



# THE COUNTY OF CHESTER



COMMISSIONERS  
Josh Maxwell  
Marian D. Moskowitz  
Eric M. Roe

Brian N. O’Leary, AICP  
Executive Director

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(610) 344-6285 Fax (610) 344-6515

Chester County Environmental and  
Energy Advisory Board

Hybrid Meeting – GSC Suite 351E/Zoom  
Government Services Center  
October 23, 2024

## AGENDA

2:30 p.m. 1. CALL TO ORDER

A. Welcome

*Paul Spiegel, Chair*

2:35 p.m. 2. ACTION ITEMS

- A. Adoption of July 24, 2024 Minutes
- B. Resignation of Secretary
- C. Election of Secretary
- D. Appointment of Nominating Committee
- E. Adoption of 2025 Meeting Dates

*Paul Spiegel, Chair*  
*Brian O’Leary*  
*Paul Spiegel, Chair*  
*Paul Spiegel, Chair*  
*Paul Spiegel, Chair*

2:40 p.m. 3. DISCUSSION ITEMS

- A. EEAB Subcommittee Reports
  - 1) Clean Energy Subcommittee
  - 2) Environmental Subcommittee
- B. Presentation: Chester County’s Trails Master Plan
- C. Update on CCPC 2025 Work Program
- D. Suggestions for CCATO’s Municipal Sustainability Award

*Jim Wylie, Subcommittee Member*  
*Rachael Griffith*  
*Steve Buck, CCPC Trails Planner*  
*Rachael Griffith*  
*Carol De Wolf*

3:40 p.m. 4. UPDATES AND COMMENTS

- A. Planning Commission Director’s Report
- B. Sustainability Director’s Report
- C. Facilities Director’s Report
- D. Updates from the Board
- E. Public Comment

*Brian O’Leary*  
*Rachael Griffith*  
*George Martynick*  
*Board Members*

4:00 p.m. 5. ADJOURNMENT

**Next quarterly meeting – January 22, 2025**



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Environmental and Energy Advisory Board  
Government Services Center Suite 351E/Zoom

July 24, 2024  
Hybrid meeting

## DRAFT MINUTES

MEMBERS PRESENT IN PERSON: Paul Spiegel, Chair; Brian O'Leary, Secretary; Ann Colby-Cummings; Kelsey Boyd; Seung Ah Byun; Marcus Kohl; George Martynick; Warren W. Messerschmidt; Sarah Sharp; Dave Stauffer; Jim Wylie.

MEMBERS PRESENT VIA ZOOM: Carol DeWolf, Vice-Chair; Mark Connolly; Christian Strohmaier; Joseph DiRocco.

OTHERS PRESENT IN PERSON: Caroline Deyrup; Rachael Griffith, Bambi Griffin Rivera, Kate Hutelmyer, Gene Huller, Carol Stauffer, Sally Warren.

OTHERS PRESENT VIA ZOOM: None

### CALL TO ORDER:

The Environmental and Energy Advisory Board meeting, held in the Government Services Center in Suite 351E and via Zoom video/audio on Wednesday, July 24, 2024, was called to order at 2:30 P.M. by Chair, Paul Spiegel.

Mr. Spiegel welcomed two new board members: Ann Colby-Cummings, a citizen representative, and Marcus Kohl, a utility representative from PA American Water. Mr. Spiegel thanked both previous board members, Karena DiLeo and David Busch, for their service on this board.

### ACTION ITEMS:

#### Approval of April 24, 2024, Minutes:

A MOTION TO APPROVE THE MINUTES FROM THE APRIL 24, 2024, MEETING WAS MADE BY MR. O'LEARY, SECONDED BY MS. BYUN, AND PASSED BY UNANIMOUS VOTE OF THE BOARD. MOTION CARRIED.

### DISCUSSION ITEMS:

#### Climate Action Plan Implementation Status

Ms. Griffith presented an overview of the progress made on the County's Climate Action Plan since its adoption and inception three years ago in October 2021. The plan has a total of 160 objectives for County facilities and community-wide engagement efforts. She noted that the highest impact actions are already underway.

She also highlighted the accomplishments of several county departments in implementing the Plan and discussed opportunities for future implementation projects.

