

**VPP Contract.** Grant. Five of the Six municipalities have signed the VPP Grant Agreement and mailed their hard copies as requested. We (the CCPC Team) have received two of the five hard copies so far: Elk and Upper Oxford.

As you may recall, Oxford Borough was asked to be the lead municipality on this regional project whose primary role is to accept and pay the quarterly invoices that are forwarded by the County Planning Commission. To ensure everyone is on the same page regarding the municipal deposits and invoice payments, the Borough has asked their attorney to put together a planning agreement to be signed by the elected officials of all six ORPC municipalities.

After a great deal of discussion, the ORPC membership agreed that two payments of \$2,050.00 (half of the total fee for each municipality for the entire project), one deposit in the beginning of 2024 and one in the beginning of 2025 would probably be agreeable to the other elected officials. The ORPC agreed, rather than delay contract development any longer, the Borough will forward the agreement to the other five ORPC municipalities in time for their next BOS meeting. It is hoped that the Boards will review and sign the agreement at their next meeting so the Borough can sign off as lead municipality at their Borough Council meeting on 10/16. This will enable the

CCPC team to submit the signed VPP Grant Agreement to the Chester County Commissioners for consideration at their meeting on 11/15.

**Follow-up for ORPC membership**→ ORPC members please remind your administrators to include the agreement on your October BOS agenda, look for an email from Pauline or Mark with the agreement attached, print the agreement, and pass it on to the BOS at their meeting (East and West Nottingham 10/10, Elk 10/2, Lower and Upper Oxford 10/9) dates listed: above.

Post-Meeting Note: I checked with our VPP Grant Administrator who clarified that the invoices are forwarded every three months based on the calendar year, not the start date of the VPP Grant Agreement. So, the first invoice will be forwarded after the first quarter on or around April 1<sup>st</sup>, the next invoice will be forwarded on or around July 1<sup>st</sup>, and so on.

**Mini Survey.** While the Regional Prioritization Form (aka, Mini Survey) has been active for the last several weeks, it will officially “go live” on Monday, October 2nd. To access the survey, there is a link and a QR.

<https://www.surveymonkey.com/r/OxfordRegionSurvey>



Either one or both can be used on your website, in your newsletter, or it can be printed out and included on a postcard to be handed out at your township building or at a community event such as the Apple Festival.

The feedback from the survey will 1) help to guide development of the Comp Plan and 2) build a contact of members of the public and interested stakeholders. This contact list will be critical in the future for the public survey and to alert the public when there is a public meeting, community event, or draft materials to review.

**Follow-up for Mark**→ Mark will forward the QR and the link to the ORPC membership and add the QR and link to the ORPC website. Further, Mark will work with his graphics team and forward a pdf of postcards that can be printed out, trimmed, and handed out at community events, on election day, etc.

Mark asked the membership to share any ideas they have for how to get the survey out to members of the public. Rachel shared that East Nottingham has included the mini-survey QR in their newsletter that will be sent out this week. Al shared that if he had a stack of postcards he could hand them out on election day. Bob shared that he is looking forward to walking around the Borough and talking to people about the Comp plan. Mark just asked the group to be creative and to get the word out!

The membership agreed that the mini-survey should stay open until the end of the year.

Bob described the mini-survey as a wonderful tool to start a conversation with your neighbor.

**Existing Land Use Exercise.** The last Comp Plan related topic is the Existing Land Use exercise, to save time I have included excerpts from the memo that will be forwarded to the municipal planning commission chairs:

### **Existing Land Use Review and Revision**

The development of an Existing Land Use Map is the first step in understanding changes that have occurred in the Region since the ORMCP was adopted in 2012.

### **Municipal Planning Commission Input**

As a preliminary exercise, the ORPC is requesting the Region's municipal planning commissions review a draft Existing Land Use Map of their community and suggest edits, as necessary. There are two options to capture your input, 1) Paper Map Mark-up and 2) an Interactive Map Ap. We ask that you complete one of the options by the end of the year. The ORPC membership will be flexible as necessary.

