

WESTTOWN TOWNSHIP

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AGENDA

Westtown Township Board of Supervisors Regular Meeting Monday, April 1, 2019 - 7:30 PM

Westtown Township Municipal Building
1039 Wilmington Pike, Westtown

- I. Call to Order
- II. Approval of Meeting Minutes – March 18, 2019
- III. Summary of Board of Supervisors Workshop – April 1, 2019
- IV. Departmental Reports
 - A. Public Works – Mark Gross
 - B. Historical Commission – Paul Mullin
 - C. Planning Commission – Kevin Flynn
 - D. Township Solicitor’s Report – Pat McKenna
 - E. Manager’s Report – Rob Pingar
- V. Public Comment (Non-Agenda Items)
- VI. Old Business
 - A. Ordinance 2019-02 Accessory Dwelling Units - Authorize Advertisement
- VII. New Business
 - A. Oakbourne Road Bridge Replacement Project – Construction Contract Award
 - B. 100% Renewable Energy Transition Plan - Cadmus proposal to WCACOG
- VIII. Announcements
 1. County Household Hazardous Waste (HHW) Collection – 9:00AM-3:00PM, Saturday, April 6th in Phoenixville
 2. Parks & Recreation Egg Hike – 10:00 AM, Saturday, April 13th at Oakbourne Park
 3. CRC Streams Cleanup – 9:00 AM Saturday, April 13th at various locations
- IX. Public Comment (All Topics)
- X. Payment of Bills
- XI. Adjournment

How to Engage in the Public Comment Sections of a Township Meeting

Public Comment is heard at three (3) different points during the meeting:

1. BEFORE OLD BUSINESS - The public is permitted to make public comment on any matter not on the agenda. This comment period is subject to the time constraint in (d) below
2. PRIOR TO any action on a motion on an Agenda item. Public Comment at this stage is limited to the item under discussion (e.g. it is not appropriate to initiate a discussion on police services if the body is acting upon a sewer issue).
3. AFTER NEW BUSINESS. - Public Comment is open to any legitimate item of business which can be considered by that Township Board/Commission (e.g. Planning Commission can discuss issues having to do with plan reviews, but cannot discuss why the Township does not plow your street sooner. Supervisors can discuss nearly every issue).

How to make a comment to any Township Board/Commission:

- a. The Chair will announce that the Board/Commission will now hear public comment, either on a specific issue or generally.
- b. You must then obtain recognition from the Chair prior to speaking.
- c. Once you have the floor, state your name and address for the record.
- d. You may then make your comment or ask your question. You will have three (3) minutes to make your statement, unless the Chair has announced otherwise, so please come prepared!

WESTTOWN TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING

Westtown Township Municipal Building, 1039 Wilmington Pike, Westtown

Monday, March 18, 2019 at 7:30 PM

Present were: Chair Scott Yaw, Vice Chair Michael Di Domenico, Police Commissioner Carol De Wolf, Township Manager Robert Pingar, WEGO Police Chief Brenda Bernot, Planning Commissioner Jack Embick, and Parks & Recreation Commissioner Allison Corcoran. There were 14 guests.

I. Pledge of Allegiance & Call to Order

Mr. Yaw called the meeting to order at 7:34 PM, and led the Pledge of Allegiance. He asked if anyone was recording the meeting. No one responded.

II. Approval of Minutes (March 4, 2019)

Ms. De Wolf then made a motion to approve the March 4, 2019 Board of Supervisors meeting minutes with changes. Mr. Di Domenico seconded the motion. There were no questions or comments, and the minutes were unanimously approved.

III. Workshop Meeting Summary (March 18, 2019)

Mr. Yaw stated that the Board conducted a two-part workshop, beginning with an Executive Session to discuss personnel, litigation, police, real estate, and emergency preparedness matters. In the public workshop, the Board considered an ordinance for liquor license transfers, and discussed the Malvern School preliminary/final land development application and the Comprehensive Plan update hearing which are both on tonight's agenda.

There were no questions or comments.

IV. Departmental Reports

A. Westtown East Goshen Regional Police (WEGO) – Chief Brenda Bernot

Chief Bernot reported that the department started their ReadyChesco promotion over the weekend, and over the next six weeks every officer will provide information and encourage residents to sign up for this service. The Chief stressed that in the event of an emergency, this is the best way to receive important information.

The Chief also stated that warmer weather brings an increase in thefts and reminded residents to lock their cars, sheds, and garages.

There were no comments or questions.

B. Parks & Recreation Commission (P&R) – Allison Corcoran

Mrs. Corcoran reported that members of the Historical Commission and P&R have started planning Westtown Day which is scheduled for Sunday, September 29, 2019. They are currently soliciting sponsors and community involvement. Mrs. Corcoran asked anyone interested in participating to contact the township [or visit www.westtownday.com].

The commission also worked on the Egg Hike which is scheduled for 10:00 AM on Saturday, April 13 at Oakbourne Park. Participants will pick up a map at the pavilion and visit ten egg stations along the park trails. Mrs. Corcoran noted that Mr. Di Domenico and his wife will be staffing one of the egg stations and thanked them for their involvement. This event will be cancelled in the event of rain.

Dates for the Summer Children's Series have been set for Wednesday mornings:

- June 26 (Science Tellers)
- July 24 (musical entertainment)
- August 21 (magician)

P&R is also planning the three Summer Movie Nights. Vote for the movies on the township's Facebook page.

The commission also discussed ideas for an event geared to adults in September.

There were no comments or questions.

C. Planning Commission (PC) – Jack Embick

Mr. Embick reported that at their March 6 meeting, the PC discussed the Malvern School application and reviewed the requested waivers. The PC also discussed revisions to the township's sign ordinance. A variance request involving a fence in the right-of way was postponed because the applicant (Italiano) could not attend the meeting.

During their meeting, Mr. Flynn raised the topic of a township warning system for pipeline emergencies, noting that several neighboring townships may be considering warning systems. This may be a topic of future PC discussions.

At their next meeting, the PC will hear from Mr. Italiano regarding his fence variance request, and they will also work on the ordinance for bi-directional amplifiers for emergency communications.

Ms. De Wolf asked why the PC was passing the sign ordinance back to the Township's solicitor. Mr. Embick explained that the solicitor is going to review setback requirements in the Commercial District. The PC is not in favor of allowing additional billboards in the township.

There were no other comments or questions.

D. Manager's Report – Rob Pingar

Mr. Pingar stated that there are six ordinance amendments that will be before the Board in the coming months:

1. Harmful Waste (Grease Traps)
2. On-Lot Sewage Management (OLM)
3. Signs
4. Bi-Directional Amplifiers
5. Accessory Dwelling Units
6. Accessory Structures

Mr. Pingar reported that he attended the Rustin Walk Homeowner's Association (RW HOA) meeting on March 11. They discussed project completion items such as road paving and permanent detention basins.

Mr. Pingar gave an update on the Sunoco pipeline project. He spoke with a representative of Energy Transfer Partners (the Sunoco parent company) who said drill rigs will be delivered soon.

Finally, Mr. Pingar reported that Westtown will be hosting a severe weather emergency response tabletop exercise next week for Westtown, East Goshen, and Thornbury Townships. This meeting is not open to the public.

Ms. De Wolf asked Mr. Pingar what amendments are being made to the OLM ordinance. Mr. Pingar explained that the proposed changes are to clarify inspection language. He added that the township hosted a meeting for area pumping companies in order to get their feedback and address their questions.

There were no other comments or questions.

V. Public Comment (Non Agenda Items)

Matt Kelly, 107 Piper Lane, stated he has not heard anything from the Township about the following items that he has brought up at previous meetings:

1. An ordinance prohibiting exhaust brakes (Jake brakes) on Rte 202,
2. Pursuing a grant from PennDOT for the traffic signal at Rte 202 and Skiles Blvd.,
3. The engineering fees he paid for his new driveway on Piper Lane.

Mr. Kelly also complained that utility companies have been doing a lot of work in the Township, and he does not feel they are doing an adequate job restoring roads and property.