Ms. Griffith asked the board to share ideas for moving forward. Ms. DeWolf asked how individual municipalities are responding to the Plan and if they are adopting their own Climate Action policies. Ms. Griffith stated the County does not ask municipalities to adopt the Climate Action Plan, although about 11 municipalities have adopted their own goals toward transitioning to renewable energy.

Mr. DiRocco explained several of the renewable energy steps that Tredyffrin Township has taken, including purchasing one EV for the traffic/police department and purchasing energy that is all renewably sourced in addition to having a plan to source 100% renewables by 2050.

Board members suggested a variety of projects, initiatives, and audiences to continue implementing the Climate Action Plan.

#### Update on Environmental Advisory Committee (EAC) Survey

Ms. Griffith shared the results of a recent EAC Survey where twenty-two out of 30 municipalities responded. In summary, EACs seem well networked but are interested in being better networked with the county. EACs feel they would accomplish more with more funding and that their programs would be more valuable if more people knew about them.

Ms. Boyd suggested the EEAB Board could offer Zoom “Office Hours” for EACs to get questions answered, like an “ask the experts”. Mr. Wylie proposed a new subcommittee that focuses on supporting EACs throughout the county and helping new EACs form.

Mr. Connolly shared his frustration that after outstanding work done to create four municipal energy transition plans, there is only one municipality (Phoenixville) that mentions any of this on their website. He said many municipalities cannot get their work on a municipal website. Mr. Martynick added that websites are not the only avenue and this board needs to reach younger citizens. Mr. O’Leary offered that this board can be successful by providing education, communication, information, and marketing, and by bringing people together.

#### Subcommittee Reports

##### Clean Energy Subcommittee:

Mr. Wylie reported that in June 2024 a meeting was held for a Local Government Climate Action Team in which 10 municipalities attended. The group discussed electric vehicle (EV)-ready ordinances for new construction projects.

Mr. Wylie reported on the status of state-level solar legislation and gave an update on the Center for Climate Integrity, which is assisting Bucks County, PA, in filing a Climate Accountability Lawsuit.

The Clean Energy Subcommittee meets the third Thursday of the month on Zoom, if any board member wants to join.

##### Environmental Subcommittee:

Ms. Byun reported that Natural Lands has closed on a 14-acre easement known as the Painter farmstead in Warwick Township. Ms. Sharp reported that the Brandywine Conservancy completed a new climate resiliency plan for the conservancy and the museum, and they expect it to be completed by the fall of 2024, with the museum campus switching to 100 percent wind power. The Chester County Water Resources Authority (CCWRA) hopes to complete the Brandywine Flood Study by early fall 2024. The Chester County Association of Township Officials (CCATO) will hold their Fall Conference on Thursday, November 14, 2024, at White Manor Country Club, Willistown Township.

UPDATES AND COMMENTS:

Board Updates

Planning Commission Director's Report

Mr. O'Leary announced \$30 million in new trail funding for the development of the county's Chester Valley Trail. He introduced Bambi Griffin Rivera, the commission's new Community Planning Director. He also announced his retirement in early November 2024.

Sustainability Director's Report

Ms. Griffith introduced the sustainability intern for the summer, Caroline Deyrup, who has been working on a waste audit. She also announced the commission will be hiring an additional sustainability planner. She has been working with the Chester County Solid Waste Authority to apply for a USDA grant that will create some food scraps drop-off locations throughout the county, as well as funding an educational outreach effort on backyard composting. Ms. Griffith summarized upcoming events tailored to HOAs for sustainability practices.

Facilities Director's Report

Mr. Martynick announced the county has continued with its alternative energy initiatives. The Shared Energy Manager has helped with an RFP for rooftop solar at 313 Market Street. He added that the county is working on sustainability building standards for new and purchased properties.

Public Comments

There were no public comments.

The next quarterly meeting will be on October 23, 2024.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN AT 4:15 PM. WAS MADE BY MR. MARTYNICK SECONDED BY MS. DE WOLF AND PASSED BY UNANIMOUS VOTE OF THE BOARD.