### **Option 1: Paper Map Mark-up**

To facilitate this exercise, the CCPC Team is providing two display size printed maps of existing land use in your municipality, a few 11" x 17" maps with the existing land use in the Region, a Sharpie, and this instructional memo. (These maps have already been delivered to all municipalities with the exception of Elk. Al please talk to Mark Gruber ← **Follow-up for Al**) We suggest that you use one display size map as a working map and the other as your final mark up. The final marked up map will be returned to the CCPC Team and a final draft of the Regional Existing Land Use Map will be presented to the ORPC membership. The materials should be at your municipal building in time for your next planning commission meeting.

**Editing:** If you spot a parcel that is incorrectly identified, simply draw an arrow to that parcel and mark it with the correct land use code. You can also mark the parcel with a question mark (?) if you are not sure of the correct land use category.

### **Option 2: Interactive Map Ap**

The CCPC Team has developed an interactive map that can be opened, reviewed, and used to provide edits to the parcels. Interactive Map Link:

<https://experience.arcgis.com/experience/b61d1c7f3caf4b8ebb753ed421732ad8>

Please email me at [mgallant@chesco.org](mailto:mgallant@chesco.org) so I can forward the link to you.

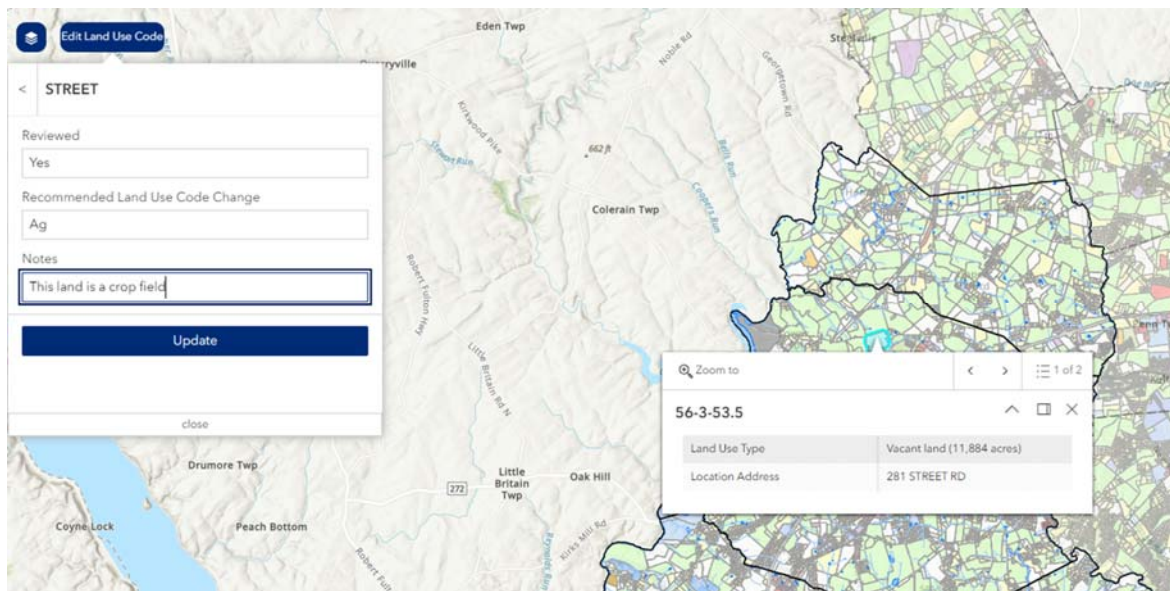
Please note that it will be necessary to have a tablet or lap top and an internet connection to utilize the Map Ap as a tool with this exercise.

Once you have clicked on the link: Use your cursor to move around the map. Click on the + or – sign, in the lower right-hand corner, to zoom in (+) or zoom out (-).

