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MEETING NOTES

Project: **Media Borough Comprehensive Plan** Project No.: **12082.10**

Location: **Media Borough** Meeting **1/8/13**
Date/Time: **4:00 PM**

Topic: **Kickoff Meeting** Issue Date: **4/26/2013**

IN ATTENDANCE:

Kent Davidson, Borough Council
Sam Haber, Delaware County
Brian Hall, Borough Council
Jim Jeffery, Borough Code Enforcement Director
Justin Keller, Simone Collins (SC)
Jeff Smith, Borough Manager
Peter Simone, SC
Eric Stein, Borough Council
Michael Swidrak, Delaware County
Karen Taussing-Lux, Borough Grant Administrator

NOTES:

1. Jim J. provided an update to SC regarding the Wawa application recently canceled by the developer. He mentioned that the sketch plan was reviewed by a community action committee. The Borough needs more tools to informally review development applications – similar to a sketch plan.
2. Jim J. added that the existing maximum building height restrict most buildings to three stories. Developers have mentioned that they need four stories of residential over first floor for mixed-use for commercial developments to be to be viable.
3. SC has downloaded the 2005 comprehensive plan.
4. Correspondence: All emails will be directed to Jeff S. with carbon copies to Brian S., Sam H. and Karen T. All correspondence to Simone Collins should copy both Pete S. (psimone@simonecollins.com) and Justin K. (jkeller@simonecollins.com).
5. It was agreed that committee meetings will be held 6:00PM the first Tuesday of each month.
6. The addition of committee member representatives from the EAC, PC, Borough Authority, and residents were suggested.
7. Pete S. suggested advertising committee meetings so they are open to the public. This strategy allows public representatives to be somewhat self-selecting.

8. The following focus group participants were suggested: HARB, Business Authority and transportation interests.
9. **SC requests that all committee member selections and focus group participants be finalized by February 1st.**
10. The following dates are suggested for the public meetings starting at 7:00 PM:
 - April 10 – Analysis Findings / Programming
 - September 17 – Initial Concepts / Direction
 - November 7 (Borough Council Workshop Meeting. Invite PC?) – Draft Plan
 - December 19 (Borough Council Meeting) – Final Plan Adoption

Committee to confirm dates above ASAP. Once confirmed, SC will assist the Borough with publicizing the meetings through a press release and meeting flyers.

11. SC suggested incorporating a joint presentation to the Planning Commission/ Borough Council for the final two public meetings.
12. Peter S. mentioned that the public survey is intended to be qualitative. **SC to review draft survey questions with the committee on 2/5/13**
13. A committee member requested that capital improvements (10-year plan) for technology be incorporated into the citizen survey.
14. SC will send the Draft Comprehensive plan to adjacent municipalities for their review. SC will also reach out to Upper Providence to discuss their land use plans for the area around the SEPTA station.
15. SC will review zoning, SALDO and (green) building codes and offer recommendations.
16. A member in attendance mentioned that the Delaware County Energy plan is soon final and should be incorporated into Media's Comprehensive Plan. **Michael S. to send draft of County Energy Plan to SC.**
17. Jim J. mentioned that emergency service costs could negatively affect the borough's reserves in the future. The plan should analyze and address these costs and needs.
18. SC will coordinate with the County to divide tasks for the project. This will be presented for committee consideration on 2/5/13.
19. SC to review with the committee on 2/5/13 a study comparing the density of Media to similar boroughs in our region.
20. The CBDG grant will cover County professional fees and DVRPC grant will cover SC professional fees.
21. The committee asked the consultants to analyze and recommend locations for gateways in the comprehensive plan and provide tools so gateways can be provided as a part of private development.

This report represents the Professional's summation of the proceedings and is not a transcript. Unless written notice of any correction or clarification is received by the Professional within ten days of issue, the report shall be considered factually correct and shall become part of the official project record.

A handwritten signature in black ink, appearing to read "P. M. Simone". The signature is stylized with a large initial "P" and "S".

Peter M. Simone, RLA, FASLA
President

A handwritten signature in black ink, appearing to read "Justin M. Keller". The signature is written in a cursive style.

Justin M. Keller
Township Planner