Respectfully submitted,

Brian N. O'Leary, AICP  
Secretary

BNO/RG/saw



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Michelle Kichline

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**CHESTER COUNTY**  
**ENVIRONMENTAL AND ENERGY ADVISORY BOARD**  
**DRAFT 2025 MEETING SCHEDULE**

Quarterly on fourth Wednesday of the month from 2:30 p.m. until 4:00 p.m.,  
Government Services Center, unless otherwise noted

January 22, 2025

April 23, 2025

July 23, 2025

October 22, 2025

BNO/RG/saw

# Draft 2025 Work Program



New projects are highlighted in yellow.

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# Chapter 1

## Using this Work Program

The 2025 Work Program lists proposed projects and events for 2025 and provides administrative information about these projects. This information includes:

**Project Staffing:** Under each project, the lead division is listed; however, in a number of cases, the project is a multi-division team project. In these cases, other divisions involved in the project are also listed.

**Time Frame:** The time frame reflects the general timing of the project during the upcoming calendar year while noting if it will be a multiyear project.

**Funding:** In some cases, specific grants are helping to fund specific projects. These are noted when applicable.

**Staff Resources:** There are three levels of staff resources – limited, moderate, and significant. Limited usually involves one person or a smaller team for a project that can be completed relatively quickly or easily. Moderate usually involves a larger project managed by one person or a small team. Significant projects involve multiple people for a large project.

**Communications:** Three levels of communications are identified for each project, and these are focused on the four primary audiences of municipalities, implementation partners, policymakers, and the public.

### **Communications Level I**

A level I project pertains to a single event or entity. It also can be a simple brochure, tool, or study about one topic. This type of project may have a limited audience such as a single municipality.

### **Communications Level II**

A level II project spans over a couple of months to up to two years and includes more than one audience group. It also would include projects that have a couple of public meetings, events, an in-depth study, etc.

### **Communications Level III**

A level III project spans over one to three years and includes multiple audiences. The project would include multiple public meetings, hearings and events. Extensive coordination with the executive director and the Chester County Commissioners is often necessary.

**Scoping Meetings:** There should usually be three scoping meetings during the process of completing a project, with a focus on the project kickoff, production and communications, and project status. The exact nature of each meeting will depend on the specific project, and the need for scoping meetings for the Work Program projects will be determined by the management committee on a regular basis. Project leads should check with their manager to see if a scoping meeting is needed.

Project leads should prepare an agenda for the scoping meeting that addresses the purpose elements identified below. This agenda should be shared with all meeting participants ahead of time.



## **Project Kickoff Meeting**

Purpose: Identify key planning issues to be addressed, important stakeholders, relationship to other CCPC projects, critical CCPC and intra-county coordination, overall timeline, anticipated events, and major resources needed.

Key Participants:

- Project Lead
- Division Director for Project Lead
- Key Staff Members for Project
- Executive Director
- Assistant Director
- Director of Design and Technology

Time Frame: Before project begins

Duration of Meeting: An hour

## **Production and Communications Scoping Meeting**

Purpose: Discuss a detailed timeline, expected products, design needs, division coordination, communication needs, and meeting needs.

Key Participants:

- Project Lead
- Other Project Participants
- Division Director for Project Lead
- Representative of Design and Technology Division
- Representative of Communications Team

Time Frame: In early stages of project

Duration of Meeting: An hour

## **Project Status Meeting**

Purpose: Determine the status of the project, the timeline, the production of materials, and communications, including communications after the project is completed.

Key Participants:

- Project Lead
- Other Project Participants
- Division Director for Project Lead
- Executive Director (if necessary)
- Assistant Director (if necessary)
- Designer
- Representative of Communications Team

Time Frame: In mid-stage of project or other appropriate time.

Duration of Meeting: An hour, if needed

# Chapter 2

## 2025 Work Program

The 2025 Work Program lists proposed projects and events for 2025 that implement *Landscapes3*. This work program is structured around the six goal areas of *Landscapes3* – Preserve, Protect, Appreciate, Live, Prosper, and Connect – plus work activities that implement the Landscapes vision and map.

These projects and events are larger scale efforts that have a distinct beginning and ending point and require more production and communications support. These projects have a clear final deliverable that is produced by CCPC staff. Major ongoing planning activities, which usually do not involve significant production or communications work, are listed at the end of this Chapter.