When you click on a parcel a dialog box, as shown on the right side of the screenshot

below, will open. It will include the land use type and the address, as well as the total acres of that land use in the Region.

**Editing:** If an edit is necessary, click on the blue “Edit Land Use Code” button in the upper left-hand corner. It will open another dialogue box, as shown on the left side of the screenshot below. Simply type say Yes in the 1<sup>st</sup> box, type the correct land use type in the 2<sup>nd</sup> box, and type any necessary notes in the 3<sup>rd</sup> box. When you have filled out all three boxes, click the **blue update bar** to submit your edit. The edit will not be submitted unless you click the Blue Update bar. Please repeat this as many times as necessary to bring the existing land use map for your municipality up-to-date. If you are unsure about a given parcel, please enter a ? in the middle box.



Whichever option you choose, make sure you identify a parcel based on its primary land use. Also, feel free to use abbreviations for the land use type to save time. Abbreviations for the land use categories are shown in **red** text on page 3.

## Land Use Categories Descriptions

You are welcome to use the abbreviations (Shown in **red**) with either Option

<b>Agricultural</b>	Farms 10 acres of greater
<b>Single-Family</b>	Free standing detached dwellings & single mobile homes
<b>Two-Family</b>	Duplex and Twin
<b>Multi-Family</b>	Apartments, townhouses, triplexes, and quads
<b>Mobile Home Park</b>	Organized cluster of mobile homes

<b>Mixed Use</b>	Residential and commercial in the same building
<b>Commercial</b>	Retail, food service, office, etc.
<b>Industrial</b>	Light and heavy industrial uses
<b>Institutional</b>	Non-profit organizations, schools, and railroad infrastructure
<b>Parks/Recreation/HOA</b>	Protected open space and recreational use
<b>Utility</b>	Power lines, gas line, cell tower, etc.
<b>Vacant or Undeveloped</b>	Vacant and undeveloped commercial and residential land

**Follow-up for Mark** → Mark said that he will forward the link to the Map Ap to the ORPC membership. Further, Mark will forward the existing Land Use Exercise memo, the link to the Map Ap, and the existing land use map from the 2012 plan to the planning commission chairs.

**Activities of ORPC Subcommittees** *David and Mark*

**Regional Volunteer EAC.** The EAC will host a table at the October First Friday (10/6) that will be focused on climate resiliency. They will have a guest at the table that will share ways homeowners can save money such as converting to EnergyStar appliances and other conservation strategies around the home. The EAC has been working with the Alliance for Chesapeake Bay to facilitate lawn to meadow conversions. The Alliance has already lined up several contracts through DCNR to do the work that can improve stormwater runoff, reduce maintenance costs, and is great for pollinators. Please contact David if your municipality may be considering a lawn to meadow conversion. ← **Follow-up for ORPC Membership** → David also shared that the EAC would be happy to work with any of the Region’s municipalities to provide content for their newsletters or websites. This could include short articles about the environment (especially stormwater) and for Upper, East, and the Borough that can help meet your MS4 educational component. The EAC has changed their meeting date and will now be meeting on the 3<sup>rd</sup> Tuesday of the month.

**Historic Preservation Subcommittee.** The H-Sub met at OAHA headquarters in Oxford Borough and Mark recommended that everyone take a chance to check the offices out when given the opportunity. The fire in Oxford Borough was the biggest topic of conversation. Other topics that were discussed included Glenroy and the Chester County 250 effort.

Pauline Garcia Allen shared that the \$2.1 million grant that was awarded to the Borough and OMI for the rehabilitation of the Oxford Theatre is still eligible to rebuild the Theatre. The Borough also received a \$1 million grant to upgrade Niblock Alley which include public infrastructure improvements. There is a

commitment by the property owners to rebuild in a better, safer way in accordance with the community's vision.

☐ **Public Input** None.

☐ **Website Updates:** See for yourself:

<https://chescoplanning.org/municorner/projects/oxfordregion>

**Next Meeting:** October 25, 2023.