Mr. Yaw stated that the municipal boundary between Westtown and West Goshen presents a challenge to enforcing any ordinance regarding Jake brakes. Mr. Yaw stated that the Township has discussed the issue with West Goshen and WEGO, but it is not a simple matter. Regarding the engineering fees, Ms. De Wolf stated that she reviewed the bills, and given the scope of his driveway project, she did not think they were out of line. Regarding the signal at Skiles Blvd./Stetson Drive and Rte 202, Mr. Pingar stated that he asked WEGO to manually operate the signal during the school drop off and dismissal times to see if they could improve traffic flow. The manual operation exercise resulted in a massive backup on Rte 202. He stated that the conclusion was to keep the signal timing as-is. Ms. De Wolf stated that the proposed frontage road between E. Pleasant Grove Road and Rte 202 will alleviate some of the congestion. Mr. Pingar stated that the connector road project will also include a separate right turn lane out of Stetson and is expected to be completed this year. He added that PennDOT is also working on adaptive signal technology for Rte 202, which will coordinate signals from Matlack Street to Rte 1. Together, these improvements should improve traffic flow.

Dan Martin, representing his father Norman Martin at 203 Jacqueline Drive, stated that his father's backyard has become a swamp as a result stormwater runoff from the Westtown Woods development. Mr. Martin stated that he has spoken to Mr. Pingar about the problem on two occasions. Mr. Pingar stated that he asked Mr. Gallagher of McCormick Taylor to meet with Mr. Martin last week. Ms. De Wolf asked Mr. Pingar if he has visited the property. Mr. Pingar replied that he would schedule a meeting with Tim Townes (builder representative), Mr. Gallagher, Mr. Martin, and himself next week.

There were no other comments or questions.

VI. Old Business

A. TMDL & Pollutant Reduction Plan – Presentation and Public Comment

Beth Uhler of Cedarville Engineering made a presentation on the township's Total Maximum Daily Load (TMDL) and Pollutant Reduction Plan (PRP). She began with a brief overview of the Municipal Storm Sewer System (MS4) permit requirements mandated by the PA Dept. of Environmental Protection (PA DEP). The intent of the program is to recognize stormwater as a point source pollutant, raise awareness of water quality, and reduce pollution to streams. The current permit has TMDL and PRP requirements to reduce sediment by 10% and phosphorus pollution by 5% over the five year permit cycle. Pollution comes from uncontrolled stormwater runoff from impervious surfaces entering the streams and eroding the stream banks. Every stream in the Township and neighboring townships is impaired. The Township can use various best management practices (BMPs) such as basin retrofits, rain gardens, infiltration trenches, riparian buffers, and stream restoration projects to reduce sediment and phosphorus pollutants.

Mrs. Uhler explained that the plan process begins by mapping the Township's stormwater infrastructure, overlaying storm sewer watershed information to determine what drains to an outfall, and then identifying potential BMPs. The Township receives credit for existing BMPs and basins in the planning area. The proposed BMPs include Tyson Park bioswale and basin retrofits for Thorne Drive, Sage Road, and two in Wild Goose Farm. As part of the plan, the Township

also has to identify the operations and maintenance at the BMPS to make sure they are going to be installed and functioning for the long term.

Ms. Uhler noted that the cost of meeting this unfunded mandate is significant, and stated that the Township may want to consider potential funding sources such as grants, low interest loans through Pennvest, and stormwater fees to finance these projects.

Ms. Uhler noted that Westtown is meeting the permit's public participation requirement by making a copy of the plan available for review. It's posted on the township website and available by request. Public notice establishing a minimum of a 30-day comment period was published on March 14th. Written and verbal comments have to be accepted at a public meeting, which is this meeting. The next steps after the public comment period closes, and any public comments are addressed, the plan is submitted to DEP. The five-year implementation period starts after DEP approves the plan.

Mr. Di Domenico expressed concern over the cost, and problems with implementing a stormwater fee, such as what was done in West Chester Borough. Ms. De Wolf stated that in addition to grants, volunteers from Chester Ridley Crum Watersheds Association (CRC) and other organizations can assist the township to reduce costs.

Kathy Di Domenico, 1530 Woodland Road, asked if individual homeowners can apply for grants for stormwater projects on their property. Ms. Uhler said that grants are normally for the municipality, but a homeowner may be able to partner with a non-profit to apply for a grant on a large project. Mrs. Di Domenico asked if homeowner actions such as using a rain barrel or creating a riparian buffer could reduce his stormwater fee. Ms. Uhler responded that if the township institutes a stormwater fee, then the plan would define any credits. Ms. De Wolf stated that the township has not implemented a stormwater fee, but is looking at funding options. Mrs. Di Domenico stated that she thought it was important for the township to inform residents as the MS4 program evolves.

There were no additional comments.

B. The Malvern School – Preliminary/Final Land Development application

Mr. Yaw introduced Mr. Lou Colagreco, who made a presentation on behalf of the applicant, The Malvern School. Mr. Colagreco stated that the applicant has met all the requirements set forth in McCormick Taylor's review letter and has received unanimous recommendation of approval from the Township Planning Commission. Mr. Colagreco introduced the civil engineer on the project, Adam Brower from EB Walsh & Associates, who stated that they are seeking a waiver for curbing on E. Pleasant Grove Road. Mr. Brower explained that there is no other curbing along E. Pleasant Grove Road.

Mr. Yaw stated that the PC recommended the inclusion of bollards. Mr. Colagreco stated that although the applicant does not believe the traffic circulation warrants bollards, he is agreeable to installing them. Mr. Yaw also stated that the PC raised the issue of overflow parking. Mr. Colagreco stated that The Malvern School does not hold special events, and that the parking plan is compliant with the township's ordinance, and in fact exceeds the parking requirements. He stated that the Malvern School would not seek any formal overflow parking arrangement with their neighbor, St. Maximillian Kolbe Church and School.

Ms. De Wolf asked how many employees and students the school will have. Deb Jackson from the Malvern School stated that they anticipate 34 teachers, some part time, and a maximum of 170 students.

Mr. Yaw made a motion to approve the preliminary/final land development application for The Malvern School at 1081 Wilmington Pike with two waivers of Westtown's Subdivision of Land Ordinance:

1. **§149-925.1.5** – Shrubs and trees shall not be placed closer than ten (10) feet from any side or rear property line or five (5) feet from the street line (right-of-way).

2. **§149-911.B** – Vertical curbs meeting the dimensional requirements for plain cement concrete curb contained in the PennDOT Standards for Roadway Construction (RC-64) shall be required on all streets.

Mr. Yaw also stipulated that approval is based on the inclusion of the four safety bollards to be located as depicted on the plan sheets and constructed of appropriate materials as approved by the township in consultation with the applicant.

Ms. De Wolf seconded the motion, and stated her objection to the project due to the waiver of the curbing requirement, which precludes eventually installing a sidewalk. Mr. Yaw clarified that the motion does not include a requirement for sidewalks or a requirement to obtain a waiver for overflow parking.

Mr. Martin agreed with Ms. De Wolf in support of requiring sidewalks for the project. Mr. Colagreco explained that sidewalks are not required by ordinance. The waiver being requested is for curbing. He stated that the township's engineer explained that curbing would exacerbate stormwater problems. Mr. Colagreco also added that this is a preschool, serving working parents who drop their very young children off and pick them up on their way to and from work. They do not walk their children to preschool.

There was no additional comment and the motion passed 2-1, with Ms. De Wolf dissenting.

VII. New Business

A. Parks & Recreation Commission Appointment

Mr. Di Domenico made a motion to appoint Meghan Hanney to the Westtown Parks & Recreation Commission for an unexpired term ending December 31, 2020. Ms. De Wolf seconded the motion. There was no public comment and the motion was unanimously approved.

B. Resolution 2019-06 - Endorsing Landscapes³, Chester County's Comprehensive Plan

Mr. Di Domenico made a motion to adopt Resolution 2019-06 whereby the Westtown Board of Supervisors endorses Landscapes³, Chester County's Comprehensive Plan. Ms. De Wolf seconded the motion.

Mr. Di Domenico then expressed his opposition to the plan, stating that he was not in favor of sidewalks, trails, or affordable housing, and did not think the county sought enough public input. Ms. De Wolf offered her support of the plan. Mr. Yaw stated that the plan is a guiding document, a visioning statement.