The Work Program for 2025 contains a large number of projects and events and is divided into the following topic areas:

- Preserve
- Protect
- Appreciate
- Live
- Prosper
- Connect
- Landscapes Vision and Map
- Ongoing Planning Activities

### Preserve Goal

#### **Open Space Accelerator**

Complete a pilot project with one municipality to develop a focused implementation plan for open space. Develop, launch and administer a mini-grant program to scale up this project type if DCNR funding is received.

*Lead Division – Sustainability*

*Supporting Divisions – Design and Technology*

*2025 Time Frame – Full year*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed – Yes*

#### **Open Space Preservation Updated Mapping and Data (POST)**

Prepare annual summary of the amount and type of permanently protected open space in Chester County.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – First quarter of year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

## **Open Space Summit**

Work with the Department of Parks and Preservation to convene an open space summit. Anticipated audience is conservancy staff and board members.

*Lead Division – Sustainability*

*2025 Time Frame – First half of year*

*Staff Resources – Low*

*Communications – Level I*

*Scoping Meetings Needed - Yes*

## **Protect Goal**

### **Sustainability Summit**

Hold a sustainability summit for the general public that is focused on practicable ways to implement the county's Climate Action Plan, followed by smaller, audience-specific programs for small to medium-sized businesses, homeowners' associations, and K-12 schools.

*Lead Division – Sustainability*

*Supporting Division – Administration*

*2025 Timeframe – First half of year*

*Staff Resources – Significant*

*Communications – Level II*

*Scoping Meeting Needed – Yes*

### **Sustainable HOAs**

Pilot a program that connects up to three HOAs with their municipality to provide technical assistance and support in developing a Sustainability Action Plan while also launching a sustainable HOAs community certification program.

*Lead Division – Sustainability*

*2025 Time Frame – Full year (will continue in 2026)*

*Staff Resources – Low*

*Communications – Level II*

*Scoping Meetings Needed – Yes*

### **Imagining Transit Oriented Communities**

Analyze one or two regional rail stops for mixed use redevelopment opportunities, identify specific development sites, prepare urban design solutions for these sites, identify potential ordinance changes to encourage redevelopment, and identify potential public improvements.

*Lead Divisions – Sustainability and Design and Technology Divisions*

*2025 Timeframe – Full year*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed – Yes*

### **Climate Action Plan Update**

Update the county's Climate Action Plan to include a commentary on progress made since the last Climate Action Plan's adoption, an updated greenhouse gas inventory, and new and more specific/targeted actions.

*Lead Division – Sustainability Division*

*2025 Timeframe – Last quarter (will continue in 2026)*

*Staff Resources – Significant*

*Communications – Level III*

*Scoping Meetings Needed – Yes*

### **Sustainability at the Pocopson Home**

Support the Pocopson Home in implementing recommendations from their 2024 Food Waste Reduction study and in converting a portion of their lawn to a wildflower meadow.

*Lead Division –Sustainability*

*2025 Time Frame – Full year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

### **Establish Sustainable Landscape Management Plans for County Lands**

Develop conceptual sustainable landscape establishment and management plans for non-park county owned properties

*Lead Division –Sustainability*

*2025 Time Frame – Full year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed – Yes*

## **Appreciate Goal**

### **Town Tours and Village Walks**

Continue Town Tour and Village Walks program, with approximately ten events.

*Lead Division – Community Planning*

*2025 Time Frame – First three quarters of year*

*Staff Resources – Moderate*

*Communications –Level II*

*Scoping Meetings Needed – No*

### **Historic Commission Leadership Luncheon**

Conduct annual training and technical assistance to municipal historic commissions with training specific to the commission chairs.

*Lead Division: Community Planning*

*2025 Time Frame: First quarter of year*

*Staff Resources: Limited*

*Communications: Level I*

*Scoping Meetings Needed: Yes*

### **Heritage Site Interpretive Implementation**

Help implement the county's Heritage Tourism Plan and support the America 250PA Chester County Commission by facilitating the physical improvement of sites or installation of interpretive signage/kiosks at ten to twenty gateways, heritage centers, or interpretive sites identified as part of the county's Heritage Interpretive Network.

*Lead Division: Community Planning*

*2025 Time Frame: Full year (will continue in 2026)*

*Staff Resources: Moderate*

*Communications: Level I*

*Scoping Meetings Needed: No*

## **Live Goal**

### **Removing Housing Barriers**

Work with municipalities to remove housing barriers through municipal housing workshops, housing best practices guides, large-scale housing planning projects, small-scale housing implementation projects that identify sites that are appropriate for additional housing, conceptual site plans of development sites, and outlines of zoning solutions that remove housing barriers.

