

Dover Township/Dover Borough Joint Comprehensive Plan JCPAC Meeting Minutes for November 22, 2005 Meeting

1. Meeting Attendees

Meeting attendees are identified on the attached sign-in sheet.

2. Introductions and Project Overview & Schedule

- *JCPAC Members will provide an introduction and identify their purpose for participating as a member of the committee.*
- *Staff and Consultant Team (JMT) will provide an introduction.*
- *Review of JCPAC Meeting Schedule and Format*

JMT provided an overview of the project and revised schedule for the project. Each member of the committee received a three-ring binder with information about the project. Additional information will be circulated at each meeting. Members are encouraged to bring their notebooks to each meeting and keep them updated with information that will be circulated throughout the project development process. Committee members are expected to attend monthly committee meetings and participate in public meetings.

3. 7:30 PM – 8:00 PM Presentation of Existing Conditions

- *Draft Existing Conditions Report – Presentation of Maps, Figures, Tables and Information*
- *Discussion & Identification of Other Sources of Information*

JMT circulated a draft existing conditions report with some initial information. The report was incomplete and areas under development were identified. This report contained no maps. JMT will prepare maps for the update of the report and for use in future discussions of various planning topics. The following is a listing of source documents that were identified during the discussion of existing conditions:

- Feasibility Study for Mount Royal Village District (Sewer)
- Feasibility Study for Davidsburg and Locust Pointe (Sewer)
- Map of well locations and Well Head Protection Areas
- Borough will supply hardcopy maps of wells.
- Little Conewago Phase I (Stormwater Mgt.)
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- ELA Study (Transportation)
- Additional Studies (Transportation – TPD/Craig Millott)
- Ambulance Services – calls, equipment, staffing and other relevant information.
- School facility information.
- Park plans, facilities and programs.
- Municipal Services such as recycling, garbage collection, brush collection and others.
- Listing of major employers.
- Merchantile tax information.
- Reassessment for 2006.
- Recently approved development plans (Borough and Township).
- Utility information such as cable TV, electric, gas and water.

4. 8:00 PM – 8:30 PM Review of Critical Issues

- *Review and Discussion of Critical Issues Identified in Project Overview and RFP*

JMT facilitated a group discussion to review critical issues identified in the RFP and to identify any additional issues of concern. The summary listing of these issues is attached.

These issues will be used to assist with identification of plan goals and objectives, community vision, analysis and upcoming public meetings.

5. 8:30 PM – 8:45 PM Review and Discussion of Community Survey

- *Circulation of draft Community Survey, Comments and Discussion*
- *Discussion of Timing and Mechanism for Circulation of Survey*
- *Promotion of Survey*

JMT circulated a draft survey for review and comment. JMT will make modifications and resubmit to the committee for finalization. Circulation of the survey and promotion will be discussed at future meetings.

6. 8:45 PM – 9:00 PM Public Comment Period

No members of the public attended.

JCPAC Assignments

- *Review Reading Materials*
- *Review Draft Existing Conditions Report*
- *Promote Community Survey*

JMT Meeting Follow-up Items

- *Prepare Meeting Minutes and Circulate for Review*
- *Conduct Additional Research and Verification of Existing Conditions*
- *Prepare Mail-out/Mail-back and On-line Community Survey*