Mr. Kelly stated he had never heard of the County's Landscape Plan and agreed that the public should have been more involved in the process. Chris Patriarca from the Chester County Planning Commission explained that although the county can't reach everybody, they make efforts through social media, multiple public workshops, and their municipal partners. He stated that Westtown had a direct link to the plan on the Township website homepage. Mr. Patriarca described the plan as an aspirational document, building on two previous iterations of the plan.

Mr. Embick, Pheasant Run Road, stated that there were scores of public events, meetings, and stakeholder interviews; literally thousands of people were involved in the creation of Landscapes.

There was no other public comment and the motion was approved 2-1, with Mr. Di Domenico dissenting.

VIII. Announcements

Mr. Yaw made the following announcements:

1. **County Household Hazardous Waste (HHW) Collection** – The first of six county sponsored HHW collection events will be held on Saturday April 6 from 9 AM to 3 PM at the CAT Pickering

Campus, 1580 Charlestown Road, Phoenixville, PA. Electronics are NOT accepted at these events. For more information, visit the Trash & Recycling page on the township website.

2. **Parks & Recreation Commission Egg Hike** - Hit the trails at Oakbourne Park to locate egg pickup stations from 10 AM to noon (or while eggs last), Saturday, April 13. Pick up the trail map at the Oakbourne pavilion.
3. **CRC Streams Cleanup** – The annual Chester Ridley Crum Watershed Association Stream Clean Up will be held on Saturday, April 13 at 34 stream locations, including Goose Creek. For more information and to register visit the CRC website www.crcwatersheds.org.

IX. Public Comment on All Topics

There was none.

X. Payment of Bills

Mr. Di Domenico motioned to approve General Fund bills in the amount of \$118,851.73, Wastewater Fund bills of \$2,678.72, and Capital Projects Fund bills in the amount of \$24,989.30, for a total of \$146,519.75. There were no other comments and the check registers were unanimously approved.

XI. Adjournment

Ms. De Wolf made a motion to adjourn the meeting, seconded by Mr. Yaw. The meeting adjourned at 9:58 PM.

Respectfully submitted,

Robert Pingar
Township Manager

**WESTTOWN TOWNSHIP
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT FOR MARCH 2019**

ROADS

- ◆ Completed three salting/plowing events.
- ◆ Rectified a programming issue with the Rt. 352/3/McDaniel Drive traffic signal.
- ◆ Replaced a faulty detection camera at the Rt. 202/926 traffic signal.
- ◆ New Public Works employee started mid-month.
- ◆ Coordinated facility locations with the contractor of the Mariner Pipeline.
- ◆ Employees attended a traffic signal workshop and MS4 training for municipal housekeeping.
- ◆ Coordinated road restoration with Aqua for the General Howe water main replacement project.
- ◆ Compiled a preliminary list of roads for the 2019 maintenance project.
- ◆ Filled potholes throughout the township as necessary.
- ◆ Straightened and replaced faded and damaged street signs.

BUILDINGS, PARKS, AND OPEN SPACE

- ◆ Began pruning of the landscape beds at the Administration Building.
- ◆ Checked operation and fluid levels on all standby generators.

OAKBOURNE PARK AND MANSION HOUSE

1. Removed trees and limbs from the walking trails throughout the park.
2. Replaced faulty light switches in the main hallway of the mansion.
3. Fluffed and rearranged displaced playground mulch.
4. Purchased and transported additional wood for the Community Garden.
5. Trash, recyclables, and restroom cleaning and maintenance.

PARKS AND OPEN SPACE

1. Inspected all playground structures for safety hazards.
2. Inspected stormwater retention basins for proper operation.

WASTEWATER

- ◆ Replaced air filters and serviced the air blowers at WCC.
- ◆ Removed a stockpile of unusable pipe from WCC.
- ◆ Repaired a damaged sewage force main on Sage Road.
- ◆ Repaired the standby generator controls at Wild Goose pump station.

EQUIPMENT MAINTENANCE AND REPAIR

- ◆ 67-10 – Replaced air filters in the engine to correct a low power condition. Replaced a cracked plow light housing. Replaced a defective ignition switch.
- ◆ 67-56 – Replaced a tire on the rear axle.
- ◆ Mower – Replaced a leaking valve cover under warranty.
- ◆ 67-17 – Repaired a faulty air duct in the engine and updated the computer software.
- ◆ 67-12 – Warranty repair of the DEF injection system, awaiting parts.

FUTURE PROJECTS

- ◆ Complete stormwater pipe and inlet replacement on Springview Court. On hold due to weather.
- ◆ Perform a camera inspection of stormwater pipes located within the selected roads for 2019 paving project.
- ◆ Advertise the Oakbourne Mansion exterior restoration bid package.
- ◆ Begin mulching of landscape beds.
- ◆ Remove and store plowing equipment for the season.

MARK GROSS
DIRECTOR OF PUBLIC WORKS

WESTTOWN TOWNSHIP PLANNING COMMISSION MEETING MINUTES

Stokes Assembly Hall
1039 Wilmington Pike, Westtown Township
Wednesday March 20, 2019 – 7:30PM

Present

Commissioners – Planning Commission (PC) members Steve Rodia and Elaine Adler were absent, all others were present (5-2). Also present were Township Planning Director Will Ethridge.

Call to Order and Pledge of Allegiance

Mr. Pomerantz called the meeting to order at 7:33 PM, Mr. Pomerantz led those present in the Pledge of Allegiance.

Adoption of Agenda (JE/JL) 5-0

Two amendments were made. The PC added New Announcement items #1 - Historic Preservation of African-American cemeteries webinar, *and* #2 – Comprehensive Plan Implementation webinar.

Approval of Minutes

Planning Commission Meeting minutes for 03/06/2019 were approved. **(JE/JL) 5-0**

Announcements

1. Historic Preservation of African American Cemeteries webinar is on March 29, 2019.
2. Comprehensive Plan Implementation webinar is on April 24, 2019.

Public Comment – Non Agenda Items

None

Old Business

Bi-Directional Antennas – Will Ethridge presented an email from the Township solicitor, Tony Verwey, confirming that the last items the Township was waiting for to move forward with bi-directional antennas ordinance were comments from public safety agencies. He noted that he received an email from Chief of Westtown-East Goshen Regional Police Department, Brenda Bernot, who seemed satisfied with the proposed bidirectional amplifier ordinance. Mr. Ethridge also noted that Mark Scanlon, Assistant Chief of the West Chester Fire Department, seemed to be satisfied with the ordinance as well, except he suggested to replace “West Chester Fire Company” and “FAME Fire Company” with “West Chester Fire Department”. Mr. Ethridge confirmed that those changes were made. Mr. Embick raised a question regarding the number of municipalities in the West Chester Area Council of Governments (COG) that adopted similar regulations. Mr. Ethridge confirmed that at least half of the municipalities already had those in place. Mr. Embick brought up a question concerning the appointment of the appeals board. Mr. Pomerantz recapped that the proposed ordinance stated that the COG had formed a Board of Appeals, and he suggested that Mr. Ethridge reached out to Casey LaLonde, Chair of the COG and Township Manager of West Goshen, to confirm that the COG formed a Board of Appeals, who the members

were, and if somebody wanted to appeal, who they would appeal to if the members hadn't been assigned yet. Mr. Embick noted that there was a reference in the ordinance to adopt the 2006 International Building Code, which was an outdated version. Mr. Ethridge elaborated that the Township was currently using a 2009 version, and would be adopting a 2015 Code in the future. He proposed to change the reference in the ordinance to the 2015 International Building Code. After a brief discussion, Mr. Pomerantz asked Will Ethridge to confirm with the Township Manager which version of the building code should be referenced. Mr. Flynn raised a question that there were some references in the proposed ordinance that didn't seem to be accurate, such as the establishment of flood hazard area and sections of the International Fire Code. In addition, the numbering system throughout the document didn't seem to make sense. PC members had a discussion on whether or not the \$1000 fine per violation, per day was punitive enough. Mr. Ethridge elaborated that that number was pretty standard among municipalities, where each day would count as a separate offence increasing the total cost of violation if not addressed in timely manner. PC members elaborated that there were still some changes to be made to the proposed ordinance before moving forward with recommendation to adopt. Will Ethridge will follow up with Tony Verwey with proposed ordinance changes.