*Lead Division – Community Planning*

*2025 Time Frame – Full year*

*Staff Resources – Moderate*

*Communications –Level II*

*Scoping Meetings Needed – Yes*

### **Employer Supported Housing Guide and Outreach**

Prepare guide highlighting how employers can support affordably-priced housing.

*Lead Division – Community Planning*

*2025 Time Frame – Second half of year*

*Staff Resources – Limited*

*Communications –Level I*

*Scoping Meetings Needed – Yes*

## **Housing Summit**

Convene a housing summit to advocate for A+ Homes.

*Lead Division – Community Planning*

*2025 Time Frame – Second half of year*

*Staff Resources – Limited*

*Communications –Level II*

*Scoping Meetings Needed - Yes*

## **Accessible Housing Locations Guide**

Prepare a map and planning guide that identifies growth area locations for new housing that has good access to services and amenities. This guide will include municipal approaches and strategies to encourage housing in these areas.

*Lead Division – Community Planning*

*2025 Time Frame – First half of the year (continuation of project from 2024)*

*Staff Resources – Limited*

*Communications –Level I*

*Scoping Meetings Needed – Yes*

## **Chester County Housing Report**

Prepare annual housing report on Chester County housing sales and construction prices, total units built, and types.

*Lead Division – Community Planning*

*2025 Time Frame – First half of year*

*Staff Resources – Limited*

*Communications –Level I*

*Scoping Meetings Needed - No*

## **Land Bank Support**

Establish and run a Chester County land bank.

*Lead Division – Community Planning*

*2025 Time Frame – Full year*

*Staff Resources – Limited*

*Communications –Level I*

*Scoping Meetings Needed - No*

## Prosper Goal

### Urban Centers Forum

Coordinate annual Urban Centers Forum with support from the Department of Community Development.

*Lead Division – Community Planning*

*2025 Time Frame – Second half of year*

*Staff Resources – Limited*

*Communications – Level II*

*Scoping Meetings Needed - Yes*

### County Economy Website Area

Prepare an annual update of data about the county’s economy, working with CCEDC, putting the data into a website format and producing an executive summary.

*Lead Division – Community Planning*

*2025 Time Frame – Second half of year*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed – Yes*

### Non-Residential Construction Report

Prepare annual report on non-residential construction in the county.

*Lead Division – Community Planning*

*2025 Time Frame – First half of year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

## Connect Goal

### Better Bus Stops Pilot Project

Coordinate with local municipalities and TMACC toward development of an improved bus stop in the West Chester Pike corridor, as recommended in previous DVRPC studies and the Chester County Public Transportation Plan.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Full year (continuation of project from 2024)*

*Staff Resources – Moderate*

*Communications –Level I*

*Scoping Meetings Needed - Yes*

### **Municipal Connector Trail Project**

Work with local municipality(ies) toward implementation of a connector trail as recommended in the Chester County Trails Master Plan.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Full year (continuation of project from 2024)*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed - Yes*

### **Circuit Trails Extension Projects**

Manage all aspects of new Circuit Trail development, including the extension of the Struble Trail, Phase IV-A of the Chester Valley Trail, the Philadelphia & Thorndale (P&T) portion of the Chester Valley Trail, and the Enola Low Grade/Chester Valley Trail extension to Atglen.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Full year (continuation of projects from 2024)*

*Staff Resources – Significant*

*Communications – Level I*

*Scoping Meetings Needed – No*

### **DVRPC Safety Program**

Coordinate with DVRPC and provide public outreach associated with DVRPC’s Regional Vision Zero 2050 Action Plan development. This will be year two of a two-year revenue generating project.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Full year (continuation of project from 2024)*

*Funding – contract with DVRPC*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

### **Transportation Event**

Coordinate the convening of a transportation summit.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Third quarter of year*

*Staff Resources – Limited*

*Communications – Level II*

*Scoping Meeting Needed - Yes*



## **Transportation Improvement Inventory**

Conduct biannual update of Transportation Improvement Inventory list, modernizing and fine tuning the list.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – First half of year*

