Meeting Minutes, February 21, 2019  53 Spring Mount Rd.  Schwenksville, Pa.  19473

Meeting called to order at 6:10 pm.

Present for Roll Call:

Members:
Charles Yeiser, Chairperson
Philip A. Smith, Recording Secretary
Pam Reich
Crystal Gilchrist, Chairperson

Other Township Officials Present:
Ms. Marla Hexter, Vice Chairperson LFBoS

MCPC Planner:
Julia Detwiler, MCPC Community Planner

1. Discussion/Comments/Revisions: Minutes of the January 17, 2018 Lower Frederick Township Comprehensive Plan Steering Committee (LFTCPSC) meeting.

   Noted by Mr. Yeiser and discussed by the group:

   The Lower Frederick Township Board of Supervisors has officially designated the Lower Frederick Comprehensive Plan Steering Committee a subcommittee of the Township's Planning Commission. Therefore, actions of the group should be duly noted and publicly posted as are other Township committees and boards. This will include the meeting minutes and the posting of meeting times and events.

   Motion to approve the January 2019 Lower Frederick Township Comprehensive Plan Steering Committee’s meeting minutes.

   Motion: Chuck Yeiser
   Second: Crystal Gilchrist

   Motion carries unanimously

2. General Information- Mr. Yeiser

   The Lower Frederick Township Board of Supervisors have formally approved the existing five person steering committee members, however they have stated that the committee can be increased to a seven committee if members of the public wish to join it. All additional appointments would need to be made through the Board of Supervisors via the township manager.

   Ms. Marla Hexter, LF Supervisor mentioned that this information will be announced at the coming supervisors meetings, and should be posted on the Township's website as well.
3. Comprehensive Plan Task Force Formation Discussion- Mrs. Gilchrist and Mrs. Detwiler

The work of specific task force groups are fundamental to the development of a successful comprehensive plan. These groups will focus on the specifics of formulating and documenting future township goals and visions to the year 2040. The success of this plan will hinge on the effort and involvement of the Lower Frederick Township residents participating. Thus, it is the near term goal of the LF Comprehensive Plan Steering Committee to gain the participation of a diverse and broad section of the Township’s residents.

Mrs. Gilchrist and Mrs. Detwiler have proposed that the Comprehensive Plan include four task force groups. These being:

A. Village Development and Community Character
B. Transportation and Infrastructure
C. Preservation of Natural Resources, Open Spaces and Agricultural Preservation
D. Finance and Paying for Infrastructure

Mr. Yeiser provided the Steering Committee with the historic background of the Zieglerville Village Mixed Use Zoning in order to illustrate how through a defined goal oriented process planning can be enhanced.

Mrs. Hexter posed an exploratory question to the group, “how will the eventual comprehensive plan decide to look out until 2040?” Crystal Gilchrist noted that the comprehensive plan is a future based set of guidelines, but actual implementation lies with the Township’s ordinances.

Mr. .Scott Lacava, LF residents stated, the history of the Zieglerville Village has merit to the Township’s identity, and thus should be included in the Comprehensive Plan. Mr. Dan Orfe, resident spoke to issues involving historic resource preservation/conservation and his desire to see those measures be included as well. Mr. Dan Orfe asked about the status of the documentation of existing historic resources. Mr. Smith, LFTCPSC and Historic resource Survey member replied, “the Township’s documentation work of historic resources is now complete, however the Township is still awaiting finalization of the Pa. Historical and Museum Commission’s official data entry of the submitted survey.”

Mr. Smith cited, though it would be advantageous to have a Lower Frederick Township Comprehensive plan in place, however in the interim we do have the Central Perkiomen Valley Regional Comprehensive Plan to rely on, and that gives our Township planners and supervisors with general overall guidelines for “present time” decision making.

Ms. Hexter stated as the Steering Committee begins to get public members volunteering to join the various task force committees their names and contact information should be channeled to the Township Manager.

Motion:

The Lower Fredrick Township Steering Committee will utilize the four proposed and discussed task force groups for the development of the Township's Comprehensive Plan.

motion: Crystal Gilchrist
second: Pam Reich

Motion carries unanimously
4. Comprehensive Plan Logo Design- Julia Detwiler, MCPC Community Planner

Mrs. Detwiler distributed a prototype logo design she developed for use for Comprehensive Plan’s future documents, postings, and final plan cover. She opened the provided prototype to critique, editing, and revisions suggestions by the committee members and the attending audience.

Notable suggested revisions:

* More legible and centered radial text for the wording “Lower Frederick Township”
* A bold or heavier type face for the “2040”
* The inclusion of a deciduous tree icon(s) to reflect the true make up of trees in LFT
* A variety sized boulders icons to alleviate repetitive scale of the used images
* Varied roof heights and scaling on building icons
* Refine/define the suggested water course and surface reflections
* Refine through clarification the look of the Old Gravel Pike Bridge pictogram

Mrs. Detwiler will take the offered suggestions and produce an evolved second draft for the next meeting. Mrs. Crystal Gilchrist recommended that it is important not to spend too much of Mrs. Detwiler time allocation doing logo design work in view of the many other things that need to be accomplished by her. All the members agreed with this recommendation.

5. Vision Statement- Mr. Yeiser

Mr. Yeiser gave some introductory concepts to begin the conversation/discussion pertaining to the development of a Lower Frederick Township Comprehensive Plan’s Vision Statement.

Mrs. Reich expressed that her belief is that the final vision statement should be brief and include a position of the Steering Committee. Mrs. Reich read a short statement that she drafted for consideration, “The steering committee will partner with our community to identify and develop plans to create, enhance and preserve those characteristics that are valued and desired for the future.”

As a matter of information: Mr. Smith provided each member of the Steering Committee with a vision statement and accompanying general goals for discussion purposes. The general group consensus was that goals setting should be the work of the task force committees and not the steering committee. Mr. Smith expressed that it was his belief that without some general goals (parameters) for guidance the task force groups will have a difficult time finding the needed alignment to the greater purpose and thus accomplishing their tasks would perhaps be inconsistent or miss aligned. In response Mrs. Gilchrist expressed that in her experience to have adopted or suggested goals (even if general) in place will not allow the individual task force members to feel that they have autonomy and the visionary freedom to work effectively.

6. General Discussions

Mr. Scott Lacava, LF resident requested that maps be provide to participating public members during public meetings so the residents can familiarize themselves with the areas of the township being referenced.

Mrs. Detwiler and Mrs. Gilchrist acknowledged that at coming public meetings additional MCPC staff will be available to assist, and that the meetings will be organized around small groups so all can easily participate.

Mrs. Crystal Gilchrist outlined the scope and sequence of priorities for the March and April Steering Committee meetings. Much work is needed to ensure the success of the proposed the
proposed first comprehensive plan public meeting in May 2019. Crystal Gilchrist will work with Mrs. Detwiler in completing a timeline and providing that to the membership.

Mrs. Pam Reich will contact Terry Fedorchak, LFT Manager to place Steering Committee informational and advertisements of coming event on the Township's website.

A possible photo contest was briefly discussed by the Steering Committee in order to get photo images that best represent Lower Frederick’s past and present to provide illustrative visuals for the final document.

Mrs. Gilchrist and Mrs. Detwiler described how MCPC uses various techniques, methods, and media to get public meeting attendees interactive and participatory. The County will provide this service and material to the Township.

7. Motion to Adjourn

    motion: Crystal Gilchrist
    second: Chuck Yeiser

    motion carries unanimously

    meeting concludes: 8:30 pm.