Italiano ZHB application – Mr. Ethridge recapped that Mr. Italiano provided some supplementary documentation in response to PC previous questions regarding the Zoning Hearing Board application. That documentation included the forms from the fence company that Mr. Italiano hired, but they didn't release an exact copy of the contract. The company confirmed that they began communication with Mr. Italiano in 2010 and completed fence installation in 2014. As a part of that contract, Mr. Italiano was responsible for obtaining necessary permits. Mr. Pomerantz noted that it seemed odd that documentation provided included various dates, such as 2010, 2014 and 2018. Mr. Ethridge confirmed that fact and stated that he questioned the fence company, but didn't get a straight answer on why that might be. He also confirmed that he checked Chris Patriarca's phone log, but unfortunately, the log didn't go past August 2014. He reached out to Mr. Patriarca, who said that he didn't remember talking to Mr. Italiano. Mr. Pomerantz made suggestion to the PC members to make a decision to either vote to recommend to the Zoning Hearing Board to grant or not to grant a variance, or not to provide any comment and let the Zoning Hearing Board to make a final decision. After discussion, PC members decided to write a letter to the Zoning Hearing Board with the reasons why they were not recommending the variance request. Mr. Pomerantz asked Mr. Ethridge to draft a letter for members to review.

PC's Prioritized list of Ordinance/Code Proposed Changes & Status Updates – Mr. Pomerantz made PC aware that he suggested Russ Hatton to drive the process of working towards completing the prioritized ordinance changes. Mr. Hatton complimented on the formatting of the prioritized list and proposed to add two more columns: one for the date for when the PC signs off, and the second for the BOS. He also suggested to have a fixed number assigned to each listed item for tracking purposes. Mr. Hatton also pointed out that the "originator" column is blank for most of the listed items and should be revisited. Mr. Ethridge agreed to make those edits. Mr. Hatton then suggested that some of the items could be easily accomplished by Will Ethridge without PC discussion, such as correcting references. He also suggested to assign deadlines for items to be completed by and to update the list as new ordinance changes come into view. Another suggestion was to add the future actions and policy recommendations list assigned to PC from the Comprehensive Plan to the prioritized list of ordinance changes. Mr. Ethridge confirmed that there were only two pending applications for the PC to review, such as a special exception with variance to operate a private swimming instruction at residential property and the installation of a playground at Saint Simon and Jude Church. Mr. Flynn asked if someone was putting presentation about the pipeline. Mr. Pomerantz responded that Nancy Harkins wasn't invited

yet. He suggested that Will Ethridge would send her an invitation to give PC an educational presentation on the status of the pipeline.

PC had a discussion on assigning due dates to the prioritized list, and added other proposed changes. Mr. Embick proposed to add the following item: international green building code, which would be activated in certain situations where scrutiny could be given to or requirements could be made to be made for certain kinds of energy concerning building materials. Mr. Ethridge noted that the Township Code does have some language related to that, but it could definitely be more detailed. Mr. Hatton proposed a revision to Item #27 to include special parking requirements for veterans. PC also discussed the possibility of adding provision for parking for ridesharing services. Mr. Hatton also pointed out that when reviewing parking regulations, PC should consider revising regulations for the number of parking spaces per apartment building. The existing regulations seemed to be inadequate. Mr. Ethridge noted that the trend has been towards less parking to reduce impervious cover.

New Business

None

Public Comment

None

Reports

Mr. Hatton summarized his observations of the BOS workshop and meeting.

Adjournment (KF/JL) 5-0

Meeting was adjourned at 9:29 pm.

Next PC Meeting – April 3, 2019, 7:30 pm – Township Building

PC Representative at next Board of Supervisors Meeting: April 1, 2019 – Kevin Flynn (primary) or Steve Rodia (alternate)

Respectfully submitted,
William Ethridge, Planning Commission Secretary



THE COUNTY OF CHESTER



COMMISSIONERS

Michelle Kichline
Kathi Cozzone
Terence Farrell

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

March 27, 2019

William Ethridge, AICP, Director of Planning & Zoning
Westtown Township
P.O. Box 79
Westtown, PA 19395

Re: Zoning Ordinance Amendment – Conversion of an Accessory Dwelling Unit into a Rental
Westtown Township – ZA-02-19-15788

Dear Mr. Ethridge:

The Chester County Planning Commission has reviewed the proposed Zoning Ordinance Amendment as submitted pursuant to the provisions of the Pennsylvania Municipalities Planning Code, Section 609(e). The referral for review was received by this office on February 25, 2019. We offer the following comments to assist in your review of the proposed amendment.

DESCRIPTION:

1. Westtown Township proposes the following amendments to its Zoning Ordinance:
 - A. Add definitions for the following terms to Section 170-201: Building Footprint; and Members of the Same Family;
 - B. Add “conversion of an accessory dwelling unit into a rental” as a use permitted by special exception in the A/C Agricultural/Cluster Residential, R-1 Residential, and R-2 Residential Districts; and
 - C. Add Section 170-1619, which provides standards for the conversion of an approved, permitted accessory dwelling unit into a rental unit. We note that an “accessory dwelling unit” is permitted by special exception, in accordance with the standards in Section 170-1603.A of the Township Zoning Ordinance.

COMMENTS:

2. We acknowledge, and endorse, that these proposed standards will provide additional housing opportunities in the Township. We suggest that, for clarity purposes, the Township identify if short-term rentals will be permitted in accordance with the proposed zoning standards.

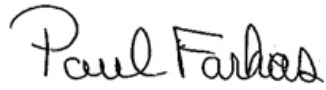
RECOMMENDATION: The Township should consider the comments in this letter before acting on the proposed zoning ordinance amendment.

Page: 2

Re: Zoning Ordinance Amendment – Conversion of an Accessory Dwelling Unit into a Rental
Westtown Township – ZA-02-19-15788

We request an official copy of the decision made by the Township Supervisors, as required by Section 609(g) of the Pennsylvania Municipalities Planning Code. This will allow us to maintain a current file copy of your ordinance.

Sincerely,

A handwritten signature in black ink that reads "Paul Farkas". The signature is written in a cursive style with a large initial "P" and "F".

Paul Farkas
Senior Review Planner

ORDINANCE NO. 2019-02

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE AMENDING CHAPTER 170, ZONING,
OF THE CODE OF WESTTOWN TOWNSHIP, CHESTER
COUNTY, PENNSYLVANIA, REGARDING THE
CONVERSION OF AN ACCESSORY DWELLING UNIT
INTO A RENTAL BY SPECIAL EXCEPTION AND
PROVIDING A DEFINITION FOR “BUILDING
FOOTPRINT” AND “MEMBERS OF THE SAME FAMILY”.**

BE IT ENACTED AND ORDAINED by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that certain provisions of Chapter 170, Zoning, of the Code of Westtown Township, as amended, be amended as follows:

SECTION 1. Article II, Definitions, §170-201, Definitions, shall be amended by adding the following new terms and definitions:

BUILDING FOOTPRINT

The area of any building measured along the perimeter of the exterior foundation walls.

MEMBERS OF THE SAME FAMILY

Any individual, such individual’s brothers and sisters, the brothers and sisters of such individual’s parents and grandparents, the ancestor and lineal decedents of any of the foregoing, a spouse of any of the foregoing and the estate of any of the foregoing. Individuals related by the half blood or legal adoption shall be treated as if they were related by the whole blood.

SECTION 2. Article V, A/C Agricultural/Cluster Residential District, §170-501, Use regulations, Subsection B, Uses by special exception, shall be amended by the addition of the following subparagraph:

(8) Conversion of an accessory dwelling unit into a rental, in accordance with the provisions of §170-1619.

SECTION 3. Article VI, R-1 Residential District, §170-601, Use regulations, Subsection B, Uses by special exception, shall be amended by the addition of the following subparagraph:

(9) Conversion of an accessory dwelling unit into a rental, in accordance with the provisions of §170-1619.

SECTION 4. Article VII, R-2 Residential District, §170-701, Use regulations, Subsection B, Uses by special exception, shall be amended by the addition of the following subparagraph:

(8) Conversion of an accessory dwelling unit into a rental, in accordance with the provisions of §170-1619.