*Staff Resources – Moderate*

*Communications – Level II*

*Scoping Meetings Needed - Yes*

## **Transportation Priority Projects**

Prepare a new Transportation Priority Projects list with input from an advisory committee and the Transportation Improvement Inventory projects.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Second and third quarters of year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

## **Transportation Data Inventory & Evaluation**

Collect and analyze various data sets which address recent changes in transportation and provide base data for the update of *Landscapes3*, while paying particular attention to significant changes in transportation since COVID and the shift to remote working.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – First half of year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

## **Trailfinder Update / Trails Master Plan integration**

Transition the Trailfinder out of its current format, which is in an ESRI product that is being sunsetted, while adding proposed trail connections from the CC Trails Master Plan to serve as an online living document of trail development progress.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Second half of year*

*Staff Resources – Limited*

*Communications – II*

*Scoping Meetings Needed - Yes*

### **Quarterly Transportation Forums for Municipal Managers**

Hold quarterly zoom meetings to inform Municipal Managers about current transportation funding opportunities, initiatives, etc. Intent is to improve municipal relations and increase municipal participation in the transportation improvement development process.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Full year – Quarterly meetings*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

### **Freight Plan Implementation**

Implement recommendations on truck routes from the 2023 Chester County Freight Plan.

*Lead Division – Multimodal Transportation Planning*

*2025 Time Frame – Full year*

*Staff Resources – Limited*

*Communications – Level I*

*Scoping Meetings Needed - No*

## **Landscapes Vision and Map**

### **Landscapes3 Annual Progress Report**

Produce annual progress report that tracks the metrics in *Landscapes3* while also highlighting implementation successes during the year.

*Lead Division – Multimodal Transportation Planning*

*Supporting Divisions – Administration and Office and Communications*

*2025 Time Frame – First half of year*

*Staff Resources – Limited*

*Communications – Level III*

*Scoping Meetings Needed – No*

### **Kennett Township Subdivision and Land Development Ordinance**

Prepare an updated subdivision ordinance for Kennett Township that synchronizes with their new zoning ordinance.

*Lead Division – Community Planning*

*2025 Time Frame – Full year (continuation of project from 2024 and will continue in 2026)*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed - Yes*

**Oxford Region Comprehensive Plan**

Prepare an updated comprehensive plan for the Oxford region, which includes Oxford Borough, Lower Oxford Township, Upper Oxford Township, East Nottingham Township, West Nottingham Township, and Elk Township.

*Lead Division – Community Planning*

*2025 Time Frame – Full year (continuation of project from 2024)*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed - Yes*

**West Whiteland Township Comprehensive Plan**

Prepare a new, implementable comprehensive plan for West Whiteland Township.

*Lead Division – Community Planning*

*2025 Time Frame – First half of year (continuation of project from 2024)*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed – Yes (completed in 2022)*

**Other Plan or Ordinance Projects to be added**

As staff capacity becomes available, begin Township-focused plan or ordinance projects.

*Lead Division – Community Planning*

*2025 Time Frame – Full year*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed – Yes*

**Other Plan or Ordinance Projects to be added**

As staff capacity becomes available, begin Borough or City-focused plan or ordinance projects.

*Lead Division – Community Planning*

*2025 Time Frame – Full year*

*Staff Resources – Moderate*

*Communications – Level I*

*Scoping Meetings Needed – Yes*

## **Major Ongoing Planning Activities**

The following planning activities are very important elements of the department's work program and recur constantly throughout the year. These activities typically need limited, but recurring, support from production and communications.

**Review and Support Letters for Subdivisions, Land Developments, Ordinances, Plans, Developments, Grant Applications, and Sewage Facilities**

**Vision Partnership Program Cash Grant Monitoring**

**Demographic, Economic Development Data, and Pipeline Updates**

**Coordination with and Outreach to Municipal, Transportation, Conservancy, Natural Resource, Housing, Agricultural, Economic Development, Energy, and Historic Preservation Partners, as well as the General Public**

**Geographical Information Systems Updates for Transportation, Historic Resources, Demographics, Land Use, and Other Topics**

**Administration of Planning Commission, Keep PA Beautiful Chester County, Housing Choices Committee, and Environmental and Energy Advisory Board**