



THE COUNTY OF CHESTER



COMMISSIONERS

Josh Maxwell
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Matthew J. Edmond, AICP
Executive Director

PLANNING COMMISSION

Government Services Center, Suite 270
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(610) 344-6285 Fax (610) 344-6515

MINUTES: Regular Monthly Meeting
Chester County Planning Commission

Hybrid – GSC Suite 351E
March 12, 2025

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

MEMBERS PRESENT VIA ZOOM: Doug Fasick; Frank Furman; Molly Morrison.

STAFF PRESENT IN PERSON: Matthew Edmond, Executive Director; Carol Stauffer, Assistant Director; Carolyn Conwell; Geoff Creary; Beth Cunliffe; Bambi Griffin Rivera; Rachael Griffith; Libby Horwitz; Gene Huller; Nancy Shields; Brian Styche.

STAFF PRESENT VIA ZOOM: Chris Bittle; Steve Buck; Elise Davis; Angela Dracup; Richard Drake; Paul Farkas; Kevin Myers; Carolyn Oakley; Chris Patriarca; Patty Quinn; Elle Steinman; Sally Warren.

VISITORS PRESENT IN PERSON: None.

VISITORS PRESENT VIA ZOOM: Jerome Donohue.

CALL TO ORDER:

The regular monthly meeting of the Chester County Planning Commission held in person at the Government Services Center Suite 351E and via Zoom audio/video on Wednesday, March 12, 2025 was called to order at 2:02 P.M. by Chair Nate Cline.

PUBLIC COMMENT: None.

ACTION ITEMS:

Approval of Meeting Minutes:

A MOTION TO APPROVE THE MINUTES FOR THE FEBRUARY 12, 2025 MEETING OF THE CHESTER COUNTY PLANNING COMMISSION WAS MADE BY MR. HAMMOND, SECONDED BY MR. WRIGHT, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Approval of 2024 Annual Report:

A MOTION TO APPROVE THE CHESTER COUNTY PLANNING COMMISSION 2024 ANNUAL REPORT WAS MADE BY MR. HEABERG, SECONDED BY MS. COSENTINO, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Act 247 Reviews:

Subdivision and Land Development Reviews:

A MOTION TO APPROVE THE TEN (10) SUBDIVISION AND LAND DEVELOPMENT REVIEWS WAS MADE BY MR. WRIGHT, SECONDED BY MS. COSENTINO, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Mr. Hammond recused himself from the following applications: LD-01-25-18373; LD-12-24-18350.

Mr. Cline recused himself from the following applications: LD-12-24-18359; LD-01-25-18373.

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

A MOTION TO APPROVE THE THIRTEEN (13) COMPREHENSIVE PLAN, ZONING AND SUBDIVISION ORDINANCE AMENDMENT, AND MISCELLANEOUS REVIEWS WAS MADE BY MR. HAMMOND, SECONDED BY MS. MORRISON, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Mr. Cline recused himself from the following applications: ZA-01-25-18381; SA-02-25-18417; ZA-02-25-18410.

Act 537 Reviews:

A MOTION TO APPROVE THE FOUR (4) MINOR ACT 537 REVIEWS WAS MADE BY MR. HEABERG, SECONDED BY DR. FASICK, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Mr. Cline recused himself from the following application: Coatesville City, Brandywine View, 16-1-14.

Ms. Cosentino recused herself from the following application: Coatesville City, Brandywine View, 16-1-14.

Mr. Hammond recused himself from the following application: Coatesville City, Brandywine View, 16-1-14.

DISCUSSION AND INFORMATION ITEMS:

Community Planning Division Update:

Ms. Griffin Rivera displayed the February municipal assistance projects map noting that there are 17 active single municipal projects and three active multi-municipal projects. Ms. Griffin Rivera reported on two of the 17 single municipal active projects noted on the map: Borough of Downingtown's Parking Study; and the Phoenixville Zoning Ordinance.

Next, Ms. Griffin Rivera announced the following dates for the 2025 VPP Cash Grant Round One: February 3 – grant round opened; March 17 – pre-application meeting deadline; March 21 – grant applications due by 4pm; and May 14 – grant awards announced.

Ms. Griffin Rivera went on to announce that CCPC attended the Community Revitalization Program (CRP) workshop held by the Department of Community Development. CRP's 2025/2026 \$5 million award cycle is open to the 15 urban centers and the City of Coatesville. Ms. Griffin Rivera reported that Atglen Borough Hall Park received a CRP award in the past.