SECTION 5. Article XVI, Supplemental Regulations, new §170-1619, Conversion of an Accessory Dwelling Unit (ADU) into a rental, shall be added as follows:

§170-1619 Conversion of an Accessory Dwelling Unit (ADU) into a rental.

- A. Statement of intent. The intent of this section is to provide an alternative use for a structurally sound, approved, and permitted ADU whose occupancy was permitted only to **Related or Relative** persons as defined under §170-201. This section is also intended to increase the supply of smaller dwelling units and provide for a more efficient use of the existing housing stock, while protecting the character of sound, stable residential neighborhoods and preserving the basic character of dwellings that might otherwise become obsolete.
- B. Standards for conversion to residential rental use. An approved, permitted ADU, either existing on the effective date of this chapter or approved and permitted thereafter, may be converted into and used as a dwelling unit for rent, when approved as a special exception by the Zoning Hearing Board in accordance with the terms of Article XXI of this chapter and with the following stipulations:
- 1) The ADU may be located in the principal dwelling or in a structure which is accessory to the principal dwelling and is located on the same single-family residential lot.
 - 2) A detached ADU shall meet setbacks for an accessory structure for the zoning district in which it is located
 - 3) The minimum size of the ADU shall be 500 sqft, the maximum size shall be no greater than 50% of the footprint of the principal dwelling.
 - 4) The height of the ADU shall not exceed the height of the principal dwelling.
 - 5) There shall not be more than one accessory dwelling unit created on any single-family residential lot.
 - 6) One of the two dwelling units (either the principle or the accessory) shall be occupied by the owner of the property, or a family member of the owner of the lot on which both dwelling units are located.
 - 7) At least one paved off-street parking space shall be required for the accessory dwelling unit in addition to those required for the principal dwelling. The additional parking space(s) shall not be located within any required setback area.

- 8) Utility billing for the property shall remain under the name of the property owner.
- 9) No other alterations to the exterior of the structure shall be permitted unless necessary for health or safety reasons.
- 10) Except where public sewer is available, the applicant shall submit to the Township a permit for an on-site sewage disposal system issued by the Chester County Health Department, certifying that the sewage disposal facilities are adequate for the projected number of residents. Where the existing on-site system is found to be inadequate, by the Department, to serve the projected demand, no approval shall be given for the accessory dwelling unit until the system is improved to meet Health Department requirements and a permit is issued by the Department.
- 11) To ensure compliance with this chapter, a site plan shall be submitted, accurately drawn to scale, indicating the location and size of the existing and proposed dwelling units, parking areas and any proposed exterior alterations.
- 12) All accessory dwelling units in the Township shall be subject to the requirements of §170-2004, §170-2005 and §170-2006 relating to use and occupancy permits.
- 13) The Rental Dwelling Unit shall not be occupied by more than 1 family per dwelling unit, which shall consist entirely of individuals who are related to one another as defined under "Members of the same family".

SECTION 6. If any sentence, clause or section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or validity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Supervisor that this Ordinance would have been adopted had such unconstitutional, illegal, invalid sentence, clause, section or part thereof not been included herein.

SECTION 7. All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

SECTION 8. This Ordinance will be effective five (5) days after enactment.

ENACTED AND ORDAINED this _____ day of _____, 2019.

ATTEST:

WESTTOWN TOWNSHIP

Secretary

Scott E. Yaw, Chair

Mike T. Di Domenico , Vice Chair

Carol R. De Wolf, Police Commissioner



Carroll Engineering Corporation



March 22, 2019

Robert Pingar, Township Manager
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

Dear Rob:

Subject: Oakbourne Road Bridge Replacement – Westtown Township, Chester County, PA

Carroll Engineering Corporation has reviewed bids received on Thursday, March 14, 2019 for the subject bridge replacement project. We have prepared the attached Bid Tabulation for your information and records. A total of seven (7) bidders submitted bids.

The lowest base bid was submitted by Road-Con, Inc. of West Chester, PA, in the amount of **\$738,329.03**. Road-Con's bid is complete and mathematically correct, and they have the required PennDOT Prequalification for the work (copy attached). It should be noted the Engineer's Estimate for this project was \$750,000.00, and therefore, Road-Con's bid is considered competitive. Additionally, Road-Con has completed similar bridge replacement projects for various agencies including PennDOT and Municipalities in the past. Road-Con is not on the Pennsylvania Department of General Services Debarred Contractors List. With their bid, they have submitted their Non-Collusion Affidavit, Bid Security and Public Works Employment Verification Form (copies attached).

Based on the above, Carroll Engineering Corporation recommends award of the Base Bid to Road-Con, Inc., in the total amount of **\$738,329.03**.

Should you have any questions or would like to discuss this matter in further detail, please feel free to contact me at 215-343-5700, Extension 317 or jcoyle@carrollengineering.com.

Very truly yours,

CARROLL ENGINEERING CORPORATION

Justin M. Coyle, P.E.
Department Manager

JMC:dp

Attachments

cc: Thomas A. Gockowski, P.E., President, CEC
William N. Malin, P.E., CEC

Today's Commitment to Tomorrow's Challenges

Corporate Office:
949 Easton Road
Warrington, PA 18976
215.343.5700

630 Freedom Business Center
Third Floor
King of Prussia, PA 19406
610.489.5100

101 Lindenwood Drive
Suite 225
Malvern, PA 19355
484.875.3075

105 Raider Boulevard
Suite 206
Hillsborough, NJ 08844
908.874.7500



Solicitation - Bids

3/14/2019 11:04 AM Eastern

Solicitation Title: Oakbourne Road Bridge Replacement
 Number: Westtown Township, Chester County, PA
 Bids Due: 3/14/2019 11:00:00 AM Eastern
 Status: Pending Award

Visible to Vendors: Currently Visible | [Hide](#)

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[All Line Items](#)

Base Bid Totals by Vendor

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Company	Base Bid ▲
Road-Con, Inc.	\$738,329.03
column construction	\$770,776.60
JPS Construction Co	\$888,000.00
DOLI Construction Corporation	\$970,417.25
Construction Masters Services, LLC	\$994,965.00
Eastern Highway Specialists, Inc.	\$1,066,454.40
Baseline Contracting, Inc.	\$1,159,767.75

Bid Items

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Records Per Page ▼

Line Item	Type	Description	Unit Of Measure	Quantity	Extended Estimate Price	Estimate Source	Road-Con. Inc.	column construction	JPS Construction Co	DOLI Construction Corporation	Construction Masters Services, LLC	Eastern Highway Specialists, Inc.	Baseline Contracting, Inc.
1	BASE	Item 0203-0001, Class 1 Excavation	CY	516.0000			22,188.00	21,981.60	79,335.00	18,060.00	20,640.00	30,960.00	29,231.40
2	BASE	Item 0203-0004, Class 1B Excavation	CY	54.0000			4,050.00	3,140.10	26,568.00	2,430.00	2,592.00	8,154.00	3,834.00
3	BASE	Item 0212-0001, Geotextile, Class 1	SY	180.0000			207.00	900.00	2,214.00	720.00	630.00	1,494.00	1,800.00
4	BASE	Item 0311-0426, Superpave Asphalt Mixture Design, WMA Base Course, PG 64-22, 0.3 to < 3 Million ESALS, 25.0 MM Mix, 6" Depth	SY	501.0000			20,040.00	17,034.00	26,157.21	27,054.00	15,280.50	29,559.00	28,281.45
5	BASE	Item 0350-0106, Subbase 6" Depth (No. 2A)	SY	501.0000			6,613.20	8,216.40	12,324.60	4,008.00	7,264.50	12,525.00	19,539.00
6	BASE	Item 0411-0481, Superpave Asphalt Mixture Design, WMA Wearing Course, PG 64-22, 0.3 to < 3 Million ESALS, 9.5 MM Mix, 1-1/2" Depth, SRI -F	SY	668.0000			11,589.80	9,352.00	21,035.32	8,684.00	8,684.00	21,376.00	20,407.40

7	BASE	Item 0411-6450, Superpave Asphalt Mixture Design, WMA Binder Course, PG 64-22, 0.3 to < 3 Million ESALS, 19.0 MM Mix, 2-1/2" Depth	SY	501.0000	10,420.80	7,515.00	12,234.42	11,022.00	8,517.00	20,791.50	20,040.00
8	BASE	Item 0460-0001, Bituminous Tack Coat	SY	501.0000	501.00	1,503.00	430.86	125.25	1,252.50	1,703.40	1,653.30
9	BASE	Item 0491-0012, Milling of Bituminous Pavement Surface, 1-1/2" Depth, Milled Material Retained By Contractor	SY	170.0000	5,950.00	11,900.00	7,558.20	850.00	5,440.00	10,880.00	10,429.50
10	BASE	Item 0608-0001, Mobilization including SEPTA "Right of Entry" Agreement (see Appendices of Specifications)	LS	1.0000	40,000.00	40,000.00	42,345.51	75,000.00	51,000.00	53,350.00	92,797.00
11	BASE	Item 0610-7002, 6" Pavement Base Drain	LF	301.0000	6,501.60	14,568.40	18,511.50	3,612.00	10,535.00	8,729.00	3,311.00
12	BASE	Item 0615-0040, Subsurface Drain Outlet Endwall	EA	2.0000	1,616.00	800.00	4,920.00	800.00	2,200.00	2,200.00	1,100.00
13	BASE	Item 0615-0066 66" Red Subsurface Drain Outlet Marker	EA	2.0000	128.00	120.00	132.84	100.00	120.00	138.00	118.00
14	BASE	Item 0619-0477, SKT-SP (End Treatment)	EA	2.0000	11,400.00	11,900.00	20,418.00	12,000.00	18,400.00	11,000.00	18,260.00
15	BASE	Item 0620-0015, Thrie-Beam to Vertical Wall Bridge Barrier Transition	EA	2.0000	11,400.00	13,800.00	30,627.00	20,000.00	28,000.00	11,000.00	27,390.00
16	BASE	Item 0620-0503, Remove Existing Guide Rail (Contractor's Property)	LF	2.0000	200.00	1,250.00	2,460.00	200.00	800.00	60.00	220.00
17	BASE	Item 0620-0594, PA Structure Mounted Guide Rail	LF	50.0000	29,750.00	33,250.00	22,447.50	12,500.00	20,000.00	28,650.00	22,572.50
18	BASE	Item 0620-1600, Type 31-S Guide Rail	LF	50.0000	4,000.00	3,000.00	7,380.00	5,750.00	6,750.00	3,850.00	6,600.00
19	BASE	Item 0630-0001, Plain Cement Concrete Curb	LF	311.0000	18,660.00	18,069.10	30,602.40	24,880.00	18,660.00	15,083.50	15,394.50
20	BASE	Item 0845-0001, Unforeseen Water Pollution Controls (Must Be \$3,000.00)	PDA	1.0000	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
21	BASE	Item 0850-0024, Rock Lining, Class R-6 (Choked with R-3)	SY	42.0000	9,660.00	7,392.00	20,664.00	4,200.00	5,040.00	10,080.00	12,772.20
22	BASE	Item 0901-0001, Maintenance and Protection of Traffic	LS	1.0000	10,000.00	4,100.00	7,134.00	8,500.00	4,600.00	5,800.00	7,760.00

Memo

Date: February 22, 2019

To: East Bradford Township Board of Supervisors
East Goshen Township Board of Supervisors
West Goshen Township Board of Supervisors
West Whiteland Township Board of Supervisors
Westtown Township Board of Supervisors
West Chester Borough Council

From: Rick Smith, East Goshen Township Manager

Re: Energy Transition Plan

By way of background, in November 2018, the WCACOG approved the issuance of a RFP for Renewable Energy Planning services. The RFP was a request for a consultant to develop an Energy Transition Plan to achieve 100% renewable electricity by 2035 and 100% renewable energy for all uses by 2050.

The RFP was issued in December and proposals were due on February 4, 2019. The WCACOG received proposals from the following firms:

- Amerex Energy - Sugar Land, TX (Office in West Chester)
- Cadmus Group - Boston, MA
- Enel X – Boston, MA
- NEWR Energy - Bethesda, MD (office in Philadelphia)
- Optimal Energy - Hinesburg, VT
- Pennoni-Krug – West Chester, PA
- ProtoGen Energy Aligned - Quakertown, PA
- Synapse Energy Economics – Cambridge, MA
- Practical Energy Solutions - West Chester, PA - expressed interest in the project but did not submit a proposal since their Vice President, Dianne Herrin, is also the Mayor of West Chester

Prior to the receipt of proposals, Thornbury Township indicated that they did not want to participate in this project.

A review team consisting of the municipal managers and three representatives from the Chester County Clean Energy Leaders reviewed the proposals and interviewed (via a video conference) three of the firms that submitted proposals.

The review team recommended that the WCACOG accept the proposal from Cadmus Group LCC in the amount of \$75,000. Cadmus has developed an energy transition plan for King County in Washington and is in the process of developing a plan for Buncombe County in North

Carolina, which includes the city of Asheville. They provide technical assistance to the DVRPC for their Solar Ready II project and worked on projects for the U.S. Department of Energy.

At their meeting on February 21, 2019, the WCACOG approved a motion to accept the proposal from Cadmus in the amount of \$75,000, with the cost to be apportioned based on population:

	Population	Percentage		
East Bradford	10,038	9.97%		\$7,475
East Goshen	18,339	18.21%		\$13,656
West Chester B.	19,842	19.70%		\$14,775
West Goshen	23,137	22.97%		\$17,229
West Whiteland	18,450	18.32%		\$13,739
Westtown	10,913	10.84%		\$8,126
Total	100,719	100.00%		\$75,000

The WCACOG is comprised of an elected official from each of seven municipalities in the West Chester region. Under the terms of the inter-municipal agreement that created the WCACOG, the governing body of each of member municipality must specifically approve participation in any WCACOG project. Accordingly, in order for each of your respective municipalities to participate in this project, an affirmative vote of your respective governing body is required.

The next WCACOG meeting is scheduled for April 25, 2019, so we would appreciate receiving your decision by that date.

Attached is a synopsis of the project, along with an excerpt from the proposal from Cadmus.

ENERGY TRANSITION PLAN

This project will result in the creation of an Energy Transition Plan (“the Plan”) with a goal of 100% renewable energy electricity by 2035 and 100% renewable energy for all uses by 2050 in a fair and inclusive transition process. It should be noted that this project is intended to not only affect municipal operations, but rather all uses, including residential, commercial, business, industrial, educational, retail, and transportation.

Cadmus has broken the project into five tasks which are summarized below:

Task 1 – A kickoff meeting (via video conference) with members of the WCACOG to provide Cadmus with a better understanding of our objectives, stakeholder engagement, and the schedule for the Plan.

Task 2 - The creation of an advisory group that will include a representative from each municipality, a representative from the DVRPC, other representatives as determined by WCACOG, and eight stakeholders from the West Chester area. Cadmus will interview the stakeholders to obtain their input on how to address their specific needs and challenges. A community visioning session will be held to solicit input from the general public. A website will be created to provide information to the public on the project. A summary of the results will be compiled for use by the advisory group.

Task 3 – Cadmus will compile a list of policies based on the stakeholder interviews and community visioning session, and for each policy, identify and assess the various barriers and opportunities that exist for its implementation. They will then prepare a policy summary matrix that will summarize the above information. Cadmus will also identify up to eight sites that may be suitable for renewable energy or energy storage.

Task 4 – Cadmus will identify the current mix of electric power sources for the West Chester area. A business-as-usual forecast of the electric power mix will be developed for use as a baseline. The impacts of the various policies identified in Task 3 will be modeled to determine the expected energy, financial, and economic impacts on this baseline. The various policies will be analyzed and grouped as appropriate, and Cadmus will prepare a memo summarizing the above information and how it helps to achieve the 100% renewal energy goal.

Task 5 – The final Plan, including short-, medium-, and long-term objectives will be developed. Specific action items will be identified for the short- and medium-term objectives. Generalized steps will be identified for the long-term objectives. Cadmus will present the plan at a public meeting.

Attached are the applicable pages from their proposal.

3. Approach to Project

The following section describes the Cadmus team’s approach to accomplishing the tasks laid out by West Chester Area Council of Governments (WCACOG) in its RFP. The West Chester Area Council of Governments, representing West Chester Borough and the townships of East Bradford, West Whiteland, West Goshen, East Goshen, Westtown, and Thornbury, will hereby be referred to as *WCACOG*, and the multi-jurisdictional area it represents will be referred to as *the West Chester Area*.