Lastly, Ms. Griffin Rivera gave an update on the Heritage Interpretive Network project.

Ms. Horwitz reported on the 2024 Non-Residential Construction Report noting the following major takeaways: non-residential construction is consistent annually; new square feet increased in 2024 compared to 2023; fewer projects in 2024 than in 2023; average size of projects increased in 2024 compared to 2023; and commercial and institutional was the largest for the second year in a row. Ms. Horwitz noted the municipalities that had the following square footage from 2016-2024: over 500,000 sq ft; 250,000 - 500,000 sq ft; and 100,000 - 250,000 sq ft. Lastly, Ms. Horwitz highlighted the top four non-residential major projects with the most square footage constructed in 2024.

Sustainability Division Update:

Ms. Griffith reported that the 2025 Chester County Sustainability Summit and Expo is confirmed for Saturday, May 17 at West Chester University from 10-2 pending a signed contract. CCPC is currently soliciting vendors and sponsors for the event. Attendee registration will open in the next couple of weeks.

Next, Ms. Griffith reported that tasks are being worked on to launch the Open Space Accelerator mini-grant program this July. This program will use DCNR funding to provide small grants to municipalities to create plans to implement their top open space priorities. North Coventry Township will be the pilot for the program's scope of work.

Ms. Griffith went onto to report that an application is being prepared for the DCNR's C2P2 program to prepare a county-wide Tree Canopy Plan. In support of the Climate Action Plan, the purpose of this plan would be to develop county-level planning and policy guidance for strategically expanding the tree canopy and improving the health of the existing tree canopy. The Keystone Ten Million Trees program which provides landowners with free trees and shrubs is ending this year. The Conservation district is thinking of ways to keep up a source of free trees.

Lastly, Ms. Griffith reported that CCPC sent out a survey to municipalities to obtain information on litter issues in the county, existing volunteer groups, and opportunities for beautification. This information will be compiled into a summary report, shared with survey respondents, and will help

inform Keep Chester County Beautiful's future initiatives and priority areas. A litter action plan template will be created for municipalities.

Multimodal Transportation Division Update:

Mr. Styche reported that PennDOT held a Public Open House for the Downingtown Station project at the Downingtown Borough Hall Annex on February 5th. This event was very well attended. The early action work to be performed in 2025 will include track and overhead catenary work in the first half of the year with other PECO and Comcast utility relocation work in the second half of the year. Station/Bridge construction is scheduled to begin in 2026 and be completed in 2029. More information on this project can be found on their [website](#). You may also see what boards were presented at the [Open House](#).

Next Mr. Styche reported on the PA DCED Act 13 and Multimodal Transportation Fund awards. The Act 13 Awards for Chester County recipients totaled \$638,283. Chester County projects received awards in following programs: Flood Mitigation; Greenways, Trails, and Recreation; and Watershed Restoration and Protection. The Multimodal Transportation Fund Awards for several Chester County recipients totaled \$4,002,000.

Lastly, Mr. Styche noted that CCPC's internal Transportation Improvement Inventory has started, the Municipal Transportation Improvements Funding guide will be started soon, and construction bids for CVT 4a have been received.

Design and Technology Division Update:

Mr. Creary, in the monthly overview of review submissions, noted that development reviews are lower this month for both residential lots and non-residential square footage numbers.

Next, Mr. Creary recognized the D&T teams' accomplishments: GIS team's upgrade of the Chester County Trailfinder program to an experience builder enabling users to filter trail information; and the Graphics team's Recommended Tree List for Chester County brochure and the development of CCPC's 75th Anniversary logo.

Director's Report:

Mr. Edmond reported on the following: the Historic Preservation Network's leadership luncheon will be held this Saturday at the GSC, 9:30 am; Elise Davis, a Community Planner II, is leaving the Planning Commission; the current Community Planner III position will be readvertised; the 2024 Annual Report will be posted on CCPC's website; Landscapes3 five year trends report is currently posted on CCPC's website; and the board was asked to bring ideas to help celebrate the Planning Commission's 75th Anniversary to the April board meeting.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN AT 3:09 PM WAS MADE BY MR. WRIGHT, SECONDED BY MS. COSENTINO, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Respectfully submitted,

A handwritten signature in black ink that reads "Matthew J. Edmond". The signature is written in a cursive style with a large, stylized "M" and "E".

Matthew J. Edmond, Executive Director
Chester County Planning Commission

MJE/ncs