Task 1. Kickoff Meeting

At the outset of the project, the team will first conduct a scoping call with WCACOG to further hone the scope of the project together and to better understand the regional vision, objectives, and constraints. The scoping call will include WCACOG’s preferences on key aspects of the project including the breadth and depth of the stakeholder engagement process, project schedule, deadlines for key deliverables and the timing of regular check-ins.

Key Deliverables:

- Kickoff call with WCACOG
- Finalized scope of work
- Gantt chart

Task 2 - Stakeholder and Community Engagement

Task 2a. Project Advisory Group Formation and Intake Interviews

To obtain feedback from key stakeholders in the West Chester Area, Cadmus will work with WCACOG to assemble an advisory group. This core working group will be comprised of a representative from each city, along with at large representatives from the DVRPC and potential additional members as suggested by WCACOG. The Project Team will call on this advisory group to provide critical input and feedback throughout the Renewable Energy Planning process.

As part of its initial outreach, the Project Team will conduct up to eight individual “intake interviews” with these advisory group members. The intake interviews will focus on understanding directly from key stakeholders their priorities, concerns, and preferences for renewable energy implementation. Furthermore, it will allow the Project Team to understand perspectives from members of each of the seven communities. The individualized nature of the interviews will allow for insights to be shared that might not otherwise be discussed at a meeting with additional stakeholders. These conversations can serve to build initial stakeholder support as well as demonstrate inclusion by inviting stakeholders to interview who may not be strong supporters of the renewable energy plan. It can allow stakeholders to air their concerns in a format that will not detract from a larger group discussion. Overall, the intake interviews will inform the development of the materials for the Advisory Group Meeting (Task 2b).

Task 2b. Advisory Group Meeting

The Project Team will meet in-person with WCACOG, and selected stakeholders (potentially Advisory Group). This meeting would involve reviewing the agenda for the broader Community Visioning Workshop and to solicit detailed feedback from members on discussion topics in advance of the

Community Visioning Workshop. A key conversation will be confirming WCACOG’s energy goals, which will involve defining what methods of generation will count as renewable. The small group meeting will also serve as an initial opportunity for the Project Team to identify preferences and common barriers shared by the seven communities. The small group would discuss topics likely to be raised by attendees at the broader meeting and strategize as to how to frame the conversation most productively. Holding this meeting in advance of the public workshop will allow the Project Team to review material with the advisory group before making a full public presentation and will allow for a more detailed discussion as a small group.

Task 2c. Community Visioning Workshop

Later in the day (likely in the evening to allow for greater community attendance), WCACOG and Project Team would hold a launch meeting in a central location with community, and advisory group members. This professionally-facilitated workshop will seek to identify different community perspectives on municipal energy goals and priority, and to discuss the community’s specific needs, challenges, and goals for the project. Holding this stakeholder meeting at the outset of the project will ensure the team can best align tasks with goals. Discussion questions and presentation topics will be developed with WCACOG in advance of the meeting.

At the stakeholder workshop, a group visioning exercise will guide the process for establishing a community-wide vision for achieving the WCACOG’s Renewable Energy Targets. Preliminarily, discussion topics will include:

- **Priorities:** *What are the group’s key drivers and priorities for renewable energy implementation?* Communities are motivated to transition to 100 percent renewable energy utilization for a variety of reasons. Identifying which one or more of these are key drivers is a critical step in determining the most effective path for implementation of renewable energy for the community. For instance, a few potential priorities may include reducing energy costs, reducing GHG emissions, and strengthening local economic development.
- **Collective Vision of Success:** *What tangible changes would be evident in our community if WCACOG were achieved its 100 percent renewable energy goals?* This might include increased financial strength (e.g. average reduction in energy bills for households and businesses), greater resilience (fewer power outages during storms), and economic or other co-benefits (local energy jobs).
- **Obstacles:** *What have been obstacles to renewable energy implementation thus far? What would mitigate these obstacles?* This may include policy constraints, stakeholder opposition, or other challenges. Clarifying these upfront allows the community and Project Team to learn from past pitfalls and focus efforts on moving forward.

Following this round of stakeholder engagement, the Project Team will prepare a memo that summarizes the findings from the intake interviews, Advisory Group Meeting, and Community Visioning Workshop and identify how these outputs will inform later tasks.

Task 2d. Ongoing Public Education and Outreach Support

The Project Team will develop a simple project website to house outreach materials and deliverables, which will serve to keep the community updated after the community meeting. Cadmus will make regular updates to this website, describing project progress and posting interim task deliverables.

Members of the Project Team will also be available to call in to public or stakeholder meetings as appropriate to support WCACOG members in updating community members and elected officials on progress.

Key Deliverables:

- Eight individual intake interviews
- In-person Advisory Group Meeting
- Community Visioning Meeting
- Memo summarizing findings from interviews, Advisory Group Meeting, and Community Visioning Workshop
- Project website and outreach materials

Task 3. Policy Options and Barriers Analysis

Task 3a. Compilation of Policy Options

Based on the initial community visioning workshop with WCACOG, as well as Cadmus’ prior work with municipal governments nationwide, the Project Team will compile a list of strategy options that were either directly identified by WCACOG and other relevant stakeholders or are based on best practices that could align with WCACOG’s goals.

Based on its *Pathways to 100* report and prior local energy planning projects, Cadmus has developed a preliminary list of more than two dozen actions that may be included in such a roster of potential policy actions across multiple technologies. Actions included may include, for example, direct use of municipal legal authority, use of the city’s convening abilities or the creation of community-based programs, partnerships with utility or state organizations to implement innovating tariff, financing, or incentive programs, transportation electrification or demand management strategies, and other emerging local government policy strategies. The Project Team will revise the resulting list based on stakeholder feedback and WCACOG’s interests to develop a custom set of policy options for evaluation in this effort.

The Project Team will look at options that deploy the hard powers of WCACOG member governments — options to use city resources to act locally and to use city authority to require local action. This will include exploring opportunities for collaboration with other parties to act regionally or statewide, including engagement of county or state government to take steps to allow for greater action, and cooperation with legislators, regulators, or agency staff.

Task 3b. Barriers and Opportunities Assessment

For each policy or program option of interest, the Project Team will assess the feasibility and expected impacts of such an effort within Pennsylvania’s policy and regulatory structure. The research will be specific to Pennsylvania’s energy context, drawing on our extensive experience with state municipalities and utilities, and the regional expertise of the Advisory Staff. The project team will conduct desk research to evaluate relevant barriers and opportunities, consulting regional installation databases, integrated resource plans, and other independent studies where available. Considerations for the barriers and opportunities research may include the type and scale of each action and strategy, and county cost-effectiveness and general effectiveness (low to high) and feasibility of the policy options.

This work will be done in consultation with the project advisory group to provide additional insights related to key barriers, potential existing gaps, and opportunities for continued renewable energy penetration. The Project Team will coordinate with WCACOG to conduct outreach to key stakeholders and will utilize the deep local knowledge of its project partners to ensure that local policy issues are reflected in the assessment of barriers and opportunities.

Based on this assessment, the Project Team will develop a policy summary matrix which provides qualitative descriptions of the feasibility, scalability, and impact of various policy options. The Project Team will share the list of potential strategies and policy matrix with the Advisory Group.

Task 3c. Potential Renewable Energy and Energy Storage Site Identification

Informed by stakeholder conversations, the Project Team will identify and compile a short list of potential sites for renewable energy or energy storage site development. The Project Team will conduct high-level pre-feasibility assessments for up to eight sites, taking into account factors such as available land area, proximity to power lines, and other factors informing site feasibility. Given budget constraints, our team anticipates that this study will be high-level. However, our team does provide no-cost technical assistance through the U.S. Department of Energy's SolSmart program. If WCACOG communities are interested in pursuing a more in-depth feasibility analyses solar specifically, our team can provide this type of technical assistance through the SolSmart program.

Key Deliverables:

- Memo detailing potential policy options including barriers
- Strategy analysis matrix comparing the options
- Pre-feasibility assessment of eight sites

Task 4. Policy Impact Modeling

In Task 4, the Project Team will identify the likely energy and financial impacts of a set of programs of interest to the West Chester Area, as well as a range of scenarios that reflect high concentrations of renewable energy and their associated costs.

The Project Team will first conduct research on the current mix of electric power sources for the West Chester Area, and develop a business-as-usual forecast of likely changes in electric power mix during the planning period.

From this baseline, the Project Team will assess the likely energy impacts (as well as the associated greenhouse gas emissions reductions) of each strategy selected in Task 3 above towards WCACOG's renewable energy goal, as well as the potential direct costs and benefits to the communities associated with each opportunity. The Project Team can draw on its existing database of local government policy impacts, as well as its existing city energy model, to conduct this work efficiently.

Following this analysis, the Project Team will present and discuss these results with the Advisory Group and would develop one or several packages of policy actions items which could be combined to comprise a renewable energy transition plan.

For each policy package, Cadmus will then create a wedge analysis which displays the results of this energy impact assessment and which discussed the contribution that each specific action within a policy

scenario would have in bringing WCACOG toward its renewable energy goals. Cadmus will provide an analysis memo to synthesize the results of this analysis, and characterize the expected energy, and economic impacts of each policy and package.

Key Deliverables:

- Analysis memo summarizing (1) each community’s current energy mix and expected baseline power mix forecast, (2) policy actions and scenarios selected for quantitative impact assessment, (3) expected energy, financial, and economic impacts of various policy actions and scenarios, and (4) wedge analysis demonstrating progress towards 100% renewable energy goal of each policy scenario

Task 5. Renewable Energy Plan Development

Based on the outcomes of the above research tasks and stakeholder feedback, the Project Team (with the advice and review of the Advisory Group) will develop a roadmap for WCACOG’s renewable energy goals. This plan will use the conclusions of the policy research and community planning process to identify actions of broad interest in the West Chester Area and utilize the results of the impact assessment and feasibility study to identify the projected energy impacts, costs, and savings of these actions. The process for input on the plan will have the following major steps:

- **High-level plan:** The Project Team will identify the strategies from the matrix that best align with local goals. For each strategy selected, the team will identify key steps in execution and produce a summary document that outlines the major strategies and associated action steps.
- **Input from City and Community Advisory Group:** The Project Team will share the high-level summary document with the Community Advisory Group to ensure that the overall direction aligns with local needs and challenges.
- **Full action plan:** The Team will make final adjustments to the high-level plan based on input from the Advisory Group and compile a full action-plan for WCACOG’s transition to utilizing 100 percent renewable energy will include short-, medium-, and long-term opportunities. Long-term opportunities will summarize high-level steps needed to create the environment to move forward with increasing renewable energy sources (e.g. establishing an on-going commitment from a broadened Advisory Group, passing additional local legislation). The short- and medium-term levels will provide action-steps for the selected strategies such as directed guidance on engaging residents, securing funding, and adjusting program policies.
- **Community presentation: Following the completion of the full action plan, the team will deliver an in-person presentation of final results in a public meeting in the West Chester area. The project team will work with WCACOG members and the community advisory group to promote the meeting and invite community participation.**

Upon review of the action plan by the WCACOG and key stakeholders, the Project Team will address any feedback and develop a final deliverable. The project will conclude with an in-persona—remote presentation to present the final results and recommendations.

Key Deliverables:

- A final Renewable Energy Transition Plan for WCACOG area, including short-, medium-, and long-term goals
- A final public presentation WCACOG and advisory group members of the full action plan

Proposal to Provide Renewable Energy Planning Services to West Chester Area Council of Governments

February 19, 2019

Revised Cost Proposal

The Project Team proposes to deliver the scope of work above for a budget (including labor and expenses) of \$75,000. Cadmus proposes offering each task at a fixed price amount. A budget by task is provided in Table 1 below. The Team proposes for two Cadmus staffers to attend the in-person meetings with WCACOG.

Table 1 Proposed Budget

Task	Budget
Task 1: Kickoff Meeting	\$600
Task 2: Stakeholder and Community Engagement	\$22,500
Task 3: Policy Options and Barriers Analysis	\$16,200
Task 4: Policy Impact Modeling	\$12,000
Task 5 Renewable Energy Plan Development (including in-person final presentation)	\$21,600
Travel Expenses (two trips)	\$1,800
Workshop Refreshments and Materials (two trips)	\$300
Total	\$75,000

The set of activities and tasks proposed by the project team do not easily scale with the number of communities that would participate in a community energy planning effort. Therefore, the Project Team proposes the same basic cost structure regardless of the number of participating communities.

EGG HIKE AT OAKBOURNE PARK

SATURDAY, APRIL 13, 2019
10:00 a.m. to noon*

BYO basket, grab a map at the park pavilion, and hit the trails at Oakbourne Park to locate egg pick up stations. All ages are welcome. Keep your eyes peeled along the way for hidden golden eggs with special prizes!

Cancelled if raining.

**Hosted by the Westtown Township
Parks & Recreation Commission**

***or while supplies last.**



Streams Cleanup

Register before March 25 and receive a



Streams Cleanup T-shirt

22ND ANNUAL CRC STREAMS CLEANUP

SATURDAY, APRIL 13, 2019 9:00 - 11:30 A.M.

REGISTER ONLINE

34 SITES TO CHOOSE FROM
CRCWATERSHEDS.ORG

Register before March 25 and receive a

Streams Cleanup T-shirt

Check Register

Westtown Township

29-Mar-19

From: 19-Mar-19 To: 01-Apr-19

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
Bank Account: 1 GENERAL FUND					
14865	3/21/2019	178	CCATO (CC Assoc of Townsh	\$455.00	O
14866	3/21/2019	7129	County Lines Magazine	\$550.00	O
14867	3/21/2019	225	DELCHESTER PUBLIC WOR	\$55.00	O
14868	3/21/2019	7185	Eastern Salt Company Inc	\$12,744.39	O
14869	3/21/2019	1061	McCormick Taylor	\$21,823.08	O
14870	3/21/2019	153	Rothwell Document Solutions	\$72.10	O
14871	3/21/2019	860	TrueNet, Inc	\$120.00	O
14872	3/21/2019	1041	Fulton Financial Advisors	\$1,000.00	O
14873	3/28/2019	5	Brandywine Conservancy - EM	\$2,630.00	O
14874	3/28/2019	6171	C.V.D.A	\$330.00	O
14875	3/28/2019	7185	Eastern Salt Company Inc	\$10,136.78	O
14876	3/28/2019	989	Ecolab	\$102.50	O
14877	3/28/2019	214	Francis Hall Insurance & Risk	\$425.00	O
14878	3/28/2019	7196	GreatAmerica Financial Svcs	\$46.00	O
14879	3/28/2019	492	H. A. Thomson Co.	\$1,611.00	O
14880	3/28/2019	5507	Karen Marshall	\$369.42	O
14881	3/28/2019	5738	StrategicLink Consulting, LLC	\$1,500.00	O
Bank Total:				\$53,970.27	
Bank Account: 8 WASTEWATER FUND					
3310	3/21/2019	936	DECKMAN ELECTRIC, INC.	\$1,200.00	O
3311	3/21/2019	5666	M&B Environmental, Inc.	\$2,980.13	O
3312	3/21/2019	862	Pipe Xpress, Inc.	\$171.92	O
3313	3/22/2019	5824	PECO Energy Company	\$2,694.75	O
3314	3/28/2019	6468	Carroll Engineering Corp	\$10,087.34	O
3315	3/28/2019	1196	McGovern, Inc.	\$1,651.20	O
3316	3/28/2019	820	PIPE SERVICES CORPORAT	\$660.00	O
3317	3/28/2019	1164	Univar USA, Inc.	\$3,088.08	O
3318	3/28/2019	967	USABlueBook	\$981.04	O
Bank Total:				\$23,514.46	
Bank Account: 18 CAPITAL PROJECTS FUND					
1161	3/28/2019	889	AMERICAN WINDOW TREAT	\$925.00	O
1162	3/28/2019	6468	Carroll Engineering Corp	\$5,594.50	O
1163	3/28/2019	405497	GM Mechanical Inc.	\$20,986.00	O
1164	3/28/2019	405769	Your Office Connection	\$6,876.50	O
Bank Total:				\$34,382.00	
Total Of Checks:				\$111